

**Hampton Roads Planning District Commission  
Summary Minutes of May 21, 2020**

The May 21, 2020 Meeting of the Hampton Roads Planning District Commission was called to order by the Chair at 12:30 p.m. in the Regional Board Room, 723 Woodlake Drive, Chesapeake, Virginia. Pursuant to Governor Northam's Executive Order 53 issued on March 23, 2020 and Executive Order 61 issued on May 8, 2020 prohibiting all public and private in-person gatherings of ten or more individuals, the Commission Meeting was held electronically via Webex with the following in attendance:

**Commissioners in Attendance**

Michael Hipple, Chair (JC)	Courtney Doyle (NO)
Andria McClellan, Vice-Chair (NO)	Mamie Johnson (NO)
Randy Keaton, Treasurer (IW)	John Rowe (PO)
Stephen Best (CH)	Randall Wheeler (PQ)
Christopher Price (CH)	William Gillette (SH)
Debbie Ritter (CH)	Michael Johnson (SH)
Ella Ward (CH)	Michael Stallings (SM)
Barry Cheatham (FR)	Patrick Roberts (SU)
Amanda Jarratt (FR)	Robert Dyer (VB)
Brent Fedors (GL)	Thomas Leahy (VB)
Mary Bunting (HA)	Louis Jones (VB)
James Gray (HA)	Guy Tower (VB)
Donnie Tuck (HA)	Sabrina Wooten (VB)
Scott Stevens (JC)	Andrew Trivette (WM)
David Jenkins (NN)	Neil Morgan (YK)
McKinley Price (NN)	Sheila Noll (YK)

**Commissioners Absent:**

Robert Geis (CH)	Lydia Pettis-Patton (PO)
Phillip Bazzani (GL)	W. Eugene Hunt (PQ)
William McCarty (IW)	T. Carter Williams (SM)
Cynthia Rohlf (NN)	Leroy Bennett (SU)
Kenneth Alexander (NO)	Barbara Henley (VB)
Larry Filer (NO)	Rosemary Wilson (VB)
	Paul Freiling (WM)

**Executive Director:**

Robert A. Crum, Jr., Secretary

**Other Participants:**

Theresa Danaher (CAC)  
Bob Baldwin (PO)

\*Late arrival or early departure.

## **Others Recorded Attending:**

Bob Mattias (VB), Caleb Smith (US Representative Elaine Luria's Office), Diane Kaufman (US Senator Tim Kaine's Office); Keith Cannady, Kelli Arledge, Logan Grimm, Mike Kimbrel, Cynthia Mulkey, John Sadler, 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. Crum stated that the meeting was being held electronically in response to Governor Northam's Executive Order 53 and Executive Order 61 and to protect the public health and safety of the Commission Members, staff, and the general public. Mr. Crum indicated that the HRPDC will continue to hold electronic meetings until advised that it is safe to convene meetings in person. These remote meetings are required to complete essential business on behalf of the region.

Per the requirements of the Code of Virginia, the agenda for the meeting and all attachments and supporting documentation was posted on the HRPDC website one week prior to the meeting, and electronic copies were provided to Commission Members and other interested parties. Notice of the meeting was also posted for public review.

Mr. Crum noted that a recording was being made of the meeting and will be posted on the HRPDC website.

Mr. Crum also noted that the general public was provided the opportunity to provide comments on the meeting agenda via two options:

1. Members of the public were invited to submit comments via email.
2. Members of the public were also invited to call into a dedicated phone line where comments would be recorded.

Mr. Crum reported that one public comment was received. The comment, along with the response, was distributed to Commission Members via email prior to the meeting. Mr. Crum summarized the comment from City of Portsmouth resident Mr. Mark Geduldig-Yatrofsky as encouraging reinstatement of the monthly HRPDC Chief Administrative Officer meetings, albeit via electronic means, as quickly as possible.

Mr. Crum thanked everyone for their cooperation and patience regarding the electronic meeting. On behalf of the HRPDC and HRTPO staff, he expressed his appreciation for the Commission's commitment to the region.

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

## **Approval/Modification of Agenda**

Chair Hipple asked for modifications or additions to the agenda. Hearing none, he asked for a motion.

**Motion:** Commissioner John Rowe Moved to approve the agenda; seconded by Commissioner Andria McClellan. The Motion Carried.

### **Submitted Public Comments**

Chair Hipple noted there were no Submitted Public Comments and continued to the Public Comment period.

