

November 1, 2019

Memorandum #2019-166

TO: Hampton Roads Chief Administrative Officers

BY: Mary Bunting, Chair

RE: Hampton Roads Chief Administrative Officers Luncheon Meeting – November 6, 2019

The next luncheon meeting of the Hampton Roads Chief Administrative Officers will be held Wednesday, November 6, 2019, and will be hosted by the City of Norfolk at the Norfolk Botanical Gardens (Rose Garden Hall), 6700 Azalea Garden Road, Norfolk. The meeting will begin at 11:45 AM with lunch served at 11:30 AM. The meeting agenda and related materials are attached.

RAC/ka

Attachment

Chief Administrative Officers:

Mary Bunting, HA
Brent Fedors, GL
Chip Filer, NO
Amanda Jarratt, FR
Michael W. Johnson, SH
Randy Keaton, IW
Tom Leahy, VB
Jonathan Lynn, SY
Neil Morgan, YK
Lydia Pettis Patton, PO
Chris Price, CH
Patrick Roberts, SU
Cynthia Rohlf, NN
Michael Stallings, WN
Scott Stevens, JC
Andrew Trivette, WM
Sandy Wanner, SM
J. Randall Wheeler, PQ

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

**WEDNESDAY, NOVEMBER 6, 2019
11:45 AM
(Lunch served beginning at 11:30 AM)**

**Norfolk Botanical Gardens
Rose Garden Hall
(please note change in meeting room)
6700 Azalea Garden Road
Norfolk**

I. Call to Order

II. Approval of Meeting Minutes

- a. Meeting minutes of September 4, 2019
- b. Meeting minutes of October 2, 2019

III. Approval of Agenda

IV. Public Comment

V. Something in the Water Festival – Regional Impact

Dr. Vinod Agarwal, Director of the Economic Forecasting Project and Professor of Economics at Old Dominion University, will provide an overview on the economic impact of the Something in the Water festival for the Hampton Roads region. This presentation will include information on the following:

- Background information on visitors at the festival
- Impact of the festival on hotels in sub-markets of Hampton Roads
- Economic impact of the festival on the Hampton Roads region

The CAO Committee is asked to discuss the information presented.

VI. Discussion of Opportunities for Regional Collaboration

Staff will provide background information on potential opportunities for regional collaboration, including the potential for revenue sharing through the Eastern Virginia Regional Industrial Facilities Authority (EVRIFA). The CAO Committee should discuss the information presented and determine potential next steps.

VII. Coastal Resiliency Advocacy

At the October CAO Committee meeting, members of the CAO Subcommittee on Coastal Resiliency and Sea Level Rise stressed the need for a professional advocate to represent the region on federal coastal resiliency policy issues. The Subcommittee members noted that there is a need for consistent and strategic outreach to federal representatives on matters related to resiliency and sea level rise, and recommended that the region acquire the services of a professional advocate to represent Hampton Roads in Washington. It was noted that this would be a part-time position, and could be an addition to an existing contract held by another regional organization or locality. The estimated Year 1 costs for this effort were estimated at \$50,000. Staff was asked to determine the cost of this proposal for each locality on a per capita basis and present this information at the November CAO meeting.

Attached for the Committee's review is a table illustrating the distribution of these anticipated costs on a per capita basis. Staff will review this information, discuss some of the topics that would be the focus of advocacy efforts related to coastal resiliency, and request direction from the CAO Committee.

VIII. Recap of October HRPDC Meeting

Staff will provide a recap from the October HRPDC Committee meeting, including the following items:

- Atlantic Coast Pipeline
- Regional Legislative Agenda (a brochure summarizing the Regional Legislative Agenda of the HRPDC and HRTPO will be distributed at the meeting)
- Offshore Wind

IX. Adjournment

**Hampton Roads Planning District Commission (HRPDC)
Chief Administrative Officers Meeting
Summary Minutes of September 4, 2019**

The Chief Administrative Officers (CAO) Committee meeting was called to order at 11:45 a.m. by James Baker, CAO Committee Chair and Chesapeake City Manager at the Chesapeake Public Safety Operations Center located at 2130 South Military Highway. The following members were in attendance:

