

AGENDA
HAMPTON ROADS PLANNING DISTRICT COMMISSION
ANNUAL COMMISSION MEETING
October 16, 2014

1. Call to Order
2. Approval/Modification of Agenda

WORKSHOP AGENDA

3. FY 2013-2014 Audit
4. Emergency Management Sustainability
5. Chesapeake Bay TMDL
6. Groundwater Withdrawal Permits
7. Legislative Agenda

REGULAR AGENDA

8. Employee Recognition
9. Submitted Public Comments
10. Public Comment Period
11. Approval of Consent Items
 - A. Minutes of September 18, 2014 Executive Committee Meeting
 - B. Treasurer's Report of August 2014
 - C. FY 2015 Budget Amendments
 - D. FY 2013-2014 Audit
 - E. Legislative Agenda
 - F. Waters of the U.S. Rulemaking
 - G. Sea Level Rise Adaptation Plan for Virginia Beach
 - H. Emergency Management Sustainability
 - I. Authorizing Resolutions and Certifications for FY 2014 State Homeland Security Grant Program (SHSGP) Funds
12. Nominating Committee Report/Election of Officers
13. HRPDC Three-Month Tentative Schedule
14. Advisory Committee Summaries
15. Correspondence of Interest
16. For Your Information
17. Old/New Business

ADJOURNMENT

AGENDA NOTE – HRPDC ANNUAL 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.”

AGENDA NOTE – HRPDC ANNUAL COMMISSION MEETING

ITEM #3: FY 2013 - 2014 AUDIT

SUBJECT:

The FY 2014 Audit Report has been completed.

BACKGROUND:

Dixon Hughes Goodman LLP has completed its annual review of the FY2014 financial statements of the HRPDC. Their Independent Auditors' Report states that they present fairly, in all material respects, the basic financial statements of the HRPDC. There were no material weaknesses or deficiencies in any of the internal controls or processes of the HRPDC financial activity, and all information was free of any material misstatements.

Ms. Leslie Roberts, partner, Dixon Hughes Goodman LLP, will brief the Commission on the audit. Both Ms. Roberts, representing the audit firm, and Ms. Nancy Collins, HRPDC Chief Financial Officer, will be available to address any questions the Commission may have.

Attachment 3

Enclosure 3 – Financial Statements for Years Ended June 30, 2014 and 2013

NOTE: This will be presented for action under Consent Agenda Item #11-D.

Report to the Board of Directors of
**Hampton Roads Planning
District Commission**

September 15, 2014



DIXON HUGHES GOODMAN LLP
Certified Public Accountants and Advisors

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September 15, 2014

To the Board of Directors
Hampton Roads Planning District Commission

We have audited the financial statements of **Hampton Roads Planning District Commission** (the "Commission") for the year ended June 30, 2014, and have issued our report thereon dated September 15, 2014. Professional standards require that we provide you with information about our responsibilities in accordance with auditing standards generally accepted in the United States of America, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated April 1, 2014. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by **Hampton Roads Planning District Commission** are described in Note 2 to the financial statements. The Commission adopted GASB Statement No. 63 and 65, *GASB Statement No. 63, Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position (GASB 63) and GASB Statement No. 65, Items Previously Reported as Assets and Liabilities (GASB 65)*. The application of existing policies was not changed during 2014. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management, and are based on management's knowledge and experience about past and current events, and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We noted no estimates that were particularly sensitive because of their significance to the financial statements.

The disclosures in the financial statements are neutral, consistent and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements were the disclosures concerning retirement plans and postretirement benefits other than pensions.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements as summarized in the attached journal entry listing in Appendix B and reclassification entries listing in Appendix C.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter included in Appendix A.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Commission's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Commission's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

- During single audit testing procedures we noted that the receptionist uses the Chief Financial Officer's login and password when assisting with entering certain grant reimbursement requests electronically. While there are compensating controls in place through review of input and output, we recommend that the receptionist enters the grant reimbursements using her personal login and password rather than another employee's credentials, if possible.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Directors and management of **Hampton Roads Planning District Commission**, and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

Dixon Hughes Goodman LLP

Newport News, VA



KENNETH L. WRIGHT, CHAIRMAN • ELYSE HAULMAN, VICE CHAIR • JAMES D. McREYNOLDS - TREASURER
RANDY KEATON, INTERIM EXECUTIVE DIRECTOR

MEMBER JURISDICTIONS

September 15, 2014

CHESAPEAKE

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Norfolk, Virginia 23510

FRANKLIN

GLOUCESTER

HAMPTON

ISLE OF WIGHT

JAMES CITY

NEWPORT NEWS

NORFOLK

POQUOSON

PORTSMOUTH

SMITHFIELD

SOUTHAMPTON

SUFFOLK

SURRY

VIRGINIA BEACH

WILLIAMSBURG

YORK

This representation letter is provided in connection with your audits of the financial statements of the Hampton Roads Planning District Commission, which comprise the statements of net position as of June 30, 2014 and 2013 the respective statements of revenues, expenses and changes in net position and cash flows for the years then ended, and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S.GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of the date of this letter, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated April 1, 2014, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP.

- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
- 7) All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed. No events, including instances of noncompliance, have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements or in the schedule of findings and questioned costs.
- 8) There are no uncorrected misstatements or omitted disclosures. A copy of the summary of unadjusted audit differences showing no current year unadjusted audit differences and the current year impact of the prior year unadjusted audit differences is attached.
- 9) We are in agreement with the adjusting journal entries you have recommended, and they have been posted to the Commission's accounts.
- 10) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 11) Guarantees, whether written or oral, under which the Commission is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

- 12) We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters, and all audit or relevant monitoring reports, if any, received from funding sources.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

- d) Minutes of the meetings of the Board of Commissioners and the Executive Committee, or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 13) All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal awards.
 - 14) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
 - 15) We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - a) Management,
 - b) Employees who have significant roles in internal control, or
 - c) Others where the fraud could have a material effect on the financial statements.
 - 16) We have no knowledge of any allegations of fraud or suspected fraud affecting the entity's financial statements communicated by employees, former employees, regulators, or others except as made known to you.
 - 17) We have disclosed to you all known instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
 - 18) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
 - 19) We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

Government—Specific

- 20) We have made available to you all financial records and related data and all audit or relevant monitoring reports, if any, received from funding sources.
- 21) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 22) We have a process to track the status of audit findings and recommendations.
- 23) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 24) We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
- 25) The Commission has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.

- 26) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts.
- 27) We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
- 28) We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- 29) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
- 30) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 31) As part of your audit, you assisted with preparation of the financial statements and related notes and schedule of expenditures of federal awards and the submission of the data collection form to the Federal Clearing House. We have designated an individual with suitable skill, knowledge, or experience to oversee your services and have assumed all management responsibilities. We have reviewed, approved, and accepted responsibility for those financial statements and related notes and schedule of expenditures of federal awards and the data collection form.
- 32) The Commission has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 33) The Commission has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 34) We have followed all applicable laws and regulations in adopting, approving, and amending budgets.
- 35) Components of net position (net investment in capital assets; restricted; and unrestricted) and equity amounts are properly classified and, if applicable, approved.
- 36) Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
- 37) Provisions for uncollectible receivables have been properly identified and recorded.
- 38) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.

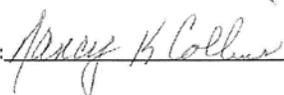
- 39) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- 40) With respect to federal award programs:
- a) We are responsible for understanding and complying with and have complied with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, including requirements relating to preparation of the schedule of expenditures of federal awards.
 - b) We acknowledge our responsibility for presenting the schedule of expenditures of federal awards (SEFA) in accordance with the requirements of OMB Circular A-133 §310.b, and we believe the SEFA, including its form and content, is fairly presented in accordance with OMB Circular A-133 §310.b. The methods of measurement or presentation of the SEFA have not changed from those used in the prior period and we have disclosed to you any significant assumptions and interpretations underlying the measurement or presentation of the SEFA.
 - c) If the SEFA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFA no later than the date we issue the SEFA and the auditor's report thereon.
 - d) We have identified and disclosed to you all of our government programs and related activities subject to OMB Circular A-133, and included in the SEFA expenditures made during the audit period for all awards provided by federal agencies in the form of grants, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
 - e) We are responsible for understanding and complying with, and have complied with, the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of our federal programs and have identified and disclosed to you the requirements of laws, regulations, and the provisions of contracts and grant agreements that are considered to have a direct and material effect on each major program.
 - f) We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance requirements applicable to federal programs that provides reasonable assurance that we are managing our federal awards in compliance with laws, regulations, and the provisions of contracts and grant agreements that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended.
 - g) We have made available to you all contracts and grant agreements (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities.

- h) We have received no requests from a federal agency to audit one or more specific programs as a major program.
- i) We have complied with the direct and material compliance requirements (except for noncompliance disclosed to you), including when applicable, those set forth in the *OMB Circular A-133 Compliance Supplement*, relating to federal awards and have identified and disclosed to you all amounts questioned and all known noncompliance with the requirements of federal awards.
- j) We have disclosed any communications from grantors and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.
- k) We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.
- l) Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB Circular A-87, *Cost Principles for State, Local, and Tribal Governments*, and OMB's *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*.
- m) We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- n) We have made available to you all documentation related to compliance with the direct material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- o) We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- p) There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditor's report.
- q) No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies in internal control over compliance (including material weaknesses in internal control over compliance), have occurred subsequent to the date as of which compliance was audited.
- r) Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.
- s) The copies of federal program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.

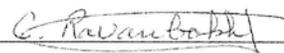
- t) We have monitored subrecipients to determine that they have expended pass-through assistance in accordance with applicable laws and regulations and have met the requirements of OMB Circular A-133.
- u) We have taken appropriate action, including issuing management decisions, on a timely basis after receipt of subrecipients' auditor's reports that identified noncompliance with laws, regulations, or the provisions of contracts or grant agreements and have ensured that subrecipients have taken the appropriate and timely corrective action on findings.
- v) We have considered the results of subrecipient audits and have made any necessary adjustments to our books and records.
- w) We have charged costs to federal awards in accordance with applicable cost principles.
- x) We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by OMB Circular A-133 and we have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
- y) We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by OMB Circular A-133.
- z) We are responsible for preparing and implementing a corrective action plan for each audit finding.

