

January 25, 2017

Memorandum #2017-12

TO: Hampton Roads Chief Administrative Officers

BY: James Bourey, Chair

RE: Hampton Roads Chief Administrative Officers Retreat – February 1, 2017

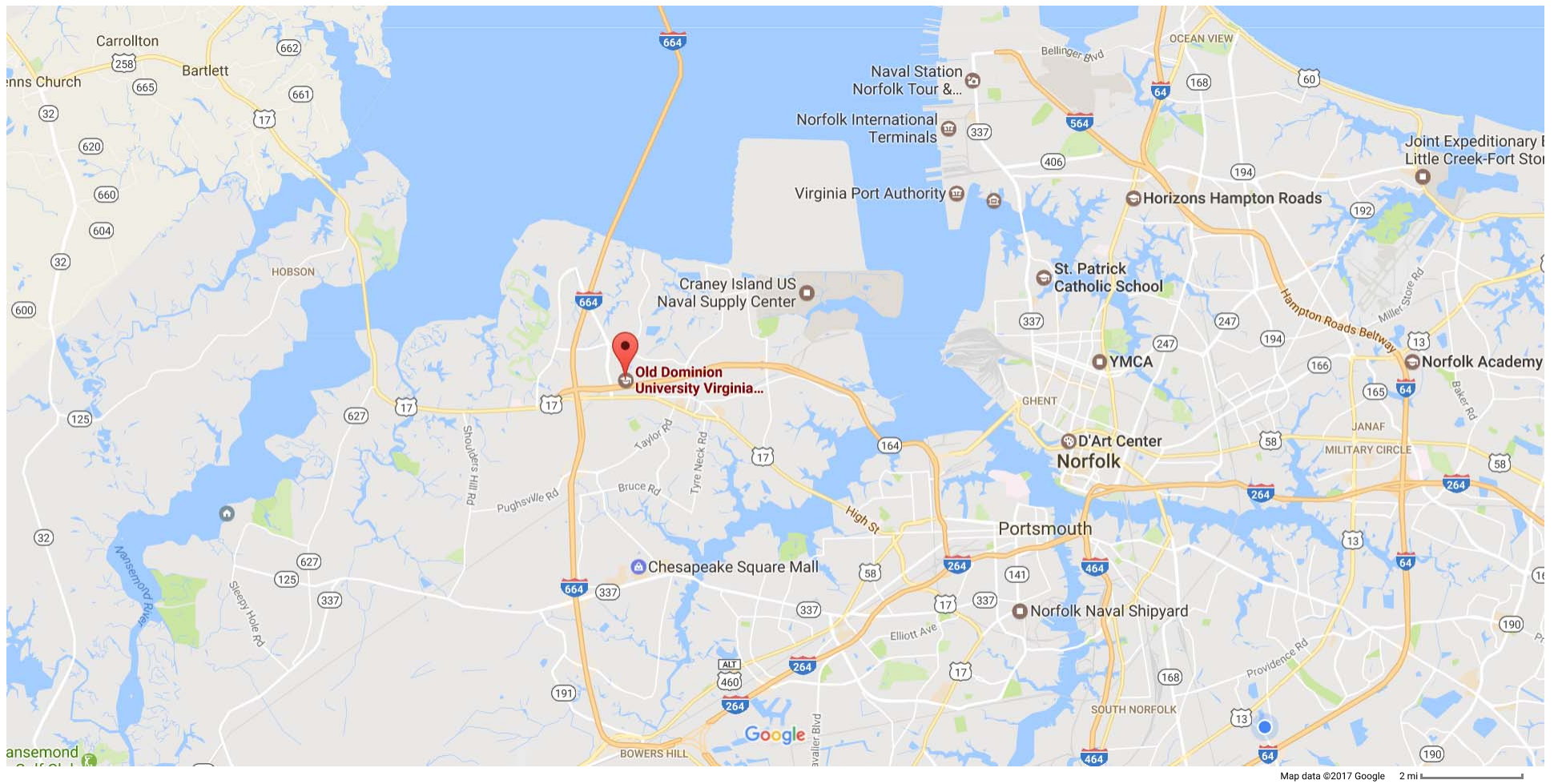
The Hampton Roads Chief Administrative Officers' Retreat will be held Wednesday, February 1, 2017 from 9 AM to 1 PM at Old Dominion University's Virginia Modeling and Simulation Center (VMASC) Facility, 1030 University Blvd., Suffolk. A map is included for reference. The agenda and related materials are also attached.

