

AGENDA
HAMPTON ROADS PLANNING DISTRICT COMMISSION
QUARTERLY COMMISSION MEETING
April 16, 2015

1. Call to Order
2. Approval/Modification of Agenda

WORKSHOP AGENDA

3. Chesapeake 55 & Better Comprehensive Plan
4. Fiscal Year 2016 Draft Budget
5. Sea Level Rise
6. Legislative Update

REGULAR AGENDA

7. Submitted Public Comments
8. Transcribed Public Comments from the
9. Public Comment Period
10. Approval of Consent Items
 - A. Minutes of March 19, 2015 Executive Committee Meeting.
 - B. Treasurer's Report of February 2015
 - C. Fiscal Year 2016 Draft Budget
 - D. 2015 CDBG Regional Priorities
 - E. Boardroom Audio – FY15 Budget Amendment
11. HRPDC Three-Month Tentative Schedule
12. Advisory Committee Summaries
13. Correspondence of Interest
14. For Your Information
15. Old/New Business

ADJOURNMENT

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #1: CALL TO ORDER

The meeting will be called to order by the Chair at 9:30 a.m.

ITEM #2: APPROVAL/MODIFICATION OF AGENDA

Members are provided an opportunity to add or delete items from the agenda. Any item for which a member desires consideration from the Hampton Roads Planning District Commission should be submitted at this time, as opposed to under “Old/New Business.”

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #3: CHESAPEAKE 55 & BETTER COMPREHENSIVE PLAN

SUBJECT:

Highlight Best Practices from our localities including comprehensive plans for vulnerable populations.

BACKGROUND:

In Chesapeake, the aging of the population will shape local policymaking unlike any other demographic shift witnessed to date. Between 2012 and 2040, the Weldon Cooper Center projects a growth of 114% in the number of those aged 65 and older compared to an increase of 39% in the city's population overall.

The 55 and Better Comprehensive Plan was developed with the active participation of many people in the community with ideas and opinions in regards to their community atmosphere for persons 55 and over. This Plan aligns the City's priorities for older adults across not only all city departments, but the many organizations that help older adults within Chesapeake. The Plan is an agenda for action, an advocacy tool, and creates focus on the most important issues for the senior population. The Chesapeake 55 and Better Comprehensive Plan will be presented in a conference session at the Southern Gerontological Society meeting in Williamsburg on April 16, 2015 and in a joint conference session at the National Association of Area Agency on Aging meetings in Philadelphia in July 2015.

Note: This item is for informational purposes only.

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #4: FISCAL YEAR 2016 DRAFT BUDGET

SUBJECT:

FY 2016 HRPDC/HRTPO Draft Budget.

BACKGROUND:

The Joint HRPDC/HRTPO Personnel & Budget Committee (P&B) will meet on Thursday, April 16th prior to the HRPDC and HRTPO meetings to discuss the FY 2016 Draft Budget. This meeting was in preparation for the budget to be presented to both bodies for consideration.

STAFF COMMENTARY:

The FY 2016 Draft Budget reflects the current economic conditions in that it is conservative in nature, and represents a total revenue (and corresponding expenditure) decrease of 7.8% from that of FY 2015. This decrease is due to grant reductions in UASI, MMRS, Planning & Environmental, and Transportation funding. All of the decreases are in pass-through accounts.

Member contributions will remain at the reduced \$0.80 per capita rate approved in FY 2013. A slight increase in population resulted in the \$8,427 increase in this line item.

The budget supports a proposed 2% performance-based salary adjustment for staff. There was a slight increase of 4.4% in healthcare premiums for the upcoming fiscal year, with no increase in VRS or VRS Life Insurance. Standard and Special Contracts remained basically unchanged, and a 23% decrease in General Operations 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.

Ms. Nancy Collins, HRPDC Chief Financial Officer, will present an overview to the Commission

Attachments: 4-A – Historical Budget Trend
4-B – FY 2016 Draft Budget/Summary
4-C – HRPDC/HRTPO Reserve Balances
4-D – Local Jurisdiction Contributions Spreadsheet

Note: This item will be presented for action under Consent Agenda item #10-C.

HRPDC/HRTPO

Historical Budget Trend

	FY2011	FY2012	FY2013	FY2014	FY2015	DRAFT FY2016
REVENUES						
Operations						
Federal	\$2,964,340	\$2,949,344	\$3,152,052	\$2,871,581	\$2,491,510	\$2,518,597
State	\$478,659	\$525,413	\$479,809	\$445,731	\$506,897	\$533,811
State Support to PDCs	\$132,124	\$151,943	\$151,943	\$151,943	\$151,943	\$151,943
State Grants	\$346,535	\$373,470	\$327,866	\$293,788	\$354,954	\$381,868
Local	\$2,081,337	\$1,999,788	\$2,071,115	\$2,174,392	\$2,840,401	\$2,436,799
Local Member Contributions (note 1)	\$1,342,835	\$1,362,766	\$1,329,440	\$1,339,935	\$1,358,370	\$1,366,797
Local Program Contributions	\$292,022	\$479,888	\$674,909	\$297,224	\$1,403,533	\$637,732
Local Special Program Contributions	\$0	\$0	\$0	\$0	\$29,000	\$4,000
Local Program Deferred	\$29,990	\$33,634	\$1,300	\$526,764	\$49,498	\$408,270
Local Other	\$416,490	\$123,500	\$65,466	\$10,469	\$0	\$20,000
Other	\$129,530	\$113,150	\$108,150	\$201,850	\$150,000	\$111,162
Subtotal	\$5,653,866	\$5,587,695	\$5,811,126	\$5,693,554	\$5,988,808	\$5,600,369
Pass-Through						
Federal	\$5,645,715	\$4,417,233	\$3,983,005	\$2,836,704	\$1,499,699	\$1,293,679
State	\$736,305	\$585,957	\$571,140	\$346,265	\$73,783	\$64,000
Local	\$2,654,732	\$2,462,163	\$3,348,542	\$2,435,093	\$2,320,424	\$2,152,340
Subtotal	\$9,036,752	\$7,465,353	\$7,902,687	\$5,618,062	\$3,893,906	\$3,510,019
TOTAL REVENUES	\$14,690,618	\$13,053,048	\$13,713,813	\$11,311,616	\$9,882,714	\$9,110,388

Footnote:

1. Local Member Contributions includes \$0.82 per capita for fiscal years 2011 & 2012 and \$0.80 per capita for fiscal years 2013 - 2016

