

MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

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COMMISSIONERS

Essex County
Mr. R. Gary Allen
Hon. Margaret H. Davis
Mr. A. Reese Peck
Hon. Edwin E. Smith, Jr.
(Vice Chairman)

Town of Tappahannock
Hon. Roy M. Gladding

Gloucester County
Hon. Ashley C. Chriscoe
Dr. Maurice P. Lynch
Hon. John Northstein

King and Queen County
Hon. Sherrin C. Alsop
(Chair)
Hon. James M. Milby, Jr.
Mr. Thomas J. Swartzwelder

King William County
Hon. Travis J. Moskalski
Mr. Eugene J. Rivara
Hon. Otto O. Williams
(Treasurer)

Town of West Point
Mr. John B. Edwards, Jr.
Hon. James H. Hudson, III

Mathews County
Hon. O. J. Cole, Jr.
Mr. Thornton Hill
Hon. Charles E. Ingram
Ms. Melinda Moran

Middlesex County
Hon. Elizabeth Hurd
Hon. Wayne H. Jessie, Sr.
Mr. Matthew Walker
Mr. Kenneth W. Williams

Town of Urbanna
Hon. Donald Richwine

Secretary/Director
Mr. Lewis L. Lawrence

MEMORANDUM

TO: MPPDC Board of Commissioners

FROM: Lewis Lawrence, Executive Director 

DATE: April 18, 2013

RE: April Commission Meeting

The Middle Peninsula Planning District Commission will host its monthly meeting on Wednesday, April 24, 2013, at 7:00 p.m. in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda.

Enclosed are the agenda and supporting materials for your review prior to the meeting.

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

I look forward to seeing you on April 24th!

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***Middle Peninsula Planning District Commission
Meeting***

7:00 P.M.

Wednesday, April 24, 2013

MPPDC Boardroom

Saluda, Virginia

- I. Welcome and Introductions
- II. Approval of March Minutes
- III. Approval of March Financial Reports
- IV. Executive Director's Report on Staff Activities for the Month of April
- V. Public Comment

AGENDA ITEMS FOR DISCUSSION:

- VI. Discussion of MPPDC-MPCBPAA Administrative Agreement
- VII. Rural Chesapeake Bay/Seaside of Virginia Working Waterfront Coalition Report
- VIII. CEDS Discussion: Organizational Framework required by Section 304.2
- IX. Appointment of Nominating Committee
- X. Other Business
- XI. Adjournment

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MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

March 27, 2013

Rappahannock Community College

Glenns, Virginia

The Middle Peninsula Planning District Commission held its March dinner meeting at Rappahannock Community College, Glenns Campus, on Wednesday, March 27, 2013. A regional networking period was held from 6:00-6:30 p.m. followed by tours of the campus by Dr. Elizabeth “Sissy” Crowther, President of Rappahannock Community College (RCC) and Mr. Jason Perry, Vice President of Workforce and Community Development.

Chair Sherrin Alsop (King and Queen County) called the meeting to order and welcomed everyone in attendance. She reminded everyone that MPPDC Executive Director Lewis Lawrence was not in attendance because he was speaking at the National Working Waterfronts Symposium in Tacoma, WA.

Invocation

Mr. John Northstein, Board of Supervisors, Gloucester County, gave the Invocation.

Commissioners in attendance were: (Essex County) Gary Allen, Margaret Davis, A. Reese Peck, and Edwin Smith, Jr.; (Gloucester County) Ashley Chriscoe, Dr. Maurice Lynch and John Northstein; (King William County) Travis Moskalski, Eugene Rivara, and Otto Williams; (Middlesex County) Elizabeth Hurd, Wayne Jessie, Sr., Matt Walker, and Kenneth Wayne Williams; and (Town of West Point) John Edwards, Jr. and James Hudson, III.

Guests in attendance were Dr. Sissy Crowther, President of RCC, Jason Perry, Vice President of RCC Workforce and Community Development; Ken Pollock; Jack Miller, John England, Carlton Revere, Wally Horton, Marcia Jones, Brenda Garton, Linda Lumpkin, Neena Putt, Janet Rivara, Laura Northstein, and citizens from the region. Middle Peninsula Planning District Commission staff in attendance were Chief Financial Officer Beth Johnson, Secretary Rose Lewis, Regional Projects Planner Jackie Rickards, and Regional Projects Planner Clara Meier.

MPPDC Business Meeting

Approval of February Minutes

Chair Alsop asked whether there were any corrections or changes to the February Minutes. There were no corrections or changes to the February Minutes. Chair Alsop requested a motion to approve the February Minutes. Travis Moskalski moved that the February Minutes be approved. Ashley Chriscoe seconded the motion; motion carried.

Approval of February Financial Report

Chair Alsop asked whether there were any questions regarding the financial report before being approved subject to audit. There were no questions. Chair Alsop requested a motion to approve the February Financial Report subject to audit. Travis Moskalski moved to approve the February Financial Report subject to audit. Otto Williams seconded the motion; motion carried.

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

Chair Alsop requested the Board to read the staff activities at their leisure and direct questions or comments to Lewis Lawrence, MPPDC Executive Director. 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.

Presentation by Dr. Elizabeth Crowther, President, and Jason Perry, Vice President of Workforce and Community Development, Rappahannock Community College

Dr. Elizabeth "Sissy" Crowther, RCC President, welcomed everyone. She noted that the college has been in operation for 43 years. Dr. Crowther said that their current focus is geared towards economic and workforce development for the region. Dr. Crowther encouraged the region to work with the Northern Neck to again promote the "Rivers Counties" region to enhance economic development and tourism in both regions.

RCC began renovations three years ago on the campuses at Glenss and Warsaw. In so doing the College gained the ability for classrooms and labs to be multifunctional – allowing one space to be used for multiple courses, and for students to utilize new technologies (iPods, tablets, computers, etc.) to enhance their learning. The just completed library renovation includes the latest learning technology.

Dr. Crowther said that for-credit student enrollment has grown 84% since 2001. RCC has six campus locations: Glenss, Warsaw, Kilmarnock (at the Chesapeake Commons Shopping Center), King George High School (New Kent County - The Bridging Communities Technical Center), the Mathews Gwynn's Island Maritime Museum, and at Massaponax with Germanna Community College. The Kilmarnock and Warsaw sites have partnered with the University of Mary Washington to offer entrepreneurial training with a shared specially equipped computer lab. A Governor's School is located on the Glenss and Warsaw campuses. Dual enrollment with local high schools is increasing yearly.

Dr. Crowther reviewed RCC's Statistics (formerly the Factbook) located on their website which contains statistical reports about Rappahannock Community College and its Service Region. This site includes a Summary Report for 2011-2012 and detailed reports for regional and locality statistics, student demographics, retention rates, etc.

Questions and answers regarding average cost of students, percentage of courses that are remedial, and percentage of students who are still in the nursing field after five years followed.

Mr. Jason Perry, RCC Vice President of Workforce and Community Development, has been with RCC for five years. The mission of RCC Workforce and Community Development is to provide the Middle Peninsula and Northern Neck with comprehensive workforce and community development programs designed around business, industry, and community needs.

