

**Hampton Roads Planning District Commission
Summary Minutes of October 15, 2020**

The October 15, 2020 Meeting of the Hampton Roads Planning District Commission was called to order by the Chair at 12:35 p.m. in the Regional Building, 723 Woodlake Drive, Chesapeake, Virginia. 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 the general public, the Commission Meeting was held electronically via Zoom with the following in attendance:

Commissioners in Attendance

Andria McClellan, Chair (NO)	John Rowe (PO)
David Jenkins, Vice-Chair (NN)	Randall Wheeler (PQ)
Randy Keaton, Treasurer (IW)	Michael Johnson (SH)
Christopher Price (CH)	Michael Stallings (SM)
Debbie Ritter (CH)	Leroy Bennett (SU)
Ella Ward (CH)	Albert Moor (SU)
Amanda Jarratt (FR)	Melissa Rollins (SY)
Frank Rabil (FR)	Patrick Duhaney (VB)*
Steve Brown (HA)	Robert Dyer (VB)*
Mary Bunting (HA)	Louis Jones (VB)
Donnie Tuck (HA)	Guy Tower (VB)
William McCarty (IW)	Rosemary Wilson (VB)
Michael Hipple (JC)	Douglas Pons (WM)
Scott Stevens (JC)	Andrew Trivette (WM)
Cynthia Rohlf (NN)	Neil Morgan (YK)
Courtney Doyle (NO)	Sheila Noll (YK)
Mamie Johnson (NO)	

Commissioners Absent:

Stephen Best (CH)	W. Eugene Hunt (PQ)
Robert Geis (CH)	LaVoris Pace (PO)
Phillip Bazzani (GL)	William Gillette (SH)
Brent Fedors (GL)	T. Carter Williams (SM)
McKinley Price (NN)	Robert Elliott (SY)
Kenneth Alexander (NO)	Barbara Henley (VB)
Larry "Chip" Filer (NO)	Sabrina Wooten (VB)

Executive Director:

Robert A. Crum, Jr., Secretary

Other Participants:

Theresa Danaher (CAC)

*Late arrival or early departure.

Others Recorded Attending:

Wynter Benda (Norfolk); Bob Matthias (Virginia Beach); Jennifer Palestrant (DMME); Shawn Avery (Hampton Roads Workforce Council); Michael Garber (PB Mares); Drew Lumpkin (Senator Mark Warner's Office); and Keith Cannady, Kelli Arledge, Ashley Gordon, Logan Grimm, Mike Kimbrel, Benjamin McFarlane, Krista Lauro, Kendall Miller, Cynthia Mulkey, and Sheila Wilson (HRPDC/HRTPO Staff)

Chair Michael Hipple asked Mr. Robert Crum, HRPDC Executive Director, to brief the Commission on the provisions and acceptable practices of electronic meetings.

Mr. Robert Crum, HRPDC Executive Director, stated that pursuant to the declared state of emergency in the Commonwealth of Virginia, in response to the COVID-19 pandemic, and to protect the public health and safety of the Commission members, staff, and the general public, the HRPDC meeting was being held electronically via Zoom. These electronic meetings are required to complete essential business on behalf of the region.

Mr. Crum reviewed a few important housekeeping rules in order for the HRPDC meeting to run smoothly:

- All Commission members were asked to remain on mute before and after providing input.
- All Commission members were asked to identify themselves when speaking and/or providing a motion or second.
- All votes taken must be made by roll call vote and recorded in the minutes.

Mr. Crum thanked everyone for their attendance and patience during the electronic meeting.

Per the requirements of the Code of Virginia, the meeting notice, agenda, and supporting documentation was posted on the HRPDC website for public review. HRPDC staff also provided electronic copies of this information to Commission members and other interested parties. Members of the public were provided an opportunity to listen to the meeting, and a recording of the meeting will be available on the HRPDC website.

Attendance was recorded by roll call and a quorum was confirmed.

Approval/Modification of Agenda

Chair Michael Hipple indicated that there had been requests to modify the agenda as follows:

- Deferring Consent Item 7H, regarding the C-PACE program, to the November Commission meeting to allow for additional discussion
- Changing Consent Item 7I, regarding Proposed Building Code Changes, to Agenda Item 12 to allow for additional discussion and an independent vote
- Changing the placement of Agenda Item 10 to occur after Agenda Item 11

Motion: Commissioner Robert Dyer Moved to approve the Agenda as modified; seconded by Commissioner Andria McClellan.

With no questions or comments, a roll call vote was conducted and the votes were recorded as follows:

Chesapeake	Mr. Stephen Best	Absent
	Ms. Debbie Ritter	Aye
	Dr. Ella Ward	Aye
	Mr. Christopher Price	Aye
	Mr. Robert Geis	Absent
Franklin	Mayor Frank Rabil	Aye
	Ms. Amanda Jarratt	Not recorded
Gloucester County	Mr. Phillip Bazzani	Absent
	Mr. Brent Fedors	Absent
Hampton	Mr. Steve Brown	Not recorded
	Mayor Donnie Tuck	Aye
	Ms. Mary Bunting	Aye
Isle of Wight County	Mr. William McCarty	Aye
	Mr. Randy Keaton	Aye
James City County	Mr. Michael Hipple	Aye
	Mr. Scott Stevens	Aye
Newport News	Mayor McKinley Price	Absent
	Mr. David Jenkins	Aye
	Ms. Cynthia Rohlf	Aye
Norfolk	Mayor Kenneth Alexander	Absent
	Ms. Courtney Doyle	Aye
	Ms. Mamie Johnson	Aye
	Ms. Andria McClellan	Aye
	Dr. Larry "Chip" Filer	Absent
Poquoson	Mayor W. Eugene Hunt	Absent
	Mr. Randy Wheeler	Aye
Portsmouth	Mayor John Rowe	Aye
	Mr. LaVoris Pace	Absent
Town of Smithfield	Mayor T. Carter Williams	Absent

