

AGENDA NOTE - HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #1: MINUTES OF OCTOBER 15, 2008

Minutes of the October 15, 2008 meeting are attached.

Attachment

RECOMMENDED ACTION:

Approval.

Hampton Roads Planning District Commission

Annual Meeting Minutes

October 15, 2008

The Annual Meeting of the Hampton Roads Planning District Commission was called to order at 11:18 a.m. at the Regional Boardroom, 723 Woodlake Drive, Chesapeake, Virginia, with the following in attendance:

COMMISSIONERS:

Paul D. Fraim, Chairman (NO)	Joe S. Frank (NN)
Bruce Goodson, Vice Chairman (JC)	Randy W. Hildebrandt (NN)
James O. McReynolds, Treasurer (YK)	Sharon P. Scott (NN)
Amar Dwarkanath (CH)	Dr. Theresa W. Whibley (NO)
William E. Harrell (CH)	Kenneth L. Chandler (PO)
Clifton E. Hayes, Jr. (CH)	Douglas L. Smith (PO)
Dr. Alan P. Krasnoff (CH)	Selena Cuffee-Glenn (SU)
Ella P. Ward (CH)	Linda T. Johnson (SU)
Rosa M. Lawrence (FR)	Tyrone W. Franklin (SY)
Brenda G. Garton (GL)	Harry E. Diezel (VB)*
W. Douglas Caskey (IW)	Robert M. Dyer (VB)*
Stan D. Clark (IW)	Louis R. Jones (VB)*
Sanford B. Wanner (JC)	James K. Spore (VB)
	Jackson C. Tuttle II (WM)

*Late arrival or early departure.

OTHERS RECORDED ATTENDING:

Keith Cannady - Hampton; Bryan Pennington, Jeff Raliski, Anne Odell - Norfolk; Sherri Neil, George Brisbin - Portsmouth; Eric Nielsen - Suffolk; Mark Schnauffer - Virginia Beach; Irene Shuman - VDOT; Bruce Williams - FHR; Ellis W. James - Sierra Club; Daniel Rudge - VDRPT, Clyde Hoey - HRCCE, John Gergely, Ben McFarlane - Private Citizen, Peter Huber - Willcox & Savage; Dana Dickens - HRP; Germaine Fleet - Biggs & Fleet; Staff: Dwight Farmer, John Carlock, Rob Case, James Clary, Nancy Collins, Richard Flannery, Marla Frye, Kathlene Grauberger, Greg Grootendorst, Julia Hillegass, Jim Hummer, Whitney Katchmark, Brett Kerns, Joe Paulus, Camelia Ravanbakht and Eric Walberg.

EMPLOYEE RECOGNITION

Chairman Fraim recognized the service and dedication of the staff who have reached milestone years of service with the HRPDC.

Ten Years

Nancy Collins, CFO/CIO
Julia Hillegass, Senior Environmental Planner
Kelli Peterson, Human Resource Manager
Tara Walker, Accounting Systems Manager

Fifteen Years

Robert Case, Principal Transportation Engineer

Thirty Years

Dwight Farmer, Executive Director/Secretary

Thirty-five Years

John Carlock, HRPDC Deputy Executive Director

Forty Years

Joe Paulus, Special Transportation Advisor

The Commission acknowledged the employees with applause.

CONSENT AGENDA

The Consent Agenda contained the following items:

Minutes of September 17, 2008

Ratification of Executive Committee Actions

Treasurer's Report

Mayor Frank Moved to approve the Consent Agenda; seconded by Comr. Ward. The Motion Carried.

HRPDC AUDITED FINANCIAL STATEMENTS

Treasurer McReynolds indicated the Personnel and Budget Committee met last month with the auditors, Goodman and Company, and found the financial statements to fairly represent the HRPDC's financial position. He recommended approval of the Audit Report as submitted.

Treasurer McReynolds Moved to approve the Audit Report as submitted; seconded by Comr. Clark. The Motion Carried.

HAMPTON ROADS ECONOMIC QUARTERLY

Mr. Farmer introduced Mr. Greg Grootendorst, Chief Economist, to present the first Hampton Roads Economic Quarterly.

Mr. Grootendorst explained that included in the Work Program for this year was the creation of the Hampton Roads Economic Quarterly. Given the questions and uncertainty seen in the national economy, this is a timely release of this document. He added that access to data that is current and timely is key to understanding the current economic condition. This publication is provided for that reason.

The Economic Quarterly is made up of two parts, the first contains an article with supporting graphics on an issue of timely importance and regional significance. For the first issue, Mr. James Clary wrote a concise article describing current credit issues and ramifications on the region's economy. The second part contains a brief summary of current economic conditions in the region supported by six charts. These charts were chosen because the data is timely and relevant and provides a snapshot of the most recent economic indicators.

Mr. Grootendorst added that once approved for distribution, the publication will be available on the PDC website. He added that he looks forward to tailoring the Economic Quarterly to meet the region's needs.

Mayor Johnson Moved to approve distribution of the Economic Quarterly publication; seconded by Comr. Clark. The Motion Carried.

NOMINATING COMMITTEE REPORT/ELECTION OF OFFICERS

This item was moved to accommodate the schedule of Comr. Jones, Chairman of the Nominating Committee.

Chairman Fraim asked Comr. Jones to report on the Committee's recommendations.

Comr. Jones reported the Nominating Committee recommended the following slate of officers for a one-year term: Chairman, Bruce C. Goodson of James City County; Vice Chairman, Stan D. Clark of Isle of Wight County; Treasurer, James O. McReynolds of York County; and Secretary, Dwight L. Farmer with HRPDC.

Comr. Jones also reported that the Nominating Committee decided it would be best to wait to nominate the MPO officers until the MPO Bylaws are official. In the meantime, they recommended asking the PDC officers to serve as interim officers of the MPO.

Mayor Frank Moved to close the nominations and approve them as read; seconded by Comr. Ward. The Motion Carried.

Comr. Jones Moved to approve nominations for the Executive Committee and MPO as follows: Chesapeake, Dr. Alan P. Krasknoff; Franklin, June Fleming; Gloucester County, Brenda L. Garton; Hampton, Randall A. Gilliland; Isle of Wight County, Stan D. Clark; James City County, Bruce C. Goodson; Newport News, Joe S. Frank; Norfolk, Paul D.

Fraim; Poquoson, Charles W. Burgess, Jr.; Portsmouth, Douglas L. Smith; Southampton County, Michael W. Johnson; Suffolk, Selena Cuffee-Glenn; Surry County, Tyrone W. Franklin; Virginia Beach, Louis R. Jones; Williamsburg, Jackson C. Tuttle, II, until November 1st, then it will be Jeanne Zeidler; and York County, James O. McReynolds; seconded by Dr. Ward. The Motion Carried.

HAMPTON ROADS PERFORMS REGIONAL PROFILE

Mr. Grootendorst reported that last month Mr. Dana Dickens, President and CEO of Hampton Roads Partnership (HRP), delivered a presentation on a project called Hampton Roads Performs. He requested the PDC's support in developing a regional profile to be included as part of the initiative. This matter was referred back to staff for review and recommendation.

(Comr. Jones departed.)

Mr. Grootendorst stated in 2003, Governor Warner and Dubby Wynne established the Council on Virginia's Future. The mission was to provide a road map for Virginia's future and to provide a tool to measure the state's progress towards long-term goals. The first step to reaching these goals was to determine the current condition, identify priorities and develop a toolkit for tracking progress. The Council is tasked with developing a performance leadership and accountability system that aligns and supports the achievements of the vision. This initiative is called Virginia Performs. It is an active program and can be accessed online. It tracks state progress in a number of categories including economy, education, health and family, public safety, natural resources and transportation, etc.

The Council on Virginia's Future has made an effort to bring this statewide initiative to each region within the state and Hampton Roads has been selected as the first region. They have partnered with the HRP to develop Hampton Roads Performs. At the request of Jane Kusiak, Executive Director for the Council on Virginia's Future, a request was made to contract with the HRPDC to develop a regional profile for the region. The profile will be approximately 15 pages containing graphs on demographic information, gross product, employment, quality of life, unemployment, etc., supported by minimal text. This will be tailored to the region's specific economy. One reason the PDC was selected for this task is much of the information is available in the Regional Benchmarking Study that is released annually by the PDC.

He concluded and offered to answer questions.

Vice Chairman Goodson asked if education was included in the scope of the initiative since it was not mentioned. Mr. Grootendorst replied that the indicators are still being negotiated and education could be part of that. However, the profile is to be only 15 pages, space will be limited and there is so much valuable information relating to education. That information will be available through the Virginia Performs website, but if it is included in the regional profile, it could add a lot of pages to it.

Vice Chairman Goodson Moved to approve the request to develop the regional profile; seconded by Mayor Johnson. The Motion Carried.

BOARD RESOLUTION

(Comr. Dyer arrived.)

Chairman Fraim stated the Department of Homeland Security has released information concerning the approved funding for FY08 and the PDC will receive its seventh Metropolitan Medical Response System (MMRS) award in the amount of \$1,284,884. The Board must authorize the Chairman to sign the "Governing Body Resolution" to accept the FY08 MMRS funding.

Comr. Franklin Moved to authorize the Chairman to sign the resolution; seconded by Mayor Johnson. The Motion Carried.

BYLAWS CHANGES - SECOND READING

Mr. Farmer stated this will constitute the second reading of the following Bylaws changes: *"Article IV.1 will be amended to reflect a new start time of 11:00 a.m."* and it is proposed that Article VIII.1 be amended to reflect the actual process involved in signature authorities with the last sentence of that section reading: *"Checks and drafts may be signed in the name of the COMMISSION by the Executive Director, the Secretary, the Treasurer, or their designee."*

Comr. Franklin Moved to approve the changes to the Bylaws as stated; seconded by Mayor Johnson. The Motion Carried.

REGIONAL STORMWATER COOPERATION REPORT

Mr. Farmer stated there is no presentation, but PDC staff is available to answer any questions. He added this report is prepared annually by staff, in cooperation with the Regional Stormwater Management Committee, to document cooperative regional activities undertaken to support the local stormwater programs.

Comr. Clark Moved to concur with PDC staff and Committee recommendation and approve the report; seconded by Mayor Johnson. The Motion Carried.

REGIONAL WATER SUPPLY PLAN - STATUS REPORT

Mr. John Carlock, Deputy Executive Director, was available to answer any questions regarding this status report.

Comr. Hildebrandt noted that since the draft will be done in mid-2009, he asked when it is expected to be submitted. Mr. Carlock replied that the end of 2009 is the expectation.

Chairman Fraim noted that no action is required for this item.

REGIONAL REVIEWS

A. PNRS Items (Initial Review)

No PNRS items were received for review during the past month.

B. Environmental Impact Assessment/Statement Review

New Science Building, Christopher Newport University; Newport News

Construction of a Mid-Atlantic Joint Regional Correctional Facility at Northwest Annex, DOD/Navy; Chesapeake

Chairman Fraim noted that no action is required for this item.

PROJECT STATUS REPORT

No questions or comments were noted.

FOR YOUR INFORMATION

No questions or comments were noted.

OLD/NEW BUSINESS

A. Reimbursement to HRPDC for HRTA Related Expenses

Mr. Farmer stated he has been in contact with Secretary of Transportation Pierce Homer and Senator Harry Blevins regarding the reimbursement of approximately \$295,000 in expenses related to HRTA activities. Secretary Homer and Senator Blevins have both agreed to work cooperatively to include reimbursement funds in the upcoming budget cycle similar to what they will be doing for Northern Virginia. He added he is confident the state will have a line item to reimburse the PDC for a significant portion of those expenses. Mr. Farmer also assured the Commissioners he will be tracking the legislation personally.

Mayor Frank added he spoke with the Governor's Chief of Staff and asked them to put it in the Governor's submitted budget and he thought they would do that.

B. Urban Area Security Initiative (UASI) - FY 2008

Mr. Farmer introduced Mr. Rich Flannery, Emergency Management Administrator, to provide an overview of the FY08 UASI projects. He added that as the agenda information was being sent, the PDC received notice that the Department of Homeland Security (DHS) had changed their schedule for the UASI funding program and the Urban Area Working Group (UAWG)

recommendations for the investment justifications (IJs) and the amount of funding for each submitted to DHS with a UAWG recommendation.

Mr. Farmer stated he thought the Commissioners should see the UAWG recommendations, and with PDC approval, the staff will submit the packet with the UAWG recommendation.

Mr. Flannery stated the UASI Grants Program provides funding for DHS initiatives for agencies seeking to improve current capabilities and establish them where needed for preventing, preparing, responding to and recovering from threats or acts of terrorism. Entities that use these funds include public safety organizations, utilities, transportation and many other agencies within Hampton Roads. UASI was established in 2003 by DHS and in 2007 Hampton Roads was awarded \$8 million. In 2008, a separate package of investments was submitted and UASI was subsequently awarded \$7.7 million. Considering the three percent average national decrease for all UASIs, Hampton Roads did well in this competitive process.

The vetting process was taken on by a subcommittee of the UAWG who made recommended allocations based on identified regional priorities for Homeland Security initiatives. He displayed a list of projects that were submitted for FY08 with some projects listed that were not funded. He commented that those unfunded projects will be considered for FY09 to see if the IJs can be improved.

Mr. Flannery reviewed the FY08 UASI projects that were funded as well as the amount recommended by UAWG based on the information submitted. The projects and associated funds are listed as follows:

- ▲ Regional Security for Mass Transit (\$250,000)
These funds are for transit employee training to look for and deal with suspicious activities or packages.
- ▲ Expand & Enhance Interoperable Voice & Data (\$4,000,000)
This project received the most funding since historically it is interoperability that has difficulties during a disaster.
- ▲ Hampton Roads Citizen Corps Council Public Education & Outreach Initiatives (\$600,000)
These funds will be used for public awareness campaigns to ensure the region's citizens have the information to be ready for any type of disaster.
- ▲ Strengthen & Enhance Special Needs Regional Capabilities (\$875,000)
Part of this project is the installation of a crisis software management tool called WebEOC that is utilized by all the emergency management offices in Hampton Roads. The other part of this project is for continued funding of the PDC's medical special needs planner position and continued public outreach to special needs populations in the region.

