

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #13: PROJECT STATUS REPORTS AND ADVISORY COMMITTEE SUMMARIES

A. DIRECTORS OF UTILITIES COMMITTEE SUMMARY MINUTES

The summary minutes of the March 5, 2014 Directors of Utilities Meeting are attached.

Attachment 13-A

B. REGIONAL ENVIRONMENTAL COMMITTEE MEETING SUMMARY

The summaries of the February 6, 2014 and March 6, 2014 meetings of the Regional Environmental Committee are attached.

Attachment 13-B1

Attachment 13-B2

C. PROJECT STATUS REPORT

Attached are the project status reports on other HRPDC programs.

Attachment 13-C

MEETING OF THE DIRECTORS OF UTILITIES COMMITTEE

The Directors of Utilities Committee met on March 5, 2014. The following items were addressed during the meeting:

- The Committee discussed the next steps related to the Consent Decree and Special Order by Consent. All localities signed the Memorandum of Agreement for the hybrid approach to regionalization. HRSD notified the EPA and Virginia DEQ that the MOA had been signed by the February 28th deadline.
- The Committee discussed the regional agreement to adopt Fats, Oils, and Grease (FOG) ordinances and enforcement policies. The original recommendation was approved in 2008. Many localities have adopted programs that follow the building code requirements for retrofitting facilities with grease control devices instead of the regional best practice guidance. Staff will analyze FOG related sewer overflows and report back to the Committee.
- HRPDC staff reported on the Groundwater listening session between DEQ and Mission H2O. DEQ provided some additional information to support its concern that groundwater permits exceed sustainable withdrawals even accounting for International Paper's reduced permit. Staff will continue to collect information related to potential policy options.
- HRPDC staff has completed the portion of the sewer affordability analysis that is based on census data. Next step is to distribute the analysis to localities to fill in locality-specific data.

PROJECT STATUS REPORTS

1. Regional Economics Program

Technical Assistance

Economics staff routinely provides technical assistance and support to member jurisdictions and regional organizations. Both the HRPDC Data Book and the Commission's Benchmarking Study provide easy access to a great deal of regional information. Staff also provides special reports and newsletter articles on topics of timely significance, such as payroll and unemployment reports. Over the past two months, staff has provided briefings to member localities (per request), provided interviews and presentations for information purposes to organizations such as the retail alliance, the chamber of commerce, and to the risk management association, and has responded to information requests from individuals, member localities, regional organizations, and the media.

Hampton Roads Data Center

In keeping with the state mandate that calls for Planning District Commissions to collect and maintain demographic, economic, and other data concerning the region and member localities, and to act as a state data center affiliate in cooperation with the Virginia Employment Commission, staff routinely collect and maintain a variety of data sets. This year, as per the Commission's work program, staff are moving from the publication of data in an annual Data Book, to an online data repository that will enable efficient access for those seeking regional data. Staff have moved to an online system; a process that is expected to be ongoing as new information is released.

Hampton Roads Benchmarking Study

Each year staff compiles regional data on the economy, demographics, housing, transportation, and various quality of life indicators. This information is the basis for the Hampton Roads Benchmarking Study, a publication that is designed to provide the region's decision makers with information on all facets of the Hampton Roads region. Information is illustrated through charts and graphs and accompanied by a brief explanation about the purpose of the specific benchmark as well as the current condition.

2. Emergency Management Project Update

Ready Hampton Roads

During the recent winter storm events, Ready Hampton Roads supported the region's public information response through the website and social media. Staff created a Twitter list of all local, state and FEMA emergency management departments for the public to be able to access all tweets about the storm in one place. Throughout the event, Readyhr.org, Facebook and Twitter were kept up to date.

ReadyHamptonRoads.org

HRPDC staff have received multiple quotes for redesign and development of the website. In March, HRPDC staff will select a company and contract for the redesign. The staff are also working with the Regional Catastrophic Planning Team and ReadyNC on development of an RHR mobile app.

ReadyHR Strategic Plan

The HRPDC's Inclusive Emergency Planner continues to develop the strategic plan that will establish ReadyHR.org as a 'one stop shop' for citizens looking for emergency and disaster related public information and educational information. HRPDC has been asked by the VDEM Public Affairs office to be the lead in regional disaster public information efforts.

Ready Hampton Roads Preparedness Channel

The Special Needs Subcommittee designated \$24,999 to support a ReadyHR on demand channel for the region. HRPDC submitted an RFQ to vendors in February and all RFQs are due in March. Anticipated launch of the channel is June 2014. The channel will feature videos on how to prepare, where to find information before, during and after an event, and volunteer opportunities. The channel will not be intended for use in providing disaster response/life safety information.

