

**Hampton Roads Planning District Commission  
Chief Administrative Officers Meeting  
Summary Minutes of September 2, 2020  
Electronic Meeting**

The Chief Administrative Officers (CAO) Committee Meeting was called to order at approximately 11:30 a.m. by Mary Bunting, CAO Committee Chair and Hampton City Manager. Ms. Bunting asked Mr. Crum to provide background information on this electronic meeting. Mr. Crum indicated 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 committee members, staff and the general public, today's Chief Administrative Officers Committee meeting is being held via conference call.

The following members of the CAO Committee were in attendance:

Mary Bunting	Hampton
Brent Fedors	Gloucester County
Larry Filer	Norfolk
Amanda Jarrett	Franklin
Don Robertson (for Randy Keaton)	Isle of Wight County
Kevin Chantellier (for Patrick Duhaney)	Virginia Beach
Neil Morgan	York County
Chris Price	Chesapeake
Patrick Roberts	Suffolk
Melissa Rollins	Surry County
William Saunders	Windsor
Scott Stevens	James City County
Andrew Trivette	Williamsburg
Michael Stallings	Smithfield
Tonya O'Connell (for Randy Wheeler)	Poquoson

**Others in Attendance**

Robert Crum, HRPDC/HRTPO  
Keith Cannady, HRPDC  
Whitney Katchmark, HRPDC  
Michelle Gowdy, Virginia Municipal League

**Approval of Agenda**

The agenda for the September 2, 2020 CAO Committee meeting was accepted as distributed.

**Approval of Minutes**

The Summary Minutes from the August 5, 2020 CAO Committee meeting, which were included in the agenda package, were accepted as presented.

## **Public Comment**

Mr. Mark Geduldig-Yatrofsky from the City of Portsmouth addressed the CAO Committee. He noted that he believes that the electronic meeting format that has been used by the Hampton Roads Planning District Commission, Hampton Roads Transportation Planning Organization and is being used today by the CAO Committee works well. He noted that it allows our officials and residents to safely conduct the business of our community and region. He noted that the region's officials should consider approaching the General Assembly to request authorization to continue to meet in this electronic/virtual format moving forward.

Ms. Bunting thanked Mr. Geduldig-Yatrofsky for his comments, and noted that at the special session of the General Assembly that occurred at the end of April, the General Assembly provided local governments the authority to meet virtually for as long as the Governor's current State of Emergency is in effect.

## **Locality Roll Call Topics**

Ms. Bunting asked Mr. Crum to introduce this item to the CAO Committee members. Mr. Crum noted there are several items for which the CAO members have asked for input through the Locality Roll Call section of the agenda. He recommended that this portion of the agenda be addressed in two steps. First, he recommended that Whitney Katchmark, HRPDC Principal Water Resources Engineer, provide the CAO Committee an overview of Senate Bill 5118 which is being considered by the General Assembly and would establish an Emergency Debt Repayment Plan. Ms. Katchmark referred to the information which was included in the agenda distribution, which contained a copy of Senate Bill 5118, comments on the Bill that were provided by City of Virginia Beach staff, and comments provided by Mission H2O. Ms. Katchmark summarized the provisions of the Bill and noted recent provisions that addressed several concerns and comments that have been expressed by the region's utility directors. The majority of the region's localities already have established a utility repayment program, and measures that allow those current programs to remain in effect as currently structured are a step in the right direction.

Ms. Bunting asked Mr. Crum to do a Locality Roll Call, requesting each locality representative provide comments. The CAOs provided information on whether they had a current emergency debt repayment plan in their locality and how the proposed legislation might impact their locality. The consensus was that there was support for legislative language that allowed localities to report information on their current programs to the State and to allow the current programs to remain in effect in their current format. Overall, there seemed to be agreement that the revisions that have been made to the legislation are steps in the right direction, and staff should continue to monitor the legislation.

Mr. Crum proceeded to introduce the second section of the Locality Roll Call discussion items. He noted that he has received requests for input on the following items:

- The status of locality plans for holiday parades and other events such as trick-or-treat.
- The President's Memoranda that was issued on August 8 on the option to defer payroll tax obligations.
- Any other related Bills under consideration at the General Assembly that may be of interest.

Ms. Bunting asked Mr. Crum to conduct the Locality Roll Call, and each CAO provided input on the items which were introduced. Overall, most localities are still considering how to address upcoming holiday events. It was noted that trick-or-treat would be challenging to cancel, and that residents could go door to door by walking in the public right of way. Some localities noted that they will probably focus on promoting safety guidelines with their residents for this event. Other localities shared information on festivals/events that have been cancelled in their locality due to public health concerns. CAO representatives were unanimous in expressing that they would not be deferring payroll taxes.

### **Other Business**

There was no other business to come before the CAO Committee.

### **Adjournment**

The September 2, 2020 CAO Committee meeting was adjourned at approximately 12:35 p.m.

Respectfully submitted,

Robert Crum  
Recording Secretary