

**HAMPTON ROADS PLANNING DISTRICT COMMISSION
EXECUTIVE COMMITTEE MEETING
June 16, 2016
9:30 a.m.
The Regional Building
723 Woodlake Drive, Chesapeake**

1. **Call to Order**
2. **Special Presentation – Resolutions of Appreciation to Paul D. Fraim, Clyde A. Haulman and George E. Wallace**
3. **Approval/Modification of Agenda**
4. **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.

5. **Public Comment Period**

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

6. **Nominating Committee Report**
7. **Executive Director’s Report – Bob Crum (Attachment 7)**
8. **Consent Agenda (Attachment 8)**

- a. **Meeting Minutes – May 19, 2016 Executive Committee**
- b. **Transcribed Public Comments – May 19, 2016 Executive Committee**
- c. **Treasurer’s Report of April 2016**
- d. **FY 2016 Budget Amendments**

As new funding opportunities arise during the fiscal year, or changes occur to approved budgeted figures, budget amendments need to be made to update the operating budget.

The HRTPO deprogrammed a total of \$250,000 from FY2016 program budget to be moved to FY2017 program budget; \$200,000 of this was from the Federal PL Grant, \$25,000 was from the State Match, and \$25,000 was from our mandatory Local Match. This was offset in the Contingency fund line item.

We received a new DEQ grant in the amount of \$6,594, which will be used to offset personnel costs.

We received a new UASI/MMRS grant in the amount of \$68,850 for medical supplies/equipment, which is all pass-through funding.

We received an additional \$57,000 from HRTAC that will be used to offset personnel and operating supplies/equipment.

Staff recommends approval of the budget amendment for this period.

e. Consultant Services Contract – Special Legal Consultant On Stormwater Matters

McGuire Woods has provided legal consulting services to the HRPDC on stormwater matters since 2009. This is a continuation of work for the previous three years, which focused on advising the region and the MS4 localities on permit renewals and evaluating the Chesapeake Bay TMDL and Virginia’s Phase I and II Watershed Implementation Plans. Services include the option to work with McGuire Woods Consulting on legislative assistance.

Contract Amount: To be determined based on assigned tasks

Period of Performance: July 1, 2016 through June 30, 2017

General Scope of Work: To provide legal consulting and legislative assistance services in the areas of stormwater permits, TMDL requirements, and associated activities.

This project is funded by the localities through the Regional Stormwater Management Program.

Staff recommends authorizing the HRPDC Executive Director to retain McGuire Woods LLP to provide legal consulting services on stormwater matters, as needed, in FY 2017.

f. Consultant Services Contracts – Regional and Environmental Planning and Analysis

On June 30, 2015, the HRPDC entered into consultant services contracts with CH2M, Kerr Environmental Services Corp., RK&K, SCS Engineers, and Timmons Group, Inc. to provide professional services, on a task order basis, to support the organization’s various program areas. Following the formal selection process for HRPDC Request for Proposal (RFP) No. WR-RFP-2015-01, the HRPDC authorized the execution of contracts with the firms listed above on June 18, 2015 to cover the fiscal year 2016 period of performance (July 1, 2015 to June 30, 2016). Each contract may be renewed by the

Commission, under the terms of the current contract, upon written agreement of both parties for up to four successive one-year periods.

Contract Amount: To be determined. Task orders will be developed and the proposed budget will be presented to the Commission for approval. Funding sources will vary depending on the task order.

Period of Performance: July 1, 2016 to June 30, 2017. The period of performance for specific tasks will be documented in the individual task orders as they are developed.

General Scope of Work: To provide assistance, on a task order basis, for regional and environmental planning and analysis in support of the HRPDC's program areas. Individual localities may utilize these contracts, if appropriate.

Staff recommends authorizing the HRPDC Executive Director to execute amendments to renew consultant services contracts with CH2M, Kerr Environmental Services Corp., RK&K, SCS Engineers, and Timmons Group, Inc., extending the contract period of performance through fiscal year 2017 (July 1, 2016 to June 30, 2017).

g. Consultant Services Contract Task Order – Sanitary Sewer Overflow Reporting System (SSORS) Support

SSORS is a web-based spill reporting and tracking system that assists localities with the initial notification and 5-day letter reporting requirements for sanitary sewer overflows. The Virginia Department of Environmental Quality, the Hampton Roads Sanitation District, HRPDC, and participating Hampton Roads localities have privileges within SSORS.

This project is funded by the localities through the Regional Wastewater Program.

Contract Amount: Up to \$24,108

Period of Performance: July 1, 2016 through June 30, 2017

General Scope of Work:

- User assistance (i.e. new users not familiar with the system, forgotten passwords, browser or access issues)
- Database maintenance support (i.e. data corruption, storage attachment issues, backup management)
- Server administration support (i.e. server issues, monitoring capacity and bandwidth)
- General troubleshooting issues (i.e. bug fixes, server issues)

- Minor updates and enhancements
- Coordination and management of task order

In June 2015, the HRPDC entered into a consultant services contract with CH2M to provide professional services, on a task order basis. The contract may be renewed per agreement by both parties for up to four successive one-year periods, under the terms of the current contract.

Staff recommends authorizing the HRPDC Executive Director to issue Task Order 4 to CH2M under HRPDC Contract No. PDC-FY2016-C01 for SSORS support.

h. Consultant Services Contract Task Order – Permit Application and Review System (PARS) Support

The web-based PARS database was developed in 2007 to help localities comply with data reporting requirements of Municipal Separate Stormwater Sewer System (MS4) permits. The database tracks the construction of stormwater management facilities (BMPs). PARS data may also be used to provide documentation for the Chesapeake Bay TMDL implementation.

This project is funded by the localities through the Regional Stormwater Management Program.

Contract Amount: Up to \$8,101

Period of Performance: July 1, 2016 through June 30, 2017

General Scope of Work:

- User assistance (i.e. new users not familiar with the system, forgotten passwords, browser or access issues)
- Database maintenance support (i.e. data corruption, storage attachment issues, backup management)
- Server administration support (i.e. server issues, monitoring capacity and bandwidth)
- General troubleshooting issues (i.e. bug fixes, server issues)
- Minor updates and enhancements
- Coordination and management of task order

In June 2015, the HRPDC entered into a consultant services contract with CH2M to provide professional services, on a task order basis. The contract may be renewed per agreement by both parties for up to four successive one-year periods, under the terms of the current contract.

Staff recommends authorizing the HRPDC Executive Director to issue Task Order 5 to CH2M under HRPDC Contract No. PDC-FY2016-C01 for PARS support.

i. Consultant Services Contract Task Order – Hampton Roads Fats, Oils, And Grease Online Certification (HRFOG.com) Support

The HRFOG.com website was developed in 2012 to help localities inform and train individuals working in the food service industry on proper maintenance of grease control devices and the harmful effects of fats, oils and grease (FOG) on the region’s sanitary sewer systems. Certification is required by FOG ordinances in some Hampton Roads localities and the site offers two free certification programs: one for food service establishment employees and another for individuals hauling grease from food service establishments. The website also provides training materials and resources for self-printing, including presentations, step-by-step instructional guides, posters, and educational brochures.

This project is funded by the localities through the Regional Wastewater Program.

Contract Amount: Up to \$28,857

Period of Performance: July 1, 2016 through June 30, 2017

General Scope of Work:

- User assistance (i.e. new users not familiar with the system, forgotten passwords, browser or access issues)
- Database maintenance support (i.e. data corruption, storage attachment issues, backup management)
- Server administration support (i.e. server issues, capacity and bandwidth)
- General troubleshooting issues (i.e. bug fixes, server issues)
- Minor updates and enhancements
- Coordination and management of task order

In June 2015, the HRPDC entered into a consultant services contract with CH2M to provide professional services, on a task order basis. The contract may be renewed per agreement by both parties for up to four successive one-year periods, under the terms of the current contract.