Signed: 

Randy Keaton
Interim Executive Director, Hampton Roads
Planning District Commission

Signed: 

Nancy K. Collins
Chief Financial Officer, Hampton Roads
Planning District Commission

Signed: 

Camelia Ravanbakht
Interim Executive Director, Hampton Roads
Transportation Planning Organization

Client: *Hampton Roads Planning District Commission*
Engagement: *Hampton Roads Planning District Commission*
Period Ending: *6/30/2014*
Workpaper: *Adjusting Journal Entries*

Account	Description	W/P Ref	Debit	Credit
Adjusting Journal Entries JE # 1		1482		
PBC entry to adjust grandfather sick leave.				
20600	ACCRUED GRANDFATHER LEAVE		65,166.00	
50000	SALARIES			65,166.00
Total			65,166.00	65,166.00
Adjusting Journal Entries JE # 7		1482		
PBC entry to adjust GASB 45 Retiree Liability				
90000	OPEB expenses		237,100.00	
22400	GASB 45 RETIREE			237,100.00
Total			237,100.00	237,100.00
Adjusting Journal Entries JE # 8		1385		
Entry to adjust GASB 45 Liability to actual				
90000	OPEB expenses		8,951.00	
22400	GASB 45 RETIREE			8,951.00
Total			8,951.00	8,951.00
Adjusting Journal Entries JE # 9		PBC		
PBC Entry: To correct the HRT Match				
46000	SUSTAINABILITY CONTACT 3987		1,804.00	
45200	HRT MATCH			1,804.00
Total			1,804.00	1,804.00

Client: *Hampton Roads Planning District Commission*
Engagement: *Hampton Roads Planning District Commission*
Period Ending: *6/30/2014*
Workpaper: *Reclassifying Journal Entries*

<u>Account</u>	<u>Description</u>	<u>W/P Ref</u>	<u>Debit</u>	<u>Credit</u>
Reclassifying Journal Entries JE # 2		5212		
To reclass LT investments.				
11401	FIXED INCOME BONDS - LT		650,870.00	
11400	FIXED INCOME BONDS			650,870.00
Total			<u>650,870.00</u>	<u>650,870.00</u>
Reclassifying Journal Entries JE # 4		1482		
PBC entry to adjust reserve contributions				
39500	FUND BALANCE		80,000.00	
39501	VEHICLE REPLACEMENT RESERVE			5,000.00
39502	EQUIPMENT RESERVE			7,000.00
39503	NETWORK SERVERS/SOFTWARE RESERVE			10,000.00
39504	CAPITAL BUILDING REPLACEMENT RESERVE			50,000.00
39505	BUILDING OPER & MAINT RESERVE			5,000.00
39506	INTERIOR UPGRADES RESERVES			3,000.00
Total			<u>80,000.00</u>	<u>80,000.00</u>
Reclassifying Journal Entries JE # 5		1482		
PBC entry to adjust reserve balances				
39508	HAMPTON RECOVERY CENTER RESERVE		18,000.00	
39503	NETWORK SERVERS/SOFTWARE RESERVE			18,000.00
Total			<u>18,000.00</u>	<u>18,000.00</u>
Reclassifying Journal Entries JE # 6		1482		
PBC entry to adjust fund balances				
39601	DEBRIS MANAGEMENT DESIGNATED		1,060.00	
39500	FUND BALANCE			1,060.00
Total			<u>1,060.00</u>	<u>1,060.00</u>

AGENDA NOTE – HRPDC ANNUAL COMMISSION MEETING

ITEM #4: EMERGENCY MANAGEMENT SUSTAINABILITY

SUBJECT:

Emergency management stakeholders will present a recommendation to reorganize emergency management/homeland security committees within the region and sustain regional emergency management capabilities.

BACKGROUND:

Hampton Roads was designated a high risk urban area eligible to receive UASI funding in FY 2007. In FY 2012, the region was removed from the UASI eligibility list and remained ineligible to apply for UASI grants thru FY 2011. The region has been reinstated and was allocated \$1 million for FY 2014. While these funds will greatly assist preparedness efforts in the Hampton Roads region, the funding is still insufficient to meet regional preparedness needs.

In addition to the UASI funds, the Hampton Roads region has benefited from Homeland Security Grants and Sub-Grants, including Regional Catastrophic Planning Grants (RCPG), Port Security Grants and Communications and Interoperability Program Grants. These programs have been successful in fostering communication and greater coordination among local, state and federal representatives to improve the region's capacity to plan, coordinate, equip, and ultimately respond and recover from natural and manmade threats and disasters.

Many of these grants have been reduced, eliminated or will be closed within the next twelve months. They have resulted in the acquisition of millions of dollars of assets that have depreciated service life and need to be maintained and replaced over time. In addition, multiple regional emergency planning organizations, created for various programs have resulted in duplication of effort, requiring many hours of staff time and creating unintended program inefficiencies.

Consolidating and sustaining these highly effective grant program capabilities and assets will improve efficiencies and produce many tangible benefits for member jurisdictions and the region.

The Chair of the Hampton Roads Urban Areas Working Group obtained approval from the HRPDC Executive Committee in June 2014 to bring a recommendation to the Commission. Mr. Stephen Best (RCPGP Program Manager and Former Fire Chief) will brief the Commission on this recommendation.

Attachment 4

NOTE: This will be presented for action under Consent Agenda Item #11-H.

HAMPTON ROADS ALL HAZARDS ADVISORY COMMITTEE

CHARTER AND BYLAWS

ARTICLE I ORGANIZATION

1.01 Name

The committee is named the Hampton Roads All Hazards Advisory Committee, herein after referred to as AHAC.

1.02 Consolidation

The AHAC will be a consolidated organization comprised of the Regional Emergency Management Technical Advisory Committee, the Hampton Roads Urban Area Working Group, the Hampton Roads Regional Catastrophic Planning Team, the Hampton Roads Metropolitan Medical Response System Oversight Committee (program is managed under contract with Tidewater Emergency Medical Services Council) and the Hampton Roads Interoperable Communications Advisory Committee.

1.03 Scope

The AHAC will foster communication and greater situational awareness among local, state and federal stakeholders to improve the region's capacity to plan, collaborate, equip and ultimately respond to and recover from natural and human-caused threats and disasters.

1.04 Purpose

1. Provide policy direction and oversight for the development and maintenance of a coordinated and integrated regional approach to emergency management planning and response systems and identify ways for the region to work together and combine resources to address planning gaps.
2. Make annual recommendations for funding and budget requirements to the HRPDC Board and administer all funds appropriated to accomplish the work of the AHAC.
3. Develop and maintain interoperable and operable communications capabilities and associated emergency communications activities.
4. Foster regional collaboration and communication for various preparedness stakeholder groups.
5. Foster regional communication and coordination for community education and citizen preparedness.
6. Strengthen mass casualty response, medical surge and mass prophylaxis capabilities.

7. Develop and coordinate hazard mitigation programs among the member jurisdictions.
8. Develop and acquire Federal, State and private grant funding opportunities on behalf of the region and make recommendations as to how the region can most efficiently and effectively utilize financial assistance made available for disaster planning, mitigation and recovery.
9. Provide technical guidance and serve as a clearinghouse for homeland security issues for the Hampton Roads Planning District Commission.
10. Develop a “whole of community” approach to planning and preparedness by including jurisdictions outside the HRPDC region and representation from critical entities such as the military, VOADs, non-governmental organizations and private service agencies and industry.
11. Conduct Threat and Hazard Identification and Risk Assessments (THIRA) on behalf of the region on a periodic basis as recommended by the Federal Emergency Management Agency (FEMA) through the National Preparedness System and the Commonwealth of Virginia Emergency Operations Plan (COVEOP).

1.05 Meetings

The AHAC shall meet bi-monthly in February, April, June, August, October and December each year or at such other times determined by the Chair to effectively conduct the business of the AHAC. Meetings may be suspended or altered by the Chair, or by vote of the members, if necessary for the efficient conduct of business.

ARTICLE II MEMBERSHIP

2.01 Voting Membership for HRPDC Member Jurisdictions

The Chief Administrative Officer for each HRPDC member jurisdiction will appoint a primary and an alternate member as a voting member for the AHAC. Each primary voting member shall be the official representative of the member jurisdiction in all matters to be decided by the AHAC. An alternate voting member shall be authorized to act in the absence of a primary voting member of their respective jurisdiction.

2.02 Voting Membership for Non-HRPDC Member Jurisdictions

Pursuant to §15.2-1300 of the Code of Virginia, and in order to provide for catastrophic events affecting a greater area of the Commonwealth and/or Northeastern North Carolina, the AHAC will permit Non-HRPDC jurisdictions in the Commonwealth and the State of North Carolina to join the AHAC. All jurisdictions admitted for membership shall pay an annual assessment established by the HRPDC Board.

2.03 Non-Voting Membership

1. Non-Voting Members

In addition to the voting member jurisdictions, the following State and Regional Departments and Organizations will provide representation as non-voting members for the Committee:

- A. Fire Department (Hampton Roads Fire Chiefs Association)
- B. Law Enforcement (Hampton Roads Police Chiefs Association)
- C. Emergency Management
- D. EMS (TEMS Year 1 - PEMS to alternate representative annually beginning Year 2.)
- E. Virginia Department of Emergency Management
- F. Virginia Department of Health
- G. Virginia Port Authority
- H. Interoperable Communications

2. Strategic Partners and Subject Matter Experts

A. Subject Matter Experts

In addition to the non-voting members, a representative(s) from the following disciplines will be appointed as Subject Matter Experts. These Subject Matter Experts will be invited to participate in Committee activities on an as needed basis. These Subject Matter Experts will be recommended by an established regional organization or group, and if none exists, will be recruited by the AHAC. The disciplines and Subject Matter Experts may be amended and modified as future needs require.