	Mr. Michael Stallings	Aye
Southampton County	Mr. William Gillette	Absent
	Mr. Michael Johnson	Aye
Suffolk	Mr. Leroy Bennett	Aye
	Mr. Albert Moor	Aye
Surry County	Mr. Robert Elliott	Absent
	Ms. Melissa Rollins	Aye
Virginia Beach	Mayor Robert Dyer	Aye
	Ms. Barbara Henley	Absent
	Mr. Louis Jones	Not recorded
	Mr. Guy Tower	Aye
	Ms. Rosemary Wilson	Not recorded
	Ms. Sabrina Wooten	Absent
	Mr. Patrick Duhaney	Aye
Williamsburg	Mayor Douglas Pons	Aye
	Mr. Andrew Trivette	Aye
York County	Ms. Sheila Noll	Aye
	Mr. Neil Morgan	Aye

The Motion Carried with 28 votes in favor, none against, and no abstentions.

Submitted Public Comments

Chair Michael Hipple noted there were no Submitted Public Comments.

Public Comment

Chair Michael Hipple reported that the general public was provided an opportunity to provide comments in advance of the meeting by email or phone. Chair Hipple stated that HRPDC staff received no comments via either option by 3:00 p.m. on October 14, 2020.

Executive Director's Report

Mr. Robert Crum, HRPDC Executive Director, referenced his monthly report and encouraged Commission Members to visit the COVID-19 dashboard on the HRPDC website (<https://hrcovid19-hrpdc-gis.hub.arcgis.com/>) and commended Ms. Sara Kidd, HRPDC Senior Regional Planner, and Mr. Greg Grootendorst, HRPDC Chief Economist, on their efforts to provide daily data, information, maps and resources concerning the COVID-19 pandemic impacts in the Hampton Roads region.

Election of Officers

The HRPDC Bylaws provide that, at its Annual Meeting in October, the Commission will elect a Chair, Vice-Chair, Secretary, and Treasurer to serve during the upcoming year. The Chair and Vice-Chair must come from separate localities and be elected officials. The offices of Secretary and Treasurer must be voted on an annual basis but need not be elected officials and may succeed themselves.

During the July 16, 2020 Commission Meeting, Chair Michael Hipple requested that the Nominating Committee prepare recommendations of nominees for the officer positions for the upcoming year.

On behalf of the Nominating Committee, Chair Michael Hipple recommended the following nominees serve as officers during the upcoming year: Commissioner Andria McClellan for Chair, Commissioner David Jenkins for Vice-Chair, Commissioner Randy Keaton for Treasurer, and HRPDC Executive Director Robert Crum for Secretary.

Chair Hipple asked for additional nominations. Hearing none, he asked for a motion.

Motion: Commissioner Ella Ward Moved to close nominations; seconded by Commissioner Sheila Noll.

Motion: On behalf of the Nominating Committee, Chair Michael Hipple Moved to accept the nominations as presented.

With no second required, a roll call vote was conducted and the votes were recorded as follows:

Chesapeake	Mr. Stephen Best	Absent
	Ms. Debbie Ritter	Aye
	Dr. Ella Ward	Aye
	Mr. Christopher Price	Aye
	Mr. Robert Geis	Absent
Franklin	Mayor Frank Rabil	Aye
	Ms. Amanda Jarratt	Aye
Gloucester County	Mr. Phillip Bazzani	Absent
	Mr. Brent Fedors	Absent
Hampton	Mr. Steve Brown	Not recorded
	Mayor Donnie Tuck	Aye
	Ms. Mary Bunting	Aye
Isle of Wight County	Mr. William McCarty	Aye
	Mr. Randy Keaton	Aye

James City County	Mr. Michael Hipple	Aye
	Mr. Scott Stevens	Aye
Newport News	Mayor McKinley Price	Absent
	Mr. David Jenkins	Aye
	Ms. Cynthia Rohlf	Aye
Norfolk	Mayor Kenneth Alexander	Absent
	Ms. Courtney Doyle	Aye
	Ms. Mamie Johnson	Aye
	Ms. Andria McClellan	Aye
	Dr. Larry "Chip" Filer	Absent
Poquoson	Mayor W. Eugene Hunt	Absent
	Mr. Randy Wheeler	Aye
Portsmouth	Mayor John Rowe	Aye
	Mr. LaVoris Pace	Absent
Town of Smithfield	Mayor T. Carter Williams	Absent
	Mr. Michael Stallings	Aye
Southampton County	Mr. William Gillette	Absent
	Mr. Michael Johnson	Aye
Suffolk	Mr. Leroy Bennett	Aye
	Mr. Albert Moor	Aye
Surry County	Mr. Robert Elliott	Absent
	Ms. Melissa Rollins	Aye
Virginia Beach	Mayor Robert Dyer	Aye
	Ms. Barbara Henley	Absent
	Mr. Louis Jones	Not recorded
	Mr. Guy Tower	Aye
	Ms. Rosemary Wilson	Aye
	Ms. Sabrina Wooten	Absent
	Mr. Patrick Duhaney	Aye
	Mayor Douglas Pons	Aye
Mr. Andrew Trivette	Aye	
York County	Ms. Sheila Noll	Aye
	Mr. Neil Morgan	Aye

The Motion Carried with 31 votes in favor, none against, and no abstentions.

