

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

1. Call to Order
2. Approval/Modification of Agenda
3. Comments by Robert Crum, Executive Director
4. Proclamation for the 25th Anniversary of the Americans with Disabilities Act

WORKSHOP AGENDA

5. Dutch Dialogues Report
6. Regional Solid Waste Management Plan for Southeastern Virginia
7. Briefing on the Hampton Roads Real Estate Market
8. FY 2016 Budget – Staff Compensation

REGULAR AGENDA

9. Submitted Public Comments
10. Transcribed Public Comments from the June 18, 2015 Executive Committee Meeting
11. Public Comment Period
12. Approval of Consent Items
 - A. Minutes of the June 18, 2015 Executive Committee Meeting
 - B. Treasurer’s Report of May 2015
 - C. FY 2016 Budget – Staff Compensation
 - D. Evaluation of Interim Executive Director
 - E. Consultant Services Contract – Special Legal Consultant on Stormwater Matters
 - F. Letter of Support for Grant Applications
 - G. Regional Solid Waste Management Plan for Southeastern Virginia
13. Nominating Committee Appointments
14. Joint HRPDC/HRTPO Personnel and Budget Committee Appointments
15. HRPDC Secretary Appointment
16. HRPDC Three-Month Tentative Schedule
17. Advisory Committee Summaries
18. Correspondence of Interest
19. For Your Information
20. Old/New Business

ADJOURNMENT

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #1: CALL TO ORDER

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

ITEM #2: APPROVAL/MODIFICATION OF AGENDA

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

ITEM #3: COMMENTS BY ROBERT CRUM, HRPDC/HRTPO EXECUTIVE DIRECTOR

New HRPDC/HRTPO Executive Director, Mr. Crum is invited to address the Commission.

ITEM #4: PROCLAMATION FOR THE 25th ANNIVERSARY OF THE AMERICANS WITH DISABILITIES ACT (ADA)

Representatives of the Hampton Roads Disabilities Services Board will be presented a proclamation celebrating the 25th Anniversary of the ADA.

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #5: DUTCH DIALOGUES REPORT

SUBJECT:

A “Dutch Dialogues” workshop was held in Hampton Roads on June 19-23, 2015. The workshop teams discussed regional water management issues and provided site specific recommendations for the Tidewater Drive District of Norfolk and the Newmarket Creek watershed in Hampton and Newport News.

BACKGROUND:

Dutch Dialogues (www.dutchdialogues.com) were conceived by David Waggoner, Principal of Waggoner and Ball Architects, and the Netherlands Embassy in Washington, D.C., to bring together Dutch urban designers, engineers, landscape architects, planners, academics, and government officials to engage with American counterparts to explore solutions for flood risk reduction, infrastructure with multiple benefits, resiliency, and smart redevelopment.

The HRPDC staff will review the key issues raised during the final presentation on regional issues. Topics include large-scale surge barriers, shoreline edge conditions, and regional coordination. Recordings of the opening and closing presentations are on youtube: <https://www.youtube.com/channel/UCz1eNQnssbUkk2nU4NVSK9w>.

Mr. Ben McFarlane, HRPDC Senior Regional Planner, will brief the Commission on this topic.

NOTE: This item is for informational purposes only.

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #6: REGIONAL SOLID WASTE MANAGEMENT PLAN FOR SOUTHEASTERN VIRGINIA

SUBJECT:

The HRPDC, with assistance from the Southeastern Public Service Authority of Virginia (SPSA), has completed the five year update to the *Regional Solid Waste Management Plan for Southeastern Virginia*, which covers the SPSA service area.

BACKGROUND:

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 and once every five years complete a plan update. These regulations also require annual reporting of recycling activities to serve as the basis for determining whether the region's localities are meeting the state's 25% recycling rate requirement.

The HRPDC is the designated solid waste planning agency for Southeastern Virginia which includes the cities of Chesapeake, Franklin, Norfolk, Portsmouth, Suffolk, and Virginia Beach, the counties of Isle of Wight and Southampton, and the towns of Boykins, Branchville, Capron, Courtland, Ivor, Newsoms, Smithfield and Windsor.

As required by DEQ regulations, the HRPDC held a public hearing on the Plan Update on July 1, 2015. The Plan has also been available for public review for thirty (30) days with the public comment period ending on July 16, 2015. No public comments have been received.

Mr. Randy Keaton, HRPDC Deputy Executive Director, will provide a brief overview of the Plan Update.

Attachment 6

NOTE: This Item will be presented for action under Consent Agenda Item #12-G

MEMBER
JURISDICTIONS

July 17, 2015

CHESAPEAKE

Mr. Steve Coe
Virginia Department of Environmental Quality
Waste Management Program

FRANKLIN

629 East Main Street
P.O. Box 1105

GLOUCESTER

Richmond, VA 23218

HAMPTON

RE: Letter of Certification

ISLE OF WIGHT

Dear Mr. Coe:

JAMES CITY

As required by 9VAC20-130-175F, the Hampton Roads Planning District Commission (HRPDC) is submitting this letter, prior to the five-year anniversary of the plan approval date, to certify that the Regional Solid Waste Management Plan for Southeastern Virginia (SWMP) elements have been maintained and updated with respect to:

NEWPORT NEWS

NORFOLK

- Waste generation estimates
- Available 20-year waste management capacity
- Achievement of SWMP schedule increments

POQUOSON

PORTSMOUTH

The HRPDC was designated as the Regional Solid Waste Planning Agency for the region in August, 2012. Southeastern Virginia Region (the Region) has continued to study the future of solid waste management for 2018 and beyond. The HRPDC contracted with SCS Engineers in 2010 to update the 2018 and Beyond Study. The update was completed in April, 2011 and a Solid Waste 2018 Technical Committee was formed to develop a new Use and Support Agreement. The Southeastern Public Service Authority of Virginia (SPSA) has recently received proposals from interested companies for alternative methods of disposal of solid waste in lieu of the Regional Landfill. SPSA is currently reviewing the proposals to determine the most appropriate and most economical method of disposal. A new Use and Support Agreement has also been drafted for review by the individual localities. The timeline for approval of the Use and Support Agreement and a decision on the disposal method for Post 2018 is October, 2015.

SMITHFIELD

SOUTHAMPTON

SUFFOLK

SURRY

VIRGINIA BEACH

WILLIAMSBURG

The SWMP has been maintained and has been amended four times since 2010 to accommodate changes in the solid waste system. The following provides a discussion of the above-listed bullet points.

YORK

WASTE GENERATION ESTIMATES

The Regional Solid Waste Management Plan (Plan) contains estimates for solid waste generation in the Region that range from .81 tons/person/year (for SPSA disposed waste excluding recycling) to .92 tons/person/year for “Total Waste,” (i.e., waste disposed at SPSA and private facilities). It was further assumed that the waste generation rates would remain constant during the planning period. The HRPDC, in cooperation with SPSA, has re-evaluated waste generation within the Region and has developed a new waste generation rate based on 2014 data. For the purposes of this analysis, waste generation is defined as the sum of tons of solid waste disposed and recycled either through SPSA or municipal programs.

Waste disposal tonnages for the SPSA Regional Landfill, the Virginia Beach Landfill No. 2, and the City of Portsmouth construction, and demolition debris (CDD) Landfill are provided in Figure 1 for the years 2010 through 2014. Similarly, recycling quantities for both SPSA and its member communities are provided in Figure 2 for the years 2010 through 2014. The combined disposal and recycling tonnages are provided in Figure 3, which represents waste generation for the SPSA service area. The tonnages represented in the figures do not include waste or recyclables that are generated within the SPSA service area, but are disposed or otherwise managed by the private sector outside of the Region.

Waste generation rates were then developed by dividing the total waste generated (Figure 3) with population estimates for the SPSA member communities. The resultant waste generation rates are provided in Figure 4. The waste generation rate calculated in 2009 is higher than the rate used to estimate waste generation in the 2015 SWMP.

The 2014 estimated waste generation rate was combined with population projections for the Region to provide an estimate of waste generation for the 20-year planning period. By the end of the planning period, the SPSA Region will generate nearly 1.27 million tons of municipal solid waste:

2015: 1,091,900 tons
2025: 1,176,500 tons
2035: 1,267,600 tons

Waste generation estimates are presented graphically in Figure 5.

AVAILABLE WASTE MANAGEMENT CAPACITY

When the 2010 SWMP was written, it was envisioned that SPSA would not be the sole provider of solid waste disposal for the service area. The RDF WTE Facilities were sold to Wheelabrator in April 2010. Under the terms of the sale, Wheelabrator will accept and process SPSA member community municipal solid waste. Ash generated by the facility was disposed of at the Virginia Beach Landfill No. 2 (until 2011). Since August 2011, ash is taken to the Regional Landfill located in Suffolk, Virginia and operated by SPSA. The non-processible waste, which previously had been disposed of in the SPSA Regional Landfill, is

now being taken by Wheelabrator to landfills that are located outside of the SPSA service area (see Figure 6).

