Call to Order
The meeting was called to order by HRPDC Chair Michael Hipple at 12:35 p.m.

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 [Action Requested]
There were 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

A roll call vote was conducted and the Commission unanimously approved the modified agenda as presented.

Submitted Public Comments
There were no submitted public comments.

Public Comment Period
The general public was provided an opportunity to provide comments in advance of the meeting by email or phone. Chair Michael Hipple stated that HRPDC staff received no submitted comments via either option by 3:00 p.m. on October 14, 2020.
Executive Director Report
Mr. Robert Crum, HRPDC Executive Director, referenced his monthly report, making particular note of the following:

- The HRPDC continues to maintain the COVID-19 dashboard to provide daily data, information, maps, and resources concerning the COVID-19 pandemic impact in the Hampton Roads region. The dashboard can be found on the HRPDC website at https://hrcovid19-hrpdcdgis.hub.arcgis.com/.

- The HRPDC issued a press release announcing that the region’s 17 localities came together to produce and launch a regional public information campaign, “It’s in Our Hands,” to promote behaviors to stop the spread of COVID-19 in Hampton Roads.

Election of Officers [Action Requested]
On behalf of the Nominating Committee, 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.

A roll call vote was conducted and the Commission unanimously accepted the nominations as presented.

Consent Agenda [Action Requested]
There was a request to separate Consent Agenda Item 7C, regarding the FY 2021 Budget Amendment, from the Consent Agenda to allow for additional discussion and an independent vote.

The following items were on the modified 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

A roll call vote was conducted and the Commission unanimously approved the modified Consent Agenda as presented.

FY 2021 Budget Amendment [Action Requested]
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 is re-evaluated at the October meeting.

Mr. Crum briefed the Commission on the proposed changes to the budget approved in May. The previously approved 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)
- -$8,178 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.

There was discussion regarding the proposed 2% performance-based salary increase.

A roll call vote was conducted and the Commission approved the FY 2021 Budget Amendment as presented with 28 votes in favor, two votes against, and one abstention.

**FY 2020 Audited Financial Statements [Action Requested]**
Mr. Michael Garber, PBMares Partner, reported that the Independent Auditors’ Report states that the statements present fairly, in all material respects, the basic financial statements of the HRPDC/HRTPO. There were no material weaknesses or deficiencies identified in any of the internal controls or processes of the financial activity, and all information was free of any material misstatements. The audited financial statements, along with supplemental management letters, and the auditor’s opinion report, have been posted on the HRPDC and HRTPO websites.

A roll call vote was conducted and the Commission unanimously accepted the FY 2020 Audited Financial Statements.

**Offshore Wind Video**
Ms. Jennifer Palestrant, Virginia Department of Mines, Minerals, and Energy (DMME) Chief Deputy, introduced and presented 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.

**Regional Legislative Agenda [Action Requested]**
Mr. Robert Crum, HRPDC Executive Director, reported that the 2021 Regional Legislative Agenda has been drafted for Commission consideration and submission to the Hampton Roads Caucus of the General Assembly and the Hampton Roads Congressional Delegation.

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.

A roll call vote was conducted and the Commission unanimously approved the 2021 Regional Legislative Agenda as presented.

“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 [Action Requested]
Mr. Robert Crum, HRPDC Executive Director, reported that the Commonwealth of Virginia established a Resiliency Subworkgroup to recommend changes to the Uniform Statewide Building Code to be considered by the Board of Housing and Community Development. The subworkgroup included representatives from several localities and the HRPDC. Sixteen proposals were submitted to the group for its recommendation. Of these, eleven were recommended for adoption by the Board of Housing and Community Development by consensus. The remaining five were submitted to the Board with a “non-consensus” recommendation. The consensus recommendations will be considered by the Board in a block vote, while the non-consensus recommendations will be voted on individually.

Mr. Benjamin McFarlane, HRPDC Senior Regional Planner, provided an overview of the non-consensus recommendations. 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.

There was extensive discussion regarding the non-consensus recommendations. The recommended motion to approve the Proposed Building Code Changes was amended 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 DHCD Board on Monday, October 19; and 3) The Executive Director presents this item to the Chief Administrative Officers (CAO) Committee to review with local staff and provide a recommendation to the Commission.
A voice vote was conducted and the Commission approved the motion as amended.

**Three-Month Tentative Schedule**
This item was for informational purposes.

**Advisory Committee Summaries**
This item was for informational purposes.

**For Your Information**
This item was for informational purposes.

**Old/New Business**
There was no old/new business.

**ADJOURNMENT**