

# MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

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## COMMISSIONERS

### Essex County

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

### Town of Tappahannock

Hon. Roy M. Gladding

### Gloucester County

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

### King and Queen County

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

### King William County

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

### Town of West Point

Mr. John B. Edwards, Jr.  
Hon. James H. Hudson, III

### Mathews County

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

### Middlesex County

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

### Town of Urbanna

Hon. Donald Richwine

### Secretary/Director

Mr. Lewis L. Lawrence

## MEMORANDUM

**TO:** MPPDC Board of Commissioners

**FROM:** Lewis Lawrence, Executive Director 

**DATE:** February 20, 2013

**RE:** February Commission Meeting

The Middle Peninsula Planning District Commission will host its monthly meeting on Wednesday, February 27, 2013, at 7:00 p.m. in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda.

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

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

I look forward to seeing you on February 27<sup>th</sup>!

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

**7:00 P.M.**

**Wednesday, February 27, 2013**

**MPPDC Boardroom**

**Saluda, Virginia**

**AGENDA**

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

**ITEMS FOR DISCUSSION**

- VI. Presentation by Sandra Tanner, Virginia Tourism Corporation
- VII. Report on the Rural Transportation Planning FY14 Scope of Work and Adoption
- VIII. Report on MPCBPAA Property Donation
- IX. Adoption of the Middle Peninsula FY14 CDBG Priorities
- X. MPPDC March Quarterly Dinner Meeting – Rappahannock Community College, Glens Campus
- XI. Other Business
- XII. Adjournment

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## MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

January 23, 2013

Saluda, Virginia

The monthly meeting of the Middle Peninsula Planning District Commission was held in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda, Virginia on Wednesday, January 23, 2013, at 7:00 p.m. Vice Chairman Edwin Smith, Jr. (Essex County) welcomed everyone in attendance. Commissioners in attendance were: (Essex County) Gary Allen, Margaret "Prue" Davis, and A. Reese Peck; (Gloucester County) Dr. Maurice Lynch and John Northstein; (King William County) Travis Moskalski, Eugene Rivara, and Otto Williams; (Mathews County) O. J. Cole, Jr., Tim Hill, Charles Ingram, and Melinda Moran; (Middlesex County) Elizabeth Hurd, Wayne Jessie, Sr., and Matt Walker; (Town of Urbanna) Don Richwine; and (Town of West Point) John Edwards, Jr.

Vice Chairman Smith introduced Mr. A. Reese Peck, Essex County Administrator.

Guests in attendance were citizens from the region. Middle Peninsula Planning District Commission staff in attendance were Executive Director Lewis Lawrence, Administrative Assistant Beth Johnson, Secretary Rose Lewis, Planner Jackie Rickards, and Planner Harrison Bresee, III.

### **Approval of December Minutes**

Vice Chairman Smith asked whether there were any corrections or changes to the December Minutes. There were no corrections or changes to the December Minutes. Vice Chairman Smith requested a motion to approve the December Minutes. Dr. Maurice Lynch moved that the December Minutes be approved. John Northstein seconded the motion; motion carried.

### **Approval of December Financial Report**

Vice Chairman Smith asked whether there were any questions regarding the financial report before being approved subject to audit. There were no questions. Vice Chairman Smith requested a motion to approve the December Financial Report. Otto Williams moved to approve the December Financial Report subject to audit. Tim Hill seconded the motion; motion carried.

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

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

Mr. Lewis Lawrence, MPPDC Executive Director, reviewed the Executive Director's Report for January as follows:

- Spoke with Carolyn Howard, Draper Aden Associates, about information she received from the Virginia Department of Conservation and Recreation regarding future training for the Stormwater Management Program. She found that DCR will begin offering training in late spring 2013. Training will include three classes (i.e. stormwater plan review, stormwater inspector, and stormwater program administrator) and registration fees for each class will range from \$100-\$200. MPPDC staff advised MPPDC Stormwater Program working group participants via email about training and associated costs to inform upcoming budget discussions.
- Delegate Keith Hodges has introduced HB1448: Financing for repairs to failed septic systems -which authorizes a locality, by ordinance, to create a loan program to enable the repair of property owners' failed septic systems. Any such ordinance is required to describe the arrangement of the loan program, including any partnership with a planning district commission, and is permitted to provide for the repayment of the loan through water or sewer billings, real property tax assessments, or other billings. The bill authorizes other features of a loan program and permits a locality to set a minimum ownership interest or minimum level of proof of ownership of the property for situations in which it is extremely difficult or impossible to identify all of the people who have an ownership interest in the property. The bill is now in committee.
- Consulted with Delegate Keith Hodges concerning the proposal to amend the Virginia Ground Water Management Act to include the Middle Peninsula as a regulated area. Discussed funding, staffing, and permitting requirements which could slow economic development within the Middle Peninsula.
- Discussed a proposal to study the transportation impacts of sea level rise on the VDOT secondary roads system in low lying areas within the Middle Peninsula. A proposal is being drafted by Dr. James Lambert at the University of Virginia.
- Consulted with Paul Koll, Gloucester County Building Official, on an issue related to how the Universal Building Code would recognize a floating structure located within the territorial boundary of a locality. Followed up with the Department of Housing and Community Development, the state agency tasked with overseeing the state wide building code. Discussed various permitting issues and concerns. The Department is researching the question further.

