

**HAMPTON ROADS PLANNING DISTRICT COMMISSION
ANNUAL COMMISSION MEETING
October 20, 2016
9:30 AM
The Regional Building
723 Woodlake Drive, Chesapeake**

1. **Call to Order**
2. **Approval/Modification of Agenda**
3. **Submitted Public Comments**

There were no submitted public comments. Any new written public comments received after the preparation of this agenda will be distributed as a handout at the meeting.

4. **Public Comment Period**

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

5. **Recognition of Staff - Bob Crum**

Five Years

Katie Cullipher
Jai McBride
Tiffany Smith

Ten Years

Shernita Bethea
Whitney Katchmark

Fifteen Years

Greg Grootendorst
Shelia Wilson

6. **Election of Officers**
7. **Executive Director's Report - Bob Crum (Attachment 7)**
8. **Consent Agenda (Attachment 8)**
 - a. **Meeting Minutes - September 15, 2016 Executive Committee**
 - b. **Treasurer's Report of June, July, and August 2016**

c. Transcribed Public Comments – September 15, 2016 Executive Committee Meeting

d. Consultant Services Contract – Regional Construction Standards Program Support

On August 4, 2016, the HRPDC issued Request for Proposal (RFP) No. PDC-RFP-2017-01 to establish a contract for professional services to support the Regional Construction Standards (RCS) program. The formal selection process resulted in the recommendation to award a contract to CDM, Smith Inc. The RCS, first published in 1999, provides uniform quality of construction throughout the region by simplifying and standardizing construction practices, reducing construction costs and improving safety in the public right-of-way. In June 2016, the 6th and latest edition was adopted, with new editions anticipated every five years.

This project is funded by the localities through the Regional Construction Standards Program.

Contract Amount: Up to \$46,603
Period of Performance: November 1, 2016 through June 30, 2017

General Scope of Work: The consultant will provide professional services to support the continued technical review, update, and modification of the RCS through the RCS committee structure, which includes representatives from the 17 HRPDC localities, the Hampton Roads Sanitation District, and the Hampton Roads Utility and Heavy Contractors Association.

Staff recommends authorizing the HRPDC Executive Director to retain CDM Smith Inc. to provide services to support the Regional Construction Standards Program for the remainder of FY 2017. Upon authorization, the contract “Intent to Award” notice will be posted for ten days on the HRPDC website, as well as in the front lobby of the Regional Building; the contract will be executed following the ten-day notice period.

e. Resolution – Community Planning Month

October is National Community Planning Month. Each year, the American Planning Association (APA) sponsors this program to raise awareness of the role planners and planning play in communities across the United States. This year's National Community Planning Month theme, Civic Engagement, underscores the necessity of engaging the public, elected officials, and key leaders in discussions that shape the future of our cities. The theme emphasizes that thoughtful community planning cannot happen without meaningful civic engagement.

The celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the members of the Hampton Roads Planning District Commission (HRPDC), HRPDC's 17 member localities, Local Planning Commissions and Planning Departments, various advisory committees and other engaged citizens who have contributed their time and expertise to the improvement of the Hampton Roads Region.

Staff recommends that the HRPDC approve the attached resolution declaring October 2016 as National Community Planning Month.

f. askHRgreen.org Annual Campaign Results (Enclosure)

In September 2016, HRPDC staff published the askHRgreen.org Annual Report for Fiscal Year 2015-2016. This report is prepared annually by the HRPDC staff on behalf of the four regional environmental education programs to document cooperative regional activities undertaken to support local recycling and beautification efforts; sanitary sewer overflow prevention through fats, oils and grease abatement; water conservation and awareness; and stormwater pollution prevention. askHRgreen.org committee members include representatives from the 17 HRPDC localities and the Hampton Roads Sanitation District. Those localities with MS4 permits include this report in their annual reports to the Virginia Department of Environmental Quality (DEQ).

Staff recommends that that the HRPDC approve the report for distribution.

g. Authorization to Receive State Homeland Security Grants

The Virginia Department of Emergency Management requires the HRPDC to formally authorize the Executive Director to apply for and accept FY 2016 Homeland Security Funding. Funding for the following projects has been allocated to the HRPDC:

- Mass Casualty Incident and MASS CARE capability sustainment - \$59,500
- CBRNE Pharmaceutical Stockpile - \$80,565
- Hampton Roads Regional Interoperable Communication Plan - \$45,200
- Hampton Roads Overlay Regional Interoperability Network - \$85,000
- Hampton Roads Tactical Regional Area Network - \$85,000
- Hampton Roads Inclusive Emergency Planner - \$80,000

Staff recommends that the Commission authorize the Executive Director to sign the following certificates (one for each of the above projects):

- FY 2016 State Homeland Security Grant Applications
- Grant Assurances
- Certificate Regarding Lobbying
- Non-Supplanting Certification
- Award Letter

Action Requested: Staff should take action to approve the October 20, 2016 Consent Agenda.