Staff recommends authorizing the HRPDC Executive Director to issue Task Order 6 to CH2M under HRPDC Contract No. PDC-FY2016-C01 for HRFOG.com support.

j. Urban Area Security Initiative Contract For The Purchase Of Regional Communications Test 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 Fluke Networks test equipment for the purpose of evaluating and certifying copper and fiber optic cabling.

The University of Virginia has a contract in place with Anixter, Inc. for Fluke Network test equipment that we would like to utilize for interoperable communications in Hampton Roads.

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. A contract will be signed once this ten-day period has ended.

Staff recommends authorizing the Executive Director to execute a contract with Anixter in the amount of \$86,451.99 for equipment needed to sustain interoperable communications in Hampton Roads.

k. Contract for Management of Information Technology Services

On February 22, 2016, the HRPDC issued Request for Proposal (RFP) No. IT-RFP-2016-01 to establish a contract for management of information technology services to sustain and enhance the operations and services of the Organization. The contract will enable the HRPDC to significantly improve information technology (IT) effectiveness in all areas by providing a turn-key IT solution to include: On-Premise model, a Cloud-based solution, a Hybrid solution, or a combination of all three.

A total of 14 qualified proposals were received. The formal selection process resulted in the recommendation to award a contract to Ghent Computer, Inc./DBA Mode5. Ghent Computer is a certified, Small, Women and Minority (SWaM) owned business.

Contract Amount: Not to exceed \$60,000.

General Scope of Work: To provide management of information technology services including the assessment of the Organization’s current IT system, evaluation of the advantages, disadvantages and costs associated with migrating to a cloud-based environment and development of a strategic plan

to advance this effort. Mode5 will also provide IT managed services before, during and after the development of the strategic plan.

Staff recommends authorizing the Executive Director to finalize negotiations with Ghent Computer, Inc./DBA Mode5 for a contractual amount not to exceed \$60,000 for the first year.

Action Requested: The Commission should take action to approve the June 16, 2016 Consent Agenda.

9. **Hampton Roads Regional Benchmarking Study – Greg Grootendorst, Chief Economist (*Report will be distributed at the Commission meeting*)**

The Regional Cooperation Act in the Code of Virginia calls for Planning District Commissions (PDCs) to collect and maintain demographic, economic and other data concerning the region and member localities, and act as a State Data Center affiliate in cooperation with the Virginia Employment Commission (VEC).

In keeping with this mandate, the HRPDC staff has completed the eleventh annual regional benchmarking study. The Hampton Roads Regional Benchmarking Study is an annual publication produced by the HRPDC Economics staff. This publication includes a locality profile for the seventeen jurisdictions as well as graphical illustrations for over 150 regional benchmarks covering the economy, demographics, real estate, transportation, education, government finances, and various quality of life indicators. Each graph is accompanied by a brief explanation regarding the purpose of the benchmark and the current condition in Hampton Roads. Complete data tables for each of the data sets are available on the Commission's website.

Action Requested: The Commission is requested to approve the release of the June 2016 Regional Benchmarking Study.

10. **Annual Work Program – Randy Keaton, Deputy Executive Director (Enclosure 10)**

Annually, the HRPDC staff prepares the Work Program (WP) for the coming Fiscal Year. The document outlines the work activities the HRPDC staff will undertake in support of the Commission and member localities.

Enclosed is the proposed HRPDC WP for FY 2017, starting July 1, 2016. It is the result of input from the seventeen local governments served by the HRPDC and various state and federal planning requirements. The vast majority of the work elements evolved from local advisory and technical committees. It also includes ideas, comments and suggestions generated at the HRPDC Retreat held on April 21, 2016.

Action Requested: The Commission is requested to approve the FY 2017 Work Program

11. HRPDC Recommended Governance Approach – Robert Crum, HRPDC/HRTPO Executive Director (Attachment 11)

At the HRPDC April 21, 2016 Annual Retreat, the Commission received a proposal from the Regional Chief Administrative Officers (CAO) Committee on a Recommended Governance Approach for the HRPDC. The highlights of this proposal are as follows:

- 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).
- Formalize a procedure that provides for the Regional CAO Committee to review, and when appropriate, make recommendations on items before they move forward to the HRPDC.
- Maintain the current Personnel and Budget Committee to provide guidance to the HRPDC Executive Director on agency operational issues.

During the Retreat, there was a general consensus among HRPDC members in support of the CAO Committee's Recommended Governance Approach.

Attached for the HRPDC's review is background information on the Recommended Governance Approach for the HRPDC and copies of the HRPDC Bylaws and Charter Agreement.

The Executive Director will brief the Commission on necessary changes to the Bylaws and Charter Agreement, and discuss the process for moving forward with this proposal.

12. **Three Month Tentative Schedule**

July 2016

Ship Builders Association

TMDL

Envision Hampton Roads

FEMA – Elevation of Houses recommendation from Coastal Resiliency Committee

August 2016

Meeting Cancelled

September 2016

Water Supply Management

HRSD

Land Subsidence Monitoring

DHCD Annual Report

Legislative Update

13. **Advisory Committee Summaries (Attachment 13)**

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

14. **Old/New Business**

15. **Adjournment**



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

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

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 HRPDC staff is advancing the following local technical assistance projects on behalf of its member jurisdictions:

- Town of Windsor Comprehensive Plan
- Town of Smithfield Comprehensive Plan
- Surry County Subdivision Ordinance

On May 12, 2016, the Virginia Department of Transportation (VDOT) conducted a public meeting in the Regional Building Board Room to receive public input on the proposed Six-Year Improvement Program (SYIP). The Commonwealth Transportation Board (CTB) is scheduled to take action to approve the SYIP at its June meeting, which will include projects recommended for funding through the HB2 process. A total of 21 projects in the Hampton Roads Region totaling approximately \$330 million have been recommended for HB2 funding. These projects include \$144.9 million of HB2 funding for Segment 3 of the I-64 widening project. Several HRTPO Board members attended and presented testimony in support of the Region's transportation projects, including HRTPO Chair Mayor Linda Johnson, York County Supervisor Thomas Shepperd, and James City County Supervisor Michael Hipple. The public meeting was attended by over 140 residents and community stakeholders.



The HRPDC staff has continued 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. In addition, a second JLUS is proposed to address the same issues for the Cities of Portsmouth and Chesapeake. The HRPDC staff has agreed to serve as Project Manager/Coordinator for both of these JLUS studies.

The HRPDC staff serves as the Administrator of HOME funds in the City of Portsmouth in administering down payment and closing cost assistance. This city-wide program is designed to expand homeownership opportunities to low and moderate income households. Staff recently signed a contract extending the program through FY 2017. The program works in partnership with HUD-Approved Housing Counseling partners that provide homeownership education and pre-purchase counseling to buyers in an effort to ensure that the buyer is successful in homeownership. To date, 15 families have been approved for the program.

The Regional Roundtable held its regularly scheduled monthly meeting on May 13th. This Roundtable consists of representatives from regional organizations and was convened by the HRPDC to promote the exchange of information among these regional entities.

The HRTPO/HRPDC Executive Director collaborated with HRTAC Executive Director Kevin Page to provide a briefing to Suffolk City Council on May 18th. This briefing focused on the status of regional transportation planning and our Region's progress in allocating monies to advance our regional transportation priority projects.

The Executive Director served as a guest speaker at an event hosted by the Tidewater Security Project on May 18th, providing information on the HRPDC's regional coastal resiliency planning efforts.

The HRTPO staff continues to participate in VDOT Cooperating Agency meetings to discuss the Hampton Roads Crossing Study (HRCS) Supplemental Environmental Impact Statement (SEIS).