- ▲ Hampton Roads Bomb Squad Initiative (\$1,002,200)
This funding is for replacement equipment as well as training to bring the Hampton Roads bomb squads up to Type 1 status.
- ▲ Risk and Capabilities Assessment, Planning and Multi-Regional Coordination (\$500,000)
This provides funding and it identifies capabilities and gaps in Hampton Roads that serve as a basis for future funding prioritization. This project was submitted in conjunction with the Richmond UASI.
- ▲ Coordinated Maritime Security and Response (\$300,000)
Continue full scale maritime planning and exercise efforts between the Ports of Hampton Roads and Baltimore.

The last two are multi-region projects. By submitting multi-region projects, higher funding preference is given from DHS.

Mr. Flannery concluded his presentation and offered to answer questions.

Mayor Frank stated he was somewhat uncomfortable authorizing this without having more background and more information than what has been provided. He added that he did not understand how the core risks are being addressed with this kind of money. He asked if someone could provide additional information at a subsequent meeting regarding the critical identified issues in protecting the region and the port, and how these things relate to that.

Mr. Farmer replied that this is just a small picture of the efforts that Mr. Flannery and the emergency management staff have been working on. This is the second round of funding and includes UAWG which consists of representatives and city managers from all the localities. They deliberate to determine plans for spending the funds and let DHS know this information.

Mayor Frank commented that this is the first time he has heard this information and it would increase his comfort level in voting to support this by additional information being presented at a subsequent meeting.

This is a very cumbersome process but is regulated by the federal and state government. A request was made to have Steve Mondul from the state provide additional information since he is part of UAWG.

Comr. Clark Moved to approve submission of the packet; seconded by Vice Chairman Goodson. The Motion Carried.

C. Environmental Program Contract – HR FOG

Mr. Farmer explained that in September the Executive Committee authorized him as Executive Director to contract with Parsons Brinckerhoff (Parsons) to conduct some additional consulting work for Hampton Roads FOG, the program to manage fats, oils and grease in the sanitary sewer system. This program was

under contract with the City of Virginia Beach and in order to complete the work, it was thought it would be best if the PDC executed the supplemental contract with Parsons. After legal review, it appears the process can be expedited if the PDC contracts with the City of Virginia Beach and allow them to complete the contract with Parsons. He stated he wanted to make the Commissioners aware and obtain authorization to contract with the City of Virginia for \$11,000 that is already in the Work Program rather than with Parsons.

Mayor Frank Moved to authorize Mr. Farmer to contract with the City of Virginia Beach; seconded by Comr. Smith. The Motion Carried.

ADJOURNMENT

With no further business to come before the Hampton Roads Planning District Commission, the meeting adjourned at 12:00 p.m.

Dwight L. Farmer
Executive Director/Secretary

Bruce C. Goodson
Chairman

AGENDA NOTE - HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #2: TREASURER'S REPORT

**FISCAL YEAR 2009
OCTOBER 31, 2008
BALANCE SHEET**

ASSETS		LIABILITIES & NET ASSETS	
Cash & Cash Equivalents	393,255	Current Liabilities	557,123
Accounts Receivables	939,926	Net Assets	5,185,498
Investments	2,826,475		
Other Current Assets	664		
Net Capital Assets	<u>1,582,302</u>		
Total Assets	<u><u>5,742,621</u></u>	Total Liabilities & Equity	<u><u>5,742,621</u></u>

STATEMENT OF REVENUES AND EXPENDITURES

REVENUES	Annual Budget	Current	YTD
Grant and Contract Revenue	7,962,509	694,837	1,787,146
VDHCD State Allocation	279,295	22,925	91,701
Interest Income	55,000	15,655	26,913
Local Jurisdiction Contributions	1,341,946	335,487	670,973
Other Local Assessment	2,147,761	291,871	758,607
Sales and Miscellaneous Revenue	47,550	14,722	21,932
Total Revenue	<u><u>11,834,061</u></u>	<u><u>1,375,497</u></u>	<u><u>3,357,272</u></u>
EXPENDITURES			
Personnel	3,962,546	306,379	1,155,013
Contractual	184,003	3,893	63,384
Special Contracts	6,598,743	296,212	1,261,034
Operations	783,837	34,928	154,537
Capital Assets	160,000	-	-
Total Expenses	<u><u>11,689,129</u></u>	<u><u>641,412</u></u>	<u><u>2,633,968</u></u>
Agency Balance	<u><u>144,932</u></u>	<u><u>734,085</u></u>	<u><u>723,304</u></u>

RECOMMENDED ACTION:

Accept the Treasurer's Report.

AGENDA NOTE - HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #3: NOVEMBER BUDGET AMENDMENT

The first revision of the Hampton Roads Planning District Commission's operating budget is done in November. This year's amended budget is attached, along with an executive summary of the changes incurred.

Attachments

RECOMMENDED ACTION:

Approve the November Amended Budget.

November 2008 Budget Amendment
Executive Summary

While revenues decreased \$1,164,278, expenditures decreased \$1,091,113, resulting in a lower surplus for the FY2009 budget of \$71,768. Most of the changes on the revenue side had corresponding offsetting changes on the expenditure side, with the exception of the HRMPO Best Practices Consultant Contract for \$83,937 that does not have a corresponding revenue source, which will result in these funds being taken directly out of our fund balance.

Physical & Environmental Planning revenue decreased by almost \$50,000 overall, with no corresponding decrease in expenditures, and Transportation revenues increased by almost \$40,000 with, again, no corresponding offsetting expenditures. The Municipal Construction Standards (MCSC) carry over funding increased by over \$20,000, as did the Debris Management carry over by \$10,000, resulting in an overall deficit change of \$73,165, which, again, leaves an annual surplus of \$71,768 for FY2009.

BUDGET FISCAL YEAR 2009 WORKPAPERS

APPROVED 04/16/2008

ITEM	FY09 MATCH	GL ACCT	FY09 ELEMENT	APPROVED		FY 2009 NOV. AMEND.	FY 2009 NOV. BUDGET	MAY AMEND	FY 2009 MAY BUDGET
				FY 2009	FY 2009				
				ORIGINAL BUDGET					

R E V E N U E S

1	LJ. Assess (Member Contributions - (\$.82)		45400	100200	1,341,946		1,341,946		
2	State Grant (DHCD)(w/\$31,477 + 5%+1.5% cuts)		40500	100000	279,295	(4,189)	275,106		
3	LJ. Assess HRWET		49500	294000	16,082		16,082		
4	LJ. Assess HRWET		49500	294100	48,689		48,689		
5	LJ. Assess HRWET		49500	294300	97,000		97,000		
6	LJ. Assess Groundwater		49500	295000	111,302		111,302		
7	LJ. Assess Water TA		49500	295100	30,874		30,874		
8	LJ. Assess Water Priority		49500	295200	65,953		65,953		
9	LJ. Assess USGS		49500	295300	147,450		147,450		
10	LJ. Assess Water Quality		49500	295400	7,500		7,500		
11	LJ. Assess SWAP		49500	295500	18,755		18,755		
12	LJ. Assess H20		49500	295700	20,000		20,000		
13	LJ. Assess Strm Water		49100	297000	75,311		75,311		
14	LJ. Assess HR Storm		49100	297100	52,798		52,798		
15	LJ. Assess HR Storm		49100	297200	75,000		75,000		
16	LJ. Assess Storm Wtr Phase II		46500	297500	102,500		102,500		
17	LJ. Assess Waste Water		49600	299000	109,000		109,000		
18	LJ. Assess HR FOG		49600	299200	50,000		50,000		
19	LJ. Assess HR Clean		48000	299500	26,280		26,280		
20	LJ. Assess HR Clean		48000	299600	51,088		51,088		
21	LJ. Assess Debris Mgmt		49500	350000	10,024		10,024		
22	LJ. Assess MMRS		46000	398700	327,304		327,304		
23	LJ. Assess MCSC		47100	670507	59,378		59,378		
24	SPSA (Maint Mgr Contrib)		41500	100000	24,650		24,650		
25	Interest Earnings		44000	100000	55,000		55,000		
26	VB-Southern River TMDL		4xxxx	278201	0	10,040	10,040		
27	Back & Poquoson TMDL		4xxxx	278202	0	4,254	4,254		
28	Shenandoah RC&D		4xxxx	281400	600		600		
29	VCRMP TA		29,225	40800	286000	20,000	9,225	29,225	

BUDGET FISCAL YEAR 2009 WORKPAPERS

APPROVED 04/16/2008

					APPROVED				
		FY09	GL	FY09	FY 2009		FY 2009		FY 2009
ITEM		MATCH	ACCT	ELEMENT	ORIGINAL	NOV.	NOV.	MAY	MAY
					BUDGET	AMEND.	BUDGET	AMEND	BUDGET
30	CWP-Extreme Makeover		4xxxx	287400	17,500	(3,735)	13,765		
31	DCR-Roundtable		4xxxx	289401	0	7,551	7,551		
32	VB-Lynn (COE) Contract		49900	289800	3,750	(1,958)	1,792		
33	VCRMP-TA (DEQ 09)	40,000	40800	296000	40,000		40,000		
34	CWP-Extreme Makeover		4xxxx	297400	0	17,500	17,500		
35	DEQ TMDL (09)		4xxxx	298200	50,000	(15,925)	34,075		
36	COE-Eliz River		4xxxx	299100	11,250		11,250		
37	VB-Lynn Contract		49900	299800	3,750		3,750		
38	LJ Asses-Solid Waste 2018		4xxxx	289900	124,000	11,600	135,600		
39	DCR-Roundtable 09		4xxxx	299400	0		0		
40	DHR-Historic Resources 09	15,000	4xxxx	292100	12,000	3,000	15,000		
41	TMDL-Newport News		4xxxx	298202	15,000	(15,000)	0		
42	TMDL-Suffolk		4xxxx	298203	15,000	(15,000)	0		
43	TMDL-Norfolk		4xxxx	298205	15,000	(15,000)	0		
44	TMDL-Portsmouth		4xxxx	298206	15,000	(15,000)	0		
45	TMDL-Virginia Beach-ER		4xxxx	298207	20,000	(20,000)	0		
46	TMDL-James City County		4xxxx	298208	0	15,000	15,000		
47	Chesapeake Northwest River		4xxxx	293000	100,000	(1,000)	99,000		
48	VCRMP-GI 09		40800	296100	0	27,000	27,000		
49	VDHCD - HR Loan Fund Partnership		40900	300409	20,000		20,000		
50	VDHCD - HR Loan Fund Partnership		49800	300509	365,000	(110,000)	255,000		
51	VA Dept Rehabilitative Svcs		4XXXX	302000	13,040		13,040		
52	MMRS Grant #4 (1/3 of \$1,032,580)		48600	398907	500,000		500,000		
53	MMRS Grant #5 (partial 3-yr. Grant)		48600	398908	200,000		200,000		
54	UASI M&A		4XXXX	650007	89,000		89,000		
55	UASI Mass Transit		4XXXX	650107	61,034	(61,034)	0		
56	UASI Port Authority		4XXXX	650207	135,470	(135,470)	0		
57	UASI Interoperability		4XXXX	650307	1,329,840	(1,329,840)	0		
58	UASI Fusion Center		4XXXX	650407	107,563	(107,563)	0		
59	UASI Medical Special Needs		4XXXX	650507	1,156,825		1,156,825		
60	UASI Maritime Security		4XXXX	650607	124,138		124,138		

BUDGET FISCAL YEAR 2009 WORKPAPERS

APPROVED 04/16/2008

					APPROVED					
		FY09	GL	FY09	FY 2009		FY 2009		FY 2009	
ITEM		MATCH	ACCT	ELEMENT	ORIGINAL	NOV.	NOV.	MAY	MAY	
					BUDGET	AMEND.	BUDGET	AMEND	BUDGET	
61	UASI LINX		4xxxx	650707	400,000		400,000			
62	UASI Capabilities Assessment		4xxxx	650108	0	125,000	125,000			
63	UASI Medical Special Needs		4xxxx	650508	0	218,750	218,750			
64	UASI Maritime Security		4xxxx	650608	0	38,750	38,750			
65	MCSC Report Sales		43000	670108	5,000	3,034	8,034			
66	SPSA (HVAC Bd Room Contrib)		41600	999000	2,600		2,600			
67	SPSA (Bd Room monitor/maint Contrib)		41700	999000	300		300			
68	Local Printing & Presentation Revenues		43000	999000	10,000		10,000			
69	Sales & Local Contract Revenues		43000	999000	5,000		5,000			
70	FTA 5303 09	27,859	40400	42xx09	190,290	32,578	222,868			
71	VDRPT FTA 5303 State Match 09		40400	42xx09	23,786	4,073	27,859			
72	FHWA PL	237,093	40100	4xxx09	1,896,751		1,896,751			
73	VDOT PL (St. Match)		40100	4xxx09	237,095		237,095			
74	VDOT/SP&R	12,000	41400	4xxx09	48,000		48,000			
75	Sub-Total New Revenues				10,586,761	(1,323,359)	9,263,402			
76										

