

**AGENDA**  
**HAMPTON ROADS PLANNING DISTRICT COMMISSION**  
**ANNUAL RETREAT**  
**April 21, 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 Comments**

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

- 5. Executive Directors Report (Attachment 5)**

- 6. Consent Agenda ( Attachment 6)**

- A. Urban Area Security Initiative (UASI) Contract for Purchase of Regional Communications Equipment:**

The Hampton Roads Interoperable Communications Advisory Committee and ORION Steering Subcommittee have been using the UASI grant to maintain and expand the Hampton Roads Overlay Regional Interoperable Network (ORION) and the Hampton Roads Tactical Regional Network (HRTacRN) Microwave System. The FY14 UASI grant for communications has been awarded to the HRPDC. This grant provides funds for sustainment of HRTacRN. The current need is to purchase twenty six (26) replacement -48 VDC rectifier systems, replacement batteries and mounting hardware.

A Request for Proposals (RFP) for Replacement DC Rectifier Systems for the Hampton Roads Tactical Regional Network (HRTACRN) Microwave System was released in March of 2016 and proposals are due on April 15, 2016.

This RFP was published in The New Journal and Guide, on the HRPDC website, and on the State's eVA procurement website.

Upon approval the "Intent to Award" will be posted for ten days on the HRPDC website, as well as in the front lobby of the Regional Building and on eVA. A contract will be signed once this ten-day period has ended.

The recommended vendor, based on the review of the proposals, will be presented to the Commission at the Retreat. The Commission is requested to authorize the Executive Director to execute a contract with the selected vendor for equipment needed to sustain and expand the HRTacRan network.

- B. Meeting Minutes – March 17, 2016 Executive Committee Meeting**

## 2016 Retreat Workshop

### 7. Comprehensive Economic Development Strategy (CEDS) - presented by Robert Crum and Community Partners

The Economic Development Administration (EDA) describes a Comprehensive Economic Development Strategy (CEDS) as “a strategy-driven plan for regional economic development.” The CEDS process brings together the public and private sectors to develop a regionally-owned plan to build capacity and guide the economic prosperity and resiliency of a region. This effort should result in individuals, organizations, local governments, institutions of learning, and private industry engaging in meaningful conversation and working together to plan and prioritize investments in a manner that best serves the economic development interests across a region.

A regional CEDS would enable localities to qualify for EDA assistance under its Public Works and Economic Adjustment Assistance programs and is a prerequisite for designation by the EDA as an Economic Development District (EDD). In addition, having transportation projects included in the CEDS as important components of the Region’s economic development strategy allows Hampton Roads transportation projects to compete for additional points under the HB2 scoring process.

Hampton Roads’ last CEDS was developed by the Hampton Roads Partnership (which has since been disestablished) with assistance from the Hampton Roads Planning District Commission. The Report was approved in 2010 and has since expired. A new CEDS is required for localities across the region to gain access to EDA assistance and to qualify for funding and assistance in other state and federal programs.

There is an 8-step process for the development of a CEDS, which is as follows:

- Step 1:** Establish and maintain an Economic Development Strategy Committee (Strategy Committee) to oversee the CEDS process.
- Step 2:** Define the Strategy Committee’s role and relationships.
- Step 3:** Leverage staff resources.
- Step 4:** Adopt a program of work.
- Step 5:** Seek stakeholder input. Craft the initial CEDS document and solicit and address public comments.
- Step 6:** Finalize CEDS document.
- Step 7:** Submit a CEDS Annual Performance Report.
- Step 8:** Revise/update the CEDS (at least every five years).

From the regulations governing the CEDS process, the following sections *must* be included in the CEDS document:

- **Summary Background:** A summary background of the economic conditions of the region;
- **SWOT Analysis:** An in-depth analysis of regional strengths, weaknesses, opportunities and threats (commonly known as a “SWOT” analysis);
- **Strategic Direction/Action Plan:** The strategic direction and action plan should build on findings from the SWOT analysis and incorporate/integrate elements from other regional plans (e.g., land use and transportation, workforce development, etc.) where appropriate as determined by the EDD or community/region engaged in development of the CEDS. The action plan should also identify the stakeholder(s) responsible for implementation, timetables, and opportunities for the integrated use of other local, state, and federal funds;
- **Evaluation Framework:** Performance measures used to evaluate the organization’s implementation of the CEDS and impact on the regional economy.

