

**Technical Advisory Committee, Project Identification Sub-Committee**  
**Meeting Notes 2/22/2021 Sub-committee Meeting**

Attendees:

Sub-committee members present:

- Lewie Lawrence (Chair)
- Carol Considine (Vice Chair)
- Traci Munyan
- Shawn Crumlish
- Sarah Stewart (for Martha Heeter)
- Russ Baxter (for Clyde Cristman)
- Norm Goulet
- Jill Bieri
- Georgie Marquez
- Alec Brebner

Other attendees:

- Ann Phillips
- Grace Tucker
- Natalie Snider
- Stephanie Hanses
- Justin Bell
- Shep Moon
- Nick Meade

Project ID Committee Meeting Minutes

1. Lewie Lawrence, subcommittee chair, opened the meeting with the following elements.
  - Welcomed everyone to the meeting.
  - Certification of the meeting: Meeting requirements for Commonwealth public meetings was read.
2. Shep Moon performed a roll call for a quorum and confirmed that a quorum was present.
3. Lewie Lawrence read the Motion declaring a public emergency.
  - Russ Baxter made a Motion to declare a public emergency.
  - Norm Goulet Seconded the Motion
    - Shep Moon performed a role call and the vote to support the Motion was unanimous.
4. Lewie Lawrence reviewed meeting conduct, including the following points:

- All participants in the meeting have been muted. Only committee and subcommittee members will be unmuted to participate.
  - Public attendees can ask questions in the chat, which will be answered as time allows.
  - Public comment will be allowed at the end of the meeting.
5. Committee members were given an opportunity to introduce themselves. Shep Moon called role to ensure an orderly process.
6. Lewie Lawrence discussed that all committee members are required to have COIA/FOIA Training. Training was provided for committee chairs and co-chairs on February 12, 2021. The video recording from the February 12, 2021 meeting has been supplied for all committee members to use. Lewie Lawrence noted that an Attorney General representative would attend the meeting and would be available to answer any questions about COIA/FOIA. This opportunity will be provided at the end of the meeting. Lewie Lawrence noted that there are two main ideas that are important for the committee members to consider:
- Any discussion that includes more than 2 members of the committee is considered a “meeting” and is required to be public.
  - Do not “Reply all” to an e-mail. E-mails sent consecutively in a short span of time may be considered a meeting, which is required to be public.
7. Lewie Lawrence discussed the purpose of the committee. Specifically, the charge of “Project Identification”. He referenced the five guiding principles of the Virginia Coastal Master Plan Framework and noted that “priority project identification” is the first of the four primary goals of the Framework. He noted that from his discussions with Secretary Strickler and Ann Phillips the definition of what is a project will be generated from the work of this committee.
8. Lewie Lawrence lead a discussion of what should be considered a project to understand the different perspectives members bring to the committee. He also noted that when the committee interfaces with the consulting firm this discussion will be repeated. The bulleted items below were provided as prompts for the discussion.
- Why is it a project?
  - Who benefits from the project and for what purpose?
  - Projects need to be sustainable and equitable.
  - Projects need to be backed by science and engineering as well as being realistic and achievable.
  - What does it mean to be “shovel ready” in the sense of a project?
  - Is relocation a project?
  - Is building capacity in underserved communities or rural local governments a project?
  - Is planning for capacity a project?
  - Is protecting the tax base a project?
  - Are rural, suburban and urban project needs equal?

Below is a summary of the discussion:

- Georgie Marquez: We need a clarification of the scope we are looking at. Assume public and private projects are equal, no boundaries to proposing projects.
- Ann Phillips: Everything is on the table. The committee should consider that Federal funding will not cover some types of projects. Likely municipal project rather than individual private projects. We are looking for innovative strategies for protection of property. Federal property and infrastructure as well as natural infrastructure should be considered. Wholistic strategies should be included. Individual homeowners will not be able to put forward a solution on their own. Building capacity must be considered a project because there is a need.
- Lewie Lawrence discussed the public purpose provision used for the MPPDC. Protection of private properties are considered if it can be tied back to a public benefit.
- Georgie Marquez also noted that she would like us to consider intercoastal water ways, further inland, and rural areas.
- Carol Considine asked Lewie to share the public purpose provisions with committee.
- Norm Goulet noted that from Ann Phillip's comments, it seems we are leaning towards areas with comprehensive plans. In other words, looking for a series of entities that are looking at the bigger picture of work that will have to occur in the coming years.
- Ann Phillips stated that there is an interest in tying a project back to a comprehensive plan or resilience plan that has been created. Since not all communities have those types of plans, helping communities develop plans should be considered a project. An example is tribal communities that may not have any capacity to do this but want their own plans. Most plans are focused on emergency management rather than longer term sustainability, which may also need to be addressed. She also noted that the Community Preparedness Fund has a 25% set aside for disadvantaged communities, which are based on income and include business opportunity zones.
- Norm Goulet noted that we need to talk about a process that gets everyone on an equal playing field.
- Traci Munyan noted that she liked the list of question that were included to start the discussion and thinks that all are projects, and we need to be flexible. She indicated that she does have concerns about private projects. Planning grants allow communities to define the project, and complete pre-contract work, and some communities need support to build capacity, which is also an important part of building resilience.
- Sarah Stewart noted that the Chickahominy tribe in process of creating a community hazard mitigation plan. However, hazard mitigation plans are typically based on response and may not be the best source for projects. Therefore, capacity building should be considered a project, to allow communities to look forward and plan. Including economic and geographic equity will be difficult, so it will be important to level the playing field in some way. There is a wide range of work across the coastal zone and state, existing models and analysis, that could be adopted. Sarah specifically asked if we are prioritizing projects or just defining projects.
- Lewie Lawrence noted that we should think of this process as a funnel. We are at the wide mouth of the funnel, defining what a project is and the consultant hired to develop