BUDGET FISCAL YEAR 2009 WORKPAPERS

APPROVED 04/16/2008

					APPROVED				
					FY 2009		FY 2009		FY 2009
		FY09	GL	FY09	ORIGINAL	NOV.	NOV.	MAY	MAY
ITEM		MATCH	ACCT	ELEMENT	BUDGET	AMEND.	BUDGET	AMEND	BUDGET
77	DEFERRED PRIOR YEAR REVENUE (Carryover)								
78	Local Fds on Hd (Stm Wtr Wksp)		47800	217400	3,572	(1,131)	2,441		
79	Local Fds on Hd (Grease)		47800	225800	439		439		
80	SWM Phase II Permit Support			237500	0	34,401	34,401		
81	Local Fds on Hd (GH2O)		47800	245105	1,300		1,300		
82	Local Fds on Hd (Water Quality 04)		47800	245400	2,265	(300)	1,965		
83	Local Fds on Hd (H2O)		47800	245700	10,815		10,815		
84	SWM Phase II Permit Support			247500	0	14,018	14,018		
85	Local Fds on Hd (H2O 05)		47800	255700	10,832		10,832		
86	Local Fds Rapid Toxicity HRSD		47800	255900	1,544		1,544		
87	Local Fds on Hd (StrmWater Phase II 05)		47800	257500	2,132	35,841	37,973		
88	Local Fds on Hd (Water Planner FY06)		49500	265000	54,855		54,855		
89	Local Fds - Water Priority		47800	265200	8,231		8,231		
90	Local Fds - SWAP 06		47800	265500	10,280		10,280		
91	Local Fds on Hd (H2O FY06)		49500	265700	20,001		20,001		
92	HR Storm Direct			267200	0	1,154	1,154		
93	Local Fds SWM Consultant		47800	267300	13,798		13,798		
94	Local Fds on Hd (Storm Water Phase II FY06)		49500	267500	54,891	20,079	74,970		
95	Local Fds on Hd (Dept Historic Resources)		4XXXX	272100	7,905	(7,905)	0		
96	HR Wet Education			274100	0	554	554		
97	Local Fds on Hd (Ground Water Mitig)		47800	275000	3,384		3,384		

BUDGET FISCAL YEAR 2009 WORKPAPERS

APPROVED 04/16/2008

					APPROVED				
					FY 2009		FY 2009		FY 2009
		FY09	GL	FY09	ORIGINAL	NOV.	NOV.	MAY	MAY
ITEM		MATCH	ACCT	ELEMENT	BUDGET	AMEND.	BUDGET	AMEND	BUDGET
98	Local Fds-WQ07		47800	275400	7,500		7,500		
99	Local Fds H2O07		47800	275700	20,000		20,000		
100	Local Fds-SWM Ph II07		47800	277500	19,493		19,493		
101	HR Clean Direct 07			279600	0	236	236		
102	HR Wet Admin			284000	0	2,735	2,735		
103	RH Wet Education			284100	0	15,924	15,924		
104	Local Fds-HRWET 08		47800	284300	45,000	6,622	51,622		
105	Water Priority 08			285200	0	30,433	30,433		
106	Local Fds-USGS 08		47800	285300	30,000	(30,000)	0		
107	Local Fds-WQ 08		47800	285400	7,500		7,500		
108	Source Water Quality			285500	0	11,169	11,169		
109	Local Fds-H2O 08		47800	285700	20,000		20,000		
110	Stormwater 08			287000	0	13,960	13,960		
111	HR Storm			287100	0	12,645	12,645		
112	Local Fds-HRSTORM 08		47800	287200	40,000	(16,178)	23,822		
113	Local Fds on Hd (Stormwater Consultant)		4XXXX	287300	300,000	(58,906)	241,094		
114	Local Fds-SWM Phase II 08		47800	287500	50,000	12,699	62,699		
115	Regional Wastewater			289000	0	36,827	36,827		
116	Local Fds-HR FOG 08		47800	289200	40,000	10,000	50,000		
117	Local Fds-HR CLEAN 08		47800	289600	40,000	(15,484)	24,516		
118	HRLFP 08		4XXXX	300408	10,000		10,000		
119	VA Dept Rehabilitative Svcs		47800	302000	13,040	(6,105)	6,935		
120	Freddie Mac - Military Initiative			309300	0	7,763	7,763		
121	Debris Mgmt			350000	0	10,000	10,000		
122	MCSC 08			670508	0	19,360	19,360		
123	Total Deferred Revenues				848,777	160,411	1,009,188		
124	Sub-Total Operational Revenues				11,435,538	(1,162,948)	10,272,590		

BUDGET FISCAL YEAR 2009 WORKPAPERS

APPROVED 04/16/2008

					APPROVED					
					FY 2009		FY 2009		FY 2009	
		FY09	GL	FY09	ORIGINAL	NOV.	NOV.	MAY	MAY	
ITEM		MATCH	ACCT	ELEMENT	BUDGET	AMEND.	BUDGET	AMEND	BUDGET	
125	<i>PASS-THROUGH REVENUES</i>									
126	VDRPT/FTA FY09		40006	42xx09	280,000		280,000			
127	VDRPT/FTA FY09		40006	42xx09	35,000		35,000			
128	VDRPT/FTA FY09-Match (Note A)		40400	42xx07	0		0			
129	FTA FY08 Federal		40400	42xx08	40,000	(1,182)	38,818			
130	VDRPT FY08 State		40400	42xx08	5,000	(148)	4,852			
131	VDRPT/FTA FY08 Match (Note D)		40006	42xx08	0		0			
132	<i>Sub-Total Pass-Through Revenues</i>				360,000	(1,330)	358,670			
133	Note A: Outside Match is \$35,000									
134	Note D: Outside Match is \$4,852									
135	TOTAL REVENUE:				11,795,538	(1,164,278)	10,631,260			
136	NOTE: Total Required Match	361,177								
137										

BUDGET FISCAL YEAR 2009 WORKPAPERS

APPROVED 04/16/2008

					APPROVED					
					FY 2009		FY 2009		FY 2009	
ITEM		FY09	GL	FY09	ORIGINAL	NOV.	NOV.	MAY	MAY	
		MATCH	ACCT	ELEMENT	BUDGET	AMEND.	BUDGET	AMEND	BUDGET	
169										
170	Eq/Furn Maint/Repair		Acct 518							
171	PEP Equipment Repair		51800	291000	500		500			
172	Equipment Repair		51800	398000	500		500			
173	PL Equipment Repair		51800	401009	700		700			
174	IBM Typewriters (4)		51800	999000	500		500			
175	Cannon Fax LC7301		51800	999000	525		525			
176	Mail Mach & Scale-Frieden (SM78ALC/ST7730)		51800	999000	750		750			
177	Copier, Xerox 5028		51800	999000	825		825			
178	Copier, Lanier 6713 (Library)		51800	999000	625		625			
179	Copier, RICOH FT 2018-D (West Wg)		51800	999000	675		675			
180	GBC Mod 111PM		51800	999000	950		950			
181	Furniture Repair		51800	999000	1,750		1,750			
182	Miscellaneous		51800	999000	785		785			
183	Copier, Xerox Copy Center 118		51800	999000	325		325			
184					9,410	0	9,410			
185										
186										
187	Legal (Willcox Savage)		51900	999000	24,000	1,788	25,788			
188	Audit Services		53900	999000	25,000		25,000			
189	Legislative Services		54400	999000	1,000		1,000			
190					50,000	1,788	51,788			
191										
192	Sub-Total Contracts				184,003	1,788	185,791			
193										

BUDGET FISCAL YEAR 2009 WORKPAPERS

APPROVED 04/16/2008

					APPROVED					
					FY 2009		FY 2009		FY 2009	
					ORIGINAL	NOV.	NOV.	MAY	MAY	
					BUDGET	AMEND.	BUDGET	AMEND	BUDGET	
ITEM		FY09 MATCH	GL ACCT	FY09 ELEMENT						
220	H2O 07		71036	275700	20,000		20,000			
221	SWM Phases II 07		71000	277500	19,493		19,493			
222	HRCLEAN 07		71035	279600	0	236	236			
223	HRWET 08		71000	284000	0	2,735	2,735			
224	HRWET ED 08		71035	284100	0	15,924	15,924			
225	HR WET 08		71035	284300	45,000	6,622	51,622			
226	Water Priority Project 08		71000	285200	0	30,433	30,433			
227	USGS FY08		71000	285300	30,000		30,000			
228	Water Quality 08		71035	285400	7,500		7,500			
229	Source Water 08		71000	285500	0	11,169	11,169			
230	H2O 08		71036	285700	20,000		20,000			
231	Stormwater 08		71000	287000	0	13,960	13,960			
232	HRSTORM ED 08		71000	287100	0	12,645	12,645			
233	HR Storm 08		71035	287200	40,000	(16,178)	23,822			
234	Stormwater Consultant - URS		71000	287300	300,000	(58,906)	241,094			
235	SWM Phase II 08		71000	287500	50,000	12,699	62,699			
236	Wasterwater 08		71000	289000	0	36,827	36,827			
237	HR FOG 08		71035	289200	40,000	(1,001)	38,999			
238	HR FOG 08 - VB		71000	289200	0	11,000	11,000			
239	HR Clean 08		71035	289600	40,000	(15,484)	24,516			
240	Solid Waste 2018		71000	289900	124,000	11,600	135,600			
241	HR WET 09		71035	294300	95,500		95,500			
242	HR WET WHRO 09		71035	294300	1,000		1,000			
243	USGS 09		71000	295300	147,450		147,450			
244	WQ ADV 09		71035	295400	7,500		7,500			
245	H2O 09		71036	295700	20,000		20,000			
246	HR STORM 09		71035	297200	73,500		73,500			
247	HR STORM WHRO 09		71035	297200	1,000		1,000			
248	SSORS Cons 09		71000	299000	25,000		25,000			

BUDGET FISCAL YEAR 2009 WORKPAPERS

APPROVED 04/16/2008										
						APPROVED				
						FY 2009		FY 2009		FY 2009
						ORIGINAL	NOV.	NOV.	MAY	MAY
ITEM		FY09	GL	FY09		BUDGET	AMEND.	BUDGET	AMEND	BUDGET
		MATCH	ACCT	ELEMENT						
249	HR SSORS WHRO 09		71000	299000		1,000		1,000		
250	HRFOG 09		71035	299200		49,000		49,000		
251	HR FOG WHRO 09		71035	299200		1,000		1,000		
252	HR CLEAN 09		71035	299600		50,088		50,088		
253	HR CLEAN WHRO 09		71035	299600		1,000		1,000		
254	HRLFP Disburse		74100	300509		365,000	(110,000)	255,000		
255	BRENNAN - SHRDSB		60000	302000		26,080		26,080		
256	Debris Management Support Services		71000	350000		10,024		10,024		
257	Emergency Preparedness Seminars (HOEPS)		71000	398000		30,000		30,000		
258	TEMS - MMRS Sustainability		71061	398700		294,601		294,601		
259	MMRS Grant #4		80000	398907		485,000		485,000		
260	MMRS Grant #5 (partial 3-yr. Grant)		80000	398908		194,000		194,000		
261	Trans. Web Development		71000	404809		10,000		10,000		
262	UASI Mass Transit Planning		80111	650107		1,241	(1,241)	0		
263	UASI Mass Transit Equipment		80153	650107		59,793	(59,793)	0		
264	UASI Port Authority Equipment		80153	650207		135,470	(135,470)	0		
265	UASI Interoperability Equipment		80153	650307		1,329,840	(1,329,840)	0		
266	UASI Fusion Center Planning		80111	650407		107,563	(107,563)	0		
267	UASI Medical Special Needs Planning		80111	650507		356,256		356,256		
268	UASI Medical Special Needs Equipment		80153	650507		517,318		517,318		
269	UASI Medical Special Needs Training		80122	650507		206,897		206,897		
270	UASI Maritime Security Planning		80111	650607		31,034		31,034		
271	UASI Maritime Security Training		80122	650607		33,104		33,104		
272	UASI Maritime Security Exercises		80132	650607		60,000		60,000		
273	UASI LINX		80153	650707		400,000		400,000		
274	UASI Capabilities Assessment Planning		80111	650108		0	125,000	125,000		
275	UASI Medical Special Needs Planning		80111	650508		0	112,500	112,500		
276	UASI Medical Special Needs Equipment		80153	650508		0	93,750	93,750		
277	UASI Medical Special Needs Training		80122	650508		0	12,500	12,500		
278	UASI Maritime Security Planning		80111	650608		0	18,750	18,750		
279	UASI Maritime Security Training		80122	650608		0	20,000	20,000		

BUDGET FISCAL YEAR 2009 WORKPAPERS

APPROVED 04/16/2008

					APPROVED					
					FY 2009		FY 2009		FY 2009	
					ORIGINAL	NOV.	NOV.	MAY	MAY	
ITEM		FY09 MATCH	GL ACCT	FY09 ELEMENT	BUDGET	AMEND.	BUDGET	AMEND	BUDGET	
280	URS - MCSC		71000	670507	59,378		59,378			
281	Video Taping monthly PDC/MPO meetings		71000	404809	25,000		25,000			
282	WHRO Video streaming PDC/MPO meetings		71000	999000	2,500		2,500			
283	MPO Best Practices Consultant		71023	999000	0	83,937	83,937			
284	Temporary Staffing Service		75000	999000	5,000		5,000			
285	Computer Network Contractual Svcs		71000	999100	12,500		12,500			
286	Sub-Total Special Contracts				6,200,220	(1,092,924)	5,107,296			
287										

