



**MIDDLE PENINSULA
PLANNING DISTRICT COMMISSION**

COMMISSIONERS

Essex County

*Hon. Margaret H. Davis
Hon. John C. MaGruder
Mr. Edwin Smith, Jr.
(Chairman)*

Town of Tappahannock

*Hon. Roy M. Gladding
Mr. James W. Sydnor*

Gloucester County

*Hon. Ashley C. Chriscoe
Mr. J. Brent Fedors
Dr. William G. Reay
Hon. Michael R. Winebarger*

King and Queen County

*Hon. Sherrin C. Alsop
Hon. R. F. Bailey
Mr. Thomas J. Swartzwelder
(Vice-Chairman)*

King William County

*Dr. K. Charles Griffin
Hon. David E. Hansen
Hon. Travis J. Moskalski
Mr. Eugene J. Rivara*

Town of West Point

Hon. Paul T. Kelley

Mathews County

*Hon. O. J. Cole, Jr.
(Treasurer)
Mr. Thornton Hill
Hon. Jack White*

Middlesex County

*Mrs. Trudy V. Feigum
Hon. Wayne H. Jessie, Sr.
Hon. John D. Miller, Jr.*

Town of Urbanna

Hon. Steve Hollberg

Secretary/Director

Mr. Lewis L. Lawrence

MEMORANDUM

TO: MPPDC Board of Commissioners
FROM: Lewis Lawrence, Executive Director 
DATE: April 21, 2016
RE: April Commission Meeting

The Middle Peninsula Planning District Commission will host its monthly meeting on Wednesday, April 27, 2016 at 7:00 p.m. in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda.

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

If you have any questions concerning material in 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 27th!

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

7:00 P.M.

Wednesday, April 27, 2016

125 Bowden Street

Saluda VA 23149

- 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. *Demonstrating the Value and Building the Policy Architecture to Retain and Commoditize Forestland in the Chesapeake Bay Watershed:* Eldon James, Rappahannock River Basin Commission
- VII. Preliminary Report from the OPD and Budget Committee
- VIII. Update on Middle Peninsula Economic Development Organization Status and Go Virginia
- IX. Other Business
- X. Adjournment
 - Short meeting of the Nominating Committee following the Commission meeting

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MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

**March 23, 2016
Saluda, Virginia**

1. Welcome and Introductions

The monthly meeting of the Middle Peninsula Planning District Commission was held in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda, Virginia on Wednesday, March 23, 2016, at 7:00 p.m. MPPDC Chairman Edwin “Bud” Smith, Jr. called the meeting to order and welcomed everyone in attendance.

Commissioners Present

Essex County: Margaret “Prue” Davis; Edwin “Bud”, Smith, Jr.;
Gloucester County: Ashley Chriscoe, J. Brent Fedors, Dr. William “Willie”
Reay, Michael Winebarger
King & Queen County: Thomas “Tom” Swartzwelder
King William County: David Hansen, Eugene Rivara
Mathews County: O J Cole, Jr.; Thornton “Tim Hill”, Jack White
Middlesex County: Trudy Feigum; Wayne Jessie, Sr.; John “Jack” Miller
Town of Urbanna: Steve Hollberg

Commissioners Absent

Essex County: John MaGruder
King & Queen County: Sherrin Alsop, R. F. Bailey
King William County: Dr. K. Charles Griffin, Travis Moskalski
Town of Tappahannock: Roy M. Gladding, James Sydnor
Town of West Point: Paul Kelley

Also in Attendance

Lewis Lawrence, MPPDC Executive Director
Beth Johnson, MPPDC Finance Director
Rose Lewis, MPPDC Secretary
Marquitrice Mangham, MPPDC Chief of Community Planning
Delegate M. Keith Hodges, 98th District
Citizens of the Middle Peninsula

2. Approval of January Minutes

Chairman Smith asked whether there were any corrections or changes to the January Minutes. There were no corrections or changes to the January Minutes. Chairman Smith requested a motion to approve the January Minutes as distributed. Tim Hill moved that the January Minutes be approved as distributed. Jack Miller seconded the motion; motion carried.

3. Approval of January and February Financial Reports

Chairman Smith asked whether there were any questions regarding the January and February financial reports before being approved subject to audit. There were no questions. Chairman Smith requested a motion to approve the January and February financial reports subject to audit. Jack Miller moved to approve the January and February financial reports subject to audit. Steve Hollberg seconded the motion; motion carried.

4. Executive Director's Report on Staff Activities for the Months of February and March

Chairman Smith requested Lewis Lawrence, Middle Peninsula Planning District Commission Executive Director, to review the Executive Director's Report on Staff Activities for the months of February and 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. Lawrence reviewed the Executive Director's Report for the months of February and March as follows:

February

- ▶ 1/29/2016 – 3/30/2016 - MPPDC staff sends final plan to FEMA for a 60 day review. During this time localities should consider hosting public outreach meetings and/or presenting the plan to the BOS. VDEM recommends that each locality adopt the plan after FEMA reviews and approves the plan. Therefore, adoption of this plan will most likely take place in April or May 2016. Please note that the 2010 Middle Peninsula Natural Hazards Plan expires May 2016 therefore the 2016 plan should be adopted no later than May 2016 in order to stay compliant with the National Flood Insurance Program.
- ▶ Consulted with Dr. Willy Reay, Director for the Chesapeake Bay National Estuarine Research Reserve in Virginia, to request a bibliography of the current science within the Chesapeake Bay and tributaries documenting the science behind sea level rise and climate change impacts.
- ▶ Convened Local Government Administrators meeting. Dr. Ted Tweel, District Director of Three Rivers Health District, came to the meeting to discuss the local government agreements, settlements, and FY17 budget requests recently sent to local administrators. Discussion of funding formulas, minimum required funding, Virginia Code, changes in services, regional health department office. County Administrators would like to meet with Three Rivers staff to discuss their individual agreements, settlement statements, and FY17 budget requests. Administrators also discussed local school budgets and budget process.

- ▶ Consulted with Ken Pollok, Director of Bay Transit, regarding bus wrappers. Consulted with Mike Stephens, Bay Transit, regarding bus wrapper designs, costs, and availability of buses. Wrappers will be placed on buses operating in all six Middle Peninsula counties and the Town of West Point.
- ▶ Provided an update to all Middle Peninsula local government administrators on the legislative status of Go –Virginia. It appears the General Assembly is proposing to use PDC boundaries to form “Super Regions” for funding distribution for economic development initiatives. Regional Comprehensive Economic Development Strategy (CEDS) plans and other regional economic development planning documents will serve as the starting point for Go-Virginia projects. It is important that the Middle Peninsula, Northern Neck, and Eastern Shore join together to advocate for a rural Eastern Coastal Virginia “Super Region” if we are to be able to take advantage of this opportunity. If these areas are combined with more urban areas we will not be able to successfully compete for funding or assistance.

March

- ▶ Coordinated with an Essex County resident interested in donating waterfront land for recreation to the Middle Peninsula Chesapeake Bay Public Access Authority. Set a meeting date and coordinated with the PAA Essex County representative.
- ▶ Received notification from Roy Hoagland, Director of the Virginia Coastal Policy Law Center at the College of William and Mary, that the Dean of the Law School has approved the Center as a facilitator for Delegate Keith Hodges’ special committee to be called to address stormwater consolidation statutory issues impacting non MS4 Chesapeake Bay Act Jurisdictions, as well as, state wide Erosion and Sediment and Control issues.
- ▶ Consulted with a Gloucester County resident who owns property on the North River who is concerned about investing in improvements in her waterfront home them if sea level rise is happening at such a rate as to offset the link of the investment necessary and the cost for the improvements.
- ▶ Sent letter and application to all homeowners on septic pump out waiting list.
- ▶ During the night of the Essex/Tappahannock tornado, fire and rescue squads from many jurisdictions numbering in the hundreds responded to the disaster. The response suffered from a partial *interoperable communications* breakdown. Essex County needed to call in communications support in the form of a radio cache from neighboring King and Queen County to connect various radio systems together. The issue of regional emergency services communications issues is a constant theme among rural Emergency Managers.

5. Public Comment

There were no public comments.

**Note: All handouts distributed at meeting or emailed are added to the Commission Meeting folder.*

6. Adoption of 2016 CDBG Regional Priorities

Middle Peninsula PDC Executive Director Lewis Lawrence said the Department of Housing and Community development (DHCD) is requesting each Planning District Commission to submit a 2016 Virginia Community Development Block Grant (CDBG) Program Regional Priorities list. This list will be used in scoring of proposals submitted by local governments for CDBG funding. There were no local CDBG project proposals identified from any Middle Peninsula localities for consideration under the 2016 program. There are nine areas for which local governments can apply: Comprehensive Community Development, Economic Development-Job Creation and Retention, Economic Development-Site Redevelopment, Economic Development-Development Readiness, Economic Development-Business District Revitalization, Housing-Housing Rehabilitation, Housing-Housing Production Assistance, Community Facility, and Community Service Facility. The MPPDC has to rank the priorities with #1 being the highest and #3 being the lowest – there can be no more than 3 areas selected for each priority level.

The MPPDC Board of Commissioners ranked the 2016 Regional Priorities as follows:

Priority 1

- Economic Development-Job Creation and Retention
- Economic Development-Development Readiness
- Economic Development-Business District Revitalization

Priority 2

- Comprehensive Community Development
- Community Facility
- Community Service Facilities

Priority 3

- Economic Development-Site Redevelopment
- Housing-Housing Rehabilitation
- Housing-Housing Production Assistance

7. Update on 2018 Water Supply Plan-5 Year Update & Local Budget Implications

MPPDC Executive Director Lewis Lawrence said in 2011 the MPPDC staff prepared a Water Supply Plan for the Middle Peninsula localities except Gloucester County who partnered with the Hampton Roads Planning District Commission (HRPDC). At the monthly meeting of the Local Government Administrators, DEQ staff was in attendance and discussed the Water Supply Plan update. No state funding is anticipated for the update. MPPDC has approximately \$42,000 in funds remaining to assist with the 2017-2018 update.

Mr. Lawrence said the local government administrators discussed using the Water Supply Plan Update to position localities to lay claim to its water supplies before they are allocated to other localities outside of the region and to study other sources of water that may be available.

8. Introduction to Catskills New York: Negotiated Strategy to Balance Economic Development and Environmental Regulations

MPPDC Executive Director Lewis Lawrence said most rural coastal areas are becoming so highly regulated that development continues to be more and more complicated.

In 1997, a Catskills New York Watershed Memorandum of Agreement (MOA) set forth a comprehensive economic watershed management program enabling New York City to continue supplying unfiltered water while provided for appropriate economic development in upstate New York watershed communities. Parties to the MOA recognized that the goals of economic vitality and environmental protection within Watershed communities are not inconsistent. As part of the MOA, more Economic Partnership programs and Watershed protection efforts were established.

Mr. Lawrence presented a PowerPoint presentation on how the Catskills New York model may help inform future legislative solutions to drive the local economy while protecting the green and blue infrastructure of the Middle Peninsula.