On May 23rd, the Executive Director provided a presentation to the Hampton Roads Business Roundtable on collaboration opportunities between the two regions. Areas identified as possible areas for collaboration included the following:

- I-64 Improvements
- Passenger Rail Service
- Port of Virginia/Port of Richmond
- Virginia Capital Trail
- Legislative Efforts
- Water Supply
- Broadband
- Chesapeake Bay Requirements
- GO Virginia
- I-64 Innovation Corridor

The Executive Director attended a May 26th meeting at Reinvent Hampton Roads to discuss collaboration opportunities between Reinvent and the HRPDC.

Staff attended and participated in the Transit Means Business Forum held on May 27th at the Sandler Center in Virginia Beach. The Executive Director provided introductory comments for a panel discussion with Delegate Ron Villanueva, (21st District) Chair of the House Transportation Committee, Delegate Glenn Davis (84th District), Delegate Monty Mason (93rd District) and Secretary of Transportation Aubrey Layne.

The HRTPO and HRTAC Executive Directors participated in a Transportation Policy Meeting convened by Secretary of Transportation Aubrey Layne in Richmond on May 31st.

The regular monthly meeting of the Chief Administrative Officers (CAOs) was hosted in Williamsburg on June 1st. Agenda items included a presentation by Virginia Beach staff on the City's broadband initiative and the opportunity to expand this initiative regionally, a discussion of regional public safety coordination, a review of agenda items for the June 16th HRPDC meeting, and a review of regional interest items.

HRTPO staff continues to work with the CAOs from the City of Franklin and Southampton County to identify options for including these jurisdictions as full voting members of the HRTPO Board. A report on this issue is scheduled for the July HRTPO meeting.

The Executive Director provided the Isle of Wight State of the County presentation on June 7th.

The HRTPO/HRPDC staff continues to assist HRTAC with financial management, website support, and human resources services.

HRTPO staff will host a second meeting with locality staffs on June 14th to discuss opportunities for extending the Virginia Capital Trail into 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/HRTPO staff is advancing the following administrative items:

- Interviewing qualified firms to provide IT managed services to the Agency.
- Completion of the recruitment process for vacant HRPDC/HRTPO positions.
- Development of a Disadvantage Business Enterprise (DBE) and small business outreach program for the HRPDC/HRTPO.

On May 3rd, two HRPDC programs, askHRgreen.org and Help To Others, joined forces to raise money during Give Local 757. Citizens were challenged to follow clues found online to one of two magic faucets which were set up on both the Southside and the Peninsula. Funds raised by the event will help families in financial crisis maintain water and wastewater services.



Hampton Roads Planning District Commission
Executive Committee Meeting
Summary Minutes of May 19, 2016

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:

Commissioners:

Clyde Haulman, Chairman (WM)
Dr. Ella P. Ward, Vice Chair (CH)
James Baker (CH)
Randy Martin (FR)*
Brent Fedors (GL)
Phillip Bazzani (GL)
Mary Bunting (HA)
George Wallace (HA)
Rex Alphin (IW)
Sanford B. Wanner (IW)
Michael Hipple (JC)
Jim Bourey (NN)
Saundra Cherry (NN)*
McKinley Price (NN)

Lydia Pettis Patton (PO)
Kenneth Wright (PO)
Traci Dale Crawford (PQ)
J. Randall Wheeler (PQ)
Michael Johnson (SH)
Barry Porter (SH)
Patrick Roberts (SU)
Tyrone Franklin (SY)*
Louis R. Jones (VB)
Amelia Ross-Hammond (VB)*
Dave Hansen (VB)
Neil Morgan (YK)
Thomas Shepperd (YK)

Executive Director:

Robert A. Crum, Jr.

*Late arrival or early departure.

Others Recorded Attending:

Catherine Lindley (CH); Brian DeProfio (HA); Jason Purse (JC); Jeff Raliski, (NO); Brita Ayers, Bryce Causey, Uri Cooper, Bryan Stilley, Jerri Wilson (NN); Bob Baldwin, Sherri Neil (PO); Dannan O'Connell (PQ); Diane Kaufman (Senator Kaine's Office); Cathy Davidson (Albemarle Commission Regional Council of Government); Cathy Aiello (Aiello Enterprises); Elaine Hogan (Crenshaw, Ware and Martin); Frank Pappin (CTAC); Jennifer Coleman (HRTAC); Mark Geduldig-Yatrofsky (Portsmouthcitywatch.org); Ellis James (Sierra Club Observer); Michael King (U.S. Navy); Dianna Howard (VBTP); Eric Stringfield (VDOT); Citizens: Donna Sayegh, Staff: Randy Keaton, Kelli Arledge, Shernita Bethea, Nancy Collins, Andrea Gayer, Kathlene Grauberger, Greg Grootendorst, Julia Hillegass, Whitney Katchmark, Sara Kidd, Mike Long, Jai McBride, Ben McFarlane, Camelia Ravanbakht, John Sadler, Tiffany Smith, Jill Sunderland, Joe Turner, Chris Vaigneur.

Approval/Modification of Agenda

Chairman Haulman requested any modifications to the agenda.

Commissioner Thomas Shepperd Moved to approve the agenda; seconded by Vice Chair Ella Ward. The Motion Carried.

Submitted Public Comments

Chairman Haulman indicated there were no Submitted Public Comments.

Transcribed Public Comments for the April 21, 2016 Retreat Meeting

Chairman Haulman highlighted the Transcribed Public Comments from the April 21, 2016 Retreat Meeting.

Public Comment

Ms. Donna Sayegh, Portsmouth Citizen, indicated her displeasure with the duplication of activities between the HRPDC and Hampton Roads Transportation Planning Organization (HRTPO).

Mr. Frank Papcin, Virginia Beach Citizen, commented on the negative effects tolls have on the residents of the Region.

Mr. Ellis James, Norfolk Resident, voiced his concerns with the Solid Waste agenda item and emphasized the importance of the Coastal Resiliency agenda item.

Commissioners Randy Martin, Saundra Cherry, Tyrone Franklin and Amelia Ross-Hammond arrive.

Chairman's Comments

Chairman Haulman informed the Commission that due to his decision to not run for re-election, his term as Mayor of Williamsburg and Commission Chairman terminates on June 30, 2016 and a new Chairman must be appointed. The HRPDC Bylaws require the appointment of a Nominating Committee to bring forth recommendations to the Commission to fill the unexpired term of Chairman. Mayor Haulman indicated he would chair the Nominating Committee and was appointing one member of each locality to the Committee. The Nominating Committee will present its recommendations at the June 16, 2016 meeting, and the appointments will be effective July 1, 2016.

Executive Director's Report

Mr. Robert Crum, HRPDC/HRTPO Executive Director, summarized the success of the Planning Directors meeting and stated the group would begin meeting quarterly. He also

indicated the HRPDC/HRTPO had issued an RFP for legal services and selected Crenshaw, Ware and Martin to represent the organization as its legal counsel; the contract is under the Consent Agenda for approval. Lastly, he explained an amendment to the Regional Solid Waste Management Plan.

Approval of Consent Items

- A. Meeting Minutes – April 21, 2016 Retreat
- B. Transcribed Public Comment – April 21, 2016
- C. Treasurer’s Report of March 2016
- D. Legal Contract
- E. Solid Waste Plan Amendment

Commissioner Rex Alphin Moved to approve the consent items, seconded by Vice Chair Ward. The Motion Carried.

HRPDC Legislative Strategy

Ms. Julia Hillegass, HRPDC Public Information and Community Affairs Administrator, reminded the Commission of the 2016 Legislative Agenda format and noted its effectiveness in highlighting the legislative priorities of the HRPDC. She indicated the HRPDC staff wanted to begin preparing for the 2017 General Assembly earlier than in previous years.

Mr. Robert Crum, HRPDC/HRTPO Executive Director, stated staff suggestions for the 2017 Legislative Agenda could include the following topics:

- Public Education
- Economic Development
- Coastal Resiliency
- UASI/Homeland Security

The Commission held a lengthy discussion in regards to additional Legislative Agenda topics and addressed concerns of regional interest. Chairman Haulman requested the HRPDC staff research solutions for addressing regional safety solutions and to present them at a future meeting. Commissioner Kenneth Wright asked HRPDC staff to analyze economic trends of the region.

