

**Virginia Coastal Resilience Master Plan**  
**Technical Advisory Committee – Studies, Research, and Best Practices Subcommittee**

<b>Subject</b>	Studies/Research/Best Practices Subcommittee Meeting #6 Virginia Coastal Resilience Master Planning Framework	<b>Date</b>	October 7, 2021
<b>Facilitator</b>	Dr. Robert Weiss	<b>Time</b>	11:00 am – 12:00 pm
<b>Location</b>	WebEx - <a href="https://governor.virginia.gov/i/cvqc3">https://governor.virginia.gov/i/cvqc3</a> 1111 E Broad Street, Richmond, VA 23219	<b>Scribe</b>	Emily Sokol

Invitees/Attendees			
#	Name	Organization/Role	Attended?
<b>Studies, Research, and Best Practices Subcommittee Members and Staff Advisors</b>			
1.	Dr. Robert Weiss – Chair	Director, Center for Coastal Studies at Virginia Tech	Y
2.	Dr. Karen McGlathery – Vice Chair	Director, Environmental Resilience Institute, University of Virginia	Y
3.	Matt Jones – Staff Advisor	Virginia Management Fellow	Y
4.	Elizabeth Andrews	Director, Virginia Coastal Policy Center at William & Mary Law School	
5.	Dr. Jessica Whitehead	Executive Director, Institute for Coastal Adaptation and Resilience (ICAR), Old Dominion University	
6.	Dr. Carl Hershner	Emeritus Professor of Marine Science, Virginia Institute of Marine Sciences at William & Mary	
7.	Whitney Katchmark	Principal Water Resources Engineer, Hampton Roads Planning District Commission	
8.	Dr. Mark Luckenbach	Associate Dean for Research and Advisory Services, Virginia Institute of Marine Science at William & Mary	Y
9.	Catherine C. McGhee	Director of Research and Innovation, Virginia Transportation Research Council	Y
10.	Ashley Montgomery	Associate Designer, Hanbury	
11.	Mary-Carson Stiff	Wetlands Watch Policy Director	Y
12.	William “Skip” Stiles, Jr.	Executive Director, Wetlands Watch	
13.	Carlos Rivero	Chief Data Officer	
14.	Dr. Robert S. Young	Geology Professor, Program Director for the Study of Developed Shorelines, Western Carolina University	
<b>Scheduled Speakers</b>			
<b>Designated Alternates</b>			
<b>Subcommittee Advisors</b>			
15.	Emily Steinhilber	Coordinator, Commonwealth Center for Recurrent Flooding Resiliency at Old Dominion University	Y
16.	Shep Moon	Coastal Planner, Virginia Coastal Zone Management Programs	
<b>Other Participants</b>			
17.	Ann Phillips	Rear Admiral, US Navy (Ret.) – Special Assistant to the Governor for Coastal Adaptation and Protection	Y
18.	Matt Dalon	VA Dept. of Conservation & Recreation	Y
19.	Katie Sallee	Confidential Assistant to the Secretary of Natural Resources	Y
<b>Consultant Support</b>			
20.	Emily Sokol	Vision Planning and Consulting	Y (V)

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1.	Welcome and Quorum Affirmation	Dr. Robert Weiss provided a welcome to the meeting and called the meeting to order at 11:05 am. Dr. Weiss called roll to establish a quorum, and a quorum was not present. He acknowledged that, while the Subcommittee cannot make decisions without a quorum, they can discuss the Relocation Handbook and how the Subcommittee should move forward in finalizing this document.
2.	Relocation Handbook Discussion	<p>Dr. Weiss opened the floor to the Subcommittee members to discuss the Relocation Handbook, including any changes that should be made or problems that should be addressed.</p> <p>Discussion Point- Mary Carson-Stiff: It would be helpful to remove the word “handbook” from the title, mainly because it seems as though the Executive Order calls for the creation of a Relocation Handbook, but it could not be written by the hired consultant. It makes me uncomfortable that a group of people from the Subcommittee are writing it who have not had the resources and funding to appropriately complete the document for the intended function. By removing the word “handbook” from the title, we would avoid misrepresenting the document and identify that a “handbook” still needs to be created. It would simply stand as a document that is a compilation of information and resources created by Subcommittee members but did not have the full support needed to achieve the intended function.</p> <ul style="list-style-type: none"> <li>- Dr. Weiss: I do not believe we can decide today to change the name of the document, since a quorum is not present. Rear Admiral Ann Phillips, do you have a response to this concern?</li> <li>- Rear Admiral Phillips: The Relocation Handbook was never intended to be a part of the contract. The concept was first presented in the framework document, not the Executive Order, as a task in Chapter 6. I think it certainly has been written by individuals, though taken on by the Subcommittee in a voluntary capacity, who are subject matter experts. I have not had a chance to read the document in its entirety, as it was provided to me just recently. We are happy to review it. If you feel it is not necessarily a “handbook,” that is fine; however, the contributions to this document have been made by experts in the field and add tremendous value to the plan overall.</li> <li>- Dr. Weiss: I do not believe the desire to change the name comes from a dissatisfaction with the product or the efforts contributed.</li> <li>- Ms. Carson-Stiff: Most definitely. I just do not think we have the appropriate information and resources to produce a “handbook” because we do not know enough about the practicality of relocation to describe how it should be done. We are not ready to tell people how to do relocate or to tell the State how relocation should be achieved. This will be a valuable document, but I am unsure that it is a functional handbook. It is essential to identify case studies and successful practices in relocation to, in the future, create strategies, which is what this document achieves.</li> <li>- Dr. Mark Luckenbach: I would like to ask you a question, Rear Admiral Phillips. Since you included the Relocation Handbook in the framework, what do you envision the Handbook would do or achieve? I am pleased with the document so far, as I have not finished reading it, but I am unsure that it is a handbook.</li> <li>- Rear Admiral Phillips: It is important for us to develop a handbook for executing relocation, because there are many communities who are</li> </ul>

