



MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

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COMMISSIONERS

Essex County
Mr. R. Gary Allen
Hon. Margaret H. Davis
Hon. Edwin E. Smith, Jr.
(Treasurer)

Town of Tappahannock
Hon. Roy M. Gladding

Gloucester County
Dr. Maurice P. Lynch
Hon. John Northstein
Hon. Louise D. Theberge
(Chair)

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Hon. James M. Milby, Jr.
Mr. Thomas J. Swartzwelder

King William County
Mr. Trenton Funkhouser
Hon. Travis J. Moskalski
Mr. Eugene J. Rivara
Hon. Otto O. Williams

Town of West Point
Mr. John B. Edwards, Jr.
Hon. Charles D. Gordon

Mathews County
Hon. O. J. Cole, Jr.
Mr. Thornton Hill
Hon. Charles E. Ingram
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Middlesex County
Vacant.
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Hon. Wayne H. Jessie, Sr.
Mr. Kenneth W. Williams

Town of Urbanna
Hon. Donald Richwine

Secretary/Acting Director
Mr. Lewis L. Lawrence

MEMORANDUM

TO: MPPDC Board of Commissioners

FROM: Lewis Lawrence, Acting Executive Director 

DATE: April 18, 2012

RE: April Commission Meeting

The Middle Peninsula Planning District Commission will host its regular monthly meeting on Wednesday, April 25, 2012, in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda at 7:00 p.m.

Enclosed are the agenda and supporting materials for your review prior to the meeting. Those who have their packets mailed will find a cd entitled "Start: Start Adaptation and Response Today" which can be shared with your planning staff. For those who receive their packets digitally, you can access this by [clicking here](#) or by going to www.mppdc.com Quicklinks Climate Change Phase 1,2,3 where you can view and download the reports. An Executive Summary of the Phase 3 report is included in your packet. Please let Rose know if you need copies of the cd.

If you have any questions concerning your agenda packet, please give me a call at 804-758-2311 or email at LLawrence@mppdc.com.

I look forward to seeing you on April 25th!

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Middle Peninsula Planning District Commission
Regular Monthly Meeting
7:00 P.M.
Wednesday, April 25, 2012
Saluda, Virginia

1. Welcome and Introductions
2. Approval of March Minutes
3. Approval of March Financial Report
4. Executive Director's Report on Staff Activities for the Month of April
5. Public Comment

AGENDA ITEMS FOR DISCUSSION

1. Presentation on Phase 3 Climate Change: Initiating Adaptation Public Policy Development
2. Preliminary Report from Overall Program Design and Budget Committee
3. Executive Session to Discuss Personnel Issues as permitted by Virginia Code 2.2-37811 (A)(1)
4. Other Business
5. Adjournment

**MIDDLE PENINSULA PLANNING DISTRICT COMMISSION
MONTHLY MEETING
March 28, 2012
Piankatank River Golf Club
Hartfield, Virginia (Middlesex County)**

The monthly meeting of the Middle Peninsula Planning District Commission was held at the Piankatank River Golf Club in Hartfield, Virginia on Wednesday, March 28, 2012. Chair Louise Theberge (Gloucester County) called the business meeting to order.

Chair Theberge welcomed everyone in attendance and recognized guests Megan Kleckner, Vice President/Administrator for Riverside Walter Reed Hospital; Kathy Vesley-Massey, President of Bay Aging Inc.; David Valadez, RCC Workforce Development; and Joseph Hughes, Riverside Health System Director of Quality.

Chair Theberge announced that Mrs. Pat Tyrrell, former Coordinator for Tidewater Resource, Conservation, and Development (RC & D) Council, and Mr. David Harmon, former Superintendent for the Middle Peninsula Regional Security Center, passed away earlier in the week.

Commissioners in attendance were: (Essex County) Prue Davis, Bud Smith, and Gary Allen; (Gloucester County) John Northstein; (King and Queen County) Sherrin Alsop; (King William County) Trenton Funkhouser, Travis Moskalski, Eugene Rivara, and Otto Williams; (Mathews County) Charles Ingram; (Middlesex County) Wayne Jessie, Sr. and Elizabeth Hurd; and (Town of West Point) John Edwards, Jr. and Charles Gordon. Middle Peninsula Planning District Commission staff in attendance were Lewis Lawrence, Acting Executive Director; Beth Johnson, Administrative Assistant; Rose Lewis, Secretary; Clara Meier, Regional Projects Planner; and Harrison Bresee, Regional Economic Planner.

Presentation on “Job Creation and Expansion in the Middle Peninsula”

Chair Theberge presented Ms. Megan Kleckner, Vice President/Administrator for Riverside Walter Reed Hospital. Ms. Kleckner joined the Riverside Health System in 2005.

Ms. Kleckner said that the mission statement of Riverside Health System is “to care for others as we would care for those we love-to enhance their well being and improve their health.” Riverside Health System includes Riverside Health System facilities, hospitals, wellness and fitness center, and Walter Reed Riverside Home Health Care.

The Middle Peninsula Riverside Health System employs 8,591 workers in the entire health field. There are 959 employed in the Middle Peninsula. Ms. Kleckner reviewed employee count by job class and count for current Middle Peninsula job opportunities. Current construction projects are (1) construction of the Sanders Retirement Community in Gloucester County and (2) the construction of a new ICU unit at the Riverside Walter Reed Hospital in Gloucester County. Future projects for the Riverside Walter Reed Hospital will include upgrades in diagnostics, a 2nd CT Scanner, emergency department, laboratory, and registration and admitting.

Ms. Kleckner said the health system is looking at physician practices that are needed in other areas such as the Town of West Point. As of now, there are no Riverside health system physicians in West Point. From 2009-current, four new physicians have been recruited as primary care physicians and eleven physicians have been recruited as specialists.

Care Coordination Network at Riverside Walter Reed Hospital is designed to be completely dedicated to providing the best health care in the surrounding communities. The health care team is committed to putting patients first. There is also a diversity and cultural awareness effort to recruit and retain a diverse workforce within the health care system. Riverside School of Health Careers, as well as, local training programs at Rappahannock Community College (RCC), Medical Careers Institute (MCI), Thomas Nelson Community College (TNCC), and Hampton University School of Nursing, provide excellent educational and training programs for those who enter the health care fields.

Ms. Kleckner said two challenges Riverside Walter Reed Hospital faces are to meet the needs of the growing and changing populations in the Middle Peninsula and create services to cover demand in areas that are not currently served by Riverside Health Systems.

A question and answer period followed Ms. Kleckner's presentation regarding aging demographics related to expanded services for ages 65 and older, expansion of Riverside Health Care into Middle Peninsula areas that do not have Riverside Health Care at the present time, possible policy barriers of local government in getting health care into underserved areas in our communities, investment in wellness care as preventive care, transferring out instead of being discharged from the health care system, the importance of technology, and communication between EMS and hospitals.

Approval of February Minutes

Chair Theberge requested a motion to approve the February Minutes. Charles Gordon moved to approve the February Minutes. Otto Williams seconded the motion; motion carried.

Approval of February Financial Report

Chair Theberge requested a motion to approve the February Financial Report. Sherrin Alsop moved to approve the February Financial Report subject to audit. Bud Smith seconded the motion; motion carried.

Executive Director's Report on Staff Activities for the Month of March

Chair Theberge requested that Lewis Lawrence, Middle Peninsula Planning District Commission Acting Executive Director, review the Executive Director's Report on Staff Activities for the month of March. The Executive Director's Report on Staff Activities is developed at a monthly staff meeting, organized by PDC Service Centers, and the activities are used to report grant funding activities.

Mr. Lewis Lawrence, MPPDC Acting Executive Director, reviewed the Executive Director's Reports for March as follows:

Middle Peninsula Chesapeake Bay Public Access Authority

- Met with Ursula Lemanski from the National Park Service to discuss the grant to provide mediation on the development of a Management Plan for the Mathews Heritage Park in Mathews, VA. At the site visit, met with an adjacent landowner and learned his concerns with the project: specifically, he was concerned with 1) the legal right of way, and 2) the potential of the activities on the Park to disturb his quiet way of life.

Virginia Coastal Zone Management Program

- Consulted with Fred Pribble, Draper Aden Associates, concerning the conceptual development of a regional stormwater management program to meet the requirements of House Bill 1065 which consolidates many environmental and water quality protection programs at the local and state level. Discussed possible services and administrative structure of a regional program.
- Received a call from Marsha Burman at the Center of Coastal Resource Management at VIMS concerning a General Assembly Bill directing VIMS to assess the status repetitive flooding adaptation planning within Virginia. *Institute of Marine Science to study strategies to prevent flooding in Tidewater localities. (HJ50)*: Requests the Virginia Institute of Marine Science to study strategies for adaptation to the rise in relative sea level in Tidewater Virginia localities.
- Consulted with MPPDC Commissioner and Mathews County Board of Supervisors member Charles Ingram concerning the rising cost of fuel and the increasing economic stress it places on commuters. Discussed the

need for an energy summit with the staff for U.S. Congressman Wittman, Senator Warner, and Senator Webb.

- Received a request for an interview from Josh Landis, the Head Writer for World News Tonight Weekend at *ABC News*; the head writer for "World News with Charles Gibson" on ABC (2005-07); for "World News Tonight with Peter Jennings" (2002-04); head writer of weekend "World News" (2004-2005), and a writer for "Good Morning America" (2001-02). Mr. Landis is interested in knowing more about how Middle Peninsula residents have adapted to sea level rise and increased flooding.

