

AGENDA
HAMPTON ROADS PLANNING DISTRICT COMMISSION
EXECUTIVE COMMITTEE MEETING
June 18, 2015

1. Call to Order
2. Approval/Modification of Agenda

WORKSHOP AGENDA

3. HUD National Disaster Resilience Competition
4. Hampton Roads Regional Benchmarking Study
5. Potential Office Relocation
6. Dutch Dialogues Update

REGULAR AGENDA

7. Submitted Public Comments
8. Transcribed Public Comments from the April 16, 2015 Quarterly Commission Meeting
9. Public Comment Period
10. Approval of Consent Items
 - A. Minutes of April 16, 2015 Quarterly Commission Meeting.
 - B. Treasurer's Report of April 2015
 - C. FY 2015 Budget Amendments
 - D. FY 2016 Unified Planning Work Program
 - E. Consultant Services Contract – Regional and Environmental Planning and Analysis
 - F. Consultant Services Contract – askHRgreen.org Marketing & Media Support
 - G. FY 2013 State Homeland Security Grant Program (SHSGP)
 - H. Hampton Roads Regional Benchmarking Study
 - I. Consultant Services Contract Task Order – Maintenance Of PARS, SSORS, and FOG Certification Websites
11. HRPDC Three-Month Tentative Schedule
12. Advisory Committee Summaries
13. Correspondence of Interest
14. For Your Information
15. Old/New Business

ADJOURNMENT

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #1: CALL TO ORDER

The meeting will be called to order by the Chair at 9:30 a.m.

ITEM #2: APPROVAL/MODIFICATION OF AGENDA

Members are provided an opportunity to add or delete items from the agenda. Any item for which a member desires consideration from the Hampton Roads Planning District Commission should be submitted at this time, as opposed to under “Old/New Business.”

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #3: HUD NATIONAL DISASTER RESILIENCE COMPETITION

SUBJECT:

Briefing by Chris Thompson, DHCD Division of Housing Deputy Director.

BACKGROUND:

The Commonwealth of Virginia and major stakeholders in Hampton Roads have created a regional public-private coalition, The Resilience Partnership (RP), whose purpose is to re-invent the region around a shared understanding of how to live with water, in response to on-going environmental changes. The coalition will surface, test and refine the best strategies for building water resilient communities across a range of environments by developing a model seaport region that derives its economic vitality from the water. To support this effort, Virginia has applied for assistance through the U.S. Department of Housing and Urban Development under the National Disaster Resilience Competition to support innovative resilience projects at the local level. The competition will also support communities in efforts to adopt policy changes and activities that plan for the impacts of extreme weather and climate change.

Mr. Chris Thompson, DHDC Division of Housing Deputy Director, will update the Commission on the recent submission of the application, award status and a review of the participating localities. Additionally, he will discuss how remaining localities can become involved in the project and other actions to be undertaken such as the formation of a state workgroup and identification of projects.

Note: This is for informational purposes only.

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #4: HAMPTON ROADS REGIONAL BENCHMARKING STUDY

SUBJECT:

The Hampton Roads Regional Benchmarking Study is an annual publication produced by the HRPDC Economics staff.

BACKGROUND:

In the Regional Cooperation Act, the Code of Virginia calls for Planning District Commissions (PDCs) to collect and maintain demographic, economic and other data concerning the region and member localities, and act as a State Data Center affiliate in cooperation with the Virginia Employment Commission (VEC).

In keeping with this mandate, the HRPDC staff has completed the tenth annual Regional Benchmarking Study. This publication includes a locality profile for the seventeen jurisdictions as well as graphical illustrations for 154 regional benchmarks covering the economy, demographics, real estate, transportation, education, government finances, and various quality of life indicators. Each graph is accompanied by a brief explanation regarding the purpose of the benchmark and the current condition in Hampton Roads. Complete data tables for each of the data sets are available on the Commission's website. New for this year is the publication of "*The Little Book of Big Data*"; a miniature version of the benchmarking study.

Mr. Greg Grootendorst, HRPDC Chief Economist, will brief the Commission on this topic.

Enclosure 4

Note: This item will be presented for action under Consent Agenda Item #10-H

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #5: POTENTIAL OFFICE RELOCATION

SUBJECT:

Office Space needs for the HRPDC and HRTPO.

BACKGROUND:

In a letter dated January 9, 2015, the HL Development Group submitted an unsolicited proposal to the Joint Hampton Roads Planning District Commission (HRPDC)/Hampton Roads Transportation Planning Organization (HRTPO) Personnel and Budget Committee regarding the relocation of the offices “of the HRPDC and its allied agencies”.

The HRTPO Board discussed this item at the TPO Retreat on May 21, 2015 and recommended the issue be referred back to the Joint Personnel & Budget Committee. For purposes of comparison with the proposal, a fact sheet on The Regional Building is also attached.

Mr. Randy Keaton, HRPDC Interim Executive Director will facilitate a discussion with the Commission.

Attachment 5-A

Attachment 5-B

Note: This item is for informational purposes only.



*Kenneth I. Wright, Chairman
Clyde A. Haulman, Vice-Chair*



*McKinley L. Price, Chairman
Linda T. Johnson, Vice-Chair*

January 21, 2015

Mr. William A. Hudgins
HL Development Service Group
999 Waterside Drive, Suite 1400
Norfolk, Virginia 23510

RE: Relocation of Hampton Roads Planning District Commission/Hampton Roads Transportation Planning Organization

Dear Mr. Hudgins:

We are in receipt of your letter dated January 9, 2015, to Mr. Jack Tuttle concerning the relocation of the Hampton Roads Planning District Commission/Hampton Roads Transportation Planning Organization (HRPDC/HRTPO). Mr. Tuttle provided copies of your letter to the members of the Personnel and Budget Committee at their meeting on January 15, 2015. The Co-Chairs of the Committee, Mayor McKinley Price and Mayor Kenneth Wright, referred the matter to us for review and advice.

We appreciate your interest in the HRPDC/HRTPO. We are in the process of selecting a new Executive Director for the two organizations and will address your proposal once he/she is brought on board.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Keaton".

Randy R. Keaton
Interim Executive Director, HRPDC

A handwritten signature in black ink, appearing to read "C. Ravanbakht".

Camelia Ravanbakht, PhD
Interim Executive Director, HRTPO

copy: Mr. Jack Tuttle

MAILED

JAN 21 2015

HRPDC



Newport News Office
701 Town Center Drive, Suite 100
Newport News, Virginia 23606
Phone: 757-873-2020
Fax: 757-873-2525

Norfolk Office
999 Waterside Drive, Suite 1400
Norfolk, Virginia 23510
Phone: 757-640-8700
Fax: 757-640-8213

January 9, 2015

Mr. Jack Tuttle, Personnel and Budget Committee Representative
Hampton Roads Planning District Commission (HRPDC)
City of Williamsburg, Municipal Building
401 Lafayette Street
Williamsburg, VA 23185-3617

Dear Mr. Tuttle:

I would like to provide you and the Budget Committee an unsolicited proposal for the relocation of the Hampton Roads Planning District Commission and its allied agencies.

Here's why:

Central Location

The current location was central in 1987 when the agency was known as the Southeastern Virginia Planning District Commission serving the Southside. With the expansion of the service district to include the Peninsula Planning District Commission in 1990, the Greenbrier location became no longer central and has been quite a burden for those traveling from the northern part of the region over the last 25 years.

Space Needs

The Regional Building has been modified and expanded on several occasions to meet the growing needs of the Commission. With the addition of the HRTAC responsibilities and staffing, it is clear that the current facility, its meeting facility especially and its limited parking field provide insufficient space for current and future operations.

Collaboration

The Commission could have the ability to co-locate with higher education partners, research partners, modeling and simulation partners, and other transportation agencies thereby creating a synergistic environment that promotes a progressive agenda for the region to consider and advance the critical planning and implementation of eastern Virginia's infrastructure needs.

RECEIVED

JAN 15 2015

www.hldevelopment.com

HRPDC

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Here's the recommendation:

Central Location	Northern Suffolk / Western Portsmouth Intersection of Western Freeway / Interstate 664
Space	Office Space- 15,000 to 20,000 sf day one, with 40,000 sf of growth over time In Place Meeting Space(s) – Abundant pre-function and meeting space is available for most any size large meeting in the adjacent VMASC Center. In addition, the building can be expanded to accommodate a future regional asset, a state of the art, iconic “United Hampton Roads” meeting room. (See attached.) Parking – abundant parking available on site
Collaboration	Virginia Modeling Analysis & Simulation Center and Old Dominion University Likely Centralized location (Greater Harbor View area) for VDOT Regional Offices in the future

Here's the proposal:

	A “United Hampton Roads” statement / solution.
Central Location	VMASC / ODU Campus located where three cities come together Portsmouth, Chesapeake and Suffolk. Equally accessible to Southside & Peninsula Municipalities Equal Regional Public Access to All Citizens Provided
Space	Office Space - MAST One, Class A, 3 story office building. Exposure – Building Signage on Western Freeway Turnkey build-out based on mutually agreed floor plan Year # 1 rent concession to facilitate transition Long Term Lease with Option to Purchase the Building Purchase upon sale of Regional Building Possible

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Collaboration Old Dominion University has indicated a willingness to explore this idea and will be asked to collaborate with us in our ultimate proposal so that we can provide a comprehensive and long-term solution for HRPDC and HRTAC to consider.

