

**Hampton Roads Planning District Commission (HRPDC)
Chief Administrative Officer (CAO) Committee Meeting
Summary Minutes of April 2, 2025**

The April 2, 2025 meeting of the Chief Administrative Officer (CAO) Committee was called to order at 11:30 am by CAO Committee Chair Mary Bunting at The Barns of Timberneck, located at 1195 Colonial Trail East in Surry, Virginia.

CAO Committee Members in Attendance:

Mark Bellamy	York County
Mary Bunting, Chair	Hampton
Ralph Clayton (for Alan Archer)	Newport News
Azeez Felder (for Al Moor)	Suffolk
Randy Keaton	Isle of Wight County
Rosylen Oglesby	Franklin
Chris Price	Chesapeake
Melissa Rollins	Surry County
William Saunders	Windsor
Michael Stallings	Smithfield
Carol Steele	Gloucester County
Brian Thrower	Southampton County
Randy Wheeler	Poquoson

CAO Committee Members Absent:

Steven Carter	Portsmouth
Patrick Duhaney	Virginia Beach
Pat Roberts	Norfolk
Scott Stevens	James City County
Andrew Trivette	Williamsburg

Executive Director:

Robert Crum

Others Recorded Attending:

Erin Carter, Senator Warner
Greg Grootendorst, HRPDC
Diane Kaufman, Senator Kaine
Anne Seward, The Barns at Timberneck
John Seward, The Barns at Timberneck
Peter Stephenson, VRSA

Welcome and Introductions

Ms. Melissa Rollins, Surry County Administrator, welcomed the CAO Committee to Surry County and introduced Anne and John Seward, the owners of today's meeting venue, who provided some brief background information on The Barns of Timberneck.

Approval of Agenda

Chair Bunting asked if there were any additions or revisions to the agenda as distributed. There being none, upon motion by Mr. Randy Wheeler and second by Mr. Michael Stallings, the CAO Committee approved the agenda as distributed.

Public Comments

There were no public comments.

Approval of Minutes

Chair Bunting referenced the February 5, 2025 CAO Committee summary minutes that were distributed with the agenda. Upon motion by Mr. Wheeler and second by Mr. Carter, the minutes were accepted as distributed.

Emergency Management Sheltering

Mr. Robert Crum noted that at the February meeting of the CAO Committee, the CAO Chair and Vice Chair were authorized to send correspondence to state leadership to request state assistance in addressing critical sheltering needs in the Hampton Roads region. He noted that a copy of this correspondence was attached to the agenda for the Committee members' information. Mr. Crum briefly reviewed the letter that was sent to Governor Youngkin, Lieutenant Governor Earle-Sears, and Hampton Roads Caucus members. He noted that the letter requested assistance in the following areas related to emergency sheltering:

- Increasing Shelter Capacity
- Increasing Shelter Staffing
- Working with Localities in the Utilization of State Shelters
- Implementation of a Shelter Registration System

Mr. Crum noted that since the letter was circulated, he has heard from several Hampton Roads Caucus members who are interested in addressing the issue of emergency sheltering. CAO Committee members noted that this is an important first step and that we all need to continue working with our General Assembly members to stress the importance of state assistance. The CAO Committee members noted that the issue of emergency sheltering cannot be addressed by local jurisdictions alone, and that evacuation plans and sheltering strategies must cross regional and sometimes state boundaries. For example, if Hampton Roads were to evacuate, we would be looking to shelter in Richmond or points further west. Likewise, Outer Banks/North Carolina residents may be looking to shelter in Hampton Roads. The importance of the I-64, Route 58, and Route 460 corridors as evacuation routes was also noted. It was the consensus of the CAO Committee that we need to continue working with our state partners to encourage increased state assistance in the area of emergency sheltering.

Letter from Regional Organizations on Federal Policies

Mr. Crum shared with the CAO Committee that a coalition of seven regional organizations recently sent correspondence to the Hampton Roads Congressional Delegation to share perspectives on current federal policy matters and how they may affect the Hampton Roads region. He noted that a copy of this correspondence and supporting materials was distributed in advance of today's meeting with the agenda materials. Mr. Crum stressed that the HRPDC/HRTPO did not sign this correspondence since the Commission and Board have not discussed this topic.

Mr. Crum briefly reviewed the correspondence and the attached one-pager entitled "Hampton Roads, Virginia – Epicenter of our Nation's Security Interests." This one-pager notes that our region has over 80,000 military service members, 60,000 federal civilian employees, and serves as America's maritime industrial hub.

