

**HAMPTON ROADS  
PLANNING DISTRICT COMMISSION  
MEETING**

**July 21, 2022  
12:30 PM**

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

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

- a. Submitted Public Comments**

There were no submitted public comments since the last HRPDC meeting. Any new written public comments received after the preparation of this agenda will be announced at the meeting.

- b. Public Comment Period**

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

- 4. Executive Director's Report (Attachment 4)**
- 5. Community Advisory Committee Report**

The HRPDC/HRTPO Community Advisory Committee (CAC) held a regularly scheduled meeting on June 9, 2022. This meeting was held on the Peninsula at the Christopher Newport University (CNU) Mary M. Torggler Fine Arts Center in Newport News. The agenda/discussion items for this meeting were as follows:

- Newport News/Williamsburg International Airport Update
- Regional Placemaking in Hampton Roads
- Newport News Multimodal Transportation Center Update

- 6. Executive Director's Evaluation**

At the request of the HRPDC/HRTPO Joint Personnel and Budget (P&B) Committee, an email was sent to the HRTPO Board and Commission requesting feedback evaluating the Executive Director's performance during the past year. The

information was compiled into one final performance evaluation, and the P&B Committee will meet with Mr. Crum on July 21, 2022 to discuss the results of this evaluation. The P&B Committee will provide a report and recommendation to the Commission.

**7. Consent Agenda (Attachment 7)**

**a. Meeting Minutes – May 19, 2022 Commission Meeting**

**b. Treasurer’s Report – May 2022**

**c. Fiscal Year 2022 Budget Amendment #2**

The Fiscal Year (FY) 2022 HRPDC/HRTPO Budget, approved on May 20, 2021 was officially amended at the January 20, 2022 meeting. Subsequently, the HRPDC/HRTPO received new grant awards and adjustments to existing awards. This agenda note summarizes the changes through June 30, 2022.

The previously approved budget totaled **\$19,804,853**. This budget amendment results in an increase of **\$1,267,777**, bringing the total Operating and Pass-Through budget to **\$21,072,630**. The additional funds are the result of the following changes:

+\$1,002,977	New federal awards received from the Department of Homeland Security (\$857,829 of which will <u>pass through</u> to consultants)
+\$219,570	New federal award received from Office of Local Defense Community Cooperation (OLDCC) (\$196,800 of which will <u>pass through</u> to consultants) Matching funds will be required for this award
+\$72,500	New federal award received from the Department of Environmental Quality (DEQ) (\$25,000 of which will <u>pass through</u> to consultants)
+\$10,000	New state award received from GO Virginia
-\$37,270	Internal adjustments and required grant matching funds account for this decrease (this amount will be offset in operational cost)
<b>\$1,267,777</b>	<b>FY 2022 Budget Increase</b>

Staff recommends approving the FY 2022 Budget Amendment #2.

**d. Landscaping Services Contract**

On September 30, 2021, the HRPDC executed a contract with Coastal Lawn Service, Inc. to provide office landscaping services from October 1, 2021 through September 30, 2022. The initial one-year contract may be renewed for up to four successive one-year periods, under the terms of the initial contract, upon written agreement of both parties.

Contract Amount: \$7,800 (paid in 12 monthly installments of \$650) plus per occurrence snow and ice removal per contract pricing (approximately \$600)

Period of Performance: October 1, 2022 – September 30, 2023

General Scope of Work: The contractor will provide weekly landscaping and grounds maintenance services at the HRPDC’s office and property at 723 Woodlake Drive, Chesapeake, VA 23320.

Landscaping services will be paid from the operating budget.

Staff recommends authorizing the HRPDC Executive Director to exercise the first one-year renewal option for the contract with Coastal Lawn Service, Inc. for the performance period from October 1, 2022 to September 30, 2023.

**e. AECOM Technical Services Inc. Contract Amendment**

The HRPDC would like to amend Contract No. PDC-FY2021-C01, utilized for the update of the Regional Hazard Mitigation Plan, with 2 task orders. The first task order, funded by federal grants, will allow for additional hazard mitigation planning work to be done in the Towns of Boykins, Branchville, Capron, Courtland, Ivor, and Newsoms for them to be included in the 2022 Hazard Mitigation Plan. The second task order calls for technical assistance in the scoring and submission of the draft 2022 Hazard Mitigation Plan to the Insurance Services Office (ISO) for review for the Community Rating System (CRS). This allows for localities that participate in the CRS to receive points for the updated plan. FEMA does not allow for this activity to be paid for using grants. Instead, it will be funded through the HRPDC Coastal Resiliency Program.

**f. Fiscal Year 2023 Hampton Roads Regional Meeting Schedule**

The Fiscal Year (FY) 2023 meeting schedule for the HRPDC and HRTPO is attached for the Commission’s approval.