A truly unique opportunity is available here, made possible by a variety of circumstances. The Commission has the opportunity to re-position in an orderly, phased fashion— putting in place a highly efficient work space that can accommodate future growth, centrally located within its service district, at economics far below the cost to construct new office and meeting space improvements of this kind.

It is rare to be able to offer 20,000 sf of contiguous office space, some of which is in move-in condition today that could accommodate HRTPO, HRTAC or SPSA immediately. It is equally rare to have an institutional, higher education partner willing to collaborate and support the management of an iconic, state of the art “United Hampton Roads” meeting center.

I should also note the Commission’s extraordinary stewardship of its current location. My understanding is that the Commission owns the building. The opportunity exists to make the move based on a lease, but allow for the sale of the new building to the Commission upon the sale of the Regional Building. Some element of debt would likely need to be put on the new building, but the current credit tenants in the building are paying rent that could be applied to this debt service over time and the Commission could gain again the benefit of ownership and have control over adjacent space as leases roll for future growth and/or occupancy by allied and/or collaborative agencies that can advance a regional agenda.

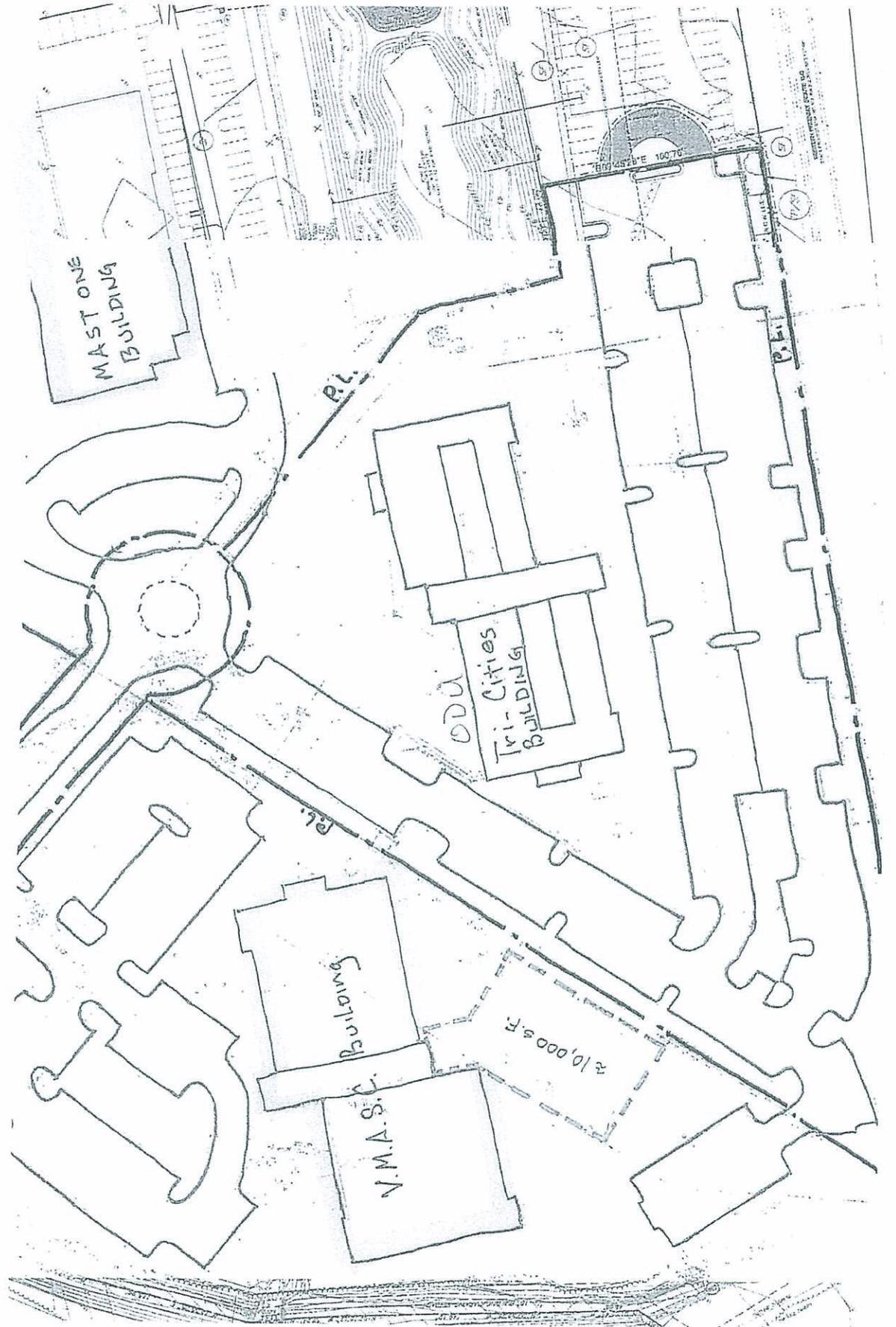
Thank you for allowing me to submit this proposal. I appreciate your consideration.

Sincerely,



William A. Hudgins, President
HL Development Service Group

cc: Camelia Ravanbakht, PhD
Randy Keaton



The Regional Building Fact Sheet

- Current square footage (approximate):
 - HRPDC: 14,200 sq. ft.
 - SPSA: 14,520 sq. ft.
 - Shared Areas: 5,697 sq. ft. (Board Room & break room)
 - Total: 34,417 sq. ft.

- Current tenants:
 - HRPDC/HRTPO (45-49 employees)
 - SPSA (10-15 employees)
 - HRMFFA (1 employee – with administrative support provided by HRPDC)

- Deed for property conveyed to SPSA & SVPDC November 12, 1985.
 - SPSA owned 45% interest in property
 - SVPDC (HRPDC) owned 55% interest in property
 - Occupied building in May 1987

- August 29, 1995 Agreement conveyed SPSA 55% interest in the property & HRPDC 45% interest in property.

- Regional Board Room construction began January 2000; completed September 2000. HRPDC owns 2/3; SPSA 1/3.

- HRPDC portion of Regional Building & Regional Board Room paid off November 15, 2006 (SPSA has also paid off its portion).

- January 19, 2007, HRPDC & SPSA enter into tenants-in-common agreement which outlined:
 - Exclusive and shared areas of property
 - First right of opportunity by SPSA & HRPDC to lease or purchase the other's exclusive areas.

- Late 2010/early 2011 discussions between HRPDC & SPSA Boards and Executive Directors regarding possible sale of SPSA portion to HRPDC with lease back option. Discussions never gained any traction.

- HRPDC office space fully occupied. Unoccupied offices within SPSA space (first floor).

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #6: DUTCH DIALOGUES UPDATE

SUBJECT:

A “Dutch Dialogues” workshop will be held in Hampton Roads on June 19-23, 2015. Commissioners are encouraged to attend the opening session (June 19th from 9 a.m.-12 p.m.) and closing session (June 23rd from 9 a.m.-12 p.m.) at the Slover library in Norfolk.

BACKGROUND:

Dutch Dialogues (www.dutchdialogues.com) were conceived by David Waggoner, Principal of Waggoner and Ball Architects, and the Netherlands Embassy in Washington, D.C., to bring together Dutch urban designers, engineers, landscape architects, planners, academics, and government officials to engage with American counterparts to explore solutions for flood risk reduction, infrastructure with multiple benefits, resiliency, and smart redevelopment. In New Orleans, the Dutch Dialogues eventually led to the development of the Greater New Orleans Urban Water Plan (www.livingwithwater.com), and in New York, this approach was used to inform the Rebuild by Design Competition (www.rebuildbydesign.org)

The Dutch Dialogue workshop in Hampton Roads will focus on two sites: the Tidewater District of Norfolk and the Newmarket Creek watershed in Hampton and Newport News. The workshop will be held at the Slover Library in Norfolk with the following schedule:

9 AM.-Noon	Friday, June 19th	Opening Session
9 AM-4 PM (3-4 PM Q&A period)	Saturday, June 20th	Work Session
10 AM-5 PM	Sunday, June 21st	Work Session
9 AM-9 PM (11 AM-Noon Q&A period)	Monday, June 22nd	Work Session
9 AM-Noon	Tuesday, June 23rd	Closing Session

Q&A periods are specific times where the teams will be prepared to give updates on their progress. At the workshop’s conclusion, the teams will have identified a number of strategies that promote integrated water management and resiliency and are applicable for communities across Hampton Roads.