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		<p>interested in conducting relocation efforts and need guidance. Of course, there are other communities who do not want to talk about it. One piece that is missing from the document is that there has been no input from urban planners who are a crucial part of this discussion.</p> <ul style="list-style-type: none"> <li>- Dr. Karen McGlathery: We could instead call it a “Relocation Framework,” as it mostly provides background information and resources.</li> <li>- Dr. Luckenbach: From what I have read so far, all I have seen is a framing of the issues.</li> <li>- Dr. McGlathery: Part of framing the issues is also identifying where gaps exist. We need to know what is missing.</li> <li>- Catherine McGhee: I agree, the name “handbook” takes it too far. The document needs to be described as an important sources of information and resources related to relocation.</li> <li>- Dr. Weiss: Do we need to conduct a formal vote to change the title?</li> <li>- Rear Admiral Phillips: I think you can call the document what you want to call it. I do not think you need to conduct a vote.</li> <li>- Dr. Weiss: Okay, then we will go ahead and make that decision.</li> </ul> <p>Discussion Point- Dr. Weiss: The Executive Summary and Introduction also need to be written in collaboration with the Subcommittee members. It should be representative of our collective perspective. It would be beneficial to to get a collaborative writing group together, and then work together online to create a framing of the document- what it is and what it is not, as well as where the gaps are. We need to do this in a meaningful timeframe.</p> <ul style="list-style-type: none"> <li>- Dr. Luckenbach: I do not think there will be a lot of hard editing on the case studies. The technical edits are an issue where we are more broadly framing the issues. I will try to move through it as quickly as possible and offer thoughts. You can put me down on the list of folks who will participate in developing the Introduction and Executive Summary. However, I could not start to write that on my own right now.</li> <li>- Dr. Weiss: That would be really helpful. If you have any thoughts about what should be included in the Introduction or Executive Summary, please let me know. How much editorial help could we have from the State side to develop this?</li> <li>- Rear Admiral Phillips: There are possibilities there. We should be getting a Sea Grant Fellow shortly. If so, they would be able to help make these edits.</li> <li>- Ms. McGhee: We have a research library and an executive librarian who does a fantastic job. If we can give him a well-defined topic, he can develop a great literature review.</li> <li>- Dr. Weiss: We have already conducted the majority of the literature research. We need to compile the references. We have the information we need, but we need to put it all together in the same style, as they are not currently the same across the different writers’ sections. The document needs to be edited.</li> <li>- Dr. Luckenbach: Do we take these as finished chapters that at most need minor edits, or will certain Subcommittee members use what we have as a starting point and build them out further? Does the document need to be reconstructed?</li> </ul>