RAC/ka

Attachments

Chief Administrative Officers:

James E. Baker, CH
Jim Bourey, NN
Mary Bunting, HA
Marvin Collins, WM
Tyrone W. Franklin, SY
Brent Fedors, GL
Dave Hansen, VB
Bryan J. Hill, JC
Michael W. Johnson, SH
Randy Keaton, IW
R. Randy Martin, FR
Neil Morgan, YK
Lydia Pettis Patton, PO
Patrick Roberts, SU
Doug Smith, NO
Michael Stallings, WN
Peter M. Stephenson, SM
J. Randall Wheeler, PQ



**Hampton Roads
Chief Administrative Officers (CAO)
Retreat**

**FEBRUARY 1, 2017
9:00 AM to 1:00 PM**

**Old Dominion University
VMASC Facility
1030 University Blvd
Suffolk, VA 23435**

- I. Call to Order**
- II. Public Comment Period (limit 3 minutes per individual)**
- III. Meeting Minutes**

The summary minutes from the January 4, 2017 Hampton Roads CAO meeting are attached for Committee's review and approval.

- IV. Public Safety Discussion (9:00 AM to 10:30 AM)**

The September CAO Committee meeting was dedicated to a roundtable discussion with the region's police chiefs on public safety issues in our communities. This session was followed by a Regional Poverty Forum that was hosted by the HRPDC in November, and a debrief on this poverty forum was provided at the January HRPDC meeting.

CAO Committee members will hold a roundtable discussion and will be asked to provide input on the following question:

What are examples of local programs and efforts in your jurisdiction that have worked to improve public safety? (3 minutes per CAO Committee member)

After this sharing of best practices, the CAOs will be asked to respond to the following question:

What are specific steps we can work together on to improve the safety of our communities?

V. Regional Broadband (10:30 AM to 11:30 AM)

At a previous CAO meeting, the Committee received a presentation from the City of Virginia Beach about an approach the City is using to improve broadband connectivity. Following this discussion, the CAOs asked the region's Chief Information Officers (CIOs) to begin conversations to identify steps the region can pursue to strengthen its broadband network and leverage the new trans-Atlantic broadband cables as an economic development driver.

Mr. Andy Stein, CIO from the City of Newport News, will attend the retreat and provide a briefing to the CAO Committee.

The CAOs should discuss the information presented by Mr. Stein and outline next steps.

VI. Lunch, Debrief and Next Steps (11:30 AM to 1:00 PM)

VII. Calendar/Location of Future Meetings

Hosts are needed for the following Hampton Roads CAO Committee meetings:

March 1

April 5

May 3

June 7

July 5

August 2

September 6

VIII. Adjournment

**Hampton Roads Planning District Commission (HRPDC)
Chief Administrative Officers Meeting
Summary Minutes of January 4, 2017**

Jim Bourey, Newport News City Manager and Chair of the Hampton Roads Chief Administrative Officers (CAO) Committee, called the meeting to order at 11:45 am at the Mango Mangeaux Restaurant located at 33 East Mellen Street in Phoebus with the following in attendance:

James Baker, Chesapeake
James Bourey, Newport News
Mary Bunting, Hampton
Marvin Collins, Williamsburg
Brent Fedors, Gloucester County
David Hansen, Virginia Beach
Bryan Hill, James City County
Michael Johnson, Southampton County
Randy Keaton, Isle of Wight County
R. Randy Martin, Franklin
Neil Morgan, York County
Lydia Pettis Patton, Portsmouth
Patrick Roberts, Suffolk
Doug Smith, Norfolk
Michael Stallings, Windsor
J. Randall Wheeler, Poquoson

Others Recorded Attending:

Robert Crum (HRPDC)
Keith Cannady (HRPDC)
Whitney Katchmark (HRPDC)
Ted Henifin (HRSD)
Erin Carter (Senator Warner's Office)
Mark Geduldig-Yatrosky (Resident)

Ms. Bunting, City of Hampton, welcomed the CAO Committee members and provided background information on the Mango Mangeaux Restaurant.

Public Comments:

There were no public comments.

Meeting Minutes

Mr. Bourey referred to the summary minutes from the December 7, 2016 CAO Committee meeting that were included with the agenda. The summary minutes were approved by the Committee as presented.

Hampton Roads Sanitation District (HRSD) Briefing on the Sustainable Water Initiative for Tomorrow (SWIFT)

Mr. Ted Henifin, HRSD General Manager, provided the CAO Committee an overview and update regarding the SWIFT project. This project would involve treating water received at the HRSD wastewater treatment facility to a very high level and injecting the treated water back into the groundwater system. It is anticipated that the SWIFT project could help the region avoid potential costs related to permit requirements for wastewater discharges. In addition, if injecting the water slows land subsidence, the project could also help with the region's efforts to address sea level rise.

