

AGENDA NOTE – HRPDC ANNUAL COMMISSION MEETING

ITEM #8: SUBMITTED PUBLIC COMMENTS

There are no recently submitted written public comments. Any new written public comments will be distributed as a handout at the meeting.

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 REGULAR AGENDA ITEMS

A. MINUTES

The Minutes of the HRPDC Executive Committee meeting of September 19, 2013 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 August 2013 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.

C. REGIONAL REVIEWS

1. PNRS

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. There were no applications submitted this month.

RECOMMENDED ACTION: None required.

2. 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. The HRPDC staff will continue to request comments directly from staff in localities that appear to be directly affected by a project. There were no outstanding comments as of October 4, 2013 on these projects.

Attachment 10-C2

RECOMMENDED ACTION:

None required.

Hampton Roads Planning District Commission
Executive Committee Meeting
Minutes of September 19, 2013

The Executive Committee Meeting of the Hampton Roads Planning District Commission was called to order at 9:30 a.m. in the Regional Boardroom, 723 Woodlake Drive, Chesapeake, Virginia, with the following in attendance:

EXECUTIVE COMMITTEE:

Thomas Shepperd, Chairman (YK)
Kenneth Wright, Vice Chairman (PO)
James O. McReynolds, Treasurer (YK)
Dr. Ella P. Ward (CH)
Randy Martin (FR)
Brenda Garton (GL)*
Will J. Moffett (HA)
Dee Dee Darden (IW)

Mary Jones (JC)
McKinley Price (NN)
Marcus Jones (NO)
J. Randall Wheeler (PQ)
Michael W. Johnson (SH)
Selena Cuffee-Glenn (SU)
Tyrone Franklin (SY)
Louis R. Jones (VB)
Jackson C. Tuttle, II (WM)

Executive Director:

Dwight L. Farmer

EXECUTIVE COMMITTEE (ABSENT)

Christopher Stuart (HA)

Paul D. Fraim (NO)

OTHER COMMISSIONERS:

Debbie Ritter (CH)*
Barry Cheatham (FR)
Douglas Caskey (IW)
Robert Middaugh (JC)
Jim Bourey (NN)
Sharon Scott (NN)

John L. Rowe (PO)
Barry Porter (SH)
John Seward (SY)
Robert Dyer (VB)
Barbara Henley (VB)
Clyde Haulman (WM)

*Late arrival or early departure.

OTHERS RECORDED ATTENDING:

Bryan Pennington, Jeff Raliski, Ron Williams (NO); Michael King, Jerri Wilson, (NN); Paige D. Cherry, Nita Mensia-Joseph, Sherri Neil (PO); Sherry Hunt, Albert Moor, Eric Nielsen (SU); Dave Hansen, Robert Matthias (VB); Steve Romine, LeClair Ryan; Ellis James, Sierra Club Observer; Peter Huber, Willcox & Savage; Cathy Aiello, Aiello Enterprises, Inc.; John Gergely, Citizen; Staff: Randy Keaton, Camelia Ravanbakht, Shernita Bethea, Curtis Brown, Rick Case, Jennifer Coleman, Nancy Collins, Katie Cullipher, Rebekah Eastep, Kathlene Grauberger, Greg Grootendorst, Julia Hillegass, Jim Hummer, Whitney Katchmark, Sara Kidd, Mike Long, Jai McBride, Benjamin McFarlane, Kendall Miller, Tiffany Smith, Jennifer Tribo, Joe Turner, Chris Vaigneur.

RESOLUTION OF APPRECIATION

Chairman Shepperd recognized and thanked Commissioner W. Douglas Caskey for his dedication to the Hampton Roads Planning District Commission (HRPDC).

Commissioner Caskey expressed his gratitude and reiterated the importance of the HRPDC to the Hampton Roads region.

Commissioner Brenda Garton arrives.

APPROVAL/MODIFICATION OF AGENDA

Chairman Shepperd asked if there were any modifications or additions/deletions to the agenda.

Commissioner Kenneth Wright Moved to approve the agenda; seconded by Commissioner McKinley Price. The Motion Carried.

WORKSHOP AGENDA

HRPDC EXTERNAL COMMUNICATIONS POLICY

Mr. Randy Keaton, HRPDC Deputy Executive Director, briefed the Commission on the newly developed external communications policy for the HRPDC and the Hampton Roads Transportation Planning Organization (HRTPO). The Executive Director is the primary spokesperson and handles all non-routine media requests, which can include sensitive or personnel topics. Subsequent spokespersons include the Deputy Executive Directors and Principals, who have the ability to address routine media requests.