Mr. Perry presented a PowerPoint presentation entitled, "Helping People Achieve Workplace Success." Classes and programs are developed for students who have dropped out of school and want to pursue their GED. Low income students can receive a career readiness certificate, CNA certificate, or marine training at little or no cost to enhance their career or for promotion on their job. Workforce and Community Development also stand ready to assist area businesses, industries, and educational institutions to achieve effective solutions through employee development. Mr. Perry said that Canon facilities in Gloucester and Newport News have voted RCC number #1 as a highly effective training provider.

RCC Workforce and Community Development focus includes:

- Education
 - Microsoft and GIS Technology
 - Information Technology
 - Online Training
 - Early Childhood Development

- Health Services
 - CNA-Medical or Aide
 - LPN and RN
 - Dental Assistant
 - Fitness Trainer

- Hospitality and Tourism
 - Chesapeake Heritage Program
 - Customer Services and Supervisor Training
 - Leadership Development
 - Relations/Employee Development

- Manufacturing
 - Canon
 - Potomac Supply, Ball Lumber
 - Rock Ten
 - Green Technology (wind and solar)

- Agriculture and Aquaculture
 - Vineyard Management
 - Wine Production
 - Oyster Farming (VIMS)

- Certifications Training
 - Trucking
 - Career Studies Certificate
 - Welding
 - HVAC
 - Autism
 - Millwright

Mr. Perry said lab renovations will be expanded for training in welding, HVAC, and occupational programs in the fall at the Glenns campus (currently being taught at Middlesex High School).

There were no questions.

Dr. Crowther thanked everyone and especially county officials for supporting RCC each year. She thanked those who had responded the college's the capital improvement request and encouraged those who had not responded to consider the request favorably.

On behalf of the Middle Peninsula Planning District Commission Board, Chair Alsop thanked Dr. Crowther and Mr. Perry for their presentations, tours, and hospitality.

Other Business

There was no further business.

Adjourn

Chair Alsop requested a motion to adjourn. Otto Williams moved to adjourn. Matt Walker seconded the motion; motion carried.

COPY TESTE:

(Secretary)

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Project Financial Report

Middle Peninsula Planning District Commission

Run Date: 04/10/2013
 Run Time: 10:55:37 am
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Period Ending: 03/31/13

		Expenditures						
Code	Description	Budget	Curr Month	Project Total	Un/Over	% Budget	Revenues	Balance
30008	FY13 Local Programs	168,518.00	47,455.57	127,122.06	41,395.94	75.44%	137,541.44	10,419.38
30010	Local PAA Stewardship/	17,000.00	425.00	12,592.98	4,407.02	74.08%	17,000.00	4,407.02
30013	EE&CBG Project	3,889.00	75.72	1,169.86	2,719.14	30.08%	1,287.80	117.94
30015	Tappahannock Comp Plan	11,200.00	826.98	1,720.52	9,479.48	15.36%	0.00	-1,720.52
30016	Essex Comp Plan Update	27,675.00	325.48	325.48	27,349.52	1.18%	0.00	-325.48
30170	MPBDP FY12 Staff Sup	13,825.00	396.88	6,457.67	7,367.33	46.71%	7,115.48	657.81
30208	Transportation Demand M	224,000.00	7,614.96	52,123.75	171,876.25	23.27%	47,918.75	-4,205.00
30310	FY13 Rural Transportati	72,500.00	6,630.04	54,408.18	18,091.82	75.05%	39,599.37	-14,808.81
30420	Onsite Loan Management	105,940.14	347.35	99,617.16	6,322.98	94.03%	108,816.30	9,199.14
30423	VCWRFR Onsite Fund	82,500.00	0.00	31,433.62	51,066.38	38.10%	45,929.91	14,496.29
30426	WQIF 2010	102,883.00	2,192.76	83,922.09	18,960.91	81.57%	65,001.26	-18,920.83
30427	Failing Septic Heir Proper	7,091.00	-3.67	7,276.59	-185.59	102.62%	7,091.00	-185.59
30502	Water Supply Planning	107,526.97	0.00	107,526.97	0.00	100.00%	153,950.00	46,423.03
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	5,791.62	0.00	5,791.62	0.00	100.00%	6,830.34	1,038.72
31410	FY11 Dragon SAMP	25,000.00	-8.90	24,957.22	42.78	99.83%	22,490.16	-2,467.06
32007	PAA Administration	102,356.84	3,992.87	100,382.47	1,974.37	98.07%	105,869.45	5,486.98
32118	FY12 Coastal TA	60,000.00	-50.22	62,400.86	-2,400.86	104.00%	60,000.00	-2,400.86
32119	Land & Water Quality Pr	50,000.00	-54.45	52,539.03	-2,539.03	105.08%	50,000.00	-2,539.03
32120	FY13 Coastal TA Task 44	60,000.00	6,881.88	35,117.03	24,882.97	58.53%	17,558.52	-17,558.51
32121	Land & Water Quality Pr	50,000.00	6,249.16	25,882.14	24,117.86	51.76%	0.00	-25,882.14
32122	Living Shorelines	49,858.00	3,925.46	13,545.79	36,312.21	27.17%	6,772.90	-6,772.89
32123	Stormwater Management (297,786.00	9,234.83	34,742.75	263,043.25	11.67%	11,460.82	-23,281.93
32201	PAA Perrin River WW P	15,000.00	-18.07	15,795.35	-795.35	105.30%	15,000.00	-795.35
32202	Working Waterfronts Co	43,118.00	18,291.10	43,122.89	-4.89	100.01%	18,702.75	-24,420.14
32203	Working Waterfronts De	6,000.00	0.00	6,005.29	-5.29	100.09%	6,000.00	-5.29
32204	WW Coalition Summit A	46,341.00	1,923.41	5,922.73	40,418.27	12.78%	0.00	-5,922.73
32206	Working Waterfronts ED	1,000.00	-696.60	275.00	725.00	27.50%	1,000.00	725.00
33000	MP Comprehensive Econ	120,000.00	6,394.43	104,977.83	15,022.17	87.48%	87,029.44	-17,948.39
Totals:		<u>1,876,799.57</u>	<u>122,351.97</u>	<u>1,135,402.68</u>	<u>741,396.89</u>	<u>60.50%</u>	<u>1,063,965.69</u>	<u>-71,436.99</u>

Balance Sheet by Category

Middle Peninsula Planning District Commission

Run Date: 4/10/13
Run Time: 10:57:48 am
Page 1 of 1

Period Ending: 03/31/13
Format: 1 Board

Assets:

Cash in Bank	497,332.13
Receivables	268,110.79
Property & Equipment	17,208.42

Total Assets:

\$782,651.34

Liabilities:

Accounts Payable	4,518.69
VRA Loan Payables	127,179.90
Payroll Withholdings	-42.70
Accrued Leave	21,754.88
Cost Allocation Control	7,509.20

Total Liabilities:

\$160,919.97

Equity:

