

**HAMPTON ROADS PLANNING DISTRICT COMMISSION  
EXECUTIVE COMMITTEE MEETING  
November 19, 2015  
9:30 a.m.  
The Regional Building  
723 Woodlake Drive, Chesapeake**

1. **Call to Order**
2. **Special Presentation – Resolution of Appreciation to James K. Spore**
3. **Approval/Modification of Agenda**
4. **Executive Director’s Report – Bob Crum (Attachment 4)**
5. **Consent Agenda (Attachment 5)**
  - a. **Meeting Minutes – October 15, 2015 HRPDC Annual Commission Meeting**
  - b. **Treasurer’s Report of September 2015**
  - c. **Budget Amendment**

There was an additional unanticipated carry over in funding for the FTA 5303 FY2015 grant, both in federal grant funding and the state match. This amendment increases the FY2016 grant to reflect these carry over funds.
  - d. **Town of Smithfield Comprehensive Plan Contract**

***Action Requested: The Commission should take action to approve the November 19, 2015 Consent Agenda.***

6. **Regional Legislative Agenda – Julia Hillegass, HRPDC (Attachment 6)**

The HRPDC Legislative Ad-Hoc Committee met on Thursday, September 24, 2015 to discuss the draft Regional Legislative Agenda. Attached is a draft Legislative Agenda that was endorsed by the Committee and forwarded to the Commission for consideration.

The first HRPDC/HRTPO Legislative Forum has been scheduled for December 16, 2015 at 10 a.m. at the Chesapeake Conference Center. At this forum, representatives of the HRPDC and HRTPO Boards will present their legislative priorities to the Region’s General Assembly members and Federal delegation.

Ms. Julia Hillegass, HRPDC Public Information and Community Affairs Administrator, will provide an overview of the proposed 2016 HRPDC Legislative Agenda.

***Action Requested: The Commission should take action to approve the 2016 HRPDC Legislative Agenda.***

**7. Public Education (K-12) Funding – James Clary, HRPDC (Attachment 7)**

Education plays a vitally important role in the regional economy, as it is linked to economic growth, economic mobility, quality of life, housing values, and business investment. Additionally, education represents the single largest expenditure for local governments. In recent years, inflation-adjusted per pupil funding has declined in Hampton Roads as a result of decreased financial support at the state level and fiscal constraints on local revenue.

Staff will review the important role that education plays in the regional economy and provide information on federal, state, and local trends in education funding.

Mr. James Clary, HRPDC Senior Economist, will provide a presentation to the Commission.

This presentation is provided for informational purposes, and does not require formal action by the Commission. Please note that a meeting of jurisdictions and school districts within Virginia’s Urban Crescent has been scheduled for December 11, 2015 at 10:00 a.m. at the University of Mary Washington Stafford County Campus located at 121 University Boulevard in Fredericksburg. This meeting has been called to discuss the need for increased State support for public education funding. In preparation for this meeting, the Commission should discuss the data provided in the staff presentation.

**8. Submitted Public Comments**

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

**9. Transcribed Public Comments from the October 15, 2015 HRPDC Annual Commission Meeting (Attachment 9)**

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

**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.

**11. HRPDC Three-Month Tentative Schedule**

The HRPDC staff has developed a tentative schedule of issues that will be presented to the Commission over the next three months. This is a tentative list, and items may be added or deleted on an as needed basis.

Commission members are encouraged to contact staff with items of a regional interest that should be included on future Commission agendas.

**December 2015**

HRPDC/HRTPO Legislative Forum will be held December 16, 2015 at 10:00 a.m. at the Chesapeake Conference Center

**January 2016**

Reinvent Hampton Roads  
Fiscal Year 2015 Audit

**February 2016**

Annual HRPDC Retreat

**12. Advisory Committee Summaries (Attachment 12)**

A summary of HRPDC Advisory Committee meetings that were held are attached for review.

**13. Correspondence of Interest (Attachment 13)**

Correspondence of Interest received by the HRPDC staff is attached for review.

**14. Old/New Business**

**15. Adjournment**



Clyde A. Haulman, Chair  
Ella P. Ward, Vice-Chair

Linda T. Johnson, Chair  
George Wallace, Vice-Chair

November 10, 2015

**MEMORANDUM #2015-146**

**TO: HRPDC/HRTPO Board Members**

**FROM: Robert Crum, Executive Director**

**RE: Executive Director's Report**

A brief summary of ongoing work activities is presented below for review by the HRPDC/HRTPO Board members.

A working 2040 LRTP Draft Fiscally-Constrained List of Projects was developed and presented to the HRTPO Board at its May 2015 Annual Retreat Meeting. In July 2015, HRTPO staff was informed by VDOT, the original revenue forecast from December 2013 was being revised to reflect the funding mechanisms described in House Bill 1887 including: State of Good Repair, High-Priority Projects Program, and the District Grants Program. The HRTPO staff received the revised revenue forecast from VDOT on October 30, 2015. Using the revised revenue forecast, HRTPO staff plans to work with the TTAC to develop a new draft 2040 fiscally-constrained list of projects.

The revised forecasted revenues and schedule for the 2040 LRTP are provided below:

## 2040 LRTP REVISED Forecasted Revenues

ORIGINAL 2040 LRTP Forecast: \$24.2 Billion <small>Received December 2013</small>		REVISED 2040 LRTP Forecast: \$21 Billion <small>Received October 30, 2015</small>	
	FY 2016 - 2040	FY 2016 - 2040	Difference
Maintenance – VDOT and Localities	\$12 Billion	\$12 Billion	NONE
Hampton Roads Transportation Fund	\$8 Billion	\$6 Billion	- \$2 Billion
Construction	\$4.2 Billion	\$3 Billion	- \$1.2 Billion