The Disciplines and their related Subject Matter Experts are:

- 1. Department of Defense/Military
- 2. Eastern Virginia Healthcare Coalition
- 3. FBI/Fusion Center
- 4. Transportation
- 5. Higher Education

6. Public Utilities
7. HRMMRS
8. Citizen Corps
9. Cyber Security
10. Department of Homeland Security
11. Critical Infrastructure and Key Resources (CIKR)
12. Virginia Modeling Analysis and Simulation Center (VMASC)
13. National Weather Service
14. Non-Governmental Organizations

B. Emergency Support Functions

In addition to the Subject Matter Experts, the Committee may add additional non-voting memberships contained within any of the Federal Emergency Management Agency's "National Response Framework Emergency Support Function Annexes" (ESF) or any subsequent plans or publications.

C. Non-Governmental, Commercial/Industrial and Related Organizations

In order to provide for an effective "Whole-of-Community" approach to planning, preparedness, response and recovery, the AHAC will encourage non-governmental organizations and private commercial/industrial entities and trade organizations to provide representatives to serve as non-voting members in the Hampton Roads Region.

2.04 Voting

1. Each member jurisdiction shall have one (1) vote.
2. A simple majority of those in attendance, either by physical presence or by AHAC approved electronic means, will determine the outcome of the vote.
3. All votes will be reflected in the meeting minutes.

2.05 Staff Support

Staff support for the AHAC will be provided by the Emergency Management Administrator and staff of the HRPDC.

ARTICLE III OFFICERS

3.01 Officers

1. The officers of the AHAC shall consist of a Chair and Vice Chair who shall serve a twelve-month term. Officers may serve one additional consecutive term if approved by a majority of the voting membership.
2. Officers must be an employee of a voting member jurisdiction.
3. The AHAC shall hold an annual organizational meeting for the purpose of electing officers at the June meeting to take effect the first day of July each year.
4. In the absence of the Chair, the Vice Chair shall act as Chair.
5. If a vacancy occurs in the office of the Chair, the Vice Chair will assume the office of the Chair and a new Vice Chair will be selected by a special election.
6. The Vice Chair position will be selected on a rotational basis between those jurisdictions situated south of the James River and jurisdictions north of the James River including the Eastern Shore.
7. The Chair and/or Vice Chair may be replaced at a special election by a majority of the AHAC.

3.02 Duties

1. Duties and responsibilities of the Chair include:
 - A. Approve the agenda, preside over and manage the discussion and decisions for each AHAC meeting.
 - B. Coordinate recommendations for the development and implementation of all program initiatives.
 - C. Ensure that minutes are kept by staff and distributed to the members prior to the next regular meeting.
 - D. The committee Chair, or in their absence the Vice Chair, will appoint workgroups as necessary, act as official spokesperson for the committee or delegate others from the committee as appropriate, and ensure that the work of the committee accomplishes the purpose of the organization as established in Article 1, Section 1.04.

**ARTICLE IV
SUBCOMMITTEES AND WORK GROUPS**

4.01 Subcommittees and Work Groups

1. Subcommittees and Work Groups may be formed as needed for the purpose of exploring issues before the committee in more detail than regular committee meetings may allow. Recommendations will be presented to AHAC for review and approval as needed.
2. Subcommittees are defined as an ongoing group that has a specific purpose.
3. Work Groups are time and/or issue specific. When the issue is resolved or the timeline expires, the Work Group will disband.
4. Members of Subcommittees and Work Groups are not limited to committee members.
5. The purpose, scope and membership of all Subcommittees and Work Groups will be defined by the AHAC.
6. Minutes and proceedings of all Subcommittees and Work Groups will be provided to the AHAC.

**ARTICLE V
CHARTER AND BYLAWS AMENDMENTS**

5.01 Bi-Annual Review

The AHAC Chair will appoint a Charter Review Committee at least bi-annually, or more frequently if needed, to review the Charter and Bylaws and make recommendations to the full Committee for necessary changes.

5.02 Procedure For Changes

1. The Charter Review Committee shall submit proposed changes to the Charter to the Chair one month prior to any action taken.
2. The changes will be distributed to the full membership for their consideration and discussion at the next regularly scheduled meeting.
3. Final consideration and adoption will be at the following scheduled meeting by roll call vote representing a simple majority of those in attendance.

ARTICLE VI MEETINGS AND PUBLIC DISCLOSURE

6.01 Meetings

Pursuant to §2.2-3711.A.19, Chapter 37 of Title 2.2 of the Code of Virginia titled "The Virginia Freedom of Information Act", all meetings of the AHAC are closed and not open to the public.

6.02 Planning Documents and Related Information

Pursuant to §2.2-3705.2.4, Chapter 37 of Title 2.2 of the Code of Virginia, planning documents, information products and data sets created by or on behalf of the AHAC, containing information that is critical and sensitive to public safety within the member jurisdictions and meeting the criteria set forth in the Public Safety Exemption of the Virginia Freedom of Information Act, are exempt from public disclosure.

6.03 Disclosure Not Authorized

Any Governmental or Nongovernmental Agency receiving documents, products and/or data sets from the AHAC, may use them to further the prevention, preparedness, response, recovery or mitigation planning capabilities of the HRAHAC program area and/or to enhance public education and awareness programs, but may not publicly disclose them to any non-affiliated person or organization without the express written permission from the AHAC or its successors.

AGENDA NOTE – HRPDC ANNUAL COMMISSION MEETING

ITEM #5: CHESAPEAKE BAY TMDL

SUBJECT:

The HRPDC staff will provide a presentation on how the Chesapeake Bay TMDL has been implemented to date and improvements being made to Chesapeake Bay Models ahead of the 2017 Midpoint Assessment.

BACKGROUND:

The Chesapeake Bay TMDL was established by the EPA in December 2010. Concurrently Delaware, District of Columbia, Maryland, New York, Pennsylvania, Virginia, and West Virginia developed Watershed Implementation Plans (WIPs) outlining how the load reductions would be met in each State. All pollution control measures needed to fully restore the Bay and its tidal rivers must be in place by 2025. Practices that will meet 60 percent of the necessary pollution reductions must be in place by 2017.

In 2012, the States submitted Phase II implementation plans designed to strengthen the initial cleanup strategies. In 2017, the EPA will conduct a Midpoint Assessment to inform Phase III WIPs. This assessment will evaluate the nutrient reduction progress to date and incorporate the latest science and data into the Bay models used to develop the TMDL. In 2018, jurisdictions will submit Phase III WIPs that will provide additional detail on restoration actions beyond 2017 to ensure that the 2025 goals are met.

STAFF COMMENTS:

Virginia's Phase II WIP relies on voluntary nutrient reductions from agriculture and unregulated urban areas. These reductions may not be adequately funded to meet the WIP goals. The WIP also set targets based on an equal percent reduction of nutrients in each segmentshed of the Bay watershed. However, the nutrient loading rates and number of existing BMPs are not the same in each segmentshed. Maryland has recently evaluated its segmentsheds and identified the areas where loading rates are highest and opportunities to install new BMPs are greatest. By focusing implementation in these areas, the required state reductions are less expensive.

RECOMMENDED ACTION:

The HRPDC should encourage Virginia to evaluate the progress of voluntary nutrient reductions and provide funding to the programs that would be most effective at increasing voluntary actions. Virginia should analyze the loading rates and opportunities for nutrient reductions by segmentshed and change the target reductions to areas that will be most cost effective.

AGENDA NOTE – HRPDC ANNUAL COMMISSION MEETING

ITEM #6: GROUNDWATER WITHDRAWAL PERMITS

SUBJECT:

The Virginia Department of Environmental Quality (DEQ) has proposed cutting the permitted groundwater withdrawals of the largest fourteen users. Eight of the fourteen permits are held by localities in Hampton Roads.

BACKGROUND:

Virginia DEQ has concluded that the existing withdrawals from the Coastal Plain aquifer system are not sustainable. DEQ reported to the State Water Commission that withdrawals are contributing to declining water levels, saltwater intrusion and land subsidence. DEQ manages the aquifer with Groundwater Withdrawal Permits for all users that withdraw more than 10,000 gallons per day. The fourteen largest groundwater users each have a permit for more than 1,000,000 gallons per day (1 MGD). The permittees are listed below:

Permits up for Renewal

- City of Chesapeake
- City of Franklin
- City of Portsmouth
- James City Service Authority
- Newport News Waterworks
- Western Tidewater Water Authority (Isle of Wight County & City of Suffolk)
- International Paper (mill in Franklin)
- RockTenn (paper mill in West Point)
- Hercules Incorporated (Ashland)
- Portsmouth Genco (Cogentrix)

Permits reissued with reductions

- City of Norfolk
- Town of Smithfield
- Colonial Williamsburg
- Smithfield Packing Company

DEQ has held meetings with each user that has a permit up for renewal and suggested a specific reduction to the permit. DEQ would like all eight permits to be issued by September 2015 and include steps to reach the reductions within the ten year permit term.

ACTION:

Authorize the HRPDC chairman to send a letter to David Paylor, Director of DEQ, asking him to (1) continue to coordinate closely with HRPDC and its member localities, (2) allow the HRPDC and its localities sufficient time to consider the impacts of DEQ's proposed permit reductions on the regional water supply, and (3) work with the HRPDC and its member localities to gain regional support for a long-term solution.

AGENDA NOTE - HRPDC ANNUAL COMMISSION MEETING

ITEM #7: LEGISLATIVE AGENDA

SUBJECT:

Review of draft FY 2015 Legislative Agenda.

BACKGROUND:

The HRPDC staff has developed a draft agenda with input from the various advisory committees to focus on issues and programs being carried out by the HRPDC in cooperation with the region's localities. It reflects the legislative statements and agendas of the Virginia Municipal League (VML), Virginia Association of Counties (VACO), American Planning Association – Virginia Chapter and the member localities.

The HRPDC Legislative Ad-Hoc Committee is scheduled to meet on Friday, October 10, 2014, to review the draft agenda. After the meeting is held, the recommended legislative agenda will be distributed by email.

HRPDC Public Information and Community Affairs Administrator, Ms. Julia Hillegass, will provide an overview of the proposed Legislative Agenda.