Mr. Robert Crum stated that, before moving on, he wished to take a moment to recognize outgoing HRPDC Chair Michael Hipple for his service to the HRPDC, HRTPO, HRTAC, and the region. Mr. Crum stated that Mr. Hipple served as HRPDC Vice-Chair from 2016-2018 and as HRPDC Chair for the past two years. Mr. Hipple led the HRPDC in the endorsement of offshore wind; creation of a regional economic development site inventory; and engagement in the unmanned system testing facility on the Peninsula, resulting in the creation of the Eastern Virginia Regional Industrial Facility Authority (EVRIFA). Under his leadership, the HRPDC has also been involved in advocacy of many Regional Legislative Agenda priorities; the 757 regional branding initiative; the introduction of the regional broadband initiative; and regional economic development site preparation, including GO Virginia grant applications to improve site readiness. On behalf of HRPDC staff, Mr. Crum thanked Mr. Hipple for his leadership and support.

Chair Andria McClellan commented that she enjoyed working with Mr. Hipple and thanked him for his leadership and regional efforts as a consensus and coalition builder. Chair McClellan also welcomed Mr. David Jenkins as Vice-Chair and asked to proceed to the Approval of Consent Items.

**Commissioner Patrick Duhaney departed*

Approval of Consent Items

Mr. Robert Crum, HRPDC Executive Director provided a brief description of the Consent Items as modified and provided background information on the FY 2021 Budget Amendment item.

Commissioner Rosemary Wilson requested a separate vote for the FY 2021 Budget Amendment.

Mr. Crum stated that because of Commissioner Wilson's request, Consent Agenda Item 7C regarding the FY 2021 Budget Amendment, would be discussed and voted on separately from the Consent Agenda.

The following items remained on the previously modified and further-amended Consent Agenda for approval:

- Meeting Minutes – July 16, 2020 Commission Meeting
- Treasurer's Report – August 2020
- HRPDC Fiscal Year 2021 Work Program
- Fiscal Year 2020 SHSGP and UASI Grants
- HRPDC/HRTPO Procurement Manual
- Procurement of Audit Services
- Consultant Services Contract Task Order – HRFOG.com Support
- Consultant Services Contract Task Order – SSORS Support
- Consultant Services Contract Task Order – PARS Support

Motion: Commissioner John Rowe Moved to approve the remaining Consent Agenda Items as presented; seconded by Commissioner Ella Ward.

With no additional questions or comments, a roll call vote was conducted and the votes were recorded as follows:

Chesapeake	Mr. Stephen Best	Absent
	Ms. Debbie Ritter	Aye
	Dr. Ella Ward	Aye
	Mr. Christopher Price	Aye
	Mr. Robert Geis	Absent
Franklin	Mayor Frank Rabil	Aye
	Ms. Amanda Jarratt	Aye
Gloucester County	Mr. Phillip Bazzani	Absent
	Mr. Brent Fedors	Absent
Hampton	Mr. Steve Brown	Aye
	Mayor Donnie Tuck	Aye
	Ms. Mary Bunting	Aye
Isle of Wight County	Mr. William McCarty	Aye
	Mr. Randy Keaton	Aye
James City County	Mr. Michael Hipple	Aye
	Mr. Scott Stevens	Aye
Newport News	Mayor McKinley Price	Absent
	Mr. David Jenkins	Aye
	Ms. Cynthia Rohlf	Aye
Norfolk	Mayor Kenneth Alexander	Absent
	Ms. Courtney Doyle	Aye
	Ms. Mamie Johnson	Aye
	Ms. Andria McClellan	Aye
	Dr. Larry "Chip" Filer	Absent
Poquoson	Mayor W. Eugene Hunt	Absent
	Mr. Randy Wheeler	Aye
Portsmouth	Mayor John Rowe	Aye
	Mr. LaVorice Pace	Absent
Town of Smithfield	Mayor T. Carter Williams	Absent
	Mr. Michael Stallings	Aye

Southampton County	Mr. William Gillette	Absent
	Mr. Michael Johnson	Aye
Suffolk	Mr. Leroy Bennett	Aye
	Mr. Albert Moor	Aye
Surry County	Mr. Robert Elliott	Absent
	Ms. Melissa Rollins	Aye
Virginia Beach	Mayor Robert Dyer	Aye
	Ms. Barbara Henley	Absent
	Mr. Louis Jones	Aye
	Mr. Guy Tower	Aye
	Ms. Rosemary Wilson	Aye
	Ms. Sabrina Wooten	Absent
	Mr. Patrick Duhaney	Absent
Williamsburg	Mayor Douglas Pons	Aye
	Mr. Andrew Trivette	Aye
York County	Ms. Sheila Noll	Aye
	Mr. Neil Morgan	Aye

The Motion Carried with 32 votes in favor, none against, and no abstentions.

FY 2021 Budget Amendment

Mr. Robert Crum, HRPDC Executive Director, reported that the current FY 2021 HRPDC/HRTPO Budget was approved on May 15, 2020 with the condition that the budget be re-evaluated at the October meeting.

The previously approved budget's operating expenditures totaled \$5,681,080. Based on events since May 15, 2020, an increase of \$22,825 is proposed, bringing the total operating expenditures to \$5,703,905. The additional expenses are comprised of the following:

- \$31,000 Increased internal transfers (offset through contingency reserve budget line item)
- \$8,175 Decrease in personnel expense category (reorganization/reduced workforce)
- \$22,825 Increase in operating expenditures

- The budget approved in May eliminated the proposed 2% performance-based salary increase for staff. This request supports the reinstatement of the 2% increase for staff from January 2021 through June 2021. The personnel expense category will decrease by \$8,175 despite the salary adjustment, due to reorganization and a reduction in the workforce.

- Internal transfers accounted for a \$31,000 increase to operating expenses. The amendment would not affect the total expenditures, as it would be offset through the contingency reserve line item.

Motion: Commissioner John Rowe Moved to approve the FY 2021 Budget Amendment as presented, seconded by Commissioner Donnie Tuck.