Source: VDOT

## 2040 LRTP REVISED Schedule

November	<ul style="list-style-type: none"><li>• <b>LRTP Subcommittee Meeting – THURSDAY, NOVEMBER 12<sup>th</sup> at 9:30am</b></li><li>• Revise working Draft Fiscally-Constrained List of Projects</li></ul>
December	<ul style="list-style-type: none"><li>• Continue working on Draft Fiscally-Constrained List of Projects</li><li>• <b>Anticipate HRTAC Financing Plan for Regional Priority Projects</b></li></ul>
January	<ul style="list-style-type: none"><li>• Present Draft Fiscally-Constrained List of Projects to TTAC</li><li>• Present Draft Fiscally-Constrained List of Projects to HRTPO Board</li></ul>
January - March	<ul style="list-style-type: none"><li>• Advisory Committee Review of Draft Fiscally-Constrained List of Projects</li><li>• Public Review of Draft Fiscally-Constrained List of Projects</li></ul>
March	<ul style="list-style-type: none"><li>• HRTPO Board Final Approval of Fiscally-Constrained List of Projects</li></ul>
Spring 2016	<ul style="list-style-type: none"><li>• Board Approved and Adopted 2040 LRTP</li></ul>

The HRPDC Executive Director is coordinating a meeting of local governments and school districts within Virginia's Urban Crescent to discuss the need for increased state support for public education (K-12) funding. Reductions in state funding for public education have caused challenges for local governments who are significantly limited in their ability to raise revenue as they struggle with reductions in local revenues in a challenging economic climate. The urban crescent meeting will occur on December 11, 2015 from 10:00 a.m. to 11:45 a.m. at University of Mary Washington, Stafford County located at 121 University Boulevard in Fredericksburg.

The first HRPDC/HRTPO Legislative Forum will be held on December 16 at 10:00 a.m. at the Chesapeake Conference Center. At this meeting, members of the HRPDC and HRTPO Boards will present their regional legislative priorities to the Hampton Roads General Assembly members and the Region's federal delegation. All HRPDC and HRTPO Board members are asked to attend this legislative forum.

The Regional Chief Administrative Officers (CAO) Committee held its monthly meeting on November 4, 2015. Agenda items included review of a proposed Groundwater Withdrawal Conservation Incentive Program, discussion of challenges experienced by rural jurisdictions in their efforts to secure transportation funding, and a review of regional interest items.

The Executive Director continues to work with the Region's CAOs and community partners on the future direction of the HRPDC coastal resiliency planning program. As part of this  
Attachment 4

effort, each jurisdiction has been asked to appoint a Deputy CAO to serve on the HRPDC's Coastal Resiliency Committee. In jurisdictions where a Deputy CAO is not available to serve this role, jurisdictions are asked to appoint the highest available staff person to serve on this Committee. To ensure coordination in this effort, the Executive Director recently provided correspondence to Old Dominion University (ODU) providing information on the future direction of the HRPDC coastal resiliency effort.

The Executive Director and HRTPO staff continue to coordinate efforts on a daily basis with the HRTAC Executive Director regarding the HRTPO Long Range Transportation Plan process and the plan of finance for the Region's priority transportation projects. HRTPO/HRPDC staff continue to provide support to the HRTAC in the areas of financial management, human resources, web site management and general administrative support.

The HRPDC Executive Director continues to chair a committee consisting of VAPDC Executive Directors to provide input on proposals for the GO Virginia program.

The Executive Director attended meetings of the following jurisdictions and community groups to provide presentations on the work of the HRPDC and HRTPO.

- Isle of Wight County Board of Supervisors – October 15
- Hampton Roads Public Transportation Alliance – October 27
- Williamsburg City Council – November 9, 2015

The HRTPO staff attended and participated in the 2015 Governor's Transportation Conference held in Virginia Beach. The HRTPO staff provided presentations for two sessions. HRTPO Deputy Executive Director Dr. Camelia Ravanbakht participated in a panel entitled HRTAC Now, and discussed the HRTPO's prioritization process for regional transportation projects. HRTPO Principal Planner Dale Stith participated in a breakout session entitled Connect Hampton Roads – Evolution of Mobility in Hampton Roads. Ms. Stith presented information on the Hampton Roads LRTP planning process and the HRTPO's public transportation planning efforts.

The HRPDC staff participated in a Core Data Work Group Kick Off meeting on October 22, 2015 to discuss opportunities to develop a regionally coordinated data base for the Region's homeless populations.

The HRPDC staff coordinated with Opportunity, Inc. to host a meeting of the Organization's Chief Local Elected Officials on October 21, 2015.

The HRPDC staff continues to summarize the public input received through the Envision Hampton Roads process. Staff is in the process of developing a draft description of regional priorities based on the input received through this process.

The HRPDC staff is working to provide assistance to the Town of Windsor for a possible community survey.

The Executive Director has participated in initial meetings with various community partners to discuss the potential for a regional broadband initiative.

The Executive Director will participate in the second monthly regional roundtable on November 13, 2015. This effort was initiated by the Executive Director and other regional partners to promote the exchange of information among regional agencies in the community.

The HRPDC staff is working in collaboration with ODU and the Region's Geographic Information System (GIS) managers to develop a regional GIS program that will facilitate information sharing among the Region's jurisdictions.

HRTPO/HRPDC staffs have developed maps which graphically illustrate journey to work data for the Region's jurisdictions. This information will be distributed to HRPDC/HRTPO Board members.

The HRPDC staff attended and participated in the Rising Seas Summit in Boston during the first week of November. HRPDC Senior Regional Planner, Mr. Ben McFarlane, participated in three panel discussions. The first panel was a workshop for journalists writing about climate change. The second was a plenary session focused on how different regions have engaged stakeholders, and the final was focused on vulnerability analyses. Mr. McFarlane's presentations focused on the role the HRPDC plays in providing technical assistance to localities and how we coordinate with various organizations and levels of government on planning for sea level rise.