Note: This will be presented for action under Consent Agenda Item #11-E

AGENDA NOTE - HRPDC ANNUAL COMMISSION MEETING

ITEM #8: EMPLOYEE RECOGNITION

The employee noted below will be recognized for years of service on a plaque prominently located at the HRPDC. This employee reached a milestone anniversary between October 31, 2013, and October 31, 2014.

Fifteen Years

Jim Hummer

RECOMMENDED ACTION:

Acknowledge individual.

AGENDA NOTE – HRPDC ANNUAL COMMISSION MEETING

ITEM #9: SUBMITTED PUBLIC COMMENTS

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

ITEM #10: 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 #11: APPROVAL OF CONSENT AGENDA ITEMS

A. Minutes

The Minutes of the September 18, 2014 Executive Committee Meeting is attached.

Attachment 11-A

Recommended Action:

The HRPDC staff recommends approval of the minutes.

B. Treasurer's Reports

The Balance Sheet and Statement of Revenue and Expenditure for August 2014 activities is attached. This Statement reflects the financial status of the HRPDC as a whole.

Attachment 11-B

Recommended Action:

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

Hampton Roads Planning District Commission
Executive Committee Meeting
Summary Minutes of September 18, 2014

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)
James Baker (CH)
Barry Cheatham (FR)
Selena Cuffee-Glenn (SU)
Amar Dwarkanath (CH)
Robert Dyer (VB)
Tyrone Franklin (SY)
Brenda Garton (GL)
Barbara Henley (VB)
Michael Johnson (SM)
Louis R. Jones (VB)
Mary Jones (JC)
Randy Martin (FR)

James McReynolds (YK)
Barry Porter (SH)
McKinley Price (NN)
Debbie Ritter (CH)
John L. Rowe (PO)*
Anne Seward (IW)
John Seward (SY)
Thomas Shepperd (YK)
James Spore (VB)
Peter Stephenson (SM)
J. Randall Wheeler (PQ)
Dr. Ella P. Ward (CH)

INTERIM EXECUTIVE DIRECTOR:

Randy R. Keaton

EXECUTIVE COMMITTEE: (ABSENT)

Dee Dee Darden (IW)
Paul Fraim (NO)
Michael W. Johnson (SH)

Jackson C. Tuttle (WM)
George Wallace (HA)
T. Carter Williams (SM)

*Late arrival or early departure.

OTHERS RECORDED ATTENDING:

Brian DeProfio (HA); Paul Holt (JC), Jeff Raliski, Ron Williams (NO); Britta Ayers, Claudia Cotton, Cynthia Rohlf, Bryan Stille (NN); Eric Nielsen (SU); Diane Kaufman, Cindy Stone (Senator Kaine's Office); Cathy Aiello (Aiello Enterprises); Margaret Cahoon (Cahoon and Cross); Ruth Hill, Jessica Forbes (Ecology and Environmental Inc.); Ed Ladd (Healing Place of Hampton Roads); Claudia Gooch (Planning Council); Sarah J. McCoy, Andrew Sinclair (Port of Virginia); Mark Geduldig-Yatrofsky (Portsmouthcitywatch.org) Ellis James (Sierra Club Observer); Amber Randolph (Willcox and Savage); Donna Sayegh (Citizen); Staff: Kelli Arledge, Shernita Bethea, Melton Boyer, Rob Case, James Clary, Jennifer Coleman, Nancy Collins, Kathlene Grauberger, Greg Grootendorst, Julia Hillegass, Whitney Katchmark, Sara Kidd, Mike Long, Jai McBride, Keith Nichols, Camelia Ravanbakht, John Sadler, Tiffany Smith, Jill Sunderland, Joe Turner, Chris Vaigneur.

APPROVAL/MODIFICATION OF AGENDA

Chairman Wright asked for any modifications or additions/deletions to the agenda.

Chairman Wright highlighted the successful inaugural Breakfast Club Meeting held prior to the Commission Meeting.

HRPDC Interim Executive Director, Mr. Randy Keaton announced the newly appointed HRPDC Emergency Management Administrator, Mr. John Sadler.

Commissioner Thomas Shepperd Moved to approve the agenda; seconded by Commissioner Selena Cuffee-Glenn. The Motion Carried.

ANNUAL HAMPTON ROADS REGIONAL BENCHMARKING STUDY

Mr. Greg Grootendorst, HRPDC Chief Economist, reviewed the ninth Annual Hampton Roads Regional Benchmarking Study with the Commission.

He further noted the Report includes a locality profile for the 16 member localities, as well as, graphical illustrations for 155 regional benchmarks covering the economy, demographics, housing, transportation, and various quality of life indicators. Additionally, each graph is accompanied by a brief explanation regarding the purpose of the benchmark and the current condition in Hampton Roads.

Commissioner John Rowe arrives.

ASKHRGREEN.ORG CAMPAIGN RESULTS

Ms. Margaret Cahoon of Cahoon and Cross reviewed the results of the askHRgreen.org Annual Report with the Commission.

The HRPDC Environmental Committees rebranded under the umbrella of askHRgreen.org, currently in its fifth year, deployed new strategies in 2014 which included:

- Search engine optimization and marketing
- Increased trailer appearances throughout the region
- A “toolbox” available on the website

Ms. Cahoon indicated visitation to the website increased by 63% since the previous year due to the newly deployed strategies, and the spring and fall marketing campaigns.

For the upcoming year, the current efforts will continue, and any new campaigns will be implemented once the final evaluation for FY 2013-2014 is complete in April 2015.

THE HEALING PLACE

Ms. Ruth Hill, The Healing Place Executive Director, briefed the Commission on the Healing Place Model.

The Healing Place of Hampton Roads is a non-profit 501(c)(3) non-medical recovery and rehabilitation facility where homeless individuals with alcohol and other drug addictions can recover and lead self-sufficient lives in permanent housing. The mission is to provide a residential substance abuse program that ends homelessness and establishes self-sufficiency. The facility will be located in and serve clients from the Hampton Roads region of Virginia. The service area in this region will consist of cities and counties in eastern Virginia including cities on the Peninsula, in Western Tidewater, the Northern Neck, Middle Peninsula, the Eastern Shore of Virginia and South Hampton Roads, which consists of the cities of Chesapeake, Hampton, Newport News, Norfolk, Portsmouth, Suffolk and Virginia Beach.

The average cost is \$30 dollars a day at The Healing Place, compared to jail, EMS transport and the ER at \$78, \$500 and \$1,200 dollars respectively.

The estimated opening date of the facility is 2016.

ANNUAL REPORT TO THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Mr. Randy Keaton, HRPDC Interim Executive Director, briefed the Commission in regards to the Annual Report to the Department of Housing and Community Development.

The Regional Cooperation Act requires that Planning District Commissions (PDCs) report annually to the Department of Housing and Community Development (DHCD) and to the Commission on their activities. The report is a requirement of the annual contract between DHCD and the HRPDC and follows a format prescribed by DHCD. It details the responsibilities of PDCs. A number of supporting materials incorporated into the report include:

- FY 2014 Budget
- Unified Planning Work Program
- List of Publications and Commissioners

Mr. Keaton highlighted the following sections of the Report:

- Regional Planning – Envision Hampton Roads
- Transportation – HRTAC, State of Transportation, Freight Study
- Emergency Management – MMRS, Hazard Mitigation
- Environmental Education – askHRgreen.org
- Water Resources – TMDL, Sewer MOA
- Housing – Home Loan Fund, Housing Consortium

REGULAR AGENDA

Public Comment

Mr. Mark Geduldig-Yatrofsky due to a time constraint, offered to defer his comments to the Hampton Roads Planning District Commission.

Submitted Public Comments

Chairman Wright indicated there were no submitted public comments.

Approval of Consent Items

- A. Minutes of July 17, 2014 Executive Committee Meeting
- B. Treasurer's Reports of June 2014
- C. Annual Report to the Department of Housing and Community Development
- D. askHRgreen.org Campaign Results
- E. RCPGP Grant Authorizations
- F. Regional Cooperation in Stormwater Management Report
- G. Annual Hampton Roads Regional Benchmarking Study

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

HRPDC Three Month Tentative Schedule

Chairman Wright reviewed the three month schedule and reminded the Commission the December meeting is cancelled.

Old/New Business

Chairman Wright updated the Commission on the Executive Director search and appointed the following members to the HRPDC Legislative Committee:

- Mayor Kenneth Wright, Portsmouth
- Mayor Clyde Haulman, Williamsburg
- Dr. Ella Ward, Chesapeake
- Mr. Robert Dyer, Virginia Beach
- Ms. Sherri Neil, Portsmouth
- Mr. Bryan Pennington, Norfolk

Adjournment

With no further business to come before the Hampton Roads Planning District Commission, the meeting adjourned at 10:30 a.m.

Kenneth I. Wright
Chairman

Randy Keaton
Interim Executive Director

FISCAL YEAR 2015
8/31/14
BALANCE SHEET

ASSETS		LIABILITIES & NET ASSETS	
Cash & Cash Equivalents	\$ 640,163	Current Liabilities	\$ 1,614,739
Accounts Receivables	3,652,337	Net Assets	6,879,657
Investments	2,940,772		
Other Current Assets	664		
Net Capital Assets	<u>1,260,461</u>		
Total Assets	<u>\$ 8,494,396</u>	Total Liabilities & Equity	<u>\$ 8,494,396</u>

STATEMENT OF REVENUES AND EXPENDITURES

REVENUES	Annual Budget	Previous YTD	Current Month	YTD
Grant and Contract Revenue	\$ 5,475,927	\$ 338,474	\$ 620,136	\$ 958,610
VDHCD State Allocation	271,943	-	-	-
Interest Income	16,000	1,087	542	1,629
Local Jurisdiction Contributions	1,402,710	-	1,358,370	1,358,370
Other Local Assessment	1,124,190	-	1,208,295	1,208,295
Sales and Miscellaneous Revenue	11,000	2,377	1,255	3,632
Special Contracts/Pass thru	-	-	-	-
Total Revenue	<u>\$ 8,301,770</u>	<u>\$ 341,938</u>	<u>\$3,188,597</u>	<u>\$ 3,530,535</u>
EXPENDITURES				
Personnel	4,957,156	309,863	342,335	652,198
Standard Contracts	235,756	12,304	8,601	20,905
Special Contracts / Pass-Through	2,713,679	181,602	260,946	442,548
Office Services	395,179	40,738	37,619	78,357
Capital Assets	-	-	-	-
Total Expenses	<u>\$ 8,301,770</u>	<u>\$ 544,507</u>	<u>\$ 649,501</u>	<u>\$ 1,194,008</u>
Agency Balance	<u>\$ -</u>	<u>\$ (202,570)</u>	<u>\$ 2,539,096</u>	<u>\$ 2,336,527</u>

AGENDA NOTE – HRPDC ANNUAL COMMISSION MEETING

ITEM #11-C: FY 2015 BUDGET AMENDMENTS

SUBJECT:

There were two budget amendments to the HRPDC approved budget this period. These changes were in Project Carryover Funding and UASI Homeland Security.