Working Waterfronts Coalition

- Scheduled a Working Waterfront Coalition project kick off meeting to update partnering Coastal PDC's for March 29th at Watermen's Hall Director's Conference Room.

Working Waterfronts Definition

- Sent an email to Middle Peninsula local planners with three definitions of Working Waterfronts for feedback on which was the most appropriate. The three definitions were:
 - (1) Representative Pingree's bill defines water-dependent commercial activities to include "commercial fishing, recreational fishing, tourism, aquaculture, boatbuilding, transportation," as well as, somewhat ambiguously, "many other water-dependent businesses." H.R. 2548, 111th Cong. (May 21, 2009).
 - (2) "The infrastructure and places where commercial fisherman, charter fishing captains, tour boat operators, recreational fishermen, boat builders, and many other small businesses conduct their business." (Murray, Tom; VSG, 3/29/2011.) From H.R.3109 -- Keep America's Waterfronts Working Act of 2011.
 - (3) The term `working waterfront' means real property (including support structures over water and other facilities) that provides access to coastal waters to persons engaged in commercial fishing, recreational fishing businesses, boatbuilding, aquaculture, or other water-dependent, coastal-related business and is used for, or that supports, commercial fishing, recreational fishing businesses, boatbuilding, aquaculture, or other water-dependent, coastal-related business.

Mr. Lawrence said two prominent watermen, Mr. Bennie Belvin and Mr. Mike Shackelford, passed away leaving 2 very successful seafood businesses in Gloucester County in doubt as to their continued existence.

Transportation Demand Management Services

- Contacted Holly McGowan, Community Development Director, Town of West Point, with congratulations to the Town for the Safe Routes to School Infrastructure Grant they received for funding to complete the network of sidewalks immediately around the school area. MPPDC has been involved with this project for several years.

Onsite Heir Property

- Executed contract with Virginia Coastal Zone Management Program at DEQ.
- Executed subcontract with Sea Grant Law Center at the University of Mississippi.

Septic Pumpout

- Septic Pumpout as of March 19, 2012
 - Applications Mailed 80
 - Approved Vouchers 61
 - Completions 48

Approved by County

Essex	12
Gloucester	16
King and Queen	05
King William	07
Mathews	06
Middlesex	15

Energy Efficiency and Conservation Block Grant

- There are 20 homes in the Middle Peninsula to receive weatherization improvements.

Mr. Eugene Rivara asked Mr. Lawrence about the high speed broadband expectations in the Middle Peninsula. Mr. Lawrence said that the delegation realizes that there is a need in the Middle Peninsula for high speed broadband. U. S. Congressman Rob Wittman will contact the MPPDC when/if the next round of funding becomes available.

Other Business

- Mr. Lawrence said that a Status of Certain GA Bills as of March 28, 2012 sheet was placed in each chair and if anyone had a question or comment, please contact MPPDC staff.

Invocation

- Wayne Jessie, Sr., Chairman, Board of Supervisors, Middlesex County

Adjourn

Chair Theberge requested a motion to adjourn the MPPDC Board meeting. Otto Williams moved to adjourn the meeting. Sherrin Alsop seconded the motion; motion carried.

COPY TESTE

(Secretary)

Project Financial Report

Middle Peninsula Planning District Commission

Run Date: 04/06/2012
 Run Time: 10:39:42 am
 Page 1 of 1

Period Ending: 03/31/12

		Expenditures						
Code	Description	Budget	Curr Month	Project Total	Un/Over	% Budget	Revenues	Balance
30007	FY12 Local Programs	187,429.00	38,389.40	136,318.16	51,110.84	72.73%	133,030.13	-3,288.03
30010	Local PAA Stewardship/	17,000.00	425.00	10,887.98	6,112.02	64.05%	17,000.00	6,112.02
30013	EE&CBG Project	703,872.00	3,866.45	123,652.10	580,219.90	17.57%	111,049.65	-12,602.45
30170	MPBDP FY12 Staff Sup	38,000.00	319.04	36,962.90	1,037.10	97.27%	39,113.68	2,150.78
30207	FY12 TDM	74,000.00	6,588.16	50,278.92	23,721.08	67.94%	48,594.00	-1,684.92
30309	FY12 Rural Transportati	72,500.00	5,738.89	47,724.48	24,775.52	65.83%	24,621.49	-23,102.99
30420	Onsite Loan Management	119,458.85	245.44	96,134.33	23,324.52	80.47%	105,181.49	9,047.16
30423	VCWRFR Onsite Fund	80,000.00	1,950.00	15,337.50	64,662.50	19.17%	16,171.50	834.00
30426	WQIF 2010	102,883.00	445.60	24,006.42	78,876.58	23.33%	22,671.80	-1,334.62
30427	Failing Septic Heir Proper	7,091.00	0.00	0.00	7,091.00	0.00%	0.00	0.00
30440	Septic Pumpout VII	14,372.00	8.77	15,211.03	-839.03	105.84%	15,074.65	-136.38
30502	Water Supply Planning	106,784.79	11.95	107,486.14	-701.35	100.66%	153,950.00	46,463.86
31002	GA Lobby FY09	0.00	0.00	18,247.75	-18,247.75	0.00%	24,000.00	5,752.25
31404	Dragon Run Day	5,511.00	41.99	5,721.87	-210.87	103.83%	6,830.34	1,108.47
31410	FY11 Dragon SAMP	25,000.00	0.00	20,694.26	4,305.74	82.78%	20,785.50	91.24
32007	PAA Administration	97,690.01	245.00	83,828.29	13,861.72	85.81%	104,768.04	20,939.75
32113	MP SW Dredging Master l	32,000.00	0.00	31,713.66	286.34	99.11%	32,000.00	286.34
32115	FY11 Coastal TA	61,000.00	41.63	63,354.98	-2,354.98	103.86%	63,374.30	19.32
32116	FY11 Climate Change	76,000.00	48.73	76,376.59	-376.59	100.50%	72,291.15	-4,085.44
32117	Conservation Corridors	40,000.00	28.71	39,983.71	16.29	99.96%	39,979.23	-4.48
32118	FY12 Coastal TA	60,000.00	7,439.71	26,766.65	33,233.35	44.61%	15,000.00	-11,766.65
32119	Land & Water Quality Pr	50,000.00	2,114.77	8,295.15	41,704.85	16.59%	0.00	-8,295.15
32201	PAA Perrin River WW P	15,000.00	782.94	4,006.04	10,993.96	26.71%	3,750.00	-256.04
32202	Working Waterfronts Co	43,118.00	843.09	1,797.44	41,320.56	4.17%	898.33	-899.11
32203	Working Waterfronts De	6,000.00	728.03	2,773.41	3,226.59	46.22%	0.00	-2,773.41
32205	VAPDC TMDL TA	230,517.00	151.63	219,978.83	10,538.17	95.43%	21,637.35	-198,341.48
33000	MP Comprehensive Econ	120,000.00	5,734.22	34,989.17	85,010.83	29.16%	27,923.16	-7,066.01
Totals:		<u>2,385,226.65</u>	<u>76,189.15</u>	<u>1,302,527.76</u>	<u>1,082,698.89</u>	<u>54.61%</u>	<u>1,119,695.79</u>	<u>-182,831.97</u>

Balance Sheet by Category

Middle Peninsula Planning District Commission

Run Date: 4/6/12
Run Time: 10:40:34 am
Page 1 of 1

Period Ending: 03/31/12
Format: 1 Board

Assets:

Cash in Bank	499,661.72
Receivables	287,754.58
Property & Equipment	13,972.27

Total Assets:

\$801,388.57

Liabilities:

Accounts Payable	167,163.28
VRA Loan Payables	109,921.50
Payroll Withholdings	-33.87
Accrued Leave	20,592.94
Deferred Revenue	-3.14
Cost Allocation Control	(1,374.34)

Total Liabilities:

\$296,266.37

Equity:

Local Initiatives/Information Resources	8,862.58
Economic Development	-4,915.23
Transportation Programs	-24,787.91
Onsite Repair & Pumpout	8,410.16
Housing	-12,602.46
Coastal Community & Environmental	-204,262.98
Mandates	46,463.86
Temporarily Restricted	188,479.87
General Fund Balance	499,474.31

Total Equity:

\$505,122.20

Balance:

\$0.00

Agencywide R&E by Category

Middle Peninsula Planning District Commission

Run Date: 04/06/2012
Run Time: 10:43:04 am
Page 1 of 1

Period Ending: 03/31/12
Format: 1 Agencywide R&E
With Indirect Cost Detail

Code & Description	Budget	Current	YTD	Un/Ovr	% Bud
Revenues					
Local Match	75,709.00	33,801.42	104,045.68	-28,336.68	137.43%
Local Annual Dues	69,999.00	0.00	61,666.66	8,332.34	88.10%
Local Other Revenues	74,900.00	0.00	135,504.20	-60,604.20	180.91%
State Revenues	266,947.00	4,501.15	128,733.39	138,213.61	48.22%
Federal Revenues	822,500.00	30,506.72	127,499.39	695,000.61	15.50%
Miscellaneous Income	42,407.00	1,381.03	26,813.39	15,593.61	63.23%
Onsite Loan Program Income	7,000.00	785.43	14,972.69	-7,972.69	213.90%
PAA Program Income	0.00	0.00	1,100.00	-1,100.00	0.00%
Revenues	1,359,462.00	70,975.75	600,335.40	759,126.60	44.16%
Expenses					
Personnel	408,523.00	28,401.06	283,023.32	125,499.68	69.28%
Facilities	30,912.00	3,086.52	23,137.46	7,774.54	74.85%
Communications	5,700.00	390.36	4,646.74	1,053.26	81.52%
Equipment & Supplies	6,370.00	594.49	8,362.68	-1,992.68	131.28%
Travel	5,750.00	614.06	4,549.40	1,200.60	79.12%
Professional Development	10,185.00	308.84	12,637.69	-2,452.69	124.08%
Contractual	767,917.00	4,460.00	301,611.02	466,305.98	39.28%
Miscellaneous	54,741.00	4,532.39	41,153.39	13,587.61	75.18%
Regional Share	75,709.00	33,801.42	104,045.68	-28,336.68	137.43%
Expenses	1,365,807.00	76,189.14	783,167.38	582,639.62	57.34%
Agency Balance	-6,345.00	-5,213.39	-182,831.98		

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Middle Peninsula Planning District Commission



MPPDC General Fact Sheet

WHAT IS MPPDC?

