



February 24, 2016

**Memorandum #2016-29**

**TO: Chief Administrative Officers**

**BY: James Bourey, Chair**

**RE: Chief Administrative Officers Meeting – March 2, 2016**

The next meeting of the Hampton Roads Chief Administrative Officers will be held **March 2, 2016 at 11:45 A.M.** (lunch will be served at 11:30 A.M.) at **101 Mounts Bay Road, Building D, Williamsburg, VA.**

The agenda and related materials are attached.

BC/jc

**Chief Administrative Officers:**

James E. Baker, CH  
Jim Bourey, NN  
Mary Bunting, HA  
Marvin Collins, WM  
Tyrone W. Franklin, SY  
Brent Fedors, GL  
Dave Hansen, VB  
Bryan J. Hill, JC  
Michael W. Johnson, SH

Marcus Jones, NO  
R. Randy Martin, FR  
Neil Morgan, YK  
Lydia Pettis Patton, PO  
Patrick Roberts, SU  
Michael Stallings, WINDSOR  
Peter M. Stephenson, SM  
Sanford Wanner, IW  
J. Randall Wheeler, PQ

**Hampton Roads  
Chief Administrative Officer (CAO) Meeting**

**March 2, 2016  
11:45 a.m.  
(Lunch served beginning at 11:30 a.m.)**

**101 Mounts Bay Road  
Building D  
Williamsburg  
(James City County)**

**I. Call to Order**

**II. Meeting Minutes (Attachment II)**

The summary minutes from the February 3, 2016 Regional CAO Committee meeting are attached for the Committee's review and approval.

**III. Public Comment Period (limit 3 minutes per individual)**

**IV. HRPDC Governance Options (Attachment IV)**

At the January and February CAO Committee meetings, discussion occurred regarding approaches to improve the HRPDC regional consensus building process. Based on the input received at these meetings, staff has attached a recommended approach regarding the composition and operations of the HRPDC.

Staff requests the CAO Committee review this information and consider making a recommendation to the full Commission for its consideration during the HRPDC Retreat scheduled for April 21, 2016.

**V. Help To Others (H20) Program (Attachment V)**

H20 is a community-based program that assists people in crisis through the generosity of donations. Through H20, families or individuals in danger of losing residential water service because of a family crisis can receive one-time financial assistance to pay their local public utility and/or HRSD bill. 100% percent of all donations are used to help Hampton Roads residents experiencing financial crisis. Management and administration costs are absorbed by the participating social services agencies (The Salvation Army), water and wastewater utilities and the Hampton Roads Planning District Commission.

Staff will brief the CAO Committee on the program and the process for allocating funds to each locality. An attachment illustrating H2O Program assistance by locality is attached.

**VI. Regional Interest Items**

CAO Committee members are asked to share an item of regional interest from their jurisdiction. In particular, the exchange of information regarding plans in each locality to address issues such as employee compensation and health coverage would be beneficial.

**VII. Calendar/Location of Future Meetings**

To assist with planning of future meetings, staff will circulate a calendar for each locality to indicate when they can host the monthly CAO Committee meeting.

**VIII. Adjournment**

**Hampton Roads Planning District Commission (HRPDC)  
Chief Administrative Officers Meeting  
Summary Minutes of February 3, 2016**

Mr. James Bourey, City of Newport News, called the Chief Administrative Officers Meeting to order at 11:45 a.m. in the Newport News South Police Precinct, 3303 Jefferson Avenue, Newport News, Virginia, with the following in attendance:

James Bourey (NN)	Randy Wheeler (PQ)
Randy Martin (FR)	Peter Stephenson (SM)
Brent Fedors (GL)	Patrick Roberts (SU)
Mary Bunting (HA)	Dave Hansen (VB)
Sanford Wanner (IW)	Michael Stallings (Windsor)
Bryan Hill (JC)	Marvin Collins (WM)
Marcus Jones (NO)	Neil Morgan (YK)

Others Recorded Attending:

Diane Kaufman (U.S. Sen. Kaine's Office)  
Drew Lumpkin (U.S. Sen. Warner's Office)  
Ted Henifin (HRSD)  
Robert Crum (HRPDC)  
Randy Keaton (HRPDC)  
Whitney Katchmark (HRPDC)

Mr. Bourey brought CAO Committee members' attention to the summary minutes from the February 3, 2016 Regional CAO Committee meeting. The Committee unanimously approved the Summary Minutes.

**Aquifer Replenishment Study**

Mr. Ted Henifin, HRSD General Manager, gave a presentation in regards to the Aquifer Replenishment Study. HRSD is currently evaluating the feasibility of using clean water for aquifer replenishment to protect groundwater supplies, reduce nutrients discharged to the Chesapeake Bay, mitigate land subsidence, block saltwater intrusion and support economic development. A number of questions about the project were generated including:

- Downsides to the proposed project? Mr. Henifin discussed outreach to people who have private wells.
- Return on investment for the \$1 billion project and the impact on individual locality utility bills? Mr. Henifin stated that HRSD has a \$2 billion capital plan regardless of whether the project is completed or not. Additionally, sewer rates will not be impacted, and this project could potentially keep stormwater rates down.
- Can we study the rate structure and it's effect on each locality?
- Possible pollution of aquifer vs. river? Mr. Henifin explained that it is not the same water deposited in the river, as it is treated at a higher level.