AMENDMENT 1:

Project Carryover Funding:

This amendment updates budget carry over estimates not included in the originally approved budget.

Various elements carry forward from the previous year. The FY 2015 budget created in February and approved in April 2014 could only estimate the amounts that would be available at June 30, 2014 to carry over into FY 2015. This amendment updates the estimates not included in the originally approved budget by overall program category.

Each year, some anticipated expenditures do not materialize in elements that are funded through non-grant sources, mainly from local jurisdiction contributions. Whatever funds remain unencumbered at the end of the fiscal year carry forward into the subsequent fiscal year to continue the programs established by the various committees.

AMENDMENT 2:

Homeland Security – UASI:

Homeland Security budgets for UASI Program Management needed to be amended to reflect an unanticipated carry-over and a change in one of the programs for consultant services.

Contract for W.B.B. Consultants covered additional tasks requested by the Urban Areas Security Working Group (UAWG). These funds are available due to an unanticipated carry over from FY 2014 due to WBB Consultants working on this project later than expected, thus carrying over the project into FY 2015.

Attachment 11-C

RECOMMENDED ACTION:

Approve the budget amendments for this period.

FY2015 HRPDC BUDGET AMENDMENT

October 16, 2014

		Current	This	Amended	Amended	Amended	Amended	Amended	Amended
Code	Element	Budget	Amendment	Budget	TPO	PDC	TPO	PDC	Operations
					Pass-Thru	Pass-Thru	Operations	Operations	
AMENDMENT 1:									
PROJECT CARRY OVER FUNDING									
REVENUES									
	HRGreen Programs	583,559	24,239	607,798				350,104	257,694
	Water Resources Programs	554,851	1,321,857	1,876,708				135,000	1,741,708
	Planning Programs	297,492	20,544	318,036				200,500	117,536
	Housing/Human Services Program	120,270	4,430	124,700				103,500	21,200
	MMRS Sustainment	398700	90,924	430,516				305,633	124,883
	FHWA CMAQ (HSR)	493712	(53,307)	86,693	86,693				0
	VDRPT FTA Trans Pass-Thru	513,000	151,050	664,050	664,050				0
	VDRPT FTA 5303 14	421014	33,052	33,052				33,052	0
	Construction Standards Program	111,000	1,507	112,507				112,507	0
	TOTAL AMENDED REVENUE	\$2,659,764	\$1,594,296	\$4,254,060	\$750,743	\$1,207,244	\$33,052	\$2,263,021	

EXPENDITURES

	HRGreen Programs	583,559	24,239	607,798				350,104	257,694
	Water Resources Programs	554,851	1,321,857	1,876,708				135,000	1,741,708
	Planning Programs	297,492	20,544	318,036				200,500	117,536
	Housing/Human Services Program	120,270	4,430	124,700				103,500	21,200
	MMRS Sustainment	398700	90,924	430,516				305,633	124,883
	FHWA CMAQ (HSR)	493712	(53,307)	86,693	86,693				0
	VDRPT FTA Trans Pass-Thru	513,000	151,050	664,050	664,050				0
	VDRPT FTA 5303 14	421014	33,052	33,052				\$33,052	0
	Construction Standards Program	111,000	1,507	112,507				112,507	0
	TOTAL AMENDED EXPENDITURES	\$2,659,764	\$1,594,296	\$4,254,060	\$750,743	\$1,207,244	\$33,052	\$2,263,021	

Attachment 11-C

AMENDMENT 2:

UASI PROGRAM MANAGEMENT GRANTS

REVENUES

UASI Program Management 2012	46903	650012	0	89,853	89,853	0	89,853	0	0
TOTAL AMENDED REVENUE			\$0	\$89,853	\$89,853	\$0	\$89,853	\$0	\$0

EXPENDITURES

UASI WBB Contract	71000	650012	0	89,853	89,853	0	89,853	0	0
TOTAL AMENDED EXPENDITURES			\$0	\$89,853	\$89,853	\$0	\$89,853	\$0	\$0

AGENDA NOTE – HRPDC ANNUAL COMMISSION MEETING

ITEM #11-D: FY 2013 - 2014 AUDIT

SUBJECT:

The FY 2014 Audit Report has been completed.

BACKGROUND:

Dixon Hughes Goodman LLP has completed its annual review of the FY 2014 financial statements of the HRPDC. Their Independent Auditors' Report states that they present fairly, in all material respects, the basic financial statements of the HRPDC. There were no material weaknesses or deficiencies in any of the internal controls or processes of the HRPDC financial activity, and all information was free of any material misstatements.

This item and related enclosure were presented under Workshop Agenda Item #3.

RECOMMENDED ACTION:

Approve the distribution of the FY 2014 audited financial statements to the localities and the public.

AGENDA NOTE - HRPDC ANNUAL COMMISSION MEETING

ITEM #11-E: LEGISLATIVE AGENDA

SUBJECT:

Review of the draft FY 2015 Legislative Agenda.

BACKGROUND:

The HRPDC staff has developed the attached agenda with input from the various advisory committees to focus on issues and programs being carried out by the HRPDC in cooperation with the region's localities. It reflects the legislative statements and agendas of the Virginia Municipal League (VML), Virginia Association of Counties (VACO), American Planning Association – Virginia Chapter and the member localities.

This item was discussed during Workshop Agenda Item #7.

RECOMMENDED ACTION:

The HRPDC staff recommends the Commission adopt the Legislative Agenda.

AGENDA NOTE – HRPDC ANNUAL COMMISSION MEETING

ITEM #11-F: WATERS OF THE U.S. RULEMAKING

SUBJECT:

The HRPDC staff, in coordination with local government staff on the Regional Environmental Committee, has developed the enclosed comments on the proposed rulemaking by the U.S. Environmental Protection Agency (EPA) and U.S. Army Corps of Engineers (Corps) to define “waters of the U.S.”

BACKGROUND:

The U.S. EPA and the Corps jointly proposed a rule in April 2014 to clarify protection under the Clean Water Act (CWA) for streams and wetlands following confusion created by Supreme Court decisions in 2001 and 2006. The purpose of this rulemaking is to provide clarity on whether or not individual water bodies are jurisdictional and discharges are subject to permitting.

The jurisdictional scope of the CWA is “navigable waters,” defined in section 502(7) as “waters of the United States, including the territorial seas.” Both the legislative history and the case law confirm that “waters of the United States” in the CWA are not limited to the traditional navigable waters. The term “navigable waters” is referenced in several provisions of the CWA; including the National Pollutant Discharge Elimination System (NPDES) permit program (section 402) and total maximum daily load programs (section 303).

The CWA leaves it to EPA and the Corps to define the term “waters of the United States.” Current regulations define “waters of the United States” as traditional navigable waters, interstate waters, all other waters that could affect interstate or foreign commerce, impoundments of waters of the United States, tributaries, the territorial seas, and adjacent wetlands.

The proposed definition would expand the reach of the referenced provisions to include:

- All tributaries of a traditional navigable water, interstate water, the territorial seas or impoundment;
- All waters, including wetlands, adjacent to a traditional navigable water, interstate water, the territorial seas, impoundment or tributary; and
- Other waters, on a case-specific basis, including wetlands, provided that those waters alone, or in combination with other similarly situated waters, including wetlands, located in the same region, have a significant nexus to a traditional navigable water, interstate water or the territorial seas.

Attachment 11-F

RECOMMENDED ACTION:

Authorize the Chairman to sign the letter for staff to submit to EPA.

MEMBER JURISDICTIONS

October 17, 2014

CHESAPEAKE

Water Docket

FRANKLIN

U.S. Environmental Protection Agency
Attention: Docket ID No. EPA-HQ-OW-2011-0880
Mail Code 2822T

GLOUCESTER

1200 Pennsylvania Avenue NW
Washington, D.C. 20460

HAMPTON

RE: EPA Waters of the U.S. Proposed Rule

ISLE OF WIGHT

Whom It May Concern:

JAMES CITY

The Hampton Roads Planning District Commission (HRPDC) appreciates the opportunity to provide comments on the United States Environmental Protection Agency's (EPA) proposed Waters of the U.S. Rule. The localities represented by the HRPDC face many challenges improving and maintaining public infrastructure due in part to their geographic position within the lower coastal plain of Virginia. Much of the Region is underlain by hydric soils and experiences seasonally high groundwater fluctuations. The HRPDC is concerned that additional Federal or state regulatory oversight proposed by this Rule will further constrict localities' ability to develop and maintain infrastructure.

NEWPORT NEWS

NORFOLK

POQUOSON

PORTSMOUTH

SOUTHAMPTON

The HRPDC does not support the Waters of the US Rule as proposed. Staff has reviewed the proposed Rule and is concerned that it extends the EPA's and U.S. Army Corps of Engineers' (Corps) regulatory oversight further into the watershed, extending across uplands through groundwater and ephemeral pathways, systems that were not previously regulated as Waters of the US (WOTUS). The proposed definitions may cause conflicts amongst the various federal regulatory programs mandated through the Clean Water Act (CWA). Because the proposed exemptions to the Rule are not comprehensive, localities fear that the Rule may inhibit their ability to effectively maintain their public stormwater infrastructure and comply with federal and state stormwater regulations.