### **Public Comment**

As previously reported by Mr. Crum, Mr. Mark Geduldig-Yatrofsky, City of Portsmouth resident, encouraged reinstatement of the monthly HRPDC Chief Administrative Officer meetings, albeit via electronic means, as quickly as possible.

### **Executive Director's Report**

Mr. Robert Crum, HRPDC Executive Director, referenced his enclosed report and provided a summary of current work activities of the HRPDC, making particular note of the HRPDC/HRTPO staff-created COVID-19 dashboard on the HRPDC website (<https://hrcovid19-hrpdc-gis.hub.arcgis.com/>) to provide information, maps/data, and resources concerning the COVID-19 pandemic impact in the Hampton Roads region.

Mr. Crum also reported meeting with the region's Chief Administrative Officers (CAOs) on a continuous basis via conference call to discuss a coordinated response to the COVID-19 crisis, share information, and discuss how the localities can assist one another.

### **Approval of Consent Items**

The following items were on the Consent Agenda for approval:

- a. Meeting Minutes – February 20, 2020 Commission Meeting
- b. Transcribed Public Comments – February 20, 2020 Commission Meeting
- c. Treasurer's Report – January 2020
- d. Treasurer's Report – February 2020
- e. Treasurer's Report – March 2020
- f. 2020 Community Development Block Grant (CDBG) Regional Priorities
- g. Community Advisory Committee (CAC) Bylaws Amendment
- h. HRPDC Resolution 2020-01 Amending its Cafeteria Plan
- i. Consultant Services Contract – Regional Construction Standards Program Support
- j. Consultant Services Contract – Special Legal Consultant on Stormwater Matters

Mr. Crum proposed amending the agenda note language for the Consultant Services Contract – Special Legal Consultant on Stormwater Matters consent agenda item to add "not to exceed \$22,000" after "Contract Amount: To be determined based on assigned tasks."

**Motion:** Commissioner John Rowe Moved to approve the Consent Agenda as amended; seconded by Commissioner Robert Dyer.

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

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

<b>Southampton County</b>	Mr. Michael Johnson	Aye
	Mr. William Gillette	Aye
<b>Suffolk</b>	Mr. Leroy Bennett	Absent
	Mr. Patrick Roberts	Aye
<b>Surry County</b>	Vacant	-
	Vacant	-
<b>Virginia Beach</b>	Mayor Robert Dyer	Aye
	Mr. Thomas Leahy	Aye
	Ms. Barbara Henley	Absent
	Mr. Louis Jones	Not Recorded
	Mr. Guy Tower	Aye
	Ms. Rosemary Wilson	Absent
	Ms. Sabrina Wooten	Aye
<b>Williamsburg</b>	Mayor Paul Freiling	Absent
	Mr. Andrew Trivette	Aye
<b>York County</b>	Mr. Neil Morgan	Aye
	Ms. Sheila Noll	Not Recorded

The Motion Carried with 29 votes in favor, none against, and no abstentions.

### **HRPDC Fiscal Year 2020 Extension Work Program**

Mr. Crum introduced Mr. Keith Cannady, HRPDC Deputy Executive Director, to brief the Commission on the HRPDC Fiscal Year 2020 Extension Work Program.

Mr. Cannady began his presentation with a statement regarding the ongoing financial impact of the COVID-19 global pandemic on federal, state, and local governments. In response, HRPDC staff recommended an extension of the FY 2020 Work Program from July 1, 2020 to October 31, 2020 rather than the full FY 2021. The proposed document was made available for public review and comment from May 5, 2020 through May 18, 2020.

Mr. Cannady presented an overview of the proposed FY 2020 Extension Work Program. He summarized and highlighted some of the current work activities for each of the HRPDC departments including Community Affairs and Civil Rights, Emergency Management, Environmental Education, Housing and Human Services, Planning and Economics, and Water Resources.

In conclusion, Mr. Cannady commented that a complete FY 2021 Work Program will be presented for approval by the Commission at the October 15, 2020 meeting.

**Motion:** Commissioner Robert Dyer Moved to approve the HRPDC FY 2020 Extension Work Program; seconded by Commissioner Barry Cheatham.

