

January 27, 2016

Memorandum #2016-14

TO: Chief Administrative Officers

BY: James Bourey, Chair

RE: Chief Administrative Officers Meeting – February 3, 2016

The next meeting of the Hampton Roads Chief Administrative Officers will be held **February 3, 2016 at 11:45 AM** (lunch will be served at 11:30 AM) at the **City of Newport News South Police Precinct, 3303 Jefferson Avenue, Newport News, VA.**

The agenda and related materials are attached.

BC/jc

Chief Administrative Officers:

James E. Baker, CH
Jim Bourey, NN
Mary Bunting, HA
Marvin Collins, WM
Tyrone W. Franklin, SY
Brent Fedors, GL
Dave Hansen, VB
Bryan J. Hill, JC
Michael W. Johnson, SH

Marcus Jones, NO
R. Randy Martin, FR
Neil Morgan, YK
Lydia Pettis Patton, PO
Patrick Roberts, SU
Don Robertson, IW
Michael Stallings, WINDSOR
Peter M. Stephenson, SM
J. Randall Wheeler, PQ

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

**February 3, 2016
11:45 a.m.
(lunch served beginning at 11:30 a.m.)**

**Newport News South Precinct Police Department
3303 Jefferson Avenue
Newport News, VA**

I. Call to Order

II. Meeting Minutes (Attachment II)

The summary minutes from the January 6, 2016 Regional CAO Committee meeting are attached for the Committee's review and approval.

III. Public Comment Period (limit 3 minutes per individual)

IV. Aquifer Replenishment Study

Mr. Ted Henifin, HRSD General Manager, will discuss the ongoing Aquifer Replenishment Study. HRSD is evaluating the feasibility of using clean water for aquifer replenishment to sustainably protect groundwater supplies, reduce nutrients discharged to the Chesapeake Bay, mitigate land subsidence, block saltwater intrusion, and support economic development. The first phase of the study is complete and this integrated planning approach seems promising. HRSD is considering this project in the Alternatives Analysis required by the Sanitary Sewer Overflow Consent Decree. HRSD would like localities to consider writing letters of support for this alternative.

V. Regional GIS – Coastal Resiliency Focus

The HRPDC staff has been working with George McLeod, ODU, on the grant proposal for a Regional GIS program with a focus on resiliency. The CAO Committee was briefed on this project in October 2015. Since that time, we have coordinated with HRSD and local government staff to better define the project and proposed budget. The grant proposal will be submitted to Blue Moon in March 2016. Letters of support from each locality are requested.

VI. Coastal Resiliency Program

The HRPDC Staff will provide a position description and proposed budget for adding staff capacity to the Coastal Resiliency program. This information is provided as follow up to the discussion at the January 6, 2016 CAO meeting.

VII. HRPDC Governance Options (Attachment VII)

At last month's CAO Committee meeting, discussion occurred regarding approaches to improve the HRPDC regional consensus building process. Attached for the Committee's review is a summary of options for consideration. Input is requested from CAO Committee members on these approaches.

VIII. Next Meeting

The next meeting of the Regional CAO Committee will be held on March 2, 2016, beginning at 11:45 a.m. in James City County.

IX. Adjournment

**Hampton Roads Planning District Commission (HRPDC)
Chief Administrative Officers Meeting
Summary Minutes of January 6, 2016**

James Bourey, City of Newport News, called the Chief Administrative Officers Meeting to order at 11:45 am in the Smithfield Center, located at 220 N. Church Street in Smithfield, Virginia, with the following in attendance:

James Bourey (NN)	Lydia Pettis Patton (PO)
Tyrone Franklin (SY)	Michael Stallings (Windsor)
Brent Fedors (GL)	Randy Wheeler (PQ)
Patrick Roberts (SU)	Bryan Hill (JC)
Jim Baker (CH)	Sanford Wanner (GL)
Neil Morgan (YK)	Marvin Collins (WM)
Mary Bunting (HA)	Michael Johnson (SH)
Randy Martin (FR)	Peter Stephenson (SM)

Others Recorded Attending:

Diane Kaufman (U.S. Sen. Kaine's Office)
Drew Lumpkin (U.S. Sen. Warner's Office)
Robert Crum (HRPDC)
Randy Keaton (HRPDC)
Julia Hillegass (HRPDC)
Whitney Katchmark (HRPDC)

Mr. Bourey brought CAO Committee members' attention to the summary minutes from the December 4, 2015 Regional CAO Committee meeting. The Committee unanimously approved the Summary Minutes.