In FY 2013 the EDA awarded approximately \$360 million to support 670 locally-driven economic development projects, including \$4 million that was awarded in Virginia.

The following links provide information about the region’s past CEDS and the process of developing a new plan for Hampton Roads.

One-pager on the region’s past CEDS:

[http://hrpdcva.gov/uploads/docs/2010\\_Vision\\_Hampton\\_Roads\\_1-pager.pdf](http://hrpdcva.gov/uploads/docs/2010_Vision_Hampton_Roads_1-pager.pdf)

Executive summary of Hampton Roads 2010 CEDS

[http://hrpdcva.gov/uploads/docs/ExecSummary-Vision\\_Hampton\\_Roads\\_FINAL\\_Document\\_Amended\\_07-12-10.pdf](http://hrpdcva.gov/uploads/docs/ExecSummary-Vision_Hampton_Roads_FINAL_Document_Amended_07-12-10.pdf)

Economic Development Administration’s CEDS content guidelines

<http://www.eda.gov/ceds/>

The City of Norfolk Deputy CAO – Economic Development, representatives from the Hampton Roads Economic Development Alliance, the Region’s Chambers of Commerce and Workforce Investment Boards will be in attendance to provide comments on the need for a regional CEDS.

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

1. ***Should the HRPDC take a lead role in preparing a regional CEDS – if no, what organization should lead this effort?***
2. ***What do you view as opportunities to grow our regional economy?***

**8. HRPDC Governance Recommendation – presented by Regional CAO Committee Members (Attachment 8)**

During the past several months, the Regional Chief Administrative Officer (CAO) Committee has discussed approaches to improve the effectiveness of the HRPDC regional consensus building process. The Committee has prepared the attached “Recommended Governance Approach” for consideration by the HRPDC. Members of the Regional CAO Committee will present this proposal to the Commission.

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

- 1. What parts of the CAO Committee proposal do you support?***
- 2. Do you have any recommended revisions?***

**9. Envision Hampton Roads – presented by Jai McBride and Robert Crum**

The Code of Virginia requires that each Planning District Commission complete a regional strategic plan with participation from local governing bodies, the business community, citizen organizations and other interested parties. The strategic plan is required to include regional goals, objectives, and strategies to meet those goals and mechanisms for measuring progress. The intent of the plan is to help promote the orderly and efficient development of the physical, social and economic elements of the planning district.

During the past 18 months, the HRPDC staff has completed a public engagement process for Envision Hampton Roads, an effort that represents the first strategic plan for the region. Staff has attended over 80 meetings across the region to receive community input on important issues for the Hampton Roads Region. Staff has prepared a video summarizing this process and presenting 7 regional priorities that will form the basis of this Strategic Plan. This video will be presented to the HRPDC for review and comment.

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

- 1. What parts of the draft plan do you support?***
- 2. Are there any priorities you don’t support?***
- 3. Are there any topics missing?***

**10. HRPDC Legislative Strategy – presented by Robert Crum and Julia Hillegass**

At the March 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:***

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

**11. Adjournment**



*Clyde A. Haulman, Chairman  
Ella P. Ward, Vice-Chair*

*Linda T. Johnson, Chair  
George E. Wallace, Vice-Chair*

April 13, 2016

**TO: HRPDC/HRTPO Board Members**

**FROM: Robert Crum, Executive Director**

**RE: Executive Director's Report**

A brief summary of ongoing work activities is presented below for review by HRPDC/HRTPO Board members.

