

November 24, 2015

Memorandum #2015-151

TO: Chief Administrative Officers

BY: James Bourey, Chair

RE: Chief Administrative Officers Meeting – December 2, 2015

The next meeting of the **Chief Administrative Officers** will be held on **December 2, 2015** at **11:45 a.m.** (**Lunch will be served at 11:30 a.m.**) in the **Old Point National Bank Rooftop Garden Room, 101 East Queen Street, Hampton.**

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

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

Anne Seward, IW

James K. Spore, VB

Michael Stallings, WINDSOR

Peter M. Stephenson AICP, SM

Sanford Wanner, GL

J. Randall Wheeler, PQ

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

**December 2, 2015
11:45 a.m.
(lunch served beginning at 11:30 a.m.)**

**Old Point National Bank
Rooftop Garden Room
101 East Queen Street
Hampton, VA 23669**

I. Call to Order

II. Meeting Minutes

The summary minutes from the November 4, 2015 Regional CAO Committee meeting are attached for the Committee's review and approval.

Attachment II

III. Public Comment Period (Limit 3 minutes per individual)

IV. Hotel Residency Issue

Williamsburg City Manager Marvin Collins will present information concerning challenges related to hotel residency, and lead a discussion of approaches to address this issue.

V. Upcoming Meetings of Interest

HRPDC Executive Director Bob Crum will brief the CAO Committee on the confirmed attendance and programs for the following meetings:

Urban Crescent Meeting – Public Education Funding

Friday, December 11
10:00 a.m. – 12:00 Noon
University of Mary Washington
Stafford County Campus
121 University Blvd.
Fredericksburg, VA

HRPDC/HRTPO Legislative Forum

Wednesday, December 16

10:00 a.m.

Chesapeake Conference Center

VI. Mayors and Chairs

Bob Crum will request input from the CAO Committee about approaches for reconvening the Region's Mayors and Chairs.

VII. Regional Interest Items

The Region's CAOs are asked to discuss issues or concerns within their localities that may be of regional interest.

VIII. Adjournment

Hampton Roads Planning District Commission
Chief Administrative Officers Meeting
Summary Minutes of November 4, 2015

The Chief Administrative Officers Meeting was called to order at 11:45 a.m. in the James Room, Fountain Plaza II, City Center, Newport News, Virginia, with the following in attendance:

Jim Baker (CH)
Randy Martin (FR)
Sandy Wanner (GL)
Mary Bunting (HA)
Anne Seward (IW)
Bryan Hill (JC)
Marcus Jones (NO)

Lydia Pettis Patton (PO)
Mike Johnson (SH)
Patrick Roberts (SU)
Marvin Collins (WM)
Michael Stallings (Windsor)
Neil Morgan (YK)

Others Recorded Attending:

Diane Kaufman (U.S. Sen. Kaine's Office)
Drew Lumpkin (U.S. Sen. Warner's Office)
Bob Crum (HRPDC)

Randy Keaton (HRPDC)
Whitney Katchmark (HRPDC)
Camelia Ravanbakht (HRPDC)

Marcus Jones, City of Norfolk, called the November 4, 2015 Regional CAO Committee meeting to order at 11:45 a.m., noting the Chairman Jim Bourey had a prior commitment and was not able to attend. Mr. Jones asked CAO Committee members and audience members in attendance to introduce themselves.

Mr. Jones brought CAO Committee members attention to the summary minutes from the October 7, 2015 Regional CAO Committee meeting. He asked if there were any comments or revisions to regarding the minutes. Mr. Baker made a motion, seconded by Mr. Johnson to approve the summary minutes as presented. The motion carried unanimously.

There were no public comments from audience members.

Proposed Groundwater Withdrawal Conservation Incentive Program

Mr. Crum provided a brief introduction of this item, noting that the question before the Committee is whether this proposal should be included on the HRPDC Regional Legislative Agenda. He introduced Mr. Albert Moor, City of Suffolk Public Utilities Director, who provided a briefing on the Groundwater Withdrawal Reduction Incentive Program concept. This proposal involves voluntary reductions in groundwater withdrawals in exchange for a transition to the new limits and more certainty in the permits.

Committee members discussed the information presented by Mr. Moor, describing water permitting levels and plans within their respective jurisdictions. The challenges related to water supply and the importance of addressing this issue to support a strong economy was

stressed. While general support was offered for the Groundwater Withdrawal Conservation Incentive program, it was agreed that Mr. Crum would contact each CAO to determine their position on this program.

Transportation Funding Challenges

Mr. Crum noted that at last month's Regional CAO Committee meeting, Ms. Seward from Isle of Wight County introduced concerns about the challenges rural communities are experiencing in their efforts to compete for transportation funding. He noted that the Committee agreed that this topic would be included on this month's agenda for discussion.

Ms. Seward provided some background information on this issue. She stressed that she understands and supports the need to fund large regional transportation projects. Ms. Seward described the challenges experienced by rural jurisdictions, noting the following:

- Isle of Wight County's residents contribute to the Hampton Roads Transportation Fund (HRTF) which is managed by the Hampton Roads Transportation Accountability Commission (HRTAC). However, she noted that Isle of Wight County will never see any of this funding spent in the County.
- The House Bill 2 (HB2) process establishes congestion relief as the top priority for ranking projects in the VDOT Hampton Roads Construction District. Isle of Wight County will not be able to compete for funding based on congestion relief.
- The stop of the Route 460 project heightens concerns about the need for transportation improvements to support the County's economy.
- While Isle of Wight County does not have congestion problems that are comparable to the Region's larger jurisdictions, the County does have congested areas that from a relative standpoint impact the quality of life for residents in the County.

Ms. Seward acknowledged the County can compete for Transportation Alternative Program (TAP) funds for sidewalks and bikeways. Additionally, she stressed she is very supportive of the need to fund regional projects in the larger jurisdictions. However, from a smaller county perspective, there is a desire to at least receive a small share of funding for transportation projects that are needed in rural communities. She asked if the CAO Committee had any suggestions for approaches to address this challenge.

Mr. Crum supplemented Ms. Seward's comments by briefing the CAO Committee on the number of funding requests VDOT has received through the HB2 application process.

Committee members held conversation around this topic and noted that to maintain a strong regional economy, it is important to have efficient transportation mobility in all parts of the Hampton Roads Region. Information was also shared on approaches that have been used in other metropolitan areas to distribute transportation funding. Committee

members noted that this will be a difficult issue to address, since limited regional transportation dollars are distributed based on regional need.

Regional Interest Items

The CAO Committee participated in a roundtable discussion, with each member describing an item of regional interest from their jurisdiction.

Next Meeting

The next meeting of the Regional CAO Committee will be held on December 2, 2015 at 11:45 a.m. Ms. Bunting indicated that the City of Hampton will be happy to host this meeting.

There being no further items for discussion, the meeting was adjourned at 2:00 pm.

Respectfully Submitted
Robert Crum, Recording Secretary