James Baker, Chesapeake
Mary Bunting, Hampton
Brent Fedors, Gloucester County
Randy Keaton, Isle of Wight County
Neil Morgan, York County
Cynthia Rohlf, Newport News
Michael Stallings, Windsor
Scott Stevens, James City County
Brian Thrower, Smithfield
Andrew Trivette, Williamsburg
Randy Wheeler, Poquoson
Catheryn Whitesell (for Doug Smith), Norfolk

Others in Attendance

Brent Archer, Columbia Natural Gas
Jim Kibler, Virginia Natural Gas
George Faatz, Virginia Natural Gas
Diane Kaufman, Senator Kaine's Office
Robert Crum, HRPDC/HRTPO
Keith Cannady, HRPDC
Mike Kimbrel, HRTPO
Mark Geduldig-Yatrowsky, Portsmouth Resident

Mr. Baker briefed the CAO Committee on the Chesapeake Public Safety Building describing the various facilities included in the building. He also discussed opportunities for interjurisdictional collaboration related to the facility.

Natural Gas Infrastructure in Hampton Roads

Mr. Crum introduced today's guests, Mr. Brent Archer, President of Columbia Gas of Virginia and Jim Kibler, President of Virginia Natural Gas. He noted that Mr. Archer and Mr. Kibler were in attendance today to provide an overview of the natural gas infrastructure serving Hampton Roads.

Mr. Archer and Mr. Kibler proceeded to provide the CAO Committee background information on natural gas infrastructure in Hampton Roads. They used a PowerPoint presentation to illustrate the location of major gas pipelines in Hampton Roads and discussed the Southside connector project that has been completed. They also presented information on the proposed Atlantic Coast Pipeline, background information on the project, and its current status. Mr. Archer and Mr. Kibler also described the importance of the Atlantic Coast Pipeline project to Hampton Roads and described a shortage of natural gas supply to the region. They noted that currently curtailments are being experienced by military installations and major companies due to the lack of natural gas supply to the region. They referred to a map of potential economic sites in Hampton Roads, noting that most of these sites may not be able to be developed without the additional natural gas supply the Atlantic Coast Pipeline would provide. Mr. Archer and Mr. Kibler stressed that without the Atlantic Coast Pipeline project, their companies would not be positioned to support economic development in Hampton Roads with natural gas supply to support job creation.

The CAO Committee discussed the information presented and reviewed discussions that have occurred on this topic in the Hampton Roads localities. Additional discussion also occurred regarding the status of the Pipeline project, including issues related to the proposed crossing of the Appalachian Trail by the Atlantic Coast Pipeline and the status of this issue which is being addressed through the courts.

CAO Committee members discussed that this is an important issue and asked staff to reach out to the Hampton Road Economic Development Alliance (HREDA). They noted that it may be a good approach for the HRPDC and HREDA to coordinate efforts and possibly take a regional position on this project. The consensus among Committee members was that the HRPDC staff would coordinate with HREDA and this item would be placed on the October CAO agenda for further discussion and direction.

Regional Express Lanes Network

Mr. Crum noted that at the August CAO Committee meeting, members received a briefing from Virginia Department of Transportation (VDOT) Commissioner Stephen Brich and VDOT District Engineer Chris Hall regarding the Hampton Roads Bridge Tunnel and High Rise Bridge projects and the proposed regional express lanes network. At the conclusion of the meeting, the CAO Committee directed staff to develop a list of Frequently Asked Questions (FAQs) regarding the proposed express lanes network.

Mr. Crum indicated that a document entitled *Regional Express Lanes Network: FAQs* was included in the agenda packet for today's meeting. He asked that the CAO Committee provide comments on this document and noted that staff plans to provide this information to the Hampton Roads Transportation Planning Organization and Hampton Roads Transportation Accountability Commission Boards in their agenda packages for the upcoming September 19th concurrent meeting.

The CAO Committee members indicated that the information presented in the FAQ brochure was very helpful and supported staff providing this information to both the HRTPO and HRTAC Boards.