The Virginia Department of Transportation (VDOT) will hold public meetings to receive input on the Six Year Improvement Program for FY 2017 – 2022. These meetings will provide communities the opportunity to provide comments on the projects recommended for funding through the HB2 process. The location and time of the Hampton Roads public meeting is as follows:

**Thursday, May 12, 2016  
5:30 pm  
Hampton Roads Transportation Planning Organization  
723 Woodlake Drive  
Chesapeake, VA 23320**

HRTPO and HRPDC Board members are encouraged to attend this public meeting and present comments supporting the Hampton Roads transportation projects recommended for HB2 funding. If you have any questions regarding this meeting, please don't hesitate to contact me or the HRTPO staff.

The Executive Director providing a briefing on work activities of the HRPDC and HRTPO to the Opportunity Inc. Board on March 16, 2016.

The HRPDC staff continues to work with representatives of the cities of Norfolk and Virginia Beach and representatives of the naval bases in these jurisdictions to develop a scope of work for a Joint Land Use Study (JLUS) that will focus on sea level rise. The HRPDC staff has agreed to serve as project manager/coordinator for this project and hosted a March 25, 2016 meeting with City and Federal partners to discuss a detailed scope of work for this effort.

The Executive Director and the HRTPO Deputy Executive Director attended a meeting in Richmond on March 23, 2016 with Secretary of Transportation Aubrey Layne and DRPT Director Jennifer Mitchell.

The purpose of this meeting was to stress the importance of improved passenger rail service to Hampton Roads, the importance of funding to complete the Tier II Environmental Impact Statement (EIS) from Richmond to Hampton Roads, and the need for marketing the Region's existing trains. Staff attended a follow up meeting with Secretary Layne to continue discussion on these issues, and will continue to brief the HRTPO Board on these efforts.

The Executive Director and HRTPO Deputy Executive Director attended a March 24, 2016 meeting with the Gloucester County Chief Administrative Officer (CAO) and staff to provide an overview of the work of the HRPDC and HRTPO.

The HRTPO staff is working with the Transportation Technical Advisory Committee (TTAC) to form an Advisory Committee to evaluate the opportunity for connecting the Virginia Capital Trail through the Hampton Roads Region.

The HRTPO staff continues to finalize the Long Range Transportation Plan (LRTP) in preparation for adoption by the HRTPO Board.

The HRPDC Coastal Resiliency Committee held its regular meeting on March 28, 2016, and developed two recommendations that will be presented to the HRPDC at its May meeting.

The HRTPO Quadrennial Certification Review occurred on March 30 - 31, 2016. This process was completed by the HRTPO's Federal transportation partners, and included participation by the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), VDOT and the HRTPO's regional transportation partners. Staff will provide a briefing to the HRTPO Board on the outcomes of this review as soon as a written review is available from FHWA.

The HRPDC staff joined representatives of the City of Norfolk and Old Dominion University in a debriefing to Senator Mark Warner on April 1, 2016 regarding regional sea level rise planning efforts.

The Regional Chief Administrative Officer (CAO) Committee held its regular meeting on April 6, 2016. Agenda items included the April 21, 2016 HRPDC Retreat Agenda, a discussion of examples of regional cooperation and a review of regional interest items.

The HRPDC Executive Director continues to provide input on the GO Virginia program and represent the Virginia Association of Planning District Commissions (VAPDC) on this effort.

The Executive Director and HRTPO Deputy Executive Director attended and participated in an April 12, 2016 Forum sponsored by the Hampton Roads Chamber of Commerce on regional air service. This session provided excellent information on air service within Hampton Roads and could be a valuable item for discussion at a future HRTPO Board meeting.

The Executive Director and HRTPO Deputy Executive Director attended a meeting with representatives of Isle of Wight County, the Town of Windsor and City of Suffolk to discuss transportation planning issues.

The HRTPO/HRPDC staffs continue to assist HRTAC with financial management, web site support, human resources and administrative services.

The HRPDC staff continues to advance work on Envision Hampton Roads, the first strategic plan for the Region. Staff has developed a video summarizing this effort which will be presented at the April 21, 2016 HRPDC Retreat.