the coastal plan will help move toward the outlet of the funnel, narrowing the discussion. He noted that he will use this discussion to synthesize our thoughts.

- Ann Phillips noted that there is a separate Project Prioritization committee. So, this committee will define and identify projects but the Project Prioritization committee will develop the prioritization process. She also noted that while there is cross pollination between different committees, that there is no cross pollination between the Project Identification Committee and the Project Prioritization Committee and that this was done purposefully.
- Shawn Crumlish discussed taking a philosophical approach, where we define each project by a scope of work or what is to be accomplished. VRA includes a project definition in every agreement. They fund projects that are construction but also evaluation surveys or planning to identify what infrastructure is needed to ensure the right project is going in the right place. He also noted that he assumes a public project is considered either a federal, state, or local government project.
- Russ Baxter noted that his perspective is influenced by working in both areas of the development and implementation of the coastal master plan and the development of the Community Flood Preparedness Fund Guidelines. It is important to define what you will fund. He suggested that we may want to use other terms rather than project in defining what can be funded. He noted that there is a difference between a project and the resilience plan for a locality. In addition, some localities are further ahead than others, with some projects already funded.
- Alec Brebner noted that recent weather events in the Crater Planning District raise questions about supporting weather event resilience projects as part of coastal resilience. Examples include the power grid, noting that some of the residents of the Crater Planning District will be without power until March.
- Sarah Stewart noted that we may want to consider different types of projects and define what those different types of projects are. In other words, what type of project categories do we anticipate and define these expectations. Another question we might want to ask is: What does coastal resilience encompass? Housing, transportation, energy, critical infrastructure, extreme weather patterns, etc. In addition, we need to consider equity – all critical infrastructure has an impact on resilience related to equity. Capacity is another issue, when we ask them to expand scope, support will be needed for capacity building.
- Jill Bieri noted that it seems like “projects” has a very wide lens.
- Russ Baxter asked, “is everything a project?” He noted that a project as value added should encompass, capacity, planning, design, permitting, and construction. We should think about how low income and equity fit into the equation. When we consider equity, we may want to use a lens that considers low income and high risk thinking. We should consider high risk, low-income groups using existing models. In addition, we need to consider the time frame of a project.
- Carol Considine noted that private projects may need endorsement of some kind from Federal, State or local governments to ensure they are the right projects. We should develop categories of projects as previously noted which may include shovel ready, planning, and capacity. It is also important to consider how critical infrastructure projects fit within these categories. The idea of a lens that considers low income and high risk is also important.
- Lewie Lawrence closed the discussion by asking that committee members expand perspectives and challenge our thoughts on the topic. He noted that there is a need to

support funding of private projects and it will be a challenge to consider the private vs. public project perspective but that this is important because rural local governments rely on the private property tax base for funding. So, we need to make sure we are protecting that tax base.

9. Lewie asked if there was any public comment. It was noted that no one had requested public comment and that there were no questions in the chat.
10. Lewie Lawrence led a discussion about meeting attendance and future meeting dates. He noted that it is important for the same committee members or their same delegate to consistently attend meetings for intellectual continuity. Committee members agreed that future meetings will be held on the fourth Tuesday of the month, start at 10:00 am (EST) and will be 90 minutes in length.
11. Lewie Lawrence indicated that the next meeting could include the following items:
  - Themes of “what is a project” developed from today’s meeting discussion.
  - A presentation on database examples that can be used to manage projects, possible examples are:
    - HRPDC Dashboard
    - Wetland Watch Database
    - MPPDC- Fight the Flood
  - A presentation on the Community Flood Preparedness Fund guidance document from Russ Baxter
  - A public comment suggested that the committee might also want to review the FEMA Community Lifelines program.
12. Lewie Lawrence called for a motion for the meeting to adjourn.
  1. Motion- Georgie Marquez
  2. Second- Russ Baxter
  - Shep Moon performed a role call and the vote to support the Motion was unanimous.
13. Lewie Lawrence noted after the meeting was adjourned that Justin Bell from the Attorney General’s office was available to address questions from committee members on FIOA/CIOA training.