

January 30, 2025

Memorandum #2025-11

TO: Hampton Roads Chief Administrative Officers

BY: Mary Bunting, Chair

**RE: Hampton Roads Chief Administrative Officer (CAO) Committee Meeting –
February 5, 2025**

The next meeting of the Hampton Roads Chief Administrative Officer (CAO) Committee is scheduled for **Wednesday, February 5, 2025 beginning at 10:00 AM. Please note the date and time change.** The agenda and related materials are attached. This month's meeting will be held in the Apex Room of Summit Pointe located at 555 Belaire Avenue, 2nd Floor, Chesapeake, VA 23320.

/cm

Attachments

Chief Administrative Officers:

Mary Bunting, HA
Chris Price, CH
Rosylen Oglesby, FR
Carol Steele, GL
Randy Keaton, IW
Scott Stevens, JC
Alan Archer, NN
Patrick Roberts, NO
Randy Wheeler, PQ

Steven Carter, PO
Michael Stallings, SM
Brian Thrower, SH
Al Moor, SU
Melissa Rollins, SY
Patrick Duhaney, VB
William Saunders, WN
Andrew Trivette, WM
Mark Bellamy, YK

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

**Wednesday, February 5, 2025
10:00 AM**

**Apex Room
Summit Pointe
555 Belaire Avenue, 2nd Floor, Chesapeake, VA 23320**

- 1) Call to Order**
- 2) Approval of Agenda**
- 3) Public Comment**

Members of the public will be provided an opportunity to address the CAOs. Comments will be limited to three minutes per speaker.

- 4) Approval of Minutes**
- The summary minutes from the November 6, 2024 CAO Committee meeting are included as [Attachment 4](#) for the CAOs' consideration and approval.
- 5) All Hazards Advisory Committee (AHAC) - Sheltering and Regional Preparedness**

HRPDC staff and AHAC leadership will provide a briefing on potential emergency management initiatives that should be considered as regional legislative items. These proposals aim to enhance regional preparedness around sheltering and decrease dependence on federal grants. The HRPDC forwarded these items to the CAO Committee for review and recommendation. It is requested that members provide input and form a recommendation to be considered by the Commission.

- 6) Roadway Flooding Sensors**

Water Resources staff will provide an update on next steps based on the pilot project, which resulted in the installation of 20 flooding sensors in the region. A grant application for the Community Flood Preparedness Fund has been submitted to install 50 sensors. In addition, staff anticipates applying for a PROTECT grant in February to investigate more types of sensors and evaluate modeling to predict roadway flooding. Staff requests input from the CAO Committee on efforts to continue the installation of this Regional Flooding Sensor Network.

7) Resilient Design Standards

Water Resources staff will discuss options for adopting the design standards into local requirements and the benefit of making the standards available for use even if they are not formally adopted.

8) Items of Regional Interest

CAO Committee members will be asked to share any items of regional interest from their locality.

9) Other Business

10) Next Scheduled Meeting

The next regularly scheduled meeting will be held on March 5, 2025 at 11:30 AM and will be hosted by Surry County.

11) Adjournment

**Hampton Roads Planning District Commission
Chief Administrative Officer Committee Meeting
Summary Minutes of November 6, 2024**

The November 6, 2024 meeting of the Chief Administrative Officer (CAO) Committee was called to order at 11:30 a.m. by CAO Committee Vice-Chair Chris Price at the Emergency Operations Center at the Williamsburg Fire Department located at 440 N Boundary Street, Williamsburg, VA 23185

CAO Committee Members in Attendance:

Chris Price, Vice-Chair (Chesapeake)
Rosylen Oglesby (Franklin)
Carol Steele (Gloucester County)
Randy Keaton (Isle of Wight County)
Scott Stevens (James City County)
Alan Archer (Newport News)
Randy Wheeler (Poquoson)
Steven Carter (Portsmouth)
Brian Thrower (Southampton County)
Al Moor (Suffolk)
Melissa Rollins (Surry County)
William Saunders (Town of Windsor)
Mark Bellamy (York County)

CAO Committee Members Absent:

Mary Bunting, Chair (Hampton)
Patrick Roberts (Norfolk)
Michael Stallings (Town of Smithfield)
Patrick Duhaney (Virginia Beach)
Andrew Trivette (Williamsburg)

Executive Director:

Robert Crum

Other Participants:

Brian DeProfio (Hampton)

Others Recorded Attending:

Drew Lumpkin (Hampton Roads Executive Roundtable)
Brenda Roberts (U.S. Representative Jen Kiggans' Office)
Diane Kaufman (U.S. Senator Tim Kaine's Office)
Jerri Wilson (Newport News)
Whitney Katchmark (HRPDC)
Ivy Ozmon (HRPDC)
Eric Walberg (HRPDC)

Approval of Agenda

The agenda for the November CAO meeting was approved.

Public Comment

No public comments were offered.

Approval of Minutes:

The minutes of the October 2024 CAO meeting were approved.