**Hampton Roads Planning District Commission**  
**Annual Commission Meeting**  
**Summary Minutes of October 15, 2015**

The Annual Meeting of the Hampton Roads Planning District Commission was called to order at 9:35 a.m. in the Regional Boardroom, 723 Woodlake Drive, Chesapeake, Virginia, with the following in attendance:

**Commissioners:**

Clyde Haulman, Chairman (WM)  
Dr. Ella P. Ward, Vice Chair (CH)  
Marcus D. Jones, Treasurer (NO)  
Barry Cheatham (FR)  
Randy Martin (FR)\*  
Sanford B. Wanner (GL)\*  
George Wallace (HA)\*  
Chris Snead (HA)  
Anne Seward (IW)  
Bryan Hill (JC)  
Jim Bourey (NN)  
Saundra Cherry (NN)\*  
Mamie Johnson (NO)\*  
Lydia Pettis Patton (PO)  
Kenneth Wright (PO)\*

Traci Dale Crawford (PQ)  
J. Randall Wheeler (PQ)  
Barry Porter (SH)\*  
Michael Johnson (SH)\*  
Peter Stephenson (SM)\*  
T. Carter Williams (SM)\*  
Patrick Roberts (SU)  
Tyrone Franklin (SY)\*  
John Seward (SY)\*  
Barbara Henley (VB)  
Louis R. Jones, (VB)  
Amelia Ross-Hammond (VB)  
Marvin Collins (WM)  
Neil Morgan (YK)  
Thomas Shepperd (YK)

**Executive Director:**

Robert A. Crum, Jr.

\*Late arrival or early departure.

**Commissioners Absent:**

James Baker (CH)  
Lonnie Craig (CH)  
Debbie Ritter (CH)  
John Meyer (GL)  
Mary Bunting (HA)  
Dee Dee Darden (IW)  
Mary Jones (JC)  
McKinley Price (NN)

Paul Fraim (NO)  
Thomas Smigiel (NO)  
Angelia Williams (NO)  
Linda Johnson (SU)  
Robert Dyer (VB)  
John Moss (VB)  
James Spore (VB)  
John Uhrin (VB)

**Others Recorded Attending:**

Wanda Bernard-Bailey (CH); Brian DeProfio (HA); Bryan Pennington, Jeff Raliski (NO); Brita Ayers, Bryan Stille, (NN); Sherri Neil (PO); Eric Nielson (SU); Angela Bezik, Bob Matthias (VB); John Cosgrove (Virginia General Assembly); Cathy Aiello (Aiello Enterprises); Kevin Page (HRTAC); Mark Geduldig-Yatrofsky (Portsmouthcitywatch.org); Dennis Heuer (RK&K); Ellis James (Sierra Club Observer); Dubby Wynne; Citizens: Dianna Howard, Frank Papcin; Amber Randolph (Willcox and Savage); Staff: Randy Keaton, Kelli Arledge, Jennifer Coleman, Nancy Collins, Katie Cullipher, Rebekah Eastep, Andrea Gayer, Kathlene Grauberger, Greg Grootendorst, Julia Hillegass, Sara Kidd, Mike Kimbrel, Mike Long, Jai McBride, Ben McFarlane, Camelia Ravanbakht, John Sadler, Tiffany Smith, Jill Sunderland, Joe Turner, Chris Vaigneur.

Vice Chairman, Clyde Haulman, informed the Commission that due to lack of quorum for a full Commission the meeting would convene in Executive Committee Session and begin with the Workshop Agenda.

**GO Virginia**

Mr. John "Dubby" Wynne, Representative of GO Virginia, informed the Commission that GO Virginia was a bipartisan initiative which provides a new framework for strengthening the economy of each region within the Commonwealth through enhanced collaborative efforts of business, education and local government, incentivized and encouraged by the State.

He indicated the highlights for the program were increased need for private sector growth, collaboration among all regions in the State, and the Commonwealth becoming a catalyst and partner.

Mr. Wynne noted the goal of the initiative would be to create a regional strategy and develop proposals which align and assist in implementation of state and local programs.

He confirmed Go Virginia would not create any additional layers of government or taxes and it is private sector focused and market driven with no requirement or expectation of participation from every locality on every project.

The five funding areas include:

- Innovation
- Investment
- Improvement
- Invention
- Infrastructure

Mr. Wynne stated that innovation, investment, and improvement would be funded by grant monies with objective criteria needing to be met to receive any funds. Invention, and infrastructure would be bonded and funded per the General Assembly.

*Commissioners Mamie B. Johnson, Peter Stephenson, T. Carter Williams, Michael Johnson, Barry T. Porter, John Seward, Tyrone Franklin, Sanford Wanner and George Wallace arrive.*

The Commission was shown a video in regards to the statewide support for the Go Virginia initiative among the regions.

Mr. Wynne outlined the next steps and described the timetable in the coming months.

Discussion among Commission members ensued after the presentation.

### **The Regional Greenhouse Gas Initiative**

Delegate Ronald A. Villanueva reinforced to the Commission the importance of the GO Virginia initiative and encouraged the HRPDC to support it.

He identified the past and current efforts taken by the State to address coastal flooding and noted the lack of funding available.

Delegate Villanueva explained the Regional Greenhouse Gas Initiative (RGGI) is a market based solution in regards to cap and trade, and Virginia is not a current participant state.

The Coastal Protection Act, proposed State legislation introduced by Senator Donald McEachin and championed by the Delegate Villanueva is aimed to generate funds to be allocated toward:

- Sea level rise & flooding adaptation
- Statewide energy efficient programs
- Southwest Virginia economic recovery
- Statewide renewables
- Programmatic expenses

*Commissioners Randy Martin and Sandra Cherry arrive.*

He reviewed the Statewide support and suggested the Commission support the legislation.

### **Election of Officers**

Chairman Wright reviewed the slate of officers for the upcoming year: Dr. Clyde Haulman as Chair, Dr. Ella Ward as Vice Chair, Mr. Marcus Jones as Treasurer and Mr. Bob Crum as Secretary.

Commissioner Thomas Shepperd Moved to approve the election of officers; seconded by Commissioner Barry Porter. The Motion Carried.

### **Approval/Modification of Agenda**

Due to lack of time, Agenda Item #8, Legislative Agenda, would be deferred to the November 19, 2015 Meeting.