Coastal Resiliency

Mr. Ben McFarlane, HRPDC Senior Regional Planner, stated the HRPDC Coastal Resiliency Program had expanded as more resiliency activities had shifted from the state to PDCs. The HRPDC Coastal Resiliency Committee addresses all aspects of issues coastal areas experience, not just sea level rise.

Three objectives of the program include:

- Develop specific recommendations for local governments
- Advocate for support and action by the Commonwealth and the federal government
- Serve as the primary regional contact to coordinate efforts with state/federal agencies and other institutions

Mr. McFarlane explained federal/state partners were regular participants in the Coastal Resiliency Committee and these relationships have contributed to the success of Coastal Zone Management Grant funded initiatives and the ability to obtain LiDAR elevation data. Currently, the HRPDC is partnering with the U.S. Geological Survey and National Geodetic Survey for subsidence monitoring.

He stated the HRPDC is collaborating with the Navy on Joint Land Use Studies for military installations in the Region. The planning efforts would be led by the affected communities, with the HRPDC serving as project manager, and the Department of Defense Office of Economic Adjustment would be responsible for funding 90% of the project. He indicated the primary goal of the studies was to identify and address concerns of military bases, which now includes flooding and sea level rise.

He reviewed the timeline of the project, which included final proposals to be completed by June 2016, with an RFP for consultants immediately following once the applications are approved. Mr. McFarlane informed the Commission the HRPDC expects the studies to be completed in two years.

U.S. Army Corps of Engineers Feasibility Studies are another initiative of the HRPDC Coastal Resiliency Program. Mr. McFarlane explained these studies are the first step to secure significant federal funding for flood mitigation projects.

He explained the new model for Corps studies is a three-year study duration with a \$3 million maximum cost per study and three Corps command levels. The new parameters allow for quicker completion and higher efficiency. The study prerequisites include:

- Authorization by Congress
- Selection for Corps funding
- Commitment of matching funds

Mr. McFarlane stated the Corps is beginning to implement nature based features to be included in project recommendations and is promoting multi-jurisdictional studies.

Commissioner Thomas Shepperd requested status reports to ensure the feasibility studies are completed in a timely manner.

Vice Chair Ward Moved to authorize the Chairman to send a letter to the Hampton Roads Congressional Delegation requesting authorization for multi-jurisdictional feasibility studies in coastal Virginia, seconded by Commissioner Wright. The Motion Carried.

FY 17 Budget

Ms. Nancy Collins, HRPDC Chief Financial Officer, reviewed the FY 17 Budget with the Commission. She indicated there was an overall 8.6 % decrease and outlined the proposed budget included:

- 2% performance-based salary adjustment for staff
- 7% increase in healthcare premiums and .9% increase in VRS
- .75% decrease in VRS life insurance and 17.6% decrease in standard contracts
- 125% increase in special contracts. This was due to an anticipated move to cloud computing
- 3.8% decrease in general operations

Mr. Crum noted that the final decision on staff salary adjustments will be made by the Commission in July. He noted that based on the level of salary increases approved by HRPDC member jurisdictions, he may request that the HRPDC consider a 2.5% salary increase for staff at the July meeting.

Commissioner Louis Jones Moved to approve the FY 17 draft budget, seconded by Vice Chair Ward. The Motion Carried.

HRPDC Three Month Tentative Schedule

Chairman Haulman reviewed the Three Month Schedule section of the agenda, and noted the absence of a meeting in August.

Advisory Committee Summaries

Chairman Haulman discussed the Advisory Committee Summaries section of the agenda.

Old/New Business

Chairman 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 10:30 a.m.

Clyde A. Haulman
Chairman

Robert A. Crum, Jr.
Executive Director

Three people addressed the Hampton Roads Planning District Commission on May 19, 2016:

Donna Sayegh: *Good morning. My name is Donna Sayegh and I live in Portsmouth. Some agenda items that gave me food for thought was the legal contract. The agenda states that the HRPDC has retained the same law firm for a number of years and the staff decided it was time to request proposals from firms to determine the best fit for the work performed by the HRPDC and the HRTPO. The RFP was published on some websites and several local firms were contacted directly to notify them to the opportunity. It is okay for the HRPDC to communicate directly with several law firms, but it's not okay to communicate directly with the private citizen. The next one is 7E, Solid Waste Plan Amendment. The Virginia solid waste planning and recycling regulations require that designated solid waste management planning units develop and maintain the regional solid waste management plan. Before the Department of Environmental Quality issues permits for solid waste disposal facilities, these regulations also require the facility to be included in and found consistent with the regional plan. The planning agency and effective locality also need to certify consistency of the facility with the regional plan and with local ordinance respectively. So who are the designated solid waste management planning units? It's okay for the new plant that Chesapeake is promoting for waste management not to certify consistency of the facility with the regional plan and with local ordinance. I've made a FOIA request for the revenue expenses of our waste management department with the specific information regarding the amount of money Portsmouth has paid to SPSA and money paid to our RSD recycling plant. Item Number 6, HRPDC, HRTPO, Department of Rail and Public Transportation stated that it's not funding the request for intercity passenger rail operating and capital program for the completion of a Tier 2 environmental impact statement for high-speed rail between Hampton Roads and Richmond. The state and federal funding is available and staff resources, DRPT is supportive of efforts to advance high-speed rail to the Hampton Roads region. Once the D.C. to Richmond study is complete, DRPT will work with HRTPO to seek federal funds adhere to SEIS study to Hampton Roads. The Department of Rail and Public Transportation has already had a discussion with the Federal Rail Administration regarding the need for federal funding and a sponsorship as the federal agency for Hampton Roads Tier 2 environmental impact statement study. Stop trying to force on us the light rail issue. You forced it on Norfolk and look at the money we taxpayers have to pay to support it. So, that's all I have to say, but there's a lot of duplication in both HRPDC and HRTPO and I'd like to see that change. Thanks for listening.*

Frank Papcin: *Good morning. All you people know me. I come up here a lot, open my mouth and say a lot of things. Today is little bit different. Sometimes you turn around and you look for things and try to understand what's going on and you'll find things that you didn't know. For example, I never realized that we had \$5.4 billion budget coming from revenues from all over, from everywhere. It's ridiculous, I'm not going to go into where the money is coming from. I'm more interested in where the money is going, and more than that, I'm interested in the fact that this region is restricted by the amount of money it collects, meaning you can only do so much with what you have. I keep hearing people talking about tolls, tolls and tolls. I keep thinking about the impact that these tolls have on different people. Those that can afford it, have very little difference on them. Those that cannot afford it, forces them off the roads because they can't afford the tolls. There's talk of HOV and HOT lanes, HOT lanes means*

if you got the money, you can ride in the HOV lane and supposedly, those who don't have any money, they can ride in the rest of it and their commute becomes quicker. Well, HOV lanes really haven't produced very much in my eyes. I mean I'm looking at the Hampton Roads HOV reversible lanes that they built, HOV 3 which was a disaster and then they changed it to HOV 2, and now they're looking at HOT lanes. Putting HOT lanes in there, and I just think of it as a revenue source for the state, but this is not really why I came. The reason I came is to appeal to you people. You people are the elected representatives of the people in your communities and they need your help. How do they your help? Well, there are different bills going up before our representatives in Richmond giving alternatives to the tolls, but people, they have very little voice in the government that we have. You being elected officials, you have a bigger voice. You can turn around and help, you can turn around and use your influence to turn around and make these people do the right thing. We have states in this country without tolls and they have just as much traffic as we do and they have the same problems we do. So obviously your tolls, they only help those that can afford to pay them. It doesn't help the rest of the people. You people talk about mass transit. Well, my name is up. Anyways, I'll be back. There are two more meetings today and I'll be there. Thank you.