Commissioner Rosemary Wilson stated that the City of Virginia Beach was unable to offer employees a pay raise due to budget constraints relating to COVID-19, so she was not willing to support a pay raise for HRPDC employees. She commented that while she respects and appreciates the HRPDC staff, she was concerned about the message that a pay raise for HRPDC employees may send to Virginia Beach employees.

Commissioner Donnie Tuck commented that prior to becoming Mayor of the City of Hampton, he was only remotely familiar with the work product of the HRPDC; however, within the last four years, he has become well acquainted with the full efforts of the Executive Director and staff. He stated that the HRPDC, as a body representing 17 localities, is not necessarily comparable to one individual locality, and considering that the money-saving efforts applied in the first four months of the fiscal year resulted in a surplus, he views this potential 2% increase as an opportunity to express appreciation.

Commissioner Michael Hipple reported that the Personnel and Budget Committee reviewed and discussed the budget amendment. He shared that the majority of the Hampton Roads jurisdictions are planning to provide an increase to their employees after the first of the year and encouraged Commission Members to consider that a regional body differs from individual cities and counties.

Commissioner Debbie Ritter asked if it is unusual to request a raise mid fiscal year.

Chair Andria McClellan responded that the current FY 2021 HRPDC/HRTPO Budget was adopted on May 15, 2020 with the condition that the budget, and potential pay increase, be re-evaluated at the October meeting.

Commissioner Ritter asked if the HRPDC received CARES Act funding.

Mr. Crum responded that the HRPDC was not eligible to receive CARES Act assistance.

Commissioner Ritter requested clarification regarding why the HRPDC was not eligible.

Mr. Crum responded that the CARES Act provides assistance for state, local, and tribal governments, so as a regional organization, the HRPDC was not recognized as a receiving entity.

Commissioner Ritter asked if the HRPDC applied for or received Small Business Paycheck Protection Program (PPP) assistance established by the CARES Act.

Mr. Crum responded that the HRPDC did not pursue PPP.

Commissioner Ritter asked if the FY 2021 HRPDC/HRTPO Budget Amendment includes a locality contribution increase.

Mr. Crum responded that the amendment does not include a locality contribution increase. He added that if the Commission were to grant the pay increase, with the funds saved from significantly cutting costs and the elimination of 1.5 full-time positions, the personnel line item in the budget would still decrease by over \$8,000.

Commissioner Ritter asked if, in the interest of time, roll call votes could only include present Commission Members.

Mr. Crum apologized for the lengthy roll call votes. He commented that because connectivity can be unreliable during electronic meetings, he calls all voting members to ensure vote validity.

Commissioner Randy Keaton commented that Commissioner Wilson's concern was the subject of discussion in the Personnel and Budget Committee meeting. He noted that all of the localities received CARES Act funds and many localities have either given their employees a one-time payment or approved a percentage increase. The proposed salary increase with an effective date of January 1, 2021 only includes half of the fiscal year and will cost less than the one-time payments that many localities have already implemented.

Commissioner Mayor Rowe highlighted that the recommendation for approval as presented comes with the unanimous recommendation of the Personnel and Budget Committee.

Commissioner Robert Dyer stated that he appreciates the discussion but he feels that a Virginia Beach vote to approve an increase at the current time would be a conflict.

Commissioner Ella Ward commended the efforts of the HRPDC Executive Director and staff, stated that she supports the pending motion for approval, and called the question.

A roll call vote was conducted and the votes were recorded as follows:

Chesapeake	Mr. Stephen Best	Absent
	Ms. Debbie Ritter	Aye
	Dr. Ella Ward	Aye
	Mr. Christopher Price	Aye
	Mr. Robert Geis	Absent
Franklin	Mayor Frank Rabil	Aye
	Ms. Amanda Jarratt	Aye
Gloucester County	Mr. Phillip Bazzani	Absent
	Mr. Brent Fedors	Absent
Hampton	Mr. Steve Brown	Abstain
	Mayor Donnie Tuck	Aye
	Ms. Mary Bunting	Aye
Isle of Wight County	Mr. William McCarty	Aye
	Mr. Randy Keaton	Aye
James City County	Mr. Michael Hipple	Aye
	Mr. Scott Stevens	Aye
Newport News	Mayor McKinley Price	Absent
	Mr. David Jenkins	Aye
	Ms. Cynthia Rohlf	Aye
Norfolk	Mayor Kenneth Alexander	Absent
	Ms. Courtney Doyle	Aye
	Ms. Mamie Johnson	Aye
	Ms. Andria McClellan	Aye
	Dr. Larry "Chip" Filer	Absent
Poquoson	Mayor W. Eugene Hunt	Absent
	Mr. Randy Wheeler	Aye
Portsmouth	Mayor John Rowe	Aye
	Mr. LaVoris Pace	Absent
Town of Smithfield	Mayor T. Carter Williams	Absent
	Mr. Michael Stallings	Aye
Southampton County	Mr. William Gillette	Absent
	Mr. Michael Johnson	Aye
Suffolk	Mr. Leroy Bennett	Aye
	Mr. Albert Moor	Aye

Surry County	Mr. Robert Elliott	Absent
	Ms. Melissa Rollins	Aye
Virginia Beach	Mayor Robert Dyer	Nay
	Ms. Barbara Henley	Absent
	Mr. Louis Jones	Aye
	Mr. Guy Tower	Aye
	Ms. Rosemary Wilson	Nay
	Ms. Sabrina Wooten	Absent
	Mr. Patrick Duhaney	Absent
Williamsburg	Mayor Douglas Pons	Aye
	Mr. Andrew Trivette	Aye
York County	Ms. Sheila Noll	Aye
	Mr. Neil Morgan	Aye

The Motion Carried with 29 votes in favor, two votes against, and one abstention.