Local Initiatives/Information Resources	18,532.65
Economic Development	-5,986.64
Transportation Programs	-19,013.81
Onsite Repair & Pumpout	4,599.65
Housing	118.49
Coastal Community & Environmental	-101,732.28
Mandates	46,428.34
Temporarily Restricted	188,479.87
General Fund Balance	490,305.10

Total Equity:

\$621,731.37

Total Liabilities and Equity

\$782,651.34

Balance:

\$0.00

Agencywide R&E by Category

Middle Peninsula Planning District Commission

Run Date: 04/10/2013
 Run Time: 10:58:22 am
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Period Ending: 03/31/13
 Format: 1 Agencywide R&E
 With Indirect Cost Detail

Code & Description	Budget	Current	YTD	Un/Ovr	% Bud
Revenues					
Local Match	152,933.00	34,719.18	99,003.26	53,929.74	64.74%
Local Annual Dues	109,899.00	0.00	109,899.00	0.00	100.00%
Local Other Revenues	9,278.00	0.00	74,812.02	-65,534.02	806.34%
State Revenues	241,222.00	0.00	123,964.82	117,257.18	51.39%
Federal Revenues	288,234.00	18,702.96	123,816.51	164,417.49	42.96%
Miscellaneous Income	14,800.00	1,552.65	16,450.74	-1,650.74	111.15%
Onsite Loan Program Income	10,825.00	705.97	16,090.28	-5,265.28	148.64%
PAA Program Income	1,000.00	0.00	1,100.00	-100.00	110.00%
Revenues	828,191.00	55,680.76	565,136.63	263,054.37	68.24%
Expenses					
Personnel	417,030.18	40,852.30	314,470.47	102,559.71	75.41%
Facilities	29,914.00	3,200.54	23,362.89	6,551.11	78.10%
Communications	4,000.00	274.47	3,078.67	921.33	76.97%
Equipment & Supplies	9,463.00	316.86	3,428.94	6,034.06	36.24%
Travel	5,750.00	611.09	3,708.98	2,041.02	64.50%
Professional Development	12,610.00	838.00	11,880.28	729.72	94.21%
Contractual	141,798.00	24,206.62	120,172.82	21,625.18	84.75%
Miscellaneous	55,407.00	7,650.54	43,083.92	12,323.08	77.76%
Regional Share	152,933.00	46,651.56	110,935.64	41,997.36	72.54%
Expenses	828,905.18	124,601.98	634,122.61	194,782.57	76.50%
Agency Balance	-714.18	-68,921.22	-68,985.98		

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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

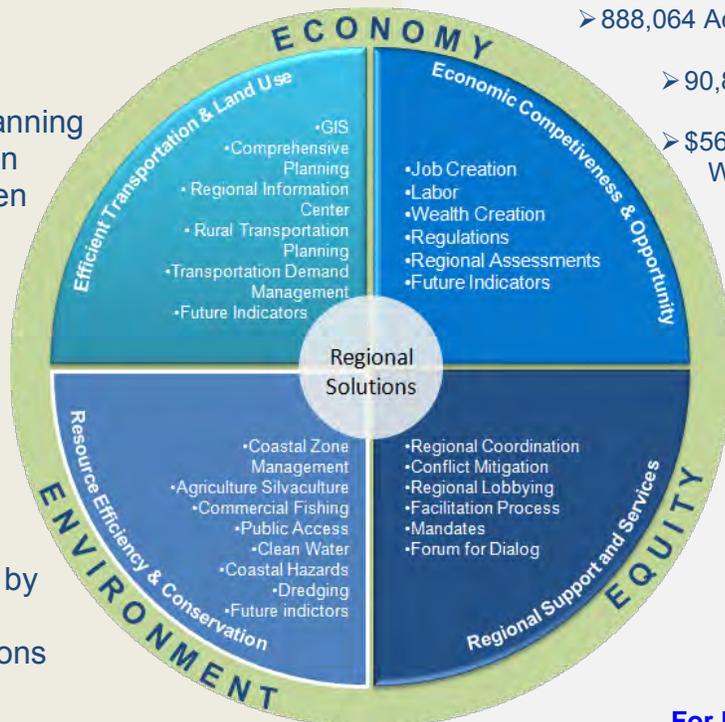
➤ \$567 Average Weekly Wage (State=\$952)

➤ 71% Out Commute Rate

By the Numbers

➤ 1.1% Total State Population

➤ \$50,001 Median Household Income



For More Information:

MPPDC
P.O. Box 286
Saluda Professional Center
125 Bowden Street
Saluda, Virginia 23149
Phone: 804-758-2311

Please visit the MPPDC website at:

www.mppdc.com

Regional Profile:

2000-2011 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 Estimates		Unemployment Rate Estimates	
	2000	2010		2006-2010	2007-2011	2006-2010	2007-2011
Essex	9,989	11,151	12%	\$46,235	\$44,581	9.0%	8.2%
Gloucester	34,780	36,858	6%	\$58,389	\$60,269	6.5%	5.9%
King & Queen	6,630	6,945	5%	\$44,442	\$48,170	8.6%	7.4%
King William	13,146	15,935	21%	\$64,964	\$64,982	7.3%	6.7%
Mathews	9,207	8,978	-2%	\$47,435	\$54,118	5.9%	6.0%
Middlesex	9,932	10,959	10%	\$50,207	\$53,615	7.4%	6.4%
Town of Tappahannock	2,138	2,375	11.1%	\$39,149	\$35,313	6.6%	7.6%
Town of Urbanna	543	476	-12.3%	\$44,813	\$45,682	1.5%	4.5%
Town of West Point	2,866	3,306	15.4%	\$51,979	\$52,768	7.4%	9.5%
Region Total	83,684	90,826	9%	\$49,735	\$51,055	7.6%	6.5%

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 & the American Community Survey 5-year Estimates

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		Stormwater Management
	<i>Support staff: Clara Start Date: 7/2008 Completion Date: 6/2011</i>		<i>Support staff: Jackie Start Date: 12/2012 Completion Date: 6/2014</i>
	Participating Localities	Current Status	Current Status
Essex	✓	Awaiting review by DEQ	Local/regional program under development
Gloucester	NA	NA	Local/regional program under development
King and Queen	✓	Awaiting review by DEQ	Local/regional program under development
King William	✓	Awaiting review by DEQ	Local/regional program under development
Mathews	✓	Awaiting review by DEQ	Local/regional program under development
Middlesex	✓	Awaiting review by DEQ	Local/regional program under development
Town of West Point	✓	Awaiting review by DEQ	Local/regional program under development
Town of Urbanna	✓	Awaiting review by DEQ	Local/regional program under development
Town of Tappahannock	✓	Awaiting review by DEQ	Local/regional program under development
Region			Received clarification from DCR regarding regional stormwater planning

**Middle Peninsula Planning District Commission
Executive Director's Report of Regional Progress
April 16, 2013**

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 5 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 7 years)

MPPDC Staff and Contact Information

Executive Director: Lewis Lawrence

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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.

