

# MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

Saluda Professional Center, 125 Bowden Street, P.O. Box 286, Saluda, VA 23149-0286

Phone: (804) 758-2311 FAX: (804) 758-3221

Email: mppdc@mppdc.com Webpage: www.mppdc.com

## COMMISSIONERS

### Essex County

Hon. Margaret H. Davis  
Hon. Edwin E. Smith, Jr.  
(Treasurer)  
Mr. David S. Whitlow

### Town of Tappahannock

Hon. Roy M. Gladding

### Gloucester County

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

### King and Queen County

Hon. Sherrin C. Alsop  
(Vice Chair)  
Vacant  
Hon. James M. Milby, Jr.  
Mr. Thomas J. Swartzwelder

### King William County

Mr. Trenton Funkhouser  
Mr. Eugene J. Rivara  
Hon. Cecil L. Schools  
Hon. Otto O. Williams

### Town of West Point

Hon. Charles D. Gordon

### Mathews County

Hon. Janine F. Burns  
Hon. O. J. Cole, Jr.  
Mr. Thornton Hill  
Mr. Stephen K. Whiteway

### Middlesex County

Hon. Wayne H. Jessie, Sr.  
Hon. Carlton Revere  
Mr. Kenneth W. Williams

### Town of Urbanna

Mr. John Bailey  
Hon. Donald Richwine

### Secretary/Acting Director

Mr. Lewis L. Lawrence

## MEMORANDUM

**TO:** MPPDC Board of Commissioners

**FROM:** Lewis Lawrence, Acting Executive Director 

**DATE:** December 7, 2011

**RE:** December Commission Meeting

The Middle Peninsula Planning District Commission will host its regular monthly meeting on Wednesday, December 14, 2011, in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda at 7:00 p.m.

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

I look forward to seeing you on December 14<sup>th</sup>!

THIS PAGE INTENTIONALLY LEFT BLANK

***Middle Peninsula Planning District Commission***

**Regular Monthly Meeting**

**7:00 P.M.**

**Wednesday, December 14, 2011**

**Saluda, Virginia**

**AGENDA**

1. Welcome and Introductions
2. Approval of November Minutes
3. Approval of November Financial Report
4. Executive Director's Report on Staff Activities for the Month of December
5. Public Comments
6. Chesapeake Bay TMDL- Presentation by Mary Carson Saunders- College of William and Mary - Marshall Wythe Law School. Ms Saunders will discuss the following issues:
  - “Why should local governments participate in the Bay TMDL if they are not required to do so?” and “What happens if local governments reject the regulatory reductions?”
7. List of Middle Peninsula impaired water bodies that are potentially eligible for federal designation as no discharge zones (NDZs).
8. Proposed MPPDC Bylaws amendment
9. Report of the Executive Director Regional Planning Committee
  - Executive Session to Discuss Personnel Issues as permitted by Virginia Code §2.2-3711(A)(1)
10. Other Business
11. Adjourn

**Items to be provided for Commissioner Review and Consideration in January:**

Rural Transportation Plan: Long Range Plan

Middle Peninsula Shallow Water Dredging Report

THIS PAGE INTENTIONALLY LEFT BLANK

# MIDDLE PENINSULA PLANNING DISTRICT COMMISSION QUARTERLY DINNER MEETING

November 16, 2011

Saluda, Virginia

The Middle Peninsula Planning District Commission's (MPPDC) quarterly dinner meeting was held on Wednesday, November 16, 2011, at the King William Ruritan Club in King William County, Virginia. A regional networking social hour was held from 6:00-7:00 p.m. MPPDC Chair Louise Theberge (Gloucester County) welcomed everyone.

Chair Theberge acknowledged guests at the Head Table: Seated at the Head Table were Ms. Peggy Sanner, VA Senior Attorney for the Chesapeake Bay Foundation; Ms. Dolores Mergenthaler, MPPDC Past Chair (2<sup>nd</sup> Chair); Mr. Eugene Campbell, Jr., Guest; Mr. Eugene Campbell, Sr., MPPDC Past Chair (1<sup>st</sup> Chair); and Mr. Lewis Lawrence, MPPDC Acting Executive Director. Chair Theberge also acknowledged MPPDC Vice Chair Ms. Sherrin Alsop, MPPDC Treasurer Mr. Edwin Smith, Jr., and newly elected officials.

Mr. Eugene Rivara, MPPDC Commissioner for King William County, gave the Invocation.

Chair Theberge called the MPPDC November meeting to order.

Commissioners in attendance were (Essex County) Margaret Davis, Edwin Smith, Jr., and David Whitlow; (Gloucester County) Dr. Maurice Lynch; (King and Queen County) Sherrin Alsop; (King William County) Trenton Funkhouser, Eugene Rivara, Cecil Schools, and Otto Williams; (Mathews County) Janine Burns, O. J. Cole, Jr., Thornton Hill, and Stephen Whiteway; (Middlesex County) Wayne Jessie, Sr., Carlton Revere, and Kenneth Wayne Williams; (Town of Urbanna) John Bailey and Donald Richwine; and (Town of West Point) Charles Gordon. MPPDC staff in attendance were Acting Executive Director Lewis Lawrence, Administrative Assistant Beth Johnson, Secretary Rose Lewis, Regional Projects Planner Clara Meier, and Regional Economic Planner Harrison Bresee.

## **Approval of October Minutes and Financial Report**

Chair Theberge said that a correction had been made to the minutes on Page 12 and a copy was distributed at each seat. Chair Theberge requested a motion to approve the corrected October Minutes and October Financial Report subject to audit. Mr. Donald Richwine moved to approve the corrected October Minutes and October Financial Report subject to audit. Mr. Otto Williams seconded the motion; motion carried.

*Middle Peninsula Planning District Commission*

*November 16, 2011*

*Minutes*

*Page 2*

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

Chair Theberge requested that Lewis Lawrence, MPPDC Acting Executive Director, review the Executive Director's Report on Staff Activities for the month of November. The Executive Director's Report on Staff Activities is developed at a monthly staff meeting, organized by project, and the activities are used to report grant funding. Mr. Lawrence requested that the Board read the Report at their leisure and not hesitate to give him a call if there are any questions, comments, or concerns.

**Amendment of MPPDC By-Laws**

Chair Theberge reported that an amendment to the MPPDC By-Laws was being recommended. The amendment relates to changing the dues contributions for towns. A copy was placed at each chair for the Board members to read. Mr. David Whitlow said that before the Board can consider amending the By-Laws, the By-Laws must be tabled and considered at the next MPPDC Board meeting. Mr. Whitlow moved to table the Amendment of MPPDC By-Laws until the December meeting. Chair Theberge asked whether there was any discussion in tabling the amendment of the MPPDC By-Laws until the December meeting. There was no discussion. Chair Theberge requested those in favor to respond by saying "Aye." All were in favor and Chair Theberge said that the amendment of MPPDC By-Laws was tabled until the December meeting.

**MPPDC-40 Years and Counting**

Acting Executive Director Mr. Lewis Lawrence, MPPDC, said that January 1<sup>st</sup> will be the start of the 40<sup>th</sup> year for the MPPDC. He thought that it was appropriate to spend some time looking back at the accomplishments of the Commission. Each MPPDC staff had been assigned a decade of Minutes to research and learn about the work of the Commission, then characterize it in perspectives of: (1) what elected officials were thinking regarding policy needs of the Commission and (2) what major achievements the Commission and, by extension, the local governments were able to achieve during that period.

Mr. Lawrence distributed a chronological history of the MPPDC. Mr. Lawrence said that the document is an exceptionally informative reflection of MPPDC accomplishments and aids in understanding its history in regards to how the Commission came into being, what projects the Commission has worked on, how the localities have benefited from membership in the Commission, and major accomplishments. Mr. Lawrence requested everyone to read the document and give him a call if there are any questions.

*Middle Peninsula Planning District Commission*

*November 16, 2011*

*Minutes*

*Page 3*

Mr. Lawrence said the Commission has been involved in many very important projects over the last 40 years. The MPPDC has been directly involved with the creation of or helping to facilitate the location in the Middle Peninsula for Rappahannock Community College, public sewers, quality housing, hospitals, paved roads, bridges, airports, public schools, safe and sanitary septic systems, solid waste disposal, fertile agricultural fields, and a pristine Dragon Run.

With the leadership of the first Chair, Eugene Campbell, Sr. and second Chair, Dolores Mergenthaler, ideas were put into motion that led to the Middle Peninsula as we know it today. Mr. Lawrence said that the first meeting of visionaries for the Middle Peninsula was held in Urbanna in 1963 with the creation of the Middle Peninsula Regional Planning Commission. In 1972, the General Assembly passed legislation that created Planning District Commissions throughout Virginia. In late 1971, the Middle Peninsula Regional Planning Commission was dissolved and the Middle Peninsula Planning District Commission was created in its place.

Mr. Lawrence spoke about some of the projects the MPPDC was involved with over the last 40 years. Projects included: (1) the Coleman bridge-built in 1952 and in the 1990s a view to upgrade the bridge infrastructure was addressed. The MPPDC not only assisted with the planning of the bridge's upgrade but also coordinated with the traffic management during bridge construction. (2) West Point bridges-meetings were held in the MPPDC office and in the Town of West Point to talk about how the alignment should happen and how to manage congestion during construction. Through leadership, the MPPDC was able to assist VDOT and the community with a vision and to coordinate transition as the old bridge infrastructure was deconstructed and new infrastructure was installed. (3) Hoskins Creek (Town of Tappahannock)-when VDOT proposed the alignment of the bridge, it was a straight bridge going directly into town. The gas station was going to be demolished (the bridge right-of-way was going to run through the gas station). Through facilitated meetings and working with the community, a citizen came up with the idea to put an "S" curve in the bridge to save the gas station. Citizens became involved with the process and provided a viable solution that benefited all. The business was saved and the bridge was constructed. (4) Hospitals-two medical facilities in the Middle Peninsula: Riverside Walter Reed Hospital and Riverside Tappahannock Hospital. Both hospitals are a direct result of the work of the MPPDC. Mr. Lawrence said that he believes that Gloucester County became a member of the MPPDC because they wanted a voice in locating a site for the hospital. Only through the Commission's work was the necessary dialogue set in motion to see that the hospital was built in Gloucester County and then another in the Town of Tappahannock. (5) Airports-there are two major airports in the Middle Peninsula: Middle Peninsula Regional Airport located outside of the Town of West Point and Tappahannock/Essex Airport in Tappahannock. These are two facilities

*Middle Peninsula Planning District Commission*  
*November 16, 2011*  
*Minutes*  
*Page 4*

that service the air needs of the Middle Peninsula region and localities. (6) CDBG Housing Improvements-These projects changed the lives of the citizens of the Middle Peninsula more than any other the Commission has undertaken. Every community in the Middle Peninsula over the last 40 years has had at least one housing improvement Community Development Block Grant project (CDBG). Dilapidated houses are restored and value is added to the community and to the individuals living in these improved structures. Houses are restored to safe livable conditions and sewer and water are installed. Hundreds of homes have been rehabbed through this program. The MPPDC has operated area housing projects in Desha in the Town of Tappahannock, Battery in Essex County, Mt. Olive in King William County, Indian Road and Jenkins Neck in Gloucester County, and Mathews County in the 1980s. These projects are very important and have made a meaningful change in the quality of life for the citizens of the Middle Peninsula as well as improved the tax base of the region.