The Middle Peninsula Planning District Commission (MPPDC) was established pursuant to the Virginia Area Development Act (Title 15.1, Chapter 34, Sections 15.1-1400, et seq., Code of Virginia (1950) as amended) and by joint resolutions of the governing bodies of its constituent member jurisdictions.

The "MPPDC" describes the geographic section of Virginia which encompasses the Counties of Essex, Gloucester, King and Queen, King William, Mathews and Middlesex and the Towns of Tappahannock, Urbanna and West Point.

BACKGROUND

The Agreement to organize a Planning District Commission was made on January 31, 1972, by and between the government subdivisions as authorized by the Virginia Area Development Act.

WHAT DOES MPPDC DO?

The purpose of the Commission is to promote the orderly and efficient development of the physical, social, and economic elements of the Planning District by planning and encouraging and assisting governmental subdivisions to plan for the future.

HOW ARE DECISIONS MADE AT MPPDC?

Decision-making occurs through the Middle Peninsula Planning District Commission, a governing body comprised of elected officials, citizens, and chief administrative officers representing the six counties and three towns in the region.

QUICK FACTS

Region at Glance

- Six Counties: Essex, Gloucester, King & Queen, King William, Mathews and Middlesex
- Three Towns: West Point, Urbanna, and Tappahannock
- 1,387 Square Miles
- 1,055 Miles of Shoreline

➤ 888,064 Acres of Land

➤ 90,826 People

By the Numbers

- 1.1% Total State Population
- \$50,001 Median Household Income



For More Information:

MPPDC
 P.O. Box 286
 125 Bowden Street
 Saluda, Virginia 23149
 Phone: 804-758-2311
www.pdcinfo@mppdc.com
 Please visit the MPPDC website at:
www.mppdc.com

Regional Profile:

2000-2010 Demographic Information

All data is from Census 2000 and Census 2010 unless otherwise stated



Population Trends				Median Household Income and Unemployment Rate ¹			
Locality	Total Population		Population Growth from 2000-2010	Median Income		Unemployment Rate	
	2000	2010		2000	2005-2009	2000	2009
Essex	9,989	11,151	12%	\$46,589	\$46,678	2.7%	8.2%
Gloucester	34,780	36,858	6%	\$56,589	\$56,830	1.9%	5.9%
King & Queen	6,630	6,945	5%	\$44,778	\$43,766	2.5%	7.8%
King William	13,146	15,935	21%	\$62,139	\$64,682	1.9%	6.9%
Mathews	9,207	8,978	-2%	\$53,849	\$49,318	2.2%	5.4%
Middlesex	9,932	10,959	10%	\$45,941	\$50,181	2.1%	6.8%
Town of Tappahannock	2,138	2,375	11.1%	\$33,688	\$37,754	14.5%	12.1%
Town of Urbanna	543	476	-12.3%	\$42,054	\$42,788	4.7%	11.2%
Town of West Point	2,866	3,306	15.4%	\$49,655	\$64,948	2.8%	4.5%
Region Total	83,684	90,826	9%	\$49,837	\$50,001	8.5%	9.6%

Ethnicity in the Middle Peninsula						
Locality	Hispanic			Non-Hispanic		
	2000	2010	Percent Change	2000	2010	Percent Change
Essex	72	349	385%	9,917	10,802	9%
Gloucester	560	935	67%	34,220	35,923	5%
King and Queen	58	184	217%	6,572	6,761	3%
King William	120	324	170%	13,026	15,611	20%
Mathews	73	104	42%	9,134	8,874	-3%
Middlesex	55	166	202%	9,877	10,793	9%
Regional Total	938	2,062	120%	82,746	88,764	7%

Race in the Middle Peninsula												
Locality	White			Black			Asian			Other		
	2000	2010	Percent Change	2000	2010	Percent Change	2000	2010	Percent Change	2000	2010	Percent Change
Essex	5,790	6,370	10%	3,900	4,247	9%	81	86	6%	218	448	106%
Gloucester	30,148	32,149	7%	3,585	3,197	-11%	240	286	19%	807	1,226	52%
King and Queen	4,059	4,663	15%	2,365	1,975	-16%	18	17	-6%	188	290	54%
King William	9,703	12,297	27%	2,999	2,819	-6%	48	118	146%	396	701	77%
Mathews	8,038	7,898	-2%	1,036	823	-21%	17	31	82%	116	226	95%
Middlesex	7,797	8,680	11%	1,999	1,978	-1%	12	37	208%	124	264	113%
Regional Total	65,535	72,057	10%	15,884	15,039	-5%	416	575	38%	1,849	3,155	71%

¹ Data from the Bureau of Labor Statistics Local Area Unemployment data

MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

Staff Activities Service Summary of Regional Progress

Core Services Administered by the MPPDC								
Localities	Information Resources/ Assistance	Coastal Community Development/ Environmental	Transportation	Onsite Repair and Pumpout	Economic Development	Local Initiatives	Housing	Other
Region-wide	✓	✓	✓	✓	✓		✓	
Essex	✓	✓	✓	✓	✓		✓	
Gloucester	✓	✓	✓	✓	✓		✓	
King and Queen		✓	✓	✓	✓		✓	
King William	✓	✓	✓	✓	✓		✓	
Mathews	✓	✓		✓	✓		✓	
Middlesex	✓	✓		✓	✓		✓	
Town of Tappahannock		✓	✓		✓			
Town of West Point		✓			✓			
Town of Urbanna		✓			✓			
Other		✓	✓		✓			

Report on Mandated Initiatives		
Localities	Water Supply Planning	
	<i>Support staff: Clara</i> <i>Start Date: 7/2008</i> <i>Completion Date: 11/2011</i>	
	Participating Localities	Current Status
Essex	✓	Awaiting Review by DEQ
Gloucester	NA	NA
King and Queen	✓	Awaiting Review by DEQ
King William	✓	Awaiting Review by DEQ
Mathews	✓	Awaiting Review by DEQ
Middlesex	✓	Awaiting Review by DEQ
Town of West Point	✓	Awaiting Review by DEQ
Town of Urbanna	✓	Awaiting Review by DEQ
Town of Tappahannock	✓	Awaiting Review by DEQ

**Middle Peninsula Planning District Commission
Executive Director's Report of Regional Progress
April 16, 2012**

MPPDC: Membership, Appointments, Committee Assignments, and Networks

Coastal Policy Team (CPT) - The CPT, whose members and alternates represent the Virginia Coastal Zone Management Program's key partners and eight planning district commissions, provides a forum for discussion and resolution of cross-cutting coastal resource management issues. Members serve on the team at the discretion of their agency or planning district commission director. The CPT recommends funding levels to the DEQ Director for coastal zone management projects. (MPPDC Staff 10 years +)

Chesapeake Bay Licenses Plate Committee- The Chesapeake Bay Restoration Fund was created by Chapters 227 and 323 of the 1992 Acts of Assembly for use by the Commonwealth of Virginia for environmental education and restoration projects to the Chesapeake Bay and its tributaries (MPPDC Staff 7 years +)

Congressman Robert Wittman's Fisheries Advisory Committee and Environmental Advisory Committee (MPPDC Staff 3 years +)

Virginia Sea Grant Program External Advisory Committee (EAC): The EAC provides stakeholder input on the strategic planning process, the research proposal review process, and on Commonwealth-wide trends and needs. The EAC is a diverse group of end-users including representatives from state agencies, the education community, coastal planning and management, the private sector, and NGOs. (MPPDC Staff 4 years+)

General Assembly Directed Study Panel: Aquaculture production activities; authority of local governments (MPPDC Staff- current)

Citizens Planning Education Association of Virginia- (Regional 9 Director) Established to further public understanding and awareness throughout the Commonwealth of the need for excellent community planning as a means of making our localities better places in which to live, work, and do business (MPPDC Staff 5 year +)

The Association for Commuter Transportation (ACT) (Telework Council Secretary): ACT is the premier association for professionals and organizations whose focus is the delivery of commuting options and solutions for an efficient transportation system. The Telework Council is composed of employer representatives, regional transportation, air quality and planning officials, as well as state and local government officials concerned with promoting telework and providing telework information and technical assistance to employers (MPPDC Staff 4 years+)

The Chesapeake Chapter of ACT: (Chapter Treasurer) – The Chapter is comprised of ACT members and TDM professionals from the states of Virginia, Maryland, West Virginia and the District of Columbia (MPPDC Staff 3 years+)

Middle Peninsula Northern Neck Coordinated Human Services Mobility Committee: provides direction for a unified comprehensive strategy for transportation service delivery in the Middle Peninsula and Northern Neck Planning Districts focused on unmet transportation needs of seniors, people with disabilities, and people with low incomes. (MPPDC Staff 5 years)