Project 32123 DCR Stormwater Management

The Virginia General Assembly created a statewide, comprehensive stormwater management program related to construction and post-construction activities (HB1065 - Stormwater Integration). The Virginia Department of Conservation and Recreation requires stormwater management for projects with land disturbances of one acre or more. This new state mandate requires all Virginia communities to adopt and implement stormwater management programs by July 1, 2014 in conjunction with existing erosion and sediment control programs. Additionally, the communities within the MPPDC are required to address stormwater quality as stipulated by the Chesapeake Bay TMDL Phase II Watershed Implementation Plan and the Virginia Stormwater Regulations. The goal of the MPPDC Stormwater Program is to develop tools specific to the region necessary to respond to the state mandate requirement for the development of successful stormwater programs. The local governments need to develop programs either locally or regionally to assure compliance with regulations designed to reduce runoff from developed areas.

- Spoke with Mike Vanlandingham, DCR, who requested access to Dropbox folders. He was interested in reviewing the locality information (i.e. draft budget and staffing plan and draft ordinances). He also mentioned that the substantive progress package should include a cover letter that formally requests a one year extension.
- Corresponded with John Gill, Town of Urbanna to discuss the Town's decision to defer to Middlesex County's Virginia Stormwater Management Program. Mr. Gill explained that Don Richwine, Urbanna Town Mayor, believed that since the Town only has 1-2 permits per year that it is in the Town's best interest to defer to the County.
- Corresponded with Wally Horton, Middlesex County Planning Director, regarding Urbanna's thoughts about deferring to the County's Virginia Stormwater Management Program. Upon much discussion it was determined that Section 10.1-603.3B of HB 1065, the "integration bill", states that, *Any Town lying within a County, which has adopted a VSMP in accordance with subsection A, may adopt its own program or shall become subject to the County program.* Therefore, Middlesex County shall include Urbanna in their program.
- Updated Carolyn Howard, Draper Aden Associates regarding Gloucester County Board of Supervisors Work Session meeting on March 19, 2013.

- Worked to gather cover letters from each locality that would supplement the Virginia Stormwater Management Program Substantive Progress Packages to Virginia Department of Conservation and Recreation (DCR).
- Attended the 9th meeting of the Stormwater Local Government Advisory Committee hosted by DCR on March 21, 2013. Topics of discussion included: DCR/DEQ consolidation, construction general permit, MS4 Regulatory updates, e-permitting and fees, training updates, and handbook development.
- Attended and presented at the 24th Annual Environment Virginia Symposium on April 9, 2013. The presentation focused on progress that Middle Peninsula localities have made in the developed of a regional/local stormwater management program.
- Completed and submitted a quarterly report to the Virginia Department of Conservation and Recreation for the Middle Peninsula Stormwater Management Program Development funds.

IMPORTANT UPDATES:

- On behalf of localities, MPPDC staff /Draper Aden Associates electronically submitted completed VSMP Substantive Progress Package to DCR to meet the one year extension deadline to develop and implement a VSMP. Information within the package included:
 - (1) The local point of contact that will accept registration statements and conduct plan review, inspections and enforcement;
 - (2) A Draft local Virginia Stormwater Management Program (VSMP) ordinance; and
 - (3) A draft funding and staffing plan.

- Met with Don James, AES Consulting in Gloucester concerning work of the MPPDC related to local program development for stormwater.
- Consulted with Kevin Landry and Mike Vanlandingham, DCR regarding documents needed to submit financial reports.
- Prepared and submitted quarterly report and financial report and reimbursement request to Kevin Landry, Department of Conservation and Recreation.

INFORMATION RESOURCES/ASSISTANCE

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

- Updated www.mppdc.com website – meeting notices, Broadband Speed Test.
- Responded to a demographic data request from Delegate Keith Hodges including data on the 71% of the region that commute out of the region for employment and unemployment rate data. Delegate Hodges reached out to MPPDC in order to provide the data to a member of the Middlesex NAACP functioning in the capacity of Economic Development Chairman and liaison between the local chapter and the school system that has the challenge to help explore some employment opportunities for youth and adults for both summer and year-round, all geared toward economic development within the area.

- The building official monthly reports for the month of November 2012 were filed for the counties of Essex, Mathews, and Middlesex. Some Middle Peninsula localities submit reports of building activity to the Middle Peninsula Planning District Commission (MPPDC) each month with information such as the number of building permits and occupancy permits issued for dwelling units.

COASTAL COMMUNITY DEVELOPMENT/ ENVIRONMENTAL

Funding – VDEQ, VIMS, VDCR, local match from MPPDC General Fund & partners

Projects 32007 Middle Peninsula Chesapeake Bay Public Access Authority(PAA)

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.

- Received a call from a Gloucester County resident interested in donating waterfront land in Mathews County to the Middle Peninsula Chesapeake Bay Public Access Authority. Discussed the history and approach the PAA uses to manager waterfront land to improve water access. Also received a call from a Mathews County absentee land owner of 4 acres of inland land which he is interested in donating to the Authority.
- Prepared agenda and sent notice for April 12, 2013 PAA meeting.
- Convened the April 12th PAA meeting in the MPPDC Board Room. Items of note on the agenda were: Formal separation of PAA and PDC Financial Affairs; Lands End discussion; Construction of Perrin Wharf Slips discussion; Aberdeen Creek Management Plan introduction; and Forestry Updates. Members attending included representatives from Essex County, Gloucester County, King William County; Middlesex County, Town of Tappahannock, and Town of West Point.
- Prepared draft agreement between MPPDC and PAA for staff support to include fiscal services. Approved by PAA Board.
- Consulted with Chris Hutson, Gloucester Crew Team, regarding payments for VA Power bills for Lands End property. Crew Team will send payment to MPPDC which, in turn will pay VA Power.
- Consulted with Carol Jordan, VACorp, regarding insurance quotes for property and flood insurance for Lands End properties.
- Presented draft FY14 budget to PAA Board for consideration

1301 Mathews Heritage Park

Mathews Heritage Park was donated to the Middle Peninsula Chesapeake Bay Public Access Authority (PAA) in 2010 and is a 9.119 acre waterfront parcel located on Field Point Road in Moon, Mathews County, Virginia. As designated in the Deed of Gift with Declaration of Restrictions, the property can only be used as a nature park and waterfront center for the purpose of teaching about the history of the people of Mathews County, Virginia and the ecology of the land and the surrounding waters, including,

but not limited to, teaching skills associated with the traditional trades and crafts of the people of Mathews County, Virginia including farming, fishing, boat building, seamanship, navigation, sailing and rowing. In 2011 a grant with the National Park Service Rivers, Trails and Conservation Assistance Program (RTCA) was awarded to the PAA to provide guidance in water access and park planning; facilitation of a planning process that merges the various ideas of community stakeholders, resolves past conflicts, and gains consensus on a vision, goals, and management approach for the site. The outcome of the grant is expected to be a management plan for the park.

Projects 32120 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.