Mr. Ben McFarlane, HRPDC Senior Regional Planner, will brief the Commission on this topic.

Attachment 6

NOTE: This item is for informational purposes only.

Hampton Roads Dutch Dialogues Background Information



Kingdom of the Netherlands



Waggoner & Ball Architects

The Dutch Dialogues are the latest component of the long history and friendship between the Kingdom of the Netherlands and the United States. These workshops combine Dutch approaches to integrated water management – acquired over centuries of living with water – with American expertise to address water problems in U.S. cities such as flooding, poor water quality, sea level rise, and subsidence. The initial Dutch Dialogues were held in New Orleans, and similar workshops have been held in New York, Bridgeport, St. Louis, Tampa Bay, and Los Angeles. The Dutch approach to living with water strives to integrate flood risk mitigation, engineering, spatial planning, urban design, environmental restoration, community amenities, and economic development. While such integration is challenging, it provides an incredible opportunity for innovative approaches to improve the quality of life and economies of waterfront communities.

What is a Dutch Dialogue?

Dutch Dialogues (www.dutchdialogues.com) were conceived by David Waggoner, Principle of Waggoner and Ball Architects, and the Netherlands Embassy in Washington, DC, to bring together Dutch urban designers, engineers, landscape architects, planners, academics, and government officials to engage with American counterparts to explore creative solutions and holistic concepts for flood risk reduction, (green and gray) infrastructure with multiple benefits, resiliency, and smart redevelopment. In New Orleans, the Dutch Dialogues eventually led to the development of the award-winning Greater New Orleans Urban Water Plan (www.livingwithwater.com), and, in New York, this approach was used to inform the Rebuild by Design Competition (www.rebuildbydesign.org).

The Dutch Dialogues evaluate district-, neighborhood- and block-scale challenges within the context of the regional landscape and morphology. Participants explore how to:

- Reduce the impacts of both catastrophic and recurrent flooding due to significant precipitation, lunar tides and wind- and/or wave- driven tidal surge.
- Re-envision and take advantage of riverfronts, shorelines and stream alignments using storm water retention, groundwater, and water management measures to improve water quality, reduce flooding and improve ecosystems.
- Naturalize engineered storm water conveyance systems.
- Revitalize and redevelop urban waterfronts and nearby communities.
- Reestablish links between natural systems and neighborhoods via parks and other amenities.
- Stimulate redevelopment, tax base, and economic opportunities.
- Replace, where possible, hardscape with permeable surfaces for water storage.

- Develop practices to secure multiple benefits such as flood protection, economic development, and beautification via current and future infrastructure programs.
- Mitigate impacts of future sea level rise and increased storm surge.
- Explore how existing sand nourishment, dune protection, and shoreline morphology improvements can contribute to beachfront communities.

A Dutch Dialogue for Hampton Roads

The possibility of hosting a Dutch Dialogue in Hampton Roads was first brought up in a conversation between the City of Norfolk and the Royal Netherlands Embassy in 2012. In 2014, the Hampton Roads Planning District Commission was brought into the conversation with a proposal to expand the geographic scope of the Dialogue to the region. Localities were invited to submit proposals for Dialogue study sites. Two sites, the Tidewater District of Norfolk and the Newmarket Creek watershed in Hampton and Newport News, were selected from the list of proposals.

About the Sites

The **Tidewater District** of Norfolk encompasses the area extending inland from the Elizabeth River's Eastern Branch from Harbor Park to Chesterfield Heights. The area includes the St. Paul's Quadrant and other areas between Brambleton Avenue and the river. The district includes a mix of uses, including housing, industrial waterfronts, and the baseball stadium. The primary water management issue facing the district is tidal flooding. Additional issues include poor drainage, environmental degradation, public housing, and water access.

The **Newmarket Creek** watershed runs from the Back River in Hampton across the Peninsula through Newport News to the James River. The watershed contains a wide variety of land uses and types of development, including residential neighborhoods, shopping centers, and major roadways. The watershed faces flooding challenges from tides, storm surge, and precipitation.

The End Goal

At the workshop's conclusion, the teams will have identified a number of strategies that promote integrated water management and resiliency and are applicable for communities across Hampton Roads.

Workshop Partners

Royal Netherlands Embassy

Mr. Dale Morris
Senior Economist

dale.morris@minbuza.nl

City of Hampton

Ms. Gayle Hicks, P.E.
Water Resources Engineer

ghicks@hampton.gov

Mr. Matt Smith
City Planner

mssmith@hampton.gov

McNeilan & Associates

Mr. Tom McNeilan, P.E.
Partner & Principal Engineer

tom@mcneilan.com

Hampton Roads Planning District Commission

Ms. Whitney Katchmark, P.E.
Principal Water Resources Engineer

wkatchmark@hrpdcva.gov

Mr. Ben McFarlane, AICP
Senior Regional Planner

bmcfarlane@hrpdcva.gov

City of Norfolk

Mr. Ron Williams
Deputy City Manager

ron.williams@norfolk.gov

Ms. Christine Morris
Chief Resilience Officer

Christine.Morris@norfolk.gov

Waggoner & Ball Architects

Mr. David Waggoner, FAIA
President

david@wbarchitects.com

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #7: SUBMITTED PUBLIC COMMENTS

Written public comments are attached. Any new written public comments will be distributed as a handout at the meeting.

ITEM #8: TRANSCRIBED PUBLIC COMMENTS FROM THE APRIL 16, 2015 QUARTERLY COMMISSION MEETING

Each month, the public is invited to verbally comment on the HRPDC, its policies and programs, and items on the Commission agenda. Comments offered during this Public Comment Period, are transcribed and submitted with each month's HRPDC agenda packet.

Attachment 8

ITEM #9: PUBLIC COMMENT PERIOD

Members of the public are invited to address the Hampton Roads Planning District Commission. Each speaker is limited to three minutes.

ITEM #10: APPROVAL OF CONSENT AGENDA ITEMS

A. Minutes

The Minutes of the April 16, 2015 Quarterly Commission Meeting are attached.

Attachment 10-A

Recommended Action:

The HRPDC staff recommends approval of the minutes.

B. Treasurer's Report

The Balance Sheet and Statement of Revenue and Expenditure for April 2015 activities are attached. This Statement reflects the financial status of the HRPDC as a whole.

Attachment 10-B

Recommended Action:

The HRPDC staff recommends the Treasurer's Report be accepted.

One person addressed the HRPDC on April 16, 2015:

Ellis James

Thank you, Mr. Chairman. My name is Ellis W. James, and I'm a resident of Norfolk, Virginia, and a lifetime resident at that. I'd like to correct the record on something that has been floating around, and I think you will catch it right away. The EPA clean energy plan is not, I repeat, is not closing coal-fired plants. You don't have to take my word for that. Pull it up, check it out, and you will find out that in essence, what is really happening is that the natural gas lower prices are the main trigger. That's not my opinion only. That is something that we all in Hampton Roads and Virginia need to be fully aware of because of the impending push to try to do fracking in the eastern part of Virginia, which will exacerbate the sea rise situation that we're now looking at and talking about. Let me give you a quick example and it may seem at first blush that it is not applicable, but I think if you think about it, it will be obvious. Recent reports have resulted from studies that were made in Colorado to find out why California is suffering so at this current moment. One third of the water from the Colorado river was being diverted to farms and crops. I want to be sure I'm clear. I am not against the farmers, and I'm certainly not against the farmers in Virginia, but I think that is a perfect example of how we can learn from what's happening in other areas, and I help that you all will pay close attention to that. Thank you, Mr. Chairman.