(7) Rappahannock Community College-Without the work of the Commission, a community college would not exist in the Middle Peninsula. In 1969 representatives of the Middle Peninsula and the Northern Neck met in the Town of Urbanna to get approval for the creation of a community college. Mr. Lawrence said that we need regional forums in order to create solutions that make our communities stronger and better places to live.

Mr. Lawrence said that responsibility and accountability are two very important attributes that all elected officials carry with them. The Commissioners have always held responsibility and accountability in the forefront when addressing public policies, legislative issues, infrastructure needs, and local staffing needs.

The MPPDC keeps localities informed and in compliance by receiving and disseminating information. The General Assembly often places unfair or unwarranted mandates on local government, and public policy issues can be confusing or complicated. These issues require great thought, critical thinking, and strategic planning. The MPPDC had been a leader in the region in keeping localities informed and in compliance with subjects such as inter basin water transfer, Chesapeake Bay Preservation Act, Water Supply Planning, Chesapeake Bay Watershed Clean Up, etc.

Mr. Lawrence said that the Commission always provides service to the community. In the past two years, the Commission Board Room has been used by more than sixty different groups. These are repetitive reoccurring meetings that need the facilities that we provide. These groups include community groups, political subdivisions, state agency departments, state universities and colleges, public safety officials, etc.

*Middle Peninsula Planning District Commission*  
*November 16, 2011*  
*Minutes*  
*Page 5*

Mr. Lawrence said that \$1,767,089 has been contributed to the MPPDC by local governments from 1974-2012. Outside sources have provided \$14,857,089. Mr. Lawrence said that for every dollar that is invested, the work of the MPPDC has contributed \$8.41 to the region. These amounts do not include the millions of grant dollars that are awarded to the Middle Peninsula local governments through MPPDC efforts.

MPPDC projects provide quality to economic development, transportation, public access, labor base, facilitation of land-owner rights, etc. MPPDC provides the best local problem solutions, local policy solutions, assistance to local staff, assistance to elected officials, and the best in cost savings.

Mr. Lawrence said that the MPPDC will continue to work in the economic development arena. It is going to take years before the economy comes out of its current hardship. If the federal government continues to disinvest in the government and military, our economy is going to suffer even more.

Mr. Lawrence asked everyone to remember that the Commission has always worked quietly to improve our communities and the lives of our citizens. The MPPDC staff is here to do this most important work for the people.

Questions and answers:

- (1) A Citizen in attendance asked: Region gives back \$8.41 for every \$1; how do you come up with that number:

Mr. Lawrence said the Commission record keeping system is extensive and that staff went back to 1973 and pulled every budget and audit of the Commission and determined the amounts the localities provided and the amounts provided from other sources to make this determination.

Mr. Lawrence said that a brochure was developed for local governments to better explain the work of the Commission. On the back of the brochure it shows the FY2012 financial snapshot.

Mr. Lawrence asked Past Chairs Ms. Dolores Mergenthaler and Mr. Eugene Campbell Sr. if they would like to say a word to the Commission and guests. Ms. Mergenthaler said that she thanked the Commission for the invitation and wanted to stress the importance of the work done by the Commission over the years and its importance to the region. Mr. Campbell, Sr., said that he did not have any comments but was appreciative for the invite to attend.

*Middle Peninsula Planning District Commission*  
*November 16, 2011*  
*Minutes*  
*Page 6*

**Chesapeake Bay Watershed Implementation Plan**

Ms. Margaret “Peggy” Sanner, Senior Attorney for the Chesapeake Bay Foundation, said that she wanted to talk about the “next big challenge” of the people of the Commonwealth regarding the Chesapeake Bay Watershed-Improving Water Quality at the Local Level: Additional Authority in VA Code § 15.2-1200. Ms. Sanner said that people think that progress is not being made but progress has been made even though commitments to reach the final goal of restoring the Bay by the year 2000 were not met. Commitments were reconfigured for the deadline date in 2010 and again were not met. Currently, Total Maximum Daily Loads (TMDL) set limits to be achieved by the year 2025. 60% of the reductions are to be set by 2017 and by 2025 all of the practices that are required to bring the Bay back to its restored level should be in place.

Ms. Sanner said that the Watershed Implementation Plan has something that the tributary strategies did not have and that is the promise of consequences if the reductions are not made. These consequences are a promise by the federal government using its authority, typically strengthening the point source limits of waste water treatment plants. Virginia has an opportunity to clean the Chesapeake Bay in its own cost effective way. The Governor and Secretary of Natural Resources and state agencies feel that the Watershed Implementation Plan will assist in cleaning up the Bay.

The Phase 1 Plan came out in November 2010 in conjunction with TMDL. It is described as being the roadmap for how and when Virginia plans to meet its pollutant allocations under the TMDL. The Phase 1 Plan showed EPA that Virginia can do it and made specific representations to the various source sectors of how much will be required from each sector.

The Phase 2 Plan is where the state is now. Virginia is obligated to provide its draft plan on December 15, 2011 and the final form to EPA by March 30, 2012. Specific plans showing how the overall allocations can and will be met on the locality level. There was some confusion in the early months because some thought that the localities had to know how many specific pounds they had to reduce. Recently there has been a clarification letter from EPA in October stating what the state has to provide in way of deliverables. Virginia has to show that there are local partners (PDCs and localities) who are aware of their role in meeting the state’s allocations, identify local targets or actions, and that local targets can be expressed as programmatic action (i.e. adoption of ordinances).

Ms. Sanner said that The Dillon Rule limits what localities may do by what the General Assembly says they may do. The localities possess the following powers

***Middle Peninsula Planning District Commission***  
***November 16, 2011***  
***Minutes***  
***Page 7***

and no others: (a) those expressed in specific words by the General Assembly; (b) can only do what is said that is necessarily or fairly implied; and (c) those essential to the declared objects and purposes of locality; and (d) if there is any doubt about the words that allow a locality to do something, that doubt must be resolved against the locality.

The Core Elements of §15.2-1200 state the general powers of counties: Any county may adopt such measures as it deems expedient to secure and promote the health, safety, and general welfare of its inhabitants which are not inconsistent with the general laws of the Commonwealth. Such power shall include, but shall not be limited to, the adoption of quarantine regulations affecting both persons and animals, the adoption of necessary regulations to prevent the spread of contagious diseases among person or animals and the adoption of regulations for the prevention of the pollution of water which is dangerous to the health or lives of persons *residing in the county*.

Ms. Sanner said that other localities have used §15.2-1200 in combination with other statutes. Examples are: New Kent County §38-72 et seq.—Septic Tank Contractors and Cleaners; Isle of Wight County, Article XIV, Chap.14—adopted Biosolids provisions; and Henrico County §24-106.2—support provisions that support the Chesapeake Bay Preservation Act.

Ms. Sanner said that she wanted everyone to be aware that there have been some proposals that may affect the ability of localities to adopt ordinances to address TMDLs. There are possible changes to the Stormwater Management Act, Erosion Sediment Control Act, and Chesapeake Bay Protection Act. There is a possibility that those Acts may be rolled together, to be made more uniform, and additions made to those provisions giving localities more authority to address TMDL matters.

**Questions and Answers**

- (1) A question was asked related to Chesapeake Bay Preservation Act and runoff, but the context of the rest of the question was not clear.

Ms. Sanner said the large animal operations are regulated by permit. Those regulations are becoming more stringent as a result of the TMDL related matters. At the last Legislative session, they passed a statute intended to induce agricultural workers, farmers and others, to enter into a more comprehensively designed plan for each farm to incorporate best management practices that are specifically designed to meet the TMDL requirements. Hopefully, once those programs become operational, the farming community will have another tool to use that is within their

*Middle Peninsula Planning District Commission*  
*November 16, 2011*  
*Minutes*  
*Page 8*

economic means. A statute also passed in the 2011 session banning certain lawn maintenance fertilizers that have unneeded phosphorus.

- (2) A question was asked related to water treatment and sewage treatment plants.

Ms. Sanner said that both the waste water treatment plants and industries that come under the same regulation have made huge financial contributions and huge reductions in their nutrient and sediment contributions to the Bay.

- (3) A citizen from Middlesex County asked a series of questions about peer reviewed studies related to water quality; responsibility for local response; and directives from Governor and lastly EPA data problems.

Ms. Sanner said that there are a lot of studies and will provide example studies to anyone interested. The Bay Model is generally recognized to be a remarkably accurate picture of Bay pollution at a broad watershed level. At the local level, there are some imperfections that need to be worked out.

Ms. Sanner said that as a result of recent discussions that have occurred between the state and EPA, the plan is to move forward with the state having the responsibility of insuring that those practices are acceptable for the locality and collectively they will add up to the allocation that is required to meet the TMDL.

Ms. Sanner said that the tributary strategies numbers to the TMDL are close (virtually the same numbers). The tributary strategies numbers may have been drawn out by people within these localities. It's not that the numbers are different; it's trying to figure out how to break them down to a specific locality which is much more complicated. The message is "go forward and do what you know works." There are agricultural BMPs that are well understood to be effective. There are stormwater BMPs that are known to be effective. Ms. Sanner said that we should worry about the actions and not the numbers.

Ms. Sanner said that the state and EPA recognizes that if you focus on the numbers that have been assigned; the numbers need to be tweaked. Both the state and EPA are moving forward to tweak them.

Mr. Lawrence said that the Middle Peninsula also has sediment loading errors; a previous sediment deficit is now a sediment credit. The first EPA run model had the Middle Peninsula with a deficit reduction of

*Middle Peninsula Planning District Commission*  
*November 16, 2011*  
*Minutes*  
*Page 9*

approximately 20%. When the second run EPA model came out, we had a 6% credit. When the EPA reran that model and the local governments started to look at it people started asking the questions. Mr. Lawrence said that now the local governments are looking at how to adequately respond. You can't benchmark something you don't have faith in.

Ms. Sanner said that we should have some faith in the practices because people know what the practices are that actually benefit local streams.

(4) Mr. Trenton Funkhouser: Mr. Funkhouser said that he wanted to clarify something and asked is the model on the health of the Bay expressed in terms of progress measured at one point in the past or measuring it today, there may or may not be any debate on that, it's the model results that have to be reduced going forward that is problematic.

(5) Mr. Charles Gordon: Going forward is very important and moving too fast will cost money. Mr. Gordon said for example when kepone took place and it almost destroyed the oyster industry, it caused a higher cost of keeping the Bay cleaned. Mr. Gordon said that he believes that localities are still paying a higher cost for keeping the Bay clean and it's not clean as of yet.