BUDGET FISCAL YEAR 2009 WORKPAPERS

APPROVED 04/16/2008

						APPROVED					
						FY 2009		FY 2009		FY 2009	
						ORIGINAL		NOV.		MAY	
						BUDGET		AMEND.		BUDGET	
ITEM		FY09 MATCH		GL ACCT		FY09 ELEMENT		NOV. AMEND.		MAY BUDGET	
288	IV.	OPERATIONS									
289	Telephone Service			53000	SCH T	52,275	0	52,275			
290	Consumable Supplies			53100	SCH U	31,000	0	31,000			
291	Photo Copies [M&R]			59500	SCH W	73,650	0	73,650			
292	Printing/Presentations			53300	SCH R	125,000	0	125,000			
293	Postage/Freight			53400	SCH V	19,400	0	19,400			
294	Travel/Conferences			53501	SCH P	86,700	0	86,700			
295	Travel Allowance (Ex. Dir.)			53500	999000	7,200	0	7,200			
296	Professional Education			54000	SCH O	28,500	0	28,500			
297	Training & Seminars			54500	SCH N	31,000	0	31,000			
298	Recruitment/Relocation			53600	SCH I	22,000	0	22,000			
299	Publications			53700	SCH J	13,475	0	13,475			
300	Memberships [Agency/Staff]			53800	SCH H	28,575	0	28,575			
301	Public Notices/Advertising			54100	SCH F	43,000	0	43,000			
302	Storage Svcs (Doc/Uhaul)			75500	SCH Y	3,600	302	3,902			
303	Data Purchases			54200	SCH M	26,300	0	26,300			
304	Stwr & Ntwk Purch./Upgrades			54300	SCH G	143,637	1,050	144,687			
305	Non-Grant Hdwr/Furn			55100	SCH E	25,000	0	25,000			
306	Grant Funded Hdwr/Furn			56600	SCH L	10,525	0	10,525			
307	Miscellaneous			54600	999000	6,000	0	6,000			
308	Vehicle O & M			53200	999000	7,000	0	7,000			
309						783,837	1,352	785,189			
310											

BUDGET FISCAL YEAR 2009 WORKPAPERS

APPROVED 04/16/2008

				APPROVED						
				FY 2009			FY 2009		FY 2009	
				ORIGINAL	NOV.	NOV.	MAY	MAY		
				BUDGET	AMEND.	BUDGET	AMEND	BUDGET		
ITEM	FY09 MATCH	GL ACCT	FY09 ELEMENT							
311										
312	V. CAPITAL ASSETS & REAL PROPERTY									
313	A. CAPITAL ASSET ACCOUNT:			18X00	997000	160,000	0	160,000		
314	Acct 182, 183, etc.									
315	B. REAL PROPERTY & IMPROVEMENTS:									
316				27600	997000	0		0		
317				18X00	997000	0		0		
318						0	0	0		
319										
320						160,000	0	160,000		
321										
322	Sub-Total Operational Expenditures					11,290,606	(1,089,784)	10,200,822		
323										
324	<i>PASS-THROUGH SPECIAL CONTRACTS:</i>									
325	Trans. Dist. Comm of HR (HRT) FY08			55000	44XX07	45,000	(1,329)	43,670		
326	Trans. Dist. Comm of HR (HRT) FY08 Match (Note E)					0		0		
327	Williamsburg Area Transport (WAT) FY09				428008	90,000		90,000		
328	Williamsburg Area Transport (WAT) FY09 Match (Note B)				428008	0		0		
329	Trans - Dist of HR (HRT) FY09 (Note C)				42XX08	225,000		225,000		
330	Trans - Dist of HR (HRT) FY09 Match			55000	42XX08	0		0		
331	<i>Sub-Total Pass-Through Special Contracts Expenditures</i>					360,000	(1,329)	358,670		
332										
333	<i>Note B: Outside Match is \$10,000 provided by WAT</i>									
334	<i>Note C: Outside Match is \$25,000 provided by HRT</i>									
335	<i>Note E: Outside Match is \$4,852 provided by HRT</i>									
336										
337										
338	TOTAL EXPENDITURES					11,650,606	(1,091,113)	10,559,492		
339										
340	CHANGE IN FUND BALANCE:					144,932	(73,165)	71,768		
341										
342	***** END OF BUDGET *****									

AGENDA NOTE - HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #4: REGIONAL REVIEWS – MONTHLY STATUS REPORT

A. PNRS Items (Initial Review)

The HRPDC staff is routinely involved in the review of applications for grants to support projects involving federal or state funding. To ensure that all Commissioners are aware of projects being reviewed, brief summaries of these projects and anticipated review schedules are included in the Agenda. The HRPDC staff will continue to request comments directly from staff in localities that appear to be directly affected by a project. Review and comment by more than one locality is requested when a project may affect the entire region or a sub-regional area. Attached is a listing and summary of projects that are presently under review.

Attachment

B. Environmental Impact Assessment/Statement Review

The HRPDC staff is routinely involved in the review of environmental impact assessments and statements for projects involving federal funding or permits as well as state development projects. To ensure that all Commissioners are aware of projects being reviewed, brief summaries of these projects and anticipated review schedules are included in the Agenda. The HRPDC staff will continue to request comments directly from staff in localities that appear to be directly affected by a project. Attached is a listing and summary of projects that are presently under review.

Attachment

RECOMMENDED ACTION:

None required.

HRPDC REVIEWS

Date 10/21/2008

CH # VA102108-0523740

Title The Learning Barge - A Floating Classroom

Applicant The Elizabeth River Project

State/Federal Program NOAA -- B-Wet Program

Project Staff Claire Jones **Type of Impact** Hampton Roads

Project

The Learning Barge will be the world's only floating wetland classroom on a barge. The barge will traverse the Elizabeth River hosting student field trips and providing professional development opportunities for teachers. The barge will allow urban students with limited access to the river the opportunity to grow wetland plants for a floating garden, gather water quality data, collect marine life in a seining pool, and study sun and wind power.

FUNDING

\$101,500.	\$87,219.00	\$0.00	\$0.00	\$0.00	\$0.00
Federal	Applicant	State	Local	Other	Program Income
		TOTAL	\$188,719.00		

Environmental Impact Reviews

Date Received

Number

Name

Sponsor

Description

The Virginia Community College System proposes to construct a student center on the Tidewater Community College (TCC) campus in Norfolk. The proposed project, located at 320 Granby Street, would also include on-site utility improvements, on-site pedestrian circulation, and landscaping and stormwater management improvements. All construction and site improvements would occur on the existing TCC campus. The student center would be a five-story facility of approximately 56,000 square feet that would be an expansion of the George Roper Performing Arts Center. Sewer and water main extensions will be constructed. An intensively maintained lawn and pavement current cover the project site.

Affected Localities

Finding

Comments Sent

Final State Comments Received

AGENDA NOTE - HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #5: ENVIRONMENTAL PROGRAM GRANT - LOWER JAMES RIVER (HAMPTON ROADS) WATERSHED ROUNDTABLE

For several years, the HRPDC staff has received grant funding from the Department of Conservation and Recreation (DCR) to facilitate the activities of the Lower James River (Hampton Roads) Watershed Roundtable. The HRPDC staff is working with staff from DCR to develop a scope of work and funding package to support this activity during Calendar Year 2009. This project will provide for ongoing support for the Hampton Roads Watershed Roundtable.

The HRPDC staff recommends that the Executive Director be authorized to submit a proposal to DCR and to execute a Contract with DCR when a grant is offered.

RECOMMENDED ACTION:

Concur with staff recommendation.

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #6: POSITIONS ON ENVIRONMENTAL LEGISLATION

The HRPDC staff, in cooperation with the Joint Environmental (Chesapeake Bay and Regional Stormwater Management) and Directors of Utilities Committees, has devoted considerable attention over the past year to a number of legislative and regulatory matters that will potentially impact on local government programs. These include stormwater management and enabling legislation for local governments addressing tree canopy requirements.

Stormwater Program Deadlines

Chapter §10.1-603.3 of the Code of Virginia requires that local governments develop stormwater management programs that conform to new stormwater regulations within 12 months of the effective date of the regulations. In addition, the Code requires that local programs be approved within 18 months of adoption of the regulations. Local governments have evaluated their ability to comply with this schedule. The HRPDC Regional Stormwater Management Committee has worked with DCR to draft a legislative amendment that would extend the deadline for compliance by local governments to 18 months after the effective date of the regulations, while also allowing DCR additional time to review and approve the local programs (24 months). DCR has circulated the proposal for review by a wide variety of interested parties including the Virginia Municipal League (VML), Virginia Association of Counties (VACO), Chesapeake Bay Foundation (CBF), James River Association (JRA), and Virginia Municipal Stormwater Association (VAMSA). Representatives of VML, VACO and VAMSA have indicated their general support for the proposal. It is not known what positions the other groups may take.

A copy of the proposed bill is attached.

Tree Canopy Legislation

Through the Joint Environmental Committee (Regional Stormwater and Chesapeake Bay), and an evolving Urban Forestry Roundtable, the localities have considered the question of tree canopy requirements. Enabling legislation permitting localities to adopt ordinances with increased tree canopy requirements is seen by both groups as beneficial to the region's water and air quality, while enhancing the quality of life. In 2008, Northern Virginia localities were successful in obtaining enabling legislation addressing tree canopy requirements. The new section of the Code of Virginia, § 15.2-961.1., states that Northern Virginia localities may adopt a tree conservation ordinance such that the site plan for any subdivision or development provide for the preservation and replacement of trees on the development site such that the minimum tree canopy or tree cover percentage 20 years after development is projected to be as follows: (i) 10 percent tree canopy for a site zoned business, commercial, or industrial; (ii) 10 percent tree canopy for a residential site zoned 20 or more units per acre; (iii) 15 percent tree canopy for a residential site zoned more than eight but less than 20 units per acre; (iv) 20 percent tree canopy for a residential site

zoned more than four but not more than eight units per acre; (v) 25 percent tree canopy for a residential site zoned more than two but not more than four units per acre; and (vi) 30 percent tree canopy for a residential site zoned two or less units per acre. Finally, the bill mandates that any tree conservation ordinance provide for certain deviations from the canopy requirements.

Section §15.2-961.1. of the Code of Virginia is not currently applicable outside of Northern Virginia. Some Hampton Roads localities have included position statements supporting a modification to the Code of Virginia to extend this enabling legislation to all Virginia localities. The Committee has asked the HRPDC staff to convene a stakeholder group to discuss the tree canopy legislation and related issues and work to develop support for future local government adoption of ordinances under this legislative authority.

The urban forestry needs and goals of all municipalities are similar, as outlined by the Virginia Department of Forestry. With amendments to the enabling legislation to allow all localities to implement tree conservation ordinances such as Northern Virginia, local governments will be able to tailor ordinances to specific local requirements. The Virginia Urban Forest Council supports such an amendment.

At its meeting on November 6, 2008, the HRPDC Joint Environmental Committee (Regional Stormwater Management and Chesapeake Bay Committees) recommended that the HRPDC support the DCR proposed extension of the stormwater program deadline and enabling legislation for Hampton Roads local governments to establish tree canopy requirements. The HRPDC staff and Committees recommend that the Chairman be authorized to advise the region's General Assembly Delegation and the Governor of the HRPDC's support for these proposals.

John Carlock will be available to address any questions that may arise.

Attachment

RECOMMENDED ACTION:

Concur with staff and Committee recommendations.

2
3
4 *[Department of Conservation and Recreation]*
5 **2009 Session of the General Assembly**

6
7 **Proposal Identifier Number [NR-DCR-1]**
8 **Draft Legislation**
9

10 *A BILL to amend and reenact § 10.1-603.3 of the Code of Virginia, relating to the establishment*
11 *of stormwater management programs by localities.*
12

13 **Be it enacted by the General Assembly of Virginia:**

14 **1. That § 10.1-603.3 of the Code of Virginia is amended and reenacted as follows:**
15

16 § 10.1-603.3. Establishment of stormwater management programs by localities.

17 A. Any locality located within Tidewater Virginia as defined by the Chesapeake Bay
18 Preservation Act (§ 10.1-2100 et seq.), or any locality that is partially or wholly designated as an
19 MS4 under the provisions of the federal Clean Water Act, shall be required to adopt a local
20 stormwater management program for land disturbing activities consistent with the provisions of
21 this article according to a schedule set by the Board. Such schedule shall require adoption but no
22 sooner than 12 18 months and not more than 18 24 months following the effective date of the
23 regulation that establishes local program criteria and delegation procedures, unless the Board
24 deems the Department's review of the local program warrants an extension up to 12 months
25 provided the locality has made substantive progress. A locality may adopt a local stormwater
26 management program at an earlier date with the consent of the Board.

27 B. Any locality not specified in subsection A may elect to adopt and administer a local
28 stormwater management program for land disturbing activities pursuant to this article. Such
29 localities shall inform the Board and the Department of their initial intention to seek delegation
30 for the stormwater management program for land disturbing permits within six months following
31 the effective date of the regulation that establishes local program criteria and delegation
32 procedures. Thereafter, the Department shall provide an annual schedule by which localities can
33 submit applications for delegation.

34 C. In the absence of the delegation of a stormwater management program to a locality,
35 the Department will administer the responsibilities of this article within the given jurisdiction in
36 accordance with an adoption and implementation schedule set by the Board.

37 D. The Department shall develop a model ordinance for establishing a local stormwater
38 management program consistent with this article.

39 E. Each locality that is required to or that elects to adopt and administer an approved
40 local stormwater management program shall, by ordinance, establish a local stormwater
41 management program that may be administered in conjunction with a local MS4 program and a
42 local erosion and sediment control program, which shall include, but is not limited to, the
43 following:

- 44 1. Consistency with regulations adopted in accordance with provisions of this article;
45 2. Provisions for long-term responsibility for and maintenance of stormwater
46 management control devices and other techniques specified to manage the quality and quantity
47 of runoff; and

48 3. Provisions for the integration of locally adopted stormwater management programs
49 with local erosion and sediment control, flood insurance, flood plain management, and other
50 programs requiring compliance prior to authorizing construction in order to make the submission
51 and approval of plans, issuance of permits, payment of fees, and coordination of inspection and
52 enforcement activities more convenient and efficient both for the local governments and those
53 responsible for compliance with the programs.

54 F. The Board shall delegate a local stormwater management program to a locality when it
55 deems a program consistent with this article.

56 G. Delegated localities may enter into agreements with soil and water conservation
57 districts, adjacent localities, or other entities to carry out the responsibilities of this article.

58 H. Localities that adopt a local stormwater management program shall have the authority
59 to issue a consolidated stormwater management and erosion and sediment control permit that is
60 consistent with the provisions of the Erosion and Sediment Control Law (§ 10.1-560 et seq.).

61 I. Any local stormwater management program adopted pursuant to and consistent with
62 this article shall be considered to meet the stormwater management requirements under the
63 Chesapeake Bay Preservation Act (§ 10.1-2100 et seq.) and attendant regulations.