MPPDC Staff and Contact Information

Acting Director: Lewis Lawrence

Contact Info: llawrence@mppdc.com (804) 758-2311x24 (804) 832-6747 (cell)

Programs: *Coastal Zone Technical Assistance, Local Initiatives, MPCBPAA*

Administrative Assistant: Beth Johnson

Contact Info: bjohnson@mppdc.com (804) 758-2311x22

Programs: *Commuter/ Employer Transportation Services, Septic Repair Assistance, PDC Finance & Grants Administration*

Planner 2: Clara Meier

Contact Info: cmeier@mppdc.com (804) 758-2311x28 (540) 908-5057 cell

Programs: *Rural Transportation Planning, Water Supply Plan, EECBG Weatherization*

Planner 2: Harrison Bresee

Contact Info: hbreesee@mppdc.com (804) 758-2311x26 (757) 871-2245 cell

Programs: *Comprehensive Economic Development Strategy, Public Access Authority, Working Waterfronts*

Secretary: Rose Lewis

Contact Info: rlewis@mppdc.com (804) 758-2311x21

Programs: *Septic Pumpout Assistance, Facilities Scheduling*

MANDATES

Funding – VDEM, VDEQ, localities, MPPDC General Fund

Project 30502 Water Supply Planning

9 VAC 25-780 establishes a planning process and criteria that all local governments will use in the development of local or regional water plans. The plan will be reviewed by the Department of Environmental Quality and a determination will be made by the State Water Control Board on whether the plan complies with this regulation. Within five years of a compliance determination by the board, the plan will be reviewed to assess adequacy and any significant changes will require the submission of an amended plan and review by the board. All local programs will be reviewed, revised, and resubmitted to the Department of Environmental Quality every 10 years after the last approval. The jurisdictions of Essex, King and Queen, King William, Mathews, Middlesex, Tappahannock, Urbanna and West Point opted to prepare a regional plan with assistance from Middle Peninsula Planning District Commission staff and EEE Consulting, an environmental consulting firm. The Regional Plan was completed and submitted to the Virginia Department of Environmental Quality for compliance review by the November 2, 2011 deadline for Regional Plan submission.

- Requested a copy of the signed resolution from Mathews County approving the Regional Water Supply Plan for the Middle Peninsula. Mathews County approved the Plan by resolution at their March 2012 Board of Supervisors meeting.

INFORMATION RESOURCES/ASSISTANCE

Services to provide critical assessment and thinking.....

- Updated www.mppdc.com website.
- Received phone call from Gloucester County resident needing assistance to construct a household well. Referred to Southeastern Rural Community Assistance Program.
- Attended the Essex County Board of Supervisors budget work session. Presented the Board of Supervisors with an update on the work of MPPDC.
- Filed official monthly building reports for March 2012 for counties of Middlesex, Essex, and Mathews.
- Discussed how to change King William County's voting district lines to match the revised Virginia House District lines using GIS with Betty Brooks, King William County GIS Technician.
- Prepared a spreadsheet with the updated status of 26 bills, as of March 28, 2012, that were considered in the 2012 Virginia General Assembly for distribution at the March 2012 Middle Peninsula Planning District Commission meeting. The document, "Virginia 2012 General Assembly Update", is available as a PDF on the MPPDC website at www.mppdc.com under Quick Links.
- Provided agenda information for Representative Rob Wittman's Broadband Roundtable meeting scheduled for April 20th to all Middle Peninsula Local Government Administrators.

Projects 31410 Dragon Run SAMP

The project is a partnership between Middle Peninsula Planning District Commission's Dragon Run Steering Committee and the Virginia Coastal Program. The project's mission is to support and promote community-based efforts to preserve the cultural, historic, and natural character of the Dragon Run, while preserving property rights and traditional uses within the watershed.

- Prepared and submitted semiannual finance report and reimbursement request to Department of Environmental Quality.
- Submitted the required semiannual report on project progress to the Virginia Coastal Zone Management program.

Projects 32007 Middle Peninsula Chesapeake Bay Public Access Authority

Middle Peninsula Chesapeake Bay Public Access Authority Special Project – Support of Executive Order 23, Goal 8 Coastal Management Coordination Public Access: Continue implementation of adopted annual work program, including identifying land, either owned by the Commonwealth or private holdings that can be secured for use by the general public as a public access site; researching and determining ownership of all identified sites; determining appropriate public use levels of identified access sites; developing appropriate mechanism for transferring title of Commonwealth or private holdings to the Authority; developing appropriate acquisition and site management plan. This Program allows the Authority to function by supporting the individual projects and operations of the Authority, as well as, by responding to daily requests for assistance from local government staff.

- Convened the April meeting of the PAA for April. Discussion topics included the Williams Wharf easement in Mathews County, Prince Street Landing in Tappahannock, the Perrin Wharf in Gloucester County, the Thurston Hayworth Tract Legal Issue in King and Queen County, the Definition of a Working Waterfront, and the Commercial Fuel Tax issue. Representatives attending included Board Members from King and Queen County, Gloucester County, Middlesex County, Town of Tappahannock, Essex County, and King William County.
- Drafted sample resolutions for Gloucester County, Town of Tappahannock, and Essex County requesting the assistance of the Middle Peninsula Chesapeake Bay Public Access Authority to research, study, and possibly implement ownership solutions to Perrin Wharf in Gloucester County and Prince Street in the Town of Tappahannock.

Projects 32118 Virginia Coastal Zone Management Program

This project provides ongoing support to member localities of the Planning District Commission and other stakeholders committed to improving community development and coastal management within the coastal zone.

- Consulted with Franklin Bolton, Fiber Manager with ENVIVA, LP concerning the use of biomass (silviculture waste products) for use by Virginia Dominion Power energy plants. Discussed the need to include Middle Peninsula silviculture operators in the biomass waste product stream.
- Consulted with Fred Pribble, Vice President- Utilities Division Manager with Draper Aden Associates, concerning local governments need to create a local stormwater program as well as the formation of a regional stormwater management program.

- Convened a regional stormwater management meeting with Scott Reay, Gloucester County Codes Compliance; Sandra Erdle, Coastal Outreach Specialist CBNERR; John Shaw, Mathews County Planning Director; Dave Whitlow, Essex County Administrator; Wyn Davis, Environmental Programs Manager for Essex County; Philip Thompson, King and Queen County Environmental Codes Compliance Officer; and Carolyn Howard, Fred Pribble, and Sheryl Stevens from Draper Aden Associates to discuss submittal of the funding application to the National Fish and Wildlife Foundation to create a regional stormwater management program.
- Consulted with Troy Hartley, Virginia Sea Grant Director, concerning a Virginia Sea Grant Coastal Intern to be assigned to MPPDC. Virginia Sea Grant staff received 3 applications from the College of William & Mary Law School students. MPPDC staff reviewed, ranked, and returned applications to Virginia Sea Grant.
- Received a draft copy of the Williams Wharf public access easement on the land owned by the Mathews Land Conservancy located in Mathews County from Lee Stephens of Spotts Fain LPC. The Middle Peninsula Chesapeake Bay Public Access Authority has been identified as a co-holder with Mathews County for the easement. Reviewed terms of the public access easement and submitted comments to Lee Stephens.
- Consulted with Jimmy Sydnor, Town of Tappahannock Zoning Administrator, concerning the transfer of Prince Street road ending. Discussed various alternatives including the direct transfer of Prince Street to the town vs. the Public Access Authority.
- Submitted the required semiannual report on project progress to the Virginia Coastal Zone Management program.
- Discussed comprehensive plan update costs with Linda Lumpkin, Essex County Deputy Administrator.
- Discussed special needs sheltering issues with Carlton Revere, Vice Chairman, Middlesex County Board of Supervisors . Discussed mutual aid, nursing homes, transportation services, and evacuation issues.
- Contacted Tanya Denckla Cobb, Associate Director at the Institute for Environmental Negotiations at the University of Virginia, concerning hazard mitigation strategies for special needs groups and the possibilities of partnering together for a Virginia Sea Grant funding opportunity to study Middle Peninsula special needs challenges.
- Received a call from Terry Delaney, U.S. Dept. of Agriculture Rural Development Program, concerning an intergovernmental review request for an application requesting financial assistance by the Free Clinic in Gloucester County. Reviewed applications and submitted comments.
- Convened a joint meeting of the Northern Neck and Middle Peninsula Local Government Administrators to discuss issues associated with program delivery by Bay Aging.
- Consulted with Glen Sink, Executive Director for the Center for Rural Virginia, concerning a Middle Peninsula and Northern Neck regional leadership workshop.
- Consulted with Ann Ducey-Ortiz, Gloucester County Planning Director, concerning proposed zoning ordinance amendments for agri-businesses, farm stands, wayside stands, farmer's markets, and the provision for aquaculture as an agricultural activity.

- Attended the Gloucester County Planning Commission meeting to discuss local land use issues associated with allowing aquaculture in various zoning districts.
- Attended a meeting called by former Virginia Governor Tim Kaine concerning rural economic development needs facing the Middle Peninsula and the Northern Neck. Meeting was convened at Rappahannock Community College Warsaw Campus. Those in attendance included local bank presidents, industry leaders and other community development stakeholders across the Middle Peninsula.
- Consulted with MPPDC Commissioner and King William County resident Eugene Rivara concerning the upcoming Broadband meeting called by Congressman Rob Whitman. Discussed the importance and need for Broadband services within King William County. The meeting is scheduled for April 20th at the Rappahannock Community College Lecture Hall in Warsaw.
- Prepared and submitted semiannual finance report and reimbursement request to Department of Environmental Quality.
- Submitted the required semiannual report on project progress to the Virginia Coastal Zone Management program.