- Attended the State Water Control Board Public Meeting on the expansion of the Eastern Virginia Ground Water Management Area held on January 14 at the Rappahannock Community College Warsaw Campus.
- Consulted with John Morris of Beal Etherington and Morris concerning legal research parameters for ditches identified as problems by Gloucester, Mathews and Middlesex Counties. Mr. Morris has requested a description of the legal research need and will prepare a draft contract for research services.
- Discussed Gloucester County developing a Safe Routes to School (SRTS) Program with Robert Williams, Safe Routes to School Coordinator for the Virginia Department of Transportation (VDOT). Anne Ducey-Ortiz, Gloucester County Planning Director, contacted MPPDC staff in December 2012 about the possibility of developing an SRTS program for the County after she had an inquiry from Shirley Chirch, Environmental Health and Safety Manager for Gloucester County Public Schools. A group of students that live in a neighborhood close to the High School are interested in walking to school and would benefit from sidewalks being installed from their neighborhood to the High School. The Safe Routes to School Program is a federally-funded program created under Section 1404 of the 2005 Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) administered by VDOT.
- Contacted County Administrators or Local Planners in all Middle Peninsula jurisdictions for their comprehensive plan update schedules to report the information to the Virginia Department of Transportation (VDOT). Legislation passed in the 2012 Virginia General Assembly session required all jurisdictions in the Commonwealth to notify VDOT of their schedules to update their comprehensive plans. The deadline for jurisdictions to provide that information to VDOT was January 1, 2013. As part of the Rural Transportation Planning Program, MPPDC staff are diligent when coordinating between local jurisdictions and state transportation agencies to ensure all deadlines are met in a timely fashion, local jurisdictions are represented in state transportation plans and programs, and all parties are aware of transportation planning initiatives.
- Corresponded with Anne Ducey-Ortiz, Gloucester County Planning Director, and John Shaw, Mathews County Planning Director, about the upcoming February 1, 2013 Transportation Alternatives Program (TAP), previously the Transportation Enhancement Program (TE), grant application deadline. The Program will only be accepting applications for future phases of existing projects that have already been awarded funding under the old TE Program on February 1<sup>st</sup>, and the counties of Gloucester and Mathews are the only jurisdictions in the Middle Peninsula Region that have existing projects in the queue. On June 29, 2012, Congress passed "Moving Ahead for Progress

in the 21st Century” (MAP-21). In MAP-21, several programs were combined including many of the prior Transportation Enhancement (TE) activities. The Commonwealth Transportation Board (CTB) has established an interim policy to guide their selection of projects for this next round (Fiscal Year 2014 funds). This includes accepting applications for existing Enhancement (TE) projects only. For more information on the Transportation Assistance Program (TAP) please go to:

<http://www.viriniadot.org/business/prehancegrants.asp>.

- Received phone call from Eva Lowe, Middlesex County Health Department, regarding hydraulic failure of septic system installed under 930 GMP waiver and financed by MPPDC program in 2011. Discussed potential of MPPDC to fund construction of additional drain lines.
- Consulted with Martha Lowe, Brooks Law, regarding status of heir property case. A Mathews County resident had been working with local attorney to clear title to allow MPPDC to provide assistance for septic repair. After working with attorney for 9 months and clearing liens from property, one heir refused to relinquish claim to property leaving no avenue for assistance to be provided. Funding that had been set aside for this repair was released to be available for other homeowners.
- Prepared a contract and project schedule for the update of the Town of Tappahannock’s Comprehensive Plan and submitted it to Lewis Lawrence, MPPDC Executive Director, for review. The Town contracted with the MPPDC for their 2007 comprehensive plan update and desire to do the same for their next update.
- Discussed contracting with Essex County for their next comprehensive plan update with Jeff Hodges, Essex County Planning Director. The County is interested in the MPPDC providing assistance with their comprehensive plan update as soon as possible. Having the MPPDC coordinate the updates of the Town of Tappahannock’s and Essex County’s comprehensive plan updates over the same time period will allow each jurisdiction to consider what the other is doing in their updates.

### **Public Comments**

Vice Chairman Smith opened the meeting for public comments. There were no public comments.

### **Review of PDC Commission Handbook for New Commissioners**

Newly appointed to the MPPDC Board for 2013 are Essex County Administrator A. Reese Peck and Gloucester County Board of Supervisor Ashley Chriscoe.

One of the strategic themes identified in the MPPDC Strategic Plan was that the Commission as a whole should have the opportunity to better understand the work of the Commission. A MPPDC handbook is given to each Board member at their first meeting to provide an overview of the work of the Commission and role of the Commissioners. Mr. Lawrence distributed “Commissioner’s Priorities” at each chair and reviewed the five priority questions. The Commissioners were asked to answer each question to assist the MPPDC staff with its annual work program design.

**Legislative Discussion-Open Discussion**

Vice Chairman Smith opened the meeting for legislative discussion from the Board members. Discussion held regarding:

- (a) Gloucester County mandatory sewer hookup. Mr. Lawrence said that he is talking with Gloucester County Administrator Brenda Garton and Delegate Keith Hodges regarding mandatory sewer hookup in Gloucester County.
- (b) House Bill 1488. Local implementation of stormwater management program delays the date that local governments will have to assume responsibility for administering the stormwater management program from July 1, 2014 to July 1, 2015.
- (c) School Boards retaining end-of-year funds. This will take authority from the local governing bodies.