Hampton Roads Planning District Commission
Quarterly Commission Meeting
Summary Minutes of April 16, 2015

The Quarterly Commission Meeting of the Hampton Roads Planning District Commission was called to order at 9:35 a.m. in the Regional Boardroom, 723 Woodlake Drive, Chesapeake, Virginia, with the following in attendance:

Commissioners:

Kenneth Wright, Chairman (PO)
Selena Cuffee-Glenn, Treasurer(SU)*
Clyde Haulman, Vice Chairman (WM)
James Baker (CH)
Dr. Ella P. Ward (CH)*
Barry Cheatham (FR)
Randy Martin (FR)*
Brenda Garton (GL)
Mary Bunting (HA)
George Wallace (HA)
Dee Dee Darden (IW)*
Anne Seward (IW)*
Mary Jones (JC)
Bryan Hill (JC)
Saundra Cherry (NN)

Jim Bourey (NN)*
McKinley Price (NN)
Mamie B. Johnson (NO)
Marcus Jones (NO)
Thomas Smigiel (NO)
J. Randall Wheeler (PQ)
Barry Porter (SH)*
Michael Johnson (SH)*
Robert Dyer (VB)
Louis R. Jones (VB)
Barbara Henley (VB)
James Spore (VB)
Jackson C. Tuttle (WM)
Mark Carter (YK)
Thomas Shepperd (YK)

Interim Executive Director:

Randy Keaton

Commissioners (Absent):

Lonnie Craig (CH)
Amar Dwarkanath (CH)
Debbie Ritter (CH)
John Meyer (GL)
Chris Snead (HA)
Paul Fraim (NO)
Angelia Williams (NO)
Traci-Dale Crawford (PQ)

T. Carter Williams (SM)
Peter Stephenson (SM)
Linda T. Johnson (SU)
Tyrone Franklin (SY)
John Seward (SY)
John Moss (VB)
Amelia Ross-Hammond (VB)
John Uhrin (VB)

*Late arrival or early departure.

Others Recorded Attending:

Wanda Barnard-Bailey, Earl Sorey (CH); Bryan Pennington, Jeff Raliski, Ron Williams (NO); Bryan Stilley, (NN); Brannon Godfrey (PO); Cathy Davison (Albemarle Commission); Cathy Aiello (Aiello Enterprises); Amy Harmond, David Pickeral (IBM Corp); Christina Howe, Johnathon Nye (Keep Portsmouth Beautiful); Ellis James (Sierra Club Observer); John Skirven (SSEVA); Peter Huber (Willcox and Savage); Staff: Kelli Arledge, Shernita Bethea, Melton Boyer, James Clary, Jennifer Coleman, Nancy Collins, Katie Cullipher, Rebekah Eastep, Kathlene Grauberger, Greg Grootendorst, Julia Hillegass, Whitney Katchmark, Sara Kidd, Mike Long, Jai McBride, Ben McFarlane, Camelia Ravanbakht, John Sadler, Tiffany Smith, Jill Sunderland, Joe Turner, Chris Vaigneur.

Approval/Modification of Agenda

Chairman Wright led the Pledge of Allegiance and stated agenda modifications included appointment of a Treasurer, Resolutions of Appreciation and convening a closed session.

He noted the Commission was meeting as an Executive Committee due to lack of a quorum.

Commissioner Thomas Shepperd Moved to approve the agenda as amended; seconded by Commissioner Louis Jones. The Motion Carried.

Chesapeake 55 & Better Comprehensive Plan

Dr. Wanda Barnard-Bailey, City of Chesapeake Deputy City Manager, stated the City of Chesapeake's population age of 55 and above will double by 2040. She indicated numerous community stakeholders developed a livable community plan which was adopted by the City.

The vision statement for the plan was, "A Community for a lifetime where all thrive with security and dignity". Additionally, the goal was "Chesapeake's Community will know the direction for its aging citizens."

She outlined the areas of focus areas:

- Housing
- Transportation
- Health Care
- Financial Safety and Security
- Quality of Life

Mr. John Skirven, Senior Services of Southeastern Virginia Chief Executive Officer, detailed the plan design elements and top responses from the Chesapeake 55 and plus survey.

Commissioner Ella Ward arrives

He outlined next steps:

- Revisit think tank
- Assign responsibilities for coordinating the action plan
- Form community groups to carry out the plan
- Monitor the results and review the metrics

Fiscal Year 2016 Draft Budget

Ms. Nancy Collins, HRPDC Chief Financial Officer, reviewed the FY 2016 draft budget. She indicated it was conservative and represented a total revenue and corresponding expenditure decrease of 7.8% from FY 2015. The decreases are in pass through accounts and occur due to grant reductions in UASI, MMRS, planning and environmental, and transportation funding.

Member contributions will remain at the reduced \$0.80 per capita rate originally approved in FY 2013.

She noted the budget included a proposed 2% performance-based salary adjustment, an increase of 4.4% in healthcare premiums, and no increase in VRS or VRS life insurance. Additionally, standard and special contracts remained unchanged, and a 23% decrease in general operations offset the reduced revenue.

Sea Level Rise

Mr. Ben McFarlane, HRPDC Senior Regional Planner, indicated the Special Committee on Recurrent Flooding and Sea Level Rise will begin to hold meetings on a bi-monthly basis instead of the current quarterly schedule. In the coming months the Committee will be reviewing and providing comments on regional sea level rise inundation maps updated by the HRPDC staff.

He reviewed the two sites selected for the Dutch Dialogues Workshop - Newmarket Creek Watershed in Hampton/Newport News and the Tidewater District in Norfolk. Both were large and displayed potential for a diverse range of situations and problems. Next steps of the exercise include finalizing dates in June 2015 and detailing the logistics of the workshop with the affected localities.

Mr. McFarlane identified other regional efforts the HRPDC is involved in include:

- National Disaster Resilience Competition
- USGS Land Subsidence Study
- ODU Intergovernmental Pilot Project

Chairman Wright and Mr. McFarlane serve on the Governor's Climate Change and Resiliency Update Commission. The next regularly scheduled meeting is April 21, 2015, and the Commission will submit the final recommendations to the Governor in July.

Commissioners Jim Bourey, Dee Dee Darden and Anne Seward arrive

Legislative Update

Ms. Julia Hillegass, HRPDC Public Information and Community Affairs Administrator, compared the proposed HRPDC 2015 Legislative Agenda to the passed legislation from the 2015 General Assembly Session. She outlined the following highlights in regards to water resources:

- HB1924/SB1341 – Eastern Virginia Groundwater Management Advisory Committee
- HB1871 – Registration of wells
- HJ623/SB272 – JLARC Water Resources Study
- HJ587 – DEQ study of impacts on SW regulations in areas with seasonally high water table
- Locality comprehensive plans now to address sea level rise

She stated there was an increase in funding for BMP cost share and technical assistance, stormwater local assistance fund, loans for living shorelines, and shoreline erosion.

Commissioners Selena Cuffee-Glenn and Randy Martin arrive

Additionally, economics and housing initiatives such as community business launch program, Governors opportunity fund and Virginia housing trust fund received funding increases.

Ms. Hillegass noted education programs and Planning District Commissions received additional funds.

Items included on the HRPDC Legislative Agenda which did not pass the session include:

- Exempt churches from stormwater fees
- Recycling requirements
- Plastic bags
- Balloon releases
- Unfunded mandates

REGULAR AGENDA

Public Comment

Commissioners Michael Johnson and Barry Porter arrive

Mr. Ellis James, Sierra Club Observer, stated his opinion on the EPA's Clean Energy Plan and reiterated his concerns with the consequences of fracking east of I-95.

Submitted Public Comments

Chairman Wright indicated there were no Submitted Public Comments.

Approval of Consent Items

- A. Minutes of March 19, 2015 Executive Committee Meeting
- B. Treasurer's Report of February 2015
- C. Fiscal Year 2016 Draft Budget
- D. 2015 CDBG Regional Priorities
- E. Board Room Audio – FY 15 Budget Amendment

Commissioner Barry Cheatham Moved to approve the consent items, seconded by Commissioner McKinley Price. The Motion Carried.

HRPDC Three Month Tentative Schedule

Chairman Wright reviewed the Three Month Schedule section of the agenda and reminded the Commission the May meeting is cancelled due to the HRTPO Retreat.

Appointment of HRPDC Treasurer

Chairman Wright noted the Treasurer position currently held by Ms. Selena Cuffee-Glenn will soon be vacated and Commissioner Louis R. Jones offered to assume the duties until the end of the term in October 2015.

Commissioner Selena Cuffee-Glenn Moved to approve Mr. Louis R. Jones as HRPDC Treasurer, seconded by Commissioner Cheatham. The Motion Carried.

Resolutions of Appreciation

Chairman Wright and HRTPO Chairman McKinley Price presented Ms. Brenda Garton and Ms. Selena Cuffee-Glenn with Resolutions of Appreciation and stated their efforts and participation in the HRPDC and HRTPO were valued.

Closed Session

Chairman Wright indicated the Commission would enter closed session at 10:26 a.m. and Vice Chairman read the following statement:

The next item of business before the HRPDC is to advise all members of the Commission present that it is, in my judgement, appropriate for the board to enter into a closed meeting as authorized by the Virginia Freedom of Information Act. This closed meeting will be restricted to only those matters specifically exempted from disclosure pursuant to §2.2-3711(A) of the Virginia Code. The closed meeting is to be held for the purpose of Personnel Matters (§2.2-3711(A)(1)).

The Commission deems if necessary, as specified by the Virginia Freedom of Information Act, that the following non-members be present during closed meeting:

- *Voting and Non-Voting Members of the HRTPO*

It should be noted for the record that a motion to enter into a closed meeting for the purpose previously described has been made by Commissioner Clyde Haulman and seconded by Commissioner McKinley Price.