FY 2020 Audited Financial Statements

Chair Andria McClellan introduced Mr. Mike Garber of PBMares to brief the Commission on the annual audit.

Mr. Garber presented highlights from the completed audit for the HRPDC/HRTPO. He reported that the opinions issued on the financial statements, the schedule of federal awards including how those federal dollars were spent, and the internal control and compliance were all unmodified and without material weaknesses or deficiencies. He further reported that there were no journal entries, the procedures were sufficient, the items questioned were answered fully, and the documents requested were provided in a timely fashion.

The audited financial statements, along with supplemental management letters, and the auditor's opinion report, have been posted on the HRPDC and HRTPO websites.

Mr. Garber concluded his comments by recognizing Ms. Sheila Wilson and her team for their efforts and offered to answer questions.

Motion: On behalf of the Personnel and Budget Committee, Commissioner Michael Hipple Moved to accept the FY 2020 Audited Financial Statements as presented; seconded by Commissioner Ella Ward.

With no questions or comments, a roll call vote was conducted and the votes were recorded as follows:

Chesapeake	Mr. Stephen Best	Absent
	Ms. Debbie Ritter	Aye
	Dr. Ella Ward	Aye
	Mr. Christopher Price	Aye
	Mr. Robert Geis	Absent
Franklin	Mayor Frank Rabil	Aye
	Ms. Amanda Jarratt	Not recorded
Gloucester County	Mr. Phillip Bazzani	Absent
	Mr. Brent Fedors	Absent
Hampton	Mr. Steve Brown	Aye
	Mayor Donnie Tuck	Aye
	Ms. Mary Bunting	Aye
Isle of Wight County	Mr. William McCarty	Aye
	Mr. Randy Keaton	Aye
James City County	Mr. Michael Hipple	Aye
	Mr. Scott Stevens	Aye
Newport News	Mayor McKinley Price	Absent
	Mr. David Jenkins	Aye
	Ms. Cynthia Rohlf	Aye
Norfolk	Mayor Kenneth Alexander	Absent
	Ms. Courtney Doyle	Aye
	Ms. Mamie Johnson	Aye
	Ms. Andria McClellan	Aye
	Dr. Larry "Chip" Filer	Absent
Poquoson	Mayor W. Eugene Hunt	Absent
	Mr. Randy Wheeler	Aye
Portsmouth	Mayor John Rowe	Aye
	Mr. LaVoris Pace	Absent
Town of Smithfield	Mayor T. Carter Williams	Absent
	Mr. Michael Stallings	Aye
Southampton County	Mr. William Gillette	Absent
	Mr. Michael Johnson	Aye
Suffolk	Mr. Leroy Bennett	Aye

	Mr. Albert Moor	Aye
Surry County	Mr. Robert Elliott	Absent
	Ms. Melissa Rollins	Aye
Virginia Beach	Mayor Robert Dyer	Aye
	Ms. Barbara Henley	Absent
	Mr. Louis Jones	Aye
	Mr. Guy Tower	Aye
	Ms. Rosemary Wilson	Aye
	Ms. Sabrina Wooten	Absent
	Mr. Patrick Duhaney	Absent
Williamsburg	Mayor Douglas Pons	Aye
	Mr. Andrew Trivette	Aye
York County	Ms. Sheila Noll	Aye
	Mr. Neil Morgan	Aye

The Motion Carried with 31 votes in favor, none against, and no abstentions.

Offshore Wind Video

Chair Andria McClellan welcomed Ms. Jennifer Palestrant, Virginia Department of Mines, Minerals, and Energy (DMME) Chief Deputy, to present the first release of an Offshore Wind video highlighting the competitive advantages of the Hampton Roads region related to supply chain support jobs for the offshore wind industry.

Mr. Robert Crum provided some brief background information on the Commission’s offshore wind efforts and introduced Ms. Palestrant.

Ms. Palestrant began her presentation by reporting that during the American Wind International Conference on October 14, 2020, Governor Northam announced the creation of the Mid-Atlantic Wind Training Alliance. The Alliance was created to support and grow the workforce development in the Commonwealth for a multi-state region. It will focus on the highly technical Global Wind Organization (GWO) certification training required in order to work on the turbines as well as skilled trades such as welding and pipefitting. The Alliance will serve both onshore and offshore wind and is currently comprised of a New College Institute, which is a State Center of Higher Education in Martinsville; Centura College; and Mid-Atlantic Maritime Academy. The Mid-Atlantic Wind Training Alliance is expected to grow substantially to include all K-12, two-year, and four-year training partners.

Ms. Palestrant premiered the Offshore Wind video for the Commissioners and offered to answer questions.

Chair McClellan shared her excitement about the training programs that were announced and asked Ms. Palestrant for a realistic timeframe for the hiring of offshore wind industry employees.

Ms. Palestrant responded that it would take approximately three years for facilities to be built and for companies to be ready to hire. She commented that the offshore wind industry is not tied to the Department of Defense, so it is not a requirement to pass a federal background check.

Chair McClellan thanked Ms. Palestrant for her presentation.

Mr. Crum asked what specific ways the Commission could assist regionally and locally in the next one to two years to leverage this opportunity for job creation.

Ms. Palestrant responded that working together on workforce is a priority and that one current challenge is implementing and coordinating K-12 school system collaboration for skilled trades training.

Commissioner Debbie Ritter commented that her husband served on the original offshore wind group several years ago and has been involved in the ship repair industry and workforce development groups. Commissioner Ritter expressed appreciation for the educational opportunities that Hampton has launched in its K-12 schools and varied academies. She suggested that Hampton's current educational opportunities serve as a template for other area K-12 schools with regards to skilled trades training.