Under the Obama Administration millions of dollars have been funded for economic and workforce development in coal impacted communities. Rural coastal areas do not receive any of the funding but a lot of regulations, lowest hourly wages, and 30,000 workers who commute daily.

To try to find reasonable strategies for stormwater regulations, Delegate Hodges will empanel a group to recommend statutory changes to stormwater regulations, to be proposed to the 2017 General Assembly. This legislative process will give voice to rural coastal needs and hopefully result in legislative changes; new state programs; policies; MOAs; and reshape regulations to be more realistic for small nonMS4 jurisdictions across the state.

9. General Assembly Discussion

a. Stormwater Regulations Update

Delegate Keith Hodges said he will initiate a Stormwater Advisory Group to discuss administration of stormwater management, erosion and sediment control requirements, and make recommended amendments for consideration during the 2017 General Assembly session.

b. Other Items

(1) Delegate Hodges said that GoVirginia has to be signed by the Governor.

(2) Delegate Hodges said he is a member of the Middle Peninsula/Northern Neck Public Education Consortium. The Code needs to be updated, group needs to be reorganized, and work on public education has to be implemented to include Rappahannock Community College and VIMS.

10. Commission Priorities-2016 Work Program

MPPDC Executive Director Lewis Lawrence requested that each Board member share and discuss the Commissioners' Priorities with the local Board members. Gloucester County suggested for the MPPDC to add Substance Abuse and Addiction to its Emergency Management Service Center. Mr. Lawrence recommended also including the concept that the goals of economic vitality and environmental protection within the Middle Peninsula are not inconsistent and that leveraging the Green and Blue assets of our region is critical for future compatible economic development growth.

11. Rural Transportation Planning FY17 Scope of Work and Resolution

Mrs. Marquitrice Mangham, MPPDC Chief of Community Planning, said she developed a draft Scope of Work Program for FY2017 Rural Transportation Planning Program. The Scope of Work outlines specific projects identified for FY2017 that include (1) Research public rights and interests of public landings in the region, (2) Research and identify funding opportunities for local transportation projects, (3) Technical assistance for other road ending transfers and wharves in the region, (4) Research plats and deeds to verify rights on roadside ditches in Mathews County, and (5) Convene Middle Peninsula local planners bimonthly local meeting. Mrs. Mangham said the Scope of Work may also include activities or studies that address other transportation issues that may be of specific interest to the region.

Mr. Lewis Lawrence, MPPDC Executive Director, said the Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance in the Middle Peninsula. From July 1, 2016 through June 30, 2017, SPR funds in the amount of

\$58,000 will be made available to the MPPDC. MPPDC has developed a Scope of Work and will provide a local match of \$14,500 to conduct rural transportation planning and other activities.

Chairman Smith requested a motion to approve the Scope of Work and adopt the Resolution Directing Staff to Assist the VA Dept. of Transportation in Transportation Related Matters for the Middle Peninsula Planning District as Necessary in Compliance with the Provision of 23 U.S.C.135. Tom Swartzwelder moved to approve the Scope of Work and adopt the Resolution. Eugene Rivara seconded the motion; motion carried.

12. Essex Tornado Response Takeaways

Chairman Smith said on February 22, 2016 a Class 4 tornado hit Essex County. Destruction was in the millions of dollars. Eighty-eight homes were hit and thirty-three were totally destroyed. One church (147 years old) was destroyed and vehicles were tossed and some landed as far as four miles from where they were parked. Mr. Smith said injuries were reported but he was thankful that no lives were lost. Response teams (EMS, Police, Fire and Rescue) came from miles around (King and Queen, Middlesex, Chesterfield, Richmond, Shenandoah County). Mr. Smith said that Essex County thanks all who were involved in assisting others in Essex County.

Chairman Smith said that there was one big problem in helping people and that was within the EMS radio communication systems. Rescue personnel could not communicate with other rescue personnel. There was a discussion regarding the importance of being able to communicate with each other during a crisis, response communication within a locality, response communication from locality to locality, and locality system key sharing.

13. Other Business

The Mayors and Chairs meeting is scheduled for April 13, 2016 at 6:00 p.m. at the MPPDC office. Discussion will center on the final legal documents that need to be in place to form a Middle Peninsula Economic Development Organization.

14. Adjournment

MPPDC Chairman Smith adjourned the meeting.

COPY TESTE:

(Secretary)

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Project Financial Report

Middle Peninsula Planning District Commission

Run Date: 04/06/2016
 Run Time: 2:02:06 pm
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Period Ending: 03/31/16

		Expenditures						
Code	Description	Budget	Curr Month	Project Total	Un/Over	% Budget	Revenues	Balance
30013	EE&CBG Project	3,894.00	53.65	3,616.35	277.65	92.87%	3,537.04	-79.31
30019	Urbanna Foundation	6,000.00	-5.34	6,017.42	-17.42	100.29%	6,000.00	-17.42
30021	Mathews Comp Plan Upd	8,750.00	1,038.53	2,427.96	6,322.04	27.75%	0.00	-2,427.96
30022	Tappahannock Economic I	2,250.00	0.00	0.00	2,250.00	0.00%	0.00	0.00
30106	MPRJ Flash Freeze Study	90,000.00	-33.16	89,885.71	114.29	99.87%	89,933.37	47.66
30108	Building Collaborative Co	34,275.00	-68.65	34,155.97	119.03	99.65%	31,975.00	-2,180.97
30109	Tidewater RC&D Staff Su	0.00	1,251.74	8,917.35	-8,917.35	0.00%	7,666.51	-1,250.84
30170	MPBDP FY12 Staff Sup	13,830.00	237.19	16,663.62	-2,833.62	120.49%	18,838.12	2,174.50
30210	FY15 Transportation Dem	20,000.00	-13.79	20,211.18	-211.18	101.06%	20,037.57	-173.61
30211	FY16 Transportation Dem	74,000.00	4,863.69	54,292.85	19,707.15	73.37%	48,135.19	-6,157.66
30313	FY16 RTP	72,500.00	5,952.25	50,137.87	22,362.13	69.16%	35,548.67	-14,589.20
30420	Onsite Loan Management	118,932.85	436.98	120,115.51	-1,182.66	100.99%	123,739.79	3,624.28
30423	VCWRFR Onsite Fund	82,500.00	0.00	83,530.21	-1,030.21	101.25%	123,582.44	40,052.23
30424	2016 Septic Pumpout	28,600.00	2,752.12	2,752.12	25,847.88	9.62%	0.00	-2,752.12
30502	Water Supply Planning	111,805.89	0.00	111,805.89	0.00	100.00%	196,099.42	84,293.53
31002	GA Lobby FY09	18,247.75	0.00	18,247.75	0.00	100.00%	29,752.25	11,504.50
31201	AHMP Update 2014	130,010.00	3,536.89	110,206.76	19,803.24	84.77%	95,253.06	-14,953.70
31202	Emergency Planner	110,000.00	776.43	110,013.15	-13.15	100.01%	50,462.73	-59,550.42
31203	Emergency Planning 2016	154,500.00	10,605.78	29,237.48	125,262.52	18.92%	0.00	-29,237.48
32010	PAA Staff Support	7,000.00	683.72	5,205.31	1,794.69	74.36%	3,745.08	-1,460.23
32011	PAA Altruistic Giving	40,000.00	-66.03	40,223.45	-223.45	100.56%	40,000.00	-223.45
32012	PAA Capt Sinclair Impr	39,977.00	-34.64	40,360.59	-383.59	100.96%	39,977.00	-383.59
32013	DOF Maritime Forest Ca	2,535.00	1,946.50	2,597.06	-62.06	102.45%	1,274.58	-1,322.48
32014	Public Access Master Pla	80,000.00	6,585.29	34,682.52	45,317.48	43.35%	15,140.47	-19,542.05
32132	FY15 Coastal TA	43,602.00	0.00	43,661.39	-59.39	100.14%	44,755.21	1,093.82
32133	NFWF Living Shorelines I	222,267.00	139,174.12	184,688.46	37,578.54	83.09%	35,347.94	-149,340.52
32134	309 Ditching	40,000.00	-80.61	40,420.30	-420.30	101.05%	40,000.00	-420.30
32135	Coastal TA FY16	60,000.00	5,176.67	32,108.91	27,891.09	53.51%	16,005.87	-16,103.04
32136	Mathews SLR Adapatati	54,687.00	3,730.25	21,918.74	32,768.26	40.08%	15,954.89	-5,963.85
32137	Mathews Ditch Map Data	60,524.00	3,055.21	16,268.77	44,255.23	26.88%	0.00	-16,268.77
32207	Working Waterfronts Pl	50,000.00	-75.29	50,779.18	-779.18	101.56%	45,000.00	-5,779.18
32209	WWF State Plan	50,000.00	2,306.69	9,151.58	40,848.42	18.30%	0.00	-9,151.58
38016	FY16_Local_Programs	179,364.00	42,209.43	148,523.72	30,840.28	82.81%	168,604.50	20,080.78
Totals:		<u>2,010,051.49</u>	<u>235,995.62</u>	<u>1,542,825.13</u>	<u>467,226.36</u>	<u>76.76%</u>	<u>1,346,366.70</u>	<u>-196,458.43</u>

Balance Sheet by Category

Middle Peninsula Planning District Commission

Period Ending: 03/31/16
Format: 1 Board

Run Date: 4/6/16
Run Time: 2:04:00 pm
Page 1 of 1

Assets:

Cash in Bank	457,565.37
Receivables	203,724.72
Property & Equipment	8,684.84
Deferred Outflows	29,567.00

Total Assets:

\$699,541.93

Liabilities:

Accounts Payable	9,600.49
VRA Loan Payables	127,232.44
Payroll Withholdings	-588.75
Accrued Leave	51,014.76
Deferred Inflows	31,258.00
Net Pension Liabilities	281,877.00
Cost Allocation Control	3,832.94

Total Liabilities:

\$504,226.88

Equity:

Local Initiatives/Information Resources	23,435.31
Economic Development	-1,257.35
Transportation Programs	-20,920.47
Emergency Management Projects	-88,787.90
Onsite Repair & Pumpout	40,927.28
Housing	-79.06
Coastal Community & Environmental	-203,862.94
Public Access Auth Programs	-21,002.28
Mandates	27,195.72
Temporarily Restricted	188,479.87
General Fund Balance	251,186.87

Total Equity:

\$195,315.05

Total Liabilities and Equity

\$699,541.93

Balance:

\$0.00

Agencywide R&E by Category

Middle Peninsula Planning District Commission

Run Date: 04/06/2016
 Run Time: 2:04:41 pm
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Period Ending: 03/31/16
 Format: 1 Agencywide R&E
 With Indirect Cost Detail