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #7: HAMPTON ROADS FOG PROGRAM

The HRPDC staff and Directors of Utilities Committee have continued the intensive effort to implement the requirements of the Hampton Roads Regional Consent Order. One element required by the Order is development of a MOM (Management Operations and Maintenance) Plan. One issue that must be addressed through the MOM Plan is the management of Fats, Oils and Grease (FOG) in the wastewater system. Through the Hampton Roads Sanitary Sewer Overflow Reporting System, FOG has been identified as an important contributor to wastewater system issues.

To address these issues, the Directors of Utilities Committee established two FOG Subcommittees – a Technical Team and HR FOG, the education subcommittee. Through the Technical Subcommittee, a comprehensive approach to FOG management has been developed. This program includes the following:

1. Memorandum of Agreement among HRSD and the participating localities to formalize current enforcement programs (Attachment A)
2. Model FOG Ordinance, which would establish local requirements for management and discharge by commercial and industrial activities that produce FOG as a byproduct of their normal operations (Attachment B).
3. Model FOG Enforcement Response Plan (Attachment C).
4. Design Guidelines, which are under development.

At its meeting on November 5, 2008, the HRPDC Directors of Utilities recommended this package to the HRPDC for approval and referral to the region's localities and HRSD for adoption. The MOM Plans, which are being developed by the localities, include this program as one component to meet Consent Order requirements.

Ms. Julia Hillegass, Senior Environmental Planner, will brief the Executive Committee on the program.

Attachments

RECOMMENDED ACTION:

Concur with staff and Committee recommendations.

MEMORANDUM OF AGREEMENT BETWEEN THE HAMPTON ROADS SANITATION DISTRICT AND THE CITIES OF VIRGINIA BEACH, NORFOLK, CHESAPEAKE, SUFFOLK, HAMPTON, NEWPORT NEWS, PORTSMOUTH, WILLIAMSBURG AND POQUOSON, THE TOWN OF SMITHFIELD, THE COUNTIES OF ISLE OF WIGHT, JAMES CITY, GLOUCESTER AND YORK PERTAINING TO MUTUAL COOPERATION IN THE RETROFIT ENFORCEMENT OF GREASE CONTROL DEVICES

This Memorandum of Agreement, dated this ____ day of _____, 2008, by and between the Cities of Virginia Beach, Norfolk, Chesapeake, Suffolk, Hampton, Newport News, Portsmouth, Williamsburg, Poquoson, the Town of Smithfield, the Counties of Isle of Wight, James City, Gloucester and York (collectively, the “Hampton Roads Localities”) and the Hampton Roads Sanitation District (HRSD),

WITNESSETH:

WHEREAS, the Special Order by Consent dated September 26, 2007 and other Consent Orders (the “Consent Orders”) entered into by the Hampton Roads Localities with the Virginia Department of Environmental Quality (VDEQ) require each of the Hampton Roads Localities to implement Maintenance, Operations and Management (MOM) programs to minimize sanitary sewer overflows; and

WHEREAS, in order to minimize the number of sanitary sewer overflows, it is necessary and appropriate that each of the Hampton Roads Localities develop and implement affirmative measures as a component of their respective MOM Programs to reduce the impact of discharges of fats, oils, and grease (FOG) to the sanitary sewer system of each locality and HRSD; and.

WHEREAS, the Hampton Roads Localities, together with the HRSD, have developed a model FOG Ordinance, Enforcement Response Plan, and Hampton Roads

Regional Grease Control Device Design Standards to be used as templates for each locality's MOM Program; and

WHEREAS, it is anticipated that each of the Hampton Roads Localities will adopt a FOG Ordinance, Enforcement Response Plan and Design Standards; and

WHEREAS, fats, oils, and grease discharged into the sanitary sewer system from Food Service Establishments (FSEs) are known to cause or contribute to sanitary sewer blockages and to cause or contribute to a significant percentage of all overflows in the sanitary sewer systems of the Hampton Roads Localities and HRSD; and

WHEREAS, the installation and proper maintenance of grease control devices (GCDs) in FSEs is necessary to aid in preventing the introduction and accumulation of FOG into the sanitary sewer system that may contribute to sanitary sewer blockages and obstructions; and

WHEREAS, within each of the Hampton Roads Localities, there are FSEs that were constructed prior to the adoption of the Virginia Uniform Statewide Building Code (VUSBC) provision requiring a GCD; and

WHEREAS, Chapter 66 of the 1960 Acts of Assembly, as amended from time to time, and Section 301 (d) of HRSD's Industrial Wastewater Discharge Regulations provide HRSD with the legal authority to require existing FSEs that are grandfathered from the requirements of the Virginia Uniform Statewide Building Code pertaining to GCDs to retrofit such establishments with GCDs meeting the requirements of the VUSBC; and

WHEREAS, by entering into this Memorandum of Agreement, the parties seek to establish a procedure by which Hampton Roads Localities and HRSD mutually cooperate in ensuring the installation or upgrade of GCDs in FSEs requiring such devices;

NOW, THEREFORE, THE PARTIES DO HEREBY MUTUALLY AGREE AS FOLLOWS:

1. The City or County shall:
 - (a) Determine if a FSE is contributing FOG to the sanitary sewer system;
 - (b) In the event the City or County is unable to secure compliance by such means as it deems appropriate, request HRSD, in writing, to inspect the FSE and to proceed with action to cause compliance;
 - (c) Be responsible for issuance of any required building permits and performing future inspections of GCDs as part of its FOG control program; and
 - (d) Notify HRSD of enforcement actions taken by the City or County within a reasonable time after commencement of such action.

2. HRSD shall:
 - (a) Perform an inspection of the FSE within a reasonable time of the date such inspection was requested by the City or County;
 - (b) Initiate appropriate enforcement action in accordance with the HRSD Enforcement Response Plan and send a copy of the enforcement action to the City or County;

- (c) Require the installation or upgrade of a GCD if a FSE is determined to be contributing FOG to the sanitary sewer system.
3. The parties hereby also agree as follows:
- (a) The effective date of this Memorandum of Agreement between HRSD and the individual County or City shall be the date on which the latter of the parties executes this Memorandum of Agreement;
 - (b) This Memorandum of Agreement contains the whole of the terms governing the matters referred to in this Memorandum of Agreement;
 - (c) The parties shall not be bound by any terms written or stated prior to the creation of this Memorandum of Agreement and not expressly incorporated into this Memorandum of Agreement; and
 - (d) Any party hereto may withdraw from this Memorandum of Agreement, either wholly or as to any other party, at any time upon written notice to all other parties, and shall thereafter incur no further obligations hereunder.

[SIGNATURE PAGES TO BE INDIVIDUAL USING CONSENT ORDER FORMAT]

1 | **HAMPTON ROADS FOG MODEL ORDINANCE**

2
3 **FATS, OILS, AND GREASE (FOG)**

4
5 **SECTION 1. PURPOSE AND APPLICABILITY**

- 6 a) The purpose of this Division is to aid in preventing the introduction and accumulation of
7 fats, oils, and grease into the City/County's sanitary sewer system that may contribute to
8 sanitary sewer blockages and obstructions. Food service establishments, grease haulers
9 and other industrial or commercial establishments generating or collecting wastewater
10 containing fats, oils, and grease are subject to this Division. This Division regulates such
11 users by requiring that grease control devices and other approved strategies be installed,
12 implemented and maintained in accordance with the provisions of this Division and other
13 applicable requirements of the City/County of ____.
- 14 b) The provisions of this Division shall apply to all food service establishments within the
15 City/County of ____ and to all grease haulers providing service to any such food service
16 establishment.

17 **SECTION 2. DEFINITIONS**

18
19 *Brown Grease* shall mean floatable fats, oils, grease and settled solids produced during food
20 preparation that are recovered from grease control devices.

21
22 *Enforcement Response Plan* shall mean a system that sets forth the process and procedures for
23 enforcement of this section by the City/County of ____.

24
25 *Fats, Oils, and Grease (FOG)* shall mean material, either liquid or solid, composed of fats, oils or
26 grease from animal or vegetable sources. Examples of FOG include, but are not limited to,
27 kitchen cooking grease, vegetable oil, bacon grease and organic polar compounds derived from
28 animal and/or plant sources that contain multiple carbon triglyceride molecules. These substances
29 are detectable and measurable using analytical test procedures established in the United States
30 Code of Federal Regulations at 40 CFR Part 136, as may be amended from time to time. FOG
31 may be referred to herein as "grease" or "greases".

32
33 *Food Service Establishment (FSE)* shall mean any commercial, industrial, institutional, or food
34 processing facility discharging kitchen or food preparation wastewaters including, but not limited
35 to, restaurants, commercial kitchens, caterers, motels, hotels, cafeterias, correctional facilities,
36 prisons or jails, cafeterias, care institutions, hospitals, schools, bars and churches. Any
37 establishment engaged in preparing, serving or otherwise making food available for consumption
38 by the public shall be included. Such establishments use one or more of the following preparation
39 activities: cooking by frying (all methods), baking (all methods), grilling, sautéing, rotisserie
40 cooking, broiling, boiling, blanching, roasting, toasting, or poaching. Also included are infrared
41 heating, searing, barbequing, and other food preparation activity that produces a hot, non-
42 drinkable food product in or on a receptacle that requires washing.

44 *Grease Control Device (GCD)* shall mean a device used to collect, contain, or remove food waste
45 and grease from the wastewater while allowing the remaining wastewater to be discharged to the
46 **City/County's** sanitary sewer system by gravity. Devices include grease interceptors, grease traps,
47 automatic grease removal devices or other devices approved by the **Director of Public Utilities**.
48

49 *Grease Hauler* shall mean a contractor who collects the contents of a grease interceptor or trap and
50 transports it to an approved recycling or disposal facility. A grease hauler may also provide other
51 services related to grease interceptor maintenance for a FSE.
52

53 *Grease Interceptor* shall mean a structure or device, usually located underground and outside a
54 FSE, designed to collect, separate and contain food waste and grease while allowing the
55 wastewater to be discharged to the **City/County's** sanitary sewer system by gravity.
56

57 *Grease Removal Device* shall mean an active, automatic device that separates and removes FOG
58 from effluent discharge and that cleans itself of accumulated FOG at least once every twenty-four
59 hours utilizing electromechanical apparatus.
60

61 *Grease Trap* shall mean a device typically located indoors and under the sink or in the floor,
62 designed for separating and containing grease prior to the wastewater exiting the trap and entering
63 the sanitary sewer system. Such devices are typically passive (gravity fed) and compact with
64 removable baffles.
65

66 *Renderable FOG Container* shall mean a closed, leak-proof container for the collection and
67 storage of yellow grease.
68

69 *Yellow Grease* shall mean FOG used in food preparation that have not been in contact or
70 contaminated with other sources such as water, wastewater or solid waste. An example of yellow
71 grease is fryer oil, which can be recycled into products such as animal feed, cosmetics and
72 alternative fuel. Yellow grease is also referred to as renderable FOG.
73

74
75 **SECTION 3. REGISTRATION REQUIREMENTS**

76 All FSEs shall be required to register their GCDs. Registrations shall be on forms provided by the
77 **Department of Public Utilities** to ensure that such devices are properly sized and maintained, as
78 well as to facilitate inspection in accordance with the requirements established by the **Department**
79 **of Public Utilities**.

80 a) Existing FSEs shall register all GCDs within ninety (90) days of the adoption of this
81 ordinance. New establishments shall register when setting up their water and sewer
82 service or prior to obtaining a certificate of occupancy.

83 b) All grease haulers, owners, or employees servicing GCDs for FSEs within the
84 **City/County** shall be required to obtain a certification to service GCDs from the
85 Hampton Roads FOG regionally-approved training program provided by the HRPDC.

- 86 c) All grease haulers shall obtain the required permits, certifications and or approvals
87 from the facility in which waste will be disposed of. Grease haulers discharging to a
88 Hampton Roads Sanitation District (HRSD) treatment plant shall be approved through
89 the HRSD Indirect Wastewater Discharge Permit.
- 90 d) FSEs shall have a current employee who has successfully completed the Hampton
91 Roads FOG regionally-approved Best Management Practices training program
92 provided by the HRPDC.

93 **SECTION 4. DISCHARGE LIMITS**
94

95 No person shall discharge or cause to be discharged from any FSE any wastewater with
96 FOG in concentrations or quantities that will damage the sewers or sanitary sewer system, as
97 determined by Section 301 D. of the Hampton Roads Sanitation District's Industrial Wastewater
98 Discharge Regulations.
99

100 **SECTION 5. GREASE CONTROL DEVICES**

- 101 a) *Requirements.* All FSEs shall have a GCD(s) meeting all applicable requirements of the
102 International Plumbing Code or its successors. The GCD(s) shall be designed in
103 accordance with the Hampton Roads Regional Grease Control Device Design Standards.
- 104 1) *New Establishments* – Except as provided in subdivision (a) (2), FSEs shall be
105 required to install, operate, and maintain a GCD in compliance with the
106 requirements contained in this Division. GCDs shall be installed and registered
107 prior to the issuance of a certificate of occupancy.
- 108 2) *Existing Establishments* – Existing FSEs in operation as of the effective date of
109 this Division shall be allowed to operate and maintain their existing GCDs,
110 provided such GCDs are in proper operating condition and not found to be
111 contributing FOG in quantities sufficient to cause line stoppages or to necessitate
112 increased maintenance of the sanitary sewer system. If its GCD is determined to
113 be contributing FOG in quantities sufficient to cause line stoppages or to
114 necessitate increased maintenance of the sanitary sewer system, an existing FSE
115 shall comply with the requirements of this Section. Existing FSEs that are
116 renovated or expanded shall install a GCD meeting the requirements of this
117 Division. GCDs shall be installed, inspected and registered as a condition of final
118 approval of such renovation or expansion.
- 119 3) *Retrofit* - Any existing FSE may be required to install or upgrade a GCD if such
120 FSE is contributing FOG to the sanitary sewer system, as determined by the
121 locality and HRSD. Such devices shall be registered with the locality within 30
122 days of installation.