The HRTPO staff continues to participate in conference calls regarding the Route 64 Southside High Occupancy Vehicle (HOV) to High Occupancy Toll (HOT) lane study on an as needed basis. VDOT and its consultant team is scheduled to provide a briefing on this study to the HRTPO Board at its May 19, 2016 meeting.

HRPDC/HRTPO staff is working with VDOT representatives to developed a Disadvantaged Business Enterprise (DBE) plan for the Organization.

The HRPDC/HRTPO staff is advancing a number of administrative items related to the following:

- Review of proposals for management of the Agency's IT system
- Review of proposals for the Agency's legal services
- 2017 Agency Budget

The Executive Director is exploring opportunities for a regionally coordinated broadband planning effort. This effort will be discussed by the Regional CAO Committee at its May 4, 2016 meeting.

**Hampton Roads Planning District Commission**  
**Executive Committee Meeting**  
**Summary Minutes of March 17, 2016**

The Executive Committee Meeting of the Hampton Roads Planning District Commission was called to order at 9:31 a.m. in the Regional Boardroom, 723 Woodlake Drive, Chesapeake, Virginia, with the following in attendance:

**Commissioners:**

Clyde Haulman, Chairman (WM)  
Dr. Ella P. Ward, Vice Chair (CH)  
James Baker (CH)  
Debbie Ritter (CH)  
Randy Martin (FR)  
Chris Snead (HA)  
George Wallace (HA)  
Rex Alphin (IW)  
Sanford B. Wanner (IW)  
Bryan J. Hill (JC)  
Michael Hipple (JC)  
James Bourey (NN)  
Saundra Cherry (NN)  
McKinley Price (NN)

Mamie B. Johnson (NO)\*  
Lydia Pettis Patton (PO)  
Kenneth Wright (PO)  
Traci Dale Crawford (PQ)  
J. Randall Wheeler (PQ)  
Michael Johnson (SH)  
Barry Porter (SH)  
Patrick Roberts (SU)  
Amelia Ross-Hammond (VB)  
Dave Hansen (VB)  
Barbara Henley (VB)  
Louis R. Jones (VB)  
Neil Morgan (YK)

**Executive Director:**

Robert A. Crum, Jr.

\*Late arrival or early departure.

**Others Recorded Attending:**

Robb Braidwood, Earl Sorey (CH); Garrey Curry (GL); Brian DeProfio (HA); Brita Ayers, Bryan Stilley, (NN); Bryan Pennington, Jeff Raliski, (NO); Dallas O. Jones (SH); Bob Matthias, Erin Sutton (VB); Jeff Wassmer (YK); Demontre Boone (Congressman Bobby Scott's Office); Drew Lumpkin (Senator Mark Warner's Office); Shannon Kendrick (Congressman Scott Rigell); Diane Kaufman (Senator Tim Kaine's Office); Rob Mooney (DHS); Stacie Neal, Adam Thiel (Office of the Governor); Cathy Aiello (Aiello Enterprises); Cathy Davidson (Albemarle Commission); Kevin Page (HRTAC); Mark Geduldig-Yatrofsky (Portsmouthcitywatch.org); Ellis James (Sierra Club Observer); Curtis Brown (VDEM); Eric Stringfield (VDOT); Peter Huber (Willcox and Savage); Staff: Randy Keaton, Rebekah Eastep, Andrea Gayer, Jennifer Coleman, Nancy Collins, Kathlene Grauberger, Greg Grootendorst, Julia Hillegass, Whitney Katchmark, Sara Kidd, Mike Long, Jai McBride, Camelia Ravanbakht, John Sadler, Tiffany Smith, Jill Sunderland, Joe Turner, Chris Vaigneur, Tara Walker.

## **Approval/Modification of Agenda**

Chair Haulman requested the Executive Director Contract item be added to the agenda

Commissioner Kenneth Wright Moved to approve the agenda, as amended; seconded by Vice Chair Ella Ward. The Motion Carried.

## **Submitted Public Comments**

Chair Haulman indicated there were no Submitted Public Comments.

## **Public Comment**

No members of the public addressed the Commission.