Mr. Henifin discussed the impact the SWIFT project could have on nutrient reductions and the potential to offset stormwater reductions. He also discussed the concept of nutrient trading and reviewed the relationship of the project's schedule and milestones to deadlines associated with Total Maximum Daily Loads (TMDLs). Mr. Henifin outlined the importance of a Trading Agreement to this effort and reviewed the following schedule:

December 2016: Drafts distributed to all staffs

January 2017: Presentation to CAOs

Spring 2017: Action by governing bodies

August 1, 2017 (no later than): Executed Agreements to HRSD

Mr. Henifin noted that immediate action items for localities include load calculations in accordance with MS4 permits and review and comment on the draft Trading Agreement.

The CAO Committee members discussed the information presented by Mr. Henifin and thanked him for the informative presentation.

CAO Committee Retreat

Mr. Bourey and Mr. Crum noted that at previous meetings, the CAOs expressed interest in a half day retreat to allow adequate time for Committee members to discuss regional topics and strategies. There was agreement that the February meeting would be dedicated to this retreat. The retreat will be held from 9:00 AM to 1:00 PM at the Old Dominion University Virginia Modeling and Simulation Center (VMASC) located in Suffolk.

Mr. Bourey asked for specific agenda items for this retreat. The first topic raised was the issue of passenger rail and a discussion for how Hampton Roads could make progress on improving passenger rail service between Hampton Roads and Richmond.

The topic of regional broadband service was also mentioned. At a previous CAO meeting, Virginia Beach shared information on the City's work to develop an interconnected broadband network using a "middle mile" approach. At this meeting, the CAOs asked the region's Chief Information Officers (CIOs) to convene to develop recommendations for how Hampton Roads could proceed to address this issue. Of particular interest is how the region can capitalize on the trans-Atlantic broadband fibers that are connecting to Virginia Beach and how we can leverage this resource as a regional economic development driver.

The third item mentioned was a continued discussion of public safety issues. Members noted the excellent conversation that occurred at the September Committee meeting with the region's police chiefs regarding challenges our communities are facing. Committee members indicated that a detailed discussion on steps we could take as a region to address public safety issues was a very important topic.

The CAOs noted that we should limit the number of items that are on the retreat agenda to ensure that we have time for detailed conversations. Members agreed that the agenda topics for the CAO Retreat should be Public Safety and Broadband. To begin the discussion on public safety, CAOs noted that each member could share information on one approach in their jurisdiction that has been successful. Regarding broadband, members suggested that a briefing from one of the region's CIOs would be appropriate.

Regional Interest Items

Each Committee member shared information on an item of regional interest from their jurisdiction.

General Assembly Update

Mr. Crum reviewed the regional legislative agendas approved by the HRPDC and HRTPO. He noted that he works very closely with the local legislative liaisons through the session to provide support as needed and to provide information on regional legislative priorities. He noted that the Hampton Roads Caucus will continue to meet every Thursday at 8:00 AM during the General Assembly session in Richmond. Mr. Crum has been asked to attend the first Caucus meeting to present information on the HRPDC and HRTPO legislative agendas.

Mr. Crum also provided the CAO Committee information on the Urban Area Security Initiative (UASI) program and the region's efforts to have its UASI designation restored. He reviewed the history of UASI funding in Hampton Roads and outlined a 4-pronged strategy that the region is using to pursue restoration of its UASI designation. He noted that he and Craig Quigley from HRMFFA are working closely with the region's federal delegation to provide information on the importance of UASI funding to our region.

January 19 HRPDC Agenda Items

Mr. Crum reviewed agenda items for the January 19 Commission meeting, which will include the following:

- Debrief on the November Regional Poverty Forum hosted by the HRPDC in Hampton
- Presentation from Virginia First Cities on legislative priorities related to poverty reduction
- Presentation of the HRPDC's Annual Economic Forecasts
- Request for action to approve the Virginia Working Waterfronts Plan
- Request for action to add three additional items to the HRPDC's regional legislative agenda related to coastal resiliency

Calendar/Location of Future Meetings

Mr. Crum noted that the February CAO Committee retreat will be hosted in Suffolk at the ODU VMASC facility. He indicated that he will be requesting hosts for upcoming CAO Committee meetings beginning in March.

Mr. Bourey and CAO Committee members thanked Ms. Bunting for arranging and hosting today's meeting. The Committee complimented the Mango Mangeaux staff and provided the server a round of applause.

Adjournment

There being no further business to come before the CAO Committee, the meeting was adjourned at approximately 1:30 PM.

Respected Submitted,
Robert Crum
Recording Secretary