- Emailed the “A Planning Report: Law and Policy Regarding Floating Homes” report completed in 2010 by the MPPDC to Dock Street Marina in Tacoma, WA on the Puget Sound.
- Added Dragon Run SAMP project history from 2000-2005 to the final Dragon Run SAMP project report and made the suggested edits. Emailed the completed final report to Beth Polak, Virginia Coastal Zone Management Program.
- Attended the Groundwater Regulation Regulatory Advisory Panel meeting on April 15, 2013 at Virginia Department of Environmental Quality’s (DEQ) Piedmont Regional Office. At the meeting Mr. Scott Kudlas provided an overview of public comments and associated changes to the proposed regulation. DEQ will present this regulation to the State Water Control Board and request final approval at the Board’s June 17, 2013 meeting.
- Provided background information on the proposed expansion of the Ground Water Management Area to Frances Hubbard, staff from the Tidewater Review. Discussed various issues and concerns for Middle Peninsula residents and local governments.
- Attended the Virginia Chapter of the American Planning Association “Coastal Issues Forum” held in Norfolk, Virginia. Presented a talk on the issues and challenges faced by rural coastal local governments. Discussed the land use impacts of engineered septic systems; sea level rise; ground water management acts expansion, and the preservation of working waterfronts.
- Was contacted by Jim Smith, Mathews Land Conservancy located in Mathews Virginia, concerning potential uses of the Hall property located in Moon, Virginia. The donation site was intended to promote the cultural heritage of Mathews and for use by various kids groups in Mathews, including the Boy Scouts and Girl Scouts.
- Attended a meeting called by Anne Ducey Ortiz, Gloucester County Planning Director , Kevin Wade of J & W Seafood of Middlesex, and Ron Sopko of Sea Farms located in Mathews County concerning working waterfront infrastructure issues on Aberdeen Creek in Gloucester County. Discussed upcoming project and ways to help improve the working waterfront infrastructure.
- Attended the Potomac Watershed Council meeting at the request of Laura Grape, Executive Director of the Northern Virginia Soil and Water Conservation District. Spoke on the issue of preservation of working waterfronts and the role of local zoning to encourage or discourage waterfront economic development activities.
- Contacted Assistant City Secretary Mary Juarez of Corpus Christi, Texas to discuss how a Tax Increment Financing (TIF) program was structured to finance the Packery Channel local dredging

projects. TIF is a method to use projected future gains in tax revenue and dedicate such to public need projects.

- Consulted with Carol Steele, Director for the Gloucester County Parks, Tourism, and Recreation concerning the possible use of six 80ft long 18 inch on the stump salt treated poles located at Ark Park for use at the Perrin Wharf in Gloucester.
- Received a call from Jeff McDermott, owner of Historic Lands End property which adjoins the property recently donated to the PAA in Naxeria. Discussed road maintenance of the Lands End subdivision road. Agreed in principle to discuss future road maintenance needs collectively.
- Met with Keith Goodwin, Army Corps of Engineers Wetlands Specialist, for a delineation of the tidal and non tidal wetlands at the Lands End PAA donation site in Naxeria. Discussed possible locations for grass parking area for use by the Gloucester County Crew team as well as the need for a floating dock for launching and docking of crew boats.
- Received a copy of a 2002 Bay Design survey of Lands End PAA donation site in Naxeria. The survey will assist with locating survey monuments which are needed to determine the elevation level of the residential structure for flood insurance premium calculations.
- Convened the April Local Government Administrators meeting. Issues discussed included local budgets, natural hazard mitigation plan update, Regional DHCD Planning Grant to expand access to Sea Grant University system programs for economic and community development research assistance, and VDOT ditches and maintenance responsibilities. Delegate Keith Hodges was in attendance and provided an update on General Assembly matters.
- Attended the Working Waterfront Conference in Tacoma, Washington. Met with private and public individuals from major ports; large and small marinas; local, state, and federal government agencies; and commercial fishers from coastal and Great Lakes states. Attended presentations on issues related to funding, management, and acquiring working waterfronts in various regions of the United States.
- Drafted and submitted the semi-annual progress report for the Coastal TA project to the Coastal Zone Management Program.
- Prepared and submitted semiannual financial report and reimbursement request to April Bahen, Coastal Zone Management Program, DEQ.

Project 32121 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 application to DEQ to identify the legal and financial aspects of sustaining permanent funding sources to address septic repairs and rural storm water ditch maintenance.
- Reviewed a list of ditches in Gloucester, Mathews, and Middlesex Counties, that are candidates for study with the assistance of legal research to assess the ownership, management and oversight of stormwater ditches that are perpendicular to the Virginia Department of Transportation (VDOT) right-of-way (ROW) and the relationship to the secondary road system overseen by VDOT. Rural outfall ditches play an important role in the movement of stormwater in rural localities.
- Coordinated and attended site visits to the ditches being studied in Gloucester, Mathews, and Middlesex Counties with Mr. Garry Curry, Gloucester County Public Works Director; Ms. Susan Thomas, Mathews County Environmental Planner; and Mr. Wally Horton, Middlesex County Planning Director along with Mr. John Morris, Attorney with Beale, Davidson, Etherington & Morris, P.C. Mr. Morris is contracted by the MPPDC to conduct legal research related to the ditches identified for study during this project.
- Prepared the semi-annual report for submission to the Virginia Department of Environmental Quality's (DEQ) Coastal Zone Management Program (CZM). The Land and Water Quality Project, as with each CZM funded project, has three reports that are required to be submitted: two semi-annual reports and one final report.
- Prepared and submitted semiannual financial report and reimbursement request to April Bahen, Coastal Zone Management Program, DEQ.

Project 32122 Living Shorelines

On April 29, 2011 legislation was approved directing The Virginia Marine Resource Commission (VMRC), in cooperation with the Department of Conservation and Recreation and with technical assistance from the Virginia Institute of Marine Science (VIMS), to establish and implement a general permit regulation that authorizes and encourages the use of living shorelines as the preferred alternative for stabilizing tidal shorelines in the Commonwealth. "Living shoreline" means a shoreline management practice that provides erosion control and water quality benefits; protects, restores or enhances natural shoreline habitat; and maintains coastal processes through the strategic placement of plants, stone, sand fill, and other structural and organic materials. VMRC, with assistance from VIMS, is developing a general permit which can expedite the permitting process as an incentive to encourage property owners to select the "preferred alternative" for stabilizing tidal shorelines in the Commonwealth. This proposal will serve as a feasibility study and offer a potential design for a publicly sponsored water quality improvement-living shoreline revolving loan construction program. MPPDC staff will work with the Virginia Resource Authority, Department of Environmental Quality, Federal Agencies as well as legal counsel to explore an administrative program design and options for capitalizing a revolving loan program within the Middle Peninsula to encourage living shoreline construction by Middle Peninsula homeowners.

- Consulted with Walter Gills, DEQ, regarding utilizing VA Code 62.1-229.3 to establish a revolving loan program to incentivize homeowners to install living shorelines in lieu of shore hardening to control erosion.
- Prepared and submitted semiannual financial report and reimbursement request to April Bahen, Coastal Zone Management Program, DEQ.