HRPDC/HRTPO

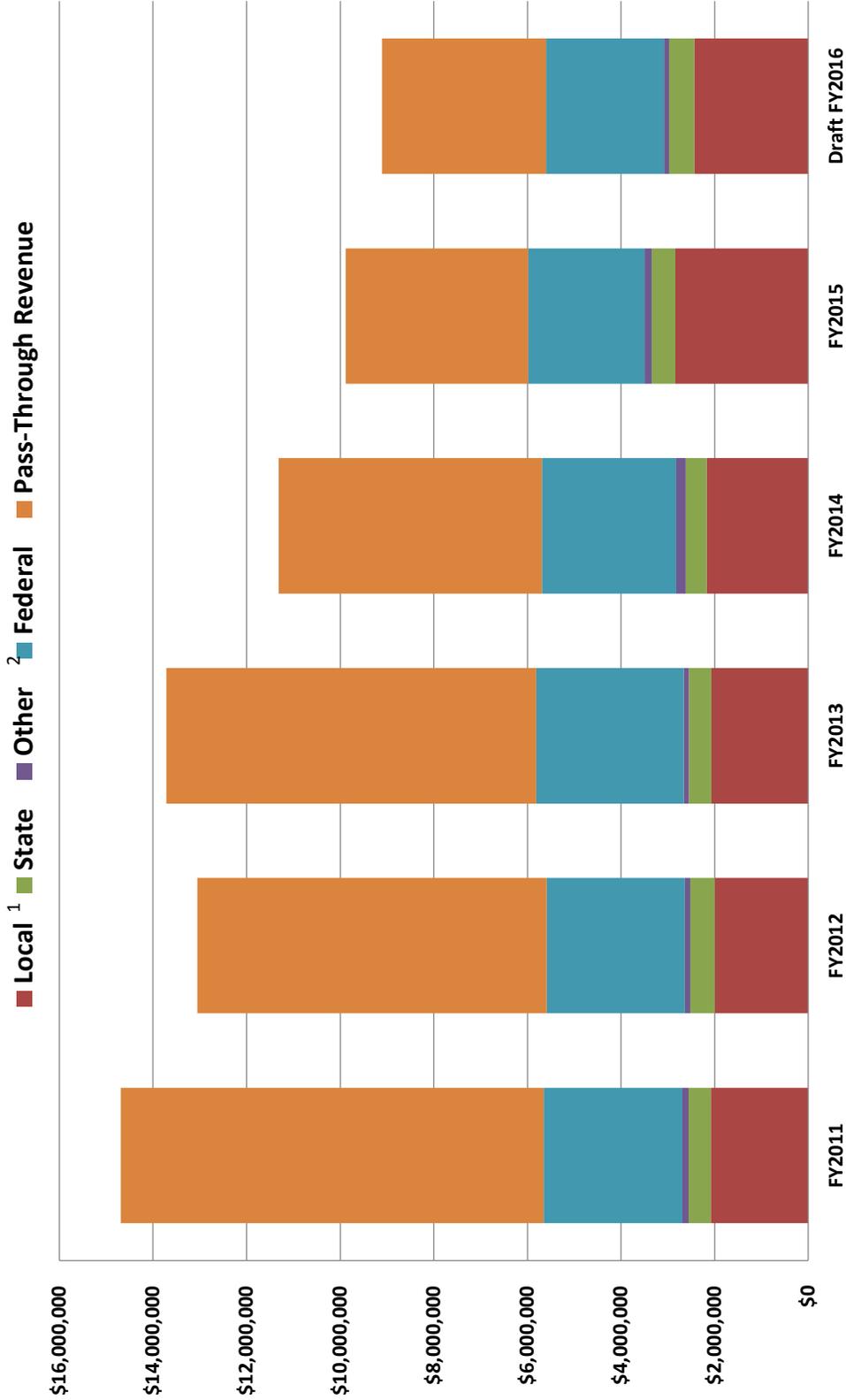
Historical Budget Trend

	FY2011	FY2012	FY2013	FY2014	FY2015	DRAFT FY2016
EXPENDITURES						
Operations						
Personnel	\$4,036,965	\$4,334,115	\$4,532,387	\$4,601,510	\$4,743,817	\$4,570,037
Standard Contracts (note 1)	\$223,525	\$216,160	\$209,869	\$202,945	\$235,755	\$234,555
Special Contracts (note 2)	\$324,590	\$136,876	\$81,701	\$76,300	\$69,400	\$73,460
General (note 3)	\$1,068,786	\$882,873	\$987,169	\$812,799	\$939,836	\$722,317
Subtotal	\$5,653,866	\$5,570,024	\$5,811,126	\$5,693,554	\$5,988,808	\$5,600,369
Pass-Through	\$9,036,752	\$7,483,024	\$7,902,687	\$5,618,062	\$3,893,906	\$3,510,019
TOTAL EXPENDITURES	\$14,690,618	\$13,053,048	\$13,713,813	\$11,311,616	\$9,882,714	\$9,110,388

Footnotes:

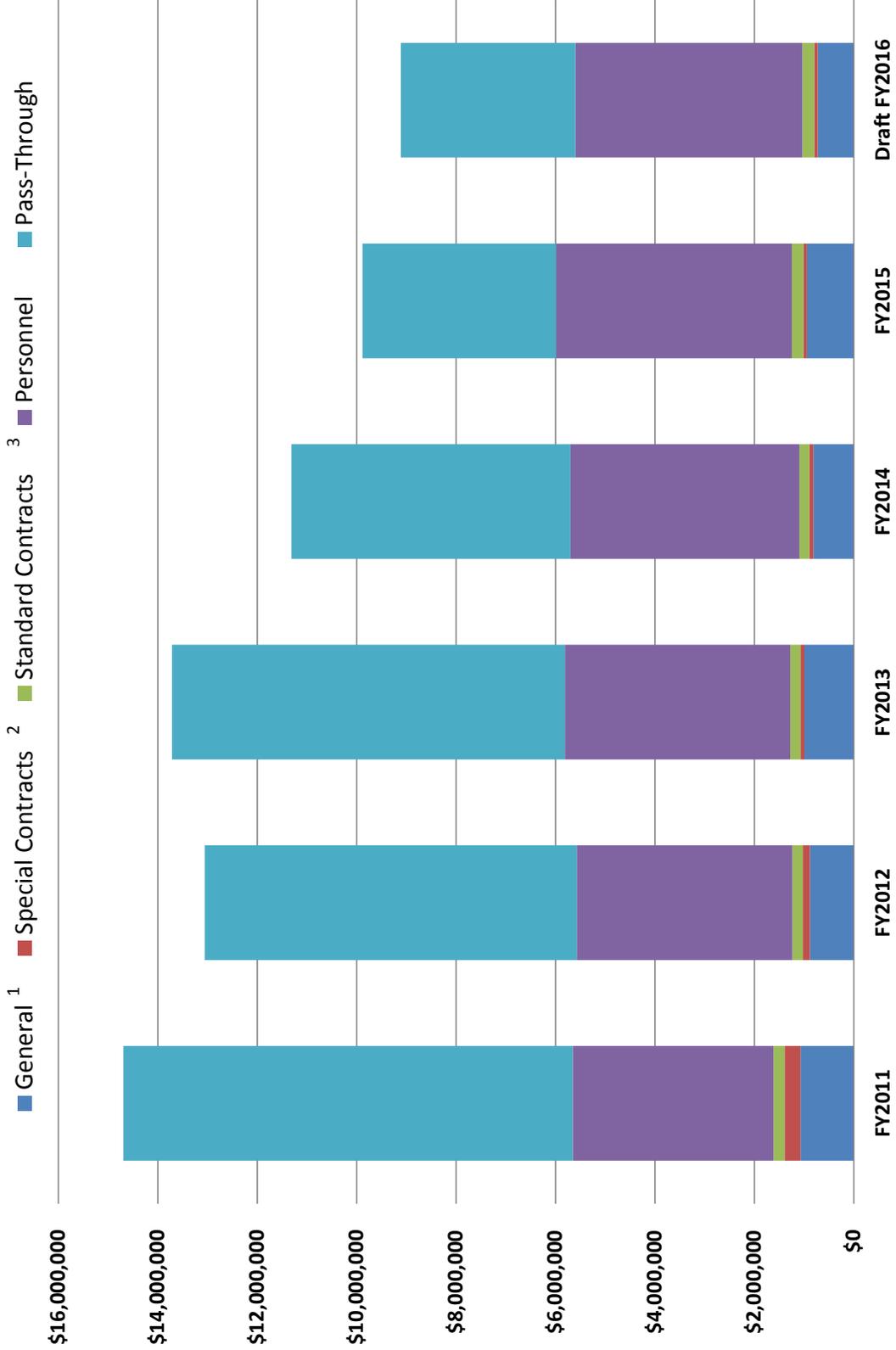
1. Standard Contracts include space costs, insurance, O&M, legal, audit, etc.
2. Special Contracts include Internet, public involvement, websites, etc.
3. General includes consumables, travel, equipment, copy costs, telephone, memberships, hospitality, etc.