Social Media Campaign

HRPDC's Inclusive Emergency Planner has developed a 2014 social media preparedness topic calendar to guide development of a regional social media campaign. Each month, most posts and tweets will pertain to a focused topic. These posts and tweets will also be provided to localities and other stakeholders for use on their social media. HRPDC will utilize Hootsuite to manage the monthly social media campaigns. Whenever possible, the topic selected is aligned to a national campaign month or week to increase effectiveness of the messaging.

Staff evaluated and tested the Roundteam.com platform in January and February. Roundteam enables auto-retweeting within defined specifications and filters so that HRPDC staff does not need to actively monitor Twitter 24 hours a day during information response operations. Unfortunately, in February, Roundteam inacted a 30 retweet per hour limit which will make it an ineffective tool for RHR. As such, its use has been discontinued.

Each month HRPDC's Inclusive Emergency Planner evaluates data on the social media campaign to make improvements. This may include data such as time of day followers on Facebook are active, types of posts that receive the most engagement, types of Tweets that are retweeted, etc.

Ready Hampton Roads Serving Outside HR

HRPDC's Inclusive Emergency Planner continues to actively participate in the DHS Science and Technology Directorate's Virtual Social Media Working Group.

Regional Emergency Management Technical Advisory Committee (REMTAC)

The Emergency Management staff continues to manage and support the Regional Emergency Management Technical Advisory Committee and its associated tasks and committees. The REMTAC will next meet March 25, 2014.

WebEOC Subcommittee

WebEOC technical support was provided to localities during two winter weather events that occurred within the region in January and again in later February and March. Additionally the Subcommittee Chairs and HRPDC Staff met to discuss sustainment strategies.

Mitigation Planning

- **Poquoson Multi-Hazard Mitigation Plan Update**
HRPDC continues to assist with the 2009 Multi-Hazard Poquoson mitigation plan. The first public meeting occurred February 10th, 6pm, in Poquoson.
Hampton Roads Hazard Mitigation Plan
- The REMTAC is in full support of moving forward with a Regional Hazard Mitigation Plan, with Peninsula, Southside and Western Tidewater annexes. HRPDC Staff accomplished a technical grant modification requested by FEMA and the grant award is in process at VDEM.

Special Needs Subcommittee

The REMTAC Special Needs Subcommittee continues to be supported by the Regional Inclusive Emergency Planner (formerly the Regional Special Needs Planner) and EM Staff as needed.

HIPAA Compliance Project

During the HIPAA Compliance project, it was determined that local emergency management offices may need to comply with HIPAA, federal privacy laws, and/or the state privacy law. Because of this, the Special Needs Subcommittee compared the effectiveness of the registry tool to the requirements it will impose on local offices to determine if the registry tool should be continued. HRPDC's Inclusive Emergency Planner and the HIPAA consultant provided specifics on the requirements and steps needed to comply so that local emergency managers could make an informed decision. The Subcommittee voted to recommend that REMTAC discontinue the tool. REMTAC discussed the recommendation but ultimately decided to conduct an electronic vote after all the information that had been provided to date was compiled into an email and provided to the locality emergency managers. REMTAC voted to discontinue the Registry Program.

Shelter Support Unit Training

The Special Needs Subcommittee has dedicated funding to support the MMRS providing training to localities on the set up and use of the shelter support units. All training must be conducted by June 2014. To date nine jurisdictions have requested trainings. In March, the Subcommittee approved \$35,000 to conduct and film the

trainings to create a just in time training video on the SSU to provide online and distribute to localities.

Special Needs Charter & Long Term Strategic Plan

In March, the Special Needs Subcommittee will begin outlining a five year strategic plan and examining and possibly refining its mission statement. The Subcommittee will utilize the Regional Gap Assessment, Region V Measure and the NYC Opinion and Order to guide its strategic priorities. Once the strategic plan has been developed, short term plans of action to meet the long term goals will be established.

Also in March, the Subcommittee will discuss inclusive planning best practices and FEMA's efforts with Lesleyanne Ezelle, FEMA's Region III Disability Integration Specialist.

Research Sharing Tool

HRPDC's Inclusive Emergency Planner is currently evaluating online tools to easily aggregate relevant articles and research for regional stakeholders. This tool will make providing articles, links and research relevant to inclusive planning easy and very accessible to those interested. The tool selected will be accessible from tablets and smart phones.

2014 & Beyond Projects

HRPDC's Inclusive Emergency Planner is also working on projects that will begin later in 2014. These include:

- A volunteer program similar to Evacuteer
- A set of tools and MOAs for local emergency managers to use during response and recovery including:
 - MOAs and points of contact for accessing durable and consumable medical equipment
 - Volunteer subject matter experts in specialized areas (visually impaired, Autism Spectrum Disorder, behavioral health) to assist in evaluating accessibility of facilities and services and to provide services within a shelter to provide direct support
 - Paratransit services and vehicle owners
- An online emergency operations plan assessment tool that combines guidance from FEMA, the National Council on Disability, Red Cross, the NYC Opinion and Order, and more to provide a self-assessment of any EOP. The tool would provide a report that includes lists of required, recommended, and optional components that are missing.

