

**HAMPTON ROADS
PLANNING DISTRICT COMMISSION
MEETING**

**October 21, 2021
12:30 PM**

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

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

- 4. Public Comment Period**

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

- 5. Executive Director's Report (Attachment 5)**
- 6. Employee Recognition – presented by Mr. Robert A. Crum, Jr., HRPDC Executive Director**

The employees listed below are recognized for their outstanding service to the HRPDC and reaching a milestone anniversary between November 1, 2020 and October 31, 2021.

Ten Years:

Katie Cullipher, HRPDC Principal Environmental Education Planner
Tiffany Smith, HRPDC/HRTPO Accounting Manager

Fifteen Years:

Shernita Bethea, HRPDC Housing/Human Services Administrator
Whitney Katchmark, HRPDC Principal Water Resources Engineer

Twenty Years:

Greg Grootendorst, HRPDC Chief Economist
Sheila Wilson, HRPDC/HRTPO Chief Financial Officer

7. Community Advisory Committee (CAC) Report

8. 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. Please note that the current HRPDC Chair and Vice-Chair are eligible to serve in their current positions for another year.

During the July 15, 2021 Commission Meeting, Chair Andria McClellan requested that the Nominating Committee prepare recommendations of nominees for the officer positions for the upcoming year. A Nominating Committee representative will provide a report for Commission consideration.

Action Requested: The HRPDC should take action to elect a Chair, Vice-Chair, Secretary, and Treasurer to serve during the upcoming year.

9. Consent Agenda (Attachment 9)

a. Meeting Minutes – July 15, 2021 Commission Meeting

b. Treasurer’s Report – August 2021

c. Addendum to Executive Director’s Contract

The HRPDC/HRTPO has traditionally reimbursed the Executive Director for the use of a cell phone in the execution of the position’s duties. Upon the advice of the HRPDC/HRTPO auditors, it is recommended that this provision be formalized with an Addendum to the current Employment Agreement between the HRPDC/HRTPO and Robert A. Crum, Jr. This Addendum provides for a \$50 per month payment to the Executive Director to assist with maintaining a cell phone for his use in the performance of his duties as Executive Director. This addendum shall continue in effect until June 30, 2024.

d. Fiscal Year 2021 (FY 2021) SHSGP and UASI Grants

The Virginia Department of Emergency Management requires the HRPDC to formally authorize the Executive Director to apply for and accept FY 2021 Homeland Security Funding.

The following projects are anticipated to be allocated to the HRPDC:

FY21 UASI	
MCI Transportation Package (Part I)	\$228,900
MCI Transportation Package (Part II)	\$136,500
PPE Replacement – Chemical Protective Clothing	\$62,502
Regional Cybersecurity Enhancement	\$299,250
All Hazards Regional Planner	\$100,000
2020 THIRA SPR	\$85,000
FY21 SHSP	
Regional Mass Casualty Incident Plan	\$120,750
MCI and Mass Care Sustainment	\$72,000

Staff recommends that the Commission authorize the Executive Director to sign the following certificates (one for each of the above projects):

- State Homeland Security Grant Applications
- Grant Assurances
- Certificate Regarding Lobbying
- Non-Supplanting Certification
- Grant Agreement

e. Buy Local Virginia

Buying local keeps our dollars invested in our communities. A Buy Local Month, scheduled November 15, 2021 through December 15, 2021, would be an opportunity to build awareness of the benefits of supporting local independent businesses.

Last year the Commission took action to acknowledge and support the Buy Local Month and effort.

Staff recommends that the Commission approve the attached HRPDC Resolution 2021-02 Acknowledging November 15, 2021 through December 15, 2021 as Buy Local Month.

Action Requested: The HRPDC should take action to approve the October 21, 2021 Consent Agenda.

10. Sail250 Virginia – presented by Ms. Karen Scherberger, Norfolk Festevents Executive Chairman (Attachment 10)

Norfolk Festevents is the official host of the Sail250 Virginia, a maritime event scheduled for the summer of 2026, that will celebrate the 250th anniversary of

America's independence through convening a flotilla of international ships and military vessels. The Commonwealth, along with the Port of Virginia, will join the ports of Boston, New York, Baltimore, and New Orleans in this legacy event.

Ms. Karen Scherberger, Executive Chairman for Norfolk Festevents, will brief the Commission on the Sail250 Virginia event and answer any questions from the Commission.

Staff recommends that the Commission approve the attached HRPDC Resolution 2021-01 to Endorse and Support Sail250 Virginia.

Action Requested: The HRPDC should take action to approve HRPDC Resolution 2021-01 to Endorse and Support Sail250 Virginia.

11. Fiscal Year 2021 (FY 2021) Audited Financial Statements - presented by Michael Garber, PBMares (Attachment 11)

PBMares, LLP has completed its annual review of the FY2021 financial statements of the Hampton Roads Planning District Commission (HRPDC) and the Hampton Roads Transportation Planning Organization (HRTPO).