HRPDC/HRTPO Revenue Sources



Footnotes:
 1. **Local** revenue sources include:
 • Local Program Contributions from all 16 Hampton Roads localities for ongoing programs of benefit to all (Construction Standards, Metropolitan Medical Response System, Special Assessment for HRTAC, Water Programs: Regional Water, Storm Water, Waste Water, and HR Green Programs: HR WET, HR FOG, HR STORM, HR Clean Community).
 • Local Program Contributions Deferred (funding received in prior years, not yet spent, for the above programs).
 • Local Other funding for projects that come up during the year that specific localities want assistance from the HRPDC (examples include: Comp Plans for specific localities, SPSA Solid Waste Study, Regional Sewer Consolidation Study, etc.).
 2. **Other** revenue sources includes funding from reimbursements from localities for board room use and printing services, interest earnings, HRMFFA contributions, etc.

HRPDC/HRTPO Operations Expenditures



Footnotes:
 1. **General** includes consumables, travel, equipment, copy costs, telephone, memberships, hospitality, etc.
 2. **Special Contracts** include internet, public involvement, websites, etc.
 3. **Standard Contracts** include space costs, insurance, O&M, legal, audit, etc.

**HAMPTON ROADS PLANNING DISTRICT COMMISSION
HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION**

TITLES REVENUES	DRAFT FY2016 BUDGET					
	FY2015 TOTAL BUDGET	FY2016 TOTAL BUDGET	TPO PASS-THRU	PDC PASS-THRU	TPO OPER BUDGET	PDC OPER BUDGET
OPERATIONS:						
FEDERAL GRANTS	2,491,510	2,518,597			2,362,937	155,660
STATE GRANTS	354,954	381,868			334,368	47,500
STATE GRANT TO PDCs	151,943	151,943				151,943
LOCAL						
Member Contributions	1,358,370	1,366,797			301,368	1,065,429
Program Contributions	1,403,533	637,732				637,732
Special Program Contributions	29,000	4,000				4,000
Program Contributions Deferred from Prior Years	49,498	408,270				408,270
Other Local Programs	0	20,000				20,000
MISCELLANEOUS OTHER	150,000	111,162				111,162
TOTAL OPERATIONS	5,988,808	5,600,369	0	0	2,998,673	2,601,696
PASS-THROUGHS:						
FEDERAL GRANTS	1,499,699	1,293,679	792,000	501,679		
STATE GRANTS	73,783	64,000	64,000			
LOCAL	1,477,226	1,367,340		1,367,340		
OTHER	6,000	6,000		6,000		
DEFERRED FROM PRIOR YEARS	837,198	779,000		779,000		
TOTAL PASS-THROUGHS	3,893,906	3,510,019	856,000	2,654,019	0	0
TOTAL REVENUE FOR FISCAL YEAR	9,882,714	9,110,388	856,000	2,654,019	2,998,673	2,601,696

ALL NOTES ARE FOR FY2016 BUDGET.

NOTE 1: Local Member Contributions were reduced by \$0.02 in FY2013. It includes TPO matching funds of \$301,368 in FY2016.

NOTE 2: State Allocation grant has been reduced from a high of \$325,472 in FY2004 to the current \$151,943.

**HAMPTON ROADS PLANNING DISTRICT COMMISSION
HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION**

TITLES	DRAFT FY2016 BUDGET					
	FY2015 TOTAL BUDGET	FY2016 TOTAL BUDGET	TPO PASS-THRU	PDC PASS-THRU	TPO OPER BUDGET	PDC OPER BUDGET
EXPENDITURES						
PERSONNEL (NOTE 3)	4,743,817	4,570,037			2,327,040	2,242,997
STANDARD CONTRACTS (NOTE 4)	235,755	234,555			114,547	120,008
SPECIAL CONTRACTS (NOTE 5)	69,400	73,460			43,531	29,929
PASS-THROUGH ACTIVITY	3,893,906	3,510,019	856,000	2,654,019		0
EXPENDITURE SCHEDULES FOR OPERATIONS (NOTE 6)	939,836	722,317			513,555	208,762
TOTAL EXPENDITURES	9,882,714	9,110,388	856,000	2,654,019	2,998,673	2,601,696

NOTE 3: Funding for: 45 Full Time Positions (47 in FY2015) ; 2 PT Positions

NOTE 4: Standard Contracts include: Space; Miscellaneous; Insurance; Equipment Rental, Maintenance & Repair; Legal; & Audit costs.

NOTE 5: Special Contracts include: Internet/Web: hosting, design, maintenance; Recycling; Public Involvement.

NOTE 6: Schedules include: O&M, telephone, consumables, travel, training, education, data purchases, equipment, copies, other misc.

SUMMARY	FY2015 TOTAL BUDGET	FY2016 TOTAL BUDGET	TPO PASS-THRU	PDC PASS-THRU	TPO OPER BUDGET	PDC OPER BUDGET
REVENUES	9,882,714	9,110,388	856,000	2,654,019	2,998,673	2,601,696
EXPENDITURES	9,882,714	9,110,388	856,000	2,654,019	2,998,673	2,601,696
CHANGE IN FUND BAL [SURPLUS / (DEFICIT)]	0	0	0	0	0	0

HAMPTON ROADS PLANNING DISTRICT COMMISSION / HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION
RESERVES' BUDGET
FISCAL YEAR 2015

RESERVE CONTRIBUTIONS	2015 BUDGET	2013 AUDITED BALANCE	NOTES
21000 Leave Liability Reserve	25,000	363,442	1
22400 GASB 45 Retiree Liabilities Reserve	140,000	860,974	2
39501 Vehicle Replacement Reserve	5,000	0	3
39502 Equipment Reserve (formerly Telephone System Replacement)	7,000	21,000	4
39503&8 Network Servers/Software Replacement Reserve	10,000	51,565	5
59504 39504 Capital Building Replacement Reserve	50,000	24,685	6
59505 39505 Building Operations & Maintenance Reserve	5,000	18,649	7
59506 39506 Interior Upgrades to paint and carpet - offices & public areas - ongoing	3,000	7,555	8
39509 VRS/VRSLI Reserve	<u>0</u>	<u>400,000</u>	9
TOTAL RESERVE CONTRIBUTIONS	245,000	1,747,870	

NOTE (All Reserves funded during year-end audit process.)

- 1 Part of Year-End Audit calculations.
- 2 GASB 45 Actuarial amount for retiree liabilities, contribution rate established every two years.
- 3 Establish reserve to replace three vehicles every 5-6 years.
- 4 Establish reserve for unexpected equipment replacement not in current operating budget.
- 5 Establish reserve to replace network servers/software every 5 years.
- 6 Establish reserve for building replacement/HVAC system/roofing/carpet and paint for individual offices.
- 7 Establish reserve for minor building repairs/maintenance.
- 8 Establish reserve for office and public space replacement of furniture/minor paint/carpet.
- 9 Established retirement reserve for increases in VRS employer rate, recovering from stock mkt. adjs.