Ms. Palestrant agreed that Hampton's Academy Program is a great model and added that getting the school systems working together is key.

Commissioner Mary Bunting stated that the Career and College Academy model is designed to align elective courses with a student's desired career or college pathway. She noted that all high school students are put into the Career and College Academy of their choice but the Maritime Academy specifically has been well received because of industry support. Hampton works with employers and industry professionals to develop elective classes that can lead to certifications, so employers know that students are graduating as employable with the same training companies provide. It is an advantage for students and a benefit for communities, but it also benefits the localities in attracting more companies to the area.

Commissioner Mamie Johnson, as a member of the Hampton Roads Workforce Council, commented that the council has begun preparing for the potential job opportunities for the Hampton Roads region by combining the Peninsula and Southside workforce development groups. The council is aware that it will take all of the public schools working together to prepare Hampton Roads' citizens before the offshore wind industry businesses and jobs come to the area.

Chair McClellan thanked everyone for their input and asked Ms. Palestrant to provide the video to Commission Members as soon as it is ready for distribution.

Regional Legislative Agenda

Mr. Robert Crum, HRPDC Executive Director, reported that each year, the HRPDC/HRTPO adopts a regional legislative agenda to convey to the Hampton Roads Caucus of the General Assembly and the Hampton Roads Congressional Delegation issues of regional significance that should be addressed on behalf of the Hampton Roads region.

Mr. Crum indicated that the 2021 Regional Legislative Agenda has been drafted for Commission consideration and submission. The following HRPDC priorities will be included in the 2021 Legislative Agenda:

- Coastal Resiliency
 - Request the creation of the Virginia Commonwealth Flooding Board.
 - Request that resilience considerations be included in SMART SCALE transportation funding decisions.
 - Request State and Federal assistance to update precipitation predictions.
 - Request that Virginia's residential property disclosure requirements be amended to require the seller to disclose information about a property's vulnerability to flooding or any history of flood damage or flood insurance claims.
- Offshore Wind – Continue to support State efforts to support and promote the offshore wind industry and make the Hampton Roads region a hub for supply chain jobs to support this emerging industry.
- Broadband/Fiber – Support funding programs and policies that advance regional efforts to develop interconnected and modern fiber networks.
- Economic Development/Site Readiness – Support funding programs and policies that assist local governments with preparing shovel ready sites for economic development and job creation.
- Water Quality – The Virginia Department of Environmental Quality should evaluate options and propose priority ranking criteria that include nitrogen reductions for the Stormwater Local Assistance Fund (SLAF).
- Urban Areas Security Initiative (UASI) – Sustain UASI funding levels for the Hampton Roads region.
- K-12 Public Education – Support the continuation of efforts to provide increased state funding for K-12 public education.
- Housing – Support legislation that continues to appropriate funding of the Virginia Housing Trust Fund for housing programs and projects.

Commissioner Donnie Tuck shared a concern regarding clutter and junk as a legislative priority for Hampton. He stated that during the past General Assembly session, Hampton was successful in receiving a local option for the regulation of overgrown vegetation that is a blight on the area. Commissioner Tuck asked if any other localities are experiencing the same problem.

Ms. Terry Danaher commented regarding the request that Virginia's residential property disclosure requirements be amended to mandate the seller to disclose information about a property's vulnerability to flooding or any history of flood damage or flood insurance

claims. She cautioned that real estate professionals will contest these types of requirements.

Chair McClellan indicated that the Coastal Resilience Subcommittee has and will continue to invite real estate professionals to the subcommittee's meetings to join the discussion and share comments and concerns. Chair McClellan commented that Virginia is a buyer-beware state, which suggests that the information is available to the buyers. However, as it relates to flood claims, that information is not legally available to buyers.

Commissioner Debbie Ritter stated that the issue is more federal than state-related as there is a FEMA regulation that does not allow disclosure of flood claims.

Chair McClellan commented that she has personally lobbied at the federal level to get the National Flood Insurance Program (NFIP) to require these disclosures, and it was her understanding that states can have disclosure laws but the Commonwealth's buyer-beware laws do not currently allow for that.

Commissioner Ritter indicated that even with state law, there will still be a FEMA regulation that does not allow for disclosures of severe repetitive loss.

**Commissioner Robert Dyer departed*

Chair McClellan asked Mr. Crum to comment.

Mr. Crum commented that it is important to advocate at both the state and federal levels regarding this request.

Chair McClellan added that FEMA is willing to provide the disclosure but current Virginia state law does not allow for that.

Commissioner Ritter reiterated that Chesapeake's federal lobbyists have indicated differently.

Chair McClellan recognized Mr. Benjamin McFarlane, HRPDC Senior Regional Planner.

Mr. McFarlane responded that states and localities that receive this information from FEMA for planning purposes are not allowed to disclose the information because of federal privacy requirements. He clarified that the specific recommendation included in this year's Regional Legislative Agenda is for the flooding disclosures to be required of the seller as the seller is not subject to the same federal restrictions that states and localities are.

Chair McClellan suggested expanding the Regional Legislative Agenda priority in the future to include requesting federal assistance in addressing FEMA regulations.

Commissioner John Rowe emphasized that many states have disclosure requirements for the seller, which is what this legislative priority is requesting.

Motion: Commissioner John Rowe Moved to approve the HRPDC Regional Legislative Agenda as presented; seconded by Commissioner Michael Stallings.

