

**Hampton Roads Planning District Commission (HRPDC)  
Chief Administrative Officers Meeting  
Summary Minutes of December 2, 2020**

The Chief Administrative Officers (CAO) Committee Meeting was called to order at 11:30 AM by Mary Bunting, CAO Committee Chair and Hampton City Manager. Ms. Bunting asked Mr. Robert Crum, HRPDC/HRTPO Executive Director, to provide a statement regarding today's virtual/electronic meeting.

Mr. Crum noted 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, safety and welfare of the Committee members, staff and the general public, today's CAO Committee meeting is being held electronically via Zoom. Mr. Crum noted that the Zoom access information was published with the agenda for use by Committee members and the general public to access today's meeting.

Mr. Crum proceeded to do a roll call, and the following members of the CAO Committee were in attendance:

Mary Bunting	Hampton
Brent Fedors	Gloucester County
Dr. Larry Filer	Norfolk
Amanda Jarrett	Franklin
Mike Johnson	Southampton County
Randy Keaton	Isle of Wight County
Albert Moor	Suffolk
Neil Morgan	York County
LaVoris Pace	Portsmouth
Chris Price	Chesapeake
Cynthia Rohlf	Newport News
Melissa Rollins	Surry County
William Saunders	Windsor
Michael Stallings	Smithfield
Scott Stevens	James City County
Andrew Trivette	Williamsburg
Randy Wheeler	Poquoson

**Others in Attendance**

Robert Crum	HRPDC/HRTPO
Keith Cannady	HRPDC
Whitney Katchmark	HRPDC
Ben McFarlane	HRPDC
Ann Phillips	Special Assistant to the Governor for Coastal Adaptation and Protection
Diane Kaufman	Senator Tim Kaine's Office

Drew Lumpkin  
Mark Geduldig-Yatrofsky  
Chris Stone  
Ron Carlee  
Don Cole

Senator Warner's Office  
Portsmouth Resident  
Clark Nexsen  
Old Dominion University

### **Approval of Agenda**

Ms. Bunting asked if there were any additions or revisions to today's agenda. There being none, the agenda was accepted as presented by consensus.

### **Approval of Meeting Minutes**

Mr. Crum noted the Summary Minutes from the November 4, 2020 CAO Committee meeting were attached for the Committee's review and consideration. Following a motion by Mr. Wheeler and a second by Ms. Jarrett, the following roll call vote was taken:

Mary Bunting	Hampton	Yes
Brent Fedors	Gloucester County	Yes
Dr. Larry Filer	Norfolk	Yes
Amanda Jarrett	Franklin	Yes
Mike Johnson	Southampton County	Yes
Randy Keaton	Isle of Wight County	Yes
Albert Moor	Suffolk	Yes
Neil Morgan	York County	Yes
LaVoris Pace	Portsmouth	Yes
Chris Price	Chesapeake	Yes
Cynthia Rohlf	Newport News	Yes
Melissa Rollins	Surry County	Yes
William Saunders	Windsor	Yes
Michael Stallings	Smithfield	Yes
Scott Stevens	James City County	Yes
Andrew Trivette	Williamsburg	Yes
Randy Wheeler	Poquoson	Yes

The motion passed unanimously.

### **Public Comment Period**

Mr. Crum asked if any members of the public wished to address the CAO Committee. There were no public comments.

### **Virginia Coastal Resilience Master Planning Framework**

Mr. Crum introduced Ann Phillips, Special Assistant to the Governor for Coastal Adaptation and Protection for the Commonwealth of Virginia. Ms. Phillips would be briefing the CAO Committee on the Virginia Coastal Resilience Master Planning Framework. He noted that

the Executive Summary from this document, as well as Chapter 6 – Initial Actions and Recommendations – was enclosed as background information in the agenda that was distributed. He indicated the purpose of today’s meeting was to provide Ms. Phillips questions and comments on the Master Planning Framework.