**Virginia Employment Commission: Middle Peninsula Commuting Patterns and Wage Discussion**

MPPDC Executive Director Lewis Lawrence presented a PowerPoint presentation titled, “*Comprehensive Plans: A Reflection of Locality Values and Realities.*” All Comprehensive Plans are required by State Code § 15.2-2230. The Plan is the community’s vision for itself to best promote the health and safety of the inhabitants; guides future growth and development; includes a transportation plan, and includes maps that show long-range recommendation for development of historical areas, and protection areas.

All of the Comp Plans in the Middle Peninsula were collected and compiled into one document which was then assembled into a “Word Cloud.” A Word Cloud is a graphical representation of word frequency in a document. The word “development” showed up more frequently than any other word in the nine Middle Peninsula locality Plans. Mr. Lawrence said that there was no mention of “economic development” (regarding to job creation, employment, economic growth, etc.) in the Word Cloud thereby indicating that those concepts, while oft touted as being important are a rare component in any of the Middle Peninsula locality comprehensive plans.

The Virginia Department of Rail and Public Transportation State of the Commute in 2007 reported that the Middle Peninsula workforce outcommute rate of 48% was the highest in the Commonwealth. Data reported in the VEC Middle Peninsula Community Profile reports the current Middle Peninsula outcommute rate at 71%. Data reported in the Virginia Workforce Connection Labor Market Data shows workers employed in the Middle Peninsula have the lowest average wage in the state at \$567 as opposed to a state average of \$952. Mr. Lawrence said that these statistics indicate a real need to increase both employment and wages in the region.

Mr. Lawrence said that he met with Dr. Sissy Crowther, President of Rappahannock Community College, and the college has been redesigned with high tech leverage to assist the workforce in the future, but the question is whether they will be able to stay in the Middle Peninsula to work.

Discussion was held regarding education and educators, CEDS program funding, and increasing wages and employment opportunities in the region.

### **FY 13 Budget Amendment**

MPPDC Administrative Assistant Beth Johnson reviewed the MPPDC FY13 Budget amendment. There is an increase in Revenue (\$102,843.00) due mostly to the addition of the DCR Stormwater Management project and the DEQ Living Shorelines project. There is an increase in Expenditures (\$81,092.10) due to increased staffing, decreased renegotiated contracts, and increased contractual obligations. The bottom line was to decrease the amount needed from the General Fund for FY13 by \$29,836.

Vice Chairman Smith requested a motion to amend the FY13 budget. Dr. Maurice Lynch moved to amend the FY13 budget. Eugene Rivara seconded the motion; motion carried.

### **Adoption of 2013 MPPDC Meeting Schedule**

Vice Chairman Smith said the 2013 meeting schedule for the MPPDC Board will as usual be to meet on the fourth Wednesday of each month. In November and December the meetings will be held on the third Wednesday of each month due to holidays. There is no Board meeting scheduled in August. Vice Chairman Smith requested a motion to approve the 2013 meeting schedule of the MPPDC. Don Richwine moved to approve the 2013 meeting schedule of the MPPDC. Tim Hill seconded; motion carried.

### **Appointment of Overall Program Design and Budget Committee**

Vice Chairman Smith appointed the Overall Program Design and Budget Committee (OPD&B). The Committee will consist of the members of the Executive Committee and two past Chairs of the MPPDC. The OPD&B Committee members

are Chair Sherrin Alsop, Vice Chairman Edwin Smith, Jr., Treasurer Otto Williams, and past chairmen Gary Allen and Dr. Maurice Lynch.

The OPD&B Development schedule was distributed. The adoption of the budget will be presented at the June 26<sup>th</sup> meeting.

**Executive Session to Discuss Personnel Issues as Permitted by Virginia Code §2.2-3711**

Vice Chairman Smith requested a motion to go into Executive Session. Tim Hill moved that the Commission convene in closed session to discuss issues concerning personnel matters permitted by Virginia Code §2.2-3711. Wayne Jessie, Sr., seconded the motion; motion carried.

MPPDC Vice Chairman Smith took Roll Call vote.

Mr. R. Gary Allen, Aye	O. J. Cole, Jr., Aye
Margaret Davis, Aye	Tim Hill, Aye
A. Reese Peck, Aye	Charles Ingram, Aye
Edwin Smith, Jr., Aye	Melinda Moran, Aye
Dr. Maurice Lynch, Aye	Elizabeth Hurd, Aye
John Northstein, Aye	Wayne Jessie, Aye
Travis Moskalski, Aye	Matthew Walker, Aye
Eugene Rivara, Aye	Donald Richwine, Aye
Otto Williams, Aye	John Edwards, Jr., Aye

Vice Chairman Smith requested a motion to return to open session. Otto Williams moved to return to open session. Gary Allen seconded the motion; motion carried.

MPPDC Vice Chairman Smith took Roll Call vote.

Mr. R. Gary Allen, Aye	O. J. Cole, Jr., Aye
Margaret Davis, Aye	Tim Hill, Aye
A. Reese Peck, Aye	Charles Ingram, Aye
Edwin Smith, Jr., Aye	Melinda Moran, Aye
Dr. Maurice Lynch, Aye	Elizabeth Hurd, Aye
John Northstein, Aye	Wayne Jessie, Aye
Travis Moskalski, Aye	Matthew Walker, Aye
Eugene Rivara, Aye	Donald Richwine, Aye
Otto Williams, Aye	John Edwards, Jr., Aye

Gary Allen moved that the Commission certify that to the best of each member's knowledge; (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard,

discussed, or considered in the meeting by the public body. Otto Williams seconded the motion; motion carried.