Projects 32116 Initiating Adaptation Public Policy Development

MPPDC staff will continue educational outreach to the general public and to elected officials about climate change and sea level rise. To encourage Middle Peninsula member localities to consider the development of public policy to respond to climate change and sea level rise impacts, MPPDC staff will also create a “START” (Start Adaptation and Response Today) kit which will comprehensively assemble, present, and customize relevant (1) local scientific data, (2) Kaiser- Permanente Natural Hazard Vulnerability Assessment Tool results for the Middle Peninsula, (3) local, state, national and international case studies as well as (4) sample ordinances from communities (nationwide and internationally) that have adopted adaption policies.

- Presented Phase 3 Climate Change: Initiating Adaptation Public Policy Development to the MPPDC for consideration and discussion.

Project 32119 Land Water Quality Protection

In light of changing Federal and State regulations associated with Bay clean up-nutrient loading, nutrient goals, clean water, OSDS management, storm water management, TMDLs, etc, staff from the Middle Peninsula Planning District Commission (MPPDC) will develop a rural pilot project which aims to identify pressing coastal issue(s) of local concern related to Bay clean up and new federal and state legislation which ultimately will necessitate local action and local policy development. Staff has identified many cumulative and secondary impacts that have not been researched or discussed within a local public policy venue. Year 1-3 will include the identification of key concerns related to coastal land use management/water quality and Onsite Sewage Disposal System (OSDS) and community system deployment. Staff will focus on solution based approaches, such as the establishment of a regional sanitary sewer district to manage the temporal deployment of nutrient replacement technology for installed OSDS systems, assessment of land use classifications and taxation implications associated with new state regulations which make all coastal lands developable regardless of environmental conditions; use of aquaculture and other innovative approaches such as nutrient loading offset strategies and economic development drivers.

- Prepared and submitted semiannual finance report and reimbursement request to Department of Environmental Quality.

- Convened a meeting with the King and Queen County Commonwealth Attorney and representatives from Three Rivers Health District as well as the Virginia Department of Health Central Office to discuss failing septic systems enforcement issues and a new process for moving corrective practices forward more quickly.
- Submitted the required semiannual report on project progress to the Virginia Coastal Zone Management program.

Project 32201 Perrin River

Within the Middle Peninsula, and most coastal communities nationwide, the commercial seafood industry has had to adapt and shift as coastal land use and waterfront property ownership have altered. Historically, as epicenters of economic development, coastal communities were the location of strong fisheries and shipbuilding industries, as well as public access areas for recreational and commercial uses. However, as more and more people move toward the coast, the coastal dynamics combined with changing demographics ultimately threaten traditional and culturally significant working waterfront industries (i.e. commercial seafood). The Perrin River in particular needs a comprehensive plan to assess the needs of the commercial seafood industry, harbor management and current and future infrastructure. This project will develop a Commercial Seafood Harbor Master Plan and its implementation could ensure that current and future commercial watermen have access to infrastructure and business support services.

- Met with Preston Smith, Virginia Department of Health, Marina Division and M.B. Sheppard, 3 Rivers Health Dept. to discuss regulations the Health Department would have pertaining to the Perrin River Wharf in Gloucester County.
- Submitted the quarterly report to Tom Murray at the Virginia Institute of Marine Science in Gloucester County.
- Received a communication from Tommy Leggett, Gloucester County commercial watermen, concerning the loss of working waterfront infrastructure on the Perrin River. Agreed to coordinate a fact-finding meeting with key local stakeholders in early May.

Project 32202 Working Waterfronts Coalition

For many Virginia rural coastal communities, there is a strong need to maximize the potential of the waterfront as a driver for economic vitality. However, market forces, changing demographics, and increasing tax burdens on waterfront properties are increasingly driving a transition of waterfront properties toward residential or recreational uses. In addition, regulatory changes affecting marine fisheries management are impacting water dependent industries and working waterfronts. If access to the waterfront is limited or severed, commercial and recreational fishermen, researchers, and other water-dependent businesses will have fewer options to successfully make a living from the tidal waters of the Commonwealth, including the Seaside on the Eastern shore. As a result, many rural Chesapeake Bay and Seaside communities are challenged to maintain their identity and are shifting away from water-dependent employment, causing economic and cultural changes that can limit economic diversification opportunities and fundamentally alter the nature of the communities themselves. These challenges are particularly acute in both rural Chesapeake Bay and Seaside coastal communities. In response, Accomack-Northampton PDC, Northern Neck PDC Middle Peninsula PDC, Middle Peninsula Chesapeake Bay Public Access Authority, Northern Neck Chesapeake Bay Public Access Authority and Marine Advisory Services at VIMS collectively propose to form a Rural Chesapeake Bay-Seaside Working Waterfront Coalition.

- Convened the project kick off meeting at the Virginia Institute of Marine Science on March 29th. Discussed working waterfront issues, political challenges, and relationship to other ongoing working waterfront projects in Virginia. Coalition PDC partners (Northern Neck PDC, Accomack Northampton

PDC and Middle Peninsula PDC) agreed that defining what a working waterfront is (regionally) must be completed prior to discussing the Coalitions purpose with local industry representatives. Participating PDC's under a separate Virginia CZ grant, being coordinated by Marine Advisory Services at VIMS should have definitions completed by late spring 2012. The Coalition will reconvene once each region has settled on a definition. MPPDC has vetted a working waterfront definition with local land use administrators to ensure close public policy connections for possible future use and compatibility with local land use planning tools.

- Prepared and submitted semiannual finance report and reimbursement request to Department of Environmental Quality.
- Submitted the required semiannual report on project progress to the Virginia Coastal Zone Management program.

Project 32203 Working Waterfronts Definition

In partnership with Marine Advisory Services at VIMS, MPPDC staff will coordinate a series of local meeting to identify key working waterfront business and develop a definition of working waterfronts unique to the Middle Peninsula.

- Submitted the Quarterly Report containing the choice of Working Waterfront Definitions derived with input from MPPDC Commission Members and County and Town Planning Staff from King William County, King and Queen County, Essex County, Middlesex County, Gloucester County, Mathews County, Town of West Point, Town of Urbanna, and Town of Tappahannock.
- Met with Harrison Bresee, MPPDC Staff, to review the current inventory list of working waterfront infrastructure in the Middle Peninsula and plan the next steps in the project. There was a discussion of the definitions of a working waterfront hub versus a spoke and potential working waterfront hubs and spokes were preliminarily identified.
- Developed a spreadsheet to track contact information and other details for the working waterfront infrastructure inventory in each Middle Peninsula locality.
- Researched public landings in the region using the Virginia Department of Game and Inland Fisheries list on their website and local Comprehensive Plans.

Project 32205 VAPDC TMDLs

Funding for the Bay TMDL program is authorized by the U.S. Environmental Protection Agency through the Virginia Department of Conservation and Recreation (DCR). The Commonwealth of Virginia through the Department of Conservation and Recreation has provided funding to participating Planning District Commissions to assist local governments with responding to the EPA request. MPPDC is coordinating on behalf of 13 planning District Commissions representing over 80 local governments.

- Received notification of reimbursement from Department of Conservation and Recreation.
- Processed payment requests from participating PDC's.

Project 30207 Transportation Demand Management (TDM) Services

This program assists local commuters and employers with transportation issues. The main emphasis is on lowering the number of single occupancy vehicle commutes within and from the Middle Peninsula region through marketing and promotion of the program through local media and provision of ride matching services to commuters.

- Discussed Rideshare Program with David Valadez, Rappahannock Community College Workforce Development.
- Participated in Association for Commuter Transportation (ACT) Chesapeake Chapter Board Meeting.
- Convened Association for Commuter Transportation Telework and Alternative Work Arrangements Council Meeting via teleconference, took Minutes of meeting and submitted to ACT. Council is working with ACT Public Policy Council to advance Telework issues at National level – CMAQ funding, rural broadband access, double taxation of teleworkers and Federal Government Employee telework assistance.
- Sent notice to Telework Council members regarding opportunity to present at ACT International Conference in Savannah, GA.
- Prepared and submitted 2011 Annual Report of ACT Telework Council Activities to Association for Commuter Transportation.
- Met with Bill Nachman, report for *Gloucester-Mathews Gazette-Journal*, to discuss rising gas prices and cost saving opportunities for commuters with ridesharing.
- Met with Pat Collins, WXGM Radio, to discuss rising gas prices and surprising lack of interest in ridesharing in comparison to 2008-2009 gas price rise.
- Sent letters to general managers of Gloucester and Tappahannock Walmart Supercenters introducing Middle Peninsula Rideshare and offering services to Walmart employees and customers to *Save Money, Live Better* as strategy identified in Middle Peninsula Rideshare Long-range TDM Plan to increase services to local employers/employees.
- Discussed marketing needs with Tom Davis, WRAR Radio.
- Received phone call from Department of Rail and Public Transportation staff looking for online copy of Middle Peninsula Long-Range Transportation Plan. Directed to MPPDC website.
- Received phone call from representative of Greenride, a company that offers online ridematching software. Discussed needs of rural rideshare agencies.
- Received phone call from Gloucester County resident looking for transportation options for his son who commutes to Hampton. Discussed Rideshare program and options available for registering for ridematching services.

