

**Hampton Roads Planning District Commission (HRPDC)
Chief Administrative Officer (CAO) Committee Meeting
Summary Minutes of November 5, 2025**

The November 5, 2025 meeting of the CAO Committee was called to order at 11:45 am by CAO Committee Chair Mary Bunting at Grey Goose Restaurant, 10 S Mallory Street, Hampton, VA 23663.

CAO Committee Members in Attendance

Mary Bunting, Chair	Hampton
Chris Price, Vice Chair	Chesapeake
Carol Steele	Gloucester County
Don Robertson	Isle of Wight County
Scott Stevens	James City County
Alan Archer	Newport News
James Rogers (for Pat Roberts)	City of Norfolk
Randy Wheeler	Poquoson
Michael Stallings	Smithfield
Brian Thrower	Southampton County
Kevin Hughes	Suffolk
Melissa Rollins	Surry County
Andrew Trivette	Williamsburg
William Saunders	Windsor
Patrick Duhaney	Virginia Beach
Mark Bellamy	York County

CAO Committee Members Absent

Lincoln Saunders	Franklin
Steven Carter	Portsmouth

Executive Director:

Robert Crum	HRPDC
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Others Recorded Attending:

Mike Davis	VDOT
Alex Frazier	Senator Tim Kaine's Office
Greg Grootendorst	HRPDC
Drew Lumpkin	Hampton Roads Executive Roundtable
Brent McKenzie	City of Virginia Beach
Pavithra Parthasarathi	HRTPO
Brenda Roberts	Representative Jen Kiggan's Office
Christopher Tan	Foodbank of Southeastern Virginia and the Eastern Shore
Robert Latvís	Virginia Peninsula Foodbank
Mark Geduldig Yatrofsky	Portsmouth Resident

Welcome

Ms. Bunting welcomed everyone to the City of Hampton and the town of Phoebus for today's CAO Committee meeting. She noted that she appreciated the great attendance at today's meeting and the continued participation in these regional meetings from all Hampton Roads CAOs.

Approval of Agenda

Ms. Bunting reviewed the proposed agenda for the CAO meeting and asked for consideration to add an important item to the agenda. She reported that she invited representatives from the Hampton Roads Foodbanks to address the CAO Committee, and recommended that the CEOs from each Foodbank be added to today's agenda to provide a report on their efforts. Upon motion by Mr. Duhaney and second by Ms. Steele, the agenda was approved with this amendment.

Public Comment

Ms. Bunting asked if there were any members of the public present who wanted to address the CAO Committee. There being no comments, the Public Comment period was closed.

Items of Regional Interest

Ms. Bunting opened the discussion on topics of regional interest, emphasizing that a key benefit of CAO meeting agendas is the exchange of information on shared issues, challenges, and best practices across localities. Each CAO was provided an opportunity to present an item of regional interest from their locality in a roundtable format.

Briefing from Foodbank Representatives

Ms. Bunting noted that due to emerging policy decisions from the federal government, she thought it was important to hear from our region's Foodbank representatives on challenges they may be facing as well as opportunities for our localities to support them in their work to serve our communities. Ms. Bunting introduced Mr. Christopher Tan, President and CEO of the Foodbank of Southeastern Virginia and the Eastern Shore, and Mr. Robert Latvis, President and CEO of the Virginia Peninsula Foodbank. Each Foodbank CEO provided a briefing to the CAO Committee on the mission of their organizations, service areas, the types of services and assistance they provide, the number of residents currently accessing this assistance, current challenges, and opportunities for collaboration. Mr. Tan and Mr. Latvis also responded to questions and discussion from the CAO Committee and discussed potential areas where the region's localities could support our Foodbanks.

Introduction and Comments from Michael Davis, P.E., VDOT District Engineer

Mr. Crum noted that with the impending retirement of Christopher Hall as the VDOT Hampton Roads District Engineer, he thought it was important to invite Mr. Michael Davis to today's CAO Committee meeting. Mr. Davis was recently named as the new Hampton Roads District Engineer, effective September 25, 2025. He has over 36 years of experience in the transportation industry, working as a licensed professional engineer in both the public and private sectors. For the past six years, he has served as the VDOT Hampton Roads' Deputy District Engineer, overseeing the

development and delivery of all projects within the Hampton Roads District's \$1 billion annual program and leading the district's planning, programming, design, construction, and Locally Administered Projects (LAP) divisions. Mr. Crum noted that he is excited about the appointment of Mr. Davis to this position, as he has established a close working relationship with both the HRTPO/HRPDC staff and also Hampton Roads locality staff over the past several years. He noted that Mr. Davis is very familiar with our region's mega projects, as well as projects at the local level, and that his experience working with our region will allow a smooth and successful transition.