123 b) *Installation of Grease Control Devices*

124 GCDs shall be installed by a plumber licensed in the Commonwealth of Virginia.
125 Every GCD shall be installed and connected so that it may be readily accessible for

126 inspection, cleaning, and removal of the intercepted food waste and grease at any
127 time.

128 c) *Maintenance of Grease Control Devices*

129 1) All GCDs shall be maintained at the owner's expense. Maintenance shall include
130 the complete removal of all contents, including floating material, wastewater and
131 settled solids. Decanting or discharging of removed waste back into the grease
132 interceptor or private sewer line or into any portion of the **City/County's** or
133 HRSD's sanitary sewer system is prohibited.

134 2) Grease interceptors shall be pumped out completely when the total accumulation
135 of FOG, including floating solids and settled solids, reaches twenty-five percent
136 (25%) of the overall liquid volume. At no time shall a GCD be cleaned less
137 frequently than once every three (3) months unless allowed by the **Director of**
138 **Public Utilities** for good cause shown. Approval will be granted on a case-by-case
139 basis upon submittal of a request by the FSE, documenting reasons for the
140 proposed frequency variance.

141 3) Grease traps and grease removal devices shall be opened, inspected and
142 completely cleaned of food solids and FOG a minimum of once per week, unless
143 allowed by the **Director of Public Utilities** for good cause shown. Approval will
144 be granted on a case-by-case basis upon submittal of a request by the FSE
145 documenting reasons for the proposed frequency variance. In no event shall the
146 content of food solids and FOG exceed twenty-five percent (25%) of the overall
147 liquid depth of the device.

148 4) The **Director of Public Utilities** may establish a more frequent cleaning schedule if
149 the FSE is found to be contributing FOG in quantities sufficient to cause line
150 stoppages or to necessitate increased maintenance of the sanitary sewer system.

151 d) *Use of Additives*

152 The use of additives by FSEs including, but not limited to, products that contain
153 solvents, emulsifiers, surfactants, caustics, acids, enzymes or bacteria are prohibited
154 for use as grease management control; provided, however, that additives may be
155 used to clean the FSE drain lines so long as the usage of such additives will not
156 cause FOG to be discharged from the grease control device to the sanitary sewer
157 system. The use of additives shall not be substituted for the maintenance
158 procedures required by this Section.

159 e) *Waste Disposal*

160 1) Waste removed from a grease trap shall be disposed of in the solid waste disposal
161 system or by a grease hauler certified by the Hampton Roads Planning District
162 Commission.

- 163 2) Waste removed from a grease interceptor shall be disposed of at a facility
164 permitted to receive such wastes. No materials removed from interceptors shall be
165 returned to any grease interceptor, private sewer line or into any portion of the
166 **City/County's** or HRSD's sanitary sewer system
- 167 3) FSEs shall dispose of yellow grease in a renderable FOG container, where contents
168 will not be discharged to the environment. Yellow grease shall not be poured or
169 discharged into the **City/County's** or HRSD's sanitary sewer system.

170 f) *Inspection of Grease Control Devices*

171 The **Director of Public Utilities** or his designee shall have the right of entry into any FSE,
172 during reasonable hours, for the purpose of making inspections, observation,
173 measurements, sampling, testing or records review of the sanitary sewer system and GCDs
174 installed in such building or premise to ensure that the FSE is in compliance with this
175 Division. The owner or occupant may accompany the Director or his designee.
176 Operational changes, maintenance and repairs required by the Director or his designee
177 shall be implemented as noted in the written notice received by the FSE.

178 g) *Record Keeping*

- 179 1) FSEs shall retain and make available for inspection and copying records of all
180 cleaning and maintenance for the previous three (3) years for all GCDs. Cleaning
181 and maintenance records shall include, at a minimum, the dates of
182 cleaning/maintenance records, the names and business addresses of the company
183 or person performing each cleaning/maintenance and the volume of waste
184 removed in each cleaning. Such records shall be kept on site and shall be made
185 immediately available to any employee of the **Department of Public Utilities** upon
186 request.
- 187 2) FSEs shall retain and make available for inspection and copying records of yellow
188 grease disposal for the previous three (3) years. Yellow grease disposal logs shall
189 include, at a minimum, the dates of disposal, name and business address of the
190 company or person performing the disposal and the volume of yellow grease
191 removed in each cleaning. Such records shall be kept on site and shall be made
192 immediately available to any employee of **Department of Public Utilities** upon
193 request.

194 **SECTION 6. GREASE HAULER REQUIREMENTS**

- 195 a) Any person collecting, pumping or hauling waste from GCDs located within the
196 municipal boundaries of the **City/County** shall be certified by the Hampton Roads FOG
197 regionally-approved training program provided by the HRPDC.
- 198 b) The grease hauler shall notify the locality within twenty-four (24) hours of any incident
199 required to be reported to the Virginia Department of Environmental Quality.

200 c) Grease haulers shall retain and make available for inspection and copying, all records
201 related to grease interceptor pumping and waste disposal from businesses located in the
202 **City/County's** wastewater service area. Records shall include waste manifests that, at a
203 minimum, include time, date and volume of waste removed from the device and the time,
204 date, volume and destination of the waste disposed. These records shall remain available
205 for a period of at least three (3) years. The **City/County** may require additional record
206 keeping and reporting, as necessary, to ensure compliance with the terms of this Division.

207 **SECTION 7. FEES**

208 a) Fees provided for in this Division are separate and distinct from all other fees chargeable
209 by the **City/County**. Fees applicable to this Division are as follows:

210 1) FSE registration fees shall be in the amount of _____ and shall be
211 payable at the time of submittal of the registration

212 2) FSE inspection and re-inspection fees shall be in the amount of _____
213 and shall be due upon invoice by the **City/County**. Such fees may be added to the
214 FSE's public service bill.

215 **SECTION 8. COMPLIANCE**

216 A. The **City/County** may require existing FSEs to modify or repair any noncompliant GCD
217 and appurtenances as noted in the written notice received by the FSE.

218
219 **SECTION 10. VIOLATIONS & PENALTIES**
220

221 a) Any person who, intentionally or otherwise, commits any of the acts prohibited by this
222 ordinance shall be liable to the **City/County** for all costs of containment, cleanup, abatement,
223 removal and disposal of any substance unlawfully discharged into the sanitary sewer system, as
224 well as the costs of any damages or regulatory fines, that are proximately caused by such
225 violations.

226 b) Any person who, intentionally or otherwise, commits any of the acts prohibited by this
227 Division shall be subject to a fine in an amount not to exceed one thousand dollars (\$1,000.00) per
228 violation. The court assessing such fines may, at its discretion, order such fines to be paid into the
229 treasury of the **City/County** for the purpose of abating, preventing or mitigating environmental
230 pollution.

231 c) Enforcement will be in accordance with the associated Enforcement Response Plan
232 (NOTE: Some jurisdictions may want to incorporate the ERP into the ordinance while others may
233 adopt the ERP administratively). The **City/County** may terminate water and/or sewer services for
234 continuing violations of this Division.

235 d) In addition to any other remedy for the violation of this Division, the **Director** may bring
236 legal action to enjoin the continuing violation of this ordinance, and the existence of any other
237 remedy, at law or in equity, shall be no defense to any such action.

238 e) The remedies set forth in this section are cumulative, not exclusive; and it may not be a
239 defense to any action, civil or criminal, that one (1) or more of the remedies set forth herein has
240 been sought or granted.

241
242 **SECTION 11 EFFECTIVE DATE**

243
244 This Division shall become effective on _____.

DRAFT

FOG Enforcement Response Plan

General Responsibilities

- A. *Purpose* – The purpose of this Enforcement Response Plan is to establish general responsibilities for enforcement of the Fats, Oils, and Grease (FOG) Ordinance. It is the intention of the **Department of Public Utilities** to move quickly and responsibly in all enforcement actions. The following guidelines will help ensure that issues requiring enforcement are handled fairly and uniformly for all food service establishments (FSEs).
- B. *FOG Inspectors* – Inspectors will be responsible for conducting compliance monitoring and FSE inspections. Inspectors will:
1. Conduct outreach and educational activities with users;
 2. Check grease control device maintenance records;
 3. Determine compliance with the FOG ordinance through on-site inspections and prepare inspection reports;
 4. Provide compliance assistance as appropriate;
 5. Identify instances of noncompliance;
 6. Issue Notices of Non-Compliance;
 7. Prepare Notices of Violation (NOV) for issuance by the **Department of Public Utilities**;
 8. Develop draft compliance inspection schedules; and
 9. Participate in Show Cause meetings as deemed necessary by the **Director of the Department of Public Utilities** or City Attorney, as the case may be.
- C. *FOG Compliance Administrator or designee* – The **FOG Compliance Administrator or designee** will be responsible for ensuring fair and consistent implementation of FOG control requirements are in compliance with requirements of the FOG Ordinance. The **Administrator or designee** will:
1. Review all violations;
 2. Review all documents prepared by Inspectors;
 3. Recommend appropriate response(s) to violations;
 4. Promptly notify the **Director of the Department of Public Utilities** of significant instances of noncompliance;
 5. Conduct compliance meetings;
 6. Develop and oversee compliance monitoring schedules;
 7. Track enforcement compliance schedules;
 8. Ensure consistency of the FOG control program;
 9. Initiate Administrative Orders with compliance schedules;

10. Initiate terminations of service;
11. Consult with City Attorney on all legal issues;
12. Coordinate enforcement with other governmental agencies as appropriate; and
13. Sign Notices of Violation

D. **Director of the Department of Public Utilities** – **Director of the Department of Public Utilities** will be responsible for the appropriate application of enforcement standards to FOG control plan violations. The **Director** will:

1. Conduct appeals of enforcement actions;
2. Approve terminations of service; and
3. Sign Administrative Orders;

E. *City Attorney* – The City Attorney’s office will:

1. Provide such legal assistance as deemed appropriate.

Enforcement Actions

- A. *Compliance Assistance* – The inspectors will assist any FSE in achieving compliance with the FOG Ordinance. The assistance may include, but is not limited to, providing information about training opportunities, providing copies of the regulations applicable to the establishment, assistance with the grease control device registration applications or distribution of training materials for employees.
- B. *Notice of Non-Compliance* – This is an informal notice to the FSE, issued at the time of the inspection, advising of corrections that need to be made in order to comply with the FOG Ordinance.
- C. *Notice of Violation* – This is a formal written notice to the FSE that it has committed a violation of the local FOG ordinance. The NOV will require corrective actions within a specified time frame to achieve compliance. The text of the NOV will include a statement that additional enforcement actions may be pursued if corrective actions are not achieved as required.
- D. *Administrative Order* – The **City/County** may issue an administrative order requiring a FSE to comply with requirements of the FOG Ordinance. The FSE shall adhere to the compliance schedule in accordance with the Administrative Order.

- E. *Termination or Suspension of Service* – The **City/County** may terminate or suspend service to a FSE to prevent any actual or threatened discharge to the sanitary sewer system that may endanger the public health or cause damage to the sanitary sewer system.

Appeal Process

A FSE may appeal any enforcement action to the **Director of Public Utilities**. Such appeal shall be requested in writing no later than five (5) business days after receipt of notice of the enforcement action. The **Director of Public Utilities** shall conduct a hearing as soon as practicable but no later than thirty (30) business days after receipt of request of appeal.

Compliance Schedules and Appropriate Response

- A. *Compliance Schedule* – The compliance schedule will be based upon the violation and will be initiated by the **FOG Compliance Administrator or designee**.
- B. *Selecting Appropriate Response* – The following factors should be taken into consideration when determining the appropriate enforcement action and compliance schedule:
1. Duration of the violation;
 2. Compliance history of the FSE ;
 3. Actual or potential danger to public health;
 4. Actual or potential damage to the sanitary sewer system; and
 5. Other appropriate factors.

AGENDA NOTE - HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #8: REGIONAL SOLID WASTE MANAGEMENT STUDY

The Chief Administrative Officers (CAOs) of the eight localities that are members of the Southeastern Public Service Authority of Virginia (SPSA) are examining the issue of solid waste management in Southside Hampton Roads after 2018, which is the year that the current Use and Support contracts between SPSA and the localities expire. At the October 2007 Annual Meeting, the HRPDC authorized the staff to coordinate this effort and to retain consultant assistance to support the effort.

The SPSA Board has been invited to join the Executive Committee for this presentation.

SCS Engineers was retained to assist in this effort. Working closely with the eight CAOs, a Technical Committee, comprised of representatives from the eight localities and the HRPDC staff, the consultant has completed *Solid Waste Management for Southside Hampton Roads Planning Horizon 2018-2047: Final Interim Report*. The report documents the current solid waste management system, examines alternative institutional models, evaluates current and evolving technologies, includes a pro forma analysis of various alternatives for the post 2018 planning period and provides conclusions and suggestions on how the region can address solid waste management in the future.

The CAOs and Technical Committee have concluded that the study should be provided to the eight Southside localities for their review and consideration. Following local government review, the CAOs will resume regional deliberations that will lead to recommendations to the localities and SPSA on solid waste management after 2018 and steps that should be taken over the next few years to position the region so that it may effectively implement those recommendations.

Attached is a summary of the key issues addressed in the study and an outline of the next steps that need to be taken before final recommendations are provided to the localities. Enclosed separately (Commissioners only) is the Executive Summary of *Solid Waste Management for Southside Hampton Roads Planning Horizon 2018-2047: Final Interim Report*. Copies of the full report will be distributed at the meeting.

Mr. Robert B. Gardner, Senior Vice-President of SCS Engineers, will brief the Executive Committee on the report. Mr. Gardner and John Carlock, HRPDC Deputy Executive Director, will outline the steps that need to be taken to address and refine the study's conclusions and recommendations.