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		<ul style="list-style-type: none"> <li>- Dr. Weiss: I discussed this with the authors. I asked them if these are rough drafts and allowed the subject matter experts to determine what was included in each section. If Subcommittee members have significant edits or additions, I would ask these members to get in touch with the authors and determine if this should be a collaborative effort.</li> <li>- Dr. Luckenbach: I am going through each of the chapters and making edits. Do I send these edits to you or the authors?</li> <li>- Dr. Weiss: I will compile all of the edits and forward them to the authors.</li> <li>- Dr. McGlathery: Our responsibility is to ensure that, when we receive edits, the final editing reflects one voice.</li> <li>- Dr. Luckenbach: I will send my edits to you two. I expect Elizabeth Andrews will ask me upfront about edits and comments because we communicate regularly.</li> </ul>
3.	Discussion on the Coordination of Future Efforts	<p>Dr Weiss: We need to have another meeting to finalize this document. How do we ensure that we reach a quorum? It is frustrating. We have members who are not working in the State that I do not feel comfortable asking to travel so far, especially if there is a possibility of not reaching a quorum.</p> <ul style="list-style-type: none"> <li>- Dr. McGlathery: What is the best way to get Subcommittee members to attend future meetings. Should we create a poll with multiple dates and times to identify when individuals are available?</li> <li>- Dr. Luckenbach: For the majority of those in the Subcommittee, is there a more central or accessible location?</li> <li>- Ms. Stiff: The recent meetings have also been scheduled very close to the meeting date, so individuals may have had difficulty planning around their schedule with such short notice</li> <li>- Rear Admiral Phillips: Recognizing the challenge of achieving a quorum and the need to finalize recommendations, we do have the opportunity to pass information via email. Matt Jones is now your Staff Advisor and can assist you in communication. If the goal is for this to be included in the Master Plan document, we cannot wait until the deadline in early December. Edits are due October 27, 2021, for incorporation.</li> <li>- Dr. Luckenbach: Does the “handbook” need to be approved by the TAC?</li> <li>- Rear Admiral Phillips: I am not exactly sure, but I am seeing this “handbook” as a separate document from the Master Plan. If that is the case, it would not need to be approved by the TAC.</li> <li>- Dr. McGlathery: I suggest setting up individual meetings with each of the Subcommittee members to gather feedback, and then distribute the document after those edits are incorporated.</li> <li>- Dr. Weiss: If there are contentious topics on which Subcommittee members are not in agreement, then communicating through a Google document would be a very inefficient way of having a conversation.</li> <li>- Dr. Luckenbach: We could communicate via email to incorporate edits that demonstrate a relative consensus. We could create a document that addresses the majority of problems raised by Subcommittee members, and then we would address the hot button topics at a final in-person meeting. At</li> </ul>

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		<p>the point of meeting in person, we should have 95% of the document completed.</p> <ul style="list-style-type: none"> <li>- Dr. Weiss: That is a good idea. We will send out an email to schedule an in-person meeting in early November to give the Subcommittee members acceptable notice. That will be the end point by which need to have 95% the document ready.</li> </ul> <p>Dr. McGlathery: When will the TAC meet again?</p> <ul style="list-style-type: none"> <li>- Rear Admiral Phillips: We will be discussing this at the TAC meeting today. It is unfair to expect the Subcommittee chairs to continue meeting, as they have already contributed more than expected. We will be discussing how the Subcommittees might continue on. We are at an interesting time with the change in administration and will have to figure out how to create a path forward.</li> <li>- Dr. McGlathery: I just want to ensure that this work will not be done in a vacuum.</li> <li>- Dr. Weiss: I also want to raise one issue about the recommendations that were sent out from each Subcommittee. The way our Subcommittee wrote our recommendations was different from others. We wrote ours through a Google document function and separated them out by issue. The recommendations also include commentary from the Subcommittee members. For the recommendations, is the expectation that everyone will read them, and the TAC members will come to a consensus on them?</li> <li>- Rear Admiral Phillips: The goal is to build consensus on broader common themes. We need to figure out how we want to handle the recommendations that are coming from the Subcommittees. Do we position them separately or put them in the document where they apply? We do not want to lose something just because it is not consensus or not one of the top five themes addressed. We will be pulling together these common themes. Some of the recommendations are focused on the future. We will be consolidating these. We are not asking the TAC to vote on each recommendation. However, if a recommendation has been mentioned multiple times, we want to recognize that.</li> <li>- Dr. Weiss: I support that. I am not interested in having a discussion whether to include or not include a recommendation. It is acceptable to have conflicting opinions</li> </ul>
4.	Public Comment Period	Dr. Weiss opened the floor to public comment. There were no individuals signed up for public comment and no comments were voiced at this point.
5.	Wrap-Up and Adjourn	Dr. Weiss adjourned the meeting at 11:55 am.

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Action Items			
#	Action Item	Owner (Organization)	Due Date
1.	Send out email to the Subcommittee members regarding November Subcommittee meeting, as well as methods by which Subcommittee members can provide feedback on the Relocation document.	Subcommittee Chairs	
2.	Provide edits, comments, and feedback on the Relocation document.	Subcommittee Members	

If you have any questions, please contact Emily Sokol, Vision Planning and Consulting, at [esokol@vision-pc.net](mailto:esokol@vision-pc.net).