HAMPTON ROADS PLANNING DISTRICT COMMISSION
Local Jurisdiction Contributions
FISCAL YEAR 2016
BUDGET

JURISDICTION	Weldon-Cooper 2010 CENSUS Population updated 7/1/2013	100000 ED	398700 EM	670514 WK	2340-2357 WK & 2377 WK	2370-2372 & 2377 WK	2390-2393 WK	23: 40/43/55/57				2395-2396 JH	GRAND TOTAL
								JH	JH	JH	JH		
								2351	2370	2390			
WATER PROGRAMS													
WATER PROGRAMS													
HR GREEN PROGRAMS													
HR WET H2O WQ Ads													
HR FOG													
HR STORM													
HR Clean Community System													
Regional Water Programs													
Regional Storm Water Programs													
Waste Water Programs													
Construction Standards Committee (+ fixed \$ Non-Jurisd.)													
Metropolitan Medical Response System (MMRS) \$0.20 Per Capita													
MEMBER CONTRIB. \$0.80 Per Capita													
Chesapeake	232,977	\$186,382	\$46,595	\$9,235	\$13,040	\$34,364	\$7,495	\$25,927	\$9,559	\$19,375	\$15,118	\$367,090	
Franklin	8,655	6,924	1,731	343	3,038	1,276	550	1,437	700	720	581	17,300	
Gloucester County	37,232	29,786	7,446	1,476	3,229	5,492	176	1,907	225	3,096	2,450	55,283	
Hampton	139,032	111,226	27,806	5,511	2,450	20,507	5,471	0	6,977	11,562	8,962	200,472	
Isle of Wight County	36,462	29,170	7,292	1,120	2,962	4,166	293	1,254	374	2,348	1,820	50,799	
James City County	62,011	49,609	12,402	2,458	5,949	10,359	2,753	8,567	3,511	5,841	4,525	105,974	
Newport News	183,412	146,730	36,682	7,271	0	27,053	5,754	0	7,339	15,254	11,825	257,908	
Norfolk	246,392	197,114	49,278	9,767	13,951	36,342	8,102	28,159	10,333	20,491	15,877	389,414	
Poquoson	12,076	9,661	2,415	479	2,450	1,781	593	0	756	1,004	794	19,933	
Portsmouth	96,871	77,497	19,374	3,840	7,768	14,288	3,818	13,019	4,869	8,056	6,273	158,802	
Smithfield	8,220	6,576	1,644	326	490	1,212	350	1,199	446	683	532	13,458	
Southampton County	18,872	15,098	3,774	748	2,590	2,784	159	342	202	1,570	973	28,240	
Suffolk	87,831	70,265	17,566	3,482	6,617	12,955	2,562	10,201	3,268	7,305	5,660	139,881	
Surry County	6,977	5,582	1,395	277	0	1,029	0	0	0	581	459	9,323	
Virginia Beach	449,628	359,702	89,926	17,824	24,695	66,319	15,811	54,466	20,164	37,392	28,975	715,274	
Williamsburg	14,893	11,914	2,979	590	3,157	2,197	394	1,731	503	1,239	970	25,674	
York County	66,955	53,564	13,391	2,654	2,450	9,876	2,947	0	3,759	5,569	4,316	98,526	
HRSD	0	0	0	5,000	8,648	0	56,772	0	72,403	0	0	142,823	
HRUHCA	0	0	0	5,000	0	0	0	0	0	0	0	5,000	
NN Water Works	0	0	0	2,500	21,516	0	0	46,681	0	0	0	70,697	
TOTAL	1,708,496	\$1,366,797	\$341,699	\$79,901	\$125,000	\$252,000	\$114,000	\$194,890	\$145,388	\$142,086	\$110,110	\$2,871,871	

Population figures updated by Weldon Cooper 07/01/13 (eff 08/22/14) ^Per Committee ^Water (W. Katchmark) & HR Green (J. Hillegass) Program funding calculations derived through committees.

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #5: SEA LEVEL RISE

SUBJECT:

Update on Sea Level Rise Initiatives in the region.

BACKGROUND:

HRPDC's Recurrent Flooding and Sea Level Rise Committee continues to track and support regional initiatives. Efforts include Dutch Dialogues, National Disaster Resilience Competition (NDRC) grant, ODU's Intergovernmental Pilot project, USGS study of land subsidence, and the Governor's Climate Change and Resiliency Update Commission.

Mr. Ben McFarlane, HRPDC Senior Regional Planner, will provide an update on the status of these initiatives.

Note: This item is for informational purposes only.

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #6: LEGISLATIVE UPDATE

SUBJECT:

Update on items from the HRPDC 2015 Legislative Agenda and other items affecting localities.

BACKGROUND:

The HRPDC staff developed a draft agenda with input from the various advisory committees and local legislative liaisons to focus on issues and programs being carried out by the HRPDC in cooperation with the region's localities. It reflects the legislative statements and agendas of the Virginia Municipal League (VML), Virginia Association of Counties (VACO), American Planning Association – Virginia Chapter and the member localities.

Ms. Julia Hillegass, HRPDC Public Information and Community Affairs Administrator, will provide an overview of priority items from the 2015 General Assembly session.

Note: This item is for informational purposes only.

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #7: SUBMITTED PUBLIC COMMENTS

Written public comments are attached. Any new written public comments will be distributed as a handout at the meeting.

ITEM #8: TRANSCRIBED PUBLIC COMMENTS FROM THE MARCH 19, 2015 EXECUTIVE COMMITTEE MEETING

Each month, the public is invited to verbally comment on the HRPDC, its policies and programs, and items on the Commission agenda. Comments offered during this Public Comment Period, are transcribed and submitted with each month's HRPDC agenda packet.

Attachment 8

ITEM #9: PUBLIC COMMENT PERIOD

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

ITEM #10: APPROVAL OF CONSENT AGENDA ITEMS

A. Minutes

The Minutes of the March 19, 2015 Executive Committee Meeting are attached.

Attachment 10-A

Recommended Action:

The HRPDC staff recommends approval of the minutes.

B. Treasurer's Report

The Balance Sheet and Statement of Revenue and Expenditure for February 2015 activities are attached. This Statement reflects the financial status of the HRPDC as a whole.

Attachment 10-B

Recommended Action:

The HRPDC staff recommends the Treasurer's Report be accepted.

Two people addressed the HRPDC on March 19, 2015:

Beth McGee

I actually just wanted to highlight that I did talk to some of you this morning and your breakfast club about a report that the bay foundation put out in October of this year which was focused on quantifying the benefits of cleaning up the bay. We hear a lot about the costs and we recognize that groups, local governments in particular, dealing with urban and stormwater areas are facing substantial costs but we did a report that quantifies some of the benefits and for watershed wide we expect the benefits to be on average annually about \$22 billion if we fully implement the cleanup plan for the Chesapeake Bay for Virginia that number is somewhere around \$8.3 billion annually, which we believe is higher than the overall costs for Virginia. There's also a cost to not fully implement the blueprint. So we brought some of you already have the executive summary. It's also on our webpage, the full report. It's been peer reviewed. We were asked to submit it to a journal of coastal management which I will think give it more credibility than it has but we passed out some of the executive summary to you already and I have more copies if anybody didn't get one and would like it. I just wanted to highlight it for you and you can find more information at our webpage at www.cbf.org.

Ellis James

Thank you, Chairman Wright, members of the Commission. My name is Ellis W. James. I reside in the city of Norfolk and have resided close to the water's edge and that's why I want to speak to you briefly this morning about protecting our coast. Mr. Wright, with your permission, may I take a quick poll? How many people saw the fish kill and the news coverage yesterday? I'd like to draw a picture for you. If we decide, now that the push is under way to drill off of our coast, all of those dead fish for two miles, including an unusual blue dolphin, if that were oil, bye bye Virginia Beach's economy. Williamsburg, the whole underpinning of our East Coast could be damaged. Now, most of you know that I am not an alarmist. I'm a fairly rational individual unless you talk to my children. I would like to point out that we are now on the cusp of the original blowout that caused so much damage in the gulf. I believe April is the month, somewhere around the 20th. I remember it well. There have been a number of efforts made to talk to the people on the gulf coast, and they are really, really still getting hammered. Recently they have just discovered another huge area of oil that they didn't even know about as a result of that accident. You don't have to take my word for it. Google it up. I will come up for you real quick. I am hoping that the members of this Commission will examine this issue and this push to establish offshore drilling and decide to join together as a block to oppose it. The promise of jobs is a figment of someone's imagination. The industry does not train people locally to start offshore drilling. They bring their own people from the gulf and from Argentina and lots of other places. And right now, as an example, from an economic standpoint, Virginia's a little sliver of the pie doesn't even bring us any royalties. Now, somebody's blowing smoke and it's not me. I would hope that this Commission will take this matter seriously and really look at the potential damage to the economic aspects of this because all of the communities in one way or another are going to be impacted. Thank you Mr. Chairman.