Attachment

RECOMMENDED ACTION:

Authorize the HRPDC staff to transmit the Interim Final Report to the eight Southside localities and SPSA for consideration and review and comment.

SOLID WASTE MANAGEMENT FOR SOUTHSIDE HAMPTON ROADS PLANNING HORIZON 2018-2047

Summary of Key Issues Addressed in Final Draft Report

On October 30, 2008, the Solid Waste 2018 Technical Committee, convened by the Hampton Roads Planning District Commission to advise the consultant and HRPDC staff in the development and review of the subject report convened in its sixth session. The Committee is comprised of the eight Chief Administrative Officers (CAOs) from the SPSA member localities and appropriate technical staff. This session was to review the final draft and to prepare for the presentation of the report to the Planning District Commission (PDC) and the SPSA Board at the HRPDC Executive Committee meeting on November 19, 2008.

It was agreed by those present that the following actions would be proposed at the November 19, 2008 meeting:

- The HRPDC would be asked to approve the Interim Status Report to be shared with the local Councils and Boards of the current members of SPSA and to receive comments for sixty days. The report at this meeting will be presented as "Interim" pending completion of negotiation on the sale of the Waste to Energy Plant (March – April 2009.) The report may require amendment after this negotiation is complete, but it was felt that public review and dialogue of the findings of the report needed to move forward prior to completion of those negotiations.
- The CAOs would meet to determine a strategy to recommend a shared course of action from the study which could be forwarded to the governing bodies. Given the complexity of the issues in the report, it was felt a recommendation from the CAOs was critical to move the decision making process forward. The following summary is to provide some highlights to the CAOs to assist them should question arise at the November 19, 2008 meeting. (In no way is this summary all encompassing of the study content.)

The study focused on several key areas regarding options for future solid waste collection and disposal in Southside Hampton Roads. These were:

1. Alternatives for regional cooperation
2. Governance of a future regional authority
3. Alternatives for processing and disposal of solid waste
4. Alternatives for funding solid waste

In addressing these issues, the consultant was charged with addressing solid waste management in the period after 2018, when the Use and Support Agreements between SPSA and the localities expire. The study was not designed to evaluate the existing operation of SPSA, but was to assume a “blank canvas.” Current regional conditions obviously impacted the study process and conclusions and findings.

1. Alternatives for regional cooperation

- These varied from all eight localities continuing to work together to every community “going their own way.” Alternatives in between these poles included a western tidewater (smaller localities) as one group and eastern (more urban) as a group and every one together except Virginia Beach.
- The study found that continuing to work together was most cost effective over the thirty year study period (although some localities had savings in the early years of the study period).
- A subset of this is whether the goal should be management of only municipal solid waste or whether planning should be for all waste in the region. This is a very critical decision because municipal only requires a much smaller infrastructure and may be fully addressed by use of the waste-to energy plant.

2. Governance of a future regional approach

- The study recommends that a proportional representation model be developed.
- The study recommends that board membership be based on qualifications in a variety of areas of needed expertise (solid waste, finance, legal, etc.).
- The study recommends that a different strategy for debt management be developed and used for a future approach.
- One critical issue expressed by the study group was that, if the member communities decide to cooperate together again after 2018, developing a clear vision and mission for the Regional organization will be important. In other words, what would we want a Regional organization, like we now have in SPSA, to do? Do we want it to just manage disposal through landfilling or waste-to-energy, or do we want it to manage the Region’s solid waste planning, collection, recycling, yard waste, household hazardous wastes, other special wastes, and transfer stations. Some expressed reluctance to give up autonomy and control over certain solid waste services to a Regional Authority in light of SPSA’s past performance. However, the consultant reminded the group that it has the ability to reshape the future and rectify current shortcomings of the Regional organization. While certainly cost is an issue, reliability, control for the future, environmental protection and conservation of resources should be

factors considered. This is critical to ensure the future chosen matches the vision of the members.

- An additional critical issue to a number of the Technical Committee members was the question of host fees for regional facilities. Conclusions on the amounts of such fees were not reached, but discussions throughout the study deliberations emphasized that fees and other considerations for hosting regional facilities should be reached in a transparent manner.

3. Alternatives for processing and disposal of solid waste

- It was assumed that a solid waste management system would manage municipal solid waste, recycling, and green waste. It was assumed the private sector could handle construction and demolition debris.
- Alternatives included in the myriad of scenarios were landfill development only; landfill with waste-to-energy; addition of mass burn; contracting disposal to the private sector. Variations of these included both in region and out-of-region disposal.
- The most cost efficient alternative is disposal of all waste in a new regional landfill, although the report does indicate that the waste-to-energy facility provides significant volume reduction and energy recovery, which are considered by some to be important values, and could provide a hedge against ever increasing transportation and energy costs. Given the lead time required for permitting and development of a landfill, it is critical that this process move ahead in the immediate future.

4. Alternatives for funding of solid waste.

- The study recommends that the region consider a move away from tipping fees to a waste generation fee to fund the regional solid waste system. A waste generation fee system would essentially apply an assessment to all property owners based on an estimate of waste generated and services provided by type of home or business. This sort of mechanism removes the tension of more recycling lowering funding from the tipping fee, thus creating a disincentive to be more environmental focused. The consultant was asked to elaborate more on this funding alternative in the final interim report.
- After lengthy discussion, the study group had concerns over this as it is characterized as an economic flow control mechanism. The consultants indicated that the results of the study could move forward with a possibility of addressing this issue later.
- It should be noted that tipping fee estimates were not provided in the various analyses. Instead, a cost per ton and a net present value for the thirty year cost of each alternative was offered for comparative purposes.

AGENDA NOTE - HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #9: PROJECT STATUS REPORT

A. Joint Environmental Committees

The Regional Stormwater Management Committee (RSMC) and Hampton Roads Chesapeake Bay Committee (HRCBC) met on November 6, 2008.

The Committee received briefings on the following issues:

- DCR, Division of Chesapeake Bay Local Assistance – Status of CBLA activities and program initiatives, including CBPA Phase III Compliance Review Program.
- USGS – Models for forecasting bacteria levels at bathing beaches in Ohio
- HRPDC staff – Several Stormwater Management Projects, Environmental Strategic Planning process and pending legislation

The Committee also received updates on a number of state, regional and local program activities.

The RSMC held a special meeting on November 6, 2008. This meeting involved work with URS representatives on the continued development of the Permit Administration and Reporting System (PARS). The initial components of the stormwater reporting system were rolled out in October and are being used by the localities.

The HRPDC staff continues to work with the RSMC on a number of activities including:

- The draft MS4 Stormwater Permits for the region's six Phase I localities - the cities of Chesapeake, Hampton, Newport News, Norfolk, Portsmouth and Virginia Beach – remain under development. The first of the permits was submitted to EPA for formal review in early July. EPA review has been completed, a state response to EPA has been developed by DCR and resubmitted for review. It is expected that review will be complete later in November and that the public comment process will begin shortly thereafter.
- The new Phase II permits became effective on July 9, 2008. The HRPDC staff is working with staff from the region's six Phase II communities to address permit requirements with immediate deadlines such as the development of the required MS4 Program Plans and regional trainings.
- At its meeting in September 2008, the Board of Soil and Water Conservation approved the draft Stormwater Regulations and the Construction General Permit for public review and comment. Following completion of several state administrative reviews by the Attorney General, Department of Planning and Budget and the Governor's Office, the Stormwater Regulations will be published for formal public review and comment. It is expected that the formal

release will occur in Spring 2009. On October 27, 2008, the Construction General Permit was published for public review and comment. The Committee is reviewing the draft Permit and expects to submit comments on the regulation.

- The HRPDC staff and members of the RSMC are continuing their analysis of these regulations and their impact on the Hampton Roads region. The focus of this review will be on the technical feasibility of new standards and the economic, fiscal and environmental impacts of the regulations on the region's localities, future development and water quality. The HRPDC staff anticipates briefing the Commission on these issues in the coming months.

B. Directors of Utilities Committee

The Directors of Utilities Committee met on November 5, 2008. The Committee addressed a number of regional program issues, including ground water management, various aspects of the wastewater program, pending legislative and regulatory actions and the HRPDC Environmental Strategic Planning process.

The HR FOG program is addressed under a separate item on the Executive Committee Agenda.

The Capacity Team Subcommittee continues to meet weekly. All participants in the Regional SSO Consent Order continue to meet all deadlines under the Order.

The HRPDC staff continues to provide support to localities and DEQ on the web-based Sanitary Sewer Overflow Reporting System.

Work on the grit and grease-drying facilities for the Peninsula and the Southside is continuing. While both projects have been delayed by the priority given to the SSO Consent Order issue, they are now moving forward. It is expected that the construction contract for the Southside facility, which will serve the Cities of Chesapeake, Norfolk, Portsmouth and Suffolk and HRSD, will be awarded by HRSD in the immediate future. The Peninsula facility will serve the Cities of Newport News, Poquoson and Williamsburg, the Counties of James City and York and HRSD. It is expected that a contract among the five localities and HRSD for this facility will be finalized before the end of the year.

The HRPDC staff and Committee members continue to address issues associated with the State Corporation Commission interpretations of state regulations dealing with the marking of sewer laterals on private property. At press time, the SCC was expected to schedule a stakeholder discussion of this issue on either November 17 or 21, 2008. The HRPDC staff will have a further report on this matter in December.

C. Southampton County Parks and Recreation Master Plan

At its meeting on September 27, 2008, the Southampton County Board of Supervisors adopted the Southampton County Parks and Recreation Master Plan.

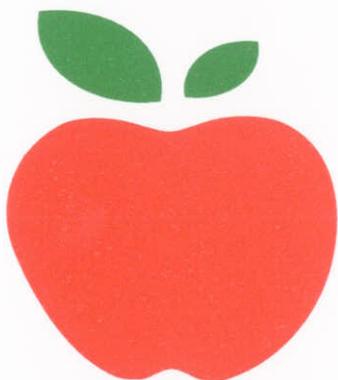
The Parks and Recreation Master Plan provides an analysis of the existing recreational opportunities and facilities in Southampton County and outlines a set of steps for the County to move towards the creation of a Parks and Recreation program. A survey of the citizens of Southampton County was performed to assess programmatic and facility needs and to determine willingness to pay for these amenities. A geographic information system based analysis of the County was completed to document existing facility distribution and rank locations for new facilities based on proximity to population centers and ecological value. A set of recommendations based on stakeholder input and the programmatic and facilities needs analysis are included in the document.

Preparation of the Southampton Parks and Recreation Master Plan was accomplished through a contract between the County and the HRPDC. This work was included in the FY 2008 Hampton Roads Unified Planning Work Program.

D. HR STORM Mini-Grant Recognition

Butts Road Primary sent the attached note of thanks for funding for their butterfly garden project, funded through the Mini-Grant Program operated by the three HRPDC Education Committees. This project is one of many funded annually through a joint effort between HR WET, HR STORM and HR CLEAN. The HR FOG committee will soon be a participant in this regional effort as well. Since the program inception in 2002, the committees have awarded over \$12,000 across the region for classroom projects affecting over 10,000 students. Recent recognition for Projects of the Year for FY 07-08 was awarded to Thalia Elementary School's Oyster Gardeners and Jane H. Bryan Elementary School's Butterfly Garden at the annual meeting of the Hampton Roads Alliance for Environmental Education. The projects were selected based on community involvement, creativity, impact on students and the number of students involved. Learn more about these projects at <http://www.hrstorm.org/ProjectYear.shtml>

Attachment D



Butts Road Primary

Dear Commission Members,

We were very excited to hear that our school had been selected to receive a grant for The Beautify With Butterflies project. It will allow us the opportunity to show our students in a hands on manner many of our science standards of learning. It is with sincere gratitude that we send you this note and assure you that the grant money will be put to the best educational use.

Sincerely,
B.R.P. Staff

AGENDA NOTE - HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #10: FOR YOUR INFORMATION

A. Hampton Roads Urban Area Security Initiative (UASI)

As discussed during the October 2008 Board meeting, the HRPDC staff is providing additional information regarding the Hampton Roads Urban Area Security Initiative relation to protecting the region as part of the Homeland Security Grant Program (HSGP) and other complimentary programs. The information presented provides a foundation for which further information and discussions will follow as future agenda items and/or notes.

Attachment A

B. Additional Items of Interest are attached for your information.

Attachment B

The Hampton Roads Urban Area Security Initiative (UASI)

Background

One of the core missions of the Department of Homeland Security (DHS) is to enhance the ability of state, territory, local, and tribal governments to prevent, protect against, respond to and recover from terrorist attacks and other disasters. FEMA's comprehensive suite of grant programs are an important part of the Administration's larger, coordinated effort to strengthen homeland security preparedness. These programs implement objectives addressed in a series of post-9/11 laws, strategy documents, plans and Homeland Security Presidential Directives (HSPDs).

The seven preparedness programs within the Homeland Security Grant Program (HSGP) are:

- Homeland Security Grant Program (HSGP)
 - State Homeland Security Program (SHSP)
 - Urban Areas Security Initiative (UASI)
 - Metropolitan Medical Response System (MMRS)
 - Citizen Corps Program (CCP)
- State Homeland Security Program -Tribal (SHSP Tribal)
- Nonprofit Security Grant Program (NSGP)
- Operation Stonegarden Grant Program (OPSG)

Together, these grants may fund a wide range of preparedness activities, to include planning, organization, equipment purchase, training, exercises and management and administration costs. These programs support objectives outlined in the National Preparedness Guidelines and related national preparedness doctrine, such as the National Incident Management System, National Response Framework and the National Infrastructure Protection Plan.