Ellis James: *Thank you, Mr. Chairman, members of the Commission, my name is Ellis W. James. I would like to call your attention to item 9 that Ben is going to give a report on, and urge you all to authorize Mr. Crum to write and seek the appropriate information, funding, whatever it is we need to have in order to study this particular issue for our region. Connected to that is the simple thing. We need to be sure that we are paying close attention to the solid waste issue. There is a major report on the agenda this morning. I'm not anti-any community, as you all well know, but I am concerned about this being put forward. So I hope you will pay close attention to it. One last item, Mr. Chairman. I have encountered within the last few days a very interesting situation that probably will touch all of the communities in this room. There is a contentious item that has become a hot job in my opinion by one of the newspapers. Rodney Jordan and our school board has done an excellent job over the years, and he is not someone who puts interest forward lightly. The issue has become a struggle over whether or not it is appropriate to send some school board members, not all, but on a rotating basis to learn from national conventions and communities what the best approach for our school system in the city of Norfolk where I reside. I know from personal experience that my wife and I have attended at VMI, the Virginia Environmental Conferences for 22 years. Developing relationships and contacts and knowledge of the issues is extremely important, and to have someone come forward and try to gut that effort is a mistake in my opinion, and I would urge each one of the counties and the cities and the towns to please pay close attention to this kind of thing. When properly used, these can be invaluable learning sessions for members of school boards and other boards in your community. So please pay close attention. Thank you, Mr. Chairman.*

FISCAL YEAR 2016
4/30/16
STATEMENT OF REVENUES AND EXPENDITURES
83% OF FISCAL YEAR COMPLETE

REVENUES	Annual Budget	Previous Previous YTD	Current Month	YTD	% Received /Expended
STATE PDC REVENUE	\$ 151,943	\$ 113,957	\$ 37,986	\$ 151,943	100%
DEQ	66,594	48,500	-	48,500	73%
HOUSING DHCD	39,000	27,350	-	27,350	70%
WATER QUALITY ASSESSMENT	504,000	420,000	-	420,000	83%
VDEM	432,719	132,695	-	132,695	31%
UASI	267,796	226,298	-	226,298	85%
Local Jurisdiction Membership Dues	1,366,800	1,179,787	192,733	1,372,520	100%
Local Jurisdiction Programs	1,535,069	1,277,423	216,460	1,493,883	97%
HRMFFA	24,000	15,100	-	15,100	63%
SALES, INTEREST & MISC	93,162	52,043	17,439	69,482	75%
VDOT-PL SEC 112	2,207,705	838,143	-	838,143	38%
HRTAC	152,000	67,658	-	67,658	45%
VDRPT 5303	978,076	371,713	-	371,713	38%
SP&R	72,500	36,616	-	36,616	51%
RSTP	10,000	4,059	-	4,059	41%
SPECIAL CONTRACTS/ DEFERRED	<u>1,526,709</u>	<u>1,513,188</u>	<u>-</u>	<u>1,513,188</u>	99%
Total Revenue	<u>9,428,073</u>	<u>6,324,528</u>	<u>464,617</u>	<u>6,789,146</u>	72%
EXPENDITURES					
PERSONNEL	\$ 4,570,037	\$ 3,226,306	\$ 357,516	\$ 3,583,821	78%
STANDARD CONTRACTS	234,555	149,646	14,615	164,262	70%
SPECIAL CONTRACTS/PASS THROUGH	3,910,207	1,683,420	12,288	1,695,708	43%
OFFICE SERVICES	<u>713,274</u>	<u>297,312</u>	<u>29,000</u>	<u>326,311</u>	46%
Total Expenses	<u>9,428,073</u>	<u>5,356,684</u>	<u>413,419</u>	<u>5,770,102</u>	61%
Agency Balance	<u>\$ -</u>	<u>\$ 967,844</u>	<u>\$ 51,199</u>	<u>\$ 1,019,044</u>	

HAMPTON ROADS PLANNING DISTRICT COMMISSION
HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION
FY2016 BUDGET - AMENDED

	APPROVED AMENDED	TPO PASS-THRU	PDC PASS-THRU	TPO OPS	PDC OPS	CURRENT AMENDMENT	NEW AMENDED	TPO PASS-THRU	PDC PASS-THRU	TPO OPS	PDC OPS
REVENUES											
OPERATIONS											
FEDERAL GRANTS	2,549,887			2,360,937	188,950	(193,406)	2,356,481			2,160,937	195,544
STATE GRANTS	298,934			298,934	0	(25,000)	273,934			263,868	10,066
STATE GRANT TO PDCs	151,943				151,943		151,943				151,943
LOCAL:											
Member Dues	1,366,797			301,368	1,065,429		1,366,797			286,434	1,080,363
Member Programs	637,732				637,732		637,732		30,000		607,732
Deferred from Prior Years	218,492				218,492		218,492				218,492
Other Local Programs	31,500				31,500		31,500				31,500
MISCELLANEOUS/Other Orgs	206,162			47,500	158,662	57,000	263,162			47,500	215,662
TOTAL OPERATIONS	5,461,447	0	0	3,008,739	2,452,708	(161,406)	5,300,041	0	30,000	2,758,739	2,511,302
PASS-THROUGH FUNDS											
FEDERAL GRANTS	995,496	453,781	541,715		0	68,850	1,064,346	453,781	610,565		0
STATE GRANTS	56,721	56,721			0		56,721	56,721			0
LOCAL OTHER	1,397,340		1,397,340		0		1,397,340		1,367,340		30,000
OTHER	6,000		6,000		0		6,000		6,000		0
DEFERRED FROM PRIOR YEARS	1,294,696		1,294,696		0		1,294,696		1,278,057		16,639
TOTAL PASS-THROUGH FUNDS	3,750,253	510,502	3,239,751	0	0	68,850	3,819,103	510,502	3,261,962	0	46,639
TOTAL REVENUE	9,211,700	510,502	3,239,751	3,008,739	2,452,708	(92,556)	9,119,144	510,502	3,291,962	2,758,739	2,557,941
EXPENDITURES											
PERSONNEL	4,570,037			2,327,040	2,242,997		4,570,037			2,327,040	2,242,997
STANDARD CONTRACTS	234,555			114,547	120,008		234,555			114,547	120,008
SPECIAL CONTRACTS	73,460			43,531	29,929		73,460			43,531	29,929
PASS-THROUGH ACTIVITY	3,733,614	463,702	3,271,789		(1,877)	68,850	3,802,464	510,502	3,291,962		0
OPERATING SCHEDULES	494,950			224,346	270,604		494,950			224,346	270,604
CONTINGENCIES/RESERVES	185,611			289,209	(103,598)	(161,406)	24,205			64,209	(40,004)
TOTAL EXPENDITURES	9,292,227	463,702	3,271,789	2,998,673	2,558,063	(92,556)	9,199,671	510,502	3,291,962	2,773,673	2,623,534

Attachment 8

\$250,000 IN PL FUNDS DEPROGRAMMED (\$200,000 FED, \$25,000 STATE, \$25,000 MATCH)
\$68,850 NEW MMRS FEDERAL GRANT

\$6,594 NEW DEQ GRANT (TOTAL \$40,000, \$33,406 IN FY2017)
\$57,000 ADDITIONAL FROM HRTAC

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

**BYLAWS OF
THE HAMPTON ROADS PLANNING DISTRICT COMMISSION**

ARTICLE I

NAME

The name of this organization is The Hampton Roads Planning District Commission (the "COMMISSION"). The COMMISSION was organized and exists pursuant to a Charter Agreement (the "Agreement") adopted by the Joint Resolution of the governing bodies (the "Governing Bodies") of its constituent member governmental subdivisions (the "Subdivisions") in accordance with the Virginia Area Development Act, Title 15.1, Chapter 34 § 15.1-1400 et seq., Va. Code Ann., (1950), as amended.