Commissioner Kenneth Wright Moved to approve the agenda, as amended, seconded by Vice Chair Ella Ward. The Motion Carried.

### **Executive Director's Report**

Mr. Robert Crum, HRPDC Executive Director, informed the Commission the regions which comprise the Urban Crescent will be meeting in regards to public education and possible opportunities for additional State funding. Additionally, he stated the first HRPDC/HRTPO Legislative Forum will occur on December 17, 2015 at 10:00 a.m. in Chesapeake

### **Employee Recognition**

Mr. Crum acknowledged and thanked HRPDC employee, Jennifer Coleman for her five years of service to the Organization.

## **REGULAR AGENDA**

### **Submitted Public Comments**

Chairman Haulman indicated there were no Submitted Public Comments.

### **Transcribed Public Comments for the September 17, 2015 Executive Committee Meeting**

Chairman Haulman highlighted the Transcribed Public Comments from the September 17, 2015 Executive Committee meeting.

### **Public Comment**

Mr. Ellis W. James, Norfolk Resident, noted the harmful effects of coastal flooding in the region and the negative effect on the residents of Hampton Roads.

### **Approval of Consent Items**

- A. Minutes of September 17, 2015 Executive Committee Meeting
- B. Treasurer's Report of September 2015
- C. Contract Authorization - MMRS
- D. Resolution of Support – Southampton County HB2 Project

Commissioner Thomas Shepperd Moved to approve the consent items, seconded by Commissioner Amelia Ross-Hammond. The Motion Carried.

### **HRPDC Three Month Tentative Schedule**

Chairman Haulman reviewed the Three Month Schedule section of the agenda and reminded the Commission of the Legislative Forum to be held in December.

### **Advisory Committee Summaries**

Chairman Haulman noted the Advisory Committee Summaries section of the agenda.  
**Old/New Business**

Chairman Haulman indicated there was no Old/New Business

**Adjournment**

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

---

Clyde A. Haulman  
Chairman

---

Robert A. Crum, Jr.  
Executive Director

**FISCAL YEAR 2016**  
**9/30/15**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**25% OF FISCAL YEAR COMPLETE**

<b>REVENUES</b>	<b>Annual Budget</b>	<b>Restated Previous YTD</b>	<b>Current Month</b>	<b>YTD</b>	<b>% Received /Expended</b>
Grant and Contract Revenue	\$ 3,517,680	\$ -	\$ 135,695	\$ 135,695	4%
VDHCD State Allocation	151,943	-	37,985	37,985	25%
Interest Income	10,000	354	2,613	2,967	30%
Local Contributions	2,871,869	1,357,867	48,283	1,406,150	49%
Sales and Miscellaneous Revenue	25,250	1,996	1,316	3,312	13%
Special Contracts/Pass thru/Deferred	2,629,602	-	15,100	15,100	1%
<b>Total Revenue</b>	<b>9,206,344</b>	<b>1,360,217</b>	<b>240,991</b>	<b>1,601,208</b>	17%
<b>EXPENDITURES</b>					
Personnel	\$ 4,570,037	\$ 706,735	\$ 366,717	\$ 1,073,453	23%
Standard Contracts	230,855	24,502	29,567	54,068	23%
Special Contracts / Pass-Through	3,957,724	108,182	127,173	235,355	6%
Office Services	447,728	75,461	26,969	102,430	23%
<b>Total Expenses</b>	<b>9,206,344</b>	<b>914,881</b>	<b>550,425</b>	<b>1,465,306</b>	16%
<b>Agency Balance</b>	<b>\$ -</b>	<b>\$ 445,336</b>	<b>\$ (309,434)</b>	<b>\$ 135,902</b>	

**HAMPTON ROADS PLANNING DISTRICT COMMISSION  
HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION**

**FY2016 BUDGET**

**REVENUES**

**OPERATIONS**

	APPROVED AMENDED	TPO PASS-THRU	PDC PASS-THRU	TPO OPS	PDC OPS	CURRENT AMENDMENT	NEW AMENDED	TPO PASS-THRU	PDC PASS-THRU	TPO OPS	PDC OPS
FEDERAL GRANTS	2,589,407			2,400,457	188,950	43,007	2,632,414			2,443,464	188,950
STATE GRANTS	386,558			339,058	47,500	5,376	391,934			344,434	47,500
STATE GRANT TO PDCs	151,943				151,943		151,943				151,943
LOCAL:											
Member Dues	1,366,797			306,058	1,060,739		1,366,797			311,434	1,055,363
Member Programs	637,732				637,732		637,732				637,732
Special Programs	4,000				4,000		4,000				4,000
Deferred from Prior Years	235,131				235,131		235,131				235,131
Other Local Programs	20,000				20,000		20,000				20,000
MISCELLANEOUS	111,162				111,162		111,162				111,162
<b>TOTAL OPERATIONS</b>	<b>5,502,730</b>	<b>0</b>	<b>0</b>	<b>3,045,573</b>	<b>2,457,157</b>	<b>48,383</b>	<b>5,551,113</b>	<b>0</b>	<b>0</b>	<b>3,099,332</b>	<b>2,451,781</b>

**PASS-THROUGH FUNDS**

FEDERAL GRANTS	939,496	453,781	541,715				939,496	453,781	541,715		
STATE GRANTS	112,721	56,721					112,721	56,721			
LOCAL OTHER	1,367,340		1,367,340				1,367,340		1,367,340		
OTHER	6,000		6,000				6,000		6,000		
DEFERRED FROM PRIOR YEARS	1,278,057		1,278,057				1,278,057		1,278,057		
<b>TOTAL PASS-THROUGH FUNDS</b>	<b>3,703,614</b>	<b>510,502</b>	<b>3,193,112</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,703,614</b>	<b>510,502</b>	<b>3,193,112</b>	<b>0</b>	<b>0</b>