The UASI program addresses the unique multi-disciplinary planning, organization, equipment, training, and exercise needs of high-threat, high-density urban areas, and assists in building and sustaining capabilities to prevent, protect against, respond to, and recover from threats or acts of terrorism. The UASI program directly supports the National Priority on expanding regional collaboration in the National Preparedness Guidelines and is intended to assist participating jurisdictions in developing integrated regional systems for prevention, protection, response, and recovery. The eligible candidates have been grouped into two tiers according to relative risk. Tier I includes the seven highest risk areas (i.e. New York, Washington DC); Tier II includes the other 53 candidate areas. Hampton Roads is a tier II urban area. The UASI is still one of the largest and most critical homeland security grant programs administered by DHS.

To develop and run a productive UASI program, state and local leaders had to focus on three main issues:

- Establishing a governance and management structure
- Developing a homeland security strategy and implementation plan based on risk and need, and
- Creating a process to develop, track and measure specific investments to enhance homeland security based upon that strategy and implementation plan.

Establishing a Governance and Management Structure

The UASI program began in 2003 shortly after the creation of DHS. Initially, the program was focused on the Tier I cities and expanded to those meeting criteria as Tier II areas. Hampton Roads became a Tier II entity and was eligible to apply for UASI funds in the fiscal year of 2007. The Hampton Roads Urban Area Working Group (UAWG) was established according to the Homeland Security Grant Program directives and serves as the governance and management structure for this UASI region.

As part of the UAWG, the core city-core county concept was mandated to establish a balance of power among the cities and counties of Hampton Roads that often saw each other as competitors for federal grant funds instead of as partners. The core cities were those cities that DHS determined were at greatest risk of terrorist attack based on population, population density, known terrorist threats and the presence and vulnerability of critical infrastructure, among other factors. In Hampton Roads, the “Norfolk UASI” was originally composed of five core cities which included Virginia Beach, Chesapeake, Norfolk, Hampton, and Newport News. To ensure complete collaboration, during the development of the UAWG, the Chief Administrative Officers (CAOs) decided that it would be advantageous to be all inclusive and have all cities, and counties, that make up the Hampton Roads Planning District Commission (HRPDC). The core county was defined by DHS as the county or counties within which the core city was geographically located. In Hampton Roads, these counties are made up of those that border the core cities and encompass the HRPDC.

The structure of the UAWG required representation from stakeholders throughout the region that included at a minimum:

- City/County Administration Representative
- Law Enforcement Representative
- Emergency Management Representative
- Emergency Medical Services Representative
- Fire Representative
- Health Representative
- Port Authority Representative
- FBI/Fusion Center Representative
- Public Utilities Representative
- Surry Nuclear Power Plant Representative
- Communications Representative
- MMRS Representative
- Citizen Corps Representative
- Transit Representative

The Virginia Department of Emergency Management (VDEM), Office of Commonwealth Preparedness (OCP), and HRPDC also provide representation to balance the interests of the region and the Commonwealth of Virginia.

Developing a Homeland Security Strategy

The Hampton Roads Homeland Security Strategic Plan (HRHSSP) was developed to coordinate the region's homeland security planning efforts and resources under a single mission and vision along with a set of guiding principles and regional goals. The HRHSSP ensures focus by:

- Ensuring a coordinated and comprehensive regional approach to homeland security by including all 16 localities of the HRPDC.
- Promoting regionalism with other DHS and FEMA grant programs (UASI Nonprofit Security Grant Program [NSGP], Transit Security Grant Program [TSGP], Freight Rail Security Grant Program [FRSGP], Intercity Passenger Rail (Amtrak) Program, Port Security Grant Program [PSGP], Intercity Bus Security Grant Program (IBSGP), Trucking Security Program [TSP], Buffer Zone Protection Program (BZPP), Emergency Management Performance Grants [EMPG], and the Interoperable Emergency Communications Grant Program [IECGP]) and building upon ongoing projects and continued preparedness activities that focus on the region as a whole, such as the Centers for Disease Control and Prevention (CDC) Cities Readiness Initiative and the Metropolitan Medical Response System (MMRS), Healthcare Organization Preparedness Seminars, and others all guided and supported by the region's emergency managers through the Regional Emergency Management Technical Advisory Committee (REMTAC); an advisory committee that meets monthly at the HRPDC.
- Providing direction by coordinating the different disciplines and subject matter experts in the Urban Area Working Group (UAWG) with advice from REMTAC and the City/County Administrative Officers, Mayors and Chairs.
- Strengthening the preparedness and response capabilities of the region as a whole by assessing the capabilities and gaps of the individual jurisdictions and plan, invest, and cooperate according to each locality's needs while keeping the region's capabilities in mind.
- Continually evolving to reflect national planning priorities, target capabilities, regional and local capability assessments and evolving threats to our region and homeland.

Investments

The application process for UASI funds begins with the annual release of the "Homeland Security Grant Program Guidance and Application Kit," or more commonly known as "the guidance." The guidance provides the procedure for applying for homeland security funds in addition to identifying national security priorities for that particular year. Upon release of the guidance, the urban areas have ninety days in order to compile and submit investment proposals based on the Hampton Roads Homeland Security Strategic Plan and newly identified national priorities.

To meet the 90 day requirement, the UAWG convenes several meetings to discuss strategies for soliciting investments from those entities eligible to submit proposals after receiving detailed guidance from a stakeholders meeting convened by VDEM. Investments are submitted and undergo a review by the UAWG stakeholders to determine:

- If the investment meets the criteria established by DHS,
- Is aligned with the Hampton Roads Homeland Security Strategic Plan, and
- Does not conflict with other grant initiatives already in place in Hampton Roads.

Once this process is completed, the investments selected are submitted to the State Administrative Agency (which is VDEM), which subsequently reviews and submits the investments on behalf of Hampton Roads to DHS.

Upon submission to DHS, the investments go through a competitive national peer review process that includes personnel from DHS, FEMA, and three members from each urban area nationwide. This peer review process looks at all the investments submitted and grades each one based on criteria established by DHS. The criteria used are the same criteria provided in the guidance used for developing the investments. Upon completion, DHS announces awards based on a risk formula, the scoring of the investments from the peer review process, and the anticipated effectiveness of the submitted projects. Awards received are usually less than the amount requested in the investments. The investments are then subject to scaling back and a review process from the UAWG.

While DHS provides a score for the submitted investment justifications, the final funding division is left to the UAWG. Not all of the investments submitted are required to be funded. In Hampton Roads, the UAWG makes the initial division based on DHS requirements to fund specific areas (i.e. 25% of the funds must go to law enforcement and citizen corps initiatives), known regional priorities and gaps identified in the strategic plan and various local, state and federal assessments. The allocations are then approved by the UAWG and briefed to the Chief Administrative Officers who act as the Hampton Roads UASI Executive Committee for concurrence. Upon concurrence, the funding plan for the investments is submitted to the SAA for awarding through the HRPDC. The HRPDC emergency management staff provides the administration, tracking and oversight of the investments on behalf of the UAWG.



October 22, 2008

Mr. Dwight Farmer
Executive Director
Hampton Roads Planning District Commission
723 Woodlake Drive
The Regional Building
Chesapeake, VA 23320

Dear Mr. Farmer:

Dwight

Thank you very much for participating in *LEAD VIRGINIA's* 2008 Hampton Roads Session. I appreciate your taking the time to be with us and offering such a valuable contribution to our program.

You provided our Class of 2008 important insights into the great resources and unique challenges of the people in Hampton Roads. I am very grateful for your commitment to *LEAD VIRGINIA* and to the ideals we embrace. Your support makes it possible for us to link a diverse group of proven leaders, promote a statewide perspective and build social capital to meet our goal of improving the quality of life in the Commonwealth.

LEAD VIRGINIA seeks leaders from all regions of Virginia to participate in our Class of 2009, which begins in April 2009. I would be delighted to answer any questions you might have about participation in *LEAD VIRGINIA's* Class of 2009. We also invite you to visit our web site, www.leadvirginia.org, for regular updates on our activities.

Additionally, I welcome invitations to tell *LEAD VIRGINIA's* story to groups of all sizes and have a PowerPoint presentation for use when appropriate. Please let me know of any groups that may be interested in adding *LEAD VIRGINIA* to their agenda at a future meeting.

Once again, thank you. I hope to see you again in the near future.

Best regards,

Susan
Susan Horne
President & CEO

Thank you so much!

RECEIVED

OCT 24 2008

HRPDC

LEAD VIRGINIA

9 South Fifth Street

Richmond, VA 23219

Business: (804) 237-1461

Fax: (804) 783-6112

www.leadvirginia.org

Attachment B

Parks and Recreation Department
P.O. Box 15225
Chesapeake, Virginia 23328-5225
(757) 382-6411
FAX 382-8418
www.chesapeake.va.us

October 23, 2008

Mrs. Holly Miller
Hampton Roads Planning District Commission
The Regional Building
723 Woodlake Drive
Chesapeake, VA 23320

Dear Holly:

Thank you very much for helping with the electronics recycling event at Grand Furniture in Greenbrier on Saturday, October 11. We couldn't have handled that site without you!

This was a great opportunity for the citizens of Chesapeake—and Hampton Roads.

Thank you for working all day on a Saturday to *Keep Chesapeake Beautiful*.

With personal regards,



Gail McClure Bradshaw, Coordinator
Special Programs

Enclosure

CC: Julia Hillegass
John Carlock ✓



Virginia Section
American Society of Civil Engineers
Stormwater Technical Committee

CHAIRMAN

Donald J. Rissmeyer, P.E.
A. Morton Thomas and Associates, Inc.
10710 Midlothian Turnpike Suite 202
Richmond, VA 23235

COMMITTEE MEMBERS

Dr. Osman Akan, P.E.
Old Dominion University

Joe Battiatia, P.E.
Williamsburg Environmental Group

Doug Beisch, P.E.
Williamsburg Environmental Group

Debra Brand, P.E.
Jefferson Lab

Glen Custis, P.E.
Draper Aden Associates

David Dent, P.E.
Virginia Polytechnic Institute

Tim Edwards, P.E.
Advanced Drainage Systems

Tom Fitzgerald, P.E.
Wiley and Wilson

Tom Fitzpatrick, P.E.
Hydro International

Steven Herzog, P.E.
Hanover County

Dr. David Kibler, P.E.
Virginia Polytechnic Institute (retired)

John Matusik, P.E.
Engineering Groupe

Jim Payne, P.E.
Zigler and Payne

Glen Payton, P.E.
Filterra Systems

David Powers, P.E., D.WRE
Michael J. Baker Engineering

Wendy Royston, P.E.
URS Corporation

Brian Rustia, P.E.
Stormtech

John Schuler, P.E.
Virginia Department of Transportation

Rick Stanford, P.E.
ATR Associates

October 24, 2008

John M. Carlock, AICP
Deputy Executive Director, Physical Planning
Hampton Roads Planning District Commission
723 Woodlake Drive
Chesapeake, Virginia 23320

Dear Mr. Carlock,

On behalf of the ASCE Stormwater Technical Committee, I wanted to take a moment to thank you for hosting our Hampton Roads stormwater workshop on April 29, 2008. Through four workshops in total, ASCE was able to help DCR reach more than 200 attendees while the draft stormwater regulations were still being developed. We appreciate the outstanding facilities you offered and your support with this effort.

Sincerely,

Donald J. Rissmeyer, P.E.
ASCE/V Stormwater Chairman

Cc: Scott Crafton, Lee Hill – DCR Stormwater Division

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RECEIVED

OCT-27-2008

HRPDC

-BRANCHES-

BLUE RIDGE BULL RUN LYNCHBURG NORFOLK PENINSULA RICHMOND ROANOKE

October 31, 2008

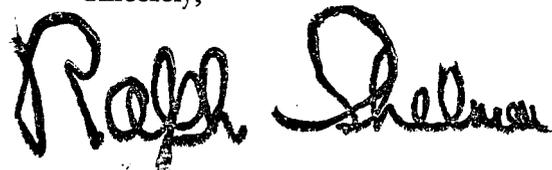
Shernita Bethea
Housing & Human Services Manager
Hampton Roads Planning District Commission
723 Woodlake Drive
Chesapeake, VA 23320

Dear Ms. Bethea:

I am writing to express our appreciation for your participation in our Annual Conference on Disabilities, which was held on October 17, 2008. Your presentation was well received by Conference attendees. We received many comments both in person and on our Conference evaluations expressing their pleasure with your presentation.

We hope that you will realize just how important it was for the individuals in attendance to receive the information directly from you, and how much they valued it. We believe that the information you provided will significantly help our consumers in realizing their goal of independence.

Sincerely,

A handwritten signature in black ink that reads "Ralph Shelman". The signature is written in a cursive, slightly slanted style.

Ralph Shelman
Executive Director

RS/sld

ccwvd

01 03 2008

TOWN OF WINDSOR

Town Elected Officials
Marvin A. Crocker, Jr., Mayor
William L. Jones—Vice Mayor
J. Clinton Bryant
Wesley F. Garris
Carita J. Richardson
Durwood V. Scott
Greg Willis



Established 1902

Interim Town Manager
John L. Rowe, Jr.

Town Clerk/Treasurer
Robin L. Hewett

Town Attorney
Joshua Pretlow, Jr.

October 27, 2008

Mr. Dwight L. Farmer
Executive Director
Hampton Roads Planning District Commission
The Regional Building
723 Woodlake Drive
Chesapeake, Virginia 23320

Dear Dwight,

We recently received the final copy of the Town's new comprehensive plan which your staff has worked so diligently to produce. As expected, your staff has produced an outstanding comprehensive plan that will serve the Town of Windsor well for many years to come.

We thank you and your staff for a job well done. Furthermore, I commend your staff for their tremendous effort and dedication that they put into the development of this plan. It was our pleasure to work with your staff during this process.

You should take pride in the great staff, and I look forward to working with them again in the future.

Again, thank you for an outstanding job and an outstanding product.

Sincerely yours,

A handwritten signature in black ink, appearing to read "John", is written over the typed name.

John L. Rowe, Jr.
Interim Town Manager

C: Michael Stallings

RECEIVED
OCT 28 2008
RPDC

AGENDA NOTE - HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #11: OLD/NEW BUSINESS