SUFFOLK

SURRY

VIRGINIA BEACH

WILLIAMSBURG

YORK

The HRPDC submits the following comments, concerns, and questions on behalf of its localities for consideration during this public comment period:

1. **All man-made purpose built stormwater management facilities should be explicitly excluded from the definition of WOTUS.** If stormwater management facilities are not explicitly excluded in this Rule, then they may be classified as tributaries to WOTUS. Because a stormwater management facility is designed to drain and treat the runoff within its drainage area, under the definition of “adjacent” in this Rule, most of the water draining to the stormwater facility could be classified as WOTUS and subject to the CWA. The Rule should include exemptions specifically for construction, maintenance and/or retrofitting of purpose built stormwater management facilities. Without such exclusion, the Hampton Roads localities’ ability to comply with its Section 402 National Pollution Discharge Elimination System (NPDES) requirements (MS4) and compliance with TMDL allocations will be limited.
2. **All man-made impoundments and ditches should be excluded from the definition of WOTUS.** The exceptions and exemptions provided within the Rule for impoundments and ditches are too narrow to address the unique hydrology of Hampton Roads. Under the proposed Rule, the continuous surficial aquifer running from Richmond to the Atlantic coastline could extend CWA jurisdiction to most of the waters within the Region, including manmade ditches in uplands, under the definition of “neighboring”. This would be onerous and impractical, and we do not believe this to be the intent of this rulemaking.
3. **The HRPDC supports the proposed exclusion for ditches that have less than perennial flow.** Perennial flow hydrology is the appropriate threshold because most perennial streams within the Region are already regulated by the Chesapeake Bay Preservation Act (CBPA) and the Virginia Marine Resources Commission (VMRC).
4. **Manmade flood control and drainage conveyance structures should be excluded from the definition of WOTUS.** These structures are constructed to prevent loss of life and protect property from flooding. A jurisdictional designation will result in more costly and time consuming permitting requirements to maintain or expand these structures to mitigate flooding. This may discourage flood control projects and may cause harm to the public, especially in coastal communities.
5. **The definition of tributaries should not include features such as wetlands, lakes, ponds, impoundments or ditches.** It would be more appropriate to classify these features as “other waters” which would require a case-specific significant nexus analysis to determine if they are WOTUS.
6. **The Rule should include a definition of upland.** During the July 16, 2014 webinar, “Waters of the U.S.: Clarifying Misconceptions,” Ms. Stoner, EPA, clarified that the term upland in this Rule refers to everything that is not water. Specific language clarifying this point should be added to the Rule.

7. **The proposed definition for floodplain may have unintended conflicts with other federal, state and/or local regulations and ordinances.** It is uncertain whether this new federal definition is consistent or will create conflicts with existing federal regulatory programs that utilize the term floodplain. The proposed definition does not meet the goal of clarifying the definition neighboring. The HRPDC proposes the following underlined changes, “The term floodplain means an area bordering inland or coastal waters that was formed by sediment deposition from such water under present climatic conditions and is regularly inundated one or more times per year.

8. **The Rule places too much reliance on individual COE staff members’ best professional judgment when making jurisdictional determinations.** Over many years, the Region’s localities have experienced a lack of consistency between different regulators within the Norfolk District. The HRPDC is concerned that the Rule relies on interpretation by local Corps staff in the field which may lead to less clarity, certainty and predictability for the regulated public, possibly leading to resource demanding case-specific analyses.

Sincerely,

Kenneth I. Wright
Chair

JLT/jcc

AGENDA NOTE – HRPDC ANNUAL COMMISSION MEETING

ITEM #11-G: COASTAL ZONE PROGRAM – SEA LEVEL RISE ADAPTATION PLAN FOR VIRGINIA BEACH FINAL REPORT

SUBJECT:

The HRPDC staff has completed the final Report, “Developing a Local Sea Level Rise Adaptation Plan for Virginia Beach,” for a grant funded in part by the Virginia Coastal Zone Management Program.

BACKGROUND:

The final Report, “Developing a Local Sea Level Rise Adaptation Plan for Virginia Beach,” documents the work completed under a Section 306 Grant from the Virginia Coastal Zone Management Program. The Report consists of five major sections. The first part consists of a code and policy review of existing plans, policies, and ordinances from Virginia Beach and other communities. The second documents several case studies from other parts of the United States. The third provides an overview of efforts to create a comprehensive list of critical infrastructure facilities in Virginia Beach and to rank those facilities based on relative importance. The fourth outlines a series of steps for city staff to take in developing and implementing a strategy to educate the public and officials on sea level rise. The final section describes the methods used to map areas vulnerable to various combinations of sea level rise and storm surge flooding, and includes a series of maps. The overall goal of the Report is to provide a roadmap for Virginia Beach’s efforts to incorporate sea level rise planning and adaptation into its projects, policies, and regulations.

The Report has been reviewed by the Regional Environmental Committee, which recommended approval at its meeting on October 2, 2014.

Enclosure 11-G

RECOMMENDED ACTION:

The HRPDC staff and Regional Environmental Committee recommend the Commission approve the Report for publication and distribution.

AGENDA NOTE – HRPDC ANNUAL COMMISSION MEETING

ITEM #11-H: EMERGENCY MANAGEMENT SUSTAINABILITY

SUBJECT:

Emergency management stakeholders recommend to reorganize emergency management/homeland security committees within the region and sustain regional emergency management capabilities.

BACKGROUND:

Hampton Roads was designated a high risk urban area eligible to receive UASI funding in FY 2007. In FY 2012, the region was removed from the UASI eligibility list and remained ineligible to apply for UASI grants thru FY 2011. The region has been reinstated and was allocated \$1 million for FY 2014. While these funds will greatly assist preparedness efforts in the Hampton Roads region, the funding is still insufficient to meet regional preparedness needs.

In addition to the UASI funds, the Hampton Roads region has benefited from Homeland Security Grants and Sub-Grants, including Regional Catastrophic Planning Grants (RCPG), Port Security Grants and Communications and Interoperability Program Grants. These programs have been successful in fostering communication and greater coordination among local, state and federal representatives to improve the region's capacity to plan, coordinate, equip, and ultimately respond and recover from natural and manmade threats and disasters.

Many of these grants have been reduced, eliminated or will be closed within the next twelve months. They have resulted in the acquisition of millions of dollars of assets that have depreciated service life and need to be maintained and replaced over time. In addition, multiple regional emergency planning organizations, created for various programs have resulted in duplication of effort, requiring many hours of staff time and creating unintended program inefficiencies.

Consolidating and sustaining these highly effective grant program capabilities and assets will improve efficiencies and produce many tangible benefits for member jurisdictions and the region.

The Chair of the Hampton Roads Urban Areas Working Group obtained approval from the HRPDC Executive Committee in June 2014 to bring a recommendation to the Commission.

This item and attachment were presented under Workshop Agenda item #4.

RECOMMENDED ACTION:

HRPDC Staff supports the consolidation of regional programs and sustainment of regional capabilities to maintain and enhance our region's preparedness for all hazards.

AGENDA NOTE – HRPDC ANNUAL COMMISSION MEETING

ITEM #11-I: AUTHORIZING RESOLUTIONS AND CERTIFICATIONS FOR FY 2014 STATE HOMELAND SECURITY GRANT PROGRAM (SHSGP) FUNDS

SUBJECT:

The Virginia Department of Emergency Management requires the HRPDC to formally authorize the Interim Executive Director to apply for and accept FY 2014 SHSGP funds. The following project has been allocated to the HRPDC:

- FY 2014 SHSGP Metropolitan Medical Strike Team - \$133,000

The Interim Executive Director is requested to sign the following certificates:

- FY 2010 State Homeland Security Grant Applications (referred to as POC Form and Budget Sheets)
- Grant Assurances
- Certificate Regarding Lobbying
- Non-Supplanting Certification
- Award Letter

BACKGROUND:

The HRPDC has been working with regional, emergency medical stakeholders to obtain grant funding to sustain the Metropolitan Medical Strike Team (MMST). A grant has been obtained from the FY 2014 SHSGP. The MMST provides on-scene expertise and resources to the Incident Commander during a disaster. The HRMMST is a chemical, biological, radiological, nuclear, and explosives (CBRNE) trained medical emergency response team that maintains a redundant response capability of personnel, trucks, trailers, equipment, supplies, and communications on the Peninsula and Southside.

RECOMMENDED ACTION:

Authorize the Interim Executive Director to sign the necessary documents to apply for and receive FY 2014 SHSGP funds.

AGENDA NOTE - HRPDC ANNUAL COMMISSION MEETING

ITEM #12: NOMINATING COMMITTEE REPORT/ELECTION OF OFFICERS

SUBJECT:

The HRPDC Bylaws provide that, at its Annual Meeting, the Hampton Roads Planning District Commission will elect a Chair, Vice-Chair, Secretary and Treasurer and recognize the local jurisdiction appointments to the Executive Committee.

BACKGROUND:

Mr. Wright, Chair of the Nominating Committee, will present the report of the Nominating Committee for the names of those recommended for Chair, Vice Chair, Secretary and Treasurer as well as those recommended for appointment to the Executive Committee by their local governments.

The Nominating Committee Members include:

Chesapeake:	Ella P. Ward
Franklin:	Barry Cheatham
Gloucester:	Carter Borden
Hampton:	Will J. Moffett (Member no longer with Commission as of September 2014)
Isle of Wight:	Dee Dee Darden
James City:	Mary Jones
Newport News:	Sharon Scott (Member no longer with Commission as of September 2014)
Norfolk:	Thomas Smigiel
Poquoson:	W. Eugene Hunt
Portsmouth:	Kenneth I. Wright
Smithfield	T. Carter Williams
Southampton:	Barry Porter
Suffolk:	Linda T. Johnson
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 Treasurer and Secretary shall be elected for a term of one year or until their successors are elected or until they resign or are removed from office. The Chair and Vice Chair shall be elected for two one-year terms or until their successors are elected or until they resign or are removed from office.