HRPDC Governance

Mr. Bourey introduced the issue of the governance structure of the HRPDC. Discussion followed on strategies to address the efficiency and quality of HRPDC meetings, composition of the Commission, the role of CAOs and the regional consensus building process. Comments from members included the following issues:

- Executive Committee Meeting looks exactly like Full Board Meeting. Agenda goes to everyone.
- Need to advance the ball on a small number of issues.
- Should we go back to Peninsula and Southside PDCs?
- Power points should be six frames or less during meetings.
- Ideas and agenda items proposed by staff should be vetted through the CAOs
- Do we need monthly meetings?
- Mayors and Chairs meetings were effective.
- Need to reduce size of the Board
- Meet once per Quarter – Spend a day on big issues

At the conclusion of the discussion, Mr. Bourey asked Mr. Crum to prepare a summary of alternatives for governance structure and report back at the next meeting.

Update on Coastal Resiliency Planning Efforts

The HRPDC Executive Director Robert Crum and staff briefed the CAO Committee on Coastal Resiliency Efforts including the following:

- Old Dominion University PILOT Project – Randy Keaton, HRPDC Deputy Executive Director briefed the CAOs on status of this project including his recent election as Chairman of the PILOT and plans for the initiative to conclude by June 30th.
- HRPDC Coastal Resiliency Committee – Most of the localities have appointed a Deputy CAO or the highest available staff person to serve on this committee. Mr. Crum reviewed the status of the appointments and asked that the remaining vacancies be filled before the first meeting is held in January.
- Joint Land Use Study (JLUS) for Sea Level Rise – The HRPDC has agreed to serve as project manager for a JLUS to address sea level rise issues related to naval installations in the Cities of Norfolk and Virginia Beach. Staff from the Office of Economic Adjustment will be meeting with staff from the two cities and the HRPDC in January to discuss the scope and boundaries of the project. Mr. Wheeler expressed interest in a bigger JLUS in the future.
- HRPDC Coastal Resiliency Planner Position – Mr. Crum and Whitney Katchmark, HRPDC Principal Water Resources Planner discussed the need for an additional planner position to staff the new Coastal Resiliency Committee and to assist in overall resiliency planning for the region. Discussion followed about methods for funding and the role of the position. Comments included whether the position would be temporary, the number of positions that would be needed, per capita funding from localities vs. interested jurisdictions, and a need for more education for elected officials about the issue. At the end of the discussion, the CAOs requested that more information on the position including a job description and cost be presented at the next meeting.

Urban Crescent Public Education Initiative

Mr. Crum provided an overview of the December 11th Urban Crescent Meeting held in Fredericksburg and subsequent activities. A letter was mailed to the Governor and members of the General Assembly, with 105 signatures from local elected officials, school divisions and business representatives. In addition, staff is working on a short video to be distributed in February to maintain momentum on securing additional funding for K-12 public education.

Legislative Update

Staff distributed copies of the HRPDC/HRTPO Legislative Priorities and provided an update regarding the upcoming Regional Day with the Hampton Roads Caucus of the General Assembly on Thursday, January 28th. Key issues to be discussed include increased funding for K-12 education, fuel tax revenue and passenger rail.

Regional Interest Items

The Region's CAOs shared information in a roundtable discussion on issues or concerns within their jurisdictions that are of regional interest.

The CAOs also discussed future meeting topics for the CAO Committee including discussion of different methods of pay and classification in each locality and health insurance approaches.

There being no further items for discussion, the meeting was adjourned at 1:30 pm.

Respectfully Submitted,
Robert Crum, Recording Secretary

Hampton Roads Planning District Commission (HRPDC) Governance Options

The following options are intended to facilitate continued discussion at the February 3rd Regional CAO Committee meeting about approaches to improve the HRPDC process. The various options should not be viewed exclusively, as the preferred approach may involve a combination of components from each option.

Option #1: Formalize a procedure that provides for the Regional CAO Committee to review all items before they move forward to the HRPDC for review. The Regional CAO Committee meets on the first Wednesday of each month, while the Commission meets on the third Thursday of each month. Under this option, the Regional CAO Committee would identify items for the HRPDC agenda and make formal recommendations which would be presented to the Commission.

Option #2: Change the membership of the HRPDC to remove CAOs as Commission members. One of the concerns expressed by the CAO Committee is the size of the Commission (47 members). This approach would remove the 17 CAOs as members, resulting in a Commission of 30 members. The CAOs would play an advisory role through the Regional CAO Committee, identifying agenda items and providing recommendations to the Commission.

Option #3: Change the membership of the HRPDC to one elected official from each of the 17 jurisdictions (the current HRPDC contains 47 members). Managers would no longer be voting members of the HRPDC, but would serve in an advisory role to the Commission as the Regional CAO Committee. Under this option, a weighted voting structure would be utilized for Commission votes.

Option #4: Create a seven-member HRPDC Executive Committee. The current structure provides for a 17-member HRPDC Executive Committee which creates confusion on the difference between the full Commission and the Executive Committee. The reconfigured Executive Committee would contain seven members and meet on a monthly basis, while the full HRPDC would meet on a quarterly basis. A seven-member HRPDC Executive Committee would consist of the following:

- HRPDC Chair
- Vice Chair
- Treasurer
- 2 Commission members from the Peninsula
- 2 Commission members from the Southside