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.

- Received reports on closed working waterfronts, per contract requirements, from the Northern Neck PDC and the Accomack-Northampton PDC. Worked on drafting the final report of closed waterfront businesses for the Working Waterfront Coalition Phase 1 report. The final report consists of: A) Introduction to legacy and succession planning; B) Case studies from each PDC; and C) Discussion of land use and use and zoning. The three closed working waterfront businesses in the Middle Peninsula were all identified in Gloucester County.
- Requested and received an updated pro bono opinion from lawyer Alison Lennarz at Kaufman and Canoles of Williamsburg on legacy and succession planning tools for Virginia Waterfront businesses.
- Preparing the final report for the second deliverable for the Working Waterfront Coalition project that will cover the case studies of working waterfront businesses that have gone out of business. The purpose of this portion of the project is to examine why these businesses have had to cease operating, the existing land use and zoning elements where the businesses were located, and how legacy planning may assist in sustaining these types of businesses into the future.
- Reviewed the case study reports submitted to MPPDC by the Northern Neck Planning District Commission (NNPDC) and the Accomack-Northampton Planning District Commission (ANPDC) documenting the issues found in those regions that cause working waterfront businesses to close.
- Completed and submitted the semi-annual report for the Rural Chesapeake Bay/Seaside of Virginia Working Waterfront Coalition Phase 1.
- Prepared and submitted semiannual financial report and reimbursement request to April Bahen, Coastal Zone Management Program, DEQ.

Project 32204 Working Waterfront Coalition Summit

The Rural Chesapeake Bay-Seaside Working Waterfront Coalition partners (MPPDC, A-N and NN PDC) propose to organize, coordinate and convene a Virginia Working Waterfront Summit to be held at a central location (possibly VIMS) and possible remote location (Wachapreague) to discuss the challenges faced by Coastal Virginian's engaged in owning, managing or developing policy on issues related to working waterfronts. Summit invitees will come directly from the data base of working waterfront business developed under the Section 309 Working Waterfront project administered by the Virginia Sea Grant Marine Advisory Program. The Summit will consist of three parts: a) Panel of working waterfront specialist will discuss the

growing national problem faced by working waterfront business and Virginia challenges, b) Introduction/ use of the Working Waterfront web portal. c) Discussion of Virginia specific issues, problems, and challenges of those in attendance.

- At the organizational meeting at the Virginia Institute of Marine Science (VIMS) on February 11, 2013, the stakeholders (Northern Neck PDC, Accomack-Northampton PDC, Middle Peninsula PDC, Virginia Sea Grant, the Virginia Coastal Zone Management Program, the National Sea Grant Law Center, and local watermen) agreed that, instead of holding the Summit in the summer of 2013, more time was needed for planning and that industry participation at the Summit would be stronger during January when most local watermen are not actively catching seafood. The Summit will be held in January 2014. Another strategy meeting was set for April 29, 2013, to plan the Summit strategy and to discuss how to use the information learned from the National Working Waterfront Conference (Tacoma, WA, March 2013) that many stakeholders attended.
- Prepared and submitted semiannual financial report and reimbursement request to April Bahen, Coastal Zone Management Program, DEQ.
- Completed and submitted the semi-annual report for the Coastal Program for the Rural Chesapeake Bay/Seaside of Virginia Working Waterfront Coalition Phase 2.

TRANSPORTATION

Funding – VDRPT, VDOT, local match from MPPDC General Fund

Project 30208 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.

- Received online registration for ridematching services from Tappahannock resident commuting to Dahlgren. Provided contact information for 2 possible matches.
- Received online registration for ridematching services from White Stone resident commuting to Williamsburg. Forwarded to Neck Ride for assistance.
- Received online registration for ridematching services from Hampton resident commuting to Richmond. Referred to TRAFFIX and Ridefinders for assistance.
- Participated in ACT Chesapeake Chapter Board Meeting.
- Drafted and sent email with Lisa Horanyi, TJPDC, to Chris Arabia, Department of Rail and Public Transportation (DRPT), regarding decision by DRPT to not allow attendance by grantees at the ACT Chesapeake Chapter Spring Symposium.
- Requested permission from DRPT to attend the ACT Chesapeake Chapter Spring Symposium to be held in Arlington VA on April 17-18. Received permission to attend sessions on April 18, but not for an overnight stay. Consulted with MPPDC Executive Director Lewie Lawrence and decided not to attend.
- Sent request to Chris Arabia, DRPT, to amend budget to move unspent travel and training funding to administration and advertising/promotion.

- Consulted with Ken Pollok, Bay Transit, regarding request to sign Collaborative Agreement in support of Bay Transit grant proposal to continue to provide transportation services to TANF clients.
- Corresponded with Ms. Sandie Terry, Broadband Program Manager for the Center for Innovative Technology (CIT), and Ms. Jean Plymale, Project Manager for eCorridors Accelerate Virginia, about launching a speed test campaign in the Middle Peninsula Region. MPPDC staff have received draft press materials to advertise the campaign in order to get public participation. Residents of the Middle Peninsula with Internet access will be asked to take the Accelerate Virginia speed test to help identify areas in the region in need of better access to high-speed Internet services. The Accelerate Virginia Internet speed test is a short and simple online survey and speed test that measures the overall quality and performance of your Internet connection. Upon completion of the speed test users will receive real time performance details regarding their Internet connection, as well as a comparison summary based on other speed test results in your community. To participate in the Internet speed testing campaign, all residents with Internet access are asked to visit <http://acceleratevirginia.org/speedtest> and take the two-minute speed test from their home computers. Information collected during the speed test will assist CIT Broadband with developing a recommendation for broadband deployment in the Middle Peninsula Region. The speed test is currently underway and is scheduled to continue through the end of April 2013.
- Met with John Edwards, Town Manager for West Point, and Holly McGowan, Community Development Planner for the Town of West Point, to discuss their Safe Routes to Schools (SRTS) Infrastructure Project. The Town was awarded two grants to install sidewalks, crosswalks, and signage around the Town's School Facilities. The Safe Routes to School Program is a federally-funded program created under Section 1404 of the 2005 Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). As written in SAFETEA-LU, the purpose of the SRTS program is to: enable and encourage children, including those with disabilities, to walk and bicycle to school; make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age and facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools.
- Attended a Safe Routes to Schools (SRTS) Workshop in the City of Richmond to learn about program revisions. VDOT is holding six SRTS workshops throughout Virginia in March and April aimed at providing more information on funding opportunities.
- Discussed the Town of West Point's Safe Routes to School Project with Mr. Curt Jackson, VDOT Local Project Administration, at the SRTS Workshop about cost estimate concerns. Mr. Jackson indicated that VDOT desires to work with the Town through any issues increased cost estimates may uncover and he will contact the Town to review their estimates again.
- Posted Broadband Speed Test link on MPPDC website.

Project 30310 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.