Ms. Sanner said that she agreed that the kepone issue was a watershed event in terms of peoples' awareness of the need to protect state waters against pollution and the problem does continue.

(6) Dr. Maurice Lynch: Dr. Lynch said that it's very important to emphasize that nothing that happens in the James is going to affect the EPA targets in the middle of the Bay because the nutrients introduced in the James system cannot get to the middle of the Bay.

Ms. Sanner said that the James River upgrades to the wastewater treatment plants were not required to be made as early as they were elsewhere in the state. They are stepping up to the plate now partly because they need to meet the water quality standards that apply to the James River. It's not just the Bay that is being talked about, but it's also the streams.

Dr. Lynch said that the ones in the James are arbitrary now and keep changing.

Ms. Sanner said that the ones in the James are now in the middle of the study and may change because they haven't changed yet.

*Middle Peninsula Planning District Commission*  
*November 16, 2011*  
*Minutes*  
*Page 10*

(7) Mr. Pete Mansfield: In Florida fifty years ago, they had the same kind of problem. They overcame the problem. Mr. Mansfield said that we shouldn't trade nutrients. Nutrient trading simply pushes the problem into a different area. Why are we not looking at what others states are putting up?

Ms. Sanner: Said that Mr. Mansfield has mentioned a tool that Virginia is just beginning to look at. Virginia is addressing these problems. Ms. Sanner said that she is respectful of the work Florida has done in nutrient reduction, Florida's battle has been continuing for a long time, and from a lawyer's perspective, some of the most interesting legal problems can be found arising out of the Florida context where they are dealing with equitable and cost effective ways of eliminating the nutrient problem that Florida has. Ms. Sanner said that the Blue Plains Plant on the Potomac River, is fully on line, water quality reductions are so significant because the plant is state-of-the art.

**Adjourn**

Chair Theberge thanked Ms. Sanner for coming and speaking on the Chesapeake Bay Water Improvement Plan.

Mr. Eugene Campbell, Jr. thanked the Commission for inviting him and his father, Mr. Eugene Campbell, Sr. He said that his father always had the public's best interest at heart and he was very proud of his father. Chair Theberge thanked them for accepting the invitation.

Chair Theberge requested a motion to adjourn. Mr. Otto Williams moved that the meeting be adjourn. Mr. Tim Hill seconded the motion; motion carried.

---

**(Secretary)**

# Project Financial Report

Middle Peninsula Planning District Commission

Run Date: 12/05/2011  
 Run Time: 1:49:09 pm  
 Page 1 of 1

Period Ending: 11/30/11

		Expenditures						
Code	Description	Budget	Curr FY	Project Total	Un/Over	% Budget	Revenues	Balance
30007	FY12 Local Programs	187,429.00	2,400.41	52,079.07	135,349.93	27.79%	110,415.73	58,336.66
30010	Local PAA Stewardship/	17,000.00	2,650.00	9,980.49	7,019.51	58.71%	17,000.00	7,019.51
30013	EE&CBG Project	703,872.00	2,397.30	73,473.08	630,398.92	10.44%	61,328.61	-12,144.47
30170	MPBDP FY12 Staff Sup	38,000.00	5,987.77	36,564.06	1,435.94	96.22%	37,191.74	627.68
30207	FY12 TDM	74,000.00	3,926.08	27,250.73	46,749.27	36.83%	22,140.93	-5,109.80
30309	FY12 Rural Transportati	72,500.00	3,897.72	27,831.93	44,668.07	38.39%	17,183.19	-10,648.74
30420	Onsite Loan Management	119,458.85	131.36	95,360.98	24,097.87	79.83%	104,188.84	8,827.86
30423	VCWRFR Onsite Fund	80,000.00	0.00	8,962.50	71,037.50	11.20%	16,171.50	7,209.00
30426	WQIF 2010	102,883.00	1,691.82	10,923.80	91,959.20	10.62%	17,426.45	6,502.65
30440	Septic Pumpout VII	14,372.00	-105.47	14,708.13	-336.13	102.34%	14,361.11	-347.02
30502	Water Supply Planning	106,784.79	5,063.53	105,628.62	1,156.17	98.92%	153,950.00	48,321.38
31002	GA Lobby FY09	0.00	0.00	18,247.75	-18,247.75	0.00%	24,000.00	5,752.25
31200	Emergency Managment	191,777.84	0.00	196,148.25	-4,370.41	102.28%	196,148.25	0.00
31404	Dragon Run Day	5,511.00	-580.25	5,679.88	-168.88	103.06%	6,830.34	1,150.46
31410	FY11 Dragon SAMP	25,000.00	1,120.00	18,074.26	6,925.74	72.30%	16,634.27	-1,439.99
32007	PAA Administration	97,690.01	1,808.37	82,016.86	15,673.15	83.96%	104,742.76	22,725.90
32113	MP SW Dredging Master l	32,000.00	0.00	31,713.66	286.34	99.11%	32,000.00	286.34
32115	FY11 Coastal TA	61,000.00	-575.05	63,419.94	-2,419.94	103.97%	60,920.50	-2,499.44
32116	FY11 Climate Change	76,000.00	-948.51	69,843.96	6,156.04	91.90%	68,731.21	-1,112.75
32117	Conservation Corridors	40,000.00	3,133.75	37,612.28	2,387.72	94.03%	33,084.91	-4,527.37
32118	FY12 Coastal TA	60,000.00	4,568.01	9,457.72	50,542.28	15.76%	0.00	-9,457.72
32119	Land & Water Quality Pr	50,000.00	275.37	2,597.04	47,402.96	5.19%	0.00	-2,597.04
32201	PAA Perrin River WW P	15,000.00	384.37	1,186.32	13,813.68	7.91%	3,750.00	2,563.68
32203	Working Waterfronts De	6,000.00	155.44	155.44	5,844.56	2.59%	0.00	-155.44
32205	VAPDC TMDL TA	230,517.00	16,323.54	16,323.54	214,193.46	7.08%	0.00	-16,323.54
33000	MP Comprehensive Econ	120,000.00	4,679.14	15,867.68	104,132.32	13.22%	0.00	-15,867.68
<b>Totals:</b>		<u>2,526,795.49</u>	<u>58,384.70</u>	<u>1,031,107.97</u>	<u>1,495,687.52</u>	<u>40.81%</u>	<u>1,118,200.34</u>	<u>87,092.37</u>

# Balance Sheet by Category

Middle Peninsula Planning District Commission

Period Ending: 11/30/11  
Format: 1 Board

Run Date: 12/5/11  
Run Time: 1:55:44 pm  
Page 1 of 1

## Assets:

Cash in Bank	592,237.42
Receivables	262,908.16
Property & Equipment	19,344.87

**Total Assets:**

**\$874,490.45**

## Liabilities:

Accounts Payable	8,318.93
VRA Loan Payables	109,921.50
Payroll Withholdings	-30.51
Accrued Leave	20,592.94
Deferred Revenue	-3.14
Cost Allocation Control	(4,011.81)

**Total Liabilities:**

**\$134,787.91**

## Equity:

Local Initiatives/Information Resources	71,394.76
Economic Development	-15,240.00
Transportation Programs	-15,758.54
Onsite Repair & Pumpout	22,192.49
Housing	-12,144.48
Coastal Community & Environmental	-11,673.25
Mandates	48,321.38
Temporarily Restricted	153,135.87
General Fund Balance	499,474.31

**Total Equity:**

**\$739,702.54**

**Balance:**

**\$0.00**

## Agencywide R&E by Category

Middle Peninsula Planning District Commission

Run Date: 12/05/2011  
 Run Time: 2:04:13 pm  
 Page 1 of 1

Period Ending: 11/30/11  
 Format: 1 Agencywide R&E  
 With Indirect Cost Detail

Code & Description	Budget	Current	YTD	Un/Ovr	% Bud
<b>Revenues</b>					
Local Match	75,709.00	0.00	29,941.04	45,767.96	39.55%
Local Annual Dues	69,999.00	0.00	61,666.66	8,332.34	88.10%
Local Other Revenues	74,900.00	23,350.77	135,479.20	-60,579.20	180.88%
State Revenues	266,947.00	59,459.91	86,087.24	180,859.76	32.25%
Federal Revenues	822,500.00	21,635.12	53,248.80	769,251.20	6.47%
Miscellaneous Income	42,407.00	4,874.44	23,169.23	19,237.77	54.64%
Onsite Loan Program Income	7,000.00	820.29	11,999.53	-4,999.53	171.42%
PAA Program Income	0.00	225.00	1,100.00	-1,100.00	0.00%
<b>Revenues</b>	<b>1,359,462.00</b>	<b>110,365.53</b>	<b>402,691.70</b>	<b>956,770.30</b>	<b>29.62%</b>
<b>Expenses</b>					
Personnel	408,523.00	34,449.40	163,978.39	244,544.61	40.14%
Facilities	30,912.00	2,172.88	12,655.93	18,256.07	40.94%
Communications	5,700.00	489.69	3,170.21	2,529.79	55.62%
Equipment & Supplies	6,370.00	3,019.61	5,726.71	643.29	89.90%
Travel	5,750.00	495.50	2,369.68	3,380.32	41.21%
Professional Development	10,185.00	180.00	9,868.76	316.24	96.90%
Contractual	767,917.00	13,350.49	64,734.48	703,182.52	8.43%
Miscellaneous	54,741.00	4,227.15	23,154.15	31,586.85	42.30%
Regional Share	75,709.00	0.00	29,941.04	45,767.96	39.55%
<b>Expenses</b>	<b>1,365,807.00</b>	<b>58,384.72</b>	<b>315,599.35</b>	<b>1,050,207.65</b>	<b>23.11%</b>
<b>Agency Balance</b>	<b>-6,345.00</b>	<b>51,980.81</b>	<b>87,092.35</b>		



# Middle Peninsula Planning District Commission



## MPPDC General Fact Sheet

### WHAT IS MPPDC?

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

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

### BACKGROUND

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

### WHAT DOES MPPDC DO?

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

### HOW ARE DECISIONS MADE AT MPPDC?

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

### QUICK FACTS

#### Region at Glance

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

➤ 888,064 Acres of Land

➤ 90,826 People

#### By the Numbers

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



#### For More Information:

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

Please visit the MPPDC website at:  
[www.mppdc.com](http://www.mppdc.com)

# Regional Profile:

## 2000-2010 Demographic Information

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



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

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

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%
<b>Regional Total</b>	<b>65,535</b>	<b>72,057</b>	<b>10%</b>	<b>15,884</b>	<b>15,039</b>	<b>-5%</b>	<b>416</b>	<b>575</b>	<b>38%</b>	<b>1,849</b>	<b>3,155</b>	<b>71%</b>

<sup>1</sup> Data from the Bureau of Labor Statistics Local Area Unemployment data

# MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

## Staff Activities Service Summary of Regional Progress

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

Report on Mandated Initiatives				
Localities	Water Supply Planning		Hazard Mitigation	
	Support staff: Clara Start Date: 7/2008 Completion Date: 11/2011		Support staff: Lewie Start Date: 2/2008 Completion Date: 6/2011	
	Participating Localities	Current Status	Participating Localities	Current Status
Essex	✓	Approved/Adopted	✓	ADOPTED
Gloucester	NA	NA	✓	ADOPTED
King and Queen	✓	Approved/Adopted	✓	ADOPTED
King William	✓	Approved/Adopted	✓	ADOPTED
Mathews	✓	Pending	✓	ADOPTED
Middlesex	✓	Approved/Adopted	✓	ADOPTED
Town of West Point	✓	Approved/Adopted	✓	ADOPTED
Town of Urbanna	✓	Approved/Adopted	✓	Awaiting locality adoption
Town of Tappahannock	✓	Approved/Adopted	✓	ADOPTED

**Middle Peninsula Planning District Commission  
Executive Director's Report of Regional Progress  
December 6, 2011**

**MPPDC: Membership, Appointments, Committee Assignments, and Networks**

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

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

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

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

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

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

**The Association for Commuter Transportation (ACT) (Telework Council Secretary):** ACT is the premier association for professionals and organizations whose focus is the delivery of commuting options and solutions for an efficient transportation system. The Telework Council is composed of employer representatives, regional transportation, air quality and planning officials, as well as state and local government officials concerned with promoting telework and providing telework information and technical assistance to employers (MPPDC Staff 3 years+)

**The Chesapeake Chapter of ACT: (Chapter Treasurer)** – The Chapter is comprised of ACT members and TDM professionals from the states of Virginia, Maryland, West Virginia and the District of Columbia (MPPDC Staff 2 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 4 years)

**Middle Peninsula Referral Network (MPRN)** – (Vice President and Training Coordinator) comprised of a group of small businesses, mostly located in Gloucester and graduates of MPBDP Business Training Series, that meet weekly to refer business to each other, learn about each other's enterprises and receive on-going business training. (MPPDC Staff 6 years+)

**Virginia Microenterprise Network (VMN) (Secretary)** – state-wide organization of microenterprise practitioners which advocates for microenterprise at the state and national level. (MPPDC Staff 4 years)

## MPPDC Staff and Contact Information

### **Acting Director: Lewis Lawrence**

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

Programs: *Coastal Zone Technical Assistance, Natural Hazard Plan Update, Local Initiatives, MPCBPAA*

### **Administrative Assistant: Beth Johnson**

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

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

### **Planner 2: Clara Meier**

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

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

### **Planner 2: Harrison Bresee**

Contact Info: [hbresee@mppdc.com](mailto:hbresee@mppdc.com) (804) 758-2311x26 (757) 871-2245 cell

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

### **Secretary: Rose Lewis**

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

Programs: *Septic Pumpout Assistance, Facilities Scheduling*

## MANDATES

Funding – VDEM, VDEQ, localities, MPPDC General Fund

### **Project 30502 Water Supply Planning**

*9 VAC 25-780 establishes a planning process and criteria that all local governments will use in the development of local or regional water plans. The plan will be reviewed by the Department of Environmental Quality and a determination will be made by the State Water Control Board on whether the plan complies with this regulation. Within five years of a compliance determination by the board, the plan will be reviewed to assess adequacy and any significant changes will require the submission of an amended plan and review by the board. All local programs will be reviewed, revised, and resubmitted to the Department of Environmental Quality every 10 years after the last approval.*

- Prepared analysis of regional water supply plan costs.
- Provided breakdown of regional water supply plan local costs to Mr. Jimmy Sydnor, Town of Tappahannock.
- Corresponded with Mr. Jimmy Sydnor, Town of Tappahannock, about the Regional Water Supply Plan resolution and the Drought Response Ordinance.
- Provided Ms. Linda Lumpkin, Essex County Deputy Administrator, with revised versions of the Regional Water Supply Plan resolution and Drought Response Ordinance.
- Reviewed and approved payment of two EEE Consulting Invoices for consulting work completed in October and November 2011.
- Discussed local water supply plan adoption process and time line with Ms. Mary Ann Massie, DEQ Water Supply Staff. Confirmed that as long as local governments were earnestly working through the adoption process, DEQ would not penalize a local government for missing the November completion date.

### **Project 31200 Natural Hazard Plan Update**

*Section 44 Code of Federal Regulation Part 201 requires that local jurisdictions develop and adopt hazard mitigation plans to remain consistent with the Disaster Mitigation Act of 2000.*

## INFORMATION RESOURCES/ASSISTANCE

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

- Updated [www.mppdc.com](http://www.mppdc.com) website. Set-up a Reports tab on home page and began uploading previous MPPDC reports to website. Goal is to have most of the recent MPPDC reports available on website for download.

## COASTAL COMMUNITY DEVELOPMENT/ ENVIRONMENTAL

Funding – VDEQ, local match from MPPDC General Fund

### **Projects 31410 Dragon Run SAMP**

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

- Spoke with Ms. Beth Polak, Virginia Coastal Zone Management Program, with regards to the final project needs of the Dragon Run Project. Since project close out is in March 2012, MPPDC contractor will work with Mrs. Sara Stamp (former MPPDC Employee) to compile information about the last 5 years of funding for the Dragon Run Project, including the benefits of the project and the things that were accomplished.
- Corresponded with Mr. Lewis Lawrence, MPPDC Acting Executive Director, about how to proceed with the Dragon Project.
- Consulted with Ms. Terry DuRose, Thousand Trails, regarding Dragon Run Day invoices.
- Received email from Ms. Terry DuRose, Thousand Trails, requesting updates to MPPDC website for 2012 Dragon Run Day. Consulted with IT consultant. Requested updates will be addressed.
- Discussed preparing the Dragon Run final grant product, overall history of SAMP work in Gloucester, Middlesex, King and Queen, and Essex counties and options for expensing reprogrammed project funds with Ms. Beth Polak, Virginia Coastal Zone Management Program.
- Consulted with Mr. John Kuriawa, NOAA Office of Ocean and Coastal Resource Management, concerning reprogramming Dragon Run SAMP funds to research and study Heir property ownership issues and failing septic systems.

### **Projects 32007 Middle Peninsula Chesapeake Bay Public Access Authority**

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

- Visited Browne and Haworth Tracts to pick up drop off/sign in sheets.
- Dealt with user conflicts on PAA land. Specifically, addressed the issue of unauthorized access on the Clay Tract, illegal posting of “No Hunting” signs on the Haworth Tract, and parking issues on the Clay Tract.
- Assisted with delivery of the trailer to Clay Tract. It is new and designed specifically for the tractor.
- Prepared quarterly PAA meeting packet. Meeting will focus on possible public access easement donations, working waterfront issues, and right of way concerns.

## **Projects 32115 Virginia Coastal Zone Management Program**

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

- Consulted with Mr. Lewis Lawrence, MPPDC Acting Executive Director, regarding 2012 Dragon Run Day funding and possible budget amendment.
- Consulted with Ms. April Bahen, DEQ Coastal Program, regarding overpayment of Final reimbursement for FY11 TA grant.
- Participated in a webinar for the New TMDL and Stormwater Requirements in Virginia on November 30<sup>th</sup>.
- Participated in the Chesapeake Bay WIP local response meeting run by The Center for Watershed Protection Staff on November 30<sup>th</sup>. Representatives from King and Queen, Essex, Mathews, King William, Gloucester, Middlesex, William and Mary Law School, Three Rivers Soil and Water Conservation District (SWCD), Tidewater SWCD, USDANRCS, DCR, and VDH, among others, were present.
- Consulted with Captain Allen of York River Charters concerning eco tourism and the Dragon Run. Focused on needs in King and Queen County and Gloucester County.
- Discussed Essex Browne Tract maintenance needs with Mr. Jim Wilson, volunteer coordinator for Browne Tract maintenance.
- Discussed Virginia Outdoors Foundation easement monitoring on Public Access Authority (PAA) lands with Mr. John Peters of Virginia Outdoors Foundation (VOF). Received annual easement monitoring report.
- Discussed upcoming General Assembly session and proposed legislation with Mr. John Vigallota, owner of Ware River Seafood. Reviewed past aquaculture legislation and discussed possibility of future legislation.
- Consulted with Mr. MB Sheppard, Three Rivers Health District Gloucester staff member, concerning failed septic system and mandatory sewer hookup in Gloucester County.
- Discussed climate change and cultural practices for protecting shorelines with Ms. Tanya Decabb of the University of Virginia Institute for Environmental Negotiation.
- Consulted with Mr. Scott Harper, Virginia Pilot, concerning sea level rise estimates and impacts to single family homes and other related infrastructure within the Middle Peninsula.
- Discussed stormwater management issues with a Gloucester County resident who was interested in knowing more about the history of storm water management ponds within a subdivision located in Wicomico.
- Consulted with Ms. Sally Pearson, King William County Commissioner of Revenue, concerning partial ownership interest in a parcel, conservation easement, and taxing implications.

- Discussed land use policies and sustainable fisheries management with representatives from the Chesapeake Bay Program. The representatives were interested in knowing the relationship between land use policy, working waterfronts, and fisheries.
- Provided the Town of West Point with information related to a new loan program for emergency efficiency improvements.
- Received information related to no discharge zone for Middle Peninsula localities from Ms. Elisabeth McKurcher, DEQ NDZ staff.
- Discussed Clay Bank and VDOT road ownership issues with Ms. Carol Steele Gloucester County Parks and Recreation; Mrs. Louise Theberge, PAA Chair; and Mr. Buddy Rilee, Gloucester County Board of Supervisors Chairman. Provided historical records and ownership plats.
- Convened the monthly meeting on the local government administrators. Discussed local budget issues, Chesapeake Bay TMDL, and Energy Efficiency Conservation Block Grants.
- Attended the Virginia Coastal Policy Team meeting held at DEQ Central office in Richmond. Discussed federal funding issues, contracts, and ongoing coastal zone management issues.

### **Chesapeake Bay TMDL**

- Discussed upcoming Middle Peninsula Chesapeake Bay TMDL meeting format and structure with Ms. Laurel Woodworth, Stormwater and Watershed Planner, Center for Watershed Protection. The Center is assisting Middle Peninsula local governments prepare to submit requested data and BMP's by the February 1<sup>st</sup> deadline.
- Consulted with Mr. James Davis Martin of the Department of Conservation and Recreation concerning EPA data and regional PDC funding request.
- Received a letter from the Department of Conservation and Recreation explaining how Virginia is shifting away from allocation load based to implementation based solution for the Chesapeake Bay TMDL. Discussed the new approach with Local Government Administrators and designated local point of contact for each locality.
- Consulted with the Mr. John Shaw, Mathews County Planning Director, concerning level of local TMDL VAST engagement which DCR may find expectable.
- Convened conference call with participating Virginia PDC's involved in Chesapeake Bay Clean Up. Discussed final revision to the contract between DCR and 18 PDC's to assist local government.
- Convened the first meeting of the Middle Peninsula Chesapeake Bay TMDL response team. Formulated a strategy for data collection and discussed other related issues and concerns.