Authorized sites, such as the HRPDC and HRTPO websites, are defined and guidelines are provided on including other websites contained within those sites. Social networking sites attain the same level of importance as authorized sites and will be monitored by staff on a daily basis. Additionally, all social media must be coordinated through the Public Communications Department.

The Freedom of Information Act (FOIA) has been included in the new policy and details the following:

- FOIA rights
- Making a request from the Agency
- Responding to requests
- Associated costs

Mr. Keaton outlined the personal use of media during both working and non-working hours. He stated employees need to be cognizant about negative comments in regards to their employer, harassment and discrimination, respecting copyrights and providing disclaimers.

The security guidelines which encompass the password policy and disciplinary actions for any policy violations were also included. In addition, Ms. Susan Blackman of Willcox and Savage P.C., extensively reviewed the policy.

Chairman Shepperd reiterated the unintended consequences of not possessing a quality external communications policy, and reminded the Commission the Chairman does not speak for the Commission, but passed Resolutions publically stating the Commission's positions.

Commissioner Debbie Ritter arrives

FY 2012-2013 ANNUAL REPORT TO DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Mr. Randy Keaton, HRPDC Deputy Executive Director, informed the Commission the annual report is required by the Regional Cooperation Act and is organized around the duties of Planning District Commissions (PDC) outlined in the State code.

Strategic plan development and implementation includes the development of a comprehensive strategic plan, entitled Envision Hampton Roads, the Long Range Transportation Plan and Regional Water Supply Plan.

The HRPDC participated in over 30 initiatives, examples include, but are not limited to:

- The State of Transportation in Hampton Roads
- Hampton Roads Regional Benchmarking Study
- Climate Change in Hampton Roads

Mr. Keaton stated the HRPDC provides cost savings for localities through a regional staff to coordinate on local effort, such as economic analysis, regional housing and technical transportation assistance. Additionally, the coordination of local interests is a duty of PDCs. Examples include:

- Regional Construction Standards
- Environmental Committees
- Hampton Roads Housing Consortium
- Mayors and Chairs
- Chief Administrative Officers

The HRPDC supports limited implementation of services, such as askhrgreen.org, Hampton Roads' Help to Others Program and Metropolitan Medical Response System (MMRS). He also stated technical assistance provided to member localities encompass:

- Staff Presentations
- Comprehensive plans
- Graphic and printing services
- Providing data, maps, and facilitation

The report details the various advisory committees, regulatory panels and state agencies the HRPDC served in a liaison capacity. Furthermore, staff reviews local government aid applications and assists in developing regional functional plans.

Various departments contribute in the development of sub-state plans. The HRPDC also acts as an affiliate of the State Data Center and is an active member of the state-wide Geographic Information System (GIS).

Mr. Keaton noted the highlight section of the report and described the 22 programs which are the highest achievements of the HRPDC in the previous year.

WATER/WASTEWATER UTILITY RATE STRUCTURE REPORT

Ms. Whitney Katchmark, HRPDC Principal Water Resources Engineer, detailed to the Commission the declining use of water in Hampton Roads. The Commission was shown various graphs depicting the data collected by the Hampton Roads Sanitation District (HRSD) and Newport News Waterworks displaying the trend of increasing population in the Region with a declining demand for water.

The establishment of current rate structures are leading to a revenue gap. This occurs because 80% of revenue generated is variable and 20% by fixed fees. The costs to operate are 80% fixed, such as, debt service, operations, and the other 20% is variable.

Common factors for declining demand include the following:

- Economic conditions
- Community Education Campaigns
- New regulations on low flow fixtures and appliances

Ms. Katchmark noted the costs are expected to rise in order to meet the increased regulatory requirements and aging infrastructure. She additionally noted some rate structures have started to change to match the rising costs, but historically, the goals of conservation and affordability have guided the rates. The Commission was shown a chart comparing water and sewer bills to other common household bills.

Regional utility options for the future include: moving to a model of selling a service and not a commodity, ensuring utilities meet financial goals and balancing the need between financial stability of utilities while maintaining affordability for customers.

Ms. Katchmark outlined the next steps:

- Distribute the HRPDC whitepaper: *Water and Wastewater Utilities: Designing the Rate Structure for the Future*
- Develop a public outreach campaign

Chairman Shepperd observed the potential backlash of a fixed rate for water usage. He subsequently noted the lack of public education and questioned the planned public outreach effort.

Ms. Katchmark answered the rates need to be structured to maintain the system and not for a profit margin. She also stated the public outreach campaign needs to underscore people are buying a service, not just water.

Commissioner Wright asked if the utilities have tried to reduce the number of fixed costs.

Ms. Katchmark responded many have researched ways to be more efficient, but the underlying mission is maintaining infrastructure and reliability.

Chairman Shepperd underscored communication with the public is fundamental.