Vice Chairman Smith took Roll Call vote.

Mr. R. Gary Allen, Aye  
Margaret Davis, Aye  
A. Reese Peck, Aye  
Edwin Smith, Jr., Aye  
Dr. Maurice Lynch, Aye  
John Northstein, Aye  
Travis Moskalski, Aye  
Eugene Rivara, Aye  
Otto Williams, Aye

O. J. Cole, Jr., Aye  
Tim Hill, Aye  
Charles Ingram, Aye  
Melinda Moran, Aye  
Elizabeth Hurd, Aye  
Wayne Jessie, Aye  
Matthew Walker, Aye  
Donald Richwine, Aye  
John Edwards, Jr., Aye

Vice Chairman Smith requested a motion to adopt a new position description for Beth Johnson as Chief Financial Officer with 10% adjustment base pay. Tim Hill moved to adopt new position description for Beth Johnson as Chief Financial Officer with 10% adjustment base pay. Donald Richwine seconded the motion; motion carried.

Vice Chairman Smith took Roll Call vote.

Mr. R. Gary Allen, Aye  
Margaret Davis, Aye  
A. Reese Peck, Aye  
Edwin Smith, Jr., Aye  
Dr. Maurice Lynch, Aye  
John Northstein, Aye  
Travis Moskalski, Aye  
Eugene Rivara, Aye  
Otto Williams, Aye

O. J. Cole, Jr., Aye  
Tim Hill, Aye  
Charles Ingram, Aye  
Melinda Moran, Aye  
Elizabeth Hurd, Aye  
Wayne Jessie, Aye  
Matthew Walker, Aye  
Donald Richwine, Aye  
John Edwards, Jr., Aye

**Other Business**

- (1) Distributed to the Board was a handout regarding “Oil, gas drilling sparks hope, concern in Virginia’s Coastal Plain.”
- (2) MPPDC Executive Director Lewis Lawrence reminded the Board of the VAPDC 2013 Winter Conference that will be held in Richmond, Virginia on January 31-February 1, 2013.

**Adjourn**

Vice Chairman Smith requested a motion to adjourn. Otto Williams moved to adjourn. Donald Richwine seconded the motion; motion carried.

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**(Secretary)**

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# Project Financial Report

Middle Peninsula Planning District Commission

Run Date: 02/08/2013  
 Run Time: 4:20:26 pm  
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Period Ending: 01/31/13

		Expenditures						
Code	Description	Budget	Curr Month	Project Total	Un/Over	% Budget	Revenues	Balance
30008	FY13 Local Programs	148,597.00	1,003.10	79,115.47	69,481.53	53.24%	133,700.64	54,585.17
30010	Local PAA Stewardship/	17,000.00	0.00	12,167.98	4,832.02	71.58%	17,000.00	4,832.02
30013	EE&CBG Project	3,889.00	89.35	999.61	2,889.39	25.70%	1,116.75	117.14
30015	Tappahannock Comp Plan	11,200.00	0.00	0.00	11,200.00	0.00%	0.00	0.00
30170	MPBDP FY12 Staff Sup	13,825.00	393.71	5,680.28	8,144.72	41.09%	6,348.50	668.22
30208	Transportation Demand M	224,000.00	6,122.69	38,810.02	185,189.98	17.33%	44,033.79	5,223.77
30310	FY13 Rural Transportati	72,500.00	4,294.78	40,191.95	32,308.05	55.44%	35,899.79	-4,292.16
30420	Onsite Loan Management	105,940.14	362.83	98,915.29	7,024.85	93.37%	108,233.63	9,318.34
30423	VCWRFR Onsite Fund	82,500.00	250.00	30,429.31	52,070.69	36.88%	45,929.91	15,500.60
30426	WQIF 2010	102,883.00	916.55	78,663.86	24,219.14	76.46%	63,959.65	-14,704.21
30427	Failing Septic Heir Proper	7,091.00	-21.98	7,271.61	-180.61	102.55%	7,091.00	-180.61
30502	Water Supply Planning	107,526.97	0.00	107,526.97	0.00	100.00%	153,950.00	46,423.03
31002	GA Lobby FY09	0.00	0.00	18,247.75	-18,247.75	0.00%	24,000.00	5,752.25
31404	Dragon Run Day	5,791.62	0.00	5,791.62	0.00	100.00%	6,830.34	1,038.72
31410	FY11 Dragon SAMP	25,000.00	-53.45	24,945.07	54.93	99.78%	21,694.27	-3,250.80
32007	PAA Administration	102,356.84	1,200.00	92,174.24	10,182.60	90.05%	105,869.40	13,695.16
32118	FY12 Coastal TA	60,000.00	-301.22	62,332.35	-2,332.35	103.89%	60,000.00	-2,332.35
32119	Land & Water Quality Pr	50,000.00	-326.67	52,464.73	-2,464.73	104.93%	50,000.00	-2,464.73
32120	FY13 Coastal TA Task 44	60,000.00	3,369.08	23,516.91	36,483.09	39.19%	10,077.02	-13,439.89
32121	Land & Water Quality Pr	50,000.00	2,686.56	15,984.91	34,015.09	31.97%	0.00	-15,984.91
32122	Living Shorelines	49,858.00	2,729.67	6,088.43	43,769.57	12.21%	1,680.01	-4,408.42
32123	Stormwater Management (	297,786.00	7,642.75	16,009.21	281,776.79	5.38%	2,753.87	-13,255.34
32201	PAA Perrin River WW P	15,000.00	-108.29	15,770.75	-770.75	105.14%	15,000.00	-770.75
32202	Working Waterfronts Co	43,118.00	2,406.29	21,013.35	22,104.65	48.73%	13,891.06	-7,122.29
32203	Working Waterfronts De	6,000.00	0.00	6,005.29	-5.29	100.09%	6,000.00	-5.29
32204	WW Coalition Summit A	46,341.00	2,827.43	2,827.43	43,513.57	6.10%	0.00	-2,827.43
33000	MP Comprehensive Econ	120,000.00	4,012.10	91,035.16	28,964.84	75.86%	69,122.37	-21,912.79
<b>Totals:</b>		<u>1,828,203.57</u>	<u>39,495.28</u>	<u>953,979.55</u>	<u>874,224.02</u>	<u>52.18%</u>	<u>1,004,182.00</u>	<u>50,202.45</u>