- Will this decision be made by HRSD or will the localities have to vote? Mr. Henifin explained the localities do not have to vote for HRSD to continue with the project.

Mr. Henifin stated that Localities will be asked to consider writing letters of support in the future for this alternative.

### **Regional GIS - Coastal Resiliency Focus**

Ms. Whitney Katchmark, HRPDC Principal Water Resources Engineer, briefed the CAO Committee on the grant proposal for a Regional GIS program. The HRPDC staff has been working with George McLeod, ODU, on the grant proposal which will include a focus on Coastal Resiliency. The grant proposal will be submitted to the Blue Moon fund in March, 2016. Ms. Katchmark requested letters of support from the CAOs and stated that a template for the letter would be emailed to each locality.

### **Coastal Resiliency Program**

Mr. Robert Crum, HRPDC Executive Director, reviewed the proposed tasks and budget for adding staff capacity to the Coastal Resiliency Program. The information was provided as follow-up to the discussion at the January 6, 2016 CAO meeting. The consensus of the CAO Committee was to approve the budget for an additional staff person.

### **HRPDC Governance Options**

Mr. Crum reviewed four Governance Options for the HRPDC as a follow-up to the discussion at the January 6, 2016 CAO meeting regarding approaches to improve the regional consensus building process. A lengthy discussion about the various options and variations ensued with a consensus that a combination of Option #1: Formalize a procedure that provides for the Regional CAO Committee to review all items before they move forward to the HRPDC for review, and Option #3: Change the membership of the HRPDC to one elected official from each of the 17 jurisdictions was approved. The proposal will be considered by the Commission at the April 21, 2016 HRPDC Retreat.

### **Regional Interest Items**

There being no further items for discussion, the meeting was adjourned at 1:30 pm.

Respectfully Submitted,  
Robert Crum, Recording Secretary

## **Hampton Roads Planning District Commission Recommended Governance Approach**

The Regional Chief Administrative Officers (CAO) Committee recommends the following approach to improve the HRPDC process:

- 1. Change the membership of the HRPDC to one elected official from each of the 17 jurisdictions (the current HRPDC contains 47 members on the full Commission).** Each jurisdiction would appoint one representative to serve on the Commission along with a designated alternate. A weighted voting structure based on the population of each of the 17 jurisdictions would be used for Commission votes. Managers would no longer be voting members of the HRPDC, but would be seated next to their jurisdiction's Commission member to provide technical advice during meetings.
  
- 2. Formalize a procedure that provides for the Regional CAO Committee to review and make recommendations on items before they move forward to the HRPDC.** The CAO Committee would be formally established and become a part of the HRPDC process. The Regional CAO Committee would identify items for HRPDC agendas and make recommendations on agenda items which would be presented to the Commission.
  
- 3. Maintain the current Personnel and Budget Committee to provide guidance to the HRPDC Executive Director on agency operational issues.** The HRPDC/HRTPO Personnel and Budget Committee is comprised of nine members:
  - Chair and Vice Chair of the HRPDC and HRTPO
  - Secretary and Treasurer and the HRPDC
  - One additional elected official from the HRPDC
  - Two CAOs (one from Southside and one from Peninsula)



**FY15 Fundraising Results**

7,007 Donations

\$61,318.48

**H2O Program Assistance by Locality**

July 2014 - June 2015

	<b>Allocation</b>	<b># Customers</b>	<b>Assistance</b>	<b>Average Assistance</b>
Chesapeake	\$7,940.13	22	\$4,873.34	\$221.52
Gloucester	\$2,435.72	4	\$549.01	\$137.25
Hampton	\$6,271.35	13	\$2,887.50	\$222.12
Isle of Wight	\$2,233.18	6	\$1,150.14	\$191.69
James City	\$3,900.53	11	\$2,103.95	\$191.27
Newport News	\$6,959.04	11	\$2,640.66	\$240.06
Norfolk	\$8,146.22	38	\$7,709.26	\$202.88
Poquoson	\$2,413.13	0	\$0.00	\$0.00
Portsmouth	\$5,136.26	5	\$809.52	\$161.90
Smithfield	\$2,280.78	6	\$1,036.96	\$172.83
Southampton County	\$2,091.94	1	\$231.83	\$231.83
Suffolk	\$4,361.25	24	\$2,772.01	\$115.50
Virginia Beach	\$14,717.44	58	\$12,581.73	\$216.93
Williamsburg	\$2,376.07	3	\$596.58	\$198.86
Windsor	\$2,078.24	1	\$335.63	\$335.63
York County	\$3,798.45	3	\$613.06	\$204.35
<b>Totals</b>	<b>\$77,139.73</b>	<b>206</b>	<b>\$40,891.18</b>	<b>\$198.50</b>