**TOTAL REVENUE**

**EXPENDITURES**

PERSONNEL	4,570,037			2,327,040	2,242,997		4,570,037			2,327,040	2,242,997
STANDARD CONTRACTS	234,555			114,547	120,008		234,555			114,547	120,008
SPECIAL CONTRACTS	73,460			43,531	29,929		73,460			43,531	29,929
PASS-THROUGH ACTIVITY	3,703,614	510,502	3,193,112				3,703,614	510,502	3,193,112		
OPERATING SCHEDULES	494,950			224,346	270,604		494,950			224,346	270,604
CONTINGENCIES/RESERVES	129,728			336,109	(206,381)	48,383	178,111			389,868	(211,757)
<b>TOTAL EXPENDITURES</b>	<b>9,206,344</b>	<b>510,502</b>	<b>3,193,112</b>	<b>3,045,573</b>	<b>2,457,157</b>	<b>48,383</b>	<b>9,254,727</b>	<b>510,502</b>	<b>3,193,112</b>	<b>3,099,332</b>	<b>2,451,781</b>

**MEMBER  
JURISDICTIONS**

October 19, 2015

**CHESAPEAKE**

Mr. Peter M. Stephenson  
Town Manager

**FRANKLIN**

Town of Smithfield  
P.O. Box 246

**GLOUCESTER**

Smithfield, Virginia 23431

Re: Comprehensive Planning Assistance (PLN: SMITHFIELD)

**HAMPTON**

Dear Mr. Stephenson:

**ISLE OF WIGHT**

The Hampton Roads Planning District Commission hereby agrees to provide planning assistance to the Town of Smithfield on updating the Town of Smithfield's Comprehensive Plan, in accordance with the Scope of Work outlined in Attachment I.

**JAMES CITY**

**NEWPORT NEWS**

The work to be accomplished for the Town in developing the Comprehensive Plan Update includes literature review, analysis of socioeconomic and demographic data, a review and update of the existing transportation chapter, a review and update of the existing environmental chapter, graphics work, and the development of recommended implementation strategies in cooperation with Town staff and support for the Town's consideration of these issues. No new field work will be involved.

**NORFOLK**

**POQUOSON**

**PORTSMOUTH**

**SMITHFIELD**

The Cost to the Town of Smithfield for this work will not exceed \$20,000. This will cover HRPDC personnel costs, direct charges and administrative costs. Any excess costs (if any) will be covered through the basic HRPDC budget (annual contributions) and will be treated as the HRPDC contribution to the effort. Although this Contract is not a reimbursable Contract, the HRPDC will maintain appropriate records to document project costs. All work will be accomplished according to the schedule in Attachment II. If the Town elects to expand the Scope of Work beyond the items in Attachment I, the Town and the HRPDC will develop an amendment to the Scope, Project Schedule and Project Budget to accommodate the additional work.

**SOUTHAMPTON**

**SUFFOLK**

**SURRY**

**VIRGINIA BEACH**

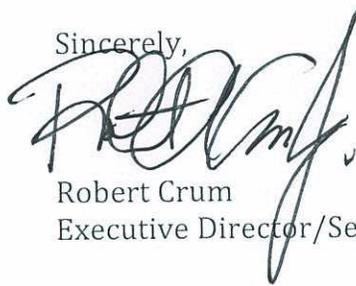
**WILLIAMSBURG**

**YORK**

The Town of Smithfield agrees to provide all technical documentation and other pertinent information, which is available through the Town, for use by the HRPDC staff in this project. The Town agrees to provide expeditious policy and technical advice and review throughout the project.

Your signature on this letter indicates your concurrence with the terms of the Agreement. The effective date of this Agreement is October 19, 2015.

Sincerely,



Robert Crum  
Executive Director/Secretary

---

Peter M. Stephenson, Town Manager  
Town of Smithfield

RK:fw

Attachments

Copy: William Saunders, Director of Planning  
Randy Keaton, Deputy Executive Director, HRPDC  
Nancy Collins, CFO, HRPDC  
Jai McBride, Principal Regional Planner, HRPDC

**ATTACHMENT I  
SCOPE OF WORK  
TOWN OF SMITHFIELD COMPREHENSIVE PLAN UPDATE - 2015**

To support the 2015 update to the Comprehensive Plan for the Town of Smithfield, the Hampton Roads Planning District Commission (HRPDC) staff will undertake the following activities:

Analysis will be conducted for the Town of Smithfield, Isle of Wight County, the Hampton Roads Region and the Commonwealth of Virginia.

The most recent U.S. Census and the most recent American Community Survey will be incorporated into the analysis, as will the most recent economic data available through the HRPDC from state, federal and regional sources.

**Current Conditions**

Population Characteristics – Total, Age, Sex, Race, Education, Income

Economic Characteristics – Employment and unemployment, Composition – Job Types, Wages, Retail Sales

Housing Characteristics – Owner-occupied, Renter-occupied, Condition, Age, Type – Single Family, Multi-Family and Density, Others

**Historic Socioeconomic Characteristics** – Identify trends in the above factors

**Projected Conditions**

Population

Employment

NOTE: Multiple forecasts will be used as a basis for this analysis.

**Environmental**

Review existing Environmental Chapter to ensure compliance with Sea Level Rise regulations.

**Transportation**

Review existing Transportation Chapter to ensure compliance with VDOT's requirements.

**Documentation**

Technical memoranda will be prepared documenting the data and the various analyses conducted. The memoranda will include charts and tables. Information will be formatted so that it can be incorporated into the Comprehensive Plan document being prepared by the Town staff. In addition to hard copy reports, digital data will be produced.

**ATTACHMENT II  
PROJECT SCHEDULE AND BUDGET  
TOWN OF SMITHFIELD COMPREHENSIVE PLAN UPDATE - 2015**

**PROJECT SCHEDULE**

Time of Performance: Oct. 2015 –May 2016 (Assumed for planning purposes)

Progress and Review Meetings: Formal progress and review meetings will be held upon completion of individual elements. At a minimum, progress meetings will be held once every month. Informal work sessions and review meetings may be held more frequently. These may occur by telephone or through “in person” meetings.