Hampton Roads Planning District Commission
Executive Committee Meeting
Summary Minutes of March 19, 2015

The Executive Committee Meeting of the Hampton Roads Planning District Commission was called to order at 9:35 a.m. in the Regional Boardroom, 723 Woodlake Drive, Chesapeake, Virginia, with the following in attendance:

COMMISSIONERS:

Kenneth Wright, Chairman (PO)	John Rowe (PO)
Clyde Haulman, Vice Chairman (WM)	Traci Dale Crawford (PQ)
James Baker (CH)	Barry Porter (SH)
Debbie Ritter (CH)	Peter Stephenson (SM)
Mary Bunting (HA)*	Selena Cuffee-Glenn (SU)
Dee Dee Darden (IW)	Robert Dyer (VB)
Anne Seward (IW)	Barbara Henley (VB)
Bryan Hill (JC)	James Spore (VB)
Mamie B. Johnson (NO)	Thomas Shepperd (YK)

INTERIM EXECUTIVE DIRECTOR:

Randy R. Keaton

EXECUTIVE COMMITTEE:

Dr. Ella P. Ward (CH)	J. Randall Wheeler (PQ)
Randy Martin (FR)	Michael Johnson (SH)
Brenda Garton (GL)	Selena Cuffee-Glenn (SU)
George Wallace (HA)*	Tyrone Franklin (SY)
Dee Dee Darden (IW)	Louis R. Jones (VB)
Mary Jones (JC)	Jackson C. Tuttle (WM)
McKinley Price (NN)	J. Mark Carter (YK)

EXECUTIVE COMMITTEE: (ABSENT)

Paul Fraim (NO)	T. Carter Williams (SM)
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*Late arrival or early departure.

OTHERS RECORDED ATTENDING:

Earl Sorey (CH); Brian DeProfio (HA); Michael Hipple (JC); Britta Ayers, Cindy Rohlf, Bryan Stille, Jerri Wilson (NN); Bryan Pennington, Jeff Raliski, (NO); Dallas O Jones (SH); Eric Nielsen (SU); Nita Mensia-Joseph (PO); Bob Matthias (VB); Cathy Aiello (Aiello Enterprises); Beth McGee, Chris Moore (Chesapeake Bay Foundation); Seth Schipinski (HRTPO); David Broderick, Velvet Grant, Ray Toll (ODU); Suzanne Puryear (Planning Council); Mark Geduldig-Yatrofsky (Portsmouthcitywatch.org) Ellis James (Sierra Club Observer); Angela Bezik (Williams Mullen); Donna Sayegh (Citizen); Staff: Kelli Arledge, Shernita Bethea, Melton Boyer, Dawn Brantley, Jennifer Coleman, Nancy Collins, Katie Cullipher, Kathlene Grauberger, Greg Grootendorst, Julia Hillegass, Whitney Katchmark, Mike Long, Jai McBride, Ben McFarlane, Camelia Ravanbakht, Tiffany Smith, Jill Sunderland, Joe Turner, Chris Vaigneur.

APPROVAL/MODIFICATION OF AGENDA

Chairman Wright asked for any modifications or additions/deletions to the agenda.

Chairman Wright led the Commission in the Pledge of Allegiance and introduced recently appointed Commission Member from Norfolk, Ms. Mamie B. Johnson.

Mr. Randy Keaton indicated Mr. Ben McFarlane, HRPDC Senior Regional Planner, would present an update on the Dutch Dialogues.

Commissioner Clyde Haulman Moved to approve the agenda as amended, seconded by Commissioner James Baker. The Motion Carried.

OLD DOMINION UNIVERSITY

Mr. John Broderick, Old Dominion University President, reviewed the economic and social impact of ODU in the region and stated the National Science Foundation ranked the University 55 out of 640 for institutions without a medical school in regards to research expenditures.

Commissioner George Wallace arrives.

He stated the sea level rise initiative began in 2010 and creates opportunities for the region's experts and stakeholders to find solutions. He further noted this effort is a multidisciplinary effort at ODU.

The Intergovernmental Pilot Projects mission is to develop a regional "whole of government and community" approach to sea level rise. The steps in this process include:

- Convening intergovernmental planning organization
- Effectively coordinating preparedness and resilience planning
- Incorporate perspectives and concerns of the region's citizens.

He reminded the Commission the pilot project was White House sponsored and to date, two events have been held at the University and future goals included ODU being federally designated as a national hub of research on sea level rise and resiliency.

Mr. Ray Toll reviewed the membership of the Steering Committee and outlined the next steps included effectively incorporating the resources from the Steering Committee and numerous Working Groups to create a cohesive plan.

Commissioner Mary Bunting arrives.

VULNERABLE POPULATIONS

Ms. Suzanne Puryear, Planning Council President, informed the Commission the Planning Council is a regional human services planning organization created 75 years ago to assist in

identifying the social needs of the region. She noted regional endeavors include homelessness, early childhood, childcare and education, and nutrition.

She stated the poverty rate in Hampton Roads is 13%, which has stayed constant for awhile. An additional index utilized by the organization is the nature of calls from the 211 phone line. In 2014, over 50,000 calls were processed in regards to the following topics:

- 41,000 – housing
- 11,000 – utility assistance
- 1,200 – financial support

Additionally, Ms. Puryear identified a growing vulnerable population is the asset limited/income constrained employed.

RETREAT SUMMARY

Mr. Greg Grootendorst, HRPDC Chief Economist, summarized the February 19, 2015 retreat and stated Commission Members overwhelmingly voiced the HRPDC continues to be an unbiased entity and provides sound analysis. He reviewed the feedback the HRPDC received from the Commissioners in regards to the following topics:

- Education
- Sea level rise
- Economic and work force development
- Emergency management
- Shared Services
- Housing and vulnerable populations
- Regional branding and identity

Ms. Julia Hillegass, HRPDC Public Information and Community Affairs Advisor, briefed the Commission on the electronic polling responses.

REGULAR AGENDA

Public Comment

Ms. Beth McGee indicated the Chesapeake Bay Foundation released a report quantifying the benefits of cleaning up the bay.

Mr. Ellis James voiced his concern in regards to offshore drilling in the region.

Submitted Public Comments

Chairman Wright noted the submitted public comments section of the agenda.

Approval of Consent Items

- A. Minutes of January 15, 2015 Quarterly Commission Meeting and February 19, 2015 Annual Retreat
- B. Treasurer's Report of January 2015
- C. FY 2015 Budget Amendments
- D. Coastal Zone Management Program – FY16 Grant

Commissioner McKinley Price Moved to approve the consent items, seconded by Commissioner Haulman. The Motion Carried.

HRPDC Three Month Tentative Schedule

Chairman Wright acknowledged the Three Month Tentative Schedule section of the agenda.

Old/New Business

Mr. Ben McFarlane, HRPDC Senior Regional Planner, reminded the Commission of the steps which have already occurred in assembling a Dutch Dialogue workshop in the region and indicated the site selection criteria included:

- Visibility and follow through
- Engaged local stakeholders, including local governments
- Problem reasonably solvable in terms of time and budget
- Prototypical of other areas in the region
- Scalable
- More than just flood-risk reduction

He further outlined the five recommended sites in Hampton Roads and identified the next steps.

Commissioner Debbie Ritter requested the HRPDC staff to research the EPA's potential efforts in regards to tracking water use in hotels.

Adjournment

With no further business to come before the Hampton Roads Planning District Commission the meeting adjourned at 10:29 a.m.