URBAN AREA SECURITY INITIATIVE (UASI)

The emergency management staff continues to manage and support the Hampton Roads Urban Areas Security Initiative (UASI) grant program for the Urban Area Working Group (UAWG). Recent activity includes:

- **UASI Project Presentations**
During the February UAWG meeting, all-stakeholders were again invited to being the first in a series of meetings to highlight UASI projects in need of sustainment. The first initiatives included program management, special needs, and WebEOC.
- **RVM Dashboard**
During the February UAWG meeting, members were presented with a proposal to establish a RVM dashboard that will measure regional preparedness against the recently completed Region V Measure. The UAWG unanimously supported moving forward with the initiative.
- **Governance Subcommittee**
Preparedness stakeholders in Hampton Roads have come to an agreement that the cross-discipline collaboration of the Hampton Roads UAWG has been advantageous to the region. However, to improve this, the UAWG has formed a governance subcommittee to recommend a new structure change that will increase cross-discipline communication.

Hampton Roads Interoperable Communications Advisory Committee (HRICAC)

Beginning in June, 2013, the HRPDC began providing project management and support for the HRICAC and associated tasks and subcommittees. Recent activity includes:

- **Regional Interoperability Communication Road Map**
The HRPDC has applied for and received an FY 2011 UASI grant for the completion of a regional interoperability road map. Two workshops were held with regional communications stakeholders to gather information. The plan is now complete.
- **Region V Interoperability Field Operations Guide (IFOG)**
The HRPDC on behalf of HRICAC is managing a grant funded contract to complete a Region V IFOG. The IFOG will serve as a reference guide for public safety radio technicians and communications planners providing communications points-of-contacts, tables of radio channels, and technical reference information.

- **HRTacRan End User Equipment**

The HRPDC has applied for a received a FY 2011 UASI grant for the replacement of HRTacRan end-user equipment. The HRPDC has contracted with a vendor to provide the necessary equipment and installation. To date, the communications equipment has been received and a SOW between the vendor and HRPDC for installation had been signed. The equipment will be placed in each locality's Emergency Operation Center and allow for video conferencing over the internet and Hampton Roads Microwave Ring.

3. Hampton Roads Loan Fund Partnership

The Housing and Human Services staff was recently notified of their 2014 award of HOME funds from the Department of Housing and Community Development (DHCD). The Hampton Roads Planning District Commission was awarded \$87,500 to provide down payment and closing cost assistance to qualified individuals in Planning District #23. A training teleconference will be held to educate regional partners with the new guidelines for funding and discuss the current mortgage criteria changes.

Housing and Human Service Technical Support

HRPDC staff, in partnership with Housing Virginia, the National Housing Conference (NHC) and various other funders and supporters continues to work on a housing forecast that will provide an analysis of current housing need in Hampton Roads, as well as employment-driven housing demand forecast to 2033. The purpose of study is to enable local and regional policymakers, business leaders, and non-profit groups in the Hampton Roads area data and tools to develop housing strategies that will help ensure the success of the regions' economies and the well-being of their residents. The final report of this project is expected to be ready for distribution by April 2014.

Staff members are also continuing to assist the Hampton Roads Housing Consortium (HRHC) and are currently working on securing grant funding for capacity building and board development. HRHC is also completing the second and final phase of the "Pathways to Partnership" initiative. The first phase of the project brought professionals from the public, private and non-profit organizations together to discuss important issues such as expanding housing opportunities for low and moderate income households.

MEETING SUMMARY
REGIONAL ENVIRONMENTAL COMMITTEE

The Regional Environmental Committee met on March 6, 2014. The following items were discussed.

- Ms. Justine Woodward, Virginia Marine Resources Commission, briefed the Committee on developments related to the Living Shoreline General Permit.
- Ms. Russ Baxter, Deputy Secretary of Natural Resources for Chesapeake Bay Restoration, gave a presentation to the Committee on the revised Chesapeake Bay Agreement.
- Mr. Randy Keaton, HRPDC, briefed the Committee on the HRPDC's FY14-15 Unified Planning Work Program.
- Mr. Keaton briefed the Committee on the discussion on the HRPDC's relationship to the HRTPO that occurred at the joint retreat in February.
- Ms. Katie Cullipher, HRPDC, briefed the Committee on the current askHRgreen.org media campaign schedule and updated the Committee on the pet waste station grant program.
- Mr. Ben McFarlane, HRPDC, updated the Committee on the status of the HRPDC's Virginia Coastal Zone Management Program VCZMP grants and other items related to the VCZMP.
- Several committee members and guests provided status reports.