Ms. Phillips noted that the Master Planning Framework lays out the core principles of the Commonwealth’s approach to coastal adaptation and protection and the process by which the Commonwealth will develop and begin implementing Virginia’s first Coastal Resilience Master Plan by the end of 2021. She provided a PowerPoint presentation summarizing the Framework, noting the following primary goals of the Master Planning Framework:

- Identify priority projects to increase the resilience of coastal communities, including both built and natural assets at risk due to sea level rise and flooding
- Establish a financing strategy, informed by regional differences and equity considerations, to support execution of the plan
- Effectively incorporate climate change projections into all of the Commonwealth’s programs addressing coastal zone built and natural infrastructure at risk due to sea level rise and flooding
- Coordinate all state, federal, regional and local coastal adaptation and protection efforts in accordance with the guiding principles of this Framework

The Guiding Principles of this Master Planning Framework are as follows:

- Acknowledge climate change and its consequences and base decision-making on the best available science
- Identify and address socioeconomic inequities and work to enhance equity through coastal adaptation and protection efforts
- Recognize the importance of protecting and enhancing green infrastructure like natural coastal barriers and fish and wildlife habitat by prioritizing nature-based solutions
- Utilize community and regional scale planning to the maximum extent possible, seeking region-specific approaches tailored to the needs of individual communities.
- Understand fiscal realities and focus on the most cost-effective solutions for protection and adaptation of our communities, businesses and critical infrastructure

Ms. Phillips proceeded to review Chapter 6 of the Master Planning Framework which outlines Initial Actions and Recommendations for this effort. She then invited questions and comments from CAO Committee members.

Ms. Bunting thanked Ms. Phillips for the overview presentation and for her work on this effort. The CAO Committee proceeded to discuss the information presented by Ms. Phillips and ask questions. Following this discussion, two main themes emerged from the CAO Committee members:

- It is essential for this process to be successful to address this critical challenge. CAO Committee members stressed that a comprehensive community stakeholder engagement effort will be critical to the success of this effort. The community must be engaged throughout this process in a meaningful way to create a path forward for success. CAO Committee members noted that the COVID-19 pandemic complicates the community engagement process, particularly with disadvantaged and minority communities. The Committee strongly recommends that this effort include the needed resources to ensure adequate community engagement throughout this process.
- CAO Committee members expressed concern about the recommendation that a Strategic Coastal Relocation Handbook be developed by December 2021. While Committee members noted this is an important conversation, property relocation within flood prone areas is not settled policy at the local, regional or federal levels. Concern was expressed that if relocation is the first issue to be addressed, this approach could set back this critical planning effort. The CAO Committee recommended that other recommendations/actions receive priority over the next year.

Ms. Phillips thanked CAO Committee members for their discussion and comments, noting that the Plan will also be discussed by the HRPDC Coastal Resilience Subcommittee. CAO Committee members thanked Ms. Phillips again for her work and presentation.

### **Commercial Property Assessed Clean Energy (C-PACE) Program**

Mr. Crum reminded CAO Committee members that at last month's meeting the HRPDC received a presentation on the C-PACE program and took action to recommend localities consider the adoption of a program and determine the best strategy to administer this effort. This HRPDC action was consistent with a recommendation provided by the HRPDC Coastal Resilience Subcommittee. Potential options for localities include local administration or participation in the state program. The HRPDC also asked that staff discuss the C-PACE program with the CAO Committee. Mr. Crum introduced Whitney Katchmark, HRPDC Principal Water Resources Engineer, to provide background information on the C-PACE program.

Ms. Katchmark noted that C-PACE is an innovative and tested tool that encourages private sector investment in energy use reductions in cases where traditional commercial financing is not feasible. These improvements can involve clean energy, energy efficiency, water efficiency, and resiliency or stormwater improvements for both existing properties and construction. Ms. Katchmark proceeded to provide a general overview of the program. The CAO Committee held a discussion about approaches being considered in various programs and how the program could be structured if localities decided to proceed.

## **Water/Sewer Delinquent Accounts**

Ms. Katchmark reported that the Directors of Utilities Committee has been discussing the increasing number of delinquent accounts for water and sewer services. She presented data the HRPDC staff has compiled on delinquency rates, the amount of assistance that utilities have provided during the COVID-19 pandemic and outreach efforts to make customers aware of these assistance programs. The CAO Committee members reviewed and discussed the information presented.

## **Other Business**

Mr. Fedors noted that the issue of recycling continues to be a challenge and that perhaps a future CAO Committee agenda item could be a discussion on this topic.

## **Adjournment**

There being no further business to come before the CAO Committee, the meeting was adjourned at approximately 12:40 pm.

Respectfully Submitted,

Robert Crum  
Recording Secretary