REGIONAL SEWER CONSOLIDATION STUDY

Chairman Shepperd reminded the Commission this agenda item was for information purposes only and no action was required.

Ms. Whitney Katchmark, HRPDC Principal Water Resources Engineer, informed the Commission the Regional Sewer Consolidation Study was completed and submitted by the consultants, HDR, to the EPA in August.

The key recommendations of the study are:

- Regionalization will save money
- HRSD Commission structure be changed
- If localities agree to regionalize, additional staff would be required

Each individual locality needs to agree to regionalize. If approved, assets must be transferred in February 2015 and the Regional Wet Weather Management Plan submitted to the Environmental Protection Agency (EPA) by October 2016. If regionalization does not occur, the Regional Wet Weather Management Plan submittal date is moved to October 2015.

Chairman Shepperd asked who the correct HRPDC staff member would be to answer any member locality questions.

Ms. Katchmark replied she would be the correct point of contact, and HRPDC staff planned on monitoring localities' actions.

Mr. Dwight Farmer, HRPDC Executive Director, confirmed HRPDC staff has been engaged with HRSD throughout this whole process and reminded the localities this is a locality - specific decision

REGULAR AGENDA

Public Comment

One person requested to address the Hampton Roads Planning District Commission.

Ellis W. James

Thank you, Mr. Chairman. My name is Ellis W. James. I'm a lifelong resident of Norfolk, and I wish to pick up real quick on the remarks that were made on the water report. The report was an excellent review in my view, but the real basic underlying issue that needs to be addressed in this conversation, and thank you very much for the Commission getting the conversation going, is going to be water withdrawal and availability. If you recall a couple of months ago, I called to your attention the remarks from Secretary Domenech, and his concerns along those lines, I believe was the correct reference. So I hope we will pay close attention to that aspect of it. I'm not unsympathetic, I understand Mayor Wright's question fully, and I know that that is of great concern. Now, I had put on my card that I wanted to note two things. Climate change and the warming of our area is now fully happening, and I would urge each of the communities to please pay close attention to the progress of the West Nile virus, and my good friends in Virginia Beach know a lot about what's happening. I think that we all in the Hampton Roads area need to pay close attention to this. In addition to that, it is ironical that the discussion about chickens in our neighborhoods is happening right at the moment that one of the most virulent viruses is now being noted also in the Virginia Beach area with respect to chickens down in, I believe the Black water area. If I'm wrong on that somebody over here will correct me I'm sure. This is a major, major potential problem and we need to pay close attention to it because it is a public health issue. The last point I'd like to make is the ocean acidification report that has just come out, is going to impact all of Hampton Roads in my view, and I would hope that each of the communities will review that report and pay close attention to what the implications of it are. Thank you, Mr. Chairman.

Submitted Public Comments

Chairman Shepperd indicated there was no submitted public comment.

Approval of Consent Items

Chairman Shepperd asked for approval of the following consent items:

- A. Minutes of July 18, 2013 Meeting
- B. Treasurer's Report
- C. Regional Reviews – Monthly Status Report
 - 1. PNRS Reviews
 - 2. Environmental Impact Assessment/Statement Review
- D. askHRgreen.org: Annual Report – Final Report
- E. Water/Wastewater Utility Rate Structure Report
- F. Comments on Building Code Revisions, Rainwater Non-Potable Water Systems
- G. HRPDC External Communications Policy
- H. Coastal Zone Management Program-FY 2014 Grants
- I. FY 2012-2013 Annual Report to Department of Housing and Community Development

- J. Stormwater Regional Cooperation Summary Report
- K. Memorandum of Understanding with Hampton Roads Military and Federal Facilities Alliance (HRMMFA)
- L. Resolution for Day of Service

Commissioner Barry Cheatham Moved to approve the consent items, seconded by Commissioner Ella Ward. The Motion Carried.

HRPDC Three Month Tentative Schedule

Chairman Shepperd outlined the three month agenda schedule and noted the election of officers, legislative agenda, and Envision Hampton Roads. He also reminded the Nominating and Personnel and Budget Committees they were scheduled to meet prior to the beginning of the October Annual Commission meeting.

Project Status Reports

Chairman Shepperd highlighted the Project Status Reports section of the agenda.

Correspondence of Interest

Chairman Shepperd stated there were items in the Correspondence of Interest section of the agenda.

For Your Information

Chairman Shepperd noted the For Your Information section of the agenda.

Old/New Business

Chairman Shepperd identified the Old/New Business section of the agenda

Adjournment

With no further business to come before the Hampton Roads Planning District Commission, the meeting adjourned at 10:20 a.m.