- Received phone call from Gloucester County resident looking for transportation options for son commuting to Hampton. Provided 2 contacts for potential carpool partners.
- Received phone call from Gloucester County resident commuting to Williamsburg for afternoon shift. No match available. Referred to TRAFFIX and NuRide for additional assistance.
- Executed Master Agreement for Use of Commonwealth Transportation Funds and submitted to Virginia Department of Rail and Public Transportation (DRPT). DRPT is now requiring this prior to recommendation for program funding to Commonwealth Transportation Board in May.
- Requested authorization from DRPT to attend ACT International Conference to be held in Savannah, GA July 29 –August 1, 2012.
- Discussed rising gas prices and cost savings of ridesharing on air with Neal Steele, WXGM Radio.
- Attended the final regional forum for the VTrans2035 Update, where staff from the Office of Intermodal Planning and Investment presented an updated framework for performance based planning with investment priorities and strategies, and coordinated a discussion of the Corridors of Statewide Significance.

Project 30309 Rural Transportation Planning

This program provides rural transportation planning services through the Rural Transportation Planning Work Program which outlines specific tasks and goals to guide the rural planning of transportation services.

- Attended a meeting in the Middle Peninsula Planning District Commission’s regional boardroom to discuss the components involved with designing a regional storm water management program for the Middle Peninsula and applying for funding from the Environmental Protection Agency (EPA), with the assistance of Draper Aden Associates and the Virginia Institute of Marine Science (VIMS).
- Provided Harrison Bresee, MPPDC Staff, with the information he requested for the Working Waterfronts Definition Project quarterly report.
- Finalized the Virginia Association of Planning District Commissions Rural Transportation Committee meeting agenda for April 18, 2012 and sent it out to all Virginia Planning District Commissions with an invitation to attend.
- Contacted Darrel Johnson, Virginia Department of Transportation and requested that he attend and present at the VAPDC Rural Transportation Committee meeting on April 18, 2012 in Charlottesville, VA.
- Discussed the Transportation Information Meeting that Essex County held on March 22, 2012 with Edwin “Bud” Smith, Essex County Vice Chairman Board of Supervisors.
- Corresponded with staff from Planning District Commissions throughout Virginia about the VAPDC Rural Transportation Committee meeting being held on April 18, 2012.
- Completed an Intergovernmental Review of the Fulcrum Project being proposed at the Middle Peninsula Regional Airport in King and Queen County.

- Prepared sample resolutions for Essex County, Gloucester County, and the Town of Tappahannock to express their desire for the Public Access Authority to pursue the transfer of interests in the Prince Street Road Ending and the Perrin Wharf from Virginia Department of Transportation (VDOT).
- Participated in the Fiscal Constraint 101 for Virginia Transportation Planners Webinar provided by the Federal Highway Administration (FHWA) and VDOT.
- Discussed the VAPDC Rural Transportation Committee meeting with Darrel Johnson, VDOT.
- Corresponded with Steve Williams, Executive Director at the Thomas Jefferson Planning District Commission (TJPDC), about the VAPDC Rural Transportation Committee meeting being held at the TJPDC's Water Street Center in Charlottesville, Virginia.
- Corresponded with Aaron Burdick, West Piedmont Planning District Commission, about the VAPDC Rural Transportation Committee's April 2012 meeting.
- Met with Harrison Bresee, MPPDC Staff, to review the current list of working waterfront infrastructure in the Middle Peninsula and plan the next steps in the project. There was a discussion of the definitions of a working waterfront hub versus a spoke and potential working waterfront hubs and spokes were preliminarily identified.
- Developed a spreadsheet to track the contact information and other details for the working waterfront infrastructure inventory in each Middle Peninsula locality.
- Researched public landings in the region using the Virginia Department of Game and Inland Fisheries list on their website and local Comprehensive Plans.
- Revised the VAPDC Rural Transportation Committee's April 2012 meeting agenda.
- Updated the VAPDC's Rural Transportation Committee roster and contact information.
- Received notice from Darrel Johnson, VDOT, that the final reports for the 2035 Middle Peninsula Regional Rural Long-Range Transportation Plan are complete and ready for pick-up.
- Attended a Plan Virginia newsletter committee meeting for preparation of the spring 2012 newsletter.
- Received a memorandum from Gregory A. Whirley, Virginia Commissioner of Highways, with notification that the Virginia General Assembly has not approved a State Budget and if they do not do so before May 1, 2012, VDOT contract holders may be advised of specific measures that will need to be taken regarding suspension of work or delay in deliverables.
- Prepared and submitted quarterly financial report and reimbursement request to VDOT.
- Prepared the 3rd quarterly report for the FY2012 Rural Transportation Planning Program and mailed two copies to Craig Van Dussen, Fredericksburg VDOT.

Project 30420, 30423, 30426, 30440 On-Site technical Guidance Assistance and Revolving Loan Program

The On-Site Technical Guidance Program aids the Middle Peninsula localities and residents in the technical understanding and implementation of approaches to address On-Site Disposal Systems and improve water quality by assisting local homeowners with repairing failing septic systems through low-interest loans and/or grants.

- Executed ACH loan payments.
- Consulted with Stephanie Bush, Virginia Resources Authority, regarding MPPDC Onsite Revolving Loan Program Portfolio reporting and cashflow analysis. Submitted several reports from MPPDC Revolving Loan and Accounting Software programs to document adequate cash flow from program to cover debt service obligations.
- Consulted with Darlene, King William Social Services, regarding septic pumpout program.
- Consulted with Gloucester County septic repair client regarding missing paperwork.
- Consulted with Mathews County septic repair client regarding next steps.
- Consulted with septic installer regarding final payment and missing paperwork.
- Consulted with Tammy Faulkner, Mathews County Health Department, regarding status of application for homeowner with septic system that has been docemnted as failed for over a decade.
- Consulted with Gloucester County homeowner regarding septic repair program and assistance available. Mailed septic repair application packet.
- Consulted with Martha Lowe, Middlesex Title, regarding status of Mathews County heir situation client property. Recommendation that MPPDC wait until September when lien on property will be lifted so that title can be transferred to client.
- Updated Tammy Faulkner, Mathews County Health Department, on delay in heir situation repair.
- Received phone call from Gloucester County homeowner with questions about septic repair application. Homeowner also looking for well repair assistance. Mailed Southeast Rural Community Assistance Project (SRCAP) well program application.
- Received phone call from Mathews County homeowner regarding septic repair program. Home is owned by 2 brothers, one is incarcerated. Incarcerated brother's girlfriend is living in home. Septic system has been determined to be in violation of VDH regulations. Assistance can only be offered to homeowner, not tenant. Brother is not interested in taking on loan and his income would not be eligible for grant assistance. Recommended that the homeowner and tenant discuss situation with Mathews County Health Department staff.
- Prepared and submitted quarterly report and reimbursement request to Department of Conservation and Recreation for WQIF grant.

- Prepared and submitted reimbursement request to Department of Environmental Quality for VRA loan drawdown.
- Septic Pumpout as of April 16, 2012

Applications Mailed	85
Approved Vouchers	62
Completions	52
Approved by County	
Essex	12
Gloucester	16
King and Queen	05
King William	07
Mathews	07
Middlesex	16

30427 Onsite Heir Property

This project will expand and complement Section 309 Land and Water Quality Protection strategy by focusing legal tools needed to address failing septic systems associated with “heir property ownership”. Water quality degradation associated with heir property ownership from failing septic systems exists for decades with no public policy strategy to correct the source of impairment. MPPDC will partner with National Sea Grant Law Center to address legal research and education needs to address this ongoing problem.

- MPPDC staff has finalized and executed a research services agreement (3/9/12) with the University of Mississippi- National Sea Grant Law Center to coordinate with Virginia law schools to select one or two law students for a legal externship project focusing on heir property ownership issues and failing septic systems. Student selection should be completed in April/May with a legal research start time of early summer.
- MPPDC staff has updated the Virginia Department of Health as well as local Authorized On-Site Soil Evaluators to assist with identifying potential heir property ownership case studies for research purposes.
- Prepared and submitted semiannual finance report and reimbursement request to Department of Environmental Quality.
- Submitted the required semiannual report on project progress to the Virginia Coastal Zone Management program.

ECONOMIC DEVELOPMENT

Funding – EDA, local match from MPPDC General Fund, BDP Loan Program Income

Project 301702 Small Business Revolving Loan Fund

MPPDC agreed to service Middle Peninsula Business Development Partnership’s (MPBDP) Small Business Loan Portfolio after MPBDP’s dissolution November 30, 2011. MPPDC established a revolving loan fund and staff initiate ACH loan payments from clients bank accounts and manage the accounts. Principal repaid will be held until the Commission determines the best use for these funds as allowed by the USDA (RBEG) original lending restrictions. Interest earned will be used to offset administration costs.

- Executed ACH loan payments.

- Received monthly financial statements from Gloucester County loan client.
- Consulted with former MPBDP Middlesex County client looking for business loan. Referred to Arlington group for assistance.
- Received phone call from Gloucester County client requesting interest only payment.

Project 33000 Middle Peninsula Comprehensive Economic Development Strategy

The purpose of this project is to develop a Comprehensive Economic Development Strategy (CEDS) for the Middle Peninsula. The CEDS process will be extremely valuable for the region as a means to tie together the many activities and plans of 9 jurisdictions (6 counties and 3 towns) and also to identify and prioritize cross-region initiatives. The last Regional Economic Development Strategic Plan was completed in March 2002. The past ten years have witnessed significant changes in the region’s demographics. The increase in population has also created demand for services and infrastructure development. There is also an interest in sustaining traditional trades such as fishing and agriculture.