CAO Committee Chair and Vice Chair

Mr. Crum noted that with the upcoming retirement of CAO Committee Chair Jim Baker, that this would be Mr. Baker's final CAO Committee meeting. He indicated that the CAO Committee should appoint its next Chair and Vice Chair.

The CAO Committee voted unanimously to appoint the following chair and vice chair for the CAO Committee:

Chair: Mary Bunting, Hampton
Vice Chair: Patrick Roberts, Suffolk

CAO Committee members and Mr. Crum expressed their sincere appreciation to Mr. Baker for his leadership, hard work and commitment to regional initiatives and the work of the CAO Committee. Mr. Baker thanked everyone for their collaboration and noted that he was proud of the accomplishments and work of the CAO Committee.

October CAO Meeting

Chair-elect Mary Bunting noted that the next CAO Committee meeting will be held on October 2nd, and discussed potential agenda items. She also noted that she would ask Mr. Crum to develop a schedule of CAO meeting locations for the next 17 months rotated among each locality, and distribute it at next month's meeting. That way each locality could either plan to host on that date/month, or make arrangements to exchange dates with another locality.

Adjournment

There being no further business to come before the CAO Committee, the meeting was adjourned at approximately 1:40 pm.

Respectfully submitted,

Robert Crum
Recording Secretary

**Hampton Roads Planning District Commission (HRPDC)
Chief Administrative Officers Meeting
Summary Minutes of October 2, 2019**

The Chief Administrative Officers (CAO) Committee Meeting was called to order at 11:45 AM by Mary Bunting, CAO Committee Chair and Hampton City Manager at the Windsor Town Center, located at 23361 Courthouse Highway in Windsor. The following members were in attendance:

Mary Bunting, Hampton
Larry Filer, Norfolk
Amanda Jarrett, Franklin
Randy Keaton, Isle of Wight County
Tom Leahy, Virginia Beach
Neil Morgan, York County
Lydia Pettis-Patton, Portsmouth
Cynthia Rohlf, Newport News
Michael Stallings, Windsor
Scott Stevens, James City County
Andrew Trivette, Williamsburg
Randy Wheeler, Poquoson

Others in Attendance

Doug Smith, Hampton Roads Economic Development Alliance (HREDA)
Steve Harrison, HREDA
Jonathon Holman, HREDA
George Faatz, Virginia Natural Gas
Morgan Whayland, Virginia Natural Gas
Peter Stephenson, Virginia Municipal League
Mark Geduldig-Yatrofsky, Portsmouth Resident
Robert Crum, HRPDC/HRTPO
Keith Cannady, HRPDC
Greg Grootendorst, HRPDC
Whitney Katchmark, HRPDC

Mr. Stallings welcomed everyone to Windsor and provided background information on the Town Center Building.

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.

Public Comment Period

There were no public comments.

Regional Legislative Agenda – Resiliency and Sea Level Rise

Mr. Crum introduced this item by noting that the CAO Subcommittee on Resiliency and Sea Level Rise met September 16th to discuss potential regional legislative priorities related to this topic. He noted that the HRPDC will consider the approval of potential regional legislative priorities at its October 17th meeting. He introduced Whitney Katchmark, HRPDC Principal Water Resource Engineer, to brief the CAO Committee on recommended legislative items related to resiliency and sea level rise.

Ms. Katchmark used a PowerPoint to outline potential legislative priorities, noting that these items were identified in discussions with the CAO Coastal Resiliency Subcommittee, the Coastal Resiliency Technical Staff Committee and the elected official Coastal Resiliency Subcommittee of the HRPDC. Potential legislative items include the following:

- Request State funding that can be used by local governments as a local match to participate in Federal funding programs
 - Saves the State money by bringing more Federal dollars to Virginia for resiliency projects
 - Helps localities with debt capacity limits participate in federal programs
 - Creates Local/State/Federal partnerships
- Request that the Commonwealth create a State Resiliency Assistance Fund
 - Modeled on Stormwater Local Assistance Fund (SLAF)
 - Funds projects based on established criteria and addresses equity gap
 - Supports planning and mitigation in areas with limited resources
- Request State or Federal funding to create regional planning capacity around resiliency issues
 - Modeled on Transportation PL funds used to support regional planning efforts
 - Administer through the NOAA Coastal Zone Management Program
- Request that the State provide resources to support the Virginia Coastal Resilience Master Plan