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, based on census data reported to the Virginia Retirement System (VRS), have been posted on both websites.

HRTPO Website: <https://www.hrtpo.org/page/about-us/>

HRPDC Website: <https://www.hrpdcva.gov/page/financial-statements-/>

Additional information that may be of value to Commission members is the breakdown of the Fund Balance as shown in the attachment.

Mr. Michael Garber, Partner at PBMares, will brief the Commission on this item. Both the PBMares representative and Ms. Sheila Wilson, CFO HRPDC/HRTPO, will be available to address any questions the Commission may have.

Staff recommends that the Commission approve the FY 2021 Audited Financial Statements.

Action Requested: The HRPDC should take action to approve the FY 2021 Audited Financial Statements.

12. HRPDC Regional Legislative Agenda – presented by Mr. Robert A. Crum, Jr., HRPDC Executive Director (Attachment 12)

For the past five 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 the Hampton Roads region. This regional legislative agenda is typically approved by the HPPDC and HRTPO Boards 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.

This 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 HRPDC and HRTPO Boards. The membership of this Legislative Committee is as follows:

Andria McClellan, Norfolk	HRPDC Chair
Mayor Donnie Tuck, Hampton	HRTPO Chair
David Jenkins, Newport News	HRPDC Vice Chair
Mayor Rick West, Chesapeake	HRTPO Vice Chair
Mary Bunting, Hampton	CAO Committee Chair
Mike Johnson, Southampton County	CAO Committee Vice Chair

The process for preparation and approval of the Regional Legislative Agenda is as follows:

June 30, 2021: Regional Legislative Committee held its first meeting and received an overview from the Executive Director on last year’s regional legislative agenda and related actions by the Virginia General Assembly. Committee members provided input on potential regional legislative topics that could be considered by the HRPDC and HRTPO.

July 15, 2021: The Executive Director provided an overview to the HRPDC Board and received input from Commission members on potential regional legislative agenda items.

Sept. 23, 2021: The Regional Legislative Committee held its second meeting and received a recommended list of regional legislative priorities from the Executive Director based on input from the previous meetings summarized above. The Committee reached a consensus on a recommended regional legislative agenda.

October 6, 2021: CAO Committee reviewed the draft Regional Legislative Agenda.

October 21, 2021: HRPDC and HRTPO consider approval of Regional Legislative Agenda. If needed, approval could occur at the November 18 meetings.

Attached for review by Commission members is the proposed 2022 HRPDC Regional Legislative Agenda and Commonwealth Flooding Board (CFB) White Paper.

Mr. Robert A. Crum, Jr., HRPDC Executive Director, will brief the Commission on the recommended Regional Legislative Agenda and answer any questions.

Staff recommends that the Commission approve the attached 2022 HRPDC Regional Legislative Agenda.

Action Requested: The HRPDC should take action to approve the 2022 HRPDC Regional Legislative Agenda.

13. Build Back Better Regional Challenge – presented by Mr. Robert A. Crum, Jr., HRPDC Executive Director

The HRPDC staff has been collaborating with a group of regional organizations to prepare a proposal for consideration under the Economic Development Administration’s (EDA) Build Back Better Program. The goal of the Regional Challenge is to assist communities to strengthen their regional economies through strategic investment in regional growth clusters. The program is divided into two phases with proposals for Phase I due to EDA by October 19. In Phase I, approximately 50–60 regions will be awarded technical assistance grants to help regions prepare for Phase II submissions and develop a strategy to advance their regional clusters. For those regions awarded Phase I dollars, they will be eligible to submit funding requests for Phase II by March 15, 2022. Under Phase II, grant awards in the range of \$25–75 million will be awarded to successful regions for projects that will support and advance regional economic clusters.

Due to the short timeline for this grant proposal, the HRPDC and Alliance staff provided briefings and updates to the CAO Committee at its September and October meetings. A briefing will be provided to the HRPDC at the Commission’s October 21 meeting.

Mr. Robert A. Crum, Jr., HRPDC Executive Director, will brief the Commission on the Build Back Better Regional Challenge and answer any questions.

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

14. Three Month Tentative Schedule

November 18, 2021

Offshore Wind Economic Development Update
Portsmouth and Chesapeake Joint Land Use Study
Planning and Economics Program Update
Regional Comprehensive Economic Development Strategy

December 2021

No Meeting per the Regional Meeting Schedule

January 20, 2022

Hampton Roads 2022 Economic Forecast
Water Resources Program Update
Resilient Design Standards

15. Technical Committee Meeting Summaries (Attachment 15)

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

16. For Your Information (Attachment 16)

- Letter dated August 5, 2021, from HRPDC Chair Andria P. McClellan and HRPDC Vice-Chair David H. Jenkins to the Virginia Federal Delegation to request support of the President's FY2022 budget request for the Department of Energy that would provide critical support for the Jefferson Lab facility in Newport News.

17. Old/New Business

18. Adjournment