The closed session concluded at 10:52 a.m. and the Chairman asked for a motion to certify:

Only public business matters, lawfully exempted from open meeting requirements under The Virginia Freedom of Information Act, and only such public business matters as were proposed under the motion under which the closed meeting was convened were heard, discussed, or considered in the meeting by the Commission.

A roll call vote was taken:

James Baker: Yes
Ella Ward: Yes
Barry Cheatham: Yes
Randy Martin: Yes
Brenda Garton: Yes
George Wallace: Yes
Mary Bunting: Yes
Dee Dee Darden: Yes
Anne Seward: Yes
Mary Jones: Yes
Bryan Hill: Yes
McKinley Price: Yes
Jim Bourey: Yes
Mamie Johnson: Yes
Marcus Jones: Yes
Thomas Smigiel: Yes
J. Randall Wheeler: Yes
Brannon Godfrey: Yes
Kenneth Wright: Yes
Michael Johnson: Yes
Barry Porter: Yes
Selena Cuffee-Glenn: Yes
Robert Dyer: Yes
Louis Jones: Yes

James Spore: Yes
Barbara Henley: Yes
Jackson Tuttle: Yes
Clyde Haulman: Yes
J. Mark Carter: Yes
Thomas Shepperd: Yes

The Motion Carried.

Commissioner Haulman read the following motion:

Authorize the hiring of Mr. Robert Crum as the Executive Director of the HRPDC and HRTPO and to allow the Joint Personnel and Budget Committee, on behalf of the Commission, to negotiate and execute the salary and benefits for the position subject to the limitations as defined in the advertised position profile.

Commissioner Haulman Moved to hire Mr. Robert Crum as the Executive Director of the HRPDC/HRTPO, seconded by Commissioner Jones. The Motion Carried, with Commissioner Barry Cheatham dissenting.

Advisory Committee Summaries

Chairman Wright discussed the Advisory Committee Summaries section of the agenda.

Old/New Business

Chairman Wright indicated there was no Old/New Business

Adjournment

With no further business to come before the Hampton Roads Planning District Commission, the meeting adjourned at 10:58 a.m.

Kenneth I. Wright
Chairman

Randy Keaton
Interim Executive Director

FISCAL YEAR 2015
4/30/15
BALANCE SHEET

ASSETS		LIABILITIES & NET ASSETS	
Cash & Cash Equivalents	\$ 212,896	Current Liabilities	\$ 1,694,268
Accounts Receivables	1,236,115	Net Assets	5,597,894
Investments	4,643,986		
Other Current Assets	664		
Net Capital Assets	<u>1,198,502</u>		
Total Assets	<u>\$ 7,292,163</u>	Total Liabilities & Equity	<u>\$ 7,292,163</u>

STATEMENT OF REVENUES AND EXPENDITURES

REVENUES	Annual Budget	Previous YTD	Current Month	YTD
Grant and Contract Revenue	\$ 4,737,938	\$ 2,892,932	\$ 649,692	\$ 3,542,623
VDHCD State Allocation	151,943	113,957	37,986	151,943
Interest Income	16,000	11,296	780	12,076
Local Jurisdiction Contributions	1,358,370	1,358,370	-	1,358,370
Other Local Assessment	1,208,295	1,208,295	-	1,208,295
Sales and Miscellaneous Revenue	371,473	20,526	2,521	23,048
Special Contracts/Pass thru	<u>1,538,695</u>	<u>504,000</u>	<u>-</u>	<u>504,000</u>
Total Revenue	<u>\$ 9,382,714</u>	<u>\$ 6,109,376</u>	<u>\$ 690,979</u>	<u>\$ 6,800,355</u>
EXPENDITURES				
Personnel	4,743,817	2,980,401	338,362	3,318,763
Standard Contracts	231,905	158,773	38,246	197,019
Special Contracts / Pass-Through	4,012,457	1,779,452	104,848	1,884,300
Office Services	394,535	308,228	37,281	345,509
Capital Assets	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenses	<u>\$ 9,382,714</u>	<u>\$ 5,226,854</u>	<u>\$ 518,737</u>	<u>\$ 5,745,591</u>
Agency Balance	<u>\$ -</u>	<u>\$ 882,522</u>	<u>\$ 172,242</u>	<u>\$ 1,054,764</u>

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #10-C: BUDGET AMENDMENTS

SUBJECT

FY 2015 Budget amendments to the UASI, MMRS and Dutch Dialogue Programs

BACKGROUND:

Beginning in 1999, the HRPDC has received MMRS and UASI awards to fund emergency management responses to natural and man-made mass-casualty disasters. These latest awards to support the implementation of Urban Area Security Strategies cover: Program Management (\$146,500), Regional WebEOC Sustainment (\$105,000), Shelter Support Units (\$40,000), the Regional Catastrophic Planning Grant Program (RCPGP) (\$30,400), MMRS Shelter Equipment (\$133,333), and for the Sustainment of Interoperable Communications (\$313,500).

The HRPDC has also been requested to assist with general expenses associated with hosting the Dutch Dialogues.

Attachment 10-C

RECOMMENDED ACTION:

Approve the budget amendments for these projects.

FY2015 BUDGET AMENDMENTS FOR JUNE 2015

	Notes	Original Budget	Amendment	Amended Budget	Pass- Thru	Operations	Change in Budget
REVENUES							
NEW AWARDS:							
UASI Program Management (6500014)	1	\$0	\$146,500	\$146,500	\$0	\$146,500	\$146,500
WebEOC (65714)	2	0	105,000	105,000	105,000	0	105,000
Shelter Support Units (650214)	3	0	40,000	40,000	40,000	0	40,000
Regional Catastrophic Preparedness (630111)	4	0	30,400	30,400	0	30,400	30,400
MMRS Shelter Equipment (650313)	5	0	133,333	133,333	133,333	0	133,333
Interoperable Communications (650914)	6	<u>0</u>	<u>313,500</u>	<u>313,500</u>	<u>313,500</u>	<u>0</u>	<u>313,500</u>
TOTAL NEW REVENUES		\$0	\$768,733	\$768,733	\$591,833	\$176,900	\$768,733
CONTINGENCY FUNDS:							
New Program: Dutch Dialogues	7	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>
TOTAL AMENDMENT FUNDING		\$0	\$778,733	\$778,733	\$591,833	\$186,900	\$778,733
EXPENDITURES							
OPERATIONS		\$0	\$186,900	\$186,900		\$186,900	\$186,900
PASS-THROUGH		<u>0</u>	<u>591,833</u>	<u>591,833</u>	<u>591,833</u>	<u>0</u>	<u>591,833</u>
TOTAL EXPENDITURES		\$0	\$778,733	\$778,733	\$591,833	\$186,900	\$778,733

- Note:**
- 1** \$33,160 of the \$146,500 will be spent in FY2015. \$113,340 will be budgeted in FY2016.
 - 2** \$47,236 of the \$105,000 will be spent in FY2015. \$57,764 will be budgeted in FY2016.
 - 3** \$32,038 of the \$40,000 will be spent in FY2015. \$7,962 will be budgeted in FY2016.
 - 4** All of this was expended in FY2015.
 - 5** All of this was expended in FY2015.
 - 6** \$194,260 of the \$313,500 will be spent in FY2015. \$119,240 will be budgeted in FY2016.
 - 7** \$10,000 out of contingency funds to support the Dutch Dialogues Program

AGENDA NOTE - HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #10-D: FY 2016 UNIFIED PLANNING WORK PROGRAM

SUBJECT:

Annually, the HRPDC staff prepares the Unified Planning Work Program (UPWP) for the coming Fiscal Year. The document outlines the work activities the HRPDC staff will undertake in support of the Commission and member localities.

BACKGROUND:

Enclosed is the proposed HRPDC UPWP for FY 2016, starting July 1, 2015. It is the result of input from the seventeen local governments served by the HRPDC and various state and federal planning requirements. The vast majority of the work elements evolved from local advisory and technical committees. It also includes ideas, comments and suggestions generated at the HRPDC Retreat held on February 19, 2015.

Enclosure

RECOMMENDED ACTION:

Approve the FY 2016 HRPDC UPWP.

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #10-E: CONSULTANT SERVICES CONTRACTS – REGIONAL AND ENVIRONMENTAL PLANNING AND ANALYSIS

SUBJECT:

Execute consultant services contracts with CH2M, Kerr Environmental Services Corp., RK&K, SCS Engineers, and Timmons Group, Inc. to provide assistance, on a task order basis, for regional and environmental planning and analysis and associated activities.