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

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

<b>Southampton County</b>	Mr. Michael Johnson	Aye
	Mr. William Gillette	Aye
<b>Suffolk</b>	Mr. Leroy Bennett	Absent
	Mr. Patrick Roberts	Aye
<b>Surry County</b>	Vacant	-
	Vacant	-
<b>Virginia Beach</b>	Mayor Robert Dyer	Aye
	Mr. Thomas Leahy	Aye
	Ms. Barbara Henley	Absent
	Mr. Louis Jones	Not Recorded
	Mr. Guy Tower	Aye
	Ms. Rosemary Wilson	Absent
	Ms. Sabrina Wooten	Aye
<b>Williamsburg</b>	Mayor Paul Freiling	Absent
	Mr. Andrew Trivette	Aye
<b>York County</b>	Mr. Neil Morgan	Aye
	Ms. Sheila Noll	Aye

The Motion Carried with 30 votes in favor, none against, and no abstentions.

### **Fiscal Year 2021 Budget**

Mr. Robert Crum, HRPDC/HRTPO Executive Director, reported that the Joint HRPDC/HRTPO Personnel and Budget (P&B) Committee met electronically via conference call on May 7, 2020 to review the proposed FY 2021 HRPDC/HRTPO Budget. The Personnel and Budget Committee took the following action:

“The HRPDC/HRTPO Personnel and Budget Committee recommends approval of the FY21 Budget by the HRPDC and HRTPO Boards, with the condition that the budget be revisited by both Boards at their October 15, 2020 meetings.”

This approach was in response to the COVID-19 pandemic and crisis. Preparing a 12-month budget is difficult due to the challenges for all levels of government. Traditionally relied upon revenues at the local, state, and federal levels may be reconsidered for other purposes. Mr. Crum stated that while the presented proposed budget is for a full year, the P&B Committee recommends revisiting the budget in October. The expectation is for a better understanding of the revenue outlook as well as an anticipated timeline of an economic rebound.

Mr. Crum referenced an enclosed memorandum summarizing the proposed FY 2021 Budget. He described the budget approach as cautious and stated that in many aspects, it mirrors the budget approach proposed by the region's local governments.

He reported locality membership contributions remain at the reduced \$0.80 per capita rate approved in response to the recession; no merit or cost of living increases included for staff; and significant reductions in professional development, travel, furniture, computers and software, outside printing, and meeting expenses.

He noted a slight 0.67% increase in personnel costs due to the increase in VRS retirement and health insurance as well as a \$1.2 million increase in pass-through funds. While the overall budget increased by 24.7%, operating expenses significantly decreased by \$187,398 from FY 2020 and is the lowest proposed operating budget since FY 2015.

In conclusion, Mr. Crum listed future budget considerations not included in the proposed budget such as building and grounds maintenance, competitive staff wages, addressing salary compression, pension liabilities, an agency vehicle, and information technology needs.

**Motion:** Commissioner John Rowe Moved to approve the FY 2021 Budget as presented with the condition that the budget be revisited at the October 15, 2020 Annual Meeting; seconded by Commissioner Barry Cheatham.

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

<b>Chesapeake</b>	Mr. Stephen Best	Aye
	Mr. Robert Geis	Absent
	Mr. Christopher Price	Aye
	Ms. Debbie Ritter	Aye
	Ms. Ella Ward	Not Recorded
<b>Franklin</b>	Ms. Amanda Jarratt	Aye
	Mr. Barry Cheatham	Aye
<b>Gloucester County</b>	Mr. Brent Fedors	Aye
	Mr. Phillip Bazzani	Absent
<b>Hampton</b>	Mayor Donnie Tuck	Aye
	Mr. Jimmy Gray	Aye
	Ms. Mary Bunting	Aye
<b>Isle of Wight County</b>	Mr. Randy Keaton	Aye
	Mr. William McCarty	Absent
<b>James City County</b>	Mr. Scott Stevens	Aye
	Mr. Michael Hipple	Aye