Code & Description	Budget	Current	YTD	Un/Ovr	% Bud
Revenues					
	0.00	7,666.51	7,666.51	-7,666.51	0.00%
Local Match	0.00	36,881.77	92,549.70	-92,549.70	0.00%
Local Annual Dues	109,899.00	0.00	109,899.00	0.00	100.00%
Local Other Revenues	3,125.01	0.00	50,595.73	-47,470.72	1,619.06%
Local Other Organizations	44,000.00	0.00	79,519.99	-35,519.99	180.73%
State Revenues	135,171.00	0.00	102,913.38	32,257.62	76.14%
Federal Revenues	675,436.00	4,038.64	132,581.07	542,854.93	19.63%
Miscellaneous Income	11,250.00	191.11	2,138.17	9,111.83	19.01%
RevolvingLoan Program Income	7,000.00	731.93	44,984.48	-37,984.48	642.64%
Revenues	985,881.01	49,509.96	622,848.03	363,032.98	63.18%
Expenses					
Personnel	457,530.00	51,049.30	414,382.47	43,147.53	90.57%
Facilities	27,963.00	2,592.35	22,339.60	5,623.40	79.89%
Communications	4,050.00	442.40	3,414.87	635.13	84.32%
Equipment & Supplies	3,800.00	2,494.67	15,903.40	-12,103.40	418.51%
Travel	6,879.00	166.14	4,576.61	2,302.39	66.53%
Professional Development	14,950.00	101.43	13,714.35	1,235.65	91.73%
Contractual	279,643.00	138,850.50	257,706.28	21,936.72	92.16%
Miscellaneous	53,156.00	3,417.04	42,612.43	10,543.57	80.16%
Regional Share	0.00	36,881.77	92,549.70	-92,549.70	0.00%
Expenses	847,971.00	235,995.60	867,199.71	-19,228.71	102.27%
Agency Balance	137,910.01	-186,485.64	-244,351.68		

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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

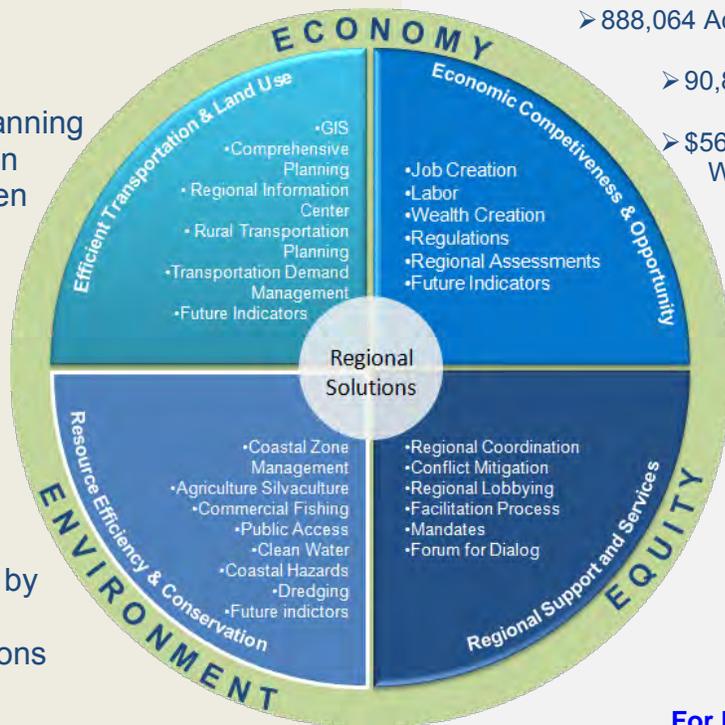
➤ \$567 Average Weekly Wage (State=\$952)

➤ 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:

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%

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%

FY15 Locality Budget Data							
Locality	Raise %	Compensation Notes	Real Property Increase	Real Property Rate	Personal Property Increase	Personal Property Rate	Other
Essex	2%		\$0.02	\$0.86	\$0.25	\$3.75	\$35/\$25 Vehicle tax
Gloucester	3%	Bonus for lower scale employees only	None	\$0.65	None	\$2.95	
King and Queen	0%		None	\$0.54	None	\$3.94	
King William	2%		\$0.03	\$0.82	None	\$9.65	
Mathews	2%		\$0.07	\$0.54	\$0.05	\$3.70	
Middlesex	2%	Step Inc. w/ evaluation; No COLA	\$0.05	\$0.53	None	\$3.50	

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

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

Report on Mandated Initiatives

Locality	Water Supply Plan Support Staff: Lewie Lawrence Start Date: 7/2008 Completion Date: 6/2011		All-Hazards Mitigation Plan Update Support Staff: Jackie Rickards Start Date: 1/2014 Completion Date: 12/2016	
	<i>Participating</i>	<i>Current Status</i>	<i>Participating</i>	<i>Current Status</i>
	Essex	✓	Found Compliant	✓
Gloucester	NA	NA	✓	Under review by FEMA
King & Queen	✓	Found Compliant	✓	Under review by FEMA
King William	✓	Found Compliant	✓	Under review by FEMA
Mathews	✓	Found Compliant	✓	Under review by FEMA
Middlesex	✓	Found Compliant	✓	Under review by FEMA
Town of Tappahannock	✓	Found Compliant	✓	Under review by FEMA
Town of West Point	✓	Found Compliant	✓	Under review by FEMA
Town of Urbanna	✓	Found Compliant	✓	Under review by FEMA

Opportunities Identified to Implement Commission Priorities

Service Center	Project Title and Description	Funding Requested	Status
Transportation	DRPT – Update Long Range TDM Plan	\$16,000	Funded
Environmental	CZM –FY165 Coastal Technical Assistance	\$30,000	Funded
Environmental	NFWF TA Service Provider	n/a	Approved
Economic Dev	DHCD – BCC – Middle Peninsula Regional Economic Development Organization	\$18,750	Funded
Economic Dev	VA Coop. Ext. – SET Grant – Capacity Building for Economic Development	n/a	Awarded
Environmental	CZM – Flooding and Sea Level Rise	\$14,792	Funded
Environmental	CZM – MP Public Access Master Plan	\$40,000	Funded
Environmental	CZM – Ditch Mapping Database – Mathews	\$60,524	Funded
Environmental	CZM – Working Waterfronts – State Plan	\$50,000	Funded
Environmental	VDOF -Virginia Trees for Clean Water – Capt Sinclair Maritime Forest Edge Demo Garden	\$1,350	Funded
Environmental	DEQ/VRA – Virginia Water Facilities Revolving Fund	\$200,000	Funded
Economic Dev	USDA – Farmers Market Sustainability Initiative	\$77,537	Not Funded
Environmental	USDA Rural Development Housing Preservation Grant – Septic Repairs	\$106,800	Not Funded
Emergency Mgmt	VDEM – Homeland Security Amateur Radio Coordination Workshops	\$25,000	Funded
Emergency Mgmt	VDEM – Homeland Security Regional Emergency Planner	\$52,500	Funded
Emergency Mgmt	VDEM – Homeland Security Regional Shelter Partner List and MOUs	\$25,000	Funded
Emergency Mgmt	VDEM – Homeland Security THIRA for Mathews and Middlesex	\$21,500	Funded
Emergency Mgmt	DCJS - :“Sink or Swim” Drug Abuse Prevention Marketing Campaign	\$75,000	Not Funded
Emergency Mgmt	VDEM – Homeland Security THIRA for King William, King and Queen and Essex	\$31,000	Funded
Emergency Mgmt	Dominion Foundation – Prescription & Drug Abuse – Habitat for Humanity Glouc/Mat	\$49,735	Not Funded
Environmental	DEQ – Septic Pumpout	\$28,600	Funded at reduced rate
Environmental	DEQ – NPS Septic Repair grants to homeowners	\$200,000	Submitted
Environmental	CZM – ECO PAA Dragon Run	\$40,000	Approved
Environmental	CZM – Regulations	\$40,000	Not Funded
Environmental	CZM – Coastal Technical Assistance – FY17	\$70,000	Submitted
MPCBPAA	VEE – Land Acquisition Assistance	\$12,000	Funded
MPCBPAA	Chesapeake Bay Restoration Fund – Education & Marketing for Land Donations	\$1500	Funded

MPPDC ACRONYMS

ACH	Automated Clearing House	NFWF	National Fish and Wildlife Foundation
AFG	Assistance to Firefighters Grants	NOAA	National Oceanic and Atmospheric Administration
AFID	Agricultural and Forestry Industries Development	NPS	National Park Services
AHMP	All Hazards Mitigation Plan	OCVA	Oyster Company of Virginia
BCC	Building Collaborative Communities Project	OLGA	On-line Grant Administration
BOS	Board of Supervisors	PAA	Public Access Authority
CBPA	Chesapeake Bay Preservation Area	RBEG	Rural Business Enterprise Grant
CBSF	Chesapeake Bay Stewardship Fund	RBOG	Rural Business Opportunity Grant
CDBG	Community Development Block Grant	RFP	Request for Proposal
CEDS	Comprehensive Economic Development Strategy	RLF	Revolving Loan Fund
CIP	Capital Improvement Plan	RTF	Rural Transportation Planning
COI	Conflict of Interest	SERCAP	Southeast Rural Community Assistance Project
CRS	Credit Rating System	SHSG	State Homeland Security Grant
CZMP	Coastal Zone Management Program	SWCD	Soil and Water Conservation District
DEQ	Department of Environmental Quality	SWRP	State Water Resource Plan
DGIF	Department of Game and Inland Fisheries	THIRA	Threat & Hazard Identification & Risk Assessment
DHR	Department of Historic Resources	TIF	Tax Increment Financing
DHCD	Department of Housing and Community Development	TMDL	Total Maximum Daily Loads
DMME	Department of Mines Minerals and Energy	USDA	U.S. Department of Agriculture
DOC	Department of Corrections	USFWS	U.S. Fish and Wildlife Service
DOE	Department of Energy	VAPA	Virginia Planning Association
DRPT	Department of Rail and Public Transportation	VAPDC	Virginia Association of Planning District Commissions
EDA	Economic Development Administration	VAZO	Virginia Association of Zoning Officials
EDO	Economic Development Organization	VCP	Virginia Coastal Program
EECBG	Energy Efficiency and Conservation Block Grant	VCZMP	Virginia Coastal Zone Management Program
EOC	Emergency Operation Center	VCWRLF	Virginia Clean Water Revolving Loan Fund
EPA	Environmental Protection Agency	VDEM	Virginia Department of Emergency Management
FEMA	Federal Emergency Management Agency	VDH	Virginia Department of Health
Fracking	Hydraulic Fracturing	VDOT	Virginia Department of Transportation
GIS	Geographic Information System	VDMME	Virginia Department of Mines, Minerals, and Energy
HAM	Amateur Radio	VEE	Virginia Environmental Endowment
HRPDC	Hampton Roads Planning District Commission	Vertical Assets	"Towers or other structures that hold cell, broadband and other equipment"
LGA	Local Government Administrators	VHB	Vanasse Hangen Brustlin
LPT	Local Planning Team	VIMS	Virginia Institute of Marine Science
LSIP	Living Shoreline Incentive Program	VMRC	Virginia Marine Resources Commission
MOU	Memorandum of Understanding	VOP	Virginia Outdoors Plan
MPBA	Middle Peninsula Broadband Authority	VRA	Virginia Resources Authority
MPCBPAA	Middle Peninsula Chesapeake Bay Public Access Authority	VASG	Virginia Sea Grant
MPRSC	Middle Peninsula Regional Security Center	VSMP	Virginia Stormwater Management Program
NHD	Natural Heritage Data	VTA	Virginia Transit Association
NIMS	National Incident Management System		

MPPDC ACRONYMS (Continued)

VWP	Virginia Water Protection
VWWR	Virginia Water Withdrawal Reporting
WIP	Watershed Implementation Plan
WQIF	Water Quality Improvement Fund

**Middle Peninsula Planning District Commission
Executive Director's Report of Regional Progress
April 18, 2016**

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 13 years +)

Congressman Robert Wittman's Fisheries Advisory Committee and Environmental Advisory Committee (MPPDC Staff 6 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 7 years+)

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

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 concerned with promoting telework and providing telework information and technical assistance to employers (MPPDC Staff 8 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 10 years)

The National Working Waterfront Networks- Outreach and Education committee: Provides education and outreach on national, state and local matters related to the preservation of working waterfronts.