Kenneth I. Wright
Chairman

Randy Keaton
Interim Executive Director

FISCAL YEAR 2015
2/28/15
BALANCE SHEET

ASSETS		LIABILITIES & NET ASSETS	
Cash & Cash Equivalents	\$ 949,661	Current Liabilities	\$ 1,698,029
Accounts Receivables	871,009	Net Assets	5,593,242
Investments	4,246,064		
Other Current Assets	664		
Net Capital Assets	<u>1,223,874</u>		
Total Assets	<u>\$ 7,291,272</u>	Total Liabilities & Equity	<u>\$ 7,291,272</u>

STATEMENT OF REVENUES AND EXPENDITURES

REVENUES	Annual Budget	Previous YTD	Current Month	YTD
Grant and Contract Revenue	\$ 5,475,927	\$ 2,824,267	\$ 30,462	\$ 2,854,729
VDHCD State Allocation	271,943	113,957	-	113,957
Interest Income	16,000	8,132	3,021	11,154
Local Jurisdiction Contributions	1,402,710	1,358,370	-	1,358,370
Other Local Assessment	1,124,190	1,208,295	-	1,208,295
Sales and Miscellaneous Revenue	11,000	18,248	565	18,813
Special Contracts/Pass thru	-	-	-	-
Total Revenue	<u>\$ 8,301,770</u>	<u>\$ 5,531,270</u>	<u>\$ 34,048</u>	<u>\$ 5,565,318</u>
EXPENDITURES				
Personnel	4,957,156	2,305,324	343,728	2,649,052
Standard Contracts	235,756	116,578	23,889	140,467
Special Contracts / Pass-Through	2,713,679	1,266,872	194,016	1,460,888
Office Services	395,179	225,616	39,184	264,800
Capital Assets	-	-	-	-
Total Expenses	<u>\$ 8,301,770</u>	<u>\$ 3,914,389</u>	<u>\$ 600,817</u>	<u>\$ 4,515,206</u>
Agency Balance	<u>\$ -</u>	<u>\$ 1,616,880</u>	<u>\$ (566,769)</u>	<u>\$ 1,050,112</u>

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #10-C: FISCAL YEAR 2016 DRAFT BUDGET

SUBJECT:

FY 2016 HRPDC/HRTPO Draft Budget.

BACKGROUND:

The Joint HRPDC/HRTPO Personnel & Budget Committee (P&B) will meet on Thursday, April 16th prior to the HRPDC and HRTPO meetings to discuss the FY 2016 Draft Budget. This meeting was in preparation for the budget to be presented to both bodies for consideration.

STAFF COMMENTARY:

The FY 2016 Draft Budget reflects the current economic conditions in that it is conservative in nature, and represents a total revenue (and corresponding expenditure) decrease of 7.8% from that of FY 2015. This decrease is due to grant reductions in UASI, MMRS, Planning & Environmental, and Transportation funding. All of the decreases are in pass-through accounts.

Member contributions will remain at the reduced \$0.80 per capita rate approved in FY2013. A slight increase in population resulted in the \$8,427 increase in this line item.

The budget supports a proposed 2% performance-based salary adjustment for staff. There was a slight increase of 4.4% in healthcare premiums for the upcoming fiscal year, with no increase in VRS or VRS Life Insurance. Standard and Special Contracts remained unchanged, and a 23% decrease in General Operations offset the reduced revenue. The HRPDC Staff recommends continuing to fund our reserves in order to continue to offset future increases in costs as funding continues to decrease.

RECOMMENDED ACTION:

Approve the FY 2016 HRPDC/HRTPO budget with the exception of the 2% performance-based salary adjustment, which will be considered at the July 16, 2015 meeting.

Note: This item and related attachments were presented in Workshop Agenda Item# 4.

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #10-D: 2015 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) REGIONAL PRIORITIES

SUBJECT:

Prioritize regional non-entitlement Community Development Block Grant (CDBG) project types and activities.

BACKGROUND:

The Virginia Community Development Block Grant (CDBG) Program provides funding to eligible units of local government to address critical community development needs, including housing, infrastructure, and economic development. This Program has been administered by the Virginia Department of Housing and Community Development (DHCD) since 1982. CDBG funds are made available to DHCD by the U.S. Department of Housing and Urban Development (HUD).

Each year, the Virginia Department of Housing and Community Development requests Planning District Commissions to rank regional priorities for the Virginia CDBG Program and provide a list of anticipated CDBG project proposals from non-entitlement localities.

Attachment 10-D

RECOMMENDED ACTION:

Approve the 2015 Virginia CDBG Regional Priorities list for transmittal to the Virginia Department of Housing and Community Development.

NOTE: The attached CDBG priorities and project list was coordinated with the planning staffs of the cities of Franklin, Poquoson and Williamsburg and the counties of Isle of Wight, James City, Southampton and York.

**2015 Virginia Community Development Block Grant Program
Regional Priorities**

List of Project Types / Activity Categories and Ranking Worksheet

Project Types / Activity Categories

Please reference the 2015 CDBG Program Design for additional information on the Competitive Grant project types and activity categories. The following nine items must be ranked in one of the three priority groups below. **Please check no more than 3 per priority group:**

Ranking Worksheet

Planning District Commission: _____

Priority (1 is highest, 3 is lowest)

- | #1 | #2 | #3 | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Comprehensive Community Development |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Economic Development – Job Creation and Retention |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Economic Development – Site Redevelopment |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Economic Development – Development Readiness |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Economic Development – Business District Revitalization |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Housing – Housing Rehabilitation |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Housing – Housing Production Assistance |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Community Facility |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Community Service Facility |

Expected 2015 CDBG Proposals:



AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #10-E: BOARDROOM AUDIO – FY15 BUDGET AMENDMENT

SUBJECT:

Replacement of the audio system for the Board Room.

BACKGROUND:

The current audio system was installed in 1999 when the Board Room was constructed. Numerous audio issues have occurred during Commission meetings and it has been determined that the only solution is to replace the existing analog system with an updated digital system. Four Virginia Association of State College & University Purchasing Professionals (VASCUPP) audio vendors were contacted to provide a design/build solution. The VASCUPP vendors were Whitlock, Lee Hartman & Sons, Vicom and Onyx Audio Visual. They attended a pre-proposal conference with HRTPO and HRPDC staff to discuss the issues with the current system. The vendors and staff collaborated on the requirements and technical aspects for a new system. After a few weeks the vendors delivered their proposals which included, price quote, statement of work, product information, and technical drawings.

The selection of a vendor was based on the best overall proposal that included criteria such as; recent experience with comparable projects, proposed technical approach, cost and options, design schedule, and service. **Whitlock** was selected as the preferred vendor. The cost of the equipment and labor is \$172,534.70. The cost of a five year maintenance agreement is \$32,770 for a **total cost of \$205,304.70**. The equipment consists of a Taiden HCS-5300/20 Digital Infrared Wireless Conference System with 50 delegate microphones and two chairman microphones, complete boardroom rewiring of ceiling speakers, floor boxes, podium and A\V room. The Taiden system was recommended due to its excellent immunity to RF interference from mobile phones and other RF devices. With the current building location in such close proximity to hotels and conference centers with wireless and RF radiating factors, the Taiden Infrared system will help shield those interferences. The work performed will replace all audio components in the Board Room. This project will also allow us to perform live streaming of the meetings in the future.

Attached is a proposed FY 15 budget amendment allowing payment for the upgrades utilizing funds from vacant positions.

Attachment 10-E

RECOMMENDED ACTION:

The P&B Committee will review the proposal prior to the Commission Meeting. Subject to the P&B recommendation, authorize the Interim Executive Director to execute a contract to purchase the new audio system.

FY2015 BUDGET AMENDMENT FOR APRIL 2015

	Original Budget	Amendment	Amended Budget	Change in Budget
EXPENDITURES				
PERSONNEL				
Various vacancies in FY2015	4,775,002	(205,305)	4,569,697	(205,305)
BUILDING				
Board Room Audio System	<u>87,205</u>	<u>205,305</u>	<u>292,510</u>	<u>205,305</u>
TOTAL AMENDMENT EXPENDITURES	4,862,207	0	4,862,207	0

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #11: HRPDC THREE-MONTH TENTATIVE SCHEDULE

The HRPDC staff has developed a tentative schedule of issues that will come before the Commission for action over the next three months. These issues are the primary action items the Commission will be considering. Other items may be added depending on new priority requests from the Commission, state and federal legislative and regulatory activities and new funding opportunities.