CAO Committee members reviewed the information discussed in the letter, noting the importance of following facts and data related to information coming from the federal government. The CAOs stressed that it will be important for all the localities to share information on federal funding programs that will impact localities. Several CAOs shared information on specific federal funding programs they are monitoring. They asked if there were specific areas of concern regarding the operations of the HRPDC/HRTPO.

Mr. Crum shared that one area of concern is related to the HRPDC Emergency Management Program. He noted that the HRPDC serves as the fiscal agent for the Urban Area Security Initiative (UASI) program for our region. As part of this responsibility, the HRPDC works with the region's emergency management professionals to identify and purchase emergency management equipment on behalf of the region's localities. This program requires the HRPDC to incur the costs up front and purchase the equipment using PDC monies. These expenses are then submitted to VDEM, which works with FEMA to reimburse the HRPDC.

Unfortunately, recent activities at the federal level have slowed the flow of federal monies from FEMA to our states. Currently, the HRPDC has approximately \$800,000 of unreimbursed expenses for emergency management equipment that has been delivered to our localities. However, VDEM has indicated that, based on information from FEMA, they don't know when this money will be received to reimburse the HRPDC. Mr. Crum noted that, as a small organization with a standalone bank account, this causes significant cash flow concerns for the HRPDC.

The CAO Committee held discussions on this challenge and noted that there may be a need for the local governments to assist the HRPDC with cash flow pertaining to the purchase of this equipment. Mr. Crum noted that most of these purchases are regional in nature, and the equipment purchased is shared by multiple localities rather than a specific jurisdiction. He distributed photos of equipment that has been purchased through this program and is currently being used by local governments. The CAOs agreed to continue to monitor this situation moving forward.

Update on General Assembly Session

Mr. Crum provided the CAO Committee with an update on the 2025 Virginia General Assembly session and items of interest from the HRPDC/HRTPO Regional Legislative Agenda. Most of the discussion centered on the following topics:

- **HB 2466 – Primary and Secondary Road Fund:** This bill would have established the framework to create a funding mechanism to invest in needed primary and secondary road projects within Hampton Roads. The bill was endorsed by the region as a component of the Regional Legislative Agenda and was approved by both the House and the Senate, but was vetoed by the Governor.
- **State funding for the HRPDC:** Although budget amendments were introduced by both the House and the Senate to increase state funding by \$190,000 each year to the HRPDC, this funding was not included in the state budget recommended by the budget conferees.
- **Economic Development Site Preparation:** Mr. Price joined Mr. Crum in explaining why the proposed state budget does not include adequate funding for site preparation work, which makes it difficult for Virginia to compete with other states.

Mr. Crum asked members of the CAO Committee to share any additional legislative items from their localities. Various CAOs shared information from their localities, including the status/outcome of bills that would expand the use of speed zone cameras.

Draft Fiscal Year 2026-2031 Six-Year Improvement Program (SYIP) Funding Reductions

Mr. Crum provided background information on this item, noting that HRTPO staff recently received the draft Fiscal Year (FY) 2026 – 2031 SYIP budget from the Virginia Department of Transportation (VDOT). The budget for the draft SYIP contained funding reductions in the Carbon Reduction Program (CRP), the Congestion Management and Air Quality (CMAQ) Improvement program, and the Regional Surface Transportation Program (RSTP). He referenced Attachment 8A, which provided detailed information on these reductions.

Mr. Crum reported that in order to align these funding programs with the draft SYIP, funding reductions have been made in the short term to balance the budget. He noted that the Transportation Programming Subcommittee (TPS) met on March 21, 2025 to take the first step in the process by initiating the reductions, referencing Attachment 8B, and then make the reduced projects “whole” with an Administrative Modification once the draft FY 2026-2031 SYIP is finalized in late June 2025.

The TPS will meet again on June 20 to recommend funding transfers that will be needed in order to return the affected projects to their previous funding status. He noted that

Attachment 8C lists the available HRTPO reserve funding available for transfer under the CRP, CMAQ, and RSTP funding programs. He concluded by noting that with a combination of reserve funding sources, there appears to be enough to replace the reduced funding on the projects in the affected fiscal years. He asked if there were any questions from the CAO Committee. There being none, it was agreed that the Committee will continue to monitor this situation through HRTPO and locality staff.

Items of Regional Interest

Each CAO Committee member was provided an opportunity to share items of regional interest in a roundtable-style format.

Next Scheduled Meeting

The Chair noted that the next regularly scheduled meeting of the CAO Committee will be held on May 7, 2025 and will be hosted by Virginia Beach.

Adjournment

There being no further business to come before the CAO Committee, the meeting was adjourned at approximately 1:30 pm.

Respectfully submitted

Robert Crum
Recording Secretary