BACKGROUND:

On March 12, 2015, the HRPDC issued Request for Proposal (RFP) No. WR-RFP-2015-01 to establish contracts for professional services to support of the organization's various program areas. The contracts will enable the HRPDC to issue task orders, as needed, to respond quickly to the needs of regional programs and the directives and requests of the Hampton Roads Planning District Commission, official advisory committees, subcommittees, and working groups.

A total of 13 qualified proposals were received. The formal selection process resulted in the recommendation to award contracts to five firms:

1. CH2M HILL, Inc. (CH2M)
2. Kerr Environmental Services Corp.
3. Rummel, Klepper & Kahl, LLP (RK&K)
4. Stearns, Conrad and Schmidt, Consulting Engineers, Inc. (SCS Engineers)
5. Timmons Group, Inc.

Contract Amount: To be determined. Task orders will be developed and the proposed budget will be presented to the Commission for approval. Funding sources will vary depending on the Task Order.

Time of Performance: July 1, 2015 to June 30, 2016. The time of performance for specific tasks will be documented in the individual Task Orders as they are developed. Contracts may be renewed by the Commission upon written agreement of both parties for up to four successive one-year periods, under the terms of the initial contract.

General Scope of Work: To provide assistance, on a task order basis, for regional and environmental planning and analysis in support of the HRPDC's program areas. Individual localities may utilize these contracts, if appropriate.

RECOMMENDED ACTION:

Authorize the Interim Executive Director to execute consultant services contracts with CH2M, Kerr Environmental Services Corp., RK&K, SCS Engineers, and Timmons Group, Inc.

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #10-F: CONSULTANT SERVICES CONTRACT – ASKHRGREEN.ORG MARKETING & MEDIA SUPPORT

SUBJECT:

Execute consultant services contract with Cahoon & Cross to provide assistance, on a task order basis, for regional and environmental planning and analysis and associated activities.

BACKGROUND:

On March 12, 2015, the HRPDC issued Request for Proposal (RFP) No. PICA-RFP-2015-01 to establish a contract to secure public relations, marketing and media buying services for askHRgreen.org, the Hampton Roads Planning District Commission's environmental education and public outreach program.

A total of four qualified proposals were received. The formal selection process resulted in the recommendation to award the contract to Cahoon & Cross, Inc.

Contract Amount: A minimum of \$100,000. Exact amount is to be determined based on individual program needs.

Time of Performance: July 1, 2015 to June 30, 2016. The contract may be renewed by the Commission upon written agreement of both parties for up to four successive one-year periods, under the terms of the initial contract.

General Scope of Work: To develop a comprehensive communications plan for askHRgreen.org which incorporates the messaging of all four regional environmental education committees: stormwater pollution prevention; water conservation and awareness; proper disposal of fats, oils and grease; and recycling, litter prevention, and beautification. Individual localities may utilize this contract, if appropriate.

RECOMMENDED ACTION:

Authorize the Interim Executive Director to execute consultant services contracts with Cahoon & Cross, Inc.

ITEM #10-G: FY 2013 STATE HOMELAND SECURITY GRANT PROGRAM (SHSGP)

SUBJECT:

The Virginia Department of Emergency Management (VDEM) requires the HRPDC to formally authorize the Interim Executive Director to apply for and accept FY 2013 SHSGP funds.

BACKGROUND:

The Virginia Department of Emergency Management (VDEM) has approached the HRPDC with unallocated funds from the FY13 SHSGP. After coordination with the All Hazards Advisory Committee, \$133,333 has been allocated for the purchase of Metropolitan Medical Response System related equipment. VDEM has provided the HRPDC with the letters of allocation from the 2013 SHSGP (CFDA # 97.067) from the United States Department of Homeland Security. The obligation period for this program is May 1, 2015 to June 30, 2015. The HRPDC (a sub-recipient) is required to submit a completed VDEM grant application and all supporting documents upon receipt of the allocation letter.

The Interim Executive Director is requested to sign the following certificates:

- FY 2013 State Homeland Security Grant Applications (referred to as POC Form and Budget Sheets)
- Grant Assurances
- Cert. Regarding Lobbying
- Non-Supplanting Certification

STAFF COMMENTARY:

This grant is a result of VDEM reallocating unspent FY 2013 SHSGP funds from other projects throughout Virginia before the grant performance period ends. In order to utilize these grant funds for the benefit of the region, the grant has already been accepted and spending is underway.

RECOMMENDED ACTION:

Authorize the HRPDC Interim Executive Director to accept the FY13 SHSGP grant.

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #10-H: HAMPTON ROADS REGIONAL BENCHMARKING STUDY

SUBJECT:

The Hampton Roads Regional Benchmarking Study is an annual publication produced by the HRPDC Economics staff.

BACKGROUND:

In the Regional Cooperation Act, the Code of Virginia calls for Planning District Commissions (PDCs) to collect and maintain demographic, economic and other data concerning the region and member localities, and act as a State Data Center affiliate in cooperation with the Virginia Employment Commission (VEC).

In keeping with this mandate, the HRPDC staff has completed the tenth annual Regional Benchmarking Study. This publication includes a locality profile for the seventeen jurisdictions as well as graphical illustrations for 154 regional benchmarks covering the economy, demographics, real estate, transportation, education, government finances, and various quality of life indicators. Each graph is accompanied by a brief explanation regarding the purpose of the benchmark and the current condition in Hampton Roads. Complete data tables for each of the data sets are available on the Commission's website. New for this year is the publication of "*The Little Book of Big Data*"; a miniature version of the benchmarking study.

This item and Enclosure were discussed under Workshop Agenda Item #4.

RECOMMENDED ACTION:

Approve the release of the Hampton Roads Benchmarking Study.

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #10-I: CONSULTANT SERVICES CONTRACT TASK ORDER – MAINTENANCE OF PARS, SSORS, AND FOG CERTIFICATION WEBSITES

SUBJECT:

Authorize issuance of a task order under the existing Continuing Services Contract with URS Corporation for maintenance of the Permit Administration and Review System (PARS), the Sanitary Sewer Overflow Reporting System (SSORS), and the FOG Online Certification websites.

BACKGROUND:

PARS is a web-based database that assists localities with Municipal Separate Stormwater Sewer System (MS4) permit compliance, tracking of stormwater management facilities, and documentation of Chesapeake Bay TMDL implementation. SSORS is a web-based reporting and tracking system that assists localities with the required reporting of sanitary sewer overflows to the Virginia Department of Environmental Quality. Through the FOG Online Certification website, localities provide no-cost training to food service industry employees and grease haulers on the proper maintenance of grease control devices and the harmful effects of fats, oils and grease (FOG) on the region’s sanitary sewer systems.

The HRPDC has a Continuing Services Agreement with URS to provide assistance, on a task order basis, in the areas of water supply, wastewater and stormwater and associated activities. This task order is funded by the localities through the Regional Stormwater Program and the Regional Wastewater Program.

Task Order Amount: Up to \$12,000.

Period of Performance: Beginning July 1, 2015 and continuing for up to 3 months, as needed.

General Scope of Work: URS shall provide the following:

- Ensure that the websites, databases, and reporting systems are working properly and assist help requests and general troubleshooting services.
- Monitor the backup process to ensure that redundant backups are successfully maintained.
- Proactively monitor the database to predict and solve problems, such as data corruption and storage problems on the server.
- Provide website and server documentation, as well as coordination and support to complete the transition to the subsequent maintenance contract.

RECOMMENDED ACTION:

Authorize the Interim Executive Director to issue a task order for PARS, SSORS, and FOG Certification website maintenance under the Continuing Services Contract with URS Corporation.

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #11: HRPDC THREE-MONTH TENTATIVE SCHEDULE

The HRPDC staff has developed a tentative schedule of issues that will come before the Commission for action over the next three months. These issues are the primary action items the Commission will be considering. Other items may be added depending on new priority requests from the Commission, state and federal legislative and regulatory activities and new funding opportunities.

July 2015

Dutch Dialogues Report
Sea Level Rise Maps
Solid Waste Plan Update
Staff Compensation

August 2015

Meeting Cancelled

September 2015

askHRgreen.org Campaign Results
DHCD Annual Report

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #12: ADVISORY COMMITTEE SUMMARIES

A. DIRECTORS OF UTILITIES COMMITTEE

The summaries of the May 6, 2015 Directors of Utilities Committee meeting and June 3, 2015 Joint Directors of Utilities and Health Directors Meeting are attached.

Attachment 12-A1

Attachment 12-A2

B. REGIONAL ENVIRONMENTAL COMMITTEE

The summaries of the May 7, 2015 and June 4, 2015 Regional Environmental Committee meetings are attached.

Attachment 12-B1

Attachment 12-B2

C. SPECIAL COMMITTEE ON RECURRENT FLOODING AND SEA LEVEL RISE

The summaries of the March 13, 2015 and May 29, 2015 meetings of the Special Committee on Recurrent Flooding and Sea Level Rise are attached.