Mr. Davis provided the CAO Committee with additional information about his background and work experience and discussed the large construction program that is underway in Hampton Roads. He noted that the success we have experienced over the past ten years has been the result of collaboration between VDOT, HRTPO, HRTAC, and the region's localities. He noted that this collaboration and cooperation is a model for other areas, and he looks forward to working with everyone to continue the progress we have collectively advanced in our region.

Regional Infrastructure Framework

Mr. Crum noted that at their October meetings, the HRTPO and HRPDC approved the Regional Legislative Agenda for the upcoming General Assembly session. As part of this Regional Legislative Agenda, the HRTPO Board requested that the General Assembly establish a Primary and Secondary Road Fund to address transportation needs on non-interstate roadways within Hampton Roads. While the HRTPO endorsed the creation of this fund as a mechanism to collect and invest future revenues for transportation improvements, the Board did not identify a specific revenue source.

In recent years, discussions surrounding the Primary and Secondary Road Fund have often focused on a potential increase in the regional sales and use tax as a funding mechanism. Local officials at both the HRTPO and HRPDC October meetings emphasized that Hampton Roads communities face infrastructure funding needs beyond transportation – particularly in areas such as flood prevention, school modernization & construction, and other essential local projects. A suggestion was made that the region needs to consider a broader “Fiscal Infrastructure Framework.”

Mr. Crum introduced a summary paper that briefly describes an overview of regional infrastructure funding needs, discusses funding challenges and considerations, and outlines a potential path forward. Mr. Crum requested discussion, feedback, and direction from the CAO Committee.

The CAO Committee held extensive discussion on this topic. CAOs from various localities described unfunded flood protection and mitigation projects in their localities, noting the high cost for some of these projects. For large flood prevention projects, the primary source of funding is at the federal level, but the local match to unlock these funds is beyond the means of our region's localities. Mr. Crum noted that the non-federal local match to access federal money through the Army Corps of Engineers Coastal Storm Risk Management program is a 35% non-federal match. He noted that in the case of Norfolk, this would require the city to provide \$900 million to access the required federal funding. Mr. Crum noted that this challenge will apply to all localities in the region and will be extremely difficult for smaller localities that are looking to access this funding.

Other CAOs stressed that there are serious transportation challenges on our region's primary and secondary roads that must be addressed if we are to avoid transportation problems and support economic growth in our region. It was noted that our region has made significant progress on our interstate system, but that there are serious safety and congestion challenges on more local roads, including but not limited to Route 17, Independence Boulevard, Hampton Boulevard, James River Bridge, and other primary and secondary roadways.

Several CAOs discussed the impact that state-imposed tax exemptions are having on local government budgets, and how these revenue decreases not only impact the ability of local governments to provide services and programs, but also impact their ability to advance needed infrastructure projects. While the CAOs understand and support the goals of some of these exemptions, they have grown to the point where local governments are being significantly impacted from a revenue standpoint. Several CAOs noted that if the General Assembly would agree to offset the impact of these state-imposed tax exemptions that local governments would have increased resources for infrastructure upgrades.

The consensus of the CAO Committee was that the region should advocate for relief from State tax exemptions, while supporting the creation of a Primary and Secondary Road Fund and the creation of funding mechanisms to assist our localities with flood prevention and mitigation projects. Mr. Crum noted that this is consistent with the language in the HRPDC/HRTPO-approved regional legislative agenda. The CAOs also endorsed the Regional Infrastructure Framework circulated with the agenda.

State Tax Exemptions and Update on Collaboration with Other Regions

Mr. Crum briefed the CAO Committee on updated language for the Regional Legislative Agenda regarding State Tax Exemptions. He noted that this language was a result of discussion at the last HRPDC meeting:

Request assistance from the Virginia General Assembly to provide relief to localities from existing state tax exemptions and other unfunded mandates.

Existing state tax exemptions are having a significant impact on local government budgets. One Hampton Roads locality reports losing as much as \$50 million annually to exemptions and unfunded mandates. These exemptions cause smaller localities to lack sufficient financial reserves to address unexpected budgetary pressures.

The impact of these state tax exemptions on local governments has reached a tipping point and must be addressed to ensure the fiscal sustainability of local governments.

The CAO Committee endorsed this language for the Regional Legislative Agenda.

He also provided an update on coordination with other PDC regions in Virginia's urban crescent related to this issue, noting that a call has been scheduled with other PDC Executive Directors to gauge their interest in collaborating on this topic during the General Assembly session.

Other Business

There was no other business to come before the CAO Committee.

Next Scheduled Meeting

The next regularly scheduled meeting will be held on January 7, 2026, at 11:30 AM and will be hosted by the City of Portsmouth.

Adjournment

There being no further business to discuss, the CAO Committee meeting was adjourned at approximately 1:35 pm.

Respectfully submitted,

Robert Crum
Recording Secretary