The Coastal Society - The Coastal Society is an organization of private sector, academic, and government professionals and students. The Society is dedicated to actively addressing emerging coastal issues by fostering dialogue, forging partnerships, and promoting communications and education. (MPPDC staff serves as a Director)

Bio Solid-Industrial Residual Regulatory Advisory Panel – The purpose of this panel is the development of regulatory amendments needed to implement the provisions of House Bill 1364 and Senate Bill 1413 related to fees for the land application of industrial wastes and reimbursement for compliance monitoring conducted by local governments

Hurricane Evacuation Coordination Workgroup - The Hurricane Evacuation Coordination Workgroup is comprised of state and local emergency representatives tasked with finding solutions to fill in the gaps in the Commonwealth's and Locality's plans to respond to a Major Hurricane Evacuation.

Shelter Location Identification Subcommittee of the Hurricane Evacuation Coordination Workgroup -local and state experts tasked with identifying state and local shelter locations that can meet the needs of individuals with access and functional needs. A recent federal court ruling indicates that prior knowledge of shelter locations allows for more complete personal preparedness planning

Shelter Staffing Subcommittee of the Hurricane Evacuation Coordination Workgroup -local and state experts tasked with recommending solutions to alleviate staffing limitations in emergency shelters

Delegate Hodeges Stormwater Stakeholder Group - will address ongoing legislative problems associated with the implementation of Virginia's Stormwater Management law and potential solutions

Eastern Virginia Groundwater Management Advisory Committee (EVGMAC) Workgroup #2B – EVGMAC is charged with assisting the State Water Commission and DEQ in developing, revising and implementing a management strategy for groundwater in Eastern Virginia Groundwater Management Area. Group #2B will identify trading options and programs used in other states; evaluate how trading programs might help with future growth and development, and individual and regional solutions; and evaluate feasibility, data needs, cost and possible participants.

MPPDC Staff and Contact Information

Executive Director: Lewis Lawrence

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Programs: *Coastal Zone Technical Assistance, Local Initiatives, Public Access Authority*

Finance Director: Beth Johnson

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Programs: *Commuter/ Employer Transportation Services, Septic Repair & Pumpout Assistance, Revolving Loan Programs Administration, PDC Finance & Grants Administration, PAA staff support, PAA improvements*

Chief of Community Planning: Marquitrice Mangham

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Programs: *Rural Transportation Planning, Local Community Planning Assistance, Economic Development*

Planner 2: Harrison Bresee

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Programs: *Regional Emergency Planning, Public Access Authority*

Planner 2: Jackie Rickards

Contact Info: jrickards@mppdc.com (215) 264-6451 cell
Programs: *Environmental Programs, Graphic Arts*

Secretary: Rose Lewis

Contact Info: rlewis@mppdc.com (804) 758-2311x21
Programs: *Septic Pumpout Assistance, Commuter Transportation Customer Service, Facilities Scheduling*

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 31201 Middle Peninsula All-Hazards Mitigation Plan Update

As a mandated requirement of the Disaster Mitigation Act of 2000, the 2016 All Hazards Mitigation Plan Update is designed to update the 2011 Middle Peninsula All Hazards Mitigation Plan (AHMP). The plan will address several natural hazards, including hurricanes, winter storms, tornadoes, coastal flooding, coastal/shoreline erosion, sea level rise, winter storms, wildfire, riverine flooding, wind, dam failures, drought, lightning, earthquakes, shrink-swell soils, extreme cold, extreme heat, landslides, land subsidence/karst, tsunami, and volcanoes.

- Staff received feedback from FEMA regarding the draft AHMP. FEMA is requiring a few revisions to the plan before approval. Required revisions included the addition of a work cited document, the sign in sheet from the public meetings, added specific hazards to the mitigation strategy since FEMA wanted to see the connection, and the addition of information that shows a difference of vulnerability to hazards amongst localities. FEMA, VDEM, and MPPDC staff had a phone conference on April 5, 2016 to review this feedback. To-date MPPDC staff has addressed the needed revisions and has resubmitted it to VDEM and FEMA for a second review.
- Drafted and submitted a quarterly report, financial report and reimbursement request to Virginia Department of Emergency Management.
- Below is an updated timeline of the remainder of the AHMP Update project. The checked boxes indicate that the tasks have been completed:
 - ☑12/4/2015 – Finish Draft of Report
 - ☑12/15/2015 – Committee finishes plan review; MPPDC makes changes
 - ☑12/16/2015 - Send final draft to VDEM for a 30 day review
 - ☑12/16/2015 – 1/14/2016 – Public Comment Period; MPPDC staff posts draft on MPPDC website and sends copies of draft to local libraries
 - ☑1/5/2016 – Public Meeting in MPPDC Boardroom, Saluda, VA
 - ☑1/6/2016 – Public Meeting in King & Queen Library Branch, St. Stephen’s Church, VA
 - ☑1/15/2016 - MPPDC staff will collect public comments and send to Steering Committee.
 - ☑1/26/2016 - MPPDC staff will also host a phone conference to review:
 - ☑Public comments and gather feedback.
 - ☑Gather dates from localities regarding when presentations to BOS and/or public outreach will be given.
 - ☑MPPDC staff will make recommended changes.

□ 1/29/2016 – 3/30/2016 - MPPDC staff will send final plan to FEMA for a 60 day review. During this time localities should consider hosting public outreach meetings and/or presenting the plan to the BOS. VDEM recommends that each locality adopt the plan after FEMA reviews and approves the plan. Therefore adoption of this plan will most likely take place in April or May 2016. Please note that the 2010 Middle Peninsula Natural Hazards Plan expires May 2016 therefore the 2016 plan should be adopted no later than May 2016 in order to stay compliant with the National Flood Insurance Program.

- As the All Hazards Mitigation Plan (AHMP) is updated, Committee members from Middle Peninsula localities will have the opportunity to review the updates and provide feedback. Below is table that depicts the plan’s sections, section feedback from localities is due, and the localities that have provided feedback (marked with an “X”).

SECTION	TITLE	Status	Counties						Towns		
			Essex	Mathews	Middlesex	King William	King & Queen	Gloucester	West Point	Urbanna	Tappahannock
1	Intro	Completed 3/24/2015	X	X	X	X	X	X	X	X	X
2	Planning Process	Completed 12/1/2015	X	X	X	X	X	X	X	X	X
3	Community Profile	Completed 2/20/2015	X	X	X	X	X	X	X	X	X
4	Hazard Identification	Completed 6/19/2015	X	X	X	X	X	X	X	X	X
5	Risk Assessment Analysis (HAZUS)	Completed 5/27/2015	X	X	X	X	X	X	X	X	X
6	Capability Assessment	Completed 12/7/2015	X	X	X	X	X	X	X	X	X
7	Review of 2010 Strategies	Completed 12/7/2015	X	X	X	X	X	X	X	X	X
8	Mitigation Goals, Objects and Strategies	Completed 7/22/2015	X	X	X	X	X	X	X	X	X
9	Implementation Plan	Completed 12/7/2015	X	X	X	X	X	X	X	X	X
10	Plan Adoption	Completed 11/09/2015	X	X	X	X	X	X	X	X	X
11	Plan Maintenance	Completed 11/23/2015	X	X	X	X	X	X	X	X	X
12	Appendices	Completed 12/07/2015	X	X	X	X	X	X	X	X	X

INFORMATION RESOURCES/ASSISTANCE

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

- Updated www.mppdc.com website – meeting notices, reports, news releases, public comment notices.
- Assisted Middlesex County citizen with website (www.virginiastateparks.gov) and phone number (1-800-933-7275) for Virginia State Parks information center.

Project 32010 Staff Support to Middle Peninsula Chesapeake Bay Public Access Authority (MPCBPAA)

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.

- Prepared vouchers, processed A/P, reconciled bank statements. Prepared monthly financial statements.
- Began preparation of FY17 draft PAA budget.

Project 32013 PAA Maritime Forest Edge Demonstration Garden

The Captain Sinclair’s Recreational Area, 100 acres with approximately 1 mile of waterfront on the Severn River in Gloucester County, VA, was a gift to the Middle Peninsula Chesapeake Bay Public Access Authority. The MPCBPAA is partnering with the Middle Peninsula Planning District Commission (MPPDC) to develop an overall use plan for the property compatible with the existing natural coastal landscape. An area of approximately 14,000 square feet to the northwest of the main house has been delineated by the Army Corps of Engineers as nontidal wetlands. This area is adjacent to the area utilized for parking. This project funded by the Virginia Department of Forestry will provide protection for that sensitive area by converting the mowed lawn/ parking area into a demonstration Maritime Forest Edge garden. Approximately 400 seedlings will be planted in the area to provide a small Maritime Forest Edge demonstration garden for viewing by visitors to the site.

- Organized volunteers to plant trees at Captain Sinclair’s Recreation Area on March 26. Volunteers included Gloucester students, general public, and a landscape designer. Volunteers spent 3 ½ hours planting trees. A total of 130 trees were planted for the demonstration garden and an additional 34 were planted elsewhere on the property.

Project 32014 Middle Peninsula Public Access Master Plan

MPPDC staff will develop a Middle Peninsula Public Access Master Plan. This plan will help Middle Peninsula localities and the general public to understand local and regional public access accomplishments and current policies, and the tools and policies that have been implemented. This plan will also provide a clear direction for the future of public access in the region.

- Closed the Middlesex County Public Access Survey on April 4, 2016 at close of business day. A total of 102 citizen participated in the survey. The survey responses have been sent to Middlesex County for review, while MPPDC staff is currently analyzing the results.
- A semi-annual report was drafted and submitted to the Virginia Coastal Zone Management Program.
- Prepared and submitted semi-annual financial report to Virginia Coastal Zone Management Program.

Project 32132/32135 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.