**PROJECT COSTS**

Cost to the Town of Smithfield for this work will not exceed \$20,000. This will cover HRPDC personnel costs, direct charges and administrative costs. Any excess costs (if any) will be covered through the basic HRPDC budget (annual contributions) and will be treated as the HRPDC contribution to the effort.

If the Town elects to expand the Scope of Work beyond the items in Attachment I, the Town and HRPDC will develop an amendment to the Scope, Project Schedule and Project Budget to accommodate the additional work.

# Hampton Roads Planning District Commission 2016 Legislative Agenda

## REGIONAL COOPERATION

The HRPDC encourages the General Assembly to continue to develop and implement incentives for local governments to work together in regional cooperative efforts to provide services to citizens at a lower cost, and to enhance the region's opportunity for future economic development. PDCs are a natural, existing statewide mechanism to coordinate and implement these efforts, provided the Commonwealth can provide resources for adequate capacity to do so.

### GOVirginia

Regional collaborative innovation will be required for significant economic recovery and job creation. The GOVirginia initiative encourages voluntary, business-led collaboration on economic and workforce development in each region, with educational institutions and government engaging effectively as full partners.

- The HRPDC supports this effort for enhancing efficiencies and creating cost-saving collaboration and requests that GOVirginia recognize the important role that Planning District Commissions can play in this process.

## EDUCATION

### Higher Education

The HRPDC recognizes the important role that public institutions of higher education play in contributing to the economic vitality of the Commonwealth and the well-being of its citizens. Hampton Roads is home to several public institutions with clear commitments to providing access to a top-quality and affordable higher education experience.

- The HRPDC urges legislators to strengthen state investment in higher education to promote college affordability and quality, ensuring that Virginia and Hampton Roads have the educated workforce needed for future economic vitality.

### K-12 Education

The lack of adequate state funding support for K-12 public education has placed an inordinate burden on localities. A strong public school system is essential to economic development and prosperity.

- The HRPDC opposes legislative efforts to further shift K-12 per pupil funding responsibility away from the Commonwealth and onto local governments. Specifically, the HRPDC urges a realistic alignment of Standards of Learning and Standards of Accountability with state Standards of Quality funding levels.

## **ENVIRONMENTAL**

### **Support Adequate Funding for Agricultural Best Management Practices**

Robust and reliable funding of Virginia's agricultural best management practice cost-share program is essential for meeting the Commonwealth's water quality goals. Agricultural BMPs are the most cost-effective way to reach our TMDL goals.

- The Commonwealth should increase cost-share funding for these practices through the Soil and Water Conservation Districts.

### **Support Stormwater Grant Funding Initiatives**

Funding to support localities' work to implement urban stormwater controls has been instrumental in reducing pollution into the Chesapeake Bay.

- The Commonwealth must substantially increase funding for the Stormwater Local Assistance Fund (SLAF) to \$50 million per year, a program that provides matching grants to localities for effective stormwater management projects.

### **Support Funding for Wastewater Treatment Plant Upgrades**

Modernizing wastewater treatment has been a major success story in Virginia. The installation of nutrient removal technology at numerous wastewater treatment plants has reduced the flow of pollution to the Bay and Virginia rivers, dramatically improving local and regional water quality in accordance with established TMDLs. Finalizing the upgrades for the next group of plants will require an additional \$58 million.

- We urge Virginia to live up to its commitments by ensuring funds are available to complete the projects, improve water quality, limit utility rate increases on citizens and businesses, and protect jobs.

### **Statewide Land Cover GIS Data Development Project**

Establish a funding mechanism to continue the land cover mapping initiative (currently being led by the Virginia Geographic Information Network) to produce regular land cover data updates.

- Updated land cover mapping should be coordinated with the Chesapeake Bay Program's updates, which are anticipated every 3 years.

## **HOUSING**

### **Virginia Housing Trust Fund**

Housing trust funds are distinct funds established by city, county, or state governments that receive ongoing dedicated sources of public funding to support the preservation and production of affordable housing opportunities for families and individuals to access decent affordable housing.

- The HRPDC supports legislation that would continue to appropriate funding to VHTF for continued future housing programs and projects.

Attachment 6

## **OTHER**

### **Unfunded Mandates**

The HRPDC opposes unfunded mandates by the Commonwealth. When funding for a mandated program is altered, the mandate should be suspended until full funding is restored. When legislation with a cost to localities is passed by the General Assembly, the cost should be borne by the state, and the legislation should contain a sunset clause providing that the mandate is not binding on localities until funding by the Commonwealth is provided. Furthermore, HRPDC opposes the shifting of fiscal responsibility from the state to localities for existing programs.

- Any unfunded mandate or shifting of responsibility, such as maintenance of state transportation facilities or litter control, should be accompanied by a full fiscal and program analysis to determine the relative costs to the state and to the locality and to assure the state is meeting its full funding responsibility before taking effect.

### **EMERGING ISSUES**

- SJ235 Housing Study Recommendations to be released this fall
- Economic impact of Virginia Housing Trust Fund
- Proposed legislation reallocating locality nutrient allocations currently assigned to existing municipal wastewater facilities

DRAFT



# Virginia's Urban Crescent

## MEMBER JURISDICTIONS

ALEXANDRIA  
ARLINGTON  
ASHLAND  
BOWLING GREEN  
CAROLINE  
CHARLES CITY  
CHESAPEAKE  
CHESTERFIELD  
COLONIAL HEIGHTS  
DINWIDDIE  
DUMFRIES  
EMPORIA  
FAIRFAX CITY  
FAIRFAX COUNTY  
FALLS CHURCH  
FRANKLIN  
FREDERICKSBURG  
GLOUCESTER  
GOOCHLAND  
GREENSVILLE  
HAMPTON  
HANOVER  
HENRICO  
HERNDON  
HOPEWELL  
ISLE OF WIGHT  
JAMES CITY  
KING GEORGE  
LEESBURG  
LOUDOUN  
MANASSAS  
MANASSAS PARK  
NEW KENT  
NEWPORT NEWS  
NORFOLK  
PETERSBURG  
POQUOSON  
PORTSMOUTH  
PORT ROYAL  
POWHATAN  
PRINCE GEORGE  
PRINCE WILLIAM  
PURCELLVILLE  
RICHMOND  
SMITHFIELD  
SOUTHAMPTON  
SPOTSYLVANIA  
STAFFORD  
SUFFOLK  
SURRY  
SUSSEX  
VIENNA  
VIRGINIA BEACH  
WILLIAMSBURG  
WINDSOR  
YORK