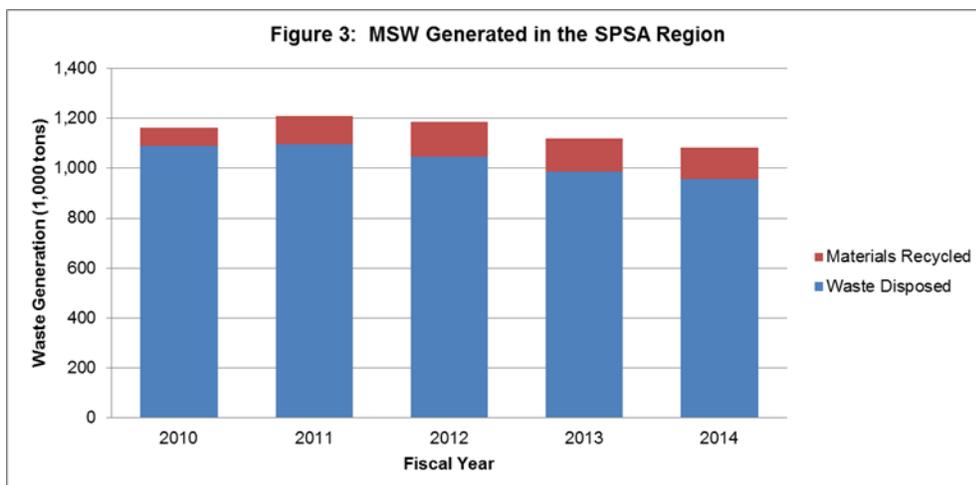
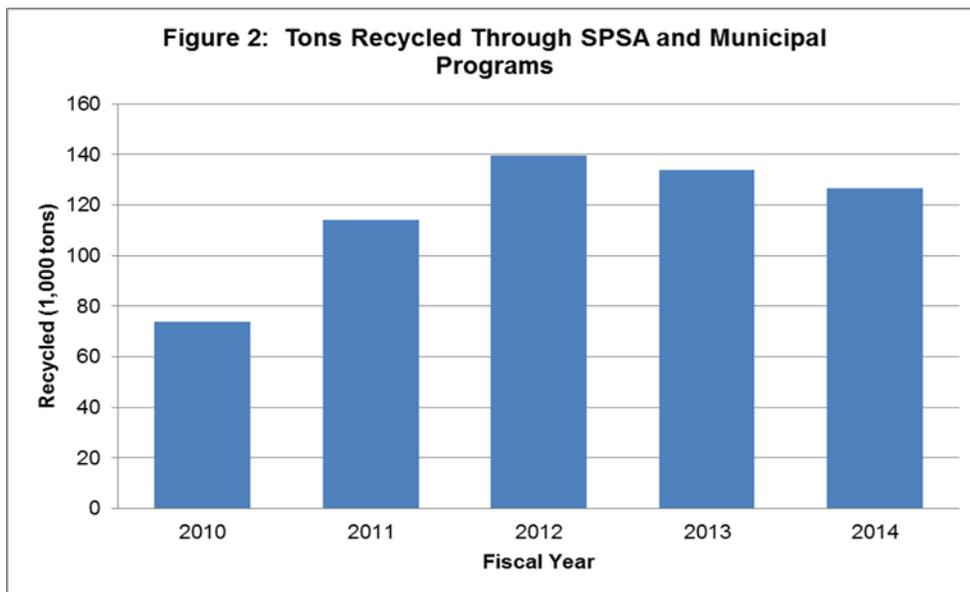
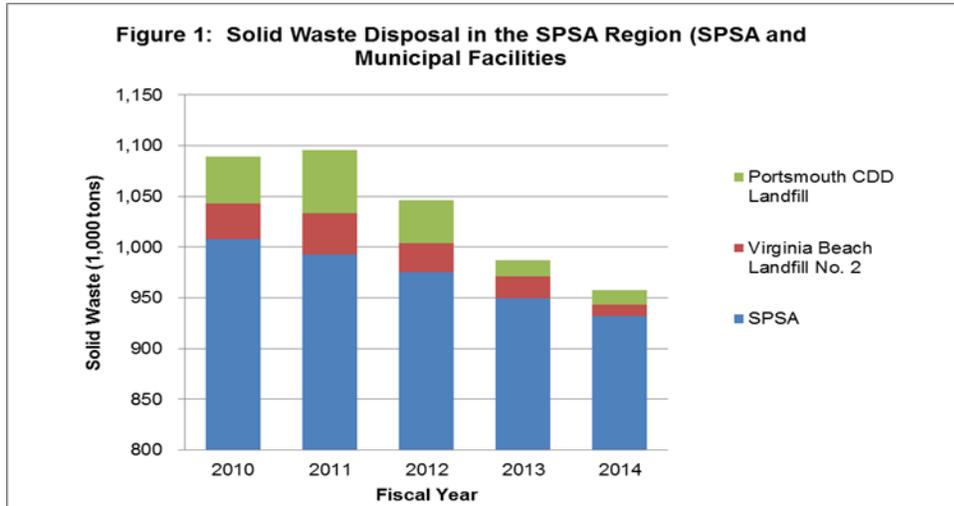
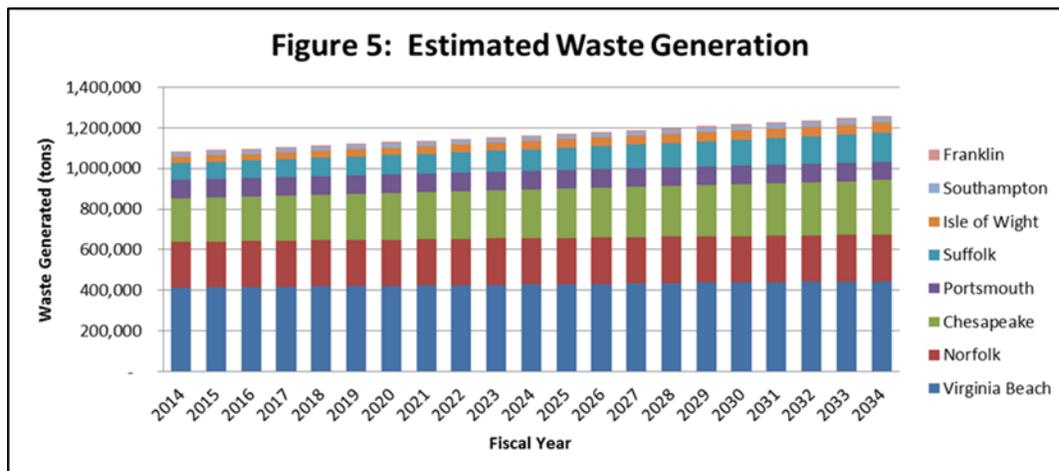


Figure 4: Municipal Solid Waste Generation Rates

Fiscal Year	Waste Generated (1,000 tons)	Estimated Population	Waste Generation Rate (tons /person /year)
2010	1,128	1,145,548	0.98
2011	1,173	1,156,040	1.01
2012	1,185	1,169,112	1.01
2013	1,121	1,177,688	0.95
2014	1,084	1,183,607	0.92

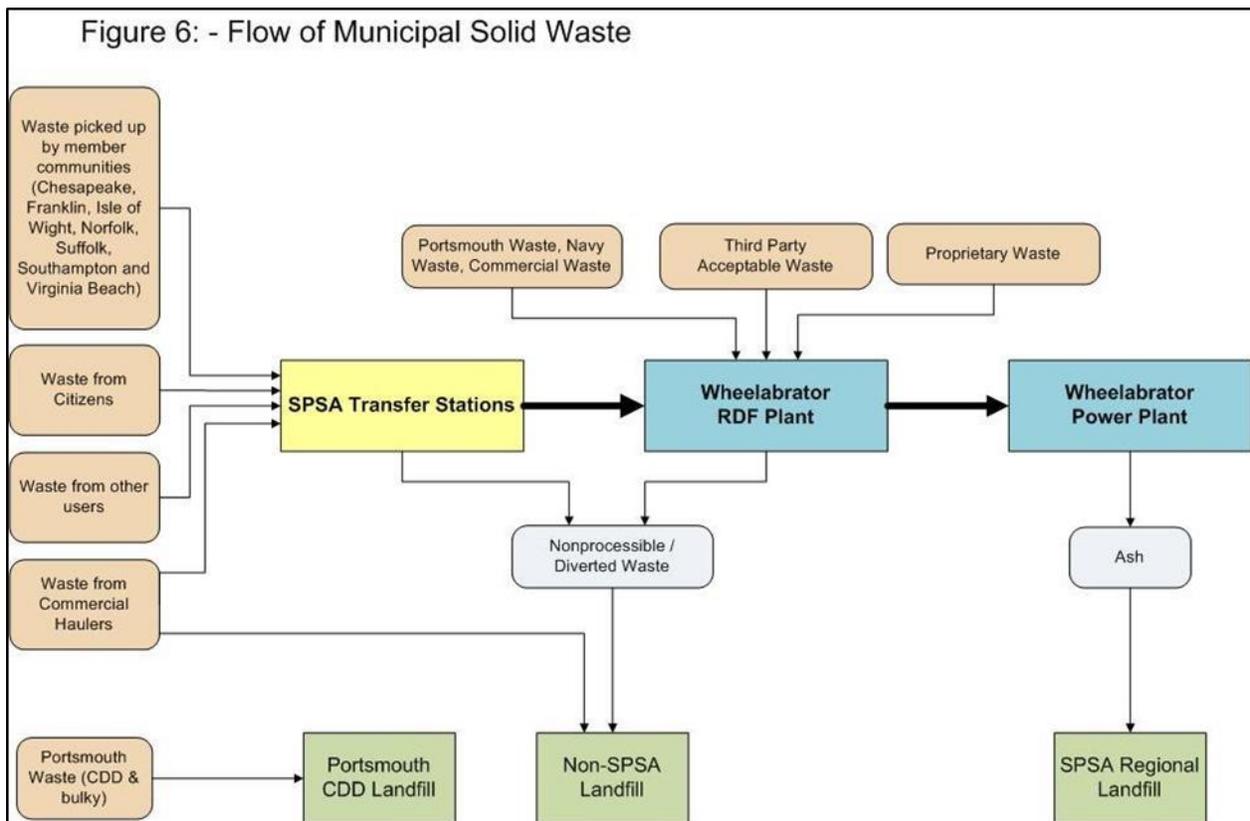


The service agreement requires Wheelabrator to accept SPSA member waste until January 24, 2018.

Assuming Wheelabrator maintains the WTE RDF Facilities so it can be operated at capacity, the RDF plant will continue to provide long-term disposal capacity for the Region well into the future. Several privately owned and operated municipal solid waste landfills are located in Eastern Virginia that could provide disposal capacity for the Region’s non-processible waste. For example, at the end of 2013, the Bethel Landfill had more than 24 million tons and 76.3 years of remaining capacity.¹

With the diversion of non-processible wastes from the SPSA Regional Landfill, SPSA projects that the anticipated remaining disposal capacity of Cell VI of the SPSA Regional Landfill will now extend beyond 2018; providing sufficient capacity for disposal. On June 8, 2011, the Virginia Department of Environmental Quality issued amended Permit#417 for Cell VII expansion of the SPSA Regional Landfill in Suffolk, whereby adding an additional 56 acres of lined disposal area to the Regional Landfill. It is also anticipated that the Virginia Beach Landfill No. 2 and the City of Portsmouth CDD Landfill both will have potential capacity for the 20-year planning period.

¹ This disposal capacity estimate does not account for acceptance of non-processible waste from the SPSA region. Source: Solid Waste Managed in Virginia During Calendar Year 2013, Virginia Department of Environmental Quality, June 2014.



PLAN SCHEDULE INCREMENTS

The 2010 SWMP provides a timeline for the development of several new facilities for the solid waste system. The following provides an overview of the alternatives that were considered and an update on the Region's progress in implementing these alternatives. In addition, the HRPDC sponsored a study in 2011 which updated the evaluation of institutional, organizational, technology, and disposal options for managing waste in the region after 2018, when the Use and Support Agreements between the SPSA Region members expire.² The findings from the HRPDC study are still being considered by the Region.

Planning for a new regional landfill: The sale of the RDF plant and subsequent transfer of non-processible waste to a private landfill located outside of the SPSA Region has reduced the immediate need for a new regional landfill; however, long-term planning for future disposal will still be pursued by the Region members, either cooperatively or independently after 2018.

New transfer stations: The 2010 SWMP identified the need for three new transfer stations in the Region. However, except for the Chesapeake facility, all transfer stations are operating at or below their design capacity.

² SCS Engineers, Final Report, Solid Waste Management for Southside Hampton Roads, Planning Horizon 2011-2047, Prepared for the Hampton Roads Planning District Commission, October 6, 2011.

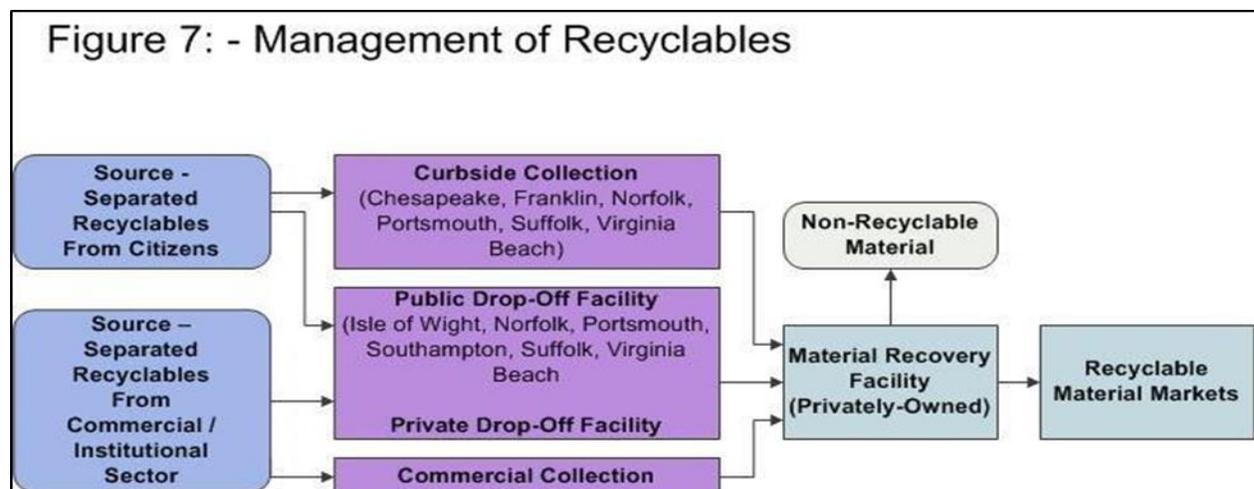
Yard waste facility: SPSA has operated facilities where yard waste collected by member communities was handled, mulched and composted. Yard waste was transported by SPSA from member collection points to the yard waste management facility at the Virginia Beach Landfill No. 2. This facility was closed in 2007 to address neighbor complaints of excess odors from the facility. The Region does not currently have a facility dedicated to handling and processing yard waste, although several member communities are in the process of implementing programs to beneficially reuse the yard waste that they collect (see Figure 7).