<b>Newport News</b>	Mayor McKinley Price	Aye
	Ms. Cynthia Rohlf	Absent
	Mr. David Jenkins	Aye
<b>Norfolk</b>	Mayor Kenneth Alexander	Absent
	Mr. Larry “Chip” Filer	Absent
	Ms. Courtney Doyle	Aye
	Ms. Mamie Johnson	Not Recorded
	Ms. Andria McClellan	Aye
<b>Poquoson</b>	Mayor W. Eugene Hunt	Absent
	Mr. Randy Wheeler	Aye
<b>Portsmouth</b>	Mayor John Rowe	Aye
	Dr. Lydia Pettis-Patton	Absent
<b>Town of Smithfield</b>	Mayor T. Carter Williams	Absent
	Mr. Michael Stallings	Aye
<b>Southampton County</b>	Mr. Michael Johnson	Aye
	Mr. William Gillette	Aye
<b>Suffolk</b>	Mr. Leroy Bennett	Absent
	Mr. Patrick Roberts	Aye
<b>Surry County</b>	Vacant	-
	Vacant	-
<b>Virginia Beach</b>	Mayor Robert Dyer	Aye
	Mr. Thomas Leahy	Aye
	Ms. Barbara Henley	Absent
	Mr. Louis Jones	Not Recorded
	Mr. Guy Tower	Aye
	Ms. Rosemary Wilson	Absent
	Ms. Sabrina Wooten	Aye
<b>Williamsburg</b>	Mayor Paul Freiling	Absent
	Mr. Andrew Trivette	Aye
<b>York County</b>	Mr. Neil Morgan	Aye
	Ms. Sheila Noll	Aye

The Motion Carried with 29 votes in favor, none against, and no abstentions.

### **HRPDC Three Month Tentative Schedule**

Chair Hipple briefed the Commission on the Three-Month Tentative Schedule.

## **Advisory Committee Summaries**

Chair Hipple referenced the Advisory Committee Summaries.

## **For Your Information**

Chair Hipple noted the For Your Information section, which included the following items:

- HRPDC Letter to the Members of the Hampton Roads Legislative Caucus Regarding the Virginia Offshore Wind Opportunity
- HRPDC Letter to The Honorable Ralph Northam, Commonwealth of Virginia Governor, Regarding Renewable Energy Transition and Virginia's Offshore Wind Opportunity
- HRPDC Letter to The Honorable Ralph Northam, Commonwealth of Virginia Governor, and The Honorable Mark Herring, Commonwealth of Virginia Attorney General, Regarding Local/Regional Governments Electronic Meeting Ability during the COVID-19 State of Emergency
- HRPDC Letter to the Members of the Hampton Roads Federal Delegation Regarding Federal Emergency Supplemental Measure
- Letter from Congressman Robert C. "Bobby" Scott Regarding H.R. 748, the Coronavirus Aid, Relief, and Economic Security (CARES) Act
- Letter from Town of Smithfield announcing the appointment of Town Manager Michael R. Stallings, Jr. as a voting member of the Hampton Roads Planning District Commission
- Letter from City of Chesapeake announcing the scheduled reappointment of Council Member Stephen Best, Sr. as a voting member of the Hampton Roads Planning District Commission
- Letter from City of Chesapeake announcing the scheduled reappointment of Council Member S.Z. "Debbie" Ritter as a voting member of the Hampton Roads Planning District Commission
- HRPDC Letter to The Honorable Ralph Northam, Commonwealth of Virginia Governor, Regarding May 2020 Local Elections
- HRPDC Letter to the Members of the Hampton Roads Federal Delegation Regarding Families First Coronavirus Response Act – Ineligibility of Public Employers for Payroll Tax Credits

- Letter from U.S. Navy Captain Jason J. Schneider, NWS Yorktown/CAX Commanding Officer, Regarding Community Involvement Plan Update – Input Requested
- HRPDC Letter to The Honorable Matthew J. Strickler, Secretary of Natural Resources, and RADM Ann C. Phillips (U.S. Navy, Ret.), Special Assistant to the Governor for Coastal Adaptation and Protection, Regarding Community Flood Preparedness Fund
- HRPDC Letter to The Honorable Brian J. Moran, Secretary of Public Safety and Homeland Security, and the Honorable Matthew J. Strickler, Secretary of Natural Resources, Regarding Virginia Peninsula Flood Risk Management Study
- HRPDC Letter to U.S. Army Corps of Engineers Colonel Patrick V. Kinsman, Norfolk District Commander, Regarding Virginia Peninsula Flood Risk Management Study

### **Old/New Business**

Commissioner Barry Cheatham stated he did not seek re-election to the Franklin City Council and a new representative from the City would attend the Commission meeting on July 16, 2020.

Chair Hipple thanked Mr. Cheatham for his service. Commission Members applauded Mr. Cheatham and indicated that he will be missed.

Mr. Crum expressed his appreciation to the Commission Members for their patience during the electronic meeting.

### **Adjournment**

With no further business to come before the Hampton Roads Planning District Commission, the meeting adjourned at 1:37 p.m.

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Michael Hipple  
Chair

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Robert A. Crum, Jr.  
Executive Director