Both the Chair and Vice-Chair are eligible for re-election. 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.

The Executive Committee members include:

Thomas G. Shepperd (YK)	Mary Jones (JC)
J. Randall Wheeler (PQ)	Michael W. Johnson (SH)
Dee Dee Darden (IW)	Louis R. Jones (VB)
Selena Cuffee-Glenn (SU)	Ella P. Ward (CH)
Randy Martin (FR)	James O. McReynolds (YK)
Paul D. Fraim (NO)	George Wallace (HA)
McKinley Price (NN)	T. Carter Williams (SM)
Tyrone W. Franklin (SY)	Kenneth I. Wright (PO)
Brenda G. Garton (GL)	Jackson C. Tuttle, II (WM)

ELECTION OF OFFICERS

The Bylaws provide that election of officers shall be by voice vote, unless changed by a majority of those present. Each member of the Commission is entitled to one vote.

RECOMMENDED ACTION:

Elect a Chair, Vice Chair, Treasurer and Secretary for the next year and recognize the appointments of the local jurisdictions to the Executive Committee.

AGENDA NOTE – HRPDC ANNUAL COMMISSION MEETING

ITEM #13: 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.

November 2014

Updated Procurement Policy

Legislative Agenda

December 2014

Meeting Cancelled

January 2015

Economic Forecast

AGENDA NOTE – HRPDC ANNUAL COMMISSION MEETING

ITEM #14: ADVISORY COMMITTEE SUMMARIES

A. DIRECTORS OF UTILITIES COMMITTEE SUMMARY MINUTES

The summary minutes of the October 1, 2014 Directors of Utilities Meetings is attached.

Attachment 14-A

B. REGIONAL ENVIRONMENTAL COMMITTEE MEETING SUMMARY

The summary of the October 2, 2014 meeting of the Regional Environmental Committee are attached.

Attachment 14-B

C. RECURRENT FLOODING AND SEA LEVEL RISE COMMITTEE SUMMARY

The summary of the September 26, 2014 Meeting of the Special Committee on Recurrent Flooding and Sea Level Rise Committee is attached.

Attachment 14-C

MEETING OF THE DIRECTORS OF UTILITIES COMMITTEE

The Directors of Utilities Committee met on October 1, 2014. The following items were discussed during the meeting:

- The Committee endorsed the FY2016 budgets for the regional Wastewater and Water Programs.
- The modified Consent Order must be approved by locality boards or councils and submitted to the Department of Environmental Quality (DEQ) by October 27, 2014. Committee members noted the dates on which the Consent Order will be considered by City/County Councils and Boards.
- The HRPDC provided an update on groundwater regulatory topics and the DEQ groundwater permitting program. The Committee is working on a regional response to this issue, and a briefing will be provided at the HRPDC meeting on October 16, 2014.
- The Committee discussed ideas for legislative proposals for inclusion in the HRPDC legislative agenda. The Committee's recommendations will be submitted to the HRPDC Legislative Committee for consideration.

MEETING SUMMARY
REGIONAL ENVIRONMENTAL COMMITTEE

The Regional Environmental Committee met on October 2, 2014. The following items were discussed.

- Ms. Jenny Tribo, HRPDC, briefed the Committee on proposed regional comments on EPA's proposed changes to the definition of "Waters of the United States." The Committee voted to recommend that the Commission sign a letter containing these comments and submit it to the U.S. Environmental Protection Agency on behalf of the localities.
- HRPDC staff updated the Committee on the third year of the Section 309 Land and Water Quality grant project.
- Ms. Julia Hillegass, HRPDC, led a discussion by the Committee on the regional legislative agenda. The Committee made several proposals for the Commission's Legislative Committee to consider.
- Mr. Ben McFarlane, HRPDC, briefed the Committee on recent developments related to sea level rise and recurrent flooding.
- Mr. McFarlane briefed the Committee on recent developments related to the Virginia Coastal Zone Management Program, including proposed changes to the Program's enforceable policies.
- Ms. Katie Cullipher, HRPDC, briefed the Committee on the final draft for the FY16 Stormwater Program budget. The fourteen (14) present localities voted in favor of the proposed budget, and HRPDC staff will communicate with the remaining four localities to record their votes.
- The Committee voted to recommend that the Commission approve the report, "Developing a Local Sea Level Rise Adaptation Plan for Virginia Beach," for publication and distribution.
- Several committee members and guests provided status reports.

MEETING SUMMARY
SPECIAL COMMITTEE ON RECURRENT FLOODING AND SEA LEVEL RISE

The Special Committee on Recurrent Flooding and Sea Level Rise met on September 26, 2014. The following items were discussed.

- The Committee adopted by-laws.
- Mr. Tom McNeilan, McNeilan and Associates, gave a presentation to the Committee on the proposed Dutch Dialogues to be held in Hampton Roads.
- Mr. Ben McFarlane, HRPDC, led a discussion by the Committee on legislative priorities. The Committee voted in favor of recommending that the Commission's Legislative Committee consider language requesting that the state develop a long term plan to monitor groundwater and subsidence. The Committee considered a proposal from the City of Portsmouth regarding mandatory real estate disclosures regarding flooding, but requested more information before making a recommendation.
- Mr. McFarlane led a discussion by the Committee on adopting regional floodplain management recommendations for freeboard and building standards within the Limit of Moderate Wave Action line. The Committee voted to recommend that the Commission adopt a resolution encouraging localities to considering adopting freeboard standards in floodplains if they have not already, and to consider adopting higher standards if they have not already done so.
- Mr. McFarlane briefed the Committee on several items related to sea level rise and recurrent flooding.
- Several committee members and guests provided status reports.

AGENDA NOTE – HRPDC ANNUAL COMMISSON MEETING

ITEM #15: CORRESPONDENCE OF INTEREST

A. Letter from the Department of Environmental Quality in response to the HRPDC Stormwater Local Assistance Fund Assessment and Recommendations.

Attached is a letter from Ms. Melanie Davenport, DEQ Water Division Director, addressing the HRPDC Staff concerns about the Stormwater Local Assistance Fund.

Attachment 15-A

B. Urban Areas Working Group (UAWG) Support Letter for ODU's Virginia Modeling Analysis and Simulation Center (VMASC).

Attached is a letter to Dr. Barry Ezell, ODU Research Associate and Chief Scientist, stating the support for VMASC's proposed research to quantify critical infrastructure resilience.

Attachment 15-B

C. City of Newport News Reappointment Letter

Attached is a reappointment letter for Mayor McKinley Price to serve on the Hampton Roads Planning District Commission until June 30, 2016

Attachment 15-C

D. City of Newport News Appointment Letter

Attached is an appointment letter for Councilwoman Sandra N. Cherry to serve on the Hampton Roads Planning District Commission until June 30, 2014.

Attachment 15-D

E. Letter of Appreciation for Ms. Sheila Wilson, HRPDC Senior Accounting Manager.

Attached is a letter from Ms. Christine Duncan, Manager from Dixon, Hughes, Goodman, commending Ms. Wilson on her assistance to the auditing team.

Attachment 15-E

F. City of Chesapeake Appointment Letter

Attached is an appointment letter for Council Member Lonnie Craig to serve on the Hampton Roads Planning District Commission until July 12, 2016

Attachment 15-F

G. City of Hampton Appointment Letter

Attached is an appointment letter for Mayor George Wallace, City Manager Mary Bunting and Councilwoman Chris Snead to serve on the Hampton Roads Planning District Commission until June 30, 2014.

Attachment 15-G

H. Note of Appreciation

Attached is a note from Ms. Ruth Hill, The Healing Place Executive Director, showing her gratitude for the opportunity to present at the September 18, 2014 HRPDC Executive Committee Meeting.

Attachment 15-H



COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY
Street address: 629 East Main Street, Richmond, Virginia 23219
Mailing address: P.O. Box 1105, Richmond, Virginia 23218
www.deq.virginia.gov

Molly Joseph Ward
Secretary of Natural Resources

David K. Paylor
Director

(804) 698-4000
1-800-592-5482

August 27, 2014

Whitney S. Katchmark, P.E.
Principal Water Resources Engineer
Hampton Roads Planning District Commission
723 Woodlake Drive
Chesapeake, VA 23320

Dear Ms. Katchmark:

Thank you for your recent comments on the draft Stormwater Local Assistance Fund Program Guidelines. The Department has considered your comments but does not believe it is appropriate to revise the Guidelines for this upcoming solicitation. Listed below are our thoughts on your three major comments.

Change the methodology for calculating nutrient reductions. Since this is a statewide solicitation that will include projects outside of the Chesapeake Bay TMDL, use of the Runoff Reduction Method Spreadsheet to calculate the load from the lands draining to the proposed BMP will allow one consistent method to evaluate all projects. This approach allows the Department to more easily conduct a fair evaluation for the purpose of scoring all projects under this solicitation, regardless of location.

Track and evaluate the nitrogen, phosphorus, and sediment removed by projects. The Department will continue to use Total Phosphorus (TP) for the purpose of determining pollution reduction rankings under this solicitation. As you are aware TP is the representative pollutant for stormwater within the Commonwealth and serves as a surrogate for TSS and Nitrogen. Staff believes that since TSS and TP loads are closely correlated this approach is acceptable for evaluating projects under the solicitation. Given the current level of knowledge regarding pollutant removal rates and environmental impacts of the various pollutants, the staff does not see a straight forward and reasonably accurate approach to score projects when using all three parameters. If HRPDC would like to propose a detailed methodology that incorporates TSS, TP, and Nitrogen for calculating pollution reduction and scoring projects the Department would consider this approach when developing future solicitations.

Whitney S. Katchmark, P.E.

Page 2

Utilize a portion of the SLAF to encourage innovative projects. I understand the thinking behind your recommendation to allow for funding innovative projects at higher levels of cost per pound reduction. However, the statutory language authorizing the SLAF program does not include any provisions for funding or establishing a special reserve for innovative projects but does state the purpose of the SLAF is to fund stormwater BMPs that address cost efficiency. Given this clear legislative direction, DEQ has the fiduciary responsibility to direct state funding resources to accepted BMPs that are as cost effective as practical.