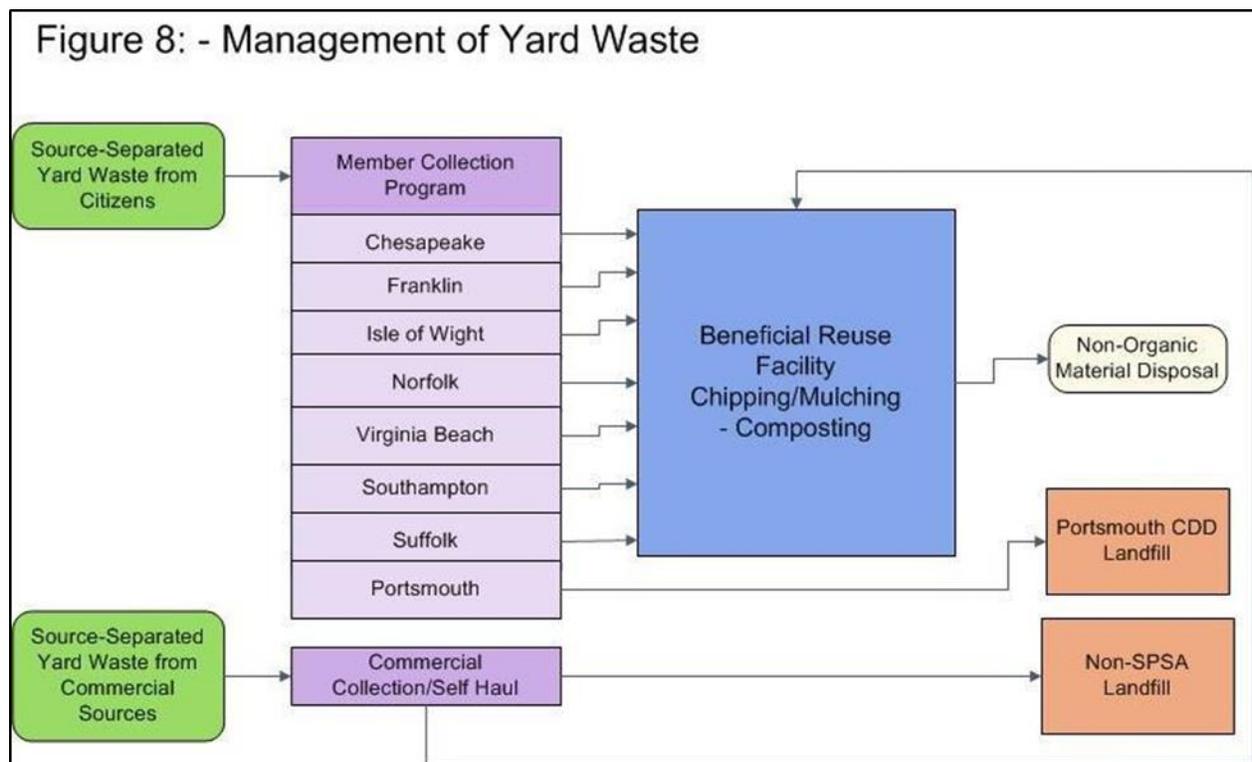
Evaluate Materials Recovery Facility: Currently there are eleven Materials Recovery Facilities (MRF) in the Region that are capable of processing materials collected from various recycling programs. SPSA discontinued recycling services in 2010 and the member communities have taken over the responsibility for collection of recyclables (see Figure 8).

Evaluate new construction and demolition debris (CDD) landfill: The 2010 SWMP recommended the evaluation of various methods for managing CDD. However, the majority of CDD that is handled and disposed of in the Region is collected by the private sector. The primary concern at the writing of the 2010 SWMP was providing an outlet for storm debris. Due to changes in the disposal of non-processible waste, and the existing private CDD landfills in the Region, there should be sufficient capacity for the management of municipally collected CDD.

Continue Household Hazardous Waste (HHW) collection program: SPSA continues to operate a regional HHW collection program through three collection facilities. One facility is open on a full-time basis; the remaining two are open based on a monthly recurring schedule. The cities of Norfolk and Virginia Beach and Isle of Wight County operate their own HHW program to serve their residents.

Continue operation of the Virginia Beach Landfill No. 2: This landfill is owned by the City of Virginia Beach and continues to remain in operation. The landfill discontinued the acceptance of ash from the RDF plant in August 2011.





CLOSING

Even with changes in the solid waste management system and increased waste generation, there appears to be sufficient municipally-owned or privately-owned capacity to effectively manage the Region's waste stream. Furthermore, SPSA has maintained and implemented several aspects of the 2010 SWMP. Other alternatives are still under evaluation or have been negated due to changes in disposal practices. The HRPDC updated the overall regional solid waste plan document in 2013 to incorporate the previous amendments to the plan and update other demographic, facility, management, and waste flow information.

Should you need additional information, do not hesitate to contact me.

Sincerely,

Robert Crum
Executive Director

JBH/jc

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #7: BRIEFING ON THE HAMPTON ROADS REAL ESTATE MARKET

SUBJECT:

Condition of the real estate market in Hampton Roads.

BACKGROUND:

The Real Estate market plays an important role in the Hampton Roads economy, with real property taxes providing 46% of local tax revenue, and construction employing 5% of the region's civilian workforce. Housing plays an important role in economic recoveries as well, with home purchases leading to expenditures on a variety of other household goods and services. Additionally, construction provides an excellent avenue for employment for individuals that do not have the formal education required of many other career paths.

Mr. James Clary, HRPDC Senior Economist, will provide a briefing on the Hampton Roads real estate market, and benchmark this region's performance to that of the nation and other metropolitan areas.

NOTE: This item is for informational purposes only.

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #8: STAFF COMPENSATION

A. FY 2016 Budget – Staff Performance Adjustment

The proposed FY 16 Budget was presented to the Commission during its April 16, 2015 Quarterly Commission meeting. The budget included a proposed two percent performance based adjustment for staff. The budget was approved with the caveat that the Commission would consider the proposed adjustment during its July 16, 2015 meeting.

The HRPDC/HRTPO Joint Personnel & Budget Committee met on June 18, 2015 to discuss the proposed adjustment and review FY 16 pay adjustments for Hampton Roads' localities. A copy of the comparison chart detailing local pay adjustments from FY 11 – FY 16 is included for your information. Based on their review of the comparison information, the Personnel & Budget Committee recommends a two percent (2%) salary adjustment for staff, based on performance. Representatives of the Personnel and Budget Committee will be present to answer questions regarding their recommendation.

Attachment 8-A

Note: This item will be presented for action under Consent Agenda Item #12-C.

B. Evaluation of Interim Executive Director

Commissioners were provided an opportunity to provide input into the performance of Interim Executive Director Randy Keaton during the past year. The Personnel & Budget Committee met with Mr. Keaton to discuss his performance evaluation. It should be noted that Mr. Keaton did not receive any additional compensation during his tenure as Interim Executive Director. Based on the input received from the Commission, the Personnel and Budget Committee recommends, in addition to the performance-based adjustment for staff, that Mr. Keaton receive a one-time bonus of \$10,000 for his outstanding service and guidance to the Commission and staff during the past year. Representatives of the Personnel and Budget Committee will be present to answer questions regarding their recommendation.

Note: This item will be presented for Action under Consent Agenda Item #12-D.

Local Salary Adjustments - FY 11 through FY 16

Jurisdiction	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Comments (for FY 16)
Chesapeake	1.50%	1.50%	0.00%	1.60%	3.00% or \$1,000	0.00%	Targeted general workforce compression adjustments
Franklin	1.50%	0.00%	0.00%	2.00%	0.00%	2.00%	Effective September 1.
Gloucester	0.00%	0.00%	2.00%	See note below	3% bonus (see comments)	0.00%	Proposed 2% COLA; BOS did not adopt/approve in final budget.
Hampton	0.00%	Net 1 time perf pay; FT \$500; PT \$250	\$750-\$1,000 Bonus (FT employees)	1% plus \$1,000 or \$750 added to base salary	\$250-\$1,000 bonus	3.00%	3% GWI for all employees effective 7/1/15; city also paying employee share of health insurance increase.
Isle of Wight	0.00%	5.00%	0.00%	0.00%	0.00%	2.00%	2% GWI for all employees effective 7/1/15.
James City	0.00%	Gross bonus; FT \$1,000; PT \$500	Gross bonus; FT \$1,000; PT \$500	3.00%	1.00%	0% - 4%	Pay for performance increase based on a sliding scale of 4-0% not to exceed an average of 3% per department. Also proposing a 1% move to salary ranges
Newport News	\$500 bonus	2.00%	1.50%	2.00%	3.00%	0% - 6%	Based on Performance; not to exceed 3% average/dept.
Norfolk	0.00%	\$500 bonus	2.00%	2.00%	2.00%	2.0% - 3.0%	2% GWI for general and constitutional employees and an additional one percent increase for employees in lowest 8 general employee pay grades on 1/8/16; salary adjustments for 45 of the city's most regionally out-of-market classifications on 1/8/16; step increase (2.5%) for police, fire-rescue & sheriff employees effective 1/8/15; adjustment to the living wage to match the change in Federal Poverty Level on 1/8/16; \$300 supplement for eligible retirees (non-recurring).
Poquoson	0.00%	\$1,000 to base & \$1,000 bonus	\$1,000 to base	\$525 bonus for FT employees	\$525	0.50%	One-half percent salary increase effective 7/1/15. Also, Council approved a 2% pay adjustment effective January 1, 2015 (not a delayed raise from last year's budget but rather giving a portion of the FY2016 raise a little early).
Portsmouth	0.00%	2.00% bonus	3.00% bonus	3.00%	3.00%	2.00%	2% GWI for general employees (FT and non-temporary, non-seasonal PT) effective 7/1/2015, excludes sworn Fire and Police.
Southampton	0.00%	2.00%	0.00%	Unknown	-	0.00%	
Suffolk	2% bonus	0.00%	2% (also see note below)	0.00%	1.00%	0.00%	1% VRS adjustment only; implement second phase of compensation & classification study.
Surry	Unknown	Unknown	Unknown	Unknown	-	2.00%	COLA
Virginia Beach	0.00%	2.50%	0.00%	2.00%	2.00%	3.00%	Additional 1% being provided for VRS for total of 4%. Second consecutive year of horizontal salary compression adjustments.
Williamsburg	0.00%	2.00%	0.00%	2.00%	1.00%	2.00%	Based on merit
York County	0.00%	\$600 Bonus	0.00%	2.00%	3.00%	2.50%	Market increase.
SPSA	0.00%	3.00%	2.00%	2.00%	2.00%	2.00%	COLA
HRPDC	0.00%	2.30%	1.50%	2.00%	2.00%	2.00%	Based on performance. Draft to be presented in April; final approval in July.

Gloucester: For FY14, implemented results of pay study. Scale minimums increased 8% & range spread increased from 50% to 60%. Some rec'd parity adjustment.

Suffolk: 2% COLA 7/1/12; implemented portion of compensation study to address compression & external equity on 1/1/2013.

Please note that salary increases from FY 13 to present do not include the VRS offsets.