# Balance Sheet by Category

Middle Peninsula Planning District Commission

Run Date: 2/8/13  
Run Time: 4:21:17 pm  
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Period Ending: 01/31/13  
Format: 1 Board

## Assets:

Cash in Bank	609,229.66
Receivables	275,222.85
Property & Equipment	10,125.66

**Total Assets:**

**\$894,578.17**

## Liabilities:

Accounts Payable	3,801.42
VRA Loan Payables	127,179.90
Payroll Withholdings	5,294.18
Accrued Leave	21,754.88
Cost Allocation Control	5,109.36

**Total Liabilities:**

**\$163,139.74**

## Equity:

Local Initiatives/Information Resources	65,169.44
Economic Development	-18,911.64
Transportation Programs	931.61
Onsite Repair & Pumpout	9,944.76
Housing	117.69
Coastal Community & Environmental	-51,026.74
Mandates	46,428.34
Temporarily Restricted	188,479.87
General Fund Balance	490,305.10

**Total Equity:**

**\$731,438.43**

**Total Liabilities and Equity**

**\$894,578.17**

**Balance:**

**\$0.00**

## Agencywide R&E by Category

Middle Peninsula Planning District Commission

Run Date: 02/08/2013  
Run Time: 4:22:13 pm  
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Period Ending: 01/31/13  
Format: 1 Agencywide R&E  
With Indirect Cost Detail

Code & Description	Budget	Current	YTD	Un/Ovr	% Bud
<b>Revenues</b>					
Local Match	123,097.00	0.00	64,284.08	58,812.92	52.22%
Local Annual Dues	109,899.00	0.00	109,899.00	0.00	100.00%
Local Other Revenues	7,070.00	0.00	74,812.02	-67,742.02	1,058.16%
State Revenues	208,537.00	37,740.00	123,964.82	84,572.18	59.45%
Federal Revenues	220,359.00	14,167.38	105,113.55	115,245.45	47.70%
Miscellaneous Income	15,400.00	760.69	14,171.18	1,228.82	92.02%
Onsite Loan Program Income	10,150.00	649.34	14,608.29	-4,458.29	143.92%
PAA Program Income	1,000.00	25.00	1,100.00	-100.00	110.00%
<b>Revenues</b>	<b>695,512.00</b>	<b>53,342.41</b>	<b>507,952.94</b>	<b>187,559.06</b>	<b>73.03%</b>
<b>Expenses</b>					
Personnel	376,566.00	37,537.85	235,655.28	140,910.72	62.58%
Facilities	30,164.00	3,086.67	17,796.84	12,367.16	59.00%
Communications	4,500.00	292.78	2,335.12	2,164.88	51.89%
Equipment & Supplies	7,263.00	276.31	3,026.14	4,236.86	41.67%
Travel	5,750.00	398.08	2,876.59	2,873.41	50.03%
Professional Development	12,610.00	560.99	8,644.51	3,965.49	68.55%
Contractual	107,200.00	2,588.75	87,857.51	19,342.49	81.96%
Miscellaneous	54,857.00	4,400.31	32,823.39	22,033.61	59.83%
Regional Share	123,097.00	0.00	64,284.08	58,812.92	52.22%
<b>Expenses</b>	<b>722,007.00</b>	<b>49,141.74</b>	<b>455,299.46</b>	<b>266,707.54</b>	<b>63.06%</b>
<b>Agency Balance</b>	<b>-26,495.00</b>	<b>4,200.67</b>	<b>52,653.48</b>		

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# Middle Peninsula Planning District Commission