### **Projects 32116 Initiating Adaptation Public Policy Development**

*MPPDC staff will continue educational outreach to the general public and to elected officials about climate change and sea level rise. To encourage Middle Peninsula member localities to consider the development of public policy to respond to climate change and sea level rise impacts, MPPDC staff will also create a "START" (Start Adaptation and Response Today) kit which will comprehensively assemble, present, and customize relevant (1) local scientific data, (2) Kaiser- Permanente Natural Hazard Vulnerability Assessment Tool results*

*for the Middle Peninsula, (3) local, state, national and international case studies as well as (4) sample ordinances from communities (nationwide and internationally) that have adopted adaption policies.*

- Attended a meeting hosted by the Federal Emergency Management Agency (FEMA) on December 1, 2011 in Lewes, DE. During the meeting, FEMA explained that they partnered with the U.S. Army Corps of Engineers and RAMP (Risk Assessment, Mapping, and Planning) to proceed with FEMA's RiskMap initiative. Through this initiative, FEMA Regional III is currently in the process of integrating the latest topographic data sets with state-of-the-art modeling techniques to provide citizens and communities with the most up-to-date flood risk information. This will replace maps and studies that are based on data and modeling technologies as far back as the 1970's. Middle Peninsula localities can expect new preliminary FIRM (Flood Insurance Rate Maps) by early 2013. For more information visit: [www.r3coastal.com](http://www.r3coastal.com).
- Made comments and provided feedback to Ms. Tommi Goodwin, VTech graduate student, about the Climate Change Adaption Report for the Middle Peninsula. The report has been completed and will be available following final format changes.
- Developed a presentation covering the content of the VTech Final Adaptation Report.
- Continued to refine the START kit. The next step includes integrating the information from the VTech report into the START kit.
- As Virginia is a Dillon Rule and low water state, MPPDC contractor researched states were similar. It was found that New Hampshire and Maine are the only other states that are Dillon Rule and low water. Knowing this may assist with policy transferability, particularly as it relates to climate change and sea level rise adaptation measures.

#### **Project 32117 Conservation Corridors**

*MPPDC staff will utilize the Priority Conservation Area maps from year 1 and overlay these maps with private easements and zoning classifications for conservation purposes. MPPDC staff will also utilize the qualitative and quantitative information from year 1 to host stakeholder meetings to discuss how localities may approach off-setting this loss of revenue and how current public policy is impacting locality tax revenues.*

- Submitted the final Conservation Corridor Report and Final Project Summary to MPPDC Acting Executive Director Mr. Lewis Lawrence for review.

#### **Project 32119 Land Water Quality Protection**

*In light of changing Federal and State regulations associated with Bay clean up-nutrient loading, nutrient goals, clean water, OSDS management, storm water management, TMDLs, etc, staff from the Middle Peninsula Planning District Commission (MPPDC) will develop a rural pilot project which aims to identify pressing coastal issue(s) of local concern related to Bay clean up and new federal and state legislation which ultimately will necessitate local action and local policy development*

- Consulted with MPPDC Acting Executive Director Mr. Lewis Lawrence regarding budget amendment for consulting and submitted to DEQ.
- Participated in a webinar for the New TMDL and Stormwater Requirements in Virginia on November 30<sup>th</sup>.

- Participated in the Chesapeake Bay WIP local response meeting run by The Center for Watershed Protection Staff on November 30<sup>th</sup>. Representatives from King and Queen, Essex, Mathews, King William, Gloucester, Middlesex, William and Mary Law School, Three Rivers Soil and Water Conservation District (SWCD), Tidewater SWCD, USDANRCS, DCR, and VDH, among others, were present.
- Drafted contracts for consulting services to assist with technical and policy research needs associated with administering the project. Consultants will research OSDS land assessment issues, sanitary sewer districts, septic enforcement models.

### **Project 32201 Perrin River**

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

- Researched Harbor Master Plans. Hawaii, Oregon, and Maine have plans for specific harbors of various sizes and complexities. The Harbor Master Plans found generally consider the uses and conflicts of commercial, recreational, and governmental needs in a harbor.
- Consulted with Mr. Jack Wiggin, Director of the Urban Harbors Institute in Boston Mass. Requested examples of commercial seafood harbor master plans to assist with the development of Perrin River Commercial seafood.

### **Project 32202 Working Waterfronts Coalition**

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

- Attended the Virginia Coastal Policy Team meeting held at DEQ Central office in Richmond. Updated the Coastal Policy team on issues related to the formation of the Working Waterfront Coalition. Received confirmation that contract approval has been given.

### **Project 32203 Working Waterfronts Definition**

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

- Consulted with Ms. Heather Longest, VIMS, regarding execution of contract. \$6000 contract executed.
- Researched the various Working Waterfronts Definitions on the Federal and State Level. Specifically found definitions in the States of Maine and Oregon and on the Federal level in H.R.3109 -- Keep America's Waterfronts Working Act of 2011.
- Attended a meeting at the Virginia Institute of Marine Science convened by Mr. Tom Murray, Associate Director for Marine Advisory Services, to discuss developing a Virginia definition for working waterfronts. Also reviewed H R. 3109 “Keep America’s Waterfronts Working Act of 2011 and relations to Virginia’s effort to develop a comprehensive strategy for addressing working waterfronts.

### **Project 32205 VAPDC TMDLs**

*MPPDC continues to provide environmental leadership and is representing the Virginia’s Planning District Commissions (PDC’s) and specifically Thirteen Planning District Commissions representing 88 Virginia localities within the Chesapeake Bay Watershed MPPDC has been awarded funding to coordinate and assist with Chesapeake Bay Watershed Implementation Plan (WIP) Phase II Planning.*

- Reviewed draft contract with DCR for Chesapeake Bay Regulatory and Accountability Program grant to participating PDCs for PDC’s to provide assistance to localities regarding WIP II requirements.
- Participated in a webinar for the New TMDL and Stormwater Requirements in Virginia on November 30<sup>th</sup>.
- Participated in the Chesapeake Bay WIP local response meeting run by The Center for Watershed Protection Staff on November 30<sup>th</sup>. Representatives from King and Queen, Essex, Mathews, King William, Gloucester, Middlesex, William and Mary Law School, Three Rivers Soil and Water Conservation District (SWCD), Tidewater SWCD, USDANRCS, DCR, and VDH, among others, were present.
- Received word from the Department of Conservation and Recreation that a contract for PDC coordination to assist 88 local governments with responding to TMDL data and BMP request has been executed and mailed. MPPDC is coordinating grant management for 13 PDC across the Chesapeake Bay Watershed.
- Began drafting a Memorandum of Understanding between MPPDC and 13 participating PDC to ensure each participating is held accountable for necessary work under the project grant.
- Discussed upcoming Middle Peninsula Chesapeake Bay TMDL meeting format and structure with Ms. Laurel Woodworth, Center for Watershed Protection. The Center is assisting Middle Peninsula local governments prepare to submit requested data and BMP’s by the February 1<sup>st</sup> deadline.
- Consulted with Mr. James Davis Martin of the Department of Conservation and Recreation concerning EPA data and regional PDC funding request.

- Received a letter from the Department of Conservation and Recreation explaining how Virginia is shifting away from allocation load based to implementation based solution for the Chesapeake Bay TMDL. Discussed the new approach with Local Government Administrators and designated local point of contact for each locality.
- Convened conference call with participating Virginia PDC's involved in Chesapeake Bay Clean Up. Discussed final revision to the contract between DCR and 18 PDC's to assist local government.
- Convened the first meeting of the Middle Peninsula Chesapeake Bay TMDL response team. Formulated a strategy for data collection and discussed other related issues and concerns.

## TRANSPORTATION

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

### **Project 30207 Transportation Demand Management (TDM) Services**

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

- Input Performance data into VDRPT OLGA website.
- Received online registration from Kilmarnock resident commuting to Williamsburg. No match available. Referred to NeckRide for additional assistance.
- Received phone call from traveler staying in Gloucester County motel looking for transportation to Williamsburg bus station. Provided contact information for new local taxicab service.
- Participated in weekly conference calls for ACT Chesapeake/MidAtlantic Joint Symposium.
- Participated in conference call for ACT Chesapeake/MidAtlantic Joint Symposium budget committee to finalize budget for D.C. symposium to be held in January.
- Consulted with Tulani Gilyard, Association for Commuter Transportation, regarding financial reporting for Joint Symposium.
- Participated in monthly ACT Chesapeake Chapter Board conference call.
- Consulted with Clara Meier, MPPDC Regional Planner, regarding DRPT Grantee workshop held on November 14<sup>th</sup> in Richmond.
- Consulted with Pat Collins, WXGM Radio, regarding Christmas music sponsorship opportunity.
- Consulted with Mr. Alex Eguiguren, Northern Neck PDC, regarding joint sponsorship of WRAR and WNNT radio NASCAR season.
- Requested permission from Mr. Chris Arabia, VDRPT, to exceed VDOT travel limits to attend ACT Chesapeake/MidAtlantic Joint Symposium in January.
- Began application for FY13 TDM funding from VDRPT.

- Registered for ACT Joint Chesapeake/MidAtlantic Chapters Joint TDM Symposium to be held in Washington DC in conjunction with Association for Commuter Transportation Legislative Summit.
- Corresponded with Mr. Bob Baldwin, Bay Transit's Mobility Manager, about the fall CHSM meeting to be held on December 16, 2011 in the Middle Peninsula Planning District Commission Board Room in Saluda, Virginia.
- Attended the fall 2011 DRPT Transit/TDM Workshop held by the Department of Rail and Public Transportation (DRPT) in Richmond on November 14, 2011.
- Discussed the fall 2011 DRPT Workshop with Mrs. Beth Johnson, Middle Peninsula Rideshare project Manager.

### **Project 30309 Rural Transportation Planning**

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

- Received phone call from King and Queen County resident seeking contact information for VDOT in regards to assistance with a driveway issue. Provided phone number to Saluda VDOT Residency.
- Discussed the Rural Regional Long Range Transportation Plan with Ms. Emily Gibson, Gloucester County Planner.
- Provided Ms. Emily Gibson, Gloucester County Planner, with the GIS data for the Rural Regional Long Range Transportation Plan recommendations.
- Corresponded with Mr. Mike Chandler, Plan Virginia Education Director, and Mr. Jonah Fogel, Virginia Tech Cooperative Extension, about the next Plan Virginia newsletter.
- Convened the Local Planners meeting on November 16, 2011 in the Middle Peninsula Planning District Commission's (MPPDC) Regional Board Room. Items on the agenda included: MPPDC FY 12 Rural Transportation Planning Program, Corridors of Statewide Significance Comprehensive Plan Requirement, SB 964 Coastal Resource Management Comprehensive Plan Requirement, Sea Level Rise Fact Sheet, and the Virginia Outdoors Plan 2013 update.
- Preparing an application for the Transportation and Community System Preservation (TCSP) FY2012 Grant funded by the Federal Highway Administration (FHWA).
- Provided Mr. Harrison Breese, MPPDC Regional Projects Planner, with comprehensive plan summaries done as part of the Rural Regional Long Range Transportation Plan development.