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #9: SUBMITTED PUBLIC COMMENTS

No written public comments were received. Any new written public comments will be distributed as a handout at the meeting.

ITEM #10: TRANSCRIBED PUBLIC COMMENTS FROM THE JUNE 18, 2015 EXECUTIVE COMMITTEE MEETING

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

Attachment 10

ITEM #11: PUBLIC COMMENT PERIOD

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

ITEM #12: APPROVAL OF CONSENT AGENDA ITEMS

A. Minutes

The Minutes of the June 18, 2015 Executive Committee Meeting are attached.

Attachment 12-A

Recommended Action:

The HRPDC staff recommends approval of the minutes.

B. Treasurer's Report

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

Attachment 12-B

Recommended Action:

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

One person addressed the HRPDC on June 18, 2015:

Ellis James

Thank you, Mr. Chairman, members of the Hampton Roads Planning District Commission. My name is Ellis W. James. I'm a resident of Norfolk and, wow, an advocate's dream, got it at your fingertips. I know that I've talked to you about a lot of things, especially sea rise and coal dust and those things, but something has happened in the last two days that I think we need to pay close attention to. Well, first of all, let me address our seniors in the area. Climate change is obviously bringing us different weather patterns and El Nino is kicking in, so we're going to feel the effects here on the East Coast also. I want to congratulate the Peninsula especially for having that very, very apparently effective interlocking assistance for seniors when the weather gets insufferably hot, and it was carried on the news cast. So I was appreciative of that, and I'm hoping that all of the communities within your jurisdiction will do the same thing. The second thing that I'm quite concerned about is a regression. I don't know how many of you know that last night, sadly, there was a slaughter of people at prayer in the African-American Methodist church in Charleston. This insanity has got to stop. And I must say to you I'll bet my bottom dollar that we're going to find out that this young man who slaughtered six women and three men for no reason is going to turn up on everybody's radar screen and it's going to be hate crime number one for the nation. Now, why am I bringing this to you? There has been consistent talk and angst from some quarters about voting and voting rights. It is bogus in the Commonwealth of Virginia, there are very few, if any, voting rights violations or fraudulent voting that goes on in the Commonwealth, and so the issue ought to be dismissed out of hand. Our people who work at the polls do an excellent job, by the way. I've worked at the poles since 1961, so I know a little bit about it. The second thing is that I hope that the Mayors and the City Managers and all of the good people throughout our counties and our communities will seek to pass a resolution condemning this act of insanity. It is time for the people of the Commonwealth of Virginia to add its voice strongly to those people across the insanity line to understand clearly that we are fed up with this. It is insane and it is inexcusable and it will destroy this country if we don't get busy and do something about it. Thank you, Mr. Chairman.

Hampton Roads Planning District Commission
Executive Committee Meeting
Summary Minutes of June 18, 2015

The Executive Committee Meeting of the Hampton Roads Planning District Commission was called to order at 9:33 a.m. in the Regional Boardroom, 723 Woodlake Drive, Chesapeake, Virginia, with the following in attendance:

Commissioners:

Kenneth Wright, Chairman (PO)	Jim Bourey (NN)
Clyde Haulman, Vice Chairman (WM)	Saundra Cherry (NN)*
Louis R. Jones, Treasurer (VB)	McKinley Price (NN)
James Baker (CH)	Marcus Jones (NO)
Amar Dwarkanath (CH)	Brannon Godfrey (PO)
Debbie Ritter (CH)	Barry Porter (SH)
Dr. Ella P. Ward (CH)	Michael Johnson (SH)
Barry Cheatham (FR)	Tyrone Franklin (SY)
Randy Martin (FR)*	Amelia Ross-Hammond (VB)
Sanford Wanner (GL)	James Spore (VB)
Chris Snead (HA)	Jackson C. Tuttle (WM)
Dee Dee Darden (IW)	Neil Morgan (YK)
Anne Seward (IW)	Thomas Shepperd (YK)
Mary Jones (JC)	

Interim Executive Director:

Randy Keaton

Executive Committee (Absent):

George Wallace (HA)	Patrick Roberts (SU)
Paul Fraim (NO)	John Seward (SY)
J. Randall Wheeler (PQ)	John Moss (VB)
T. Carter Williams (SM)	John Uhrin (VB)

*Late arrival or early departure.

Others Recorded Attending:

Earl Sorey (CH); Paul Holt (JC); Brian DeProfio (HA); Bryan Pennington (NO); Britta Ayers, Cody Joyner, Bryan Stilley, Hayley Todd, Jerri Wilson(NN); Sherri Neil (PO); Eric Nielsen (SU); Bob Matthias (VB); Cathy Aiello (Aiello Enterprises); William B. Ball, Robert L. Gage (NASA LARC); Dennis Heuer (RK&K); Diane Kaufman, Phillip Pulk (Senators Kaine Office); Ellis James (Sierra Club Observer); Chris Fengier, Zac Little, Angel Vazquez (Whitlock); Peter Huber (Willcox and Savage); Staff: Kelli Arledge, Melton Boyer, James Clary, Jennifer Coleman, Nancy Collins, Katie Cullipher, Rebekah Eastep, Kathlene Grauberger, Greg Grootendorst, Julia Hillegass, Whitney Katchmark, Sara Kidd, Mike Long, Ben McFarlane, Camelia Ravanbakht, John Sadler, Jill Sunderland, Chris Vaigneur.

Approval/Modification of Agenda

Chairman Wright introduced and welcomed new Commission members, County Administrator Neil Morgan and Interim County Administrator Sanford Wanner

Chairman Wright asked for any modifications to the agenda.

Commissioner Thomas Shepperd Moved to approve the agenda as amended; seconded by Commissioner Barry Porter. The Motion Carried.

Commissioner Randy Martin arrives

HUD National Disaster Resilience Competition

Mr. Chris Thompson, Virginia Department of Housing and Community Development (DHCD) Deputy Director, reviewed a grant opportunity available to communities displaying the ability to develop more resilient communities. The Commonwealth determined the Hampton Roads region was the best candidate region statewide and has collaborated with the localities to develop a unified vision/strategy.

He stated five primary objectives include:

- Economic vitality
- Targeting high risk neighborhoods
- Strategies for Recurrent Flooding/Sea Level rise and Disaster events
- Water Management Solutions

Mr. Thompson indicated phase I of the application was due March 26, 2015 and the State is currently waiting to receive an invitation to be included in Phase II. If invited, the State has 120 days to compile a funding package.

He stated the Commonwealth can ask for up to \$500,000, but is actively pursuing other funding partners. He noted the potentially diverse funding partners allowed for more flexible funding requirements. The following communities have agreed to participate:

- Chesapeake
- Hampton
- Newport News
- Norfolk
- Poquoson
- Portsmouth
- Accomack
- Northampton

Mr. Thompson requested if additional localities wish to participate, there is still time available, and he is the point of contact.

Commissioner Sandra Cherry arrives

HAMPTON ROADS REGIONAL BENCHMARKING STUDY

Mr. Greg Grootendorst, HRPDC Chief Economist, briefed the Commission on the 10th edition of the Regional Benchmarking Study. The publication is divided into 13 sections and includes 154 illustrations.

He stated the region, when compared to similar sized metropolitan areas, ranked in the top five in regards to percentage of residents in the armed forces, work outside the county of residence and renters spending above 30% of income on housing. Additionally, the region has the lowest disparity of income as it ranks last in the Gini-Coefficient category, the measure of income equality.

The Commission was provided a series of graphs depicting the region's economy over the last three years, and the defense industry continues to play a major role in Hampton Roads.

Mr. Grootendorst indicated the region's port accounts for 24% of the total east coast foreign trade by tons, although in terms of value, Hampton Roads accounts for only 11%.

He stated the tourism industry continued to display slow consistent growth in the region, and much like national trends, the retail industry is in decline. This is due partly to the increased popularity of online shopping.

Mr. Grootendorst informed the Commission the housing marking was down 15% from its peak, and he reviewed the demographic and education indicators of the Report.

Finally, he noted the HRPDC Staff produced the inaugural edition of the *Little Book of Big Data*, and the publication is intended to be a pocket-sized version of the benchmarking Report.

POTENTIAL OFFICE RELOCATION

Chairman Wright stated the HRPDC received an unsolicited proposal in regards to moving the HRPDC offices. He further noted there had been previous discussion at the HRTPO Retreat in May.

Mr. Randy Keaton, HRPDC Interim Executive Director, referenced the factsheet included in the agenda packet for the Regional Building.

The Joint Personnel and Budget Committee recommended action be withheld until the new Executive Director arrived on July 1, 2015.

DUTCH DIALOGUES UPDATE

Mr. Ben McFarlane, HRPDC Senior Regional Planner, reminded the Commission the Dutch Dialogues were multidisciplinary workshops designed to bring Dutch experts to U.S. communities to engage local stakeholders and experts in water management discussions.

Initial conversations were held in Fall 2014. In April 2015, after site visits around the region, two locations were picked - Newmarket Creek Watershed in Hampton and Newport News and the Tidewater District in Norfolk.

Mr. McFarlane reviewed the workshop schedule for June 19 through June 23, 2015.

REGULAR AGENDA

Public Comment

Mr. Ellis James, Sierra Club Observer, noted the dangers of the extreme heat and its effects on the elderly and commented on voting rights in the State.

Submitted Public Comments

Chairman Wright indicated there were no Submitted Public Comments.

Approval of Consent Items

- A. Minutes of April 16, 2015 Quarterly Commission Meeting
- B. Treasurer's Report of February 2015
- C. FY 2015 Budget Amendments
- D. FY 2016 Unified Planning Work Program
- E. Consultant Services Contract – Regional and Environmental Planning and Analysis
- F. Consultant Services Contract – askHRgreen.org Marketing and Media Support
- G. FY 2013 State Homeland Security Grant Program (SHSGP)
- H. Hampton Roads Regional Benchmarking Study
- I. Consultant Services Contract Task Order – Maintenance of PARS, SSORS, and FOG Certification Websites

Commissioner Shepperd Moved to approve the consent items, seconded by Commissioner Porter. The Motion Carried.

HRPDC Three Month Tentative Schedule

Chairman Wright reviewed the Three Month Schedule section of the agenda and reminded the Commission the August meeting is cancelled.

Resolutions of Appreciation

Commissioner Ella Ward recognized Commissioner Amar Dwarkanath on his impending retirement and commended him on his 45 years of service to the City of Chesapeake.

Chairman Wright and HRTPO Chairman McKinley Price presented Commissioners Amar Dwarkanath and Jackson C. Tuttle with Resolutions of Appreciation and stated their efforts, along with their participation in the HRPDC and HRTPO, were valued and congratulated them on their retirements.

Advisory Committee Summaries

Chairman Wright noted the Advisory Committee Summaries section of the agenda.

Correspondence of Interest

Chairman Wright reviewed the Correspondence of Interest section of the agenda.

Old/New Business

Chairman Wright stated the Commission received a letter from the Chamber of Commerce in regards to Air Quality. Mr. Keaton indicated potential actions would affect the HRTPO and recommended the item be brought back in July to give staff time to formulate a response.

Adjournment

With no further business to come before the Hampton Roads Planning District Commission, the meeting adjourned at 10:31 a.m.