## MPPDC General Fact Sheet

### WHAT IS MPPDC?

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

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

### BACKGROUND

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

### WHAT DOES MPPDC DO?

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

### HOW ARE DECISIONS MADE AT MPPDC?

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

### QUICK FACTS

#### Region at Glance

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

➤ 888,064 Acres of Land

➤ 90,826 People

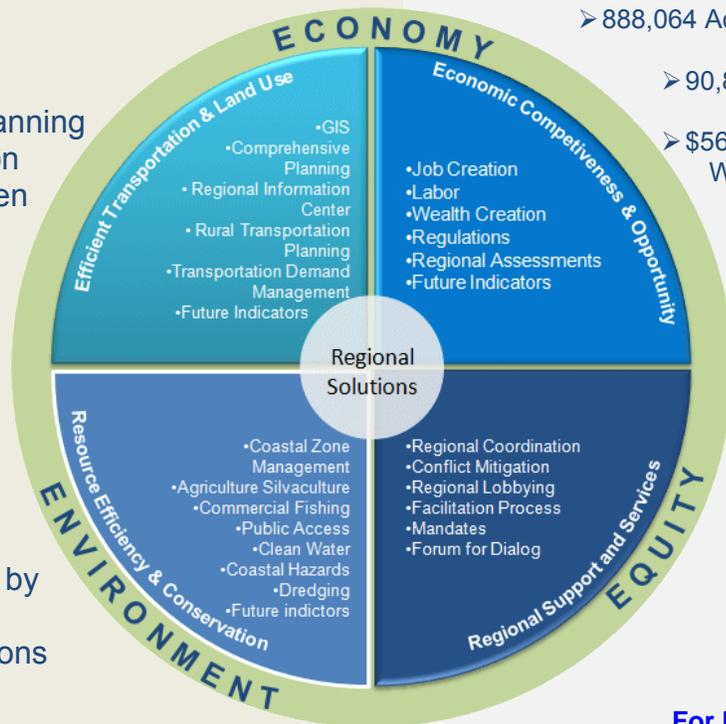
➤ \$567 Average Weekly Wage (State=\$952)

➤ 71% Out Commute Rate

#### By the Numbers

➤ 1.1% Total State Population

➤ \$50,001 Median Household Income



#### For More Information:

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

Please visit the MPPDC website at:

[www.mppdc.com](http://www.mppdc.com)

# Regional Profile:

## 2000-2011 Demographic Information

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



Population Trends				Median Household Income and Unemployment Rate <sup>1</sup>			
Locality	Total Population		Population Growth from 2000-2010	Median Income Estimates		Unemployment Rate Estimates	
	2000	2010		2006-2010	2007-2011	2006-2010	2007-2011
Essex	9,989	11,151	12%	\$46,235	\$44,581	9.0%	8.2%
Gloucester	34,780	36,858	6%	\$58,389	\$60,269	6.5%	5.9%
King & Queen	6,630	6,945	5%	\$44,442	\$48,170	8.6%	7.4%
King William	13,146	15,935	21%	\$64,964	\$64,982	7.3%	6.7%
Mathews	9,207	8,978	-2%	\$47,435	\$54,118	5.9%	6.0%
Middlesex	9,932	10,959	10%	\$50,207	\$53,615	7.4%	6.4%
Town of Tappahannock	2,138	2,375	11.1%	\$39,149	\$35,313	6.6%	7.6%
Town of Urbanna	543	476	-12.3%	\$44,813	\$45,682	1.5%	4.5%
Town of West Point	2,866	3,306	15.4%	\$51,979	\$52,768	7.4%	9.5%
<b>Region Total</b>	<b>83,684</b>	<b>90,826</b>	<b>9%</b>	<b>\$49,735</b>	<b>\$51,055</b>	<b>7.6%</b>	<b>6.5%</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 & the American Community Survey 5-year Estimates

# MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

## Staff Activities Service Summary of Regional Progress

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

Report on Mandated Initiatives			
Localities	Water Supply Planning		Stormwater Management
	Support staff: Clara Start Date: 7/2008 Completion Date: 6/2011		Support staff: Jackie Start Date: 12/2015 Completion Date: 6/2014
	Participating Localities	Current Status	Current Status
Essex	✓	Awaiting review by DEQ	Local/regional program under development
Gloucester	NA	NA	Local/regional program under development
King and Queen	✓	Awaiting review by DEQ	Local/regional program under development
King William	✓	Awaiting review by DEQ	Local/regional program under development
Mathews	✓	Awaiting review by DEQ	Local/regional program under development
Middlesex	✓	Awaiting review by DEQ	Local/regional program under development
Town of West Point	✓	Awaiting review by DEQ	Local/regional program under development
Town of Urbanna	✓	Awaiting review by DEQ	Local/regional program under development
Town of Tappahannock	✓	Awaiting review by DEQ	Local/regional program under development
Region			Received clarification from DCR regarding regional stormwater planning

**Middle Peninsula Planning District Commission  
Executive Director's Report of Regional Progress  
February 15, 2013**

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

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

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

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

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

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

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

**The Association for Commuter Transportation (ACT) (Telework Council Secretary):** ACT is the premier association for professionals and organizations whose focus is the delivery of commuting options and solutions for an efficient transportation system. The Telework Council is composed of employer representatives, regional transportation, air quality and planning officials, as well as state and local government officials concerned with promoting telework and providing telework information and technical assistance to employers (MPPDC Staff 5 years+)

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

**Middle Peninsula Northern Neck Coordinated Human Services Mobility Committee:** provides direction for a unified comprehensive strategy for transportation service delivery in the Middle Peninsula and Northern Neck Planning Districts focused on unmet transportation needs of seniors, people with disabilities, and people with low incomes. (MPPDC Staff 7 years)

## MPPDC Staff and Contact Information

### **Executive Director: Lewis Lawrence**

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

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

### **Finance Director: Beth Johnson**

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

Programs: *Commuter/ Employer Transportation Services, Septic Repair & Pumpout Assistance, Revolving Loan Programs Administration, 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*

### **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*

### **Planner 2: Jackie Rickards**

Contact Info: [jrickards@mppdc.com](mailto:jrickards@mppdc.com) (804) 758-2311x23 (215) 264-6451 cell