### **ONSITE REPAIR & PUMPOUT**

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

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

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

- Executed ACH loan payments.
- Received phone call from Gloucester County homeowner regarding assistance available for septic repair. Discussed MPPDC Onsite Assistance Program and mailed application.
- Received phone call from Gloucester County resident with questions about septic repair application.
- Met with Gloucester County septic repair applicant to discuss application and make copies of documents.
- Consulted with Mr. Dave Demuth, Mr. M.B. Sheppard, Gloucester Health Department, regarding requirement for homeowner to either hook into sewer or opt for GMP waiver to repair failing septic system even though Health Department regulations require alternative system for existing soils.
- Convened MPPDC Onsite Repair Loan Committee to review Gloucester County application. Homeowner approved for funding up to \$8000 - \$2000 loan and \$6000 grant to repair failing septic system. Homeowner required to opt for waiver as property is adjacent to sewer line.
- Received notice from Mr. Dave Demuth, Gloucester County Health Department that contractor for Gloucester County repair was not licensed. Requested clarification of Health Department requirements for use of licensed contractor to install septic systems. While there is no Health Department requirement for use of licensed contractor, Mr. Dave Fridley indicated that the Health Department would have difficulty approving installation and possibly not issuing operating permit for system installed by unlicensed contractor. Contacted homeowner who agreed to elicit additional bids. Homeowner received acceptable estimate from licensed contractor. Met with homeowner to execute new loan package.
- Received incomplete septic repair application from Mathews County homeowner. Homeowner indicated that required documentation would be mailed.
- Received phone call from Mathews County septic repair applicant indicating that support documentation was in the mail.
- Received phone call from son of Mathews County applicant regarding status of septic repair application. Homeowner was notified by mail and during previous conversations with son that a copy of her deed was needed before application could be reviewed.
- Received copy of deed for Mathews County repair application via fax. Need to follow-up with Mathews County Health Department regarding status of application for repair permit as there are some property easement issues that need to be addressed by homeowner regarding a mobile home located off the property by tied into the existing septic system.
- Received second phone call from King William County citizen regarding assistance available for sinking septic tank. Recommended consultation with either Health Department staff or septic contractor to determine problem and remedy.

### **Project 30440 Septic Pumpout**

*The Chesapeake Bay Preservation Act requires that septic systems be pumped out or inspected at least once every five years to reduce non-point source pollution. Low-to-moderate income (LMI) families are especially burdened by the requirement to pump out their septic systems. In order to assist these households, the MPPDC*

*secures funding to pay for the pump out of systems of LMI households. Applicants are taken on a first-come, first-served basis until funding is exhausted.*

- Septic Pumpout as of December 6, 2011
  - Applications Mailed 67
  - Approved Vouchers 44
  - Completions 26

**Approved by County**

Essex	12
Gloucester	11
King and Queen	04
King William	06
Mathews	04
Middlesex	07

**ECONOMIC DEVELOPMENT**

Funding – MPBDP, Inc reimburses MPPDC for staff support

**Project 30170 Staff Support to Middle Peninsula Business Development Partnership, Inc.**

*Middle Peninsula Business Development Partnership (MPBDP), Inc, a 501-C3 non-profit corporation was established to promote compatible economic development for the six counties and three towns within the Middle Peninsula. MPBDP is committed to undertaking activities that will enhance the future economic competitiveness of the region. MPPDC provides staff support to MPBDP which provides training, technical assistance, and access to capital to very small, micro-businesses. The program is focused on providing assistance to low-to-moderate entrepreneurs who lack adequate access to capital or training to start or expand business.*

- Prepared vouchers, processed A/P, processed deposits, balanced bank accounts for MPBDP, Inc.
- Prepared MPBDP, Inc. November financial statements.
- Prepared and submitted billings for MPBDP November staff support.
- Executed ACH loan payments and transfers for small business loans and transferred principal repayments to RLF savings account.
- Transferred RLF assets to MPPDC per agreement with MPBDP Inc to service existing loans.
- Closed MPBDP Inc bank accounts – RLF, checking, PayPal, Credit card.
- Requested final bank statements from C&F Bank.
- Prepared and submitted 2010 990.
- Prepared and submitted Articles of Dissolution and Articles of Termination of Corporate Existence to SCC to adhere to state requirements for dissolution of MPBDP Inc. Final Federal 990 must be submitted within 5 months of dissolution.

- Opened savings account to house RLF assets and principal repayments.

### **Technical Assistance Program**

- Provided technical assistance to three Gloucester County businesses.
- Provided technical assistance Ms. Elizabeth Goins, Middlesex County Chamber of Commerce.
- Provided technical assistance to one Middlesex County business.
- Provided technical assistance to a Middle Peninsula citizen.

### **Project 33000 Middle Peninsula Comprehensive Economic Development Strategy**

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

- Continued the process of outlining the CEDS report based on the Coastal Georgia CEDS report. Completed the transportation chapter.
- Continued with the timeframe on the CEDS project. Specifically, obtained commitments from Ms. Amy Hibbard, Regional Business and Economic Development Specialist, and Mr. Michael Jenkins, Workforce Investment Board, Inc., to serve on the Strategy Committee.
- Spoke with Mr. Shawn Hershberger from Town of West Point about the CEDS process. Sent him information on the process, the committee duties, and the timeline.
- Inquired about questions on CEDS from the local government administrators at the November Local Government Administrator's meeting.

### **LOCAL INITIATIVES**

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

### **Project 30007 Local & Regional Technical Assistance**

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

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

- Consulted with Mr. Lewis Lawrence, MPPDC Acting Executive Director, regarding need for MPPDC By-laws amendment in light of action taken at October Commission meeting to change dues structure for towns. Prepared by-laws amendment language for submission to Commissioners at the November

meeting. As required by the by-laws, the amendment was tabled at the November meeting to be taken up at the December meeting.

- Prepared analysis of regional water supply plan costs.
- Prepared analysis of typical onsite repair staff time commitment for local government administrators meeting.
- Provided breakdown of regional water supply plan local costs to Mr. Jimmy Sydnor, Town of Tappahannock.
- Prepared letter to state representatives in support of VDHCD proposal to increase base funding to planning district commissions for FY13 and beyond.
- Reviewed draft contract with DCR for Chesapeake Bay Regulatory and Accountability Program grant to participating PDCs for PDC's to provide assistance to localities regarding WIPPI requirements.
- Consulted with Ms. Bobbi Langston, King William County, regarding MPPDC citizen representative term.

#### **Project 32113 Shallow Water Dredging**

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

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

- Reviewed Army Corps of Engineers (USACE) Project Cost Review Worksheet and submitted acceptance letter to Mr. Mark Mansfield, (USACE).

HOUSING  
Funding –VDMME

#### **Project 30013 Energy Efficiency and Conservation Block Grant (EECBG)**

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

- Received phone call from Gloucester County client regarding completion of Bay Aging weatherization job and authorization to commence loan payments.
- Consulted with Essex County client regarding loan package. Client requested paperwork be mailed to her so that she need not take time off from work. Paperwork prepared, mailed, executed, notarized and returned. Bay Aging informed that paperwork is complete and construction can proceed.

- Met with Middlesex County client to execute loan package. Bay Aging informed that paperwork is complete and construction can proceed.
- Consulted with MPPDC Regional Projects Planner Mrs. Clara Meier regarding invoices submitted by Bay Aging for August, September, and October. Invoices combined documentation for different months and needed to be corrected and correct months' documentation attached for processing.
- Opened savings account to house RLF assets and principal repayments.
- Executed ACH loan payments and transfers for weatherization loans and transferred principal repayments to RLF savings account.
- Corresponded with Mr. Vincent Smith, Bay Family Housing, about information needed for the November 2011 monthly report.
- Received information needed for the November 2011 monthly report from Mr. Vincent Smith, Bay Family Housing.
- Prepared and submitted the consolidated monthly report for November 2011 to the Virginia Department of Mines, Minerals and Energy (DMME).
- Discussed Davis Bacon work classifications with Mr. Ron Hachey, DMME.
- Requested an updated client list and audit schedule from Mr. Vincent Smith, Bay Family Housing, which reported the following as of December 6, 2011:
  - Essex County: 4 applications approved, 3 loans and 3 grants (some clients doing both loans and grants to get all desired retrofits completed).
  - Gloucester County: 6 applications approved, 3 loans and 3 grants, 2 loan jobs completed and 1 grant client dropped out.
  - Mathews County: 1 application approved for 1 grant.
  - Middlesex County: 5 applications approved, 2 loans and 3 grants, 1 grant job is complete and 1 loan job is scheduled to start in January 2011.
  - King and Queen County: 1 application approved for 1 loan.
  - King William County: 1 application approved for 1 grant.
- The grant client that dropped out from Gloucester County reported that they did so, in part, because of the lack of follow-up by Bay Family Housing, specifically the amount of time that lapsed between application approval and Bay Family Housing contacting the client about setting up an energy audit and moving forward with the job.
- Corresponded with Mr. Vincent Smith, Bay Family Housing, to gather documents needed for invoices.
- Prepared invoices for the months of August, September, and October 2011 to submit to DMME for reimbursement.
- Administration invoices completed for the months of August, September, and October 2011 to submit to DMME and the northern Virginia Regional Commission (NVRC) for reimbursement.

AGENCY ADMINISTRATION

Funding - Indirect cost reimbursements from all PDC projects

**MPPDC Administration**

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

- Prepared vouchers, processed A/P, processed payroll, processed deposits and balanced bank accounts.
- Prepared MPPDC financial statements.
- Opened savings accounts at local bank to house Small Business Revolving Loan Fund assets to be received from MPBDP, Inc, and loan repayments, and EECBG Weatherization Revolving Loan Fund assets to be received from clients repaying Weatherization loans.
- Met with Ms. Anita Hazelwood and Ms. Lauren Radabaugh, C&F Bank, regarding changes to ACH process for initiating direct deposits and ACH loan payments.
- Consulted with Ms. Elizabeth Faudree, Cooks Corner Branch Manager of C&F Bank, regarding Line of Credit.
- Consulted with MPPDC Acting Executive Director Mr. Lewis Lawrence and consultant Ms. Jackie Rickards regarding completion of consulting work for Coastal Program projects and budget issues. Updated deliverables schedule.
- Convened a meeting with the Executive Planning Committee to discuss work performance of MPPDC Acting Executive Director.
- Researched and cataloged progress on implementing the MPPDC strategic report.