Attachment 12-C1

Attachment 12-C2

MEETING OF THE DIRECTORS OF UTILITIES COMMITTEE

The Directors of Utilities Committee met on May 6, 2015. The following items were discussed during the meeting:

- The Committee agreed to amend the Guidelines for Committee Actions to provide for a decision-making procedure to expend reserve funds. A minimum of 12 affirmative votes from member localities (one vote per locality) will be required to approve such expenditures.
- The Committee appointed Mr. Reed Fowler, Newport News Public Works Director, as the public utilities sector representative/non-voting member to the Hampton Roads All Hazards Advisory Committee (AHAC). Mr. Everett Skipper, Newport News Engineering Director, will serve as the alternate representative.
- Ms. Tammy Stephenson, DEQ Office of Water Supply, briefed the Committee on the draft State Water Resources Plan. The Committee discussed issues of concern and comments for submittal to DEQ by May 8, 2015.
- The Committee discussed the proposed amendments to the Virginia Water Protection Permit Program Regulation (9 VAC 25-210), including concerns about the definition of “safe yield” as agreed upon by the DEQ and the VDH. The Committee will continue to monitor the development of the proposed amendments.
- The HRPDC staff briefed the Committee on the status of the Regional Source Water Protection Plan, including recent coordination with VDH and next steps for verifying sources and compiling a geodatabase.
- The Committee discussed interest in future participation and funding of the Mission H2O Groundwater Subgroup. A decision will be made pending the outcome of the May 7, 2015 Mission H2O Annual Meeting and work plan discussion.
- The HRPDC staff updates included the following:
 - The HRPDC staff is completing affordability “data packages” for each locality, including the regional cost scenarios, socio-economic indicator data tables, and residential rates affordability assessment tool.
 - A status update was provided on the HRPDC RFP for FY16 Professional Services.
 - The June 3, 2015 Joint Meeting of the Directors of Utilities Committee and Health Directors will be held at the Chesapeake Bay Foundation’s Brock Environmental Center in Virginia Beach.

JOINT MEETING OF THE DIRECTORS OF UTILITIES COMMITTEE AND HEALTH DIRECTORS

The Directors of Utilities Committee and the Health Directors met on June 3, 2015 at the Brock Environmental Center in Virginia Beach. The following items were discussed:

- The Brock Environmental Center uses rainwater for all its water needs, including drinking water. Staff from the Chesapeake Bay Foundation briefed the group on the Center's rainwater harvesting system and the design and approval process for permitting a rainwater harvesting system for potable use. The group toured the facility and was briefed on the building's sustainable design features
- Mr. Dan Horne, VDH Office of Drinking Water (ODW) Southeast Virginia Field Office Director, provided an update on regulatory issues, including the content and schedule for proposed revisions to the Waterworks Regulations, and EPA's cyanobacteria health advisories and forthcoming guidance documents. Mr. Horne also briefed the group on the ODW's partial reorganization effective July 1, 2015.
- Ms. Ana Colón, VDH Regional Epidemiologist, and Mr. Dan Horne, VDH ODW Southeast Virginia Field Office Director, provided presentations on *Legionella* occurrence in the region and in Virginia and concerns related to drinking water, including regulatory implications of secondary treatment systems marketed to large facilities like hospitals and hotels. While EPA is developing guidance documents, the VDH ODW is contacting vendors selling secondary treatment systems and applying a risk-based approach to inventory facilities that have installed these systems. Hospitals, medical care facilities, hotels, and other buildings or campuses with large distribution systems are of concern.
- The Committee endorsed a regional letter to grease haulers drafted by the askHRgreen.org FOG Education Subcommittee to encourage best practices in servicing food service establishments.
- The Committee discussed the status of local fats, oils, and grease (FOG) ordinances. Based on a 2008, regional initiative to adopt local FOG ordinances, 9 localities have adopted ordinances and 6 have not. Some localities have experienced significant benefits since adoption of the FOG ordinance. Some localities are moving toward ordinance development. Other localities have implemented cleaning schedules to suit their needs.
- The Committee discussed the expenditure of \$10,000 of reserve funds to support the FY16 workplan for the Mission H2O Groundwater Subgroup. Committee members present at the meeting provided their votes. HRPDC staff will contact the remaining committee members and tally the votes.
- The Committee was briefed on the Dutch Dialogues in Hampton Roads. HRPDC staff will distribute the agenda to the Committee.

MEETING SUMMARY
REGIONAL ENVIRONMENTAL COMMITTEE

The Regional Environmental Committee met on May 7, 2015. The following items were discussed.

- Mr. Benjamin McFarlane, HRPDC, updated the Committee on a proposal for an expert panel to research Oyster Best Management Practices for the Chesapeake Bay Program Water Quality Goal Implementation Team and the recent approval by the Department of Environmental Quality of a pilot project including oyster aquaculture in the state nutrient credit exchange.
- Ms. Julia Hillegass, HRPDC, updated the Committee on a meeting of the Native Plants Steering Committee.
- Mr. Benjamin McFarlane, HRPDC, briefed the Committee on matters related to the Virginia Coastal Zone Management Program.
- Mr. Benjamin McFarlane, HRPDC, updated the Committee on matters related to sea level rise and recurrent flooding.
- Ms. Julia Hillegass, HRPDC, updated the Committee on legislation of interest to the Committee.
- Several Committee members and guests provided status reports.

MEETING SUMMARY
REGIONAL ENVIRONMENTAL COMMITTEE

The Regional Environmental Committee met on June 4, 2015. The following items were discussed.

- Ms. Fran Geissler, James City County, gave a presentation to the Committee on the use of regenerative stormwater conveyance systems as stormwater best management projects in James City County.
- Mr. Jeremy Sharp, Norfolk, gave a presentation to the Committee on the update of Norfolk's zoning ordinance.
- Ms. Whitney Katchmark, HRPDC, briefed the Committee on a position statement by a coalition highlighting the importance of size requirements for Manufactured Treatment Devices in the stormwater BMP Clearinghouse. The Committee voted in favor of the Committee Chair signing the letter on its behalf.
- Mr. Benjamin McFarlane, HRPDC, briefed the Committee on matters related to the Virginia Coastal Zone Management Program.
- Mr. McFarlane briefed the Committee on the methodology used to create new maps depicting areas potentially vulnerable to sea level rise.
- Mr. McFarlane updated the Committee on the Dutch Dialogue workshop scheduled for June 19-23.
- Ms. Julia Hillegass, HRPDC, briefed the Committee on items of interest from a recent legal seminar for planning commissioners organized by PlanVA.
- Several Committee members and guests provided status reports.

MEETING SUMMARY
SPECIAL COMMITTEE ON RECURRENT FLOODING AND SEA LEVEL RISE

The Special Committee on Recurrent Flooding and Sea Level Rise met on March 13, 2015. The following items were discussed.

- Mr. Benjamin McFarlane, HRPDC, updated the Committee on the Dutch Dialogue workshop, including a discussion of the process used to select study sites for the workshop.
- Mr. Matthew Wall, Virginia Department of Emergency Management, briefed the Committee on Virginia's application for the National Disaster Resilience Competition.
- Mr. McFarlane updated the Committee on the status of new regional sea level rise inundation maps.
- Mr. McFarlane briefed the Committee on the proposed Federal Flood Risk Management Standard.
- Ms. Whitney Katchmark, HRPDC, briefed the Committee on ideas discussed at the HRPDC retreat related to sea level rise. The Committee discussed which tasks should be prioritized by the HRPDC staff.
- Several representatives from area universities provided updates on various projects related to sea level rise and recurrent flooding.
- Several Committee members and guests provided status reports.

MEETING SUMMARY
SPECIAL COMMITTEE ON RECURRENT FLOODING AND SEA LEVEL RISE

The Special Committee on Recurrent Flooding and Sea Level Rise met on May 29, 2015. The following items were discussed.

- Several representatives from area universities provided updates on various projects related to sea level rise and recurrent flooding.
- Mr. Benjamin McFarlane, HRPDC, updated the Committee on the Dutch Dialogue workshop scheduled for June 19-23.
- Mr. McFarlane updated the Committee on the status of Virginia's application for the National Disaster Resilience Competition.
- Mr. McFarlane briefed the Committee on the methodology used to create new maps depicting areas potentially vulnerable to sea level rise.
- Mr. McFarlane briefed the Committee on new comprehensive plan requirements related to sea level rise for Hampton Roads communities. The Committee discussed current efforts by various localities to meet this requirement.
- Mr. McFarlane briefed the Committee on the Regional Coastal Resilience Grants Program, a program from the National Oceanic and Atmospheric Administration. Grant proposals are due July 24th. Old Dominion University and Virginia Institute of Marine Science representatives reported that the institutions are collaborating on at least one application.
- Mr. McFarlane briefed the Committee on the latest Hampton Roads Adaptation Forum.
- Several Committee members and guests provided status reports.
- The Committee was in favor of a staff proposal to change its name to the HRPDC Sea Level Rise Advisory Committee.