ARTICLE II

PURPOSE

The purpose of the COMMISSION is to promote the orderly and efficient development of the physical, social and economic elements of the twenty and twenty-first planning districts by planning and encouraging, and assisting Governing Bodies to plan for the future.

ARTICLE III

MEMBERSHIP

The members of the COMMISSION shall be appointed by the participating subdivisions in the manner and for terms as provided by the Agreement.

ARTICLE IV

MEETINGS

1. The meetings of the COMMISSION shall be held at 9:30 a.m. on the 3rd Thursday of each month during the months of January, April, July and October at a place to be determined by the Chairman of the COMMISSION. The October meeting shall be the annual meeting of the COMMISSION. The COMMISSION or the Executive Committee may change the date and time of any regular meeting at any prior meeting. The COMMISSION may adjourn any meeting from time to time or to another place.

2. Special Meetings. Special meetings may be called by the Chairman at his discretion or by any two members of the COMMISSION upon 48 hours notice to all members in

writing or by telephone of the time, place and purpose of the special meeting. A special meeting may be held without notice provided all members of the COMMISSION are present.

3. Quorum. A majority of the COMMISSION shall constitute a quorum, provided a member from at least a majority of the Subdivisions shall be present.

4. Voting. Each member of the COMMISSION shall be entitled to one vote on the COMMISSION. All actions of the COMMISSION may be taken by a majority vote of all members present and voting, provided that any action shall require the affirmative vote of members representing at least a majority of the Subdivisions for approval.

5. Procedures. Upon all questions not governed by the Agreement, these bylaws or any other adopted rule of the COMMISSION, the general principle of parliamentary procedure as set forth in Roberts Rules of Order shall govern.

ARTICLE V

OFFICERS

1. Officers and Duties. The officers of the COMMISSION shall consist of a Chairman, a Vice-Chairman, a Secretary, a Treasurer and such subordinate officers as may from time to time be elected or appointed by the COMMISSION. The Vice Chairman shall serve, and may also be known, as the Chair-Elect. No person may hold more than one office; provided, however, that the offices of the Secretary and the Treasurer may be held by the same person. All offices must be held by members of the COMMISSION; provided, however, the offices of Secretary and Treasurer may be held by persons who are not members of the COMMISSION. The office of Chairman shall be held by a member of the Governing Body of the Subdivision he or she represents. The offices of Chairman and Vice-Chairman shall be held by members representing different Subdivisions. Each of such officers shall serve without compensation.

2. Term of Office. All officers shall be elected for a term of one year or until their successors are elected or until they resign or are removed from office. The Chairman and Vice-Chairman may serve not more than two (2) consecutive one (1) year terms in succession. Any Chairman or Vice-Chairman who serves a partial term shall not be considered as serving a full term.

3. Election. Prior to the annual meeting at which an officer will be elected, the Chairman shall appoint a Nominating Committee, consisting of at least one member from at least half of the Subdivisions. The Nominating Committee shall, at the annual meeting, submit the name or names of one or more persons for each office to be filled. Further nominations may be made by any member at the meeting at which the election is held. The election of officers shall be by voice vote, unless changed by majority vote of those present.

4. Vacancies. Any vacancy occurring in an office shall be filled for the unexpired term by the COMMISSION at the next regular meeting following the occurrence of such vacancy, or at a special meeting called for that purpose. If the vacancy occurs in the office of the

Secretary or Treasurer, an acting officer shall be appointed by the Chairman pending such election.

5. Chairman. The Chairman shall preside at all meetings of the COMMISSION at which he is present and shall vote as any other member. He shall be responsible for the implementation of the policies established and the actions taken by the COMMISSION, shall have all of the powers and duties customarily pertaining to the office of the chairman of the board, and shall perform such other duties as may be assigned to him by the COMMISSION.

6. Vice-Chairman. The Vice-Chairman shall, in the event of the death or absence of the Chairman, or of his inability to perform any of the duties of his office or to exercise any of his powers, perform such duties and possess such powers as are conferred upon the Chairman, and shall perform such other duties as may from time to time be assigned to him by the Chairman or by the COMMISSION. The Vice-Chairman shall be expected to serve as Chairman, following the expiration of the incumbent Chairman's term of office.

7. Secretary. The Secretary shall give the members notice of all regular and special meetings of the COMMISSION and shall attend all meetings and keep a record of their proceedings, which shall be a public record, and copies of which shall be mailed with the notice of the next regular meeting to all members of the COMMISSION. In general, he shall perform all duties incident to the office of Secretary and such other duties as may from time to time be assigned to him by the Chairman or by the COMMISSION. The Secretary may, with the permission of the COMMISSION, delegate certain of his duties and responsibilities to the staff of the COMMISSION.

8. Treasurer. The Treasurer shall have general charge and supervision of all of books and accounts of the COMMISSION, shall have custody of the monies and securities of the COMMISSION and keep an accurate record of the source of all monies. Unless otherwise provided, he shall sign or countersign such checks, vouchers or other instruments as require signature; shall make a brief financial report at each regular meeting of the COMMISSION; shall prepare an annual report as soon as practicable after the end of each fiscal year; and shall perform all other duties incident to his office that may be required of him by the COMMISSION. The Treasurer may, with the permission of the COMMISSION, delegate certain of his duties and responsibilities to the staff of the COMMISSION.

ARTICLE VI

COMMITTEES

1. Executive Committee. There shall be, as one of the standing committees, an Executive Committee consisting of one member from each Subdivision designated prior to the annual meeting of the Commission by each respective Governing Body. If the Chairman or Vice-Chairman is not otherwise appointed as an Executive Committee member by his respective jurisdiction, that officer shall also serve as a member of the Executive Committee during his elected term of office. Except for the Chairman and Vice-Chairman, who shall serve while in

office, each member of the Executive Committee shall serve for a term of one (1) year or until his successor is appointed by the appropriate Governing Body, or until he resigns or is removed from the COMMISSION. The Chairman will serve as Chairman of the Executive Committee. Each member of the Executive Committee shall have one vote. However, if the Chairman or Vice-Chairman is not the Executive Committee member appointed by the Governing Body of his Subdivision, then the Subdivision's appointed member and the officer from that Subdivision who is also serving on the Executive Committee shall each be entitled to a vote counted one-half the vote of other Executive Committee members or, if only one of them is in attendance at a meeting, then that one shall have one full vote on behalf of his Subdivision. The Executive Committee shall hold regular monthly meetings upon the call of the Chairman. The Executive Committee shall hold special meetings upon the call of the Chairman or any two of its members. A majority of the members shall constitute a quorum. Every other member shall be an alternate member of the Executive Committee for the purpose of representing his jurisdiction on the Executive Committee, but an alternate member of the Executive Committee may vote only in the absence of the regular member from his jurisdiction. Subject to the control and direction of the COMMISSION, the Executive Committee shall supervise and manage the affairs of the COMMISSION between regular meetings of the full COMMISSION. The Executive Committee may act on all matters by, for or on behalf of the COMMISSION, and may exercise any and all powers granted to the COMMISSION by the Virginia Area Development Act, the Agreement, or these bylaws, except amending the Agreement or these bylaws. The Executive Committee shall have such specific duties as may from time to time be assigned to it by the COMMISSION.

2. Standing Committees. The COMMISSION may establish such other special and standing committees, advisory, technical or otherwise, as it shall deem desirable for the transaction of its affairs.

ARTICLE VII

ADMINISTRATION

1. Staff. The COMMISSION shall employ a staff of qualified professional and other persons, pay to them such compensation as it shall deem advisable to carry out its duties; and implement projects, programs and other functions.

2. Director. The chief executive officer of the staff shall be the Executive Director, who shall have direct supervision of all the other employees of the COMMISSION, and, subject to the authority of the COMMISSION and its officers, shall have direct control of the management of the affairs of the COMMISSION.