With no additional questions or comments, a roll call vote was conducted and the votes were recorded as follows:

Chesapeake	Mr. Stephen Best	Absent
	Ms. Debbie Ritter	Aye
	Dr. Ella Ward	Not recorded
	Mr. Christopher Price	Aye
	Mr. Robert Geis	Absent
Franklin	Mayor Frank Rabil	Not recorded
	Ms. Amanda Jarratt	Aye
Gloucester County	Mr. Phillip Bazzani	Absent
	Mr. Brent Fedors	Absent
Hampton	Mr. Steve Brown	Not recorded
	Mayor Donnie Tuck	Aye
	Ms. Mary Bunting	Aye
Isle of Wight County	Mr. William McCarty	Aye
	Mr. Randy Keaton	Aye
James City County	Mr. Michael Hipple	Aye
	Mr. Scott Stevens	Aye
Newport News	Mayor McKinley Price	Absent
	Mr. David Jenkins	Aye
	Ms. Cynthia Rohlf	Aye
Norfolk	Mayor Kenneth Alexander	Absent
	Ms. Courtney Doyle	Aye
	Ms. Mamie Johnson	Aye
	Ms. Andria McClellan	Aye
	Dr. Larry "Chip" Filer	Absent
Poquoson	Mayor W. Eugene Hunt	Absent
	Mr. Randy Wheeler	Aye
Portsmouth	Mayor John Rowe	Aye
	Mr. LaVorice Pace	Absent
Town of Smithfield	Mayor T. Carter Williams	Absent
	Mr. Michael Stallings	Aye

Southampton County	Mr. William Gillette	Absent
	Mr. Michael Johnson	Aye
Suffolk	Mr. Leroy Bennett	Not recorded
	Mr. Albert Moor	Aye
Surry County	Mr. Robert Elliott	Absent
	Ms. Melissa Rollins	Aye
Virginia Beach	Mayor Robert Dyer	Absent
	Ms. Barbara Henley	Absent
	Mr. Louis Jones	Not recorded
	Mr. Guy Tower	Aye
	Ms. Rosemary Wilson	Aye
	Ms. Sabrina Wooten	Absent
	Mr. Patrick Duhaney	Absent
Williamsburg	Mayor Douglas Pons	Aye
	Mr. Andrew Trivette	Aye
York County	Ms. Sheila Noll	Aye
	Mr. Neil Morgan	Aye

The Motion Carried with 26 votes in favor, none against, and no abstentions.

“It’s in Our Hands” – Regional COVID-19 Messaging Campaign

Mr. Robert Crum, HRPDC Executive Director, deferred the “It’s in Our Hands” oral report due to time constraints and indicated that he would distribute the promotional video to Commissioners. As background information, the HRPDC issued a press release on October 5, 2020 announcing that the 17 localities in the Hampton Roads region collaborated to produce and launch a regional public information campaign, “It’s in Our Hands” to promote behaviors to stop the spread of COVID-19. The timing for the release was coordinated by the region’s public information officers. This campaign includes graphics, logos, and a video for sharing throughout the region. These materials will be promoted on local government websites, local information stations, social media platforms, and locally owned billboards. The print media and social media campaign include a brief video and several social media-friendly graphics.

Proposed Building Code Changes

Mr. Benjamin McFarlane, HRPDC Senior Regional Planner, reported that the Commonwealth of Virginia established sub-workgroups, including one on resiliency, to recommend changes to the 2018 Uniform Statewide Building Code (USBC) to be considered by the Board of Housing and Community Development (BHCD). The sub-workgroup included representatives from involved state agencies; local governments, including

Hampton Roads as well as other areas throughout the state; and the construction industry, including builders and architects.

Sixteen proposals were submitted to the group. Of these, eleven were recommended by consensus for adoption by the BHCD. The remaining five were submitted to the BHCD with a non-consensus recommendation. The consensus recommendations will be considered by the BHCD in a block vote, while the non-consensus recommendations will be voted on individually.

Mr. McFarlane referred to Agenda Attachment 7I and provided an overview of the non-consensus recommendations. Two of the five non-consensus recommendations were documentation related, while three recommendations included new design requirements for new construction, including:

- Increasing the current default freeboard requirement within the special flood hazard area from one foot to two feet.
- Increasing the elevation requirement by at least one foot above the highest adjacent grade to help alleviate roadway derived flooding caused by stormwater backups.
- Requiring the installation of a power inlet to decrease the cost of installing a generator to shelter in place during an emergency.

Mr. McFarlane reported that the recommendations were discussed and supported by both the HRPDC Technical Coastal Resiliency Committee and the HRPDC Coastal Resilience Subcommittee of elected officials. Mr. McFarlane offered to answer questions and indicated that the recommended motion was to support the BHCD approving the proposed non-consensus recommendations as part of the adoption of the 2018 USBC and authorize HRPDC staff to comment during the BHCD meeting scheduled for October 19, 2020.

Chair McClellan invited discussion.

Commissioner Hipple indicated he had concerns regarding the wording of the increased elevation requirement. He stated that the new requirement could preclude new construction due to the height difference of a roadway that may not be prone to flooding. He expressed concern that “Highest Adjacent Grade” is ambiguous and may lead to misinterpretation.

Mr. McFarlane responded that the language is intended to reference the highest adjacent grade immediately surrounding the structure.

Commissioner Hipple remained concerned that the recommended requirement is vague and that there may be different interpretations of what constitutes “highest adjacent grade” or “immediately surrounding the structure.”

Mr. McFarlane specified that the language in the code defines the highest adjacent grade as the highest elevation of the finished ground surface next to the foundation of a structure; it also adds that the top surface of floor systems and concrete floors shall be elevated to a

minimum of one foot 305 millimeters above the highest adjacent grade unless otherwise approved.

Commissioner Hipple indicated that he remained concerned about the implications of the wording. He also expressed concern regarding the installation requirement of a power inlet.

Commissioner John Rowe commented that “Highest Adjacent Grade” appears to now be a defined term relating to finished ground. He clarified that Commissioner Hipple’s concern relates to the word adjacent being open to interpretation.