- Received information from Sarah Woodford, DEQ, regarding the number of individual and general permits issued for wetland mitigation credits in the Middle Peninsula. The information is being used to determine whether there is need for a Wetlands Mitigation Credit Bank in the region.
- Convened Local Government Administrators meeting. Topics of discussion included Three Rivers Health District funding, GoVirginia and economic development, stormwater management, and local budgets.
- Prepared and submitted financial report and reimbursement request to April Bahen, Grants Administrator, CZM Program, DEQ.
- Consulted with the Chief Executive Officer of the Oyster Company of Virginia concerning the need for additional oyster hatchery capacity across the lower Chesapeake Bay. Also had a similar discussion with ownership of Anderson Neck Oyster Company in King and Queen County and Chessie Seafood and Aquafarms in Gloucester County.
- Consulted with Jimmy Sydnor, Interim Tappahannock Town Manager, and Gayle Belfield, former Tappahannock Town Manager, concerning local Enterprise Zone designation and various approaches to enhance economic development within the Town. Provided a draft proposal to assist the Town with evaluating options for targeted enhancements for economic development and creation of a local Enterprise Zone.
- Participated in a special meeting called by Eldon James, staff to the Rappahannock River Basin Commission, to discuss the financial utility of tree canopy retention as a qualified water quality BMP under the Chesapeake Bay TMDL model. Discussed TMDL credits for forest land preservation and the need for MS4 urban water quality offsets to be made available in rural areas in exchange for urban financial compensation. Coordinated for a special presentation by the Rappahannock River Basin Commission staff at the April MPPDC Commission meeting on TMDL credits associated with forest cover.
- Consulted with Delegate Keith Hodges concerning the upcoming Stormwater Stakeholder Group to be called by Delegate Hodges to address ongoing legislative problems associated with the implementation of Virginia's Stormwater Management law. Discussed approaches for addressing outstanding issues and possible appropriate representation to serve on the group.
- Prepared and submitted a proposal to the Virginia Department of Health, Drinking Water Set-aside Program to inventory all barrow pits across the Middle Peninsula. The proposal will locate all pits and calculate available water supply not currently being recognized as a possible source for consumptive use or resale.
- Consulted with Karen Firehock, Director for the Green Infrastructure Center located in Charlottesville, VA. Requested information on other Virginia localities that have developed innovative approaches to commoditized green and blue assets for economic development purposes.
- Consulted with Walter Gills, Program Manager for the Clean Water Revolving Loan Program at the Virginia Department of Environmental Quality, concerning a DEQ conceptual request for possible

program expansion of the living shoreline revolving loan service area if need should arise for loan servicing outside of the MPPDC.

- Consulted with a Gloucester County resident with questions concerning possible zoning violations and accumulation of junk cars on a single family lot. Referred the call to the Zoning Administrator in Gloucester County.
- Consulted with Jack Miller, Chairman of Middlesex County Board of Supervisors, concerning local stormwater requirements and non tidal wetlands impacts limiting economic development opportunities in Middlesex County.
- Consulted with Dr. Ted Tweel, District Director of the Three Rivers Health District. Requested a copy the Three Rivers Health District FY 16 budget. Received a non responsive answer related to the question of does Three Rivers Health District have an operational budget. The question was forwarded to Virginia department of Health Deputy Director Bob Hicks who is working on a response.
- Received an inquiry from the *Tidewater Kayak Anglers Association* interested in reserving the Captain Sinclair's Recreational Area for an association paddling trip.
- Attended the DEQ Eastern VA Water Trading Meeting held at the DEQ Glen Allen office. Continued the discussion about approaches to establishing a Virginia water trading program.
- Consulted with Lee Stephens Law concerning a possible private waterfront land donation in Essex County. Coordinated with the donor for a meeting to discuss donation options.
- Provided information on the VDOT's Recreational Access Grant Program to Steve Hollberg, Urbanna Town Mayor. Discussed funding opportunities to address water access.

Project 32133 NFWF Living Shorelines

MPPDC received a grant from the National Fish and Wildlife Foundation to facilitate citizen-based resource stewardship to enhance coastal resilience and reduce vulnerability to growing risks from coastal storms, sea level rise, flooding and other threats to shorelines by encouraging Middle Peninsula waterfront homeowners, through access to low interest loans and/or grants and through education about living shorelines, to make informed decisions to install living shorelines to protect waterfront properties. The main emphasis of the project will be to design and implement a Living Shoreline Incentive Program (LSIP) to provide loans and/or grants to homeowners to install living shorelines on suitable waterfront properties. The project also includes the design of a Shoreline Management Plan (SMP) for the entire Captain Sinclair's Recreational Area shoreline and the design and installation of one lower Chesapeake Bay public waterfront demonstration project to provide consumers easily accessible publically owned living shoreline examples to inform their decision making. The investment of effort and resources in producing a Shoreline Management Plan will yield substantial benefits in facilitating decision-making on a variety of potential issues and uses of the site. A Living Shorelines Education Program will be developed to educate the public about the benefits of living shorelines. The Captains Sinclair's Recreation area site boasts an 8,000 sq. ft. waterfront home within 200 feet of the demonstration site that will house the Living Shorelines Education Program.

- Received notification from National Fish and Wildlife Foundation that the extension and budget amendment submitted in March was approved. Project extended until 9/30/16 to allow opportunity to offer loan/grant funds to homeowner(s) as pilot of the Living Shoreline Incentive Program.

Project 32136 Coastal Zone Management Sea Level Rise

The purpose of this project is to provide planning options to be considered by rural coastal local governments in the Middle Peninsula to assist with mitigating the impacts of flooding and sea level rise in coastal communities. Using Mathews County as the pilot location, the project will identify and explore planning and development techniques that may be implemented at the local level to encourage and steer development to properties located outside of high risk flood hazard areas. The project will also provide information on how local government-acquired land may be leveraged to encourage more elevations or relocations by commoditizing protected lands in high hazard areas.

- Drafted and submitted the semiannual report to April Bahen, DEQ Coastal Zone Management.
- Prepared and submitted financial report and reimbursement request to April Bahen, Grants Administrator, CZM Program, DEQ.
- Consulted with John Shaw, Mathews County Planning Director, concerning the Virginia Department of Emergency Management Hazard Grant Mitigation Program (HGMP) status for Mathews County related to acquisition properties and potential for eco-business opportunities.
- Provided John Shaw, Mathews County Planning Director, with a running list of possible mitigation tools for review by the Mathews Planning Commission. Tools are assembled in the following categories: Planning; Regulatory; and Financial. Each tool is intended to address either adaptation or mitigation building on the direction of “living with the water” as directed by the Mathews County Planning Commission.
- Consulted with Skip Styles, Executive Director of Wetland Watch, concerning case studies of communities who have chosen to “live with the water” rather than retreating.

Project 32137 Mathews Ditch Map Database

Building on the NFWF Ditching project in Mathews County, MPPDC staff in contract with Draper Aden Associations will continue reducing the information gap between stakeholders and those tasked with repairing the drainage system. First, maps will be created to identify ditch locations in the target areas using associated parcel information using Mathews County tax parcel maps overlapped with aerial imagery to provide information on ditch and channel locations. Additionally Virginia Coastal Policy Clinic will conduct research, compile deeds and easement documents that identify ditch ownership responsibility, easement rights and other interests in the roadside and outfall ditches. Finally a database will be designed for the organization and illustration of legal records for property owners of failing ditches.

- Consulted with Carolyn Howard, Draper Aden, regarding status of database design. Received interim report on project.
- Prepared and submitted financial report and reimbursement request to April Bahen, Grants Administrator, CZM Program, DEQ.
- Prepared and submitted semi-annual progress report to April Bahen, Grants Administrator, CZM Program, DEQ.

Project 32209 Virginia Working Waterfront Master Plan and 2nd Virginia Working Waterfront Summit

MPPDC staff will work with the Northern Neck PDC and Hampton Roads PDC to develop a Virginia Working Waterfronts coastal zone-wide plan that will serve to guide communities in protecting, restoring and enhancing their water-dependent commercial and recreational activities.

- Prepared and submitted financial report and reimbursement request to April Bahen, Grants Administrator, CZM Program, DEQ.
- Drafted and submitted semi-annual report to the Virginia Coastal Zone Management Program.
- Finished the Middle Peninsula Planning District’s Working Waterfront Chapter to include in the Virginia Working Waterfront Master Plan. This chapter was sent to Neal Barber, who has been contracted to organize the Virginia Master Plan.
- Collected chapters from the Accomack-Northampton Planning District Commission and the Northern Neck Planning District Commission and passed them onto Neal Barber for inclusion into the Master Plan. Still waiting for the Hampton Roads Planning District Commission chapter.
- Began to draft a resolution for local governments, PDCs and possibility the Virginia General Assembly to consider the adoption of the Virginia Working Waterfront Master Plan.
- Project timeline:

Timeline for the Development of the Virginia Working Waterfronts (WWF) Plan and the 2 nd WWF Summit in 2016.											
January	February	March	April	May	June	July	August	September	October	November	December
PDC’s will work on their Chapter for the WWF Plan Don will work on the State of the Commonwealth Chapter for the Plan			<ul style="list-style-type: none"> • Neal will assemble the WWF Plan and write the plan’s introduction, conclusion as well as chapter on working waterfront resiliency. • PDCs will begin to share individual chapters to their Commission and participating localities. 	PDCs will share the completed Virginia WWF Plan with Commissions and participating localities. Seek plan adoption by the Commission and recommend that localities adopt plan as well.			Slip month if time is needed.	Plan Symposium – secure sponsors and speakers			VCPC will host the Symposium the first week of Dec

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

Project 30211 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. In addition MPPDC staff will update the TDM Six Year Plan with additional funding from Virginia Department of Rail and Public Transportation (DRPT).

- Updated website – www.midpenrideshare.org.
- Received phone call from Colonial Beach resident commuting to Dahlgren. No match available. Referred to NNPDC for assistance.
- Received phone call from Middlesex County resident commuting to Gloucester County. No match available.
- Received phone call from Middlesex County resident looking for ride for daughter to Kings Dominion in Doswell. No match available.
- Consulted with Bill Nachman, *Gloucester Mathews Gazette Journal*, regarding new promotion – bus wrappers on Bay Transit buses.
- Provided Continuing Collaboration Agreement to Ken Pollock, Director of Bay Transit, in support of TANF funding to provide funds for employment related transportation.
- Current commuter database – 139

Project 30312 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.

- Viewed a webinar presented by Darrell Johnson and John Bolecek of VDOT on the Statewide Bike and Pedestrian Planning Program on April 13th. The presentation included information on the statewide planning process, various projects completed under the program, and resources to find available funding to assist with transportation planning projects.
- Drafted and submitted Rural Transportation Program quarterly report to Craig Van Dussen, VDOT Fredericksburg District Manager.
- Prepared and submitted 3rd quarter financial report and reimbursement request to VDOT.

ONSITE REPAIR & PUMPOUT

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

Project 30420, 30423 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.

- Prepared and submitted reimbursement request to Walter Gills, Clean Water Revolving Loan Program, DEQ, for final disbursement of 2010 loan funds. A total of 23 families were provided septic repair loans/grants with the 2010 loan funds. Projects financed ranged from \$600 to over \$25,500. A total of \$170,030 was loaned and \$79,970 was granted to Middle Peninsula homeowners. An additional

\$117,850 in additional grants to homeowners was leveraged with these funds for a total of \$329,850 in assistance provided.