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF ENVIRONMENTAL QUALITY

Street address: 629 East Main Street, Richmond, Virginia 23219

Mailing address: P.O. Box 1105, Richmond, Virginia 23218

Fax (804) 698-4500 TDD (804) 698-4021

[www.deq.virginia.gov](http://www.deq.virginia.gov)

Douglas W. Domenech  
Secretary of Natural Resources

David K. Paylor  
Director

(804) 698-4000  
1-800-592-5482

November 21, 2011

Lewis L Lawrence  
Acting-Executive Director  
Middle Peninsula Planning District Commission  
P.O. Box 286  
Saluda, VA 23149  
804-758-2311

Dear Mr. Lawrence,

Thank you for requesting a list of impaired water bodies that are potentially eligible for federal designation as no discharge zones (NDZs). This submittal provides a preliminary list for the Middle Peninsula of Virginia. Ownership and services of marinas change frequently, therefore availability of services should be confirmed directly with the marina operators prior to finalizing proposed NDZs.

This submittal also includes the following:

- A Middle Peninsula map showing pump out locations, as well as impaired streams.
- A list of the shellfish growing condemnation areas, nearby pump out facilities, and any notes on navigability observed via aerial photo.
- A map delineating the VDH shellfish growing areas.
- A list of pump out facilities, which will need to be finalized during development of an NDZ application.
- The Environmental Protection Agency checklist for NDZ applications.

This packet will also be provided to Mr. Phil Olekszyk of the Go Green Committee, Gloucester Board of Supervisors. Mr. Olekszyk requested information regarding NDZ feasibility in Gloucester County.

The data gathering, public outreach, and application preparation required for federal NDZ designation can be approached using a variety of methods. David Lazarus, Manager of Watershed Programs for DEQ, and I are available to meet upon your request to discuss the best

approaches for developing NDZ applications. If you or your staff has any questions or wishes to a request a meeting, please contact me at (804) 698-4291 or [Elizabeth.mckercher@deq.virginia.gov](mailto:Elizabeth.mckercher@deq.virginia.gov).

Sincerely,

A handwritten signature in black ink that reads "Liz McKercher". The signature is written in a cursive style with a long horizontal flourish at the end.

Liz McKercher  
Watershed Coordinator  
Office of Water Quality Programs

Attachments

cc: David Lazarus, Manager of Watershed Programs  
File CO

## POTENTIAL NDZs for MIDDLE PENINSULA, VIRGINIA

Water bodies, which are impaired for shellfish consumption in the Middle Peninsula, are listed below. The water bodies are listed by county and placed in subgroups by receiving water and shellfish condemnation area. See, the Virginia Department of Health (VDH), Shellfish Sanitation website for maps and full listings of shellfish growing areas.<sup>1</sup> The VDH web-based map of pump outs and the *Guide to Cruising the Chesapeake Bay*<sup>2</sup> were used to identify pump out facilities in these water bodies. Any water body represented in **bold** appears to have a pump out within that shellfish growing area, and is therefore a highly feasible location for NDZ designation. Because ownership and services of marinas change frequently, this data would need to be confirmed with site visits and later by obtaining Certificates to Operate. Water bodies that are not bold require more investigation to determine if an NDZ is appropriate. Appendix A provides a Middle Peninsula map showing pump out locations, as well as impaired streams. Appendix B provides a list of the shellfish growing condemnation areas, nearby pump out facilities, and any notes on navigability observed via aerial photo. Appendix C provides a map with the VDH shellfish growing areas delineated. Appendix D presents a list of pump out facilities, which will need to be finalized during development of an NDZ application. Appendix E provides the Environmental Protection Agency checklist for NDZ applications.

### Essex County, Virginia

#### *Upper Rappahannock River*

1. **Hoskins Creek, Piccataway Creek**
2. **Bowler's Wharf**

### Gloucester County, Virginia

#### *Upper Piankatank River*

1. Tributary to Piankatank River, Harper Creek, Dancing Creek, Frenchs Creek, Ferry Creek

#### *Mobjack Bay*

2. upper North River, Elmington Creek, Back Creek, Belleville Creek, **Davis Creek**
3. upper Ware River, Wilson Creek
4. **Vaughns Creek, Free School Creek**
5. **Section M1 - Southwest Branch Severn River, Rowes Creek, Thorntons Creek, Heywood Creek**
6. Brown's Bay

#### *York River*

7. **Perrin River**
8. **Sarah Creek**
9. Timberneck Creek
10. Aberdeen Creek, Carter Creek, Cedarbush Creek

---

<sup>1</sup> <http://www.vdh.state.va.us/EnvironmentalHealth/Shellfish/closureSurvey/index.htm>

<sup>2</sup> Published by Chesapeake Bay Communications, Inc. 2003.

11. Fox Creek, Jones Creek
12. Poropotank Creek, Morris Bay, Adams Creek

### **King & Queen County, Virginia**

#### *York River*

1. Adams Creek, Poropotank Creek (need local input regarding navigability and boat use), Upper Morris Bay, York River at Tucker's Recreation Park and Marina
2. Hockley Creek (need local input regarding navigability and boat use), Mattoponi and Pamunkey rivers at confluence to the York River

### **Matthews County, Virginia**

#### *Piankatank River*

1. **Wilton Creek and Cobbs Creek**

#### *Rappahannock River and Milford Haven*

2. **Queens Creek (including Kenney Creek, Miller Cove, Winder Creek)**
3. **Lanes Creek**
4. **Milford Haven, Edwards Creek, Barn Creek**
5. **Gwynn Island and the Narrows**

#### *Chesapeake Bay*

6. **Stutts Creek (including Morris Creek, Hudgins Creek, Billups Creek, Hole in the Wall section C, Callis Creek, un-named areas known as section F and A in the shellfish condemnation maps)**
7. Whites Creek (including Stoakes Creek and Back Creek)
8. **Winter Harbor (note current condemnation only in vicinity of the WHH Marina)**
9. **Horn Harbor (including Doctors Creek)**
10. Dyer Creek and Jacks Creek (need local input regarding navigability of Jacks Creek)

#### *Mobjack Bay*

11. **Davis Creek**
12. **Weston Creek and Miles Creek, Whites Creek and Thomas Creek (need local input regarding navigability of section M1)**
13. **Put in Creek**
14. **East River and Woodas Creek**
15. **Upper North River, Elmington Creek, Back Creek, Belleville Creek**
16. **Greenmansion Cove (not including Davis Creek due to navigability limitations)**

### **Middlesex County, Virginia**

*There is currently one NDZ in this county, known as the Deltaville, VA NDZ. The Deltaville NDZ includes: Broad Creek, Jackson Creek and Fishing Bay Watersheds.*

#### *Rappahannock River*

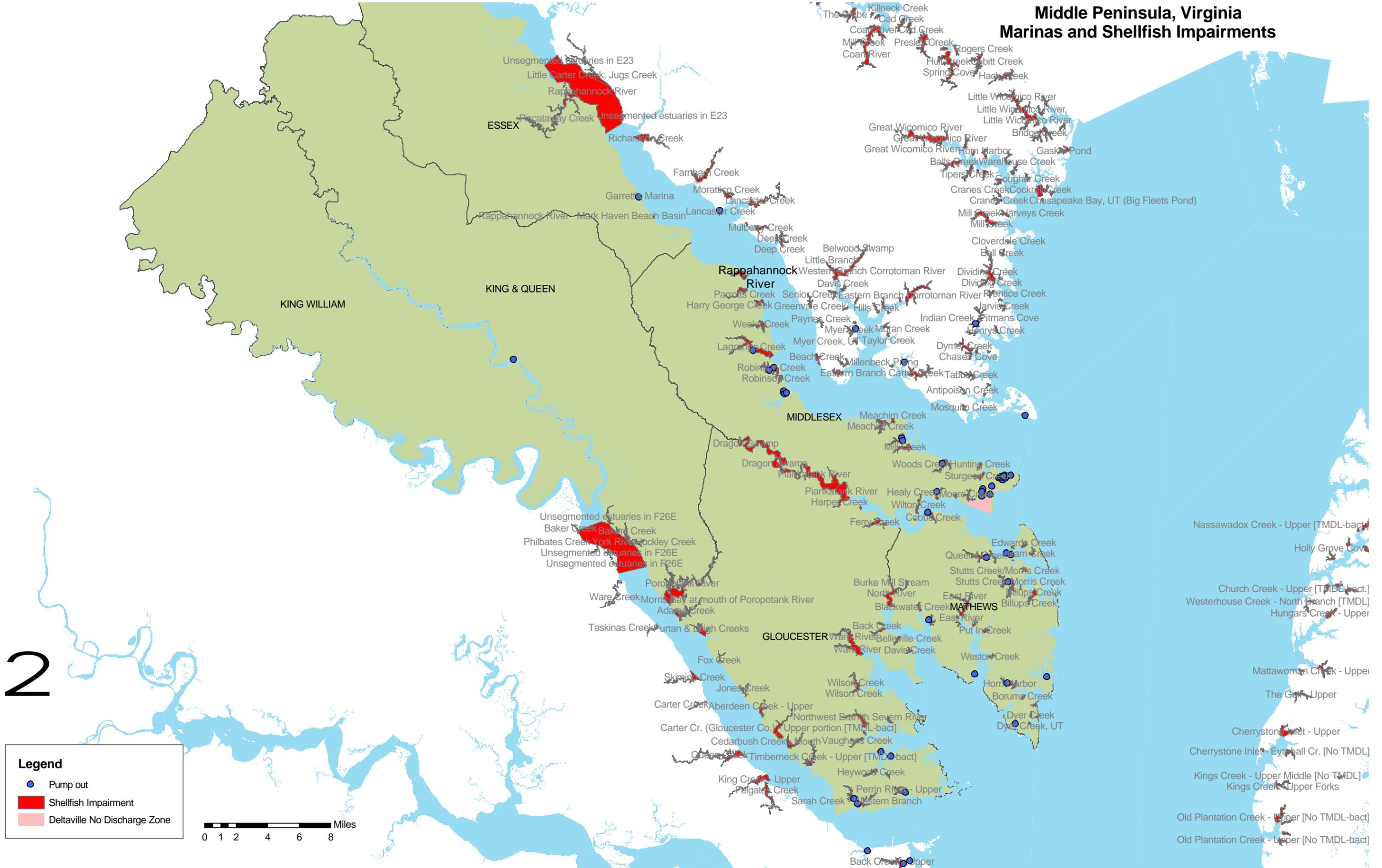
1. Parrotts Creek
2. **Lagrange Creek**
3. **Robinson Creek, Perkins Creek**

4. **Urbanna Creek**
5. Whiting Creek, portions of Rappahannock River shoreline
6. Meachim Creek and cove at Grey's Point Campground
7. **Mill Creek, Locklies Creek, Roane Cove**
8. **Bush Park Creek, Woods Creek**
9. Hunting Creek, Sturgeon Creek

*Piankatank River*

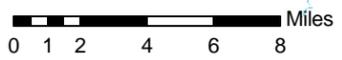
10. Moore Creek, Porpoise Cove, **Healy Creek**, Cores Creek, Piakatank River at Porpoise Cove
11. **Wilton Creek, Cobbs Creek**