Thomas G. Shepperd, Jr.
Chairman

Dwight L. Farmer
Executive Director/Secretary

**FISCAL YEAR 2013
8/31/2013
BALANCE SHEET**

ASSETS		LIABILITIES & NET ASSETS	
Cash & Cash Equivalents	151,145	Current Liabilities	1,574,428
Accounts Receivables	762,970	Net Assets	3,551,033
Investments	2,836,269		
Other Current Assets	664		
Net Capital Assets	<u>1,374,413</u>		
Total Assets	<u><u>5,125,461</u></u>	Total Liabilities & Equity	<u><u>5,125,461</u></u>

STATEMENT OF REVENUES AND EXPENDITURES

REVENUES	Annual Budget	Current Month	YTD
Grant and Contract Revenue	4,591,533	223,290	373,055
VDHCD State Allocation	151,943	-	-
Interest Income	18,000	540	775
Local Jurisdiction Contributions	1,340,182	-	-
Other Local Assessment	1,548,624	-	-
Sales and Miscellaneous Revenue	94,350	2,390	2,510
Special Contracts/Pass thru	1,889,236	-	-
Total Revenue	<u><u>9,633,868</u></u>	<u><u>226,220</u></u>	<u><u>376,340</u></u>
EXPENDITURES			
Personnel	4,499,834	351,458	683,577
Standard Contracts	202,945	12,332	24,955
Special Contracts / Pass-Through	4,199,391	432,893	438,774
Office Services	731,698	35,635	54,484
Capital Assets	-	-	-
Total Expenses	<u><u>9,633,868</u></u>	<u><u>832,318</u></u>	<u><u>1,201,790</u></u>
Agency Balance	<u><u>-</u></u>	<u><u>(606,098)</u></u>	<u><u>(825,450)</u></u>

Environmental Impact Reviews

Received 9/20/2013

Number 13-170S

Name Parole Board Building

Sponsor Department of General Services

Description

The Department of General Services submitted an environmental impact report for construction associated with a build-to-suit lease for office space in the City of Virginia Beach. The Department of Corrections' Parole Board plans to occupy a proposed 11,185 square-foot, one-story building on land owned by Courthouse Marketplace Parcel 7, LLC, adjacent to the existing courts complex. The project site is vacant undeveloped land. Landscaping is maintained along Nimmo Parkway. The rest of the site is overgrown with a variety of vegetation that is periodically mowed. The property contains a storm drain system, and municipal and private utilities, including electric, water and sewer.

Affected Localities Virginia Beach

Finding

Comments Sent

Final State Comments Received

Received 9/20/2013

Number 13-169F

Name Waste Confidence Rule (Spent Fuel Storage After Licensed Life)

Sponsor DOI/Nuclear Regulatory Commission

Description

The Nuclear Regulatory Commission is responding to past court decisions regarding the NEPA analysis required to support the rules concerning the storage of spent nuclear waste. The analysis must address, for reactor licensing, the generation of spent fuel and the continued storage of it, following the expiration of the license of the facility in question. For storage facilities, the analysis must address the impacts of storage until ultimate permanent disposal. Accordingly, the Draft Generic EIS addresses impacts of continued storage of spent nuclear fuel over the following time frames: Short term – a maximum of 60 years past the expiration of the licensed life of the reactor; Long term – a maximum of 160 years, as above; or Indefinite storage at the reactor site or at a separate storage installation. NRC believes the short-term time frame is most likely, because it understands that the Department of Energy will have a permanent disposal solution ready by the year 2048. The Draft Generic EIS does not include site-specific analysis. Additional information is available in the NRC's Federal Register notice, dated September 13, 2013, Volume 78, Number 178, pages 56621-56622.

Affected Localities Surry County

Finding

Comments Sent

Final State Comments Received

Received 10/7/2013

Number 13-176F

Name Joint Logistics Over-the-Shore Activities at Joint Expeditionary Base Little Creek-Fort Story

Sponsor DOD/Department of the Navy

Description

The Navy is proposing to conduct annual JLOTS training at Joint Expeditionary Base (JEB) Little Creek-Fort Story. Logistics over-the-shore is the process of transporting cargo and personnel from ships to shore in areas that do not have existing deep-draft fixed port facilities. JLOTS training consists of several coordinated field training exercises (FTXs). An FTX is any exercise conducted under the conditions in which the activity would normally occur (as opposed to classroom or simulated training). The proposed action consists of a combination of FTXs into a full scale integrated JLOTS event lasting for up to 60 days and smaller sets of unit-level FTXs that would be conducted separately and independently from the full JLOTS event. The Navy finds that the proposed action would be consistent to the maximum extent practicable with the enforceable policies of the Virginia Coastal Zone Management Program.

Affected Localities Virginia Beach

Finding

Comments Sent

Final State Comments Received