## **Executive Directors Report**

Mr. Robert Crum, HRPDC/HRTPO Executive Director, reminded the Commission the HRPDC Retreat will be held on April 21, 2016. He stated the meeting will begin at 9:30 a.m. and the agenda will include four topics:

- The HRPDC's role in preparing a Regional Economic Development Strategy
- Chief Administrative Officers (CAO) Committee recommendations
- Envision Hampton Roads update
- The HRPDC's role in the legislative process

*Commissioner Mamie B. Johnson arrives.*

## **Executive Director Contract**

Chair Haulman stated the joint HRPDC and HRTPO Personnel and Budget Committee reviewed Commissioner's comments in regards to the distributed Executive Director Evaluation form. He indicated the Committee recommended making the Executive Director's contract permanent.

Chair Clyde Haulman Moved to make the Executive Directors contract permanent; seconded by Commissioner George Wallace. The Motion Carried.

## **Approval of Consent Items**

- A. Meeting Minutes – February 18, 2016 Executive Committee Meeting
- B. Transcribed Public Comments – February 18, 2016 Executive Committee Meeting
- C. Treasurer's Report of January 2016
- D. Janitorial Contract
- E. Prioritize Regional Non-Entitlement Community Development Block Grant (CDBG) Project Types and Activities.

Commissioner Michael Hipple Moved to approve the consent items; seconded by Vice Chair Ward. The Motion Carried.

Chair Haulman recognized the federal representatives in the audience and thanked them for their presence.

### **Urban Areas Security Initiative (UASI) Update**

Mr. Robb Braidwood, All Hazards Advisory Committee Chair, reviewed the background of the UASI Program and explained the amount of grant money received by a region is determined upon its Risk Assessment Score.

Deputy Secretary Adam Thiel, Office of Public Safety and Homeland Security, reinforced the State's continued engagement with the Department of Homeland Security and other federal partners in regards to the Region's Risk Assessment Score. He reviewed the risk calculation equation with the Commission and identified Hampton Roads as ranking 31st overall.

Secretary Thiel outlined nine recommendations from the State to the Federal Emergency Management Agency (FEMA), including the number of Department of Defense (DOD) facilities be considered in future risk profile determinations. He additionally detailed the Commonwealth's initiative to expand the critical infrastructure data call list.

He noted the Region did receive additional Port Security Grant monies in FY15 which were allocated to execute a higher fidelity risk assessment and refine the port security risk assessment. He further explained the State's efforts working FEMA and U.S. Congress in regards to securing UASI funds again for the Hampton Roads region.

Mr. John Sadler, HRPDC Emergency Management, displayed a chart detailing previous UASI grant monies awarded to Hampton Roads and outlined the regional initiatives they funded.

Mr. Braidwood stated if the program continues on the current trajectory, there will need to be a reduced dependency on federal grants and future initiatives will have to be funded locally. Additionally, he explained future potential actions if funding becomes available.

### **General Assembly Debrief**

Mr. Robert Matthias, City of Virginia Beach Assistant to the City Manager, summarized legislation passed during the 2016 General Assembly Session. He outlined the following Transportation examples, which include but are not limited to:

- \$350 million in bond proceeds for capital improvements and automation at Norfolk International Terminal (NIT).
- Amtrak Trains 2 & 3 to Norfolk be established prior to advancing passenger rail for the Washington D.C.—North Carolina Corridor.
- Established new toll policy restricting the Commonwealth Transportation Board (CTB), Virginia Department of Transportation (VDOT), Hampton Roads Transportation Accountability Commission (HRTAC), and Northern Virginia

Transportation Authority (NVTa) from tolling existing un-tolled lanes without General Assembly approval except on: HOV/HOT Lanes, new lane capacity, new bridges and short segments of highways between existing toll facilities.

He noted SB 669 failed, which would have provided a local option, without state maintenance penalty, for converting any portion of state supported roadway lane miles to bike and pedestrian lanes.