Kenneth I. Wright
Chairman

Randy Keaton
Interim Executive Director

FISCAL YEAR 2015
5/31/15
BALANCE SHEET

ASSETS		LIABILITIES & NET ASSETS	
Cash & Cash Equivalents	\$ 327,977	Current Liabilities	\$ 1,591,919
Accounts Receivables	715,851	Net Assets	5,286,216
Investments	4,644,340		
Other Current Assets	664		
Net Capital Assets	<u>1,189,302</u>		
Total Assets	<u>\$ 6,878,135</u>	Total Liabilities & Equity	<u>\$ 6,878,135</u>

STATEMENT OF REVENUES AND EXPENDITURES

REVENUES	Annual Budget	Previous YTD	Current Month	YTD
Grant and Contract Revenue	\$ 4,737,938	\$ 3,542,623	\$ 139,941	\$ 3,682,564
VDHCD State Allocation	151,943	151,943	-	151,943
Interest Income	16,000	12,076	1,857	13,932
Local Jurisdiction Contributions	1,358,370	1,358,370	-	1,358,370
Other Local Assessment	1,208,295	1,208,295	-	1,208,295
Sales and Miscellaneous Revenue	371,473	23,048	1,210	24,258
Special Contracts/Pass thru	<u>1,538,695</u>	<u>504,000</u>	<u>123,003</u>	<u>627,003</u>
Total Revenue	<u>\$ 9,382,714</u>	<u>\$ 6,800,355</u>	<u>\$ 266,010</u>	<u>\$ 7,066,365</u>
EXPENDITURES				
Personnel	4,743,817	3,318,763	331,074	3,649,837
Standard Contracts	231,905	197,019	4,039	201,058
Special Contracts / Pass-Through	4,012,457	1,884,300	218,703	2,103,003
Office Services	394,535	345,509	23,872	369,381
Capital Assets	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenses	<u>\$ 9,382,714</u>	<u>\$ 5,745,591</u>	<u>\$ 577,688</u>	<u>\$ 6,323,279</u>
Agency Balance	<u>\$ -</u>	<u>\$ 1,054,764</u>	<u>\$ (311,678)</u>	<u>\$ 743,086</u>

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #12-C: FY 2016 BUDGET – STAFF COMPENSATION

The proposed FY 16 Budget was presented to the Commission during its April 16, 2015 Quarterly Commission meeting. The budget included a proposed two percent performance based adjustment for staff. The budget was approved with the caveat that the Commission would consider the proposed adjustment during its July 16, 2015 meeting.

The HRPDC/HRTPO Joint Personnel & Budget Committee met on June 18, 2015 to discuss the proposed adjustment and review FY 16 pay adjustments for Hampton Roads' localities. Based on their review of the comparison information, the Personnel & Budget Committee recommends a two percent (2%) salary adjustment for staff, based on performance.

This item and related attachment were presented under Workshop Agenda Item #8.

RECOMMENDED ACTION:

Authorize the two percent performance adjustment for the HRPDC staff.

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #12-D: EVALUATION OF INTERIM EXECUTIVE DIRECTOR

SUBJECT:

The Personnel & Budget Committee has completed the evaluation of the Interim Executive Director.

BACKGROUND:

Commissioners were provided an opportunity to provide input into the performance of Interim Executive Director Randy Keaton during the past year. The Personnel & Budget Committee met with Mr. Keaton to discuss his performance evaluation. It should be noted that Mr. Keaton did not receive any additional compensation during his tenure as Interim Executive Director. Based on the input received from the Commission, the Personnel and Budget Committee recommends, in addition to the performance-based adjustment for staff, that Mr. Keaton receive a one-time bonus of \$10,000 for his outstanding service and guidance to the Commission and staff during the past year.

RECOMMENDED ACTION:

Approve the one-time bonus as recommended by the Personnel and Budget Committee.

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #12-E: CONSULTANT SERVICES CONTRACT – SPECIAL LEGAL CONSULTANT ON STORMWATER MATTERS

SUBJECT:

Authorize contract for McGuire Woods LLP to provide legal consulting services on stormwater matters.

BACKGROUND:

McGuire Woods has provided legal consultant services to the HRPDC on stormwater matters since 2009. This is a continuation of work for the previous two 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 Watershed Implementation Plan. Services include the option to work with McGuire Woods Consulting on legislative assistance.

Contract Amount: Up to \$35,000

Period of Performance: July 1, 2015 through June 30, 2016

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.

RECOMMENDED ACTION:

Authorize the Executive Director to execute a contract with McGuire Woods LLP to provide legal consulting services on stormwater matters, as needed, in FY 2016.

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #12-F: LETTER OF SUPPORT FOR GRANT APPLICATIONS

SUBJECT:

Authorize the Chair to sign letters of support for proposals for the FY 15 NOAA Regional Coastal Resilience Grant Program.

BACKGROUND:

In May 2015 the National Oceanic and Atmospheric Administration (NOAA) announced the FY 15 Regional Coastal Resilience Grant Program, which seeks to develop or implement activities that build resilience of coastal regions, communities, and economic sectors to the negative impacts from extreme weather events, climate hazards, and changing ocean conditions. A total of \$5,000,000 is available to fund 5-10 awards of \$500,000-\$1,000,000. The HRPDC staff has received requests for letters of support for four proposals from regional entities:

- 1) Old Dominion University, the College of William and Mary, and the Virginia Institute of Marine Science
- 2) The Center for Coastal Resources Management at the Virginia Institute of Marine Science
- 3) The City of Virginia Beach
- 4) Virginia Sea Grant and Wetlands Watch

This grant program and proposals were discussed by the Regional Environmental Committee at its meeting on July 2, 2015. The Committee and the HRPDC staff recommend that the Chair sign letters of support for these proposals on behalf of the Commission.

Attachment 12-F1

Attachment 12-F2

Attachment 12-F3

Attachment 12-F4

RECOMMENDED ACTION:

Authorize the Chair to sign letters of support for the four proposals for the FY 15 NOAA Regional Coastal Resilience Program.

MEMBER
JURISDICTIONS

July 16, 2015

CHESAPEAKE

Dr. Joshua G. Behr
Virginia Modeling, Analysis, & Simulation Center
Old Dominion University
1030 University Boulevard
Suffolk, VA 23435

FRANKLIN

GLOUCESTER

RE: NOAA Regional Coastal Resilience Grant Proposal

HAMPTON

Dear Mr. Behr:

ISLE OF WIGHT

I am writing to convey our support for your proposal for the National Oceanic and Atmospheric Administration's Regional Coastal Resilience Grant Program. This proposal promises to help Hampton Roads communities better plan for and adapt to the impacts of recurrent flooding and sea level rise. The Hampton Roads Planning District Commission (HRPDC) supports this work and is dedicated to making its findings directly applicable to local governments.

JAMES CITY

NEWPORT NEWS

The HRPDC is composed of seventeen member local governments representing nearly 1.7 million people. The HRPDC is one of twenty-one like agencies throughout the Commonwealth of Virginia, with the purposes of encouraging and facilitating local government cooperation within the region as well as cooperation between local governments and state agencies in addressing, on a regional basis, problems of greater than local significance.

NORFOLK

POQUOSON

PORTSMOUTH

The HRPDC has a strong history of collaborating and engaging with local governments, state agencies, and academic partners to identify and address issues and concerns. This engagement results in better cooperation between the different levels of government as well as between governmental and non-governmental stakeholders. In addition, the HRPDC has direct experience with planning for climate change impacts and coastal resiliency, both of which are relevant to the proposed project. As part of this work, the HRPDC staff has identified a need for additional research to inform local planning efforts and for coordination and collaboration between the various academic institutions in the region. Your proposal will serve both needs well.

SMITHFIELD

SOUTHAMPTON

SUFFOLK

SURRY

The proposal shows great promise for improving the resiliency of the Hampton Roads region, and we are happy to support it. We look forward to working with you and your team on this effort.

VIRGINIA BEACH

Sincerely,

WILLIAMSBURG

YORK

Kenneth L. Wright
Chair

BJM/jc

MEMBER
JURISDICTIONS

July 16, 2015

CHESAPEAKE

Dr. Carl Hershner
Center for Coastal Resources Management
Virginia Institute of Marine Science
P.O. Box 1346
Gloucester Point, VA 23062

FRANKLIN

GLOUCESTER

RE: NOAA Regional Coastal Resilience Grant Proposal Reference

HAMPTON

Dear Dr. Hershner:

ISLE OF WIGHT

I am writing to convey our support for your proposal for the National Oceanic and Atmospheric Administration's Regional Coastal Resilience Grant Program. This proposal promises to help Hampton Roads communities better adapt to the impacts of recurrent flooding and sea level rise. The Hampton Roads Planning District Commission (HRPDC) supports this work and is dedicated to making its findings directly applicable to local governments.

JAMES CITY

NEWPORT NEWS

The HRPDC is composed of seventeen member local governments representing nearly 1.7 million people. The HRPDC is one of twenty-one like agencies throughout the Commonwealth of Virginia, with the purposes of encouraging and facilitating local government cooperation within the region as well as cooperation between local governments and state agencies in addressing, on a regional basis, problems of greater than local significance.

NORFOLK

POQUOSON

PORTSMOUTH

The HRPDC has a strong history of collaborating and engaging with local governments, state agencies, and academic partners to identify and address issues and concerns. This engagement results in better cooperation between the different levels of government as well as between governmental and non-governmental stakeholders. In addition, the HRPDC has direct experience with planning for climate change impacts and coastal resiliency, both of which are relevant to the proposed project. As part of this work, the HRPDC staff has identified a need for additional research and tools to inform local planning and adaptation efforts. The proposal shows great promise for improving the resiliency of the Hampton Roads region, and we are happy to support it. We look forward to working with you and your team on this effort.

SMITHFIELD

SOUTHAMPTON

SUFFOLK

SURRY

VIRGINIA BEACH

Sincerely,

WILLIAMSBURG

YORK

Kenneth L. Wright
Chair

BJM/jc

MEMBER
JURISDICTIONS

July 16, 2015

CHESAPEAKE

Mr. James K. Spore

City Manager

City of Virginia Beach

FRANKLIN

2401 Courthouse Drive, Suite 234

Virginia Beach, VA 23456

GLOUCESTER

RE: NOAA Regional Coastal Resilience Grant Proposal

Dear Mr. Spore:

HAMPTON

I am writing to convey our support for your proposal for the National Oceanic and Atmospheric Administration's Regional Coastal Resilience Grant Program. This proposal promises to help Hampton Roads communities better plan for and adapt to the impacts of recurrent flooding and sea level rise. The City of Virginia Beach has been and continues to be a leader and example for other Hampton Roads communities in addressing these issues. The Hampton Roads Planning District Commission (HRPDC) supports this work and is dedicated to making its findings directly applicable to local governments.

ISLE OF WIGHT

JAMES CITY

NEWPORT NEWS

NORFOLK

The HRPDC is composed of seventeen member local governments representing nearly 1.7 million people. The HRPDC is one of twenty-one like agencies throughout the Commonwealth of Virginia, with the purposes of encouraging and facilitating local government cooperation within the region as well as cooperation between local governments and state agencies in addressing, on a regional basis, problems of greater than local significance.

POQUOSON

PORTSMOUTH

SMITHFIELD

The HRPDC has a strong history of collaborating and engaging with local governments, state agencies, and academic partners to identify and address issues and concerns. This engagement results in better cooperation between the different levels of government as well as between governmental and non-governmental stakeholders. In addition, the HRPDC has direct experience with planning for climate change impacts and coastal resiliency, both of which are relevant to the proposed project. As part of this work, the HRPDC conducted several studies and established an official advisory committee on sea level rise and recurrent flooding. Virginia Beach city staff members have been instrumental in both areas. In particular, the Commission's advisory committees offer excellent opportunities for Virginia Beach to engage other communities in the region and share findings.

SOUTHAMPTON

SUFFOLK

SURRY

VIRGINIA BEACH

The proposal shows great promise for improving the resiliency of the Hampton Roads region, and we are happy to support it. We look forward to working with you and your team on this effort.