- Prepared and submitted reimbursement request to Walter Gills, Clean Water Revolving Loan Program, DEQ for 2nd disbursement of 2015 loan funds.
- Convened MPPDC Septic Repair Loan Committee to review application and approve funding for Middlesex County repair for loan of \$2999. Prepared paperwork and closed on loan on March 22. Project completed on March 28. Loan repayments commenced on April 15.
- Convened MPPDC Septic Repair Loan Committee to review application and approve funding for Mathews County repair for loan of up to \$24,500. Awaiting system design.
- Convened MPPDC Septic Repair Loan Committee to review application and approve funding for Gloucester County repair for loan of \$6000. Homeowners opted to only borrow \$2999.99 to avoid legal fees on secured loan over \$3000. Prepared closing documents and mailed to homeowner. Awaiting return of executed documents.
- Consulted with Ashleigh Miller, Millers Septic, regarding assistance available for King and Queen septic repair. Advised that there may be grant funds available after 7/1.
- Consulted with Allen Farmer regarding pending Mathews County repair.
- Consulted with Gloucester County homeowner regarding septic repair program. Mailed application.
- Consulted with loan client regarding loan pay-off. Received check for early pay-off.
- Consulted with Boyd Wiley, Clean Water Revolving Loan Program, DEQ, regarding use of loan funds for Gloucester County homeowner with unusual circumstance of having a functioning, but unpermitted system that needs to be upgraded to allow sale of property. Discussed options.
- Consulted with Tammy Faulkner, Gloucester County Health Department, regarding history of unpermitted Gloucester County septic system.
- Received phone call from White Stone resident looking for septic repair assistance. Referred to NNPDC.
- Consulted with David Fridley, Three Rivers Health District, regarding grant assistance availability for septic repairs.
- Executed ACH loan payments for septic repair 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 loan

*Note: MPPDC staff are continuing to search for additional grant funding for this program. The ability to blend loans with grants is crucial in assisting low income homeowners in correcting failing septic systems. **Remaining uncommitted funding – \$165,686 loan funds.***

Project 30424 Septic Pumpout and Ordinance Review

This project will provide financial assistance to 110-130 low income Middle Peninsula homeowners to comply with Chesapeake Bay regulations to pump their septic systems every 5 years and to review Mathews County’s land use ordinance provisions per 9VAC25-830.-190.2-3 and 9VAC25-830-190.4-5 and develop any needed changes to promote protection of water quality through reduction of impervious cover, preservation of indigenous vegetation and minimization of land disturbance for consideration by the Mathews BOS.

- Consulted with Sherrin Alsop, King and Queen County Supervisor, regarding Septic Pumpout Program and requirement to have applications in King and Queen County signed by county officials as to location of septic tank in a designated Chesapeake Bay Preservation Area. Discussed options for provision of required certification.
- Consulted with Sally Miller, Millers Septic Service, regarding participating septic haulers list provided to applicants.
- Consulted with numerous homeowners regarding vouchers, copays, and participating septic haulers
- Septic Pumpout as of April 18, 2016

Applications Mailed	120
Approved Vouchers	51
Completions	20

Pumpout Vouchers by County

Essex	01
Gloucester	07
King and Queen	40
King William	01
Mathews	02
Middlesex	00

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 of the month to request a payment be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans.

Project 30108 Building Collaborative Communities (BCC) Grant

This project, with funding from the Virginia Department of Housing and Community Development (DHCD), is a collaborative effort with regional and local, public and private stakeholders to create an organizational structure with the capacity and resources to lead regional economic development initiatives in the Middle Peninsula. The project will seek to provide education, training and outreach to local officials on regional economic development partnerships, re-establish the Tidewater Resource Conservation and Development Council, update the River County Economic Development study, as well as draft policies, bylaws and a conceptual work plan for the newly created economic development organization.

- Convened the Middle Peninsula Mayors and Chairs caucus to seek final agreement on the legal framework for the formation of a Middle Peninsula Economic Development Organization. Agreement was reached on the legal framework. A date of July 1, 2016 was set for local action to ratify the agreement.
- Consulted with Jimmy Sydnor, Interim Tappahannock Town Manager, and Gayle Belfield, former Tappahannock Town Manager, concerning local Enterprise Zone designation and various approaches to enhance economic development within the Town. Provided a draft proposal to assist the Town with evaluating options for targeted enhancements for economic development and creation of a local Enterprise Zone

LOCAL INITIATIVES

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

Project 30021 Mathews County Comprehensive Plan Update

Middle Peninsula Planning District Commission will provide technical assistance to Mathews County in updating the Mathews County 2030 Comprehensive Plan and Mathews County Zoning Code. 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.

- Compiled, researched, and updated demographics and other statistical data in the Public Facilities of the Comprehensive Plan. Discussed proposed amendments with John Shaw, Mathews County Planning Director.

Project 380161 Local & Regional Technical Assistance

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

- Received a request from Donna Sprouse, King and Queen Zoning Administrator, regarding assistance with creating a checklist outlining the state required elements to be included in the Comprehensive Plan.
- Provided information to Local Planners on free GIS training course on spatial analysis being offered through ESRI. Staff has enrolled in the six week course being offered starting May 11th.
- Attended two webinars hosted by the National Fish and Wildlife Foundation (NFWF) regarding the Chesapeake Bay Stewardship Fund (CBSF). First webinar was April 5, 2016, titled CBSF Grants Applicant Webinar. The second webinar was April 7, 2016 titled NFWF CBSF FieldDoc Applicant Webinar that reviewed the new FieldDoc software (<https://www.fielddoc.org/>).

- Worked to develop scope of work for the CBSF. The Middle Peninsula Chesapeake Bay Public Access Authority and the Oyster Company of Virginia (OCVA) will partner to work toward the development of an Aquaculture Business Park and Learning Center on the Captain Sinclair Recreational Area and on adjacent land owned by the OCVA.

Project 30109 Tidewater RC&D Staff Support

The Tidewater RC&D Council, Incorporated is a 501(c)(3) corporation organized to provide leadership, initiative and direction in development of a plan for the orderly development and utilization of the Middle Peninsula/Northern Neck regions’ human and natural resources. With loss of federal support, the Northern Neck members opted to retire from the Council. The Middle Peninsula members desired to continue the organization and requested MPPDC to provide staff support and act as their fiscal agent. Tidewater RC&D’s resources were divided and 40% was transferred to the Northern Neck Planning District Commission, Inc.

- Continued attempts to discover process for submitting reimbursement requests to Navy.
- Consulted with Cindy Greb, Executive Director Southern Maryland RC&D, regarding reimbursement process, forms, and contact information for requesting reimbursement for Navy contracts.
- Consulted with Heather Huddle, CIV NAVFAC Washington, regarding submission of reimbursement requests.

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 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 of the month to request a payment be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans.

EMERGENCY SERVICES
Funding - Pending

Project 31201 Middle Peninsula All-Hazards Mitigation Plan Update (Reported under Mandates)

Project 31202/31203 Regional Emergency Management Planner

Regional Emergency Planner position housed at the Middle Peninsula Planning District Commission (MPPDC) in Saluda. The Middle Peninsula crosses VDEM Region 1&5 boundaries. Position will support local Emergency Coordinators by assisting/coordinating homeland security & disaster response preparedness; Rt. 17 evacuation planning; & resource data collection.

- Attended the Central Virginia Emergency Management Alliance Meeting on March 17 at the Virginia Public Safety Training Center in Hanover, VA. The guest speaker was Mr. Tom Gagnon, Interoperability Program Manager, Office of the Secretary of Public Safety and Homeland Security who discussed IT security and Critical Infrastructure in Virginia. The FY 16 SHSP grant program was also discussed as applications are tentatively due by June.
- Attended the National Hurricane Conference from March 20-25 in Orlando, FL. Took a FEMA approved class on Hurricane Readiness and learned about topics geared towards evacuation and amateur radio. The Director of FEMA was the keynote speaker at the General Session.

Participated in the following sessions:

1. EMI L0311 Hurricane Readiness for Inland and Coastal Communities
 2. Evacuation Planning: Hurricane Evacuation Studies and HURREVAC
 3. Tropical Islands: Hurricane Joaquin's Impact on the Bahamas; Hurricane Patricia's Impact on Mexico
 4. Amateur Radio Session
 5. Public Education/Media
 6. General Session
 7. Evacuation Planning: Virginia's Approach to Developing Directionally-Dependent Evacuation Zones involving Multiple Local Jurisdictions
 8. Evacuation Planning: Behavioral Research Studies Following Superstorm Sandy and Their Implications for Evacuation Planning
- Attended the 2016 Virginia Emergency Management Symposium from March 29 to April 1 in Newport News, VA. VDEM updated the participants on their restructuring into regional offices. They are still in the hiring phase which is expected to be completed this year and result in each Regional Office having one Regional Coordinator, one or two Planners, and one HAZMAT person. The Middle Peninsula falls into two VDEM Regions, Region 1 (King William, King and Queen, and Essex) and Region 5 (Gloucester, Mathews and Middlesex). Learned about topics geared towards FEMA Region III, local resources available during emergencies, and severe weather in Virginia.
 - Met with Jimmy Brann, Emergency Manager for Tappahannock/Essex, to discuss lessons learned and gaps identified after the February tornado. Mr. Brann discussed his need for more robust planning in areas of Volunteer Coordination, Damage Assessment, Recovery, Donations and Collections, Debris Management, among others.
 - Participated in the After Action Report for the Essex/Tappahannock February Tornado. At the meeting on April 4 in Tappahannock, representatives from VDEM, local government officials, Board members, local Fire and Rescue departments, neighboring Emergency Managers, and others who responded to the emergency discussed the response and presented ideas for improvements. A written report on the findings will be developed this spring.
 - Attended the WEB EOC training in King William County on April 6. WEB EOC is the virtual Emergency Operations Center for the Commonwealth. Training on how to use the system is required to

receive a password. Once trained and approved, one is authorized to provide situational updates and request state assets during a local emergency. The Regional Emergency Planner at the MPPDC is available to provide this support service to Middle Peninsula Localities, and did so during the deployment to the Essex/Tappahannock EOC after the February tornado.

- Held a Middle Peninsula Emergency Manager’s meeting on April 7 in the MPPDC board room. Counties attending were: King William, King and Queen, Essex, Middlesex, and Gloucester. Mathews County is in the process of hiring a new Emergency Manager at the time of the meeting. The agenda included: State Homeland Security Program 2016 suggestions for projects; discussion on defining a possible Command and Control Structure for a regional “Incident Support Unit” for the Middle Peninsula; and a discussion on the Essex/Tappahannock tornado response.
- Submitted quarterly reports for SHSG 2014 and 2015 for the period of January - March. The State Homeland Security Grant (SHSG) 2014 grant is complete with a final report due to VDEM by June 30.
- Consulted with Shannon Girouard, VDEM Grants Administrator, regarding outstanding reimbursement requests. Discussed MPPDC travel policy, indirect cost allocation plan, and certification process per OMB A-87.
- Submitted final encumbrance and reimbursement request to VDEM for 2014 SHSG grant.
- Submitted encumbrance and reimbursement request to VDEM for 2015 SHSG grant.
- Consulted with Shannon Girouard, Grants Administrator for the Virginia Department of Emergency Management, concerning past due reimbursements owed to MPPDC for emergency services work completed. Mrs. Girouard indicated she would expedite past due payment. Also Discussed OMB A-87 and the new Super Circular and the process MPPDC uses to negotiate indirect cost agreements with the U.S. Department of Commerce. VDEM is working to understand how PDC’s charge for agency overhead and its relations to indirect cost agreements.