- Support Federal/State funding for recurrent flooding/sea level rise projects in Hampton Roads
 - Projects that protect our region's military bases
 - Priority to communities with adopted JLUS
 - Support for Defense Access Roads Program
 - Defense Community Infrastructure Program

- Advocate for policy changes to Federal resiliency programs that assist localities in their local efforts to address resiliency issues
 - Some existing policies hinder locality efforts to advance local programs and projects

Mr. Crum also noted that the CAO Subcommittee recommends that HRPDC member localities consider a special assessment to support a professional advocate to represent the region on federal coastal resiliency policy issues. Ms. Bunting and Ms. Rohlf stated that there is a need for consistent and strategic outreach to federal representatives on an ongoing basis to advocate for the needs of the Hampton Roads region on matters related to resiliency and sea level rise. They noted that the subcommittee believes that to be successful, the region should acquire the services of a professional advocate to represent Hampton Roads in Washington. Potential responsibilities for this advocate would be as follows:

- Federal policy changes
- Ability for USACE studies to include military facilities as one example of a policy change that is needed
- NOAA Atlas 14 Update
- FEMA Disclosure Issues

It was noted that this would be a part-time position, and could possibly be an addition to an existing contract that is held by another regional agency. The estimated Year 1 costs for this effort would be \$50,000. Most of the CAOs in attendance were supportive of this proposal. It was also noted that if support for this approach was not unanimous, that a select group of localities could move forward with this effort. Mr. Crum was asked to determine the cost of this proposal for each locality on a per capita basis and present this information at the next CAO meeting.

The CAO Committee endorsed the remaining resiliency and sea level rise legislative items and supported these items being presented to the HRPDC for consideration.

Regional Economic Development Sites Inventory

Mr. Cannady updated the CAO Committee on the collaborative work that has been advanced with the Hampton Roads Economic Development Alliance on the Economic

Development Sites Inventory. He reminded the Committee that the purpose of the project was to complete an inventory of 100 acre or larger sites in Hampton Roads that have the zoning to support job creation. The goal of the project is to determine how close these sites are to being shovel ready using the Tier System from the Virginia Economic Development Partnership. He noted that the lack of shovel ready economic development sites is a challenge for all of Virginia.

Mr. Cannady reviewed the partners in this effort, the assistance provided by the Timmons Group and Joe Hines, discussed the Virginia Business Ready Sites Program and provided an overview of the evaluation/screening process used for this project. He stressed that this effort is focusing on sites 100 acres and larger, but noted the importance of moving on to a next phase in cooperation with VEDP which will look at smaller sites. He noted that a short list of sites that had the potential to advance to Tier 4 or Tier 5 were identified, and a team of private sector representatives and economic development experts were convened to further evaluate these sites to help identify those with the most potential. This process produced ranking results for the sites with a top group identified for further analysis and work to advance them toward shovel ready status.

Mr. Cannady identified 17 sites that should receive immediate priority for further analysis and due diligence, noting that at a cost of just over \$2.1 million, these sites could approach shovel ready status which would provide HREDA a very powerful inventory tool and resource to market for our region. He reviewed the location of these 17 sites and the estimated due diligence cost for each locality. He concluded by noting that GO Virginia may be a potential funding partner to help support this effort in coordination with local governments.

Mr. Morgan noted some comments pertaining to the York County sites and additional questions that may need to be considered related to these properties. Mr. Cannady noted that this is exactly the type of input that is necessary, and he encouraged each locality to evaluate their sites in this way. He said he looks forward to continued discussions with local economic development professionals as we finalize our list of sites to ensure we are focusing on those with the most potential.