**g. Community Advisory Committee (CAC) Membership**

The following individual has been recommended for CAC membership:

- Ms. Catherine Correll Walls, a resident of Spring Grove (representing Surry County), is self-employed as a Broker/Owner of Virginia Home and Land Company, LLC. Ms. Correll Walls has over 35 years of experience as a business owner in Surry County and has volunteer experience with Habitat for Humanity and as a citizen advocate for Surry County Agriculture and Historic Preservation.

Staff recommends approving the CAC appointment.

***Action Requested: The HRPDC should consider action to approve the July 21, 2022 Consent Agenda.***

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

At the May 19, 2022 Commission meeting, Mr. Robert A. Crum, Jr., HRPDC Executive Director, briefed the Commission on the proposed updates to the HRPDC Bylaws.

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

The proposed updates include:

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

The full bylaws document, including all of the recommended revisions, was included in the May 19, 2022 Commission agenda for consideration by Commission members and is also attached to this agenda.

***Action Requested: The HRPDC should consider action to approve the proposed updates to the HRPDC Bylaws.***

**9. Appointment of Nominating Committee**

The HRPDC Bylaws provide that, at its Annual Meeting, 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.

The Chair requests the following Commissioners serve on the HRPDC Nominating Committee and provide a report to the Commission at its Annual Meeting:

Chesapeake – Ella Ward	Portsmouth – Shannon Glover
Franklin – Frank Rabil	Smithfield – Carter Williams
Gloucester – Phillip Bazzani	Southampton – William Gillette
Hampton – Donnie Tuck	Suffolk – Leroy Bennett
Isle of Wight – Joel Acree	Surry – Robert Elliott
James City – John McGlennon	Virginia Beach – Robert Dyer
Newport News – David Jenkins	Williamsburg – Doug Pons
Norfolk – Andria McClellan	York – Sheila Noll
Poquoson – Gordon Helsel	

**10. National Flood Insurance Program Update – Risk Rating 2.0 – presented by Mr. Benjamin J. McFarlane, HRPDC Senior Regional Planner**

The National Flood Insurance Program (NFIP) recently implemented a new rating methodology, Risk Rating 2.0, beginning on October 1, 2021. This is a substantial change from the previous methodology for determining flood insurance premiums. The primary goal is to make rates more equitable by basing them on properties’ individual risks from their geography and building characteristics. Several communities and organizations have raised concerns about the new policy. Concurrently, both the Federal Emergency Management Agency (FEMA) and Congress have been working on proposals for the long-term reauthorization of the NFIP.

Mr. Benjamin J. McFarlane, HRPDC Senior Regional Planner, will brief the Commission on this item.

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

**11. Regional Legislative Update – presented by Mr. Robert A. Crum, Jr., HRPDC Executive Director**

For the past six years, the HRPDC and HRTPO have adopted a regional legislative agenda to convey to the General Assembly and Federal Delegation issues of regional significance that should be addressed on behalf of Hampton Roads. This regional legislative agenda is typically approved by the Commission and HRTPO Board at their

October/November meetings to allow these regional legislative priorities to be shared with Hampton Roads Caucus members before the start of the General Assembly session in January.

Last year, a Joint HRPDC and HRTPO Regional Legislative Committee was formed to develop a recommendation for a regional legislative agenda to be considered by the Commission and HRTPO Board. The membership of this Hampton Roads Legislative Committee is as follows:

Andria McClellan, Norfolk	HRPDC Chair
Mayor Donnie Tuck, Hampton	HRTPO Chair
David H. Jenkins, Newport News	HRPDC Vice-Chair
Mayor Rick West, Chesapeake	HRTPO Vice-Chair
Mary Bunting, Hampton	CAO Committee Chair
TBD	CAO Committee Vice-Chair

Mr. Robert Crum, HRPDC Executive Director, will brief the Commission on last year's regional legislative agenda, related actions by the Virginia General Assembly, and request input from HRPDC members on potential topics that could be regional legislative priorities to be considered by the Commission.

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

## **12. Three-Month Tentative Schedule**

### **August 2022**

No Meeting per the Regional Meeting Schedule

### **September 2022**

No Meeting per the Regional Meeting Schedule

### **October 20, 2022 (Annual Meeting)**

Regional Legislative Agenda

FY 2022 Audited Financial Statements

Planning and Economics Program Update

## **13. Advisory Committee Minutes (Attachment 13)**

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

## **14. Technical Committee Meeting Summaries (Attachment 14)**

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

**15. For Your Information (Attachment 15)**

- Attached is a letter dated June 17, 2022 from the City of Portsmouth announcing the appointment of Mimi Terry as a voting member of the Hampton Roads Planning District Commission.
- Attached is a letter dated July 13, 2022 from the United States Department of Commerce Economic Development Administration (EDA) accepting the Hampton Roads Comprehensive Economic Development Strategy (CEDS) document.

**16. Old/New Business**

**17. Adjournment**