

**HAMPTON ROADS PLANNING DISTRICT COMMISSION  
EXECUTIVE COMMITTEE MEETING  
May 19, 2016  
9:30 a.m.  
The Regional Building  
723 Woodlake Drive, Chesapeake**

1. **Call to Order**
2. **Approval/Modification of Agenda**
3. **Submitted Public Comments**

No written public comments were received since the last HRPDC meeting. Any new written public comments will be distributed as a handout at the meeting.

4. **Public Comment Period**

Members of the public are invited to address the Hampton Roads Planning District Commission. Each speaker is limited to three minutes.

5. **Chairman's Comments**
6. **Executive Director's Report – Bob Crum (Attachment 6)**
7. **Consent Agenda (Attachment 7)**

- a. **Meeting Minutes – April 21, 2016 Retreat**
- b. **Transcribed Public Comment – April 21, 2016 Retreat**
- c. **Treasurer's Report of March 2016**
- d. **Legal Contract**

A Request for Proposals (RFP) for Legal Services was released in February 2016. The HRPDC has retained the same law firm for a number of years and HRPDC staff decided it was appropriate to request proposals from firms to determine the best fit for the work performed by the HRPDC and the HRTPO. This RFP was published in The New Journal and Guide, both the HRPDC and HRTPO websites, the State's eVA procurement website, and several local firms were contacted directly to notify them in regards to the opportunity.

Seven law firms submitted proposals to provide Legal Services to both the HRPDC and the HRTPO. An Evaluation Committee, comprised of the HRPDC/HRTPO Executive Director, Deputy Executive Directors, and Chief Financial Officer/Procurement Officer reviewed all proposals received, interviewed three firms, and determined Crenshaw, Ware & Martin, P.L.C. would best suit the current needs of the organizations.

Upon approval, an Intent to Award will be posted for ten days on both the HRPDC and HRTPO websites, the front lobby of the Regional Building and on eVA. A contract will be signed once this ten-day period has ended.

Staff recommends a one-year contract, with hourly rates of \$293.25 for Partners, \$242.25 for Associates, and \$123.25 for Paralegals be awarded to Crenshaw, Ware & Martin, P.L.C. renewable for up to two, successive one-year periods at an increase of no more than 3% each year, beginning June 1, 2016.

**e. Solid Waste Plan Amendment**

The Virginia Solid Waste Planning and Recycling Regulations require that designated solid waste management planning units develop and maintain the Regional Solid Waste Management Plan. Before the Department of Environmental Quality issues permits for solid waste disposal facilities, these regulations also require the facility to be included in or found consistent with the Regional Plan. The planning agency and affected locality also need to certify consistency of the facility with the regional plan and with local ordinances respectively.

Bay Disposal Inc. has submitted an application to amend the Regional Solid Waste Management Plan (RSWMP). Bay Disposal Inc. proposes to construct and operate a material recovery facility in the Town of Smithfield, VA. The facility will accept, sort, and process municipal solid waste (MSW), construction and demolition debris (CDD), and recyclables. The design capacity of the facility is 400 tons per day.

The Proposed Amendment will modify:

- Table 8 on page 22 of the RSWMP to include Bay Disposal Inc. as a "Proposed Facilities".
- Section 3.1.3, page 51 of the RSWMP.

A public hearing for this amendment was held on May 4, 2016. The proposal has been discussed with the Town of Smithfield staff and DEQ staff. Additionally, the proposed amendment is consistent with the strategy outlined in the RSWMP.

Staff recommends approval of the amendment to the *Regional Solid Waste Management Plan for Southeastern Virginia* and requests authorization for the Executive Director to execute DEQ form SW-11, which allows the applicant to move forward with pursuing the DEQ permit.

***Action Requested: The Commission should take action to approve the May 19, 2016 Consent Agenda***

8. **HRPDC Legislative Strategy – Robert Crum, HRPDC/HRTPO Executive Director, and Julia Hillegass, HRPDC Public Information and Community Affairs Administrator**

At the March 17, 2016 HRPDC meeting, the Commission was provided a debrief on the 2016 General Assembly session, noting areas of success related to the Regional Legislative Agendas adopted by the HRPDC and HRTPO. During this discussion, it was noted that there is an opportunity to have meetings with the Hampton Roads Caucus this summer to begin identifying issues of interest for the 2017 General Assembly session.

***Input from HRPDC members is requested on the following question:***

***What regional legislative issues should be discussed with our Hampton Roads Caucus leading up to the 2017 General Assembly session?***

9. **Coastal Resiliency – Ben McFarlane, HRPDC Senior Regional Planner (Attachment 9)**

The HRPDC staff has been working with local, state, and federal partners on a number of initiatives related to coastal resiliency. These initiatives include discussions with the U.S. Army Corps of Engineers on a concept for multi-jurisdictional resiliency feasibility studies, working with the Office of Economic Adjustment and the U.S. Navy on proposals for two Joint Land Use Studies, and coordinating with the U.S. Geological Survey and others on plans for monitoring land subsidence.

The HRPDC Coastal Resiliency Committee has recommended the Commission request Congressional authorization for multi-jurisdictional feasibility studies in coastal Virginia. Mr. McFarlane will brief the Commission on the recommendation and provide a status report on other resiliency efforts.

***Action Requested: The Commission should authorize the Chair to submit a letter to the Hampton Roads Congressional Delegation requesting authorization for multi-jurisdictional feasibility studies in coastal Virginia.***

10. **FY 17 Budget – Nancy Collins, HRPDC Chief Financial Officer (Attachment 10)**

The Joint HRPDC/HRTPO Personnel & Budget Committee (P&B) met on Thursday, March 17, 2016 to discuss the FY 2017 HRPDC/HRTPO Draft Budget. The following documents are attached for your review.

- Historical Budget Trend Report with Bar Charts
- FY 2017 Draft Budget/Summary
- Fund Balance Report
- Member Dues and State Allocation Trend Report
- Local Jurisdiction Contributions Spreadsheet
- Revenue Pie Chart by Funding Source
- Expenditure Pie Chart by Program

The FY 2017 Draft Budget is conservative in nature, and represents a total revenue and expenditure decrease of 8.6% from FY 2016. This decrease is due to grant reductions in UASI, MMRS, Planning & Environmental, and Transportation funding. All of the decrease is in pass-through.

Member contributions will remain at the reduced \$0.80 per capita rate approved in FY 2013.

The proposed budget includes the following:

- A proposed 2% performance-based salary adjustment for staff
- A 7% increase in healthcare premiums for the upcoming fiscal year and a .9% increase in VRS
- VRS Life Insurance decreased by .75% and Standard Contracts decreased by 17.6%. Special Contracts increased by 125%, to account for an anticipated move to Cloud computing
- A 3.8% decrease in General Operations helped offset the reduced revenue

Staff recommends continuing to fund our reserves in order to continue to offset future increases in costs as funding continues to decrease.

***Action Requested: The Commission is requested to approve the FY 2017 Draft Budget.***

11. **Three Month Tentative Schedule**

**June 2016**

Benchmarking  
Governance Structure  
UASI Update  
Annual Work Program

**July 2016**

Ship Builders Association

TMDL

HRSD

Envision Hampton Roads

FEMA – Elevation of Houses recommendation from Coastal Resiliency Committee

**August 2016**

Meeting Cancelled

**12. Advisory Committee Summaries (Attachment 12)**

A summary of HRPDC Advisory Committee meetings that were held since the last HRPDC Meeting are attached for review.

**13. Old/New Business**

**14. Adjournment**