Atlantic Coast Pipeline

Mr. Crum reviewed that at its September 4th meeting, the CAO Committee received a briefing from the Presidents of Columbia Natural Gas of Virginia and Virginia Natural Gas regarding the importance of the Atlantic Coast Pipeline (ACP) to continued economic development in Hampton Roads. Following this briefing, the Committee discussed the potential for the HRPDC to coordinate a regional effort related to this topic. He noted that included in today's agenda was a copy of a letter sent to members of Virginia's Congressional Delegation from the Hampton Roads Chamber and the Hampton Roads Military and Federal Facilities Alliance. He also noted that Doug Smith, President and CEO of HREDA, was present today to participate in the discussion.

Mr. Smith discussed the importance of a reliable natural gas supply to the future economic health of the Hampton Roads region, and the importance of the ACP to the region.

Following these comments, Mr. Crum asked for direction from the CAO Committee on this topic. The CAO Committee stressed the importance of the ACP to the Hampton Roads region. It was noted that some of the region's military installations and key businesses are already experiencing curtailments during periods of peak natural gas usage. A map was distributed of economic development sites that the Virginia Economic Development Partnership has deemed as dependent on the pipeline. It was noted that many of the sites identified in the economic development sites inventory will need additional natural gas supplies to be able to generate the job creation that the region is planning.

The status of the ACP project was reviewed, including the topic of the crossing of the Appalachian Trail which is being reviewed by the Courts.

CAO Committee members also noted that natural gas is an important intermediary step toward a more sustainable approach to energy production. They noted that it moves us away from coal-fired power plants that impact global warming and also away from foreign oil. Comments were also made regarding the complementary relationship between offshore wind and natural gas.

CAO Committee members indicated that the HRPDC should consider taking a position on the Atlantic Coast Pipeline at its October meeting. CAO Committee members indicated that HREDA President and CEO Doug Smith should provide an overview presentation to the HRPDC on the ACP.

Following a motion and a second, the CAO Committee members in attendance voted unanimously to recommend that the HRPDC take action at its October meeting to endorse the Atlantic Coast Pipeline project.

Regional Express Lanes

Mr. Crum reviewed the discussion that occurred at the September 19th concurrent meeting of the Hampton Roads Transportation Planning Organization and the Hampton Roads Transportation Accountability Commission. He noted that the Virginia Department of Transportation is expected to provide a follow up report at the October HRTPO/HRTAC concurrent meeting on cost estimates related to implementation of the Regional Express Lanes Network. He also reported that HRTPO Chair Tom Shepperd has appointed a Working Committee to further study this topic and make recommendations to the HRTPO Board.

CAO Committee members noted that there is a lot of information to discuss at the October HRTPO/HRTAC meeting, and that staff may want to consider moving the meeting time up to allow extra time for discussion.

Future Meeting Locations

Mr. Crum referred CAO Committee members to the schedule for future meeting locations of the CAO Committee, noting that this schedule extends out over the next 18 months and rotates the locations among each locality in the region. Ms. Bunting noted that if a locality cannot host on the date they are assigned, that they should make arrangements to trade months with another locality.

Adjournment

There being no further business to come before the CAO Committee, the meeting was adjourned at approximately 1:45 pm.

Respectfully submitted,

Robert Crum
Recording Secretary

JURISDICTION	CENSUS	
	Weldon-Cooper 2018 Census Population Updated 7/1/2018	<i>Estimate</i> \$50,000
Chesapeake	243,868	\$7,059
Franklin	8,308	\$241
Gloucester County	37,194	\$1,077
Hampton	135,629	\$3,927
Isle of Wight County	29,137	\$844
James City County	75,837	\$2,196
Newport News	181,119	\$5,244
Norfolk	245,741	\$7,115
Poquoson	12,320	\$357
Portsmouth	94,953	\$2,749
Smithfield	8,355	\$242
Southampton County	17,851	\$517
Suffolk	92,714	\$2,683
Surry County	6,584	\$191
Virginia Beach	453,410	\$13,128
Williamsburg	15,183	\$440
York County	68,725	\$1,990
	1,726,928	\$50,000