Strategic Plan for Hampton Roads

The Code of Virginia requires Planning District Commissions to create regional strategic plans for the regions they serve. In 2014, the HRPDC carried out an extensive stakeholder engagement process to identify shared community values. Envision Hampton Roads resulted in a set of aspirations for the region. Building on this work, the HRPDC is launching a new initiative that will identify regional metrics, associated goals, and action plans for a set of priority regional issues. Eric Walberg, Principal for Planning and Economics, and Tho Tran, Senior Regional Planner provided an overview of the project. Key points from the presentation include the following:

- The Strategic Plan development process will provide an opportunity to advance regional collaboration to address key challenges and opportunities.
- HRPDC Board engagement will be modeled on the July 2024 HRPDC and HRTPO meetings where breakout groups were focused on specific topic areas.
- Step one in the plan development process will include compilation of regional statistics, analysis and comparison of existing plans, and stakeholder engagement to identify a set of regional metrics.
- Step two will focus on improvement of quality of life for our residents and will utilize stakeholder engagement to establish goals linked to the regional metrics and subsequently develop action plans for a priority subset of the goals.
- Step three will focus on enhancing regional competitiveness and is the facet of the project that will link most directly to the Comprehensive Economic Development Strategy (CEDS) for the region. The process will be similar to step two, utilizing stakeholder engagement to establish goals linked to the regional metrics and subsequently develop action plans for a priority subset of the goals.
- The timeline for the project is for step one to be completed by the end of Q2 in 2025 and steps two and three to be completed in Q4 of 2025.
- Discussion following the presentation:
 - Mr. Wheeler asked why Envision Hampton Roads did not progress beyond step two in the seven-step process that was outlined?

- Mr. Walberg responded that creation of a CEDS became the top priority given that the region did not have a CEDS at that point and that was limiting access to federal grants.
- Mr. Crum concurred with that and mentioned there was staff turnover during that period. Mr. Crum also emphasized that several of the priorities identified in Envision Hampton Roads have been the focus of subsequent work and that significant progress has been made in implementing the plan's recommendations.
- Mr. Lumpkin asked if the Strategic Plan would integrate current regional efforts such as new economic development priorities.
- Mr. Walberg confirmed that would be the case and indicated that the project pillar focused on enhancing regional competitiveness would be the logical connection point.

Regional Water Supply Plan

HRPDC staff are beginning the process of updating the Water Supply Plan (WSP) for the region. The updated Plan is due to the Virginia Department of Environmental Quality by October of 2029. Whitney Katchmark, Principal Water Resources Engineer, and Ivy Ozmon, Water Resources Planner, provided an overview of the update process. Key points from the presentation are as follows:

- VADEQ will complete kick-off meetings with regional planning units by April of 2025.
- Localities will need to select representatives for the process. In some cases staff that participated in development of the 2011 Plan are still in place.
- Localities will need to supply information on their water systems including existing sources and uses, projected demands, drought response, and risk assessments.
- Discussion following the presentation:
 - Mr. Price asked about the 2011 WSP regulation "carrots and sticks", vaguely recalling that DEQ assessment/ plan approval could lead to restrictions on economic development if supplies were not adequate to meet projected demands. Ms. Katchmark shared that the WSP goal is to document supplies, demands, risks, etc. to help DEQ identify conflicts that need to be resolved. Hampton Roads does not currently rely on any water supplies where conflicts are a concern.
 - Mr. Keaton asked about Locality responsibilities when they receive VDH notices of violation for small private water systems that experience fluoride exceedances and whether those details would be captured in the WSP. Ms. Katchmark shared that general descriptions of overarching water quality concerns are captured in narrative descriptions of all water systems in Hampton Roads. We do not have great insight into what VDH expectations of the Locality are at this time, but we will discuss the matter with VDH at the upcoming joint meeting of the Utility Directors and Local VDH health directors.

- Ms. Katchmark briefly discussed the WSP detailing water supply concerns more than water quality concerns since most public water systems source raw water where water quality is not an issue. Supplies with contaminant concerns are typically avoided, where possible, to avoid the need to implement expensive treatment processes beyond typical conventional drinking water treatment.

Items of Regional Interest

- Mr. Crum stated that the Nominating Committee needs to identify candidates by January. Mayor Glover would likely move up when Mayor Pons steps down as HRPDC Chair. A new Vice-Chair would be needed from the Peninsula, and a new Treasurer would be needed due to Mr. Keaton's pending retirement. A similar situation exists for the HRTPO Board. A new Chair will be needed from the Peninsula, and a new Vice-Chair will be needed from the Southside.
- Mr. Crum also asked the group if it is time for the State to take a comprehensive look at evacuation plans.
- Mr. Archer spoke on this topic, relaying the experience that Newport News had during a previous hurricane when the State opened regional shelters at William and Mary, Christopher Newport, and Virginia Commonwealth Universities. The required resources available exceed what localities could provide.

Other Business

No other business was discussed.

Next Scheduled Meeting

The next regularly scheduled CAO meeting falls on January 1 and will need to be rescheduled.

Adjournment

With no further business to come before the CAO Committee, the meeting was adjourned at 1:30 p.m.