3. Duties of Executive Director. The Executive Director shall act as disbursing officer, and shall be responsible for the payment of all bills, or of all warrants or requisitions, after payment thereof is authorized by the Treasurer. He shall be responsible for keeping a record of all monies paid out and received and of receipts and vouchers to cover such expenditures.

4. Execution of Instruments. The Executive Director, upon specific authorization by the COMMISSION, shall have the power to sign in its behalf any agreement or other instrument to be executed by the COMMISSION. Unless otherwise provided, he may sign or countersign checks and vouchers in payment of obligations of the COMMISSION.

ARTICLE VIII

FINANCES

1. Finances. The monies of the COMMISSION shall be deposited in such bank as the COMMISSION shall designate, and all payments (with the exception of those from petty cash) shall, so far as is practicable, be made by checks. Checks and drafts may be signed in the name of the COMMISSION by the Executive Director, the Secretary, the Treasurer, or their designee.

2. Audit. The COMMISSION, at least once each year, shall cause an audit to be made by an independent certified public accountant of the general funds of the COMMISSION and any special project funds which are not audited by the federal or state government or by other independent accountants.

3. Bonds. The COMMISSION shall cause fidelity bonds to be issued covering each of its employees who receive or disburse funds in amounts deemed by it to be adequate.

ARTICLE IX

SEAL

1. Seal. The COMMISSION may adopt a seal for the Commission in such form as it deems appropriate.

ARTICLE X

AMENDMENTS

1. Any proposed amendment of these bylaws shall be presented in writing and read for a first time at any regular or special meeting of the COMMISSION. Such proposal may be considered and amended at such meeting, but shall not be acted upon by the COMMISSION until a subsequent meeting which may be held no earlier than thirty (30) days after the first meeting. At the subsequent meeting, the proposal may be adopted only by the affirmative vote of at least two-thirds (2/3) of the entire COMMISSION members.

As Amended Through April 2011

**CHARTER AGREEMENT
OF THE
HAMPTON ROADS PLANNING DISTRICT COMMISSION**

This Charter Agreement to organize a planning district COMMISSION is made as of the 1st day of July, 1990, by and between the undersigned governmental subdivisions as authorized by the Virginia Area Development Act. (Title 15.1, Chapter 34, 515.1-1400, et seq., VA Code Ann., (1950), as amended);

NOW THEREFORE, it is agreed that:

ARTICLE I

ORGANIZATION

1. Name. The name of this organization shall be the Hampton Roads Planning District Commission (the "COMMISSION").
2. Principal Office. The principal office of the COMMISSION shall be in Chesapeake, Virginia. The location of the principal office may be changed by the concurrence of the COMMISSION.
3. Effective Date of Organization. The effective date of organization shall be July 1, 1990 or upon the date as of which the Virginia Department of Housing & Community Development declares that Planning Districts Twenty and Twenty-One are merged, whichever occurs later.

ARTICLE II

MEMBERSHIP

1. Method of Appointment. Members of the COMMISSION shall be appointed by the respective governing bodies (the "Governing Bodies") of those governmental subdivisions which are parties to this Charter Agreement (the "Subdivisions").
2. Composition. The Governing Bodies shall appoint members to the COMMISSION on the following basis:
 - (a) Each Subdivision shall be entitled to two (2) initial members;

(b) Each Subdivision with a population greater than or equal to 100,000 and less than 200,000 shall be entitled to one additional member, for a total of three. Each Subdivision with a population greater than or equal to 200,000 but less than 300,000 shall be entitled to three additional members, for a total of five. Each Subdivision with a population greater than or equal to 300,000 shall be entitled to five additional members for a total of seven. Of the two initial members, one shall be an elected official of the Subdivision, and one shall be the Chief Administrative Officer of the Subdivision. At least one-half of the additional members for each Subdivision shall be elected official of the Subdivision.

3. Basis for Representation. The population on which representation on the COMMISSION is based shall be established annually by the COMMISSION, using the most recent United States Census at the time at which any provision dependent upon population is being applied, or the time as of which it is being construed, unless there is available a final annual estimate of population prepared by the Center for Public Service, the University of Virginia, in which event that estimate shall govern. If a Subdivision is determined to be entitled to increased membership on the COMMISSION, such increase shall become effective on the 1st of July immediately following such determination.

4. Term. Of the first members appointed to the Commission, one-half (1/2) of the members from each Subdivision shall be appointed for one year terms and the remaining half shall be appointed for two year terms. Where the number of members representing a Subdivision is not divisible by two, then the Subdivision shall appoint the extra member to a two-year term. The term of appointment for all subsequent members shall be two (2) years. This section intends as near as possible to have such Subdivision appoint one-half of its representation annually. Any additions to or reductions in representation on the COMMISSION shall be carried out in accordance with the stated intent of this section.

5. Vacancies. Any member of the COMMISSION may be removed from office at any time, with or without cause, by the Governing Body that appointed the member. Any COMMISSION member who is an elected representative of the Subdivision shall be removed immediately upon the expiration of his elected term of office. Any employee of a Subdivision shall be removed immediately upon the termination of his employment by the Subdivision. Vacancies on the COMMISSION shall be filled for the unexpired portion of the term in the same manner as the original appointment was made.

6. Voting. Each member of the COMMISSION shall have one equal vote in all matters before the COMMISSION.

ARTICLE III

OFFICERS

1. Officers. The Officers of the COMMISSION shall consist of a Chairman, a Vice-Chairman and such other officers as may be deemed advisable by the COMMISSION. The Vice-Chairman shall serve, and may also be known, as the Chairman-Elect. All officers shall be elected by the COMMISSION from amongst its members, except that it may elect a secretary and treasurer who need not be members of the COMMISSION.

2. Term of Office. All officers shall be elected for a term of one year or until their successors are elected or until they resign or are removed from office. The Chairman and Vice-Chairman must be from different Subdivisions. The Chairman and Vice-Chairman may serve not more than two (2) consecutive one (1) year terms in succession.

3. Election. Election of Officers shall be held at the annual meeting of the COMMISSION. Any vacancy occurring in an office shall be filled at the next regular meeting following the occurrence of such vacancy, or at a special meeting called for that purpose. If the vacancy occurs in the office of Secretary or Treasurer, an acting officer shall be appointed by the Chairman pending such election.

4. Bylaws. The COMMISSION may adopt bylaws and such other rules as it may deem necessary or advisable for the conduct of its business, providing they are not inconsistent with the provisions of the Charter Agreement and the Virginia Area Development Act.

ARTICLE IV

MEETINGS

1. Regular Meetings. The COMMISSION shall hold regular meetings at such times as the bylaws may provide or as the COMMISSION may determine.

2. Special Meetings. Special meetings will be held upon call by the Chairman and in accordance with the procedures as may be established by the bylaws or the COMMISSION.

ARTICLE V

COMMISSION MERGER

Upon the effective date of this Charter Agreement, Southeastern Virginia Planning District Commission and the Peninsula Planning District Commission shall merge into the

Hampton Roads Planning District Commission, which shall be the surviving entity and which shall be entitled to all the assets and shall assume all the liabilities of the two entities.

ARTICLE VI

ADDITION OR WITHDRAWAL OF PARTY TO THIS CHARTER AGREEMENT

1. Addition. Any governmental subdivision within Planning District Nos. Twenty or Twenty-One which is not a party to this Charter Agreement at the effective date hereof, may thereafter join the COMMISSION at the end of the COMMISSION'S then current fiscal year, provided that such governmental subdivision is eligible for membership and that the governing body of the governmental subdivision previous thereto adopts and executes this Charter Agreement.