AGENCY ADMINISTRATION

Funding - Indirect cost reimbursements from all PDC projects

Project 300181 MPPDC Administration

Administrative services provided to MPPDC programs. Planned FY16 Indirect Cost rate =49.8%.

- Prepared vouchers, processed A/P, processed payroll, processed deposits and balanced bank accounts. Prepared MPPDC monthly financial statements.
- Convened MPPDC Budget Committee to review draft budget, work program, and staffing for FY17.
- Scheduled annual relationship review meeting with Elizabeth Faudree, Branch Manager and Anita Hazelwood, VP Treasury Solutions, C&F Bank.
- Finalized a contract for professional staff services with the Berkeley Group. The Berkeley Group has a standing procurement relationship which allows PDC’s across the Commonwealth to attach to the parent contract for planning and technical assistance services when needed. There is no cost for establishing this relationship.

- Sent MPPDC FY16 Indirect Cost Allocation Plan and Certification to Lamar Revis, NOAA requesting establishment of formal approval of MPPDC Indirect rate. Previously MPPDC received approval through the Economic Development Agency, also at Department of Commerce, but MPPDC no longer has active funding with EDA leaving NOAA as MPPDC's federal cognizant agency for Indirect Cost agreements per 2CFR part 200 (Supercircular guidance).

CLOSED FY16 PROJECTS

Project 32011 Public Access Authority Giving

This project developed a targeted land donation marketing campaign for Essex County and, secondarily, other Middle Peninsula localities and to research and develop a white paper detailing the costs and benefits (pros and cons) to localities for property that is donated.

Project 32134 Drainage and Roadside Ditching Authority

To build on past efforts, MPPDC staff explored the enabling mechanism in which a Drainage and Roadside Ditching Authority may be developed. As this Authority would be responsible for prioritizing ditch improvement needs, partnering with and leveraging Virginia Department of Transportation (VDOT) funding, and ultimately working toward improving the functionality of the region's stormwater conveyance system, MPPDC staff addressed the policy questions and created a framework for Drainage and Roadside Ditching Authority that can be scalable to the local or regional level depending on the need.

Project 32207 Working Waterfront Plan

MPPDC staff built on previous efforts to establish a coastal zone-wide Working Waterfronts Plan for Virginia that will serve to guide communities in protecting, restoring and enhancing their water dependent commercial and recreational activities. This plan will help communities with existing water-dependent commercial infrastructure, understand the long-term costs associated with the loss of working waterfronts, develop new policy tools to help them manage the increasing growth pressures, and build capacity to develop working waterfronts as thriving components of local economic development.

Project 302101 Transportation Demand Management (TDM) 6 Year Plan Update

MPPDC received funding from DRPT to update its Long Range TDM Plan. DRPT is requesting all TDM agencies update their plan every six years to improve the efficiency and effectiveness of transportation demand programs and services; to serve as a management and policy document for the program; to maximize investment of public funds to achieve the greatest possible public benefit ; and to provide a basis for inclusion of operating and capital programs in planning and programming documents such as the Six Year Improvements Program, Statewide Transportation Improvement Program, Transportation Improvement Program and the Constrained Long Range Transportation Plan.

Project 32012 PAA Captain Sinclair Improvements

The MPCBPAA is partnering with the MPPDC to develop an overall use plan for the Captain Sinclair's Recreational Area that is compatible with the existing natural coastal landscape. The project is centered around protecting and enhancing the local coastal landscape and minimizing wetland impacts associated with constructing a new public pier to improve the current "walk in and over the wetlands" as part of the existing public access to public waters on the site. A Native Coastal Landscape Design (NCLD) will radiate away from the public access pier to enhance the coastal landscape around the project site and an educational exhibit on native plants in the main house.

Project 30106 Middle Peninsula Regional Jail Flash Freeze Feasibility Study

The Middle Peninsula Regional Jail Authority (MPRJA) will use funds from the USDA RBEG program to contract with the Middle Peninsula Planning District Commission (MPPDC) to conduct a feasibility study to evaluate whether, and to what degree, the Middle Peninsula Regional Security Center, local economies, and small scale emerging farms across the Middle Peninsula can benefit from a flash freezing produce program. The feasibility study will assist with exploring and addressing both the infrastructure and capital needs for establishing a freezing program as well as the larger community implications of supporting and enhancing economic growth and community vitality.

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MEMORANDUM

TO: Middle Peninsula Planning District Commissioners

FROM: Lewie Lawrence, Executive Director

DATE: April 27, 2016

SUBJECT: Report on the FY'17 Draft Budget and Overall Program Design

Enclosed please find the Overall Program Design and Budget Committee's recommendations for the FY17 Budget and Overall Program Design (OPD). The Committee met on April 13, 2016 and respectfully submits the attached for your consideration. The full budget document is available on the Commission's website www.mppdc.com and will be at your place for review at the Commission meeting on April 27.

Comments on the Overall Program Design

For FY 17, the Commission's OPD is financially stable and represents a strong and well established relationship with both State and Federal partners. State funding committed to the MPPDC remains similar to FY16 budget but with a requested increase of \$8,646 for promotion/advertising of the Commuter Services Program. Federal funds are proposed to decrease by approximately \$179,218 due to completion of the NFWF Living Shoreline Project.

I am pleased to report for FY 17, staff has obtained funding commitments to fully fund the Commission's work program.

The enclosed Overall Program Design and Budget documents continue to offer updated, easier to read traditional budget spreadsheets and the PDC Service Center budget spreadsheet which further identifies and explains the work of your staff under the proposed PDC Service Centers. Viewing the agency budget from a Service Center perspective affords Commissioners the ability to compare the importance of the work of the Commission viewed against the percent of agency staff time dedicated to, and the resources available for, each Service Center. In other words, the Commission's resources and work plan can be viewed against the needs of the region and availability of funding opportunities identified by staff.

For FY2017 budget, the Committee recommends the Commission operate the following Service Centers:

- Service Center #1 Administrative Support (staff time 17%)
- Service Center #2 Environmental Coastal Community Development (staff time 28%)
- Service Center #3 Transportation (staff time 23%)

- Service Center #4 Local Projects/Staff Support (staff time 2%)
- Service Center #5 Local/Regional Planning (staff time 3%)
- Service Center #6 Direct Constituent Service (1%)
- Service Center #7 Mandates (1%)
- Service Center #8 Emergency & Hazard Management (staff time 23%)
- Service Center#9 Blue/Green Environmental Economic Development Model (staff time 3%)

This package contains the following documents which support the recommendations of the Committee:

1. FY17 Draft Overall Program Design & Project List
2. FY17 Proposed Budget in an easier to read traditional format that includes an overall summary page and comparison to the previous year
3. FY 17 Fiscal Analysis of PDC Service Centers

Comments on the Budget

In reviewing the anticipated revenues, two significant points must be kept in mind:

1. Most of the revenues are received on a reimbursable basis and require the Commission to maintain a general fund balance to cover cash flow expenses until reimbursement arrives. These funds are only available if expended. They cannot be banked.
2. Receipt of revenues often does not coincide with the Commission's July 1- June 30 fiscal year.

Revenue available to support the Commissions Overall Program Design will decrease by approximately 17.4% this year primarily due to the completion of a living shoreline construction project at Captain Sinclair's Recreational Area in Gloucester. Anticipated total revenues are expected to be \$790,417.

The Commission provides matching funds from the local dues, DHCD base funding and when necessary from the PDC General Fund which allows the Commission to leverage additional federal, state and other funds. The proposed draft budget requires matching funds in the amount of \$119,685. In other words every dollar the Commission invests in projects this fiscal year will return an additional \$6.60 to the region.

In reviewing the anticipated expenses, two significant points must be kept in mind

1. By providing a Service Centers budget, the Commission can better recognize how policies such as rate of pay, fringe benefit levels, equipment upgrades, travel, staff professional development and access to consultants are funded and expended.

2. The true cost of agency administration and indirect cost allocation can more easily be identified.

As always, much of the expense is dictated by project budgets approved by the funders and will be received by the Commission on a reimbursable basis. Also, there are a few project proposals pending on which funding decisions have not yet been made. Administration is not comfortable including some of these in the budget at this time as too much uncertainty remains, but it is anticipated that several additional projects will be funded by end of the fiscal year and most likely will partially fund FY18.

Overall, this budget proposal responds to the priorities expressed by the Commissioners and maximum utilization of available grant funding while maintaining the Commission's conservative fiscal philosophy. No General Fund dollars are anticipated to be needed to balance the FY17 budget, although up to \$40,000 in General Fund dollars are requested to be used to advance forward the Blue/Green Environmental Economic Development Model which may be supplanted by grant funds if and when identified.

MPPDC Budget & OPD Committee:

Bud Smith, Essex County and MPPDC Chair

Tom Swartzwelder, King and Queen County and MPPDC Vice Chair

O.J. Coles, Mathews County and MPPDC Treasurer

Sherrin Alsop, King and Queen County, MPPDC Past Chair

Travis Moskalski, King William County

Ashley Chriscoe, Gloucester County

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**DRAFT OVERALL PROGRAM DESIGN
FY '17**

THE DESIGN OF THE OVERALL PROGRAM OF THE MIDDLE PENINSULA PLANNING DISTRICT COMMISSION FOR FY '17 ASSUMES A STAFFING LEVEL AS FOLLOWS:

1. EXECUTIVE DIRECTOR
2. (LEFT VACANT)- DIRECTOR OF REGIONAL PLANNING
3. REGIONAL PROJECTS PLANNER (3 FTE; 1 PT with no benefits)
4. FINANCE DIRECTOR
5. SECRETARY/PT
6. CONTRACTED SERVICES AGREEMENT FOR PLANNING STAFF

MPPDC SERVICES WILL BE PROVIDED IN THE FOLLOWING AREAS:

- Service Center #1 Administrative Support (staff time 17%)
- Service Center #2 Environmental Coastal Community Development (staff time 28%)
- Service Center #3 Transportation (staff time 23%)
- Service Center #4 Local Projects/Staff Support (staff time 2%)
- Service Center #5 Local/Regional Planning (staff time 3%)
- Service Center #6 Direct Constituent Service (staff time 1%)
- Service Center #7 Mandates (staff time 1%)
- Service Center #8 Emergency & Hazard Management (staff time 23%)
- Service Center #9 Blue/Green Environmental Economic Dev. Model (staff time 3%)

(1) Service Center: Administrative Support

Description: This Service Center allows the Overall Program to function by supporting the agency as a whole and the individual projects.