November 4, 2015

To Virginia's Urban Crescent  
Chief Elected Officials  
Chief Administrative Officers  
Public School Superintendents  
Public School Board Chairs:

We are pleased to invite you to a meeting of representatives from jurisdictions and school districts within Virginia's Urban Crescent to discuss the need for increased state support for public education funding. This meeting has been scheduled for December 11 from 10:00 am to 11:45am at the following location:

University of Mary Washington  
Stafford County Campus  
121 University Boulevard  
Fredericksburg, VA 22406

Since 2009, the Commonwealth has reduced its share of funding for public education by approximately \$1 billion. State funding on a per pupil inflation adjusted basis has decreased from \$4,275 per pupil in 2009 to \$3,655 per pupil in 2015. This reduction in state funding has caused challenges for local governments who are significantly limited in their ability to raise revenue as they struggle with reductions in local revenues and a challenging economic climate.

At our meeting on December 11, we plan to present information regarding the inadequacy of state K-12 public education funding. This session will be an opportunity for attending representatives to discuss whether there is sufficient support within Virginia's Urban Crescent jurisdictions to petition the 2016 Virginia General Assembly and Governor with a request to ensure adequate and appropriate state K-12 funding that reflects the true costs of providing a high quality public education.

We respectfully ask each jurisdiction and school district within the Virginia Urban Crescent to consider sending the following representatives to this meeting:

- Chief Local Elected Official or their Council/Board designee from each jurisdiction
- Chief Administrative Officer/Manager from each jurisdiction
- School Board Chair or School Board designee from each school district
- Superintendent from each school district

Invitations will also be sent to other important public education partners to participate in this multi-region conversation.

Virginia's Urban Crescent  
Chief Elected Officials  
Chief Administrative Officers  
Public School Superintendents  
Public School Board Chairs

November 4, 2015

Page 2

To help us plan for this event, please RSVP your attendance plans at your earliest convenience to Kelli Arledge at [karledge@hrpdcva.gov](mailto:karledge@hrpdcva.gov).

We look forward to your participation in this important meeting. If you have any questions, please contact Robert Crum, Executive Director of the Hampton Roads Planning District Commission at 757-420-8300 or Mark Gibb, Executive Director of the Northern Virginia Regional Commission at 703-642-0700.

Sincerely,



Honorable Sharon Bulova  
Chair, Fairfax County Board of Supervisors



Mayor Clyde A. Haulman  
City of Williamsburg  
Chairman, Hampton Roads Planning  
District Commission

One person addressed the HRPDC on October 15, 2015:

**Ellis James**

*Congratulations, Mr. Chairman. My name is Ellis W. James. I reside at 2021 Kenlake Place in the city of Norfolk. I'm going to appear to pick on my city a little bit, but please listen carefully to what I'm addressing. Just in case some of you didn't see it or notice it, we had a major storm and a near miss. I hope that the communities, both the counties as well as the cities, had a brief overview of the storm's impacts and especially those issues that address the flooding impacts that are so severe. In Norfolk, we had about a half an hour presentation from Jim Redick on what the impacts were and what was accomplished. It was an excellent report, and it touched all of the bases that needed to be mentioned. There was one thing that got my attention especially. In a city of over 230,000 people, about 40,000 people on Twitter and social media and so on were able to be participants in the dissemination of information of what to anticipate, and the dangers, and the risks. I hope that each one of the communities, if you did not have an opportunity to do an overview, will please do that. My great worry at this point is we are entering in an El Nino year, we're entering now into the winter and the northeaster storms situation. We are not safe yet, and I would hope that each one of the communities would not be lull to sleep because Norfolk didn't get flooded or Virginia Beach didn't get severely flooded and so on. If we pay close attention, we will be able to protect our citizens and our residents, and I would hope that each one of you who represent the communities will address that issue if you haven't had a chance to do so already. Thank you, Mr. Chairman.*

**MEETING OF THE  
H2O - HELP TO OTHERS – PROGRAM BOARD OF DIRECTORS  
AND THE  
DIRECTORS OF UTILITIES COMMITTEE**

The H2O – Help to Others – Program Board of Directors held the annual meeting on October 7, 2015. All members of the Directors of Utilities Committee are members of the H2O Program Board of Directors. The following items were discussed:

- HRPDC staff provided a program status update; staff reviewed FY15 fundraising results, FY15 assistance distribution, and FY15 and 16 budget allocations.
- The Board voted to continue the terms of the current officers.

The Directors of Utilities Committee met on October 7, 2015. The following items were addressed during the meeting:

- Mr. Al Moor, Suffolk Public Utilities Director, updated the Committee on recent meetings with DEQ concerning the Western Tidewater Water Authority’s proposed concept for a voluntary incentive program to reduce groundwater withdrawals. Based on DEQ’s comments, the Western Tidewater Water Authority anticipates sharing the revised concept soon and intends to brief the CAOs on November 4, 2015.
- The HRPDC staff summarized the September 17, 2015 meeting of the Eastern Virginia Groundwater Management Advisory Committee (EVGMAC) Workgroup #1, Alternative Sources of Supply. Due to Hurricane Joaquin, other workgroup meetings have been rescheduled and the next EVGMAC meeting has been postponed to November 19, 2015.
- The Committee discussed the September 21, 2015 Capacity Team meeting and the status of I/I reduction planning, HRSD’s rehabilitation pilot projects, and points of locality interface for the Regional Wet Weather Management Plan.
- The Committee discussed the implications of potential legislation to require the State Water Control Board to review and periodically revise existing facility nutrient allocations for the purpose of transferring allocations to new facilities.
- Staff reports included the following items:
  - Beginning October 7, 2015, the CAOs meeting will be held on the first Wednesday of every month.
  - The USGS has made significant progress on the development of a land subsidence monitoring plan. The agency has also decided to fund the rehabilitation and operation of two extensometers in the region.
  - The HRPDC staff will continue to follow up with localities that have not responded to the FY16 rates data call.