I sincerely appreciate your thoughts on this program. We'd be glad to discuss any future efforts that you may undertake regarding multi-pollutant scoring.

Sincerely,



Melanie D. Davenport
Director, Water Division



KENNETH I. WRIGHT, CHAIRMAN • CLYDE HAULMAN, VICE-CHAIR • JAMES D. McREYNOLDS - TREASURER
RANDY KEATON, INTERIM EXECUTIVE DIRECTOR

MEMBER JURISDICTIONS

September 12, 2014

CHESAPEAKE

Dr. Barry C. Ezell
Old Dominion University
Virginia Modeling Analysis and Simulation Center
Research Associate Professor and Chief Scientist
1030 University Boulevard
Suffolk, VA 23435

FRANKLIN

GLOUCESTER

RE: UAWG Support for VMASC Proposed Research

HAMPTON

Barry
Dear Dr. ~~Ezell~~:

ISLE OF WIGHT

I am writing to express the Hampton Roads Urban Area Working Group (HRUAWG) strong support of the University of Virginia's Center for Risk Management of Engineering Systems and Old Dominion University's Virginia Modeling Analysis and Simulation Center proposed research to quantify critical infrastructure resilience. The UAWG oversees the region's Urban Area Security Initiative Program and is responsible for enhancing regional resilience and preparedness in Hampton Roads by developing integrated regional systems for prevention, protection, response, and recovery from terrorism.

JAMES CITY

NEWPORT NEWS

NORFOLK

POQUOSON

The Hampton Roads region is comprised of seventeen individual jurisdictions and includes seven military bases, seven universities, commercial shipyards, major commercial ports, and a robust tourism industry. Our unique geography and the transportation network dependence on six major water crossings have led to increasing reliance on Advanced Traveler Information Systems and networked Transportation Control Systems. We would be very interested in VMASC's identification of system vulnerabilities and potential mitigation.

PORTSMOUTH

SMITHFIELD

SOUTHAMPTON

SUFFOLK

The HRUAWG enthusiastically endorses the VMASC proposal and looks forward to advising, interacting, and receiving the results of this research. If we can be of further assistance in this matter, please let us know.

SURRY

Sincerely,

John A. Sadler
Regional Emergency Management Administrator

VIRGINIA BEACH

WILLIAMSBURG

YORK

JS/jc

E-MAILED

SEP 15 2014

HRPDC

MAILED

SEP 15 2014

HRPDC



CITY OF NEWPORT NEWS

VIRGINIA

OFFICE OF THE CITY CLERK

MABEL WASHINGTON JENKINS, MMC
CITY CLERK

(757) 926-8634 OFFICE
(757) 926-8599 FAX

September 12, 2014

The Honorable McKinley L. Price, DDS
Mayor, City of Newport News
2400 Washington Avenue
Newport News, Virginia 23607

Dear Mayor Price:

It gives me a great deal of pleasure to inform you that City Council, at its meeting on September 9, 2014, reappointed you to serve a two-year term of office on the Hampton Roads Planning District Commission. Your term of office began July 1, 2014, and will expire June 30, 2016.

City Council sincerely appreciates your continued willingness to serve your community in this manner.

Very truly yours,

Mabel Washington Jenkins, MMC
City Clerk

MWJ:zfm

cc: Mr. Randy Keator, Interim Executive Director, Hampton Roads Planning District Commission

SEP 16 2014



CITY OF NEWPORT NEWS

VIRGINIA

OFFICE OF THE CITY CLERK

MABEL WASHINGTON JENKINS, MMC
CITY CLERK

(757) 926-8634 OFFICE
(757) 926-8599 FAX

September 12, 2014

The Honorable Sandra N. Cherry, D. Min.
City of Newport News
2400 Washington Avenue
Newport News, Virginia 23607

Dear Councilwoman Cherry:

It gives me a great deal of pleasure to inform you that City Council, at its meeting on September 9, 2014, appointed you to serve a two-year term of office on the Hampton Roads Planning District Commission. Your term of office began July 1, 2014, and will expire June 30, 2016.

City Council sincerely appreciates your continued willingness to serve your community in this manner.

Very truly yours,

Mabel Washington Jenkins, MMC
City Clerk

MWJ:zfm

cc: Mr. Randy Keator, Interim Executive Director, Hampton Roads Planning District Commission

SEP 16 2014



DIXON HUGHES GOODMAN^{LLP}
Certified Public Accountants and Advisors

September 22, 2014

Nancy Collins
Chief Financial Officer
Hampton Roads Planning District Commission
723 Woodlake Drive
Chesapeake, VA 23320

Dear Nancy,

I wanted to take a moment to recognize Sheila Wilson and commend her for her efforts on this year's audit. Sheila has always been a pleasure to work with, but this year I know she had additional responsibilities added to her plate, and some of those shortly before the audit fieldwork was scheduled. She took those added responsibilities in stride, and worked to make sure we had everything we needed for the audit, and was very prepared. She was extremely helpful during the audit, and gave us workpapers in a highly organized fashion. She even included many of them in a binder for us, including a table of contents. I appreciate the extra time she took to make things easy for us to find. Thanks again to you and your staff with the assistance that was provided to us during our audit.

Sincerely,

Christine E. Duncan, CPA
Manager

Office of the City Clerk
306 Cedar Road
Chesapeake, Virginia 23322
email: council@mail.city.chesapeake.va.us
Telephone (757) 382-6151
Fax (757) 382-6678

September 26, 2014

Mr. Randy Keaton
Interim Executive Director
Hampton Roads Planning District Commission
723 Woodlake Drive
Chesapeake, VA 23320

RE: Appointment

Dear Mr. Keaton:

At the September 23, 2014 City Council meeting, Council Member Lonnie E. Craig was appointed to the Hampton Roads Planning District Commission for a term beginning September 24, 2014, 2014 and ending on July 12, 2016.

If you have any questions or need additional information, please call me at 382-6151.

Sincerely,



Dolores A. Moore, MMC
City Clerk

SEP 30 2014

Office of the City Clerk
306 Cedar Road
Chesapeake, Virginia 23322
email: council@cityofchesapeake.net
(757) 382-6151
Fax (757) 382-6678

September 24, 2014

Council Member Lonnie E. Craig
3613 South Battlefield Blvd.
Chesapeake, VA 23322

Dear Council Member Craig:

I am pleased to advise you that City Council, at its meeting of September 23, 2014, appointed you to your first term on the Hampton Roads Planning District Commission. Your term begins on September 24, 2014 and expires on July 12, 2016.

Your Certificate of Appointment is enclosed. As required by State law, you must take the Oath of Office prior to taking your voting position on the Board/Commission. Failure to be sworn in prior to taking your seat on the Hampton Roads Planning District Commission could result in all actions of the Board/Commission on which you participate as an active member being nullified. The oath is administered by Ms. Faye Mitchell, Clerk of the Circuit Court. Please contact Ms. Mitchell's office at 382-3022 to arrange to take your oath. Again, it is necessary to be sworn in before you take your position on the Board/Commission.

By copy of this letter, the chairperson/liaison will be notified of your appointment and will advise you of the next meeting date. In the near future, you will receive additional information regarding this appointment from the Office of the City Attorney. This information includes the Freedom of Information Act (FOIA) recently amended by the Virginia State Legislature. Section 2.2-3702 of the Act requires officials of any public body to read and familiarize themselves with the information contained in the FOIA. Additionally, Section 2.2-3701 of the Act defines a public body as "...any legislative body, any authority, board, bureau, commission, district or agency of the Commonwealth or of any political subdivision of the Commonwealth ...supported wholly or principally by public funds." Carefully review the information contained in the FOIA when your package arrives from the City Attorney's office.

Should you have any questions, please call Mitzie Wright, Deputy City Clerk, 382-6151.

Sincerely,


Dolores A. Moore, MMC
City Clerk

DAM:mbw
Enclosure

cc: Faye Mitchell, Clerk of the Circuit Court
Jan L. Proctor, City Attorney
Nancy G. Parr, Commonwealth's Attorney
Kelly Peterson, Liaison, Hampton Roads Planning District Commission

CERTIFICATE OF APPOINTMENT

I, Dolores A. Moore, City Clerk, City of Chesapeake,
Virginia, do hereby certify that

Lonnie E. Craig

was appointed by Chesapeake City Council to serve on the

Hampton Roads Planning District Commission

for a term to begin September 24, 2014
and expires on July 12, 2016

IN WITNESS WHEREOF, I hereunto set my hand and cause
the Seal of the City of Chesapeake, Virginia, to be affixed
hereto this Twenty-fourth day of September, 2014.



Dolores A. Moore, MMC
City Clerk





Office of the City Council

September 30, 2014

Jennifer Coleman
Administrative Assistant
Hampton Roads Planning District Commission
The Regional Building
723 Woodlake Drive
Chesapeake, Virginia 23320

Dear Jennifer:

On September 10, 2014, the Hampton City Council appointed Mayor George Wallace, Councilwoman Chris Snead and City Manager, Mary Bunting, to the Hampton Roads Planning District Commission with Mayor Wallace serving on the Executive Committee to expire on June 30, 2016.

Sincerely,


Joy Mautz
Deputy Clerk

OCT 01 2014

HRPDC

"Oldest Continuous English-Speaking Settlement in America – 1610"

22 Lincoln Street, Hampton, VA 23669-3591 (757) 727-6315

Attachment 15-G

Mr. Keaton -

Thank you so very much for the opportunity to make a presentation to the HRPDC Executive Committee about the mission of The Healing Place of Hampton Roads - a residential substance abuse program that ends homelessness and establishes self-sufficiency.

The ability to present to such a large group of jurisdiction officials and influencers will make a significant impact in defense of our program.

Thank you for caring -

Jewel Ruth D'Arcy

AGENDA NOTE – HRPDC ANNUAL COMMISSION MEETING

ITEM #16: FOR YOUR INFORMATION

AGENDA NOTE – HRPDC ANNUAL COMMISSION MEETING

ITEM #17: OLD/NEW BUSINESS