- Met with Scott Lucchesi, King William County; John Bailey, Town of Urbanna; Brad Gilks, King William County; and Rufus Ruark, Middlesex County /Town of Urbanna, to discuss the CEDS program.
- Held a meeting for the CEDS Construction Committee on April 11th. 6 more employment committee meetings and 1 executive committee meeting are scheduled for this month, 7 employment meetings are scheduled for May, and 7 meetings are scheduled for June. Localities represented in the process: Town of West Point and Town of Urbanna, King William County, King and Queen County, Essex County, Middlesex County, Mathews County, and Gloucester County. The Town of Tappahannock and Essex County have chosen to share their representatives.

LOCAL INITIATIVES

Funding - local dues, PDC base-funding from VDHCD and/or MPPDC General Fund.
 Funding for specific projects may come from locality requesting assistance.

Project 30007 Local & Regional Technical Assistance

This program responds to daily requests for technical assistance which other commission programs are unable to provide.

(See Coastal Community Development/Environmental- in a cost saving strategy, activities such as the monthly meeting of the local government administrators have been shifted away from using local funds)

Project 32113 Shallow Water Dredging

This project will identify and discuss the issues and framework necessary to establish a Middle Peninsula Regional Dredging Management Plan.

(See Coastal Community Development/Environmental- Staff support for this initiative is funded from DEQ Coastal Zone Management program)

Project 30013 Energy Efficiency and Conservation Block Grant (EECBG)

Summary: Governor Timothy Kaine announced on October 6, 2009 that \$9.7 million in Energy Efficiency and Conservation Block Grants (EECBG) would be distributed on a competitive basis to small local governments. Virginia's 21 Planning District Commissions administered the program and assisted localities in the development of proposals which were ranked and awarded by the Department of Mines, Minerals and Energy (DMME). The program emphasizes a community-based approach to help meet energy and climate protection goals. MPPDC was awarded a contract to provide weatherization renovations to 12 homeowners ineligible for LMI weatherization programs in each of the 6 counties. MPPDC subcontracted the promotion and construction portions of this project to Bay Aging but is tasked with administering the overall project.

- All weatherization projects have been completed.
 - Essex – 4
 - Gloucester – 6
 - King & Queen – 1
 - King William – 1
 - Mathews -2
 - Middlesex – 6
- Bay Aging completed 12 energy retrofits on homes in the Middle Peninsula including 2 in Essex County, 3 in Gloucester County, 1 in King and Queen County, 1 in King William County, 2 in Mathews County and 3 in Middlesex County. This project has assisted a total of 20 homeowners in the Middle Peninsula Region with retrofitting their homes to be more energy efficient and save on energy costs. Since September 2010 approximately \$104,000.00 in grant funding and \$46,000.00 in loan assistance was utilized by homeowners in the Middle Peninsula for home energy retrofits.
- Reviewed Bay Aging invoices for December, January, and February. December invoices had to be returned for corrections before processing.
- Reviewed the Non-Federal Locally Leveraged Funds documentation Bay Aging provided for the months of May-July 2011.
- Sent a request to Bay Family Housing to revise Davis Bacon weekly payroll forms submitted for two energy retrofit jobs.

Reviewed the Buy American Provision of the American Reinvestment and Recovery Act of 2009 (ARRA) and discussed with Ron Hachey, Energy Projects Coordinator at DMME. Received confirmation from DMME that the Middle Peninsula's Energy Efficiency and Conservation Weatherization Expansion Program did not have to comply with the Buy American Provision of the ARRA.

- Received the monthly reporting information from Bay Family Housing (Bay Aging) for the March 2012 monthly project report.
- Prepared and submitted the March 2012 monthly report to the Virginia Department of Mines, Minerals and Energy (DMME).

- Prepared and submitted the January 1-March 31, 2012 quarterly report to the Virginia Department of Mines, Minerals and Energy (DMME).
- Prepared and submitted the December 2011, January 2012 and February 2012 invoices to DMME.
- Prepared the PDC Admin Fee invoice for January 1-March 31, 2012 and reviewed with Beth Johnson, MPPDC Staff.
- Submitted the January 1-March 31, 2012 PDC Admin Fee Invoice to DMME.
- Modified a spreadsheet illustrating all home energy retrofit jobs complete to show the jobs by County with the total loan and grant amounts utilized by Middle Peninsula homeowners that participated in the program.
- Submitted the Non-Federal Locally Leveraged Funds documentation Bay Aging provided for the months of May-July 2011 to DMME for review and approval.
- Executed ACH loan payments.
- Received phone call from Essex County client regarding change of bank account.
- Gloucester County client brought in void check for new bank account for payments after April.

AGENCY ADMINISTRATION

Funding - Indirect cost reimbursements from all PDC projects

MPPDC Administration

Administrative services provided to MPPDC programs. Planned FY12 Indirect Cost rate =73.9%

- Prepared vouchers, processed A/P, processed payroll, processed deposits and balanced bank accounts. Prepared MPPDC financial statements.
- Convened MPPDC Budget Committee to review draft FY13 budget scenarios. Committee will make recommendation to Commission at April Commission meeting. Determination made that the Executive Committee will need to convene to make recommendation regarding Executive Director Position as this will directly affect FY13 MPPDC budget.
- Consulted with Anita Hazlewood, C&F Bank, regarding need to increase ACH limits for automatic payments/payroll due to increased loan portfolio and monthly payments processed for Onsite, Small Business, and Weatherization RLF programs. Staff is currently processing 42 loans per month with a total of over \$5200 in monthly payments via ACH direct payments.
- Consulted with Lewie Lawrence, MPPDC Acting Executive Director, regarding request from Middlesex County Chamber of Commerce to rent office space in MPPDC building. Prepared cost analysis.
- Assisted staff with Microsoft Outlook issues.

- MPPDC Executive Long Range Planning Committee convened to review and recommend a strategy for long term employment for an agency Executive Director.
- Prepared a draft Recommended Overall Program Design and Budget for FY13 MPPDC fiscal year.



Initiating Adaptation Public Policy Development

Middle Peninsula Planning
District Commission

PHASE 3



This report was funded by the Virginia Coastal Zone Management Program at the Department of Environmental Quality through Grant #NA10NOS4190205 Task 12.05 of the U.S. Department of Commerce, National Oceanic and Atmospheric Administration, under the Coastal Zone Management Act of 1972, as amended.

The views expressed herein are those of the authors and do not reflect the views of the U.S. Department of Commerce, NOAA, or any of its subagencies.

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Report Awaiting Consideration by MPPDC

EXECUTIVE SUMMARY

For the last three years, the Middle Peninsula Planning District Commission (MPPDC) has been funded through the Virginia Coastal Zone Management Program to begin addressing climate change and sea level rise impacts in the region. With 1,055 miles of shoreline and 888,064 acres of land, the Middle Peninsula may be vulnerable to such impacts in the near future.

Therefore, to begin this initiative, Phase 1 (Grant #NA08NOS4190466 Task 12.04) of the project focused on understanding the potential impacts of climate change and sea level rise on the people and the environment in this area. To identify these critical impacts, MPPDC staff formed a Climate Change Advisory Workgroup (CCA W) consisting of representatives from each Middle Peninsula member locality. With the impacts identified, MPPDC staff conducted an economic and ecologic assessment of select vulnerable areas based on a predicted sea level rise of 1ft by 2050 using ArcGIS. As a result this assessment provided local elected officials, planners, and the public with a snapshot of potential impacts to infrastructure and the local ecology, as well as their associated costs.

In Phase 2 (Grant #NA09NOS4190163 Task 12.05), MPPDC staff moved away from the potential ecological and economic impacts of climate and sea level change, and aimed to understand social perceptions within the region. Utilizing Qwizdom, an interactive audience response system, MPPDC staff engaged stakeholders (i.e. community groups, elected officials, and local planners) on the topic of climate change, sea level rise, and local government's role in managing potential impacts. Discrepancies were found within and amongst stakeholder groups, as their perceptions, ideas, and knowledge of climate change and sea level rise varied; however understanding these difference are critical in order to move forward, as social perceptions influence the development of future public policy.

As a result of stakeholder discussions, MPPDC staff began to reframe the climate and sea level issue in Phase 2 to focus on local government's role in protecting public health, safety, and welfare, particularly as this is authorized in Virginia Code (§15.2-1200).

Finally in Phase 3 (Grant #NA10NOS4190205 Task 12.05), MPPDC staff continued outreach efforts geared toward the general public and elected officials and also developed a START (Start Adaptation and Response Today) kit which organized information that Middle Peninsula localities can consider when addressing potential climate change and sea level rise impacts. In particular, the START kit includes: (1) local scientific data (2) Kaiser– Permanente Natural Hazard Vulnerability Assessment Tool results from the Middle Peninsula, (3) local, state, national, and international case studies, as well as (4) sample adaptation ordinances from other communities (domestic and internationally). Emergency managers, county planning staff, and local elected officials may use this START kit to choose strategies and policies that best meet the needs of their locality in the face of changing climate and sea level rise.

I. INTRODUCTION

Building off Phases 1 and 2, Middle Peninsula Planning District Commission (MPPDC) staff moved into Phase 3 with an understanding of the potential impacts of climate change and sea level as well as associated social perceptions of this phenomenon within the Middle Peninsula. Phase 3 was intended to create a collection of information that local elected officials, emergency planners, and planning commissioners could utilize in the decision making process to address pending changes, including local scientific data, sample ordinances, as well as case studies.

As title §15.2-1200 of Virginia Code states, “Any county may adopt such measures as it deems expedient to secure and promote the health, safety and general welfare of its inhabitants which are not inconsistent with the general laws of the Commonwealth.” Therefore to reframe the climate and sea level rise dialog, MPPDC staff has refocused discussions within the context of public health, safety and welfare of constituents, particularly as climate change and sea level rise becomes a partisan issue.