May 2015

Meeting Cancelled – TPO Retreat

June 2015

Unified Planning Work Program – Final
Benchmarking

July 2015

Staff Performance Compensation
Nominating Committee Appointments

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #12: ADVISORY COMMITTEE SUMMARIES

A. DIRECTORS OF UTILITIES COMMITTEE SUMMARY MINUTES

The April 8, 2015 Directors of Utilities Committee meeting was cancelled.

B. REGIONAL ENVIRONMENTAL COMMITTEE MEETING SUMMARIES

The April 2, 2015 Regional Environmental Committee meeting was cancelled.

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #13: CORRESPONDENCE OF INTEREST

A. HRPDC Committee Appointment Letter.

Attached is a letter from City of Suffolk City Manager, Ms. Selena Cuffee-Glenn, appointing City of Suffolk Comprehensive Planning Manager, Ms. Claire Jones as an alternate to the Special Committee on Recurrent Flooding and Sea Level Rise.

Attachment 13-A

B. Letter of Appreciation

Attached is a letter from the York County, City of Poquoson Department of Social Services to the HRPDC Environmental Education Staff in regards to the plant some good bookmarks and their service to community.

Attachment 13-B

C. HRPDC Comment Letter

Attached is the March 11, 2015 letter detailing the HRPDC's comments for DEQ's draft Nonpoint Source Nutrient Credit Regulations.

Attachment 13-C

D. Urban Areas Security Initiative (UASI) Response Letter

Attached is a letter from Assistant Administrator for Grant Programs, Brian E. Kamoie, responding to the concerns raised by the HRPDC in relation to the FY 2015 Risk Validation Process.

Attachment 13-D



CITY MANAGER

CITY OF SUFFOLK

P.O. BOX 1858, SUFFOLK, VIRGINIA 23439-1858

PHONE: (757) 514-4012

March 4, 2015

Mr. Randy Keaton
Interim Executive Director
Hampton Roads Planning District Commission
723 Woodlake Drive
Chesapeake, Virginia 23320

RE: Special Committee on Recurrent Flooding and Sea Level Rise

Dear Mr. Keaton:

Please be advised that Shanda Davenport, former Current Planning Manager with the City of Suffolk and alternate member of the Special Committee on Recurrent Flooding and Sea Level Rise, is no longer employed by the City of Suffolk. In that regard, please be advised that Claire Jones, the City's Comprehensive Planning Manager, will serve as the City's new alternate voting member of the Special Committee on Recurrent Flooding and Sea Level Rise.

Should you have any questions pertaining to this matter, please do not hesitate to contact me.

Sincerely,

Selena Cuffee-Glenn
City Manager

pc: Patrick Roberts, Deputy City Manager
Scott Mills, AICP, Director of Planning and Community Development
Claire Jones, AICP, Comprehensive Planning Manager

RECEIVED

MAR 12 2015

HRPDC

Attachment 13-A



COUNTY OF YORK - CITY OF POQUOSON
DEPARTMENT OF SOCIAL SERVICES



301 GOODWIN NECK ROAD
YORKTOWN, VIRGINIA 23692
(757) 890-3787
FAX (757) 890-3934

March 9, 2015

Hampton Roads Planning District Commission
723 Woodlake Drive
Chesapeake, Virginia 23320

Dear staff,

Our behalf of our staff, I would like to take a moment to thank you for the Plant Some Good bookmarks to use in our special programs.

These are a great tool to promote in our community – environmentally as well as in recognition of the many ways that our community members contribute to the betterment of our world.

Again, thank you for your service to our community.

Sincerely,

Cheryl Ferreira, MSW
Resource Development
Coordinator

RECEIVED

MAR 12 2015

HRPDC
Attachment 13-B

MEMBER
JURISDICTIONS

March 11, 2015

CHESAPEAKE

Department of Environmental Quality

Attention: Debra Harris

629 East Main Street

FRANKLIN

P.O. Box 1105

Richmond, VA 23218

GLOUCESTER

RE: 9VAC25-900 Certification of Nonpoint Source Nutrient Credits

HAMPTON

Dear Ms. Harris:

ISLE OF WIGHT

The Hampton Roads Planning District Commission (HRPDC) appreciates the opportunity to provide comments on the draft Nonpoint Source Nutrient Credit regulations. The localities represented by the HRPDC support the concept of expanding nutrient credit trading. We applaud the state for creating a certification process that will allow localities more flexibility to meet stormwater quality objectives.

JAMES CITY

NEWPORT NEWS

The HRPDC would appreciate the DEQ's consideration of the following comments.

NORFOLK

1. **The definition of "Management area" in the draft regulation is appropriate for the urban sector and should not be revised.** The definition of "management area" is important to establish a fair baseline that must be met before credits can be certified for trading. Requiring all contiguous parcels to the same landowner to meet the baseline is a good balance between the more extreme options of requiring baseline only on the parcel with the nutrient-generating activity and requiring baseline for all of the properties that the landowner or locality owns.

POQUOSON

PORTSMOUTH

SMITHFIELD

SOUTHAMPTON

2. **The certification process should include a public hearing, instead of public notification. A public hearing is particularly important to address concerns if proposed credits are based on a new technology.** Without a public hearing, objections to new technologies could be pursued by challenging MS4 or Construction General Permit compliance. Resolving concerns about new technologies before the credits are put on the registry provides more certainty for credit market participants.

SUFFOLK

SURRY

VIRGINIA BEACH

3. **The draft regulation should state that entities holding MS4 permits will not be required to make up for nutrient load reductions in the MS4 service area that are met by purchasing credits.** Credits purchased by developers to meet the immediate requirements of the Construction General Permit could be discounted or eliminated by future policy decisions. The draft regulation creates an opportunity for nutrient-generating activities to be approved that are not included in the MS4 Chesapeake Bay TMDL Special Condition guidance

WILLIAMSBURG

YORK

Ms. Debra Harris

March 11, 2015

Page 2

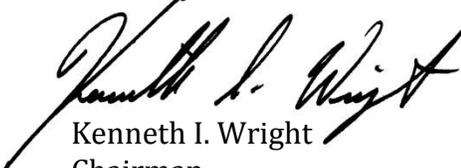
These activities are particularly vulnerable to future discounts tied to Chesapeake Bay Program decisions. Localities would like DEQ to ensure that localities will not be required to make up for those discounted or lost nutrient reductions in their future MS4 permits.

4. **The proposed regulations should be more protective of local water quality. Specifically, in Section 9VAC25-900-90C2c impaired waters with no approved local TMDL should limit the exchange of credits to the following hierarchy:**
 - a. **Upstream of where the discharge reaches impaired waters if credits are available;**
 - b. **Within the same 12-digit HUC, if credits are available**
 - c. **Within the same 10-digit HUC.**

The draft regulation allows exchange of credits within the same 8-digit HUC and adjacent 8-digit HUC. The 8-digit HUC scale is too large. Credits could be purchased hundreds of miles from impaired waters which would have no impact on improving local water quality. This proposed language still allows trading even when DEQ has determined that the local water body is impaired but limits trades to a more reasonable scale in order to promote improvements to water quality.

Thank you for your consideration.

Sincerely,



Kenneth I. Wright
Chairman

WSK/jc

**FEMA**

March 31, 2015

Kenneth I. Wright
Chairman
Hampton Roads Planning District Commission
723 Woodlake Drive
Chesapeake, VA 23320

Dear Mr. Wright:

Thank you for your recent letter to Deputy Administrator Timothy Manning regarding the Virginia Beach-Norfolk-Newport News, VA-NC Metropolitan Statistical Area (MSA) in support of the Urban Areas Security Initiative (UASI) grant program. As FEMA's Assistant Administrator for Grant Programs, I am responding on Deputy Administrator Manning's behalf. I understand the level of effort required to review the risk data and I appreciate your partnership in this process. The following provides a response to the additional information in your recent inquiry.