WILLIAMSBURG

Sincerely,

YORK

Kenneth I. Wright

Chair

BJM/jc

Attachment 12-F3

MEMBER
JURISDICTIONS

July 16, 2015

CHESAPEAKE

Dr. Troy Hartley
Director, Virginia Sea Grant
Virginia Institute of Marine Science
P.O. Box 1346
Gloucester Point, VA 23062

FRANKLIN

GLOUCESTER

RE: NOAA Regional Coastal Resilience Grant Proposal

HAMPTON

Dear Mr. Hartley:

ISLE OF WIGHT

I am writing to convey our support for your proposal for the National Oceanic and Atmospheric Administration's Regional Coastal Resilience Grant Program. This proposal promises to provide Hampton Roads communities with tangible examples of adaptation to sea level rise. The Hampton Roads Planning District Commission (HRPDC) supports this work and is dedicated to making its findings directly applicable to local governments.

JAMES CITY

NEWPORT NEWS

The HRPDC is composed of seventeen member local governments representing nearly 1.7 million people. The HRPDC is one of twenty-one like agencies throughout the Commonwealth of Virginia, with the purposes of encouraging and facilitating local government cooperation within the region as well as cooperation between local governments and state agencies in addressing, on a regional basis, problems of greater than local significance.

NORFOLK

POQUOSON

PORTSMOUTH

The HRPDC has a strong history of collaborating and engaging with local governments, state agencies, and academic partners to identify and address issues and concerns. This engagement results in better cooperation between the different levels of government as well as between governmental and non-governmental stakeholders. In addition, the HRPDC has direct experience with planning for climate change impacts and coastal resiliency, both of which are relevant to the proposed project. As part of this work, the HRPDC staff has identified a need for cost-effective design strategies that can be implemented at multiple scales, from the individual property to locality-wide.

SMITHFIELD

SOUTHAMPTON

SUFFOLK

The proposal shows great promise for improving the resiliency of the Hampton Roads region, and we are happy to support it. We look forward to working with you and your team on this effort.

SURRY

VIRGINIA BEACH

Sincerely,

WILLIAMSBURG

YORK

Kenneth I. Wright
Chair

BJM

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #12-G: REGIONAL SOLID WASTE MANAGEMENT PLAN FOR SOUTHEASTERN VIRGINIA

SUBJECT:

The HRPDC, with assistance from the Southeastern Public Service Authority of Virginia (SPSA), has completed the five year update to the *Regional Solid Waste Management Plan for Southeastern Virginia*, which covers the SPSA service area.

BACKGROUND:

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 and once every five years complete a plan update. These regulations also require annual reporting of recycling activities to serve as the basis for determining whether the region's localities are meeting the state's 25% recycling rate requirement.

The HRPDC is the designated solid waste planning agency for Southeastern Virginia which includes the cities of Chesapeake, Franklin, Norfolk, Portsmouth, Suffolk, and Virginia Beach, the counties of Isle of Wight and Southampton, and the towns of Boykins, Branchville, Capron, Courtland, Ivor, Newsoms, Smithfield and Windsor.

As required by DEQ regulations, the HRPDC held a public hearing on the Plan Update on July 1, 2015. The Plan has also been available for public review for thirty (30) days with the public comment period ending on July 16, 2015. No public comments have been received.

This item and related attachment was reviewed in Workshop Agenda Item #6

RECOMMENDED ACTION:

Approve the Regional Solid Waste Management Plan for Southeastern Virginia Five Year Update and recommend it to SPSA for adoption and submittal to DEQ for approval.

AGENDA NOTE - HRPDC QUARTERLY COMMISSION MEETING

ITEM #13: NOMINATING COMMITTEE APPOINTMENTS

SUBJECT:

Appointment of a Nominating Committee.

BACKGROUND:

At its meeting in October, the Commission elects its officers for the upcoming year. The HRPDC Charter and Bylaws limit the terms of Chair and Vice Chair to two (2) consecutive one-year terms. The Treasurer and Secretary are elected for a term of one year, but may serve consecutive terms. Therefore, the HRPDC needs to elect a Chair, Vice Chair, Treasurer and Secretary.

The Chair will appoint a Nominating Committee to bring a list of names for Chair, Vice Chair, Treasurer and Secretary, as well as each local government's representative for the Executive Committee to the HRPDC Annual Meeting on October 15, 2015. The Chair requests the following Commissioners serve on the HRPDC Nominating Committee:

Chesapeake:	Ella P. Ward
Franklin:	Barry Cheatham
Gloucester:	VACANT
Hampton:	VACANT
Isle of Wight:	Dee Dee Darden
James City:	Mary Jones
Newport News:	Sandra Nelson Cherry
Norfolk:	Thomas Smigiel
Poquoson:	VACANT
Portsmouth:	Kenneth I. Wright
Smithfield:	VACANT
Southampton:	Barry Porter
Suffolk:	VACANT
Surry:	John M. Seward
Virginia Beach:	Louis R. Jones
Williamsburg:	Clyde Haulman
York:	Thomas G. Shepperd, Jr.

The Chair and Vice Chair must come from separate subdivisions and be elected officials. The offices of Secretary and Treasurer must be voted on an annual basis, but need not be elected officials and may succeed themselves.

As provided in the Bylaws, the Executive Committee is a standing Committee of the Commission. It consists of seventeen members, each from a different participating jurisdiction. At the Annual Meeting in October, the HRPDC will also confirm the Executive Committee appointments of the member localities.

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #14: JOINT HRPDC/HRTPO PERSONNEL & BUDGET COMMITTEE APPOINTMENTS

SUBJECT:

Appointment of two Chief Administrative Officers (CAOs) to the Joint HRPDC/HRTPO Personnel & Budget Committee.

BACKGROUND:

The January 2014 Memorandum of Understanding between the HRPDC and HRTPO, reorganized the Personnel & Budget (P&B) Committee to include representatives of both the HRPDC and HRTPO. These representatives are the Chairs and Vice Chairs of both organizations, the Treasurer, the Secretary, two CAOs – one from the Southside and one from the Peninsula - and one additional elected official from the HRPDC. With the recent departures of retired Williamsburg City Manager Jack Tuttle and former Suffolk City Manager Selena Cuffee-Glenn, the HRPDC/HRTPO Joint Personnel and Budget Committee is without CAO representation on the Committee. During their meeting on June 18, 2015, the P&B Committee asked the CAOs for recommendations to fill the vacancies on the Committee. The CAOs have recommended Chesapeake City Manager James Baker and Poquoson City Manager J. Randal Wheeler. Both Mr. Baker and Mr. Wheeler have agreed to serve on the Committee.

RECOMMENDED ACTION:

Approve the appointments to the Joint Personnel and Budget Committee.

AGENDA NOTE - HRPDC QUARTERLY COMMISSION MEETING

ITEM #15: HRPDC SECRETARY APPOINTMENT

SUBJECT:

Appointment of the HRPDC Secretary.

BACKGROUND:

The position of Secretary has always been held by the HRPDC Executive Director. During the vacancy of the Executive Director Position, Mr. Randy Keaton assumed the duties of Secretary. As of July 1st, the new Executive Director Position will be filled by Mr. Robert Crum.

ACTION:

Approve the appointment of Mr. Robert Crum as Secretary of the Commission.

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #16: HRPDC THREE-MONTH TENTATIVE SCHEDULE

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

August 2015

Meeting Cancelled

September 2015

askHRgreen.org Campaign Results
DHCD Annual Report
Affordability Analysis
HREDA Presentation

October 2015

HRPDC Officer Elections
State Water Supply Plan
Virginia Beach Green Sea Plan

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #17: ADVISORY COMMITTEE SUMMARIES

A. DIRECTORS OF UTILITIES COMMITTEE

The summary of the July 8, 2015 Directors of Utilities Committee meeting will be included in the September 17, 2015 Commission Agenda.

B. REGIONAL ENVIRONMENTAL COMMITTEE

The summary of the July 2, 2015 Regional Environmental Committee meetings is attached.

Attachment 17-B

MEETING SUMMARY
REGIONAL ENVIRONMENTAL COMMITTEE

The Regional Environmental Committee met on July 2, 2015. The following items were discussed.

- Mr. Ron Williams, Norfolk, gave a presentation to the Committee on the results of the city's participation in the RE:invest Initiative, an effort designed to create new public-private partnerships for resilient infrastructure.
- Mr. Dave Mergen, Chesapeake, gave a presentation to the Committee on the recently released Final Rule from the U.S. Environmental Protection Agency on Waters of the United States.
- Representatives from Old Dominion University, the Virginia Institute of Marine Science, and the City of Virginia Beach briefed the Committee on their proposals for the NOAA Regional Coastal Resilience Grant program. The Committee recommended that the Chairman of the Commission sign letters of support for each of the proposals.
- Mr. Benjamin McFarlane, HRPDC, updated the Committee on matters related to the Virginia Coastal Zone Management Program.
- Several Committee members and guests provided status reports.

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #18: CORRESPONDENCE OF INTEREST

A. HRPDC Appointment Letter

Attached is a letter to Mr. Robert Crum, HRPDC Executive Director from Ms. Judy Wiggins, Poquoson Assistant City Manager appointing City Manager J. Randall Wheeler and Councilwoman, Traci-Dale Crawford to the Commission. Both terms are to expire on June 30, 2017.

Attachment 18-A

B. Letter of Appreciation

Attached is a letter to Mr. Robert Crum, HRPDC Executive Director from Mr. Sanford B. Wanner, Interim Gloucester County Administrator thanking the HRPDC staff for providing assistance to Gloucester County.

Attachment 18-B



CITY OF POQUOSON

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996
(757) 868-3000 FAX (757) 868-3101

Office of the City Manager

J. Randall Wheeler

June 24, 2015

Mr. Robert A. Crum
Executive Director
Hampton Roads Planning District Commission
723 Woodlake Drive
Chesapeake, VA 23320

Dear Mr. Crum:

At its meeting on June 22, 2015, City Council reappointed City Manager, J. Randall Wheeler and Councilwoman, Traci-Dale Crawford, to the Hampton Roads Planning District Commission with terms to expire on June 30, 2017.

If I can be of any assistance to you, please feel free to call.

Sincerely,

Judy F. Wiggins, MMC
Assistant City Manager/City Clerk

JFW:ei

RECEIVED

JUN 26 2015

HRPDC

Attachment 18-A



**Gloucester County
Administrator's Office**

Telephone 804-693-4042

P. O. Box 329, Gloucester, Virginia 23061

Fax 804-693-6004

July 2, 2015

Robert A. Crum
Executive Director
HRPDC
723 Woodlake Drive
Chesapeake, VA 23320

Dear Mr. Crum,

Recently I asked my staff to contact your office to request additional copies of the Hampton Roads Regional Benchmarking Study for all the members of our Board of Supervisors. In addition, we asked for additional copies of the "Little Book of Big Data" to give out to our department directors. Jennifer Coleman in your office was very helpful and sent the materials out so that we received them within a short period of time.

Thank you for the service your office provided, and please convey my thanks to Ms. Coleman as well for her assistance and the quick turnaround.

Sincerely,

Sanford B. Wanner
Interim County Administrator

SBW:tc

RECEIVED

JUL 06 2015

HRPDC

Attachment 18-B

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #19: FOR YOUR INFORMATION

HRTPO GUIDANCE ON HOUSE BILL 2

House Bill 2 (HB2), signed into law in 2014, directed the Commonwealth Transportation Board (CTB) to develop and use a prioritization process to select transportation projects. The legislation is intended to improve the transparency and accountability of project selection, as well as improve stability in the Six-Year Improvement Program (SYIP). The process is to score projects based on an objective analysis and provide guidance to the CTB for project selection and funding.

Following a year of development, which included multiple stakeholder outreach sessions across the state, the CTB approved the HB2 prioritization process during its meeting on June 17, 2015. Complete information on the HB2 process is available in the HB2 Implementation Policy Guide, accessible on the CTB website at: http://www.virginiahb2.org/docs/hb2policyguide_6-17-2015_rev.pdf.