Commissioner Neil Morgan commented that the Building Code Changes are important issues and that while he may not fully understand both sides, the way that building officials have explained the proposed elevation and power inlet installation requirements to him was a choice between making houses more resilient and adding to the cost of the house.

Chair McClellan stated that HRPDC staff asked for feedback from the Commission and the upcoming BHCD meeting adds a time-sensitive component to the discussion.

Commissioner Debbie Ritter asked for clarification regarding non-consensus.

Mr. McFarlane explained that of the 16 considered proposals, 11 were recommended by all of the voting members of the sub-workgroup, but the five remaining non-consensus items generated opposition and were recommended by a majority of the voting members rather than unanimously.

Commissioner Ritter asked if every locality in the Commission had been apprised of these proposed building code changes and provided a chance to comment. She expressed discomfort discussing an item if Chesapeake’s professional staff had not had the opportunity to review the proposals.

Chair McClellan asked Mr. McFarlane if the proposed recommendations were circulated to all of the localities.

Mr. McFarlane responded that there was discussion during the HRPDC’s Coastal Resilience Committee meeting and some local staff members were included in the BHCD sub-workgroup. He commented that the “unless otherwise approved” language included would provide flexibility for local building officials but that he understood the concerns regarding language interpretation. He said that there may be future opportunities to work on this item should the Commission request additional time for local staff involvement. He also indicated the potential for communications with the Virginia Department of Housing and Community Development (DHCD), separate from the upcoming BHCD meeting regarding the process for future updates.

Commissioner Ritter expressed that she did not feel like this topic was within Commission purview.

Chair McClellan asked Mr. McFarlane if the proposed recommendations had been considered by the CAO Committee.

Mr. McFarlane responded that he did not believe they had been.

Commissioner Ritter asked for Commissioner Chris Price to comment.

Commissioner Chris Price responded that they have not been considered by the CAO Committee and he is not aware if Chesapeake's building officials have been involved or not. He further indicated that he was not aware of the recommended proposals until they were distributed in the Commission's meeting agenda.

Chair McClellan indicated that this may be more of a process issue that needs review and suggested tabling the discussion.

Commissioner John Rowe commented that he believes this topic is within the purview of the Planning District Commission and that the region should provide comments because it involves statewide building codes that affect every member jurisdiction.

Motion: Commissioner John Rowe Moved to table the item with direction to the Executive Director to present the topic to the CAO Committee for discussion, staff review, and input, before providing a Committee recommendation to the Commission; seconded by Commissioner Ella Ward.

Commissioner Ritter requested that all of the proposed building code changes, including the consensus recommendations, be provided to the CAO Committee for local input.

Chair McClellan commented that she did not believe BHCD requests PDCs to comment on consensus items and asked Mr. Crum to comment.

Mr. Crum noted that it is a DHCD initiative, and he agreed that it was appropriate to table the discussion. However, he was concerned that the state BHCD would take action, and he asked for authorization for staff to express to the Board during their meeting that the Commission discussed this, there were a lot of questions concerning the non-consensus items, and perhaps the recommendations needed more consideration.

Chair McClellan asked Mr. Crum if he intended to ask DHCD to hold off or if DHCD can hold off for an additional month.

Mr. Crum asked Mr. McFarlane if he expected BHCD to take action or if there was the potential for additional time beyond the upcoming meeting.

Mr. McFarlane stated that BHCD plans to consider the proposals at their upcoming meeting and he was unaware if there is a potential for additional time.

Mr. Crum recommended amending the motion on the floor to table the discussion for the November Commission meeting with the direction that 1) The Executive Director

communicate the Commission's concerns to the DHCD Director; 2) HRPDC staff communicates the Commission's concerns to the BHCD on Monday, October 19; and 3) The Executive Director presents this item to the Chief Administrative Officers (CAO) Committee for review with local staff and recommendation to the Commission.

Motion: Commissioner John Rowe Moved to approve the amended motion as recommended by Mr. Crum; seconded by Commissioner Ella Ward.

Due to time constraints, a voice vote was conducted.

The Motion Carried without objection.

HRPDC Three Month Tentative Schedule

The Three-Month Tentative Schedule was provided for information purposes.

Advisory Committee Summaries

The Advisory Committee Summaries were provided for information purposes.

For Your Information

The For Your Information section was provided for informational purposes and included the following items:

- Letter from City of Franklin announcing the appointment of Mayor Frank Rabil as a voting member of the Hampton Roads Planning District Commission
- Letter from City of Virginia Beach announcing the appointment of City Manager Patrick Duhaney as a voting member of the Hampton Roads Planning District Commission
- City of Norfolk Resolution announcing the reappointment of Councilwoman Courtney Doyle, Councilwoman Andria McClellan, and City Manager Larry "Chip" Filer as voting members of the Hampton Roads Planning District Commission
- Letter from City of Portsmouth announcing the appointment of Interim City Manager LaVoris Pace as a voting member of the Hampton Roads Planning District Commission
- Letter from City of Newport News announcing the reappointment of Mayor McKinley Price as a voting member of the Hampton Roads Planning District Commission
- Letter from City of Newport News announcing the reappointment of Councilman David Jenkins as a voting member of the Hampton Roads Planning District Commission
- Letter from City of Newport News announcing the reappointment of City Manager Cynthia Rohlf as a voting member of the Hampton Roads Planning District Commission
- Letter from City of Hampton announcing the appointment of Councilman Steve Brown as a voting member of the Hampton Roads Planning District Commission

Old/New Business

There was no old or new business.

Adjournment

With no further business to come before the Hampton Roads Planning District Commission, the meeting adjourned at 2:45 p.m.

Andria P. McClellan
Chair

Robert A. Crum, Jr.
Executive Director