MSA Footprint

As required by the *Homeland Security Act of 2002*, as amended," for the purposes of the risk calculation, the geographical boundaries used are county-based Metropolitan Statistical Areas (MSAs), as defined by the Office of Management and Budget (OMB) and implemented by the U.S. Census Bureau (the most recent MSA definitions were released in February 2013). The MSA definition can be found at <http://www.census.gov/population/metro/data/metrodef.html>.

Based on this MSA definition, the Virginia Beach-Norfolk-Newport News, VA-NC MSA includes the following counties:

- Chesapeake (VA)
- Gloucester (VA)
- Hampton (VA)
- Isle of Wight (VA)
- James City (VA)
- Mathews (VA)
- Newport News (VA)
- Norfolk (VA)
- Poquoson (VA)
- Portsmouth (VA)
- Suffolk (VA)
- Virginia Beach (VA)
- Williamsburg (VA)
- York (VA)
- Currituck (NC)
- Gates (NC)

Critical Infrastructure

Identification and prioritization of critical infrastructure—the destruction or disruption of which could have catastrophic national or regional consequences—provides the foundation for infrastructure protection and risk reduction programs and activities executed by the Department of Homeland Security (DHS) and its public and private sector partners. DHS historically has executed this responsibility through the National Critical Infrastructure Prioritization Program (NCIPP), an

Kenneth I. Wright
March 31, 2015
Page 2

annual data call to sector, state, and territorial partners. The data call is based on criteria developed by the National Protection and Programs Directorate and is conducted in accordance with the *Implementing Recommendations of the 9/11 Commission Act of 2007* (Pub. L. No. 110-53).

The resulting NCIPP Level 1 and Level 2 List prioritizes those assets, systems and clusters whose destruction or disruption could result in catastrophic national or regional consequences. The potential consequences of a disruptive or destructive event are evaluated in the same way across the country, as it is through the application of standard criteria that consistency can be assured. The Virginia Beach-Norfolk-Newport News, VA-NC MSA is encouraged to work with the Virginia State Deputy Homeland Security Advisor Adam Thiel (Adam.Thiel@governor.virginia.gov) to identify and nominate infrastructure meeting the NCIPP criteria during the annual NCIPP data call. The Fiscal Year (FY) 2016 NCIPP data call is currently open and will close on May 1, 2015 and the results will inform the FY 2016 risk profiles.

The Department of Defense (DoD), as the Sector Specific Agency for the Defense Industrial Base (DIB), continuously analyzes the capabilities of the assets that make up the DIB sector in light of ever-changing national security requirements and technology developments. Based on this, assets are added to or removed from the list of DIB critical assets on a routine basis. The risk formula currently only counts the number of Defense Industrial Base facilities located in a MSA or state and does not rate facilities higher or lower based on their mission importance.

It is important to note that the DIB Sector does not include U.S. Government owned military facilities but rather the private sector companies and supply chains providing products and services to support national defense. The risk formula does include military personnel as a data element in the consequence index. The FY 2015 military personnel data source is the DoD FY 2014 Base Structure Report (data as of 30 September 2013). The count includes active duty, reserve, guard troops, and civilian personnel. The FY 2014 Base Structure Report (BSR) reports annual military personnel using data obtained from the Defense Manpower Data Center (DMDC). DHS is exploring adding a base criticality factor into the risk formula in coordination with DoD.

From a critical infrastructure perspective, as with all nuclear generation stations, all states and MSAs within 75-miles of a facility receive credit for the facility with regards to the FEMA Risk Profile. Therefore despite Surry Nuclear Power Station being located outside of the boundary of the MSA, it was included in the National Infrastructure Index count for Virginia Beach-Norfolk-Newport MSA.

Threat

Threat analysis considers specific, implied and potential physical terrorist threats based on Intelligence Community (IC) reporting and FBI information. The threat assessment includes IC disseminated threat reporting that revealed known and credible violent extremist plots, casings, threats, or aspirations.

As in FY 2014, DHS, Office of Intelligence & Analysis (I&A) continues to consider terrorist threats derived from individuals and groups associated with or inspired by al-Qa'ida and other foreign terrorist groups or individuals. I&A also considered those threats posed by violent domestic

Kenneth I. Wright
March 31, 2015
Page 3

extremists—domestic terrorism—that are inspired by ideologies other than that espoused by al-Qa'ida.

I&A included a two year review of Intelligence Community disseminated threat reporting to supplement FBI information. For FY 2015, the timeframe was July 2012 through June 2014. This timeframe allowed I&A to capture the current threat reporting while recognizing the dynamic nature of Homeland threat environment. Reporting prior to this timeframe is outside the scope of the analysis. Reporting after this timeframe will be considered for incorporation into the threat analysis that is used in future risk profiles.

Threat analysis does not include the notional potential attractiveness of a target to a possible terrorist, or the consequences of any attack to infrastructure within a particular jurisdiction. These aspects fall outside the scope of the threat analysis, but would be captured in other aspects of the risk formula.

Economic Index

The economic index is a measure that is proportional to the amount of economic disruption that could be caused by a generalized terrorist attack on an area. It is taken to be the gross domestic product (GDP) of the entity. Your suggestion for including cascading national effects will be considered for future grant years but currently a nationally available data source for this information has not been identified.

Port Data

Facilities specially related to ports may be eligible for funding under the Port Security Grant Program (PSGP), but are not specifically considered as part of the state and MSA risk analysis. However, the economic activity related to the port would be reflected in the gross domestic product that is captured in the Economic Index portion of the risk analysis.

I appreciate your interest in the FY 2015 Risk Validation Process and look forward to working with you on future homeland security issues. If you have any further questions or concerns, please have a member of your staff contact the Centralized Scheduling and Information Desk at askcsid@fema.gov.

Sincerely,



Brian E. Kamoie
Assistant Administrator for Grant Programs

CC: MaryAnn E. Tierney, Region III Administrator

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #14: FOR YOUR INFORMATION

A. **Commissioner Debbie Ritter’s request for information on media reports of EPA tracking hotel guest water use**

The EPA is not monitoring or tracking water use by hotel guests. The media reports are referring to a University of Tulsa student project funded by a grant from the EPA’s P3 program ([P3: People, Prosperity and the Planet Student Design Competition for Sustainability](#)). The P3 program has two phases, and the University of Tulsa team succeeded in getting a phase I award of a \$15K grant to research and develop a design project during the academic year. They are designing a low-cost device to attach to shower fixtures that will “provide hotel guests with the ability to monitor their daily water online or with a smartphone app and will assist hotel guests in modifying their behavior to help conserve water.” As part of the final project report for their phase I grant, they submit a project proposal for phase II grant funding up to \$75K to “further the project design, implement it in the field, and move it to the marketplace.”

The 10/15/2014 EPA news release about the grant award can be found at:

<http://yosemite.epa.gov/opa/admpress.nsf/3881d73f4d4aaa0b85257359003f5348/26ef800a85695fb285257d72006d7e24!opendocument>

Media coverage of this story prompted the following from EPA Deputy Press Secretary Laura Allen:

“Let us be very clear, EPA is not monitoring how much time hotel guests spend in the shower,” Allen said. “As part of the People, Prosperity and the Planet (P3), a student design competition for sustainability, students at the University of Tulsa are conducting research to develop a novel low-cost wireless device for monitoring water use from hotel guest room showers. The marketplace, not EPA, will decide if there is a demand for this type of technology. It’s ultimately up to hotels to use technology like the monitors being developed at the University of Tulsa. EPA is encouraging creativity with water conservation efforts.”

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #15: OLD/NEW BUSINESS