The HB2 process specifies eligible applicants for three project types, as shown in the table below.

Project Type	Regional Entities (MPOs, PDCs)	Local Governments	Transit Agencies
Corridors of Statewide Significance	Yes	Yes, <i>with support from relevant regional entity</i>	Yes, <i>with support from relevant regional entity</i>
Regional Networks	Yes	Yes	Yes, <i>with support from relevant entity</i>
Urban Development Area	No	Yes	No

HRTPO staff has prepared draft guidance (enclosed) for the following scenarios:

1. When the HRTPO is the applicant
2. When the HRTPO is requested to support projects submitted by Localities and Transit Agencies
3. When the Hampton Roads Planning District Commission (HRPDC) is requested to support projects submitted by Localities and Transit Agencies

The Transportation Technical Advisory Committee has recommended approval of the draft guidance.

HRTPO Guidance on House Bill 2



Prepared by the Hampton Roads Transportation Planning Organization
July 2015



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Executive Director

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Thomas G. Shepperd, Jr.

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Irene Rico, Division Administrator – Virginia Division

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Terry Garcia Crews, Regional Administrator, Region 3

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John Allen, Colonel – Langley Eustis

William S. Galbraith, Colonel – Langley

INVITED PARTICIPANT

John Malbon – Commonwealth Transportation Board

PROJECT STAFF

Robert A. Crum

Camelia Ravanbakht, Ph.D.

Michael S. Kimbrel

Executive Director

Deputy Executive Director

Principal Transportation Engineer

DRAFT

REPORT DOCUMENTATION

TITLE

HRTPO Guidance on House Bill 2

REPORT DATE

July 2015

AUTHOR

Michael S. Kimbrel

ORGANIZATION CONTACT INFORMATION

Hampton Roads Transportation Planning Organization
723 Woodlake Drive
Chesapeake, Virginia 23320
(757) 420-8300
www.hrtpo.org

ABSTRACT

This document provides information on the process used by the Hampton Roads Transportation Planning Organization (HRTPO) to determine whether to provide a resolution of support for applicable projects to be submitted under the House Bill 2 (HB2) statewide project prioritization process or to submit project applications in response to requests by other entities.

ACKNOWLEDGMENTS

This document was prepared by the Hampton Roads Transportation Planning Organization (HRTPO) in cooperation with the U.S. Department of Transportation (USDOT), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Virginia Department of Transportation (VDOT), Virginia Department of Rail and Public Transportation (DRPT), Transportation District Commission of Hampton Roads (TDCHR), and Williamsburg Area Transit Authority (WATA). The contents of this report reflect the views of the HRTPO. The HRTPO staff is responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of the FHWA, FTA, VDOT or DRPT. This report does not constitute a standard, specification, or regulation. FHWA, FTA, VDOT or DRPT acceptance of this report as evidence of fulfillment of the objectives of this program does not constitute endorsement/approval of the need for any recommended improvements nor does it constitute approval of their location and design or a commitment to fund any such improvements. Additional project level environmental impact assessments and/or studies of alternatives may be necessary.

NON-DISCRIMINATION

The HRTPO assures that no person shall, on the ground of race, color, national origin, handicap, sex, age, or income status as provided by Title VI of the Civil Rights Act of 1964 and subsequent authorities, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity. The HRTPO Title VI Plan provides this assurance, information about HRTPO responsibilities, and a Discrimination Complaint Form.

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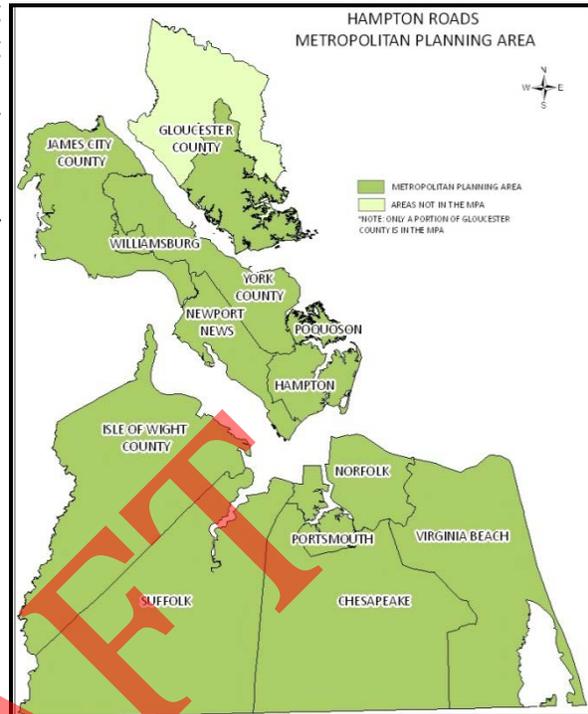
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OVERVIEW

The Hampton Roads Transportation Planning Organization (HRTPO) is the metropolitan planning organization (MPO) for the Hampton Roads area. As such, it is a federally mandated transportation policy board comprised of representatives from local, state, and federal governments, transit agencies, and other stakeholders and is responsible for transportation planning and programming for the Hampton Roads metropolitan planning area (MPA).

The MPA is comprised of the cities of Chesapeake, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg, and the counties of Isle of Wight, James City, York, as well as a portion of Gloucester County.

The purpose of this document is to provide guidance regarding the House Bill 2 (HB2) statewide project prioritization process.



WHAT IS HB2?

House Bill 2 (HB2), adopted by the General Assembly and signed into law by the Governor in 2014, required the Commonwealth Transportation Board (CTB) to develop a statewide prioritization process for capacity expansion projects based on a comparison of a project's relative benefit to its cost. Following nearly a year of development, the HB2 process was approved by the CTB on June 17, 2015. The legislation set the requirement that the HB2 process be used to develop the Six-Year Improvement Program (SYIP) starting with the FY 2017 – FY 2022 SYIP to be approved by the CTB in June 2016. The key goals of HB2 are:

- To promote performance in the selection of projects for the SYIP
- To provide stability to the SYIP
- To establish a project pipeline that links planning to programming

This document provides an overview of the HB2 statewide prioritization process for the purposes of addressing HRTPO Guidance on HB2. For complete information on the HB2 prioritization process, please consult the **HB2 Implementation Policy Guide**, released June 17, 2015, and accessible on the Commonwealth Transportation Board website at: http://www.virginiahb2.org/docs/hb2policyguide_6-17-2015_rev.pdf.

HB2 EXCLUSIONS

The HB2 process excludes the following project types and funding sources:

- Pavement and bridge rehabilitation projects
- Fully-funded projects
- Projects for which National Environmental Policy Act (NEPA) documentation is complete
- Revenue sharing projects
- Hampton Roads and Northern Virginia regional funds
- Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds
- Regional Surface Transportation Program (RSTP) funds
- Highway safety federal funds
- Transportation Alternatives Program federal funds

HB2 PROJECT SCREENING

Only projects that meet a capacity or operational need identified under the following categories in the **VTrans2040 Multimodal Transportation Plan** will move forward in the HB2 prioritization process:

- Corridors of Statewide Significance
- Regional Networks
- Improvements to promote Urban Development Areas
- Transportation Safety

The **Appendix** includes a map of the Corridors of Statewide Significance. For the most up-to-date information on VTrans2040, visit the VTrans2040 page on the website of the Virginia Office of Intermodal Planning and Investment at: <http://www.vtrans.org/vtrans2040.asp>.

HB2 EVALUATION MEASURES

HB2 legislation requires that measures used to evaluate projects be quantifiable and objective, that the analysis result in a measure of a project's benefits relative to its cost (essentially a benefit-cost analysis using the HB2 factors), and that the CTB consider all modes of transportation. The law requires that the measures fall into the following six factor areas:

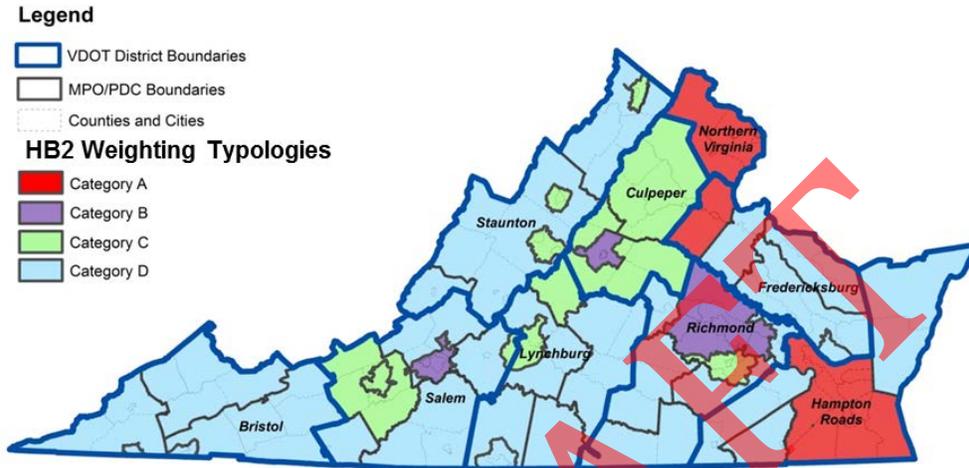
- Congestion Mitigation
- Accessibility
- Safety
- Environmental Quality
- Economic Development
- Land Use Coordination (for areas with over 200,000 population)

For details on the measures and measure weights for each of the factors listed above, see Chapter 3 of the **HB2 Implementation Policy Guide**.

HB2 WEIGHTING FRAMEWORKS

HB2 legislation specifies that the CTB shall weight the evaluation factors for each of the state’s nine VDOT Construction Districts, assigning different weights to the factors based on the unique needs and qualities of each District. **Figure 1** indicates the HB2 weighting typologies, or frameworks, for the nine construction districts. As shown in Figure 1, several of the construction districts have more than one HB2 weighting typology.

Figure 1 – HB2 Weighting Typologies



As shown in Figure 1, the localities within the Hampton Roads MPA, excluding Gloucester County (which is included in the Fredericksburg Construction District), are in the Category A weighting framework. Localities within the VDOT Hampton Roads Construction District, but outside of the Hampton Roads MPA, are in the Category D weighting framework.

Table 1 shows the weights to be applied to each of the evaluation factors for each weighting framework category.

Table 1 – HB2 Weighting Frameworks

Factor	Congestion Mitigation	Economic Development	Accessibility	Safety	Environmental Quality	Land Use
Category A	45%	5%	15%	5%	10%	20%
Category B	15%	20%	25%	20%	10%	10%
Category C	15%	25%	25%	25%	10%	NA
Category D	10%	35%	15%	30%	10%	NA

APPLICANT ELIGIBILITY

Entities eligible to submit projects under HB2 are:

- Regional Entities – specifically Metropolitan Planning Organizations (MPOs), Planning District Commissions (PDCs), and the Northern Virginia Transportation Authority
- Non-profit public transit agencies
- Cities, counties, and those towns that maintain their own infrastructure

Table 2 summarizes the entities eligible to submit projects under HB2 by project type.