Programs: *Stormwater Management*

### **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. The jurisdictions of Essex, King and Queen, King William, Mathews, Middlesex, Tappahannock, Urbanna and West Point opted to prepare a regional plan with assistance from Middle Peninsula Planning District Commission staff and EEE Consulting, an environmental consulting firm. The Regional Plan was completed and submitted to the Virginia Department of Environmental Quality for compliance review by the November 2, 2011 deadline for Regional Plan submission.*

### **Project 32123 DCR Stormwater Management**

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

- Reviewed the draft regional Staffing & Budget Plan and the Stormwater Management Draft Ordinance developed by Carolyn Howard, Draper Aden Associates. The Draft Staffing and Budget Plan includes a Budget and Revenue Summary, Prorate Share of Costs, and Current Data supplied by the localities. All documents were forwarded to localities for review and feedback. A local Staffing & Budget Plan will be developed next for comparison purposes.
- Prepared documents for meeting 3 of the MPPDC Stormwater Regional Program Develop working Group scheduled for February 14, 2013.
- Registered and attended the A Collaborative Summit: Protecting Water Quality through Actions on Urban-Suburban Properties on February 13, 2013. The summit focused on three conversations all relating to protecting water quality, including (1) Regulation/Funding/Accountability; (2) Education/Training/Outreach, and (3) Installations/Design /Maintenance.
- Registered for a 2013 Stormwater Seminar - Cost of Compliance: BMP Planning, Cost and Maintenance Considerations that will take place in Richmond, VA on March 19, 2013.
- Hosted the third meeting of the MPPDC Stormwater Program Development Working Group on February 14, 2013. At this meeting MPPDC localities reviewed a Draft Stormwater Ordinance as well as a Regional Budget and Staff Plan. With feedback from localities, Draper Aden & Associates and MPPDC staff will work to finalize the draft ordinance and the budget and staffing plan for submission to Department of Conservation and Recreation by April 1, 2013.

- Updated the MPPDC website about the progress being made on the development of a stormwater management program as well as important dates.

**IMPORTANT UPDATES:**

- **CLARIFICATION – Local governments are, in fact permitted to submit their draft stormwater programs through a PDC or other regional entity. The only caveat is that the locality must ultimately adopt and enforce their own ordinance. With regard to implementation of their programs, they may partner with PDCs, Districts and other localities on plan reviews and inspections.**
- On behalf of localities, MPPDC staff /Draper Aden Associates will submit the following information to DCR by the April 1, 2013 deadline:
  - (1) The local point of contact that will accept registration statements and conduct plan review, inspections and enforcement;
  - (2) A Draft local Virginia Stormwater Management Program (VSMP) ordinance; and
  - (3) A draft funding and staffing plan.

- Discussed engineering design services procured for Essex County under the National Fish and Wildlife Foundation award to MPPDC with Reese Peck, Essex County Administrator. Advised the project managers with Draper Aden to contact Mr. Peck to discuss services available under the grant award.
- Requested assistance from Joan Salvati, Department of Conservation and Recreation- Director for Local Implementation Stormwater, concerning confusion over local program development for Counties of Essex, Gloucester, Mathews, Middlesex, King and Queen, King William, and the Towns of Urbanna, Tappahannock, and West Point and regional program compliance. Received the following from Mrs. Salvati:

*I would like to provide some clarification regarding regional approaches to address the stormwater management regulations. Local governments are, in fact permitted to submit their draft stormwater programs through a PDC or other regional entity. Provision for regional approaches was specifically allowed in DCR's recent program development grant. The only caveat is that the localities must ultimately adopt and enforce their own ordinances. With regard to the implementation of their programs, they may partner with PDCs, Districts, and other localities on plan review and inspection.*

**INFORMATION RESOURCES/ASSISTANCE**

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

- Updated [www.mppdc.com](http://www.mppdc.com) website – meeting notices, reports.

**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. Remaining resources will be utilized to provide mechanisms to assist heir property owners the ability to access MPPDC Septic Repair Program resources.*

- **HB 1448 Financing for repairs to failed septic systems. Passed House on 2/5/13. Passed Senate 2/15/13.** *Authorizes a locality, by ordinance, to create a loan program to enable the repair of property owners' failed septic systems. Any such ordinance is required to describe the arrangement of the loan program, including any partnership with a planning district commission, and is permitted to provide for the repayment of the loan through water or sewer billings, real property tax assessments, or other billings. The bill authorizes other features of a loan program and permits a locality to set a minimum ownership interest or minimum level of proof of ownership of the property for situations in which it is extremely difficult or impossible to identify all of the people who have an ownership interest in the property.*
- Prepared the final report and final summary for the Virginia Coastal Zone Management Program project FY'11 Dragon Run SAMP project. This project focused on outreach, watershed locality support, conservation easement policy development and failing septic systems on heir properties.
- Mailed hard copies of final and semifinal reports to April Bahen, Grants Manager, Virginia Coastal Zone Management Program at DEQ, and posted final report on MPPDC website – [http://www.mppdc.com/articles/reports/FINAL\\_DRAGON\\_RUN\\_REPORT\\_RED.PDF](http://www.mppdc.com/articles/reports/FINAL_DRAGON_RUN_REPORT_RED.PDF)

**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.*

- Consulted with Lewie Lawrence, MPPDC Executive Director, regarding VACorp insurance coverage and new PAA acquisitions.
- Contacted Virginia Power regarding establishing electrical service to two (2) meters for buildings at newly acquired PAA property in Gloucester County. Faxed IRS letter and copy of enabling legislation to confirm MPCBPAA as political subdivision. Electrical service established 2/14/13
- Collected year end hunter sign-in sheets from the Browne Tract in King and Queen and Essex Counties and the Haworth Tract in King and Queen County for the purpose of tracking user interest in PAA lands.