II. CONTINUED EDUCATION EFFORTS

In Phase 3, MPPDC staff continued education and outreach efforts to broaden the general publics and local elected officials understanding of climate change and sea level rise impacts as well as local government’s role in managing potential impacts. Although Middle Peninsula localities were informed early in the grant that MPPDC staff were available to educate county staff (i.e. planning staff and commissioners) about this topic, there was limited interest since this is not a local priority. Therefore MPPDC staff looked to inform local community groups and took advantage of invitations to State conferences to engage audiences. Below is a list and short description of the public outreach efforts:

- a. **The Impact of Climate Change on Water Resources and Water Infrastructure: Mitigation and Adaptation at the Local level workshop (11/15/2010)** - Hosted by Virginia Tech (VTEch), MPPDC staff provided workshop attendees (ie. graduate students, VTEch Professors, Water Industry Representatives, County Governments, and planners) with an overview of the MPPDC Climate Change project to date (Appendix A). The presentation covered MPPDC experiences and findings from Phase 1 and 2, as well as goals for Phase 3.

- b. **Virginia Coastal Partners Workshop (12/7/2010)** – (Appendix B) The Virginia Coastal Zone Management Program hosted a workshop of stakeholders (i.e. Planning District Commissions, Virginia Institute of Marine Science, Virginia Commonwealth University, Department of Game and Inland Fisheries, Virginia Department of Conservation and Recreation, etc.) involved in Tidewater Virginia Coastal Management to share projects that assist in the overall management of the Virginia coastline (i.e. fisheries, land-use, shoreline management, green infrastructure, etc). The presentation focused on how the “coconut telegraph” and a rural belief system impacts climate change policy

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development at the local level. More specifically it focused on local strategies to adapt and plan for climate changes in order to protect public safety, health and welfare of Middle Peninsula residents.

- c. **VTech Field Trip: Climate Change and Sea Level Rise Adaptation in the Middle Peninsula (3/16/2011)** – As VTech was funded through Virginia Sea Grant to work with MPPDC staff to develop Climate Change Adaptation strategies for Middle Peninsula Counties, MPPDC staff hosted a field trip of graduate and undergraduate students to the region. MPPDC staff introduced the Middle Peninsula to the group and reviewed the progress that has been made with regards to climate change and sea level rise in the region. As part of the trip, VTech students visited Gloucester and Mathews County to hear current strategies currently being implemented to address climate change and sea level rise. For instance, in Gloucester County there was dialogue amongst the students and county staff about the information needs of the county, including the elevation of roads which would help emergency management services.
- d. **Lunch and Learn Program with the Chesapeake Bay Board of Realtors (4/6/2011)** – Presented a talk to the Chesapeake Board of Realtors concerning what the Middle Peninsula Planning District is and why regional planning is important. The group of 25 discussed the nexus between regional and local land use planning and the real estate profession, as well as OSDS issues, permitting and regulations, sea level rise, real-estate assessment and land use taxation.
- e. **Middle Peninsula Realtors (6/15/2011)** - Coordinated a speaking engagement with the Middle Peninsula Realtors Association to discuss the work of the MPPDC and the relations to the real-estate community. As this real estate community is the gate keeper to new residents moving into the Middle Peninsula, they are able to share this information and local issues that may be pertinent for potential buyers (there was an attendance of 50 at this talk).
- f. **Mid-Atlantic Marine Educators Association Conference (11/08/2011)** – (Appendix C) MPPDC staff presented the current impacts of climate change and sea level rise identified within the Middle Peninsula. Such impacts included temperature and precipitation changes, infrastructure inundation, and ocean acidification. MPPDC staff also used Qwizdom, an interactive audience response system, to engage audience participants (i.e. educators, coastal planners, and coastal residents) in a series of questions relative to climate change, sea level rise, and options to management the impacts. This provided the audience with insight as to the difficulty local elected officials have in making public policy decisions to adapt and manage potential impacts.

III. START Kit

MPPDC staff developed a START (Start Adaptation and Response Today) kit for communities interested in developing public policy to respond to potential climate change and sea level rise impacts. MPPDC staff assembled, presented, and customized relevant climate and sea level rise information including (1) local scientific data, (2) Kaiser-Permanent Natural Hazard Vulnerability Assessment Tool results from the 2010

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Middle Peninsula Hazards Mitigation Plan (HMP), (3) local, state, national, and international case studies, as well as (4) sample adaptation ordinances from domestic and international communities.

To assist with the development of the START kit, MPPDC staff partnered with the Chesapeake Bay National Estuarine Research Reserve (CBNERR) as well as with Virginia Tech. As CBNERR has a mission to demonstrate how science, education and coastal resource stewardship can solve coastal management problems and improve the awareness and understanding of estuaries, they used their expertise to compile local scientific data about sea level rise to create an outreach document. Virginia Tech on the other hand, funded through Virginia Sea Grant, worked with MPPDC staff to focus on Climate Change Adaptation Strategies for Middle Peninsula Counties. *Please refer to the START kit in Appendix D for both documents.*

In addition to the documents produced through these partnerships, MPPDC staff organized existing planning documents (i.e. Middle Peninsula Natural Hazards Mitigation Plan) and researched localities that have taken steps to address climate change and sea level rise with the implementation of land-use tools and public policies. *Please refer to Appendix D to review the START kit in its entirety.*

IV. PUBLIC POLICY ADOPTION

Upon completion of the START kit, MPPDC staff presented the kit to member localities of the Middle Peninsula Planning District Commission. MPPDC staff will continue to work with member localities to understand the information within the kit and will encourage the development of public policy to adapt to changes related to climate and sea level rise that will ultimately assist in protecting public health, safety, and welfare.

V. CONCLUSION

Although the MPPDC has been funded through the Virginia Coastal Zone Management Program for the last three years, MPPDC staff has only been able to simply introduce this issue to local elected officials and county planners as well as obtain a preliminary understanding of associated social perceptions within the region.

As climate change and sea level rise remains a politically sensitive issue and as uncertainty prevails as one of the major obstacles in developing public policies and land use tools to address climate change and sea level rise impacts, a mere acknowledgement that things are changing can initiate planning and adaptation efforts. Whether a locality wants to associate such changes to climate change/sea level rise, or not, coastal living is changing and being proactive and prepared for such changes to protect human health, safety and welfare is the responsibility of local governments.



MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

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Mr. Lewis L. Lawrence

MEMORANDUM

TO: Middle Peninsula Planning District Commissioners

FROM: Lewis Lawrence, Acting Executive Director 

DATE: April 17, 2012

SUBJECT: FY'13 Draft Budget and Overall Program Design

During the last fiscal year, the Commission engaged in a strategic planning process that highlighted the need to improve the overall financial stability of the Commission. Significant progress has been made. MPPDC has downsized staff and is using a combination of William and Mary interns and technical research services from the National Sea Grant Law Center, Chesapeake Bay Foundation Virginia Sea Grant, and Marine Advisory Service at VIMS to implement the Commissions work program. In addition we have renegotiated fixed price contracts where possible. We have rented office space to the Virginia Outdoors Foundation. The Executive Committee and MPPDC staff have discussed an alternative of utilizing PDC base funding to lower agency indirect costs from a high of 82% down to 52%, increasing the work hours that will be applied to agency grants for the FY 2013 proposed budget thus increasing our buying power. The Commission has also voted to increase local dues contributions. All of these changes have helped to significantly improve the financial position of the Commission. Unrestricted fund balance has increased from \$301,447 on June 30, 2011 to \$318,278 as of April 17, 2012.

Even with these agency financial improvements, additional Federal and State reductions are anticipated and hence MPPDC will continue to experience some financial stress. The FY13 Draft budget will require almost \$18,500 in General Fund dollars to balance. There are several budget items outstanding which will most likely have an impact on the level of General Fund dollars needed to balance the FY 13 budget. As the General Assembly has yet to adopt a state budget, uncertainty abounds.

The *Overall Program Design and Budget Committee* met on April 2, 2012 and is interested in discussing the items below and request comments and input from the full Commission. Based on this discussion the results will help determine the final Draft FY 13 Agency Budget submitted for consideration in May.

1. VRS Contribution:

This mandate will shift 5% of the VRS responsibilities to staff. The mandate further requires the Commission to increase salaries by 5% to equalize the cost basis. However, the mandated offset does not address the increases in Social Security and Medicare contributions by either the employee or employer. Staff estimates that an additional 1% in salary would be required to equalize the cost to the employee.

It is the recommendation of the Committee that the Commission addresses the VRS contribution mandate this fiscal year. The proposed option to “phase in” the cost was not considered as the Governor had not made such recommendation at the time the Committee met.

2. Employee Benefits

Following the local budgeting model, MPPDC staff has not received a raise in pay in since FY09. The Committee discussed two strategies to address this issue. In order to finalize the FY12 budget the Committee desires that the Commission discuss and advise on the preferred option:

Option #1

MPPDC employees would receive a 2% Cost of Living Adjustment. This would require an estimated additional \$5,742 from the General Fund balance.

Option #2

The Commission could grant 5 floating holidays. As holiday leave is a cost born by agency grants, no General Fund balance would be required to offer this employee benefit. 5 floating holidays is *equivalent* to a 2% cost of living adjustment.

3. Full Time Executive Director

The contract for the Acting Executive Director expires on May 24, 2012. Staff has been asked to assemble budget scenarios that illustrate the impact to the agency based on the hiring of a full Executive Director.

In closing, much of the agency expense is dictated by project budgets approved by external funding sources. There are some other project proposals pending on which funding decisions have not yet been made which could, in the end, equal less general fund investment to balance the budget.