# Middle Peninsula, Virginia Marinas and Shellfish Impairments



**Legend**

- Pump out
- Shellfish Impairment
- Deltaville No Discharge Zone



2

Nassawadox Creek - Upper [TMDL-bact]  
 Holly Grove Cove  
 Church Creek - Upper [TMDL-bact]  
 Westerhouse Creek - North Branch [TMDL]  
 Hungars Creek - Upper  
 Mattawoman Creek - Upper  
 The Gap - Upper  
 Cherrystone Inlet - Upper  
 Cherrystone Inlet - Eyringall Cr. [No TMDL]  
 Kings Creek - Upper Middle [No TMDL]  
 Kings Creek - Upper Forks  
 Old Plantation Creek - Upper [No TMDL-bact]  
 Old Plantation Creek - Upper [No TMDL-bact]



# MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

Saluda Professional Center, 125 Bowden Street, P.O. Box 286, Saluda, VA 23149-0286  
Phone: (804) 758-2311 FAX: (804) 758-3221  
Email: mppdc@mppdc.com Webpage: www.mppdc.com

## MEMORANDUM

### COMMISSIONERS

#### Essex County

Hon. Margaret H. Davis  
Hon. Edwin E. Smith, Jr.  
(Treasurer)  
Mr. David S. Whitlow

#### Town of Tappahannock

Hon. Roy M. Gladding

#### Gloucester County

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

#### King and Queen County

Hon. Sherrin C. Alsop  
(Vice Chair)  
Vacant  
Hon. James M. Milby, Jr.  
Mr. Thomas J. Swartzwelder

#### King William County

Mr. Trenton Funkhouser  
Mr. Eugene J. Rivara  
Hon. Cecil L. Schools  
Hon. Otto O. Williams

#### Town of West Point

Hon. Charles D. Gordon

#### Mathews County

Hon. Janine F. Burns  
Hon. O. J. Cole, Jr.  
Mr. Thornton Hill  
Mr. Stephen K. Whiteway

#### Middlesex County

Hon. Wayne H. Jessie, Sr.  
Hon. Carlton Revere  
Mr. Kenneth W. Williams

#### Town of Urbanna

Mr. John Bailey  
Hon. Donald Richwine

#### Secretary/Acting Director

Mr. Lewis L. Lawrence

**TO:** MPPDC Board of Commissioners  
**FROM:** Lewis Lawrence, Acting Executive Directors   
**DATE:** November 16, 2011  
**RE:** Commission By-Laws Amendment

At the October 26, 2011 Commission meeting, action was taken to increase the locality contribution rates. Counties would continue to pay an equal share as per the current By-Laws. Towns would continue to pay an equal share, but less than the 1/3 county contribution required by the current By-Laws. Thus this action necessitates an amendment to the By-Laws.

In order to amend the By-Laws, the Commission must table the proposal and resume the discussion at the next Commission meeting with a quorum present.

***As per Article VII – Amendment of By-Laws – “Any proposed amendment to these By-Laws shall be presented in writing to the members of the Commission at a regular Commission meeting. The amendment shall be tabled until the next regular Commission meeting at which a quorum is present, at which time action may be taken on the amendment.”***

The following language is proposed to change the MPPDC By-Laws:

### **ARTICLE IX Financial Obligations of Members**

Section 1. Each county within the Middle Peninsula Planning District who is a member of the Commission shall contribute equal funds to the Commission. The amount shall be determined through the Commission’s annual budgeting process.

Each town within the Middle Peninsula Planning District who is a member of the Commission shall contribute ~~equal funds to the Commission. The amount shall be equal to one third of the county rate~~ an amount to be determined through the Commission’s annual budgeting process.

The Commissioners may want to discuss the contribution increase with their Board Chairs and Mayors, County Administrators and Town Managers, and if their Board or Council meets before December 14, with their entire board. We ask that elected PDC Commissioners be prepared to inform the Commission at the December meeting as to the likelihood of the requested increase being approved by their Boards. Several Commissioners voiced doubts as to whether their locality would approve an increase in funding for FY13 due to economic stressors. Several of the localities have already begun to send budget request notifications. Most of the deadlines occur prior to the January Commission meeting date.

If you have any questions concerning this change or any other PDC issues, please give me a call at 804-758-2311.



**BY-LAWS  
OF THE  
MIDDLE PENINSULA PLANNING DISTRICT COMMISSION**

**ARTICLE I**

**Name**

The name of this organization is the Middle Peninsula Planning District Commission, hereinafter referred to as the "Commission." The Commission 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.

**ARTICLE II**

**Definitions**

- Section 1. "The Middle Peninsula Planning District" means the geographic section of Virginia which encompasses the Counties of Essex, Gloucester, King and Queen, King William, Mathews, and Middlesex.
- Section 2. "Year", as it applies to the Commission, shall be the fiscal year, July 1 to June 30.
- Section 3. "Charter Agreement" means the agreement of the governing bodies which established this Commission.

**ARTICLE III**

**Membership**

- Section 1. A three-fourths majority of the full Commission shall be required to recommend to the appointing governing body the removal of a Commission member from office.

## ARTICLE IV

### Officers

Section 1. Elections of officers shall be held annually at the June meeting of the Commission. Officers will be assumed commencing the following July 1 and shall be held for the ensuing fiscal year. If for any reason any office becomes vacant during the year, an election to fill the office shall be held at the next regular meeting of the Commission at which a majority of the members are present and the new officer, so elected, shall then complete the unexpired term of the officer he succeeded.

Section 2. Powers and duties of the officers:

- (a) Chairman: In addition to the well-recognized and inherent duties and powers of the office of Chairman, the Chairman shall sign all acts or orders necessary to carry out the will of the Commission. He shall have the authority to delegate any routine, ministerial function to a member or members of the staff. He shall preside over all meetings of the Commission except while he is addressing remarks to an issue before the Commission, if such remarks are not within the scope of authority inherent to a presiding officer. He shall be eligible to vote on all issues regardless of a tie vote. He is authorized to appoint standing and special committees and to appoint substitutes to serve on standing and special committees when any member of a committee is temporarily unable to serve. He shall also be authorized to countersign checks or drafts against the account of the Commission.
- (b) Vice-Chairman: In the absence of the Chairman, the Vice-Chairman shall be the Acting Chairman. (If no officer of the Commission is present, a temporary Chairman shall be elected). The Vice-Chairman or Acting Chairman shall be vested with authority to perform, in the absence of the Chairman, including those vested or delegated to the Chairman in the By-Laws and by any other action of the Commission.
- (c) Treasurer: The Treasurer shall be the disbursing officer for the Commission. He is authorized to countersign checks or drafts against the accounts of the Commission. He shall cause to be kept a record of money paid out and of receipts or vouchers to cover each expenditure. He shall be bonded in an amount sufficient to cover his responsibilities.

A brief financial report shall be made at each regular meeting of the Commission, and an audit and annual report shall be made as soon as possible after the end of the Commission's fiscal year.

(d) Secretary: The Secretary shall keep a record of all resolutions, proceedings, and actions of the Commission and give notice of all meetings and perform such other duties as the Commission may direct. The Secretary may be paid staff of the Commission.

(e) All checks drawn on the account of the Planning District Commission shall be signed by any two of the above officers. The prime countersigning officers shall be the Secretary and Treasurer. In the event the Secretary or Treasurer is unable to sign or cannot be contacted, the countersigning duties shall fall to one of the other officers.

Officers and the Director will have their signatures properly registered with the bank or banks which handle Commission accounts and shall be bonded for an appropriate amount.

## **ARTICLE V**

### **Committees**

Section 1. The Commission may establish any and as many standing committees as it deems desirable. A motion to establish a standing committee shall receive a majority of votes of the members present after which the Chairman shall then designate how the members to the committee shall be appointed.

Section 2. All policy committees shall be considered standing committees.

Section 3. The Chairman may from time to time establish such special committees as he deems desirable for the effective promulgation of Commission affairs and shall appoint the members thereto.

Section 4. One-half of the members of any committee shall constitute a quorum of the committee.

## **ARTICLE VI**

### **Meetings**

Section 1. Regular meetings shall be held on the fourth Wednesday of each month. Special meetings may be called by the Chairman at his discretion or must be called by the Chairman on petition of one-third of the Commission members. Meetings shall be at the offices of the Commission unless otherwise designated by the Chairman. The Chairman will establish an alternate meeting date to substitute for conflicts caused by Christmas and/or other holidays.

- Section 2. Members of the Planning District Commission may be reimbursed for expenses incurred in Commission-related activities.
- Section 3. Commissioners representing four (4) or more counties of the Middle Peninsula shall be required in order to constitute a quorum.
- Section 4. In making any recommendation, adopting any plan, or approving a proposal, action shall be taken by a majority vote of all members present. All votes, negative or affirmative, shall be recorded. No vote by any member of the Commission shall be construed as an official commitment of the agency or jurisdiction represented by the member.
- Section 5. In addition to all public hearings required by law, the Commission may hold public hearings when it decides that a hearing will be in the public interest.

## ARTICLE VII

### Amendment of BY-LAWS

Any proposed amendment to these By-Laws shall be presented in writing to the members of the Commission at a regular Commission meeting. The amendment shall be tabled until the next regular Commission meeting at which a quorum is present, at which time action may be taken on the amendment.

## ARTICLE VIII

### Staff

There shall be an Executive Director, appointed by the Commission, and such staff the Executive Director deems desirable, subject to the Commission's authorizing creation of the positions requested by the Executive Director.

## ARTICLE IX

### Financial Obligations of Members

Section 1. Each county within the Middle Peninsula Planning District who is a member of the Commission shall contribute equal funds to the Commission. The amount shall be determined through the Commission's annual budgeting process.

Each town within the Middle Peninsula Planning District who is a member of the Commission shall contribute ~~equal funds to the Commission. The amount shall be equal to one third of the county rate.~~ an amount determined through the Commission's annual budgeting process.

The local contribution of each governmental subdivision is due on July 1 of the current fiscal year and shall be paid by each governmental subdivision prior to July 31 of the same year.

- Section 2. An additional assessment may be made upon a governmental subdivision for specific, local and/or additional services which are requested by said governmental subdivision and which are not included in the Work Program adopted by the Commission. Such an assessment shall be agreed upon by and between the Commission and the appropriate governmental subdivision.
- Section 3. The Commission may receive contributions from the Commonwealth of Virginia in accordance with Section 15.1-1412, Article 2, Title 15.1, Chapter 34, Code of Virginia, 1950, as amended.
- Section 4. The Commission may make application for and accept loans and grants of money or materials or property at any time from any private or charitable source, or the United States of America, or the Commonwealth of Virginia, or any other agency or instrumentality thereof.
- Section 4.1. The signing of contracts subsequent to formal endorsement by the Commission shall be the responsibility of the Chairman.

## ARTICLE X

### Parliamentary Procedure

In all matters of parliamentary procedure not specifically covered by these By-Laws and the Charter Agreement, Robert's Rules of Order shall govern.

## ARTICLE XI

### Effective Date

These By-Laws shall become effective immediately upon adoption by the Commission.

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
Secretary  
Middle Peninsula Planning District  
Commission

\_\_\_\_\_  
Chairman  
Middle Peninsula Planning District  
Commission