Activities: Personnel administration; financial management; maintenance and equipping of office, files, and library; audit; grants administration and reporting, and other general office functions; Administration of the MPPDC Intergovernmental Review Process to determine proposed projects' conformity with local and regional planning efforts and the physical environment and to eliminate duplication of services

Responsibility: Executive Director, Finance Director, and Secretary

Support: Indirect cost reimbursements by funders/base funding if disallowed by funders

(2) Service Center: Environmental / Coastal Community Development

Description: This service center responds to local planning needs for major projects, such as comprehensive plan updates, other land use plans, zoning and subdivision ordinances, management studies, and minor technical assistance for grant applications. The center also provides for the collection, organization, and dissemination of technical, socio-economic, and geographic data to local governments, market analysts, financial institutions, the general public, and others. The Middle Peninsula Planning District Commission is designated as a Regional Data Center with the responsibility of being the official repository for all U. S. Census data for the District. Lastly, the center responds to daily requests for assistance from local government staff. In order to properly manage the workload, requests should be channeled through the County Administrators and Town Manager offices to the Executive Director.

Activities: Consultation on review of development proposals; consultation on individual rezoning and special exception applications; minor review of zoning, subdivision, and other land use ordinances; development of local planning work programs; preparation of brief written reports in relation to these activities; preparation of grant proposals; training and support for local GIS implementation; continued system administration and database maintenance of the MPGIS; continued technical assistance regarding emerging coastal zone management issues impacting member localities.

Responsibility: Executive Director, Regional Projects Planners, Finance Director

Support: Virginia Coastal Program Technical Assistance Program, Rural Transportation Program, Virginia Coastal Program Section 309, other CZM grants, National Fish and Wildlife Foundation, Local dues

(3) Service Center: Transportation Planning

Description: This program includes transportation activities of general interest to the District. It involves special studies, collection and analysis of data, and coordination and advocacy activities and commuter services to constituents.

Activities: Middle Peninsula Rural Transportation Planning Program, Transportation Demand Management Services

Responsibility: Regional Projects Planners, Finance Director

Support: VDOT Rural Transportation Planning Assistance Program, VDRPT Transportation Demand Management Program, Local dues

(4) Service Center: Local Projects/ Staff Support to External Entities

Description: This program provides planning assistance to localities and staff support to external entities

Activities: Middle Peninsula Chesapeake Bay Public Access Authority staff support; Tidewater RC&DC/Middle Peninsula EDO staff support, new project development and evaluation of the PDC services and structure, local planning assistance.

Responsibility: Executive Director, Regional Projects Planners, Finance Director.
Support: Virginia Coastal Program, Middle Peninsula Chesapeake Bay Public Access Authority funds, Tidewater RC&DC funds/Middle Peninsula EDO, Local funds.

(5) Service Center: Local /Regional Planning

Description: This service center responds to and encourages the sponsorship of meetings, seminars and workshops for local elected and appointed officials, local government administrators, local economic developers, and local opinion leaders covering such subjects as economic development, planning commission functions and activities, leadership techniques, local government operations, environmental management. This program also includes initial development activities of programs that would utilize the economies of scale and the inherent efficiency of a larger service delivery area in order to produce cost savings to local government and/or deliver better service to users.

Activities: Planning Commissioners Training Program, Boards of Zoning Appeals Members' Training Program, PDC dinner meetings, monthly Local Government Administrators Meetings, monthly Local Planners Meetings, representation on the Virginia Citizens Education Planning Association Board, as well as special infrastructure planning and development; community development studies; project coordination and the development and provision of services to area micro-businesses.

Responsibility: Executive Director, Regional Projects Planners, Finance Director
Support: PDC Base Funding (DHCD), Local dues.

(6) Service Center: Direct Constituent Services

Description: This service center responds to the needs of Middle Peninsula constituents for onsite septic repair; Small Business Revolving Loan Program; Housing Improvements Revolving loan program and the exploration of a living shoreline revolving loan program.

Activities: Assistance to homeowners for septic repair, pump out, small business loans, housing loans; and living shoreline construction loans (proposed). Most of the staff time is dedicated to servicing existing loans under these long standing programs and qualifying new applicants requesting financial assistance for septic repairs.

Responsibility: Finance Director, Executive Director
Support: Virginia Resources Authority/Virginia Department of Environmental Quality

(7) Service Center: Mandates

Description: This service center provides assistance and responses to local and regional government needs associated with mandates issued from the state legislature or the federal government.

Activities: Development of the required FEMA Disaster Mitigation Plan/ All Hazard Mitigation Plan*

Responsibility: Executive Director, Regional Projects Planners.

Support: Mandating Agency, Federal, State and other Local funds

(8) Service Center: Emergency & Hazard Management

Description: This service center provides assistance and responses to local and regional government needs associated with emergency management and assistance.

Activities: Development of new programs and services to assist with public education, safety, evacuation planning , as well as local fire and rescue programs focusing on staff retention and grant program development. New opportunities include evacuation planning and State Homeland Securities Grant Program; FEMA Community Rating System to help offset premium increase under the Federal Flood Insurance program. Special focus will be given to substance abuse and prevention..

Responsibility: Regional Projects Planners, Finance Director

Support: Mandating Agency, Federal, State and other Local funds, FEMA and VDEM

(9) Service Center: Blue/Green Environmental Economic Development

Description: This service center responds to the needs of local government by providing solutions and services necessary to carry out economic development and job creation/retention activities.

Activities: Legislative and Policy Development centered on Environmental Regulations and Commoditizing Blue and Green infrastructure across the region; MPEDO, CEDS and University Partnership Plan implementation

Responsibility: Executive Director, Regional Projects Planners, Finance Director

Support: Virginia Department of Housing and Community Development, Virginia Tech Stronger Economies Together Program; Virginia Sea Grant and Local Funds

MPPDC FY 17 PROJECT LIST

(1) Service Center: Administrative Support

Agency Administration: Indirect Cost Sharing/ PDC Base Funding

(2) Service Center: Environmental / Coastal Community Development

- Coastal Technical Assistance - CZM/DEQ
- Working Waterfront Legislation & Inventory Expansion – CZM/DEQ
- Working Waterfront Coalition – State Plan – CZM/DEQ
- Mathews Ditch Database and Mapping- CZM/DEQ
- Sea Level Rise– CZM/DEQ
- PAA Master Plan – CZM/DEQ
- Living Shorelines Incentive Program – NFWF
- PAA Eco Business Planning – CZM/DEQ/PAA

(3) Service Center: Transportation Planning

- Transportation Demand Management – DRPT
- Rural Transportation Planning - VDOT

(4) Service Center: Local Projects/Staff Support

- MPCBPAA – PAA
 - General PAA Administration
 - Grants Management
- Tidewater RC&DC/Middle Peninsula EDO
 - Fiscal Agent
 - Grants Management

(5) Service Center: Local / Regional Planning

- TBD Local Initiatives
- Mathews Comp Plan Update
- Tappahannock Economic Development Planning
- Regional Meetings

(6) Service Center: Direct Constituent Services

- Loan Processing and homeowner assistance –Program Income
 - Onsite Septic Repair RLF
 - Housing RLF
 - Small Business RLF
 - Proposed: Living Shoreline RLF

(7) Service Center: Mandates

- Regional Hazards Mitigation Plan Update – VDEM (FEMA)

(8) Service Center: Emergency & Hazard Management

- TBD local assistance and grants applications

- Homeland Security Regional Emergency Planning – HAM, Shelter Resources, THIRAs – VDEM/FEMA

(9) Service Center: Economic Development

- CEDS Implementation
- Blue/Green Environmental Economic Development Model

MPPDC Service Centers FY 2017

Agency Administration	Environmental Coastal Community Development	Transportation	Local Projects/Staff Support	Local/Regional Planning	Direct Constituent Services	Mandates	Emergency & Hazard Management	Blue/Green Model Economic Development
Agency Administration <ul style="list-style-type: none"> •Overhead •PDC Grants Management •Financial Management •IT Services •Communication 	PDC Work Horse <ul style="list-style-type: none"> •Research, discovery and solution for public policy issues •Coastal Zone Management •Easements •GIS Services •Research •Grant preparation 	Rural and Commuter Transportation <ul style="list-style-type: none"> •Long-range Transportation Plans • Enhancement projects •Job Access •Commuter Assistance/ Ride share 	Provide technical services and staff support <ul style="list-style-type: none"> •MPCB PAA Staff Support •Tidewater RC&D Staff Support •Mathews Comp Plan Update •Tappahannock Econ. Dev. Project 	Provide Critical Analysis Locality Staff Support for <ul style="list-style-type: none"> •specific local needs •Grants Management •Grant writing •Information Assistance • Commission Meetings •Other Regionally Convened Meetings 	Revolving Loan Programs <ul style="list-style-type: none"> •Septic Repair Revolving Loan • Small Business Revolving Loan •Housing Improvements Revolving Loan •Living Shoreline Revolving Loan 	Local/Regional Compliance State and federal Requirements <ul style="list-style-type: none"> •Regional All Hazards Mitigation Plan Update •Water Supply Plan Update 	Hazard and Emergency services needs <ul style="list-style-type: none"> •Regional Emergency Services Planning •Local Grant Writing/Mgmt 	Address local/regional Economic Issues <ul style="list-style-type: none"> •CEDS implementation •Blue/Green Environmental Economic Development Model •University Partnership •MP EDO
\$119685 shared costs (indirect)	FY 17 Match \$49,974(PDC)	FY 17 Match \$31,461	Costs reimbursed by outside entities	Base Funding/Local Dues	Program Income	FY17Match provided by localities \$575	Homeland Security Grants No match	FY17 Gen Fund \$40,000

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	<i>FY16 Approved</i>	<i>FY17 Draft</i>
Revenues		
LOCAL (annual contributions)	\$109,899.00	\$109,899.00
LOCAL (other)	\$47,125.00	\$50,283.00
STATE	\$135,171.00	\$143,817.00
FEDERAL	\$646,836.00	\$467,618.00
OTHER	\$18,250.00	\$18,800.00
	\$957,281.00	\$790,417.00
Expenses		
PERSONNEL EXPENSE	\$339,206.00	\$316,106.00
FRINGE BENEFITS	\$118,324.00	\$101,148.49
FACILITY EXPENSE	\$30,813.00	\$34,087.00
EQUIPMENT AND SUPPLIES EXPENSE	\$2,800.00	\$2,500.00
TRAVEL EXPENSE	\$6,979.00	\$8,202.00
PROFESSIONAL DEVELOPMENT EXPENSE	\$17,950.00	\$24,380.00
CONSULTANT/CONTRACTUAL EXPENSE	\$267,643.00	\$164,900.00
MISCELLANEOUS EXPENSE	\$64,256.00	\$75,878.00
	\$847,971.00	\$727,201.49
General Fund Increase (Decrease)	\$109,310.00	\$63,215.51
Matching Funds Required	\$145,650.00	\$119,685.00
General Fund Other		\$40,000

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