- In February 2013, the Perrin River Wharf was transferred from VDOT to the MPCBPAA. The Perrin River Wharf, a water based commerce hub for Gloucester County, is used by watermen to move goods and services from water based commerce to land based transportation to their final markets. To improve efficiency and provide access for a larger number of watermen, the MPCBPAA prepared and submitted

a grant to the Coastal Program (306a) for funding to build slips at the wharf. Mr. Dan Hobby, owner of Acelution, generously offered to donate his time, labor, and equipment to install the new slips.

- Met with Bret Schardein, Planning Director for King William County, and Don Wagner, citizen of King William County, to discuss prioritizing projects for inclusion into the Fiscal Year 2014-2019 Six-Year Improvement Program (SYIP) and prioritizing the recommendations from the Regional Long Range Transportation Plan (RLRTP). Provided documentation of a jurisdiction's priority transportation projects for submission to the Virginia Department of Transportation (VDOT).
- Sent a Middle Peninsula Local Planners meeting reminder to planning staff of the Region's jurisdictions. The Local Planners group meets about six times each year to discuss local planning activities in the region, and any issues or questions that come up about regional and local planning projects.
- Forwarded a notice to the Middle Peninsula Local Planners group about the "Navigating Rough Seas: Planning and Facilitating Collaborative Meetings" free training opportunity being offered by the College of William & Mary's Virginia Institute of Marine Science (VIMS) Chesapeake Bay National Estuarine Research Reserve (CBNERR) on May 8th-9th, 2013.. Through the Coastal Training Program (CTP), the Chesapeake Bay National Estuarine Research Reserve addresses critical resource management issues by providing up-to-date, science-based information, access to technologies, and skill-building opportunities to key professionals responsible for making decision about coastal resources. . A priority audience for the Reserve's CTP is local and state agency staff that provides oversight and advice on land-use planning, marine resources and environmental protection. All programs are offered at no to low costs to assure priority audience participation. For more information please go to: http://www.vims.edu/cbnerr/coastal_training/index.php.
- Attended the VDOT /DRPT Statewide Spring Planning and Programming meeting on March 28, 2013. Topics on the agenda included: park and ride lot study, new state transportation funding package, updates on the Six-Year Improvement Program FY14-19 process, and updates from VDOT and DRPT.
- Prepared and submitted the third quarterly report for fiscal year 2013 of the Rural Transportation Planning Program to Mr. Craig Van Dussen, Virginia Department of Transportation's (VDOT) Fredericksburg District Planning Manager. Reports are due after each quarter throughout the fiscal year with a final report due after the fiscal year has ended.
- Prepared and submitted quarterly financial report and reimbursement request to VDOT.

ONSITE REPAIR & PUMPOUT

Funding – VDCR, VRA Loan Funds, local match from MPPDC General Fund, cost sharing

Project 30420, 30423, 30426 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.

- Consulted with Gloucester County heir property client regarding copy of new deed.
- Consulted with Julie Goens, Gloucester Health Department, regarding status of septic repair installation and operating permit.

- Consulted with John Shergener, Citi Mortgage, regarding MPPDC subordination policy and refinancing of septic repair client's first mortgage.
- Consulted with Sallie Miller, Millers Septic, regarding payment for completed septic repair.
- Received phone call from Kathy Farmer, Farmer's Septic, regarding availability of MPPDC funding for septic repairs.
- Consulted with Gloucester County loan client regarding mortgage refinancing and MPPDC subordination policy.
- Received phone call from AOSE regarding need for survey prior to design of approved septic repair.
- Received phone call from Angie, Home Title, regarding wording for subordination agreement.
- Consulted with Charlotte Scanlan, Town of West Point, regarding funding availability for septic pumpouts. The Town will be sending pumpout notices. Provided memo, link to application on MPPDC website and list of participating septic haulers.
- Received phone call from Varina homeowner regarding septic repair assistance. Referred him to Richmond Regional PDC and SERCAP.
- Received phone call from septic repair client requesting payoff report.
- Received phone call from Chris Burrell, Turlington's Septic, regarding availability of funding for septic repairs.
- Received phone call from Gloucester County homeowner regarding assistance available and application for septic repair.
- Received phone call from King William County homeowner looking for assistance with sinking house. Referred to Bay Aging for assistance.
- Received phone call from Middlesex County homeowner regarding assistance for home without indoor plumbing. House has grease trap but no septic system and no privy. Discussed need for septic repair permit or letter from Health Department characterizing construction as repair of failing system. Consulted with Marc Longest, Middlesex County Health Department. As there is no existing septic system of any kind, VDH will not be able to issue a repair permit. Consulted with homeowner and suggested he contact Bay Aging and SERCAP. Mailed SERCAP information.
- Consulted with Al Ramsay, Surveyor, regarding Gloucester client. Discussed client's situation. Client has been approved for funding but no paperwork has been signed as system needs to be designed and estimates received before loan closing. Survey will be covered, but payment will not be able to be made until after loan closing.
- Received phone call from Gloucester County homeowner regarding assistance for septic repair. Discussed program and directed her to website for application.
- Received application for Middlesex septic repair for system funded by MPPDC in June, 2011. Homeowners contend system was not designed properly by VDH as it is failing. VDH contends

homeowners have 12 people living in 3 bedroom house. Consulted with Marc Longest, Middlesex Health Department. VHD has issued another repair permit for 3 bedroom house.

- Received phone call from Gloucester County homeowner regarding application for septic repair.
- Consulted with Dave Demuth, Gloucester County Health Department, regarding septic repair.
- Received phone call from Sallie Miller, Millers' Septic, regarding availability of funding for septic repair. Received phone call from Salvation Army representative regarding assistance available to assist family without indoor plumbing. Discussed MPPDC septic repair program.
- Received phone call from Kevin Blake, Blake's Septic, regarding availability of funding for septic repair.
- Received application from Gloucester County homeowner for septic repair. Convened Loan Committee and approved funding of \$6500 plus closing costs for conventional septic repair. Notified homeowner and sent information to attorney for closing.
- Executed ACH loan payments for septic loans. All MPPDC loan funding programs require that loan recipients authorize loan payments to be made automatically from loan recipients' bank accounts. Loan clients authorize the payments at loan closing (ACH Authorizations). MPPDC staff process these payments on the 15th of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to the loan processing date of the 12th.
- Consulted with Walter Gills, DEQ, regarding extension of VRA loan funding timeline.
- Consulted with Kevin Landry, DCR, regarding payment for reimbursement request submitted in January.
- Received application from Gloucester County homeowner for septic repair assistance. Requested copy of estimate(s).
- Consulted with Richard Smith, Smith's Septic, regarding status of pending septic repair.
- Set-up meeting with Hope Cupit, SERCAP, and Mike Edwards, Kemper Consulting, to discuss HB 1448 legislation regarding Septic Repair funding for Heir Properties.
- Prepared and submitted quarterly reports and financial report and reimbursement request to Kevin Landry, Department of Conservation and Recreation.
- Prepared and submitted reimbursement request to Boyd Wiley and Walter Gills, DEQ.
- Septic Pumpout as of April 16, 2013:

Applications Mailed	103
Approved Vouchers	92
Completions	80

Pumpouts by County

Essex	13
Gloucester	27
King and Queen	09
King William	10
Mathews	12
Middlesex	21

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 manages 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 for MPBDP loans. All MPPDC loan funding programs require that loan recipients authorize loan payments to be made automatically from loan recipients' bank accounts. Loan clients authorize the payments at loan closing (ACH Authorizations). MPPDC staff process these payments on the 15th of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to the loan processing date of the 12th.