Mr. Matthias reviewed a series of HRTAC related legislation discussed during the General Assembly Session including, but not limited to:

- Counties can designate a representative.
- All localities to have representation at meetings if the Chief Elected Officer or County Designee is unable to attend, with a minimum of a 48 hour notice.
- No floor on gas tax for HRTAC or NVTa.

Additionally, he briefed the Commission on items pertaining to economic development. Examples include, but are not limited to:

- Creates the Go-Virginia program for regional cooperation.
- Provides an additional \$250,000 in support for the Virginia Sports Hall of Fame and Museum in Portsmouth.
- Newly established JLARC unit providing ongoing oversight of economic development incentives, including grants and tax incentives.
- \$2.4 million over the biennium for Jefferson Lab.

Mr. Bryan Pennington, City of Norfolk Director of Intergovernmental Relations, summarized the HRPDC's leadership on securing approximately \$900 million of additional state monies over the biennium to support public education. He noted these efforts were noticed by Legislators, and identified the following public education actions taken by the General Assembly:

- Reinstates \$193.8 million in lottery per pupil funding using the local composite index formula.
- Additional \$50.3 million and redirects \$143.2 million from Governor's introduced budget to public education initiatives.
- School divisions are given more public education spending flexibility and options.
- \$9.6 million over the biennium for additional career and technical credentialing equipment and Virginia Early Childhood Foundation.
- \$2.9 million over the biennium to increase Preschool Initiative per pupil grants.
- \$2.1 million to develop/implement a performance-based teacher compensation system.

Mr. Matthias indicated state employees will be receiving a 3% salary increase effective November 2016, with a 2% salary adjustment for teachers and state-supported local employees effective December 2016. He additionally reported the State was funding the

Virginia Retirement System (VRS) at 90% of the board certified rate for teachers in FY17 and at 100% in FY18.

Furthermore, he highlighted legislation in regards to the following topic areas:

- Capital outlay and technology
- Mental health/public safety
- Natural resources
- Reauthorization of the Joint Subcommittee on Coastal Flooding

### **HRPDC Three Month Tentative Schedule**

Chair Haulman reviewed the Three Month Schedule section of the agenda, and reminded the Commission the Retreat will be held in April.

### **Advisory Committee Summaries**

Chair Haulman noted the Advisory Committee Summaries section of the agenda.

### **Correspondence of Interest**

Chair Haulman highlighted the Correspondence of Interest Section of the agenda.

### **Old/New Business**

Chair Haulman indicated there was no Old/New Business.

### **Adjournment**

With no further business to come before the Hampton Roads Planning District Commission, the meeting adjourned at 10:25 a.m.

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Clyde A. Haulman  
Chair

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Robert A. Crum, Jr.  
Executive Director

## **Hampton Roads Planning District Commission Recommended Governance Approach**

The Regional Chief Administrative Officers (CAO) Committee recommends the following approach to improve the HRPDC process:

- 1. Change the membership of the HRPDC to one elected official from each of the 17 jurisdictions (the current HRPDC contains 47 members on the full Commission).** Each jurisdiction would appoint one representative to serve on the Commission along with a designated alternate. A weighted voting structure based on the population of each of the 17 jurisdictions would be used for Commission votes. CAOs would attend meetings to support their jurisdiction's Commission member, provide technical advice during meetings, and would serve as each jurisdiction's second alternate should the locality's Commission member and primary alternate not be present.
  
- 2. Formalize a procedure that provides for the Regional CAO Committee to review and make recommendations on items before they move forward to the HRPDC.** The Regional CAO Committee would assist the Executive Director in identifying items for HRPDC agendas and, when appropriate, make recommendations on agenda items which would be presented to the Commission.
  
- 3. Maintain the current Personnel and Budget Committee to provide guidance to the HRPDC Executive Director on agency operational issues.** The HRPDC/HRTPO Personnel and Budget Committee is comprised of nine members:
  - Chair and Vice Chair of the HRPDC and HRTPO
  - Secretary and Treasurer of the HRPDC
  - One additional elected official from the HRPDC
  - Two CAOs (one from Southside and one from Peninsula) - the CAO Committee will make recommendations on CAOs to serve on this Committee