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #13: CORRESPONDENCE OF INTEREST

A. Email of Appreciation

Attached is an email to Mr. Greg Grootendorst, HRPDC Chief Economist from Mr. Bill Coburn, Carrollton Civic League thanking him for his presentation.

Attachment 13-A

B. HRPDC Subcommittee Appointment Letter

Attached is a letter from the City of Newport News appointing new members to the Regional Environmental Technical Committee and the Special Committee on Recurrent Flooding and Sea Level Rise.

Attachment 13-B

C. HRPDC Commission Appointment Letter

Attached is a letter from Gloucester County appointing Interim County Administrator, Sanford B. Wanner to the Commission.

Attachment 13-C

D. HRPDC Commission Appointment Letter

Attached is a letter from the City of Suffolk appointing Interim City Manager, Patrick Roberts to the Commission.

Attachment 13-D

E. Email of Appreciation

Attached is an email from Mr. Bob Freitag, HRCVO Immediate Past President, expressing his gratitude to the HRTPO and HRPDC staff for all of their assistance in regards to the 2015 Veterans Day Proclamation Signing on May 21, 2015.

Attachment 13-E

F. Email of Appreciation

Attached is an email from Mr. Lee Beach, Crown Colony Club to Mr. Greg Grootendorst, HRPDC Chief Economist thanking him for his informative presentation.

Attachment 13-F

From: Bill Coburn [<mailto:wcoburn@charter.net>]
Sent: Tuesday, April 07, 2015 11:10 AM
To: Greg Grootendorst
Cc: Albert P. Burckard, Jr.
Subject: Isle of Wight CCL Presentation

Greg,

Thanks so much for coming out and speaking with us at the Carrollton Civic League last night! Your presentation was terrific and you gave us a great background for further discussions with the county. Wanted to ask you more questions on the numbers but really wanted the group to learn as much as possible about your estimates and planning and we all did!

Pls call on me or the group if we can further assist you in your research and planning... we have some awesome folks here in Carrollton and the county in our citizen groups as we plan for our future!

Best Regards,

Bill Coburn



City of Newport News

Virginia 23607

Office Of The City Manager

April 16, 2015

2400 Washington Avenue,
(757) 926-8411
Fax (757) 926-3503

Mr. Randy Keaton, Interim Executive Director
Hampton Roads Planning District Commission
The Regional Building
723 Woodlake Drive
Chesapeake, Virginia 23320

Dear Mr. Keaton:

Please make the following changes to the members of the Regional Environmental Committee (REC) for the City of Newport News:

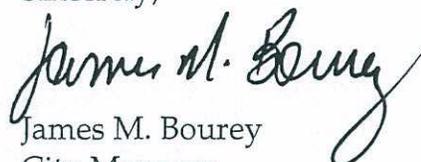
Allison Watts - Add as a Voting Member
Louis Bott - Add as a Voting Member
David Kuzma - Remove as a Member
Brian Lewis - Remove as a Member

Please make the following changes to the members of the Special Committee on Recurrent Flooding and Sea Level Rise for the City of Newport News:

Mohammad Shar - Add as a Voting Member

Your assistance is appreciated.

Sincerely,


James M. Bourey
City Manager

JMB:LJB:wjr

cc: Everett Skipper, Director of Engineering

RECEIVED

APR 27 2015

HRPDC

Attachment 13-B



County of Gloucester

P. O. Box 329

Gloucester, Virginia 23061

(804) 693-4042
FAX (804) 693-6004

Member
Board of Supervisors

May 20, 2015

Mr. Randy Keaton
Interim Executive Director
Hampton Roads Planning District Commission
723 Woodlake Drive
Chesapeake, VA 23320

Dear Mr. Keaton,

As you may be aware, Ms. Garton resigned as the County Administrator for Gloucester County effective April 30. Sanford B. Wanner has been appointed as the Interim County Administrator for Gloucester County until a new County Administrator is hired, and has been designated by the Board to serve as Gloucester's Executive Committee member to the Hampton Roads Planning District Commission until that time. Mr. Wanner's contact information is below:

Sanford B. Wanner
Interim County Administrator
P.O. Box 329
Gloucester, VA 23061
PH: 804-693-4042
Fax: 804-693-6004

Please let me know if you have any questions about this Board action.

Respectfully yours,

Ashley C. Chriscoe, Chair
Gloucester County Board of Supervisors

ACC:tc

cc: Sanford B. Wanner, Interim County Administrator

RECEIVED

MAY 26 2015

HRPDC

Attachment 13-C



OFFICE OF
THE MAYOR AND CITY COUNCIL

CITY OF SUFFOLK

P.O. BOX 1858, SUFFOLK, VIRGINIA 23439-1858 PHONE (757) 514-4018 FAX: (757) 538-1527

May 20, 2015

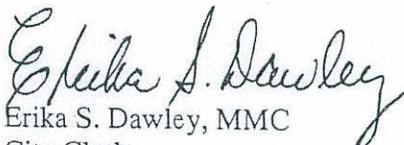
Mr. Randy Keaton
Interim Executive Director
Hampton Roads Planning
District Commission
The Regional Building
723 Woodlake Drive
Chesapeake, VA 23320

Dear Mr. Keaton:

On behalf of City Council of the City of Suffolk, it is my pleasure to officially notify you that at its meeting held May 20, 2015, Council appointed Interim City Manager Patrick Roberts as one of Suffolk's representatives to the Hampton Roads Planning District Commission, replacing Selena Cuffee-Glenn, for a term effective immediately and expiring on June 30, 2016.

Mr. Roberts can be reached via mail at P.O. Box 1858, Suffolk, Virginia 23439; by phone at (757) 514-4001; or email at proberts@suffolkva.us. Should you have any question regarding this appointment, please feel free to contact my office at (757) 514-4018.

Sincerely,


Erika S. Dawley, MMC
City Clerk

Enclosures

c: Interim City Manager Patrick Roberts

RECEIVED

MAY 29 2015

HRPDC

From: <RTFREI@aol.com>

Date: June 3, 2015 at 7:25:17 AM EDT

To: <cravanbakht@hrtpo.org>

Cc: <mmaliniak@cox.net>, <altasejr@cox.net>, <HAWESY31@GMAIL.COM>

Subject: Re: 2015 VETERANS DAY PROCLAMATION SIGNING

Greetings Camelia & Staff:

I want to thank you and your staff for making possible the signing of the 2015 Veterans Day Proclamation. On behalf of 'Our Military Veterans' and the Hampton Roads Council of Veterans Organization, 'Well done'. Your staff was professional, polite and helpful in making this signing a success. Please pass our 'Well done' to all that make this event happen.

*The best to all,
Bob Freitag
Immediate Past President, HRCVO
497-3336*

In a message dated 5/18/2015 8:26:40 A.M. Eastern Daylight Time, cravanbakht@hrtpo.org writes:

Good Morning Bob,

Just checking to see if your meeting has been scheduled for Thursday May 21 at 9:15 am in our Board Room.

Thanks,
Camelia

From: hleebeach@aol.com [<mailto:hleebeach@aol.com>]
Sent: Wednesday, June 03, 2015 9:40 AM
To: Greg Grootendorst
Subject: Thanks!

Greg:

On behalf of all of us in the Crown Colony Club, thank you for your very interesting talk last week. For some reason I got compliments from members really meant for you. The theme of the comments was that you made a tough subject informative with a touch of humor; not just anyone can do that.

Based on your visit to us, you will probably hear from other groups wanting you to speak. I hope you will; you are a good regional ambassador.

Thanks again; hope to see you soon.
Best regards,

Lee

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #14: FOR YOUR INFORMATION

A. Rating Agencies and Sea Level Rise Update

The HRPDC has surveyed all localities in regards to questions they have received from the Rating Agencies about their actions on addressing recurrent flooding and sea level rise. Currently, HRPDC staff has received responses from a majority of the localities and the preliminary findings shows only the larger member localities have been contacted by any of the rating agencies. Additionally, the form of inquiries has varied including: written requests for information; verbal questions at meetings; indirect questions through financial advisors; and responses to city initiated information. To date, none of the smaller member localities have been contacted by the rating agencies. Once the final responses have been received and compiled by the HRPDC, a final report will be prepared and distributed.

B. Advisory Committee Name Change

At the May 29, 2015 meeting of the Special Committee on Recurrent Flooding and Sea Level Rise members approved a formal name change. Effective immediately the Committee will be the HRPDC Sea Level Rise Advisory Committee.

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #15: OLD/NEW BUSINESS