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.

- Created graphics (i.e. diagrams, tables, and cover page) for the Community Economic Development Plan currently under development.
- Consulted with Michele Jones, Community Development Specialist for the Department of Housing and Community Development (DHCD) concerning the development of a planning grant to research how the power of Virginia Sea Grant Universities could work directly with Middle Peninsula private industry leaders and local elected officials to grow the Middle Peninsula economy. DHCD staff concurs with the need and agrees the approach warrants consideration of investment as a planning grant.
- Continued developing final CEDS document. Final draft should be available for Strategy Committee review in April, followed by a public review period.
- Reviewed draft CEDS report.
- Discussed maps needed for the draft project report and information needed from the Regional Water Supply Plan for sections of the report.

- Completed final drafts of the following maps required for the CEDS Final Project Report: state map highlighting the urban crescent along with the Middle Peninsula Region, regional map of the Middle Peninsula, a transportation infrastructure map of the region, a natural resources and land use map, a groundwater resources map, a public utilities infrastructure map, and an economic clusters map.

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 30008 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)

- Completed the grant application to Virginia Department of Emergency Management to seek funding for 2016 All-Hazard Mitigation Plan Updates.
- Reviewed budget and submitted application to Virginia Department of Emergency Management for funding to update Middle Peninsula All Hazards Plan.
- Prepared and submitted application to DEQ to identify the legal and financial aspects of sustaining permanent funding sources to address septic repairs and rural storm water ditch maintenance.
- Completed a survey about the Department of Mines Minerals and Energy's (DMME) administration of the Energy, Efficiency and Conservation Block Grant (EECBG) Program funded by the American Reinvestment and Recovery Act of 2009 at the request of DMME staff. The EECBG program is intended to help local governments, cities and counties, implement strategies to encourage energy efficiency and renewable energy initiatives. The two-year program emphasized a community-based approach to help meet energy and climate protection goals. The MPPDC was awarded funding to offer energy efficiency retrofits to Middle Peninsula homeowners through a grant and loan program, to make it more affordable for homeowners to make their home more efficient at using energy.

Project 30015 Tappahannock Comp Plan Update

The Town of Tappahannock has contracted for the Planning District Commission to provide technical planning support for the Town of Tappahannock's Planning Commission as they go through their 2014 Comprehensive Plan Update Process. Every jurisdiction in Virginia is mandated by Virginia Code Section 15.2-2223 to create and adopt a comprehensive plan that outlines a vision for the future of the community with a twenty year planning horizon.

- Attended the Town of Tappahannock's April 2013 Planning Commission meeting to review their Economic Chapter of their Comprehensive Plan and review the schedule of Comprehensive Plan changes. The Town has contracted with the MPPDC for technical assistance in updating their Comprehensive Plan.

Project 30016 Essex Comp Plan Update

Essex County has contracted for the Planning District Commission to provide technical planning support for the Essex County Planning Commission as they go through their 2014 Comprehensive Plan Update Process. Every jurisdiction in Virginia is mandated by Virginia Code Section 15.2-2223 to create and adopt a comprehensive plan that outlines a vision for the future of the community with a twenty year planning horizon.

Along with the Comprehensive Plan, Essex County has contracted for the Planning District Commission to lead the Planning Commission in discussions regarding the future preparation of a Capital Improvement Plan (CIP), and prepare a Virginia Enterprise Zone Designation (VEZD) application for the County. The Virginia Enterprise Zone (VEZ) program is a partnership between state and local government in which both parties seek to improve economic conditions within designated localities. The program is meant to complement additional local, state, and federal economic development activities to create an improved climate for private sector investment and to focus limited resources on strategically targeted areas. A proposal will be submitted on behalf of the locality by the deadline of June 28th, 2013 using the Department of Housing and Community Development Centralized Application Management System (CAMS).

- Attended the Essex County April 2013 Planning Commission meeting to review their Economy Section of their Comprehensive Plan, discuss the Virginia Enterprise Zone Designation Application and review the schedule of Comprehensive Plan changes. The County has contracted with the MPPDC for technical assistance in updating their Comprehensive Plan and developing an application to pursue Essex County designating a Virginia Enterprise Zone within the locality.

HOUSING

Funding –Housing Loan Program Income

Project 300132 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. MPPDC is administering the revolving loan program per DMME.

- Executed ACH loan payments for EECBG loans. All MPPDC loan funding programs require that loan recipients authorize loan payments to be made automatically from loan recipients' bank accounts. Loan clients authorize the payments at loan closing (ACH Authorizations). MPPDC staff process these payments on the 15th of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to the loan processing date of the 12th of the month to request a payment be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans.
- Received phone call from loan client requesting no payment be taken for April.

AGENCY ADMINISTRATION

Funding - Indirect cost reimbursements from all PDC projects

MPPDC Administration

Administrative services provided to MPPDC programs. Planned FY13 Indirect Cost rate =50%

- Consulted with Cynthia Comer, Director of Policy, Planning, and Compliance for the Virginia Retirement System, on issues associated to variable salary levels and creditable wage rate.

- Prepared vouchers, processed A/P, processed payroll, processed deposits and balanced bank accounts. Prepared MPPDC monthly financial statements.
- Prepared draft FY14 agency budget and presented to MPPDC Budget Committee.
- Convened MPPDC Budget Committee to review draft FY14 budget and consideration of new model for employee compensation.
- Updated MPPDC information in SAM (System for Award Management) required for federal grant eligibility.
- Prepared draft staff allocation for final quarter FY13.
- Received phone call from April Bahen, Coastal Zone Management Program, regarding incorrect zip code listing in SAM system. System requires zip+four zip code to auto insert Congressional District. Without that information, she cannot input data needed for MPPDC reimbursements. MPPDC does not have a zip+four as mail is not delivered to 125 Bowden Street. Consulted with Dun & Bradstreet, USPS, local Postmaster, Joe Schumacher and Chris Jones, Rob Wittman's office, regarding solution to problem. Local postmaster will add address to USPS database to obtain needed zip+four which will take about 10 days. Provided update on situation to April Bahen.
- Worked with C&F Bank staff to establish Positive Pay and ACH Control to protect MPPDC funds from fraudulent activities. Positive Pay requires MPPDC to send check register to bank prior to releasing checks. Any check presented to the bank that is not on the list or has different amount or payee from the submitted list will not be honored by the bank. ACH Control requires MPPDC to verify in advance the entities that may post debits to MPPDC accounts and limits the maximum amount that may be posted. These are identified Best Management Practices by the Government Finance Officers Association.
- Participated in webinar: 'Commonly Asked Questions Webinar Series - Oaths and Affirmations' presented by National Notary Association.

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