

# Beaches and Waterways Advisory Commission Meeting Minutes

December 1, 2025, 3:00 pm- 5:00 pm

Municipal Center  
2401 Courthouse Drive  
Building #1, Rooms 1009 & 1010  
Virginia Beach, VA 23456

## **Board Members Present**

Steven “Skip” Gibson, Rob Goodman, Joe Bourne, Michael Hall, Daniel Murphy, Lance Leshner, Bob Mandigo

## **Board Members Absent**

Connie Agresti, Brianna Nichols, Patrick Clark

## **City Staff Present**

Diamond Royster – Assistant City Attorney  
Toni Utterback, P.E – City Engineer  
James White, P.E. – Coastal Program Manager  
D’Juan Tucker – Public Works Engineering Admin

Skip Gibson called the December 1, 2025, Beaches and Waterways Advisory Commission meeting to order at 3:00 PM.

**Minutes of November 3, 2025**

The November 3, 2025, Minutes were approved.

**Vote:** 6-0

**Members voting Aye:**

Steven "Skip" Gibson, Rob Goodman, Joe Bourne, Michael Hall, Daniel Murphy, Lance Lesher,

**Members Absent:**

Connie Agresti, Brianna Nichols, Patrick Clark

**Members Abstain:**

Bob Mandigo

**Motion to Proceed with Consultant Using Current Beach Management Plan Draft**

Motion was approved.

**Vote:** 6-1

**Members voting Aye:**

Steven "Skip" Gibson, Joe Bourne, Michael Hall, Daniel Murphy, Lance Lesher, Bob Mandigo

**Members voting Nay:**

Rob Goodman

**Members Absent:**

Connie Agresti, Brianna Nichols, Patrick Clark

## Beach Management Plan

- Consultant Contract and Scope of Work
  1. Jacobs Engineering is already under contract with the City.
  2. A work order is being processed and is expected to be finalized soon.
  3. Once the notice to proceed is issued, Jacobs will initiate work.
- Consultant Responsibilities
  1. Conduct a detailed review and professional editing of the existing draft management plan.
  2. Improve clarity, consistency, grammar, and flow.
  3. Reorganize content where necessary to improve narrative structure.
  4. Integrate historical and current photographs provided by the city/commission.
  5. Develop maps and graphics, including an overview map of eight beach segments and inlets.
  6. Improve document layout and aesthetics, including professional graphics.
  7. Ensure ADA accessibility compliance.
  8. Prepare both print-ready and electronic formats.
- Kickoff Meeting
  1. A kickoff meeting will be held within approximately two weeks of the Notice to Proceed.
  2. Due to FOIA requirements, attendance will be limited to two commission members plus staff.
- Document Review Process
  1. The current draft is sufficiently complete to be provided to the consultant.
  2. Major restructuring or wholesale rewrites would be deferred until after consultant reviews.
- City Council Notification update
  1. Select City Council members were notified of the Commission's report.
  2. Council members received copies of the draft.
  3. No negative feedback has been received to date and Council's response is supportive.

The meeting adjourned at 3:35 PM.