Table 2 – Eligibility to Submit Projects

Project Type	Regional Entities (MPOs, PDCs)	Local Governments (Cities, Counties, Towns)	Transit Agencies
Corridors of Statewide Significance	Yes	Yes, with a resolution of support from relevant regional entity	Yes, with resolution of support from relevant regional entity
Regional Networks	Yes	Yes	Yes, with resolution of support from relevant entity
Urban Development Areas	No	Yes	No

RELEVANT REGIONAL ENTITIES

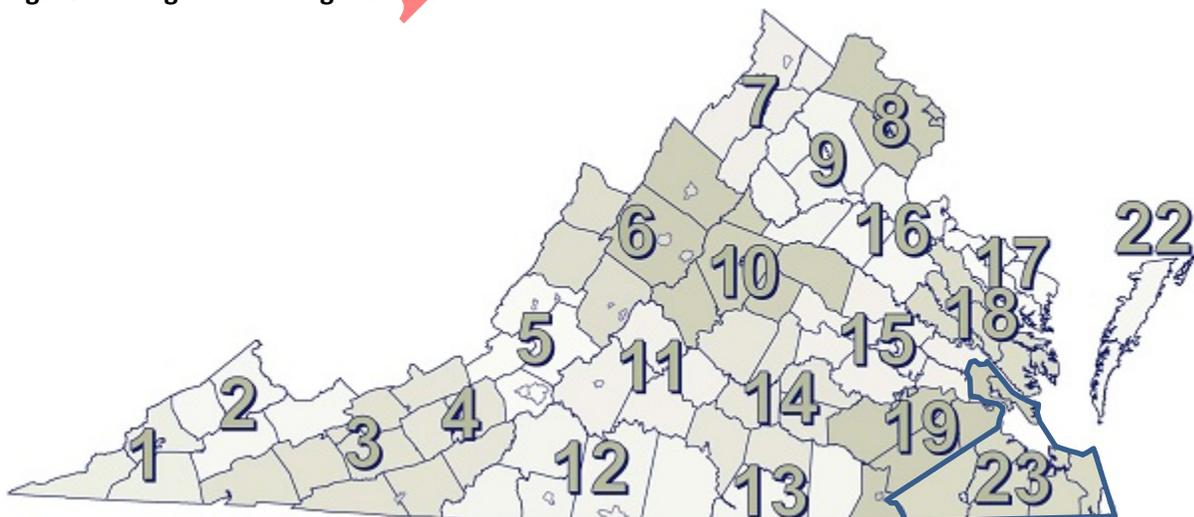
As shown in Table 2, certain applicants must receive a resolution of support for certain project types to be submitted under HB2. **Table 3** identifies the relevant regional entities for localities and transit agencies within the Hampton Roads Construction District.

Table 3 – Relevant Regional Entities

Local Governments (Cities, Counties, Towns) Transit Agencies	Relevant Regional Entity
Localities and Transit Agencies within the Hampton Roads MPA (Excluding Gloucester County)	HRTPO
Localities and Transit Agencies outside of the Hampton Roads MPA, but within Planning District 23	Hampton Roads Planning District Commission
Localities and Transit Agencies outside of Planning District 23, but within the Hampton Roads Construction District	<p>For Eastern Shore Localities: Accomack-Northampton Planning District Commission (PD 22)</p> <p>For Sussex, Surry, & Greensville Counties: Crater Planning District Commission (PD 19)</p>
Gloucester County	Middle Peninsula Planning District Commission (PD 18)

Figure 2 shows the Virginia Planning Districts (PDs) with the boundary of PD 23 indicated by a bold blue line.

Figure 2 – Virginia Planning Districts



Source: Virginia Association of Planning District Commissions

HB2 APPLICATION PROCESS OVERVIEW

In accordance with the *HB2 Implementation Policy Guide*, “in order to support the success of the evaluation process, project sponsors will need to coordinate with VDOT and DRPT early in the process to share information on prospective applications. This coordination phase will allow project descriptions and scopes of work, cost estimates, and potential benefits to be developed and refined and will facilitate the application and evaluation process. HB2 submittals are encouraged to include sufficient information to be evaluated and also need to meet specific application requirements.”

HB2 project applications must include the following information:

- **Scope** – At a minimum, the scope should define the limits of the project, its physical and operational characteristics, and physical and/or operational footprint.
- **Schedule** – At a minimum, the schedule should clearly define the expected process for further project development including key milestones, work activities, related activities, approvals/approval timelines. The schedule should be realistic and reflect the complexity of the project and identify durations for project phases (PE, RW, CN).
- **Cost** – At a minimum, the cost estimate should be as realistic as possible and should account for applicable risk and contingencies based on the size and complexity of the project. Projects incurring one-time and ongoing operations and non-construction costs (i.e., purchase of transit vehicles) should clearly identify those costs.

It should be noted that, as part of the application process, each applicant will be asked to rank its submitted projects in order of priority. VDOT/DRPT will evaluate projects in order of priority.

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HRTPO GUIDANCE ON HOUSE BILL 2

This section describes the HRTPO guidance with respect to the HB2 statewide prioritization process when:

1. HRTPO is the Applicant
2. HRTPO is requested to support projects submitted by Localities or Transit Agency

WHEN HRTPO IS THE APPLICANT

As shown in Table 2, the HRTPO is an eligible applicant for projects that fall under the **Corridors of Statewide Significance (CoSS)** and **Regional Networks** project types. The HRTPO may submit projects at its discretion or at the request of another entity, such as the Hampton Roads Transportation Accountability Commission (HRTAC), the Virginia Port Authority (VPA), etc.

Guidance Regarding Project Submissions by the HRTPO

1. It is the prerogative of the HRTPO Board whether to apply for projects at the request of other entities. To assist in this decision, HRTPO staff will:
 - a. Review proposed projects to ensure they are consistent with the current, fiscally-constrained Long-Range Transportation Plan and the fiscally-constrained Transportation Improvement Program.
 - b. Review proposed projects with respect to the HB2 evaluation factors and measures.
 - c. Provide a recommendation to the HRTPO Board on each project proposed for submission by the HRTPO.
2. As required by the HB2 process, the HRTPO Board will specify the priority order of the projects the HRTPO submits. To assist in this decision, HRTPO staff will:
 - a. Review HRTPO prioritization scores for each proposed project.
 - b. Review proposed projects with respect to the HB2 evaluation factors and measures.
 - c. Provide a recommendation to the HRTPO Board on the priority order for projects proposed for submission by the HRTPO.

WHEN HRTPO IS REQUESTED TO SUPPORT THE APPLICATION OF A LOCALITY OR TRANSIT AGENCY

As shown in Table 2, for localities that wish to submit projects under the Corridors of Statewide Significance (CoSS) project type and for transit agencies that wish to submit projects under the CoSS and Regional Networks project types, a resolution of support from the relevant regional entity is required. Table 3 identifies the relevant regional entities for the Hampton Roads Construction District.

Guidance Regarding Project Submissions by Localities and Transit Agencies

1. In response to a request for HRTPO support of project applications, HRTPO staff will review the proposed projects to ensure they are consistent with the current, fiscally-constrained Long-Range Transportation Plan (LRTP) and the fiscally-constrained Transportation Improvement Program (TIP).
2. For projects found to be consistent with the fiscally-constrained LRTP and fiscally-constrained TIP, an HRTPO resolution of support will be provided to the Applicant. If the applicant submits more than one project, the resolution will specify each project supported by the HRTPO.
3. It is the responsibility of the Locality or Transit Agency to specify the priority order of the projects they submit for evaluation under HB2.

WHEN HRPDC IS REQUESTED TO SUPPORT THE APPLICATION OF A LOCALITY OR TRANSIT AGENCY

As shown in Table 3, for localities and transit agencies outside of the Hampton Roads MPA, but within Planning District 23, the relevant regional entity is the Hampton Roads Planning District Commission (HRPDC). For such localities that wish to submit projects under the Corridors of Statewide Significance (CoSS) project type and for such transit agencies that wish to submit projects under the CoSS and Regional Networks project types, a resolution of support from the HRPDC is required.

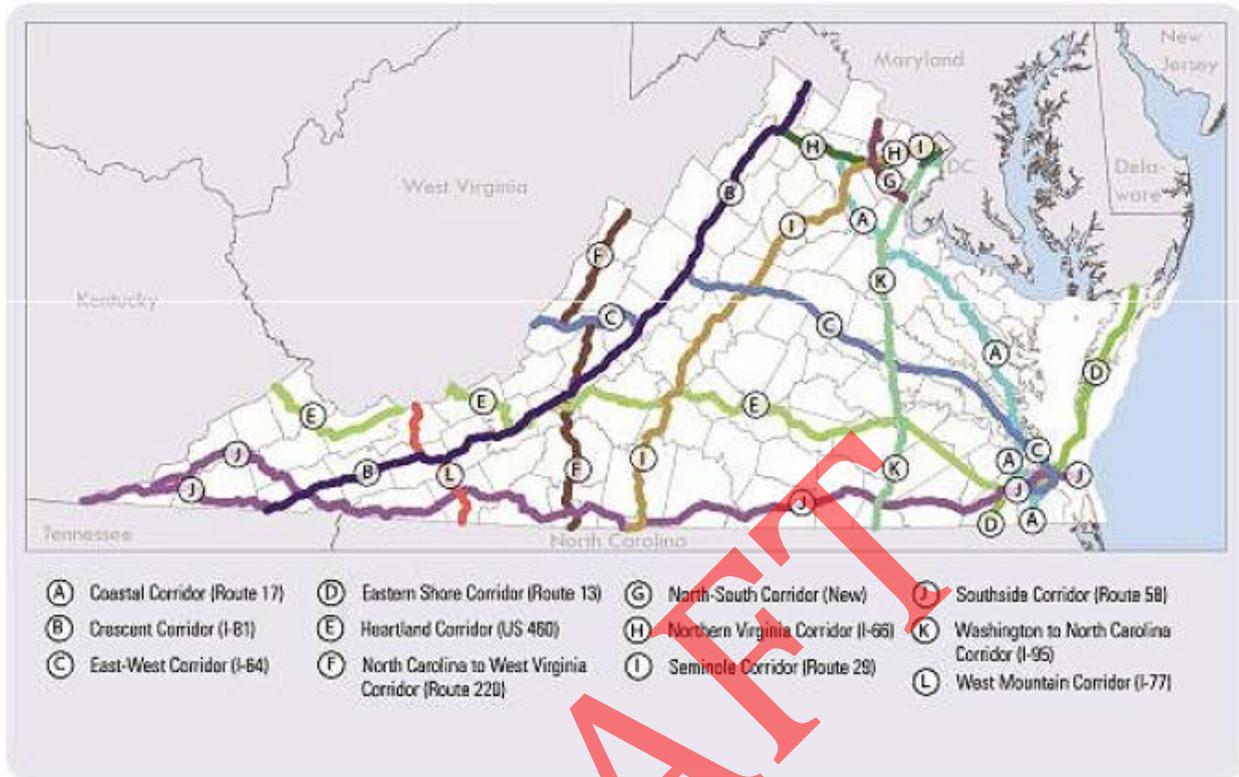
Guidance Regarding Project Submissions by Localities and Transit Agencies

1. In response to a request for HRPDC support of project applications, HRTPO staff will review the proposed projects to ensure they are consistent with the current, fiscally-constrained HRTPO Long-Range Transportation Plan (LRTP), fiscally-constrained Transportation Improvement Program (TIP), and/or the Rural Long-Range Transportation Plan (RLRTP).
2. For projects found to be consistent with the fiscally-constrained LRTP, fiscally-constrained TIP, and/or RLRTP, an HRPDC resolution of support will be provided to the Applicant. If the applicant submits more than one project, the resolution will specify each project supported by the HRPDC.
3. It is the responsibility of the Locality or Transit Agency to specify the priority order of the projects they submit for evaluation under HB2.

APPENDIX

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Corridors of Statewide Significance



Source: VTrans 2040 Presentation to the Commonwealth Transportation Board by the Office of the Secretary of Transportation, March 19, 2014.

In the Hampton Roads area, the Corridors of Statewide Significance include:

- Interstate 64 in its entirety
- A portion of I-264 in Portsmouth through the Downtown Tunnel
- Portions of US 13, from the North Carolina line through the Eastern Shore
- US 17, from the North Carolina line through Gloucester County
- US 58, from the western boundary of Hampton Roads to the Atlantic Ocean
- US 460, from the western boundary of Hampton Roads to the Chesapeake Bay

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #20: OLD/NEW BUSINESS