9. FY16 Audited Financial Statements – Nancy Collins, CFO HRPDC/HRTPO (Attachment 9 and Enclosure)

PBMares, LLP has completed its annual review of the FY2016 financial statements of the HRPDC/HRTPO and their independent Auditors' Report states that the statements present fairly, in all material respects, the basic financial statements of the HRPDC/HRTPO. There were no material weaknesses or deficiencies identified in any of the internal controls or processes of the financial activity, and all information was free of any material misstatements. The audited financial statements, along with supplemental management letters, have been posted on both websites.

Additional information that may be of value to the Commission is the breakdown of the Fund Balance as shown in the attachment to this agenda note.

Mike Garber, a Partner with PBMares, will brief the Commission on the audit. Both Mr. Garber, representing the audit firm, and Ms. Nancy Collins, CFO HRPDC/HRTPO, will be available to address any questions the Commission may have.

Action Requested: The Commission should take action to accept the FY2016 audited financial statements.

10. HRPDC Legislative Agenda – Robert Crum, Executive Director (Attachment 10)

The HRPDC adopts a regional legislative agenda to convey to the General Assembly issues of regional significance that should be addressed in the upcoming session. During the 2016 General Assembly session, the HRPDC worked with the region's legislative liaisons to increase the HRPDC's visibility and participation during the General Assembly session. In preparation for the 2017 General Assembly session, the HRPDC staff has developed a draft legislative agenda based on feedback received at the following meetings:

- May HRPDC Meeting

- August 31 Legislative Workshop with the Hampton Roads Caucus, HRPDC, HRTPO and HRTAC members
- Regional Chief Administrative Officers Meetings

In preparing this draft Legislative Agenda for consideration by the HRPDC, staff has used the following guiding principles that were successful during the 2016 session:

- Develop a short and targeted list of regional legislative priorities
- Include items of regional significance that benefit all jurisdictions

Enclosed for the Commission’s review is the draft 2017 HRPDC Legislative Agenda. Mr. Crum will provide a presentation providing background information on these legislative priorities and request input from the Commission.

Action Requested: The HRPDC should consider action approving the 2017 HRPDC Legislative Agenda

11. Governance Proposal – Robert Crum, Executive Director (Attachment 11)

During the past several months, the HRPDC has received recommendations from the Regional Chief Administrative Officers (CAO) Committee for approaches to improve the quality of HRPDC meetings. During the Commission’s discussion of these recommendations, the following themes have emerged:

- Commission members prefer to have as many local officials as possible at HRPDC meetings and involved in the discussion of regional issues.
- The current meeting schedule/structure, which limits HRPDC meetings to 60 minutes, does not allow adequate time for the discussion of important regional issues.
- There is currently confusion between full Commission and Executive Committee meetings of the HRPDC.

Based on this input received from the Commission, staff is proposing the following approach:

- Maintain the third Thursday of each month as “Regional Meeting Day”, with the HRPDC and HRTPO meeting on the same day and the Hampton Roads Transportation Accountability Commission (HRTAC) and Hampton Roads Military and Federal Facility Alliance (HRMFFA) meeting on the same day. This meeting schedule is outlined in the attachment.

- On their meeting days, the HRTPO would meet at 10:30 a.m., followed by lunch, with the HRPDC meeting at 12:30 p.m.
- All HRPDC meetings would be full Commission meetings with all members invited to participate. Meetings would conclude by 2:00 pm.
- This proposal would take effect January 2017.
- Staff proposes that at least one Commission meeting per year be held on the Peninsula

This approach would offer a number of advantages, including the following:

- HRPDC meetings would no longer be limited to one hour, allowing increased opportunity for discussion of regional issues.
- With the HRTPO meeting beginning at 10:30 a.m. and the HRPDC meeting concluding at 2:00 p.m., members would no longer be required to travel to or from meetings during rush hour.
- Establishing all HRPDC meetings as full Commission meetings eliminates confusion and involves more local officials in regional discussions.

The Regional CAO Committee voted at their October meeting to recommend this proposal to the HRPDC. In addition, the HRTAC and HRMFFA Boards have voted to approve the attached meeting schedule. The HRTPO will consider this meeting schedule at their October 20 meeting.

Action Requested: The Commission should take action to approve the HRPDC Governance Proposal.

12. **Three Month Tentative Schedule**

November 2016

Envision Hampton Roads
Regional Poverty Discussion

December 2016

Meeting is tentatively cancelled

January

Begin new regional meeting format
General Assembly update

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

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

14. **For Your Information (Attachment 14)**

The following items are attached for review by Commission members:

- Letters from Drive Safe Hampton Roads in Appreciation of General Services Staff

15. **Old/New Business**

16. **Adjournment**