- Continued consultation with James Laird, owner of a waterfront plantation in Gloucester County, about a possible private donation of property to the Middle Peninsula Chesapeake Bay Public Access Authority.
- Received a follow up call from Mr. Laird. Authorization was given to prepare deeds of gift from Mr. Laird to the Middle Peninsula Chesapeake Bay Public Access Authority. The gift includes vacant land valued at \$91,000 and various dwellings and structures valued at \$1,463,300.
- Met with Lynn McDaniel, General Manager for Virginia Interactive, a Virginia corporation sanctioned by the Virginia General Assembly currently under contract with VITA to explore strategies and tools to reduce the cost of local government services using e-permitting and e-fee collection strategies. Discussed how the Middle Peninsula Chesapeake Bay Public Access Authority may be able to utilize Virginia Interactive services to enhance hunter registration on lands owned by the PAA.
- Consulted with John Davey, DCR contract staff, on issues related to new public access opportunities within the Middle Peninsula. Discussed strategies for using the donation value of the Laird property as match for future grant opportunities to improve the site for public use.
- Advised VACORP staff of the new land holding which the PAA was gifted by James Laird. Advised PAA staff to denote the new acquisitions on the VACORP insurance premium renewal sheet per VACORP instructions.
- Attended the Commonwealth Transportation Board Meeting held at the Virginia Department of Transportation, 121 East Broad Street, Richmond Virginia to assist with answering questions related to a request to transfer the Perrin Wharf located at the end of route 1101 in Gloucester County.

### **1301 Mathews Heritage Park**

*Mathews Heritage Park was donated to the Middle Peninsula Chesapeake Bay Public Access Authority (PAA) in 2010 and is a 9.119 acre waterfront parcel located on Field Point Road in Moon, Mathews County, Virginia. As designated in the Deed of Gift with Declaration of Restrictions, the property can only be used as a nature park and waterfront center for the purpose of teaching about the history of the people of Mathews County, Virginia and the ecology of the land and the surrounding waters, including, but not limited to, teaching skills associated with the traditional trades and crafts of the people of Mathews County, Virginia including farming, fishing, boat building, seamanship, navigation, sailing and rowing. In 2011 a grant with the National Park Service Rivers, Trails and Conservation Assistance Program (RTCA) was awarded to the PAA to provide guidance in water access and park planning; facilitation of a planning process that merges the various ideas of community stakeholders, resolves past conflicts, and gains consensus on a vision, goals, and management approach for the site. The outcome of the grant is expected to be a management plan for the park.*

*This project remains on hold until the community and the PAA can address an outstanding right of way issue of concern to the neighbors.*

### **Projects 32120 Virginia Coastal Zone Management Program**

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

- Reviewed the Supreme Court case LOZMAN V. CITY OF RIVERIA BEACH FLORIDA. This was a ruling on floating homes which concluded that a floating home is not a “vessel.”

- Drafted three proposals for the re-programmed funds through the Virginia Coastal Zone Management Program. The projects included (1) Developing a Harbor Master Plan for Aberdeen Creek in Gloucester County; (2) Understanding and improving the policies and regulations regarding floating structures and other issues that were encountered with the proposal of the “Oysterplex” in King & Queen County; and (3) developing a preliminary management plan for the Laird property that was gifted to the PAA in February 2013.
- Drafted the 2012 *At the Water’s Edge* annual newsletter for the Middle Peninsula Chesapeake Bay Public Access Authority (PAA). The newsletter reviews the Perrin River Commercial Seafood Harbor Master Plan; Youth Hunting policy; Williams Wharf Public Access Easement; Timber Harvesting on PAA tracts of land; and the right-of-way case on the Haworth Tract
- Met with Jim Vadas of ClearWater Environmental & Forestry of West Point at the Haworth Tract in King and Queen County for a timber sale. Four bids were submitted and the highest bidder, Virginia Forest Resources LLC c/o Dan Hockenberger, is being offered a contract. The timbering is for a thinning of the Haworth property that must be completed by October 1, 2013. Income from this sale will be utilized to reimburse the PAA for legal fees associated with a contested easement and for future management of the parcel.
- Began work on an application for funding through the Virginia Coastal Zone Management Program 306a funds for construction of new boat slips at the Perrin Wharf in Gloucester County.
- Consulted with Dr. Jim Pyne, Chief of the Hampton Roads Small Communities Division, concerning Urbanna Creek and 303D listing from the EPA. Followed up with John Kennedy, DEQ Office of Water Monitoring and Assessment, to request the current designation of Urbanna Creek.
- Consulted with Jimmy Smith, President of the Field Point Trust, concerning ongoing discussions related to right of way access issues to the Hall Tract which was donated to the Middle Peninsula Chesapeake Bay Public Access Authority.
- Received a call from Charles Rickards, a private engineer from Gloucester County who is studying the feasibility of a York River up-river bridge crossing. Discussed regional transportation trends and historic transportation projects across the Middle Peninsula.
- Provided an Essex County business owner with information related to export of local product for international trade. Arranged for a representative from the Virginia Economic Development Partnership who specializes in international trade to meet with the business owner