## **MEETING OF THE DIRECTORS OF UTILITIES COMMITTEE**

The Directors of Utilities Committee met on November 4, 2015. The following items were discussed during the meeting:

- The Committee discussed how the Sustainable Water Recycling (Aquifer Replenishment System) concept could be integrated with the Regional Wet Weather Management Plan (RWWMP). If an integrated planning approach was pursued, HRSD would still prioritize rehabilitation work to reduce infiltration and inflow (I/I) in areas with the most capacity challenges. Localities would continue to implement their respective management, operations, and maintenance (MOM) programs. HRSD shared lessons learned so far from local rehabilitation pilot projects, including complications encountered with work on private property; and the need to clarify with locality staff HRSD work is focused on cost effective I/I removal.
- The James City Service Authority (JCSA) briefed the Committee on the findings of the JCSA water supply study completed earlier this year. The study projected water demands for the JCSA service area and evaluated alternatives for potential new water sources.
- The Committee discussed the recent Eastern Virginia Groundwater Management Advisory Committee (EVGMAC) Workgroup meetings. HRPDC staff provided brief summaries of the workgroup discussion on alternative sources of supply, alternative management structures, and trading.
- Committee discussed emerging issues, including potential legislation reallocating locality nutrient allocations currently assigned to existing municipal wastewater facilities; potential legislation for groundwater conservation incentive program; and the concept of requiring sewer lateral inspections for home sale transactions.
- Staff reports included updates on FY16 water and wastewater rates data; the development of the Regional Source Water Protection Plan, and the availability of the final State Water Resources Plan.

**Hampton Roads Planning District Commission**  
**Legislative Ad Hoc Committee Meeting**  
**Summary Minutes of September 24, 2015**

The Hampton Roads Planning District Commission Legislative Ad-Hoc Committee was called to order at 8:35 a.m. in the Regional Boardroom, 723 Woodlake Drive, Chesapeake, Virginia, with the following in attendance:

Laura Bateman (Hampton/First Cities Coalition)	Shernita Bethea (HRPDC)
Bob Matthias (Virginia Beach)	Jennifer Coleman (HRPDC)
Sherri Neil (Portsmouth)	Robert A. Crum Jr. (HRPDC)
Frank Papcin (Citizen)	Greg Grootendorst (HRPDC)
Bryan Pennington (Norfolk)	Julia Hillegass (HRPDC)
Mary Ann Saunders (Chesapeake)	Randy Keaton (HRPDC)
	Ben McFarlane (HRPDC)

**Public Comment Period**

No members of the public addressed the Committee.

Ms. Sherri Neil, Moved to approve the agenda; seconded by Ms. Mary Ann Saunders. The Motion Carried.

**Review of Draft HRPDC 2016 Legislative Agenda**

Ms. Julia Hillegass, HRPDC, initiated discussion on the draft 2016 HRPDC Legislative Agenda items below:

- Regional Cooperation
- GOVirginia
- Higher Education
- K-12 Education
- Adequate Funding for Agricultural Best Management Practices
- Stormwater Grant Funding Initiatives
- Funding for Wastewater Treatment Plan Upgrades
- Statewide Land Cover GIS Data Development Project
- Virginia Housing Trust Fund
- Unfunded Mandates

Mr. Bryan Pennington introduced the Regional Greenhouse Gas Initiative, potential legislation from Delegate Ronald Villanueva. He explained the legislation was previously introduced, but, failed due to regional cooperation. If passed, it would fulfill EPA emissions for the region, a potential funding source, and be a means of getting the State involved in Coastal Resiliency.

Ms. Sherri Neil stated the City of Portsmouth was going to abstain due to the lack of time to review the items and cost concerns.

Additionally, Ms. Neil requested State assistance for the police body cameras be included in the legislative package.

Mr. Randy Keaton described to the Committee the new format of the legislative agenda will include action items.

Mr. Pennington noted the potential impacts to the Region from the State Flooding Study Committee.

### **Adjournment**

With no further business to come before the Legislative Ad-Hoc Committee the meeting adjourned at 9:55 a.m.

# TOWN OF WINDSOR

Town Elected Officials  
Carita J. Richardson, Mayor  
Clint Bryant-Vice Mayor  
Durwood V. Scott  
Greg Willis  
N. Macon Edwards, III  
Patty Fleming  
Tony Ambrose



Established 1902

Town Manager  
Michael R. Stallings

Town Clerk  
Terry Whitehead

Town Attorney  
Wallace W. Brittle, Jr.

October 29, 2015

Ms. Sara Kidd  
Hampton Roads Planning District Commission  
723 Woodlake Drive  
Chesapeake, VA 23320

Dear Ms. Kidd

The Town of Windsor Planning Commission would like to sincerely thank you for your prompt assistance with creating and correcting our Land Development Zoning Map. Your highly professional, accurate computer mapping skills combined with your pleasant demeanor in dealing with the Commission and Town Staff permitted the Town to adopt our much needed Land Development Ordinance and Zoning Map in a more timely manner. Your patience and expertise in dealing with the numerous corrections from the Town, which were not of your making, eased the tension and greatly facilitated the otherwise arduous adoption process.

Again, we thank you for your assistance and look forward to working with you in the completion of our Comprehensive Plan and other projects in the future.

Sincerely

A handwritten signature in black ink, appearing to read "Ben G. Brown". The signature is written in a cursive style with a long horizontal stroke at the end.

Ben G. Brown  
Chairman  
Town of Windsor  
Planning Commission

CC: Robert A. Crum, HRPDC Executive Director  
Jai McBride, Principal Regional Planner