2. Withdrawals. Any Governing Body may withdraw its Subdivision from the COMMISSION by submitting to the COMMISSION in writing, at least sixty days before the end of the COMMISSION'S then current fiscal year, a notice of intent to withdraw. All withdrawals shall become effective at the end of the fiscal year. A notice of intent to withdraw may be withdrawn or canceled by the Governing Body concerned at any time prior to the effective date of the withdrawal.

3. Change of Charter. Within sixty days of receipt of such notification of intent to join or withdraw, the COMMISSION shall submit a report to the remaining Governing Bodies that would recommend any modifications to the Charter Agreement or bylaws of the COMMISSION which are necessary as a result of said addition or withdrawal.

4. Assets and Liabilities. Upon withdrawal of a Subdivision from the COMMISSION, all of its interest in the assets and responsibilities for the liabilities of the COMMISSION shall cease and terminate as of the effective date of such withdrawal.

5. Operating Costs. Upon the addition of a Subdivision to the COMMISSION, its responsibilities for its pro rata share of the operation of the COMMISSION shall begin on the effective date of such addition.

ARTICLE VII

FINANCES

1. Funds. Funds for the operation and administration of the COMMISSION shall be appropriated by the participating Governing Bodies on a pro rata basis based on population of

the Subdivisions as established for purposes of representation on the COMMISSION under Article II of this Charter Agreement.

2. Annual Payments. Payments to the COMMISSION shall be made quarterly, due within thirty days of the beginning of each quarter. No refund or adjustment of payments is authorized to any Subdivision until the close of the fiscal year. Any Subdivision which is more than sixty days delinquent in its payments to the COMMISSION shall stand suspended from membership on the COMMISSION until such delinquency is paid in full. During the period of any suspension, the members of the COMMISSION representing such Subdivision shall stand suspended from office and may not speak or vote on any matter before the COMMISSION. Any Subdivision that is more than six months delinquent in its payments to the COMMISSION shall automatically cease to be a member of the COMMISSION. Nothing contained herein shall be construed as a relieving an expelled Subdivision of the obligation to pay its pro rata share of the COMMISSION'S budget which is the basis for its expulsion.

3. Contracts. The COMMISSION shall have no authority or power to obligate in any manner any participating Subdivision beyond those funds duly appropriated by such Subdivision for the use of the COMMISSION.

ARTICLE VIII

AMENDMENTS

1. Approval. This Charter Agreement may be amended, supplemented or superseded only after concurring resolutions have been adopted by the Governing Bodies of two-thirds of the Subdivisions.

2. Procedure. Any proposal to amend, supplement or supersede this Charter Agreement must be submitted in writing to the COMMISSION and to each Governing Body. Thereafter, the COMMISSION shall review the proposal and submit its comments and recommendations thereon to each Governing Body. After comments and recommendations, each Governing Body may proceed to consider a resolution concurring in the proposed change.

JOINT MEETING OF THE DIRECTORS OF UTILITIES COMMITTEE AND HEALTH DIRECTORS

The Directors of Utilities Committee and the Health Directors met on May 4, 2016. The following items were discussed during the meeting:

- Mr. Curt Thomas, Program Coordinator for the DEQ Office of Water Supply, briefed the group on the [private water well registration regulation](#) and the new online well registration tool developed by DEQ, VDH, and the well drilling community for use by licensed well drillers. Mr. Thomas described the significant stakeholder involvement in the development of the web application and how the tool is serving as a resource to DEQ, VDH, and well drillers.
- Mr. Scott Kudlas, Director of the DEQ Office of Water Supply, provided an update on the workgroup activities and forthcoming white papers for the [Eastern Virginia Groundwater Management Advisory Committee](#) (EVGMAC) and the subsidence and salt water interface modules in the Coastal Plain groundwater model. Mr. Kudlas also discussed the process and requirements for the five-year update of the regional water supply plan.
- Mr. John Aulbach, Director, VDH Office of Drinking Water (ODW), provided an update on regulatory issues, including the pending incorporation of the federal Revised Total Coliform Rule into the Virginia Waterworks Regulations and the VDH and [EPA efforts](#) to address critical drinking water challenges and strengthen protections against lead in drinking water.
- With regard to microbial source tracking efforts, VDH staff is invited to present the results of the VIMS predictive modeling study at the November 2, 2016 Joint Meeting of the Directors of Utilities Committee and Health Directors. HRSD will also be invited to brief the group on source tracking projects in the Nansemond River (Suffolk), Elizabeth River (Chesapeake), and at Hilton Beach (Newport News).
- The Directors of Utilities Committee discussed the draft 2016 Memorandum of Agreement for the Regional Groundwater Mitigation Program and the program history. The previous MOA, executed in 2010, will be distributed for reference. The HRPDC staff will collect comments on the draft 2016 MOA through May 23, 2016 for incorporation into a revised draft.

**JOINT MEETING OF THE
DIRECTORS OF UTILITIES COMMITTEE AND HEALTH DIRECTORS**

The Directors of Utilities Committee met on June 1, 2016. The following items were discussed during the meeting:

- The HRPDC staff briefed the Committee on the FY17 goals identified by the Water Awareness subcommittee and the FOG subcommittee for the askHRgreen.org program.
- The HRPDC staff summarized the Help to Others – H2O – Program fundraising results from the May 3, 2016 Give Local 757 event. The Committee discussed the renewal of the Memorandum of Agreement (MOA) for administration and management of the H2O program.
- The Committee held a roundtable discussion on the organizational structures of water and wastewater operational divisions to talk about the advantages and challenges associated with different structures.
- The Committee discussed the criteria for reporting a release through the Sanitary Sewer Overflow Reporting System.
- The Committee discussed recent and upcoming meetings of the Eastern Virginia Groundwater Management Advisory Committee (EVGMAC) and Workgroups.
- The Committee discussed participation in the Mission H2O Virginia’s FY17 work plan for the Groundwater Subgroup.
- The Committee discussed the draft MOA for the Regional Groundwater Mitigation Program and the timeframe for next steps.

MEETING SUMMARY
REGIONAL ENVIRONMENTAL COMMITTEE

The Regional Environmental Committee met on May 5, 2016. The following items were discussed.

- Mr. Kevin McLean, Virginia Soil and Water Conservation Districts, briefed the Committee on the Virginia Conservation Assistance Program, an urban cost-share program for homeowners installing stormwater best management practices.
- Mr. Ben McFarlane, HRPDC, briefed the Committee on the Virginia Coastal Zone Management Program's Working Waterfronts Plan and strategy.
- Mr. McFarlane updated the Committee on matters related to the Virginia Coastal Zone Management Program.
- Ms. Julia Hillegass, HRPDC, updated the Committee on the status of the askHRGreen.org program.
- Ms. Jai McBride, HRPDC, briefed the Committee on the discussions from the Planning Directors meeting that was held on April 28, 2016.
- Mr. Randy Keaton, HRPDC, briefed the Committee on the discussions from the HRPDC annual retreat held on April 21, 2016.
- Several Committee members and guests provided status reports.

MEETING SUMMARY
REGIONAL ENVIRONMENTAL COMMITTEE

The Regional Environmental Committee met on June 2, 2016. The following items were discussed.

- Ms. Michelle Hamor, Norfolk District, U.S. Army Corps of Engineers, briefed the Committee on a proposal for a Multi-Hazard Tournament to help localities identify potential projects or policy changes to mitigate hazards and address other local concerns.
- Mr. Dave Cotnoir, Naval Facilities Engineering Command, briefed the Committee on the Navy's Chesapeake Bay TMDL Action Plan for Hampton Roads Installations.
- Mr. Ben McFarlane, HRPDC, briefed the Committee on updates to the HRPDC chapter for the Virginia Coastal Zone Management Program's Working Waterfronts Plan.
- Mr. McFarlane briefed the Committee on the goals and recent activities of the Chesapeake Bay Program's Climate Resiliency Workgroup, including its deliberations on scenarios for sea level rise and resulting tidal wetlands losses for the 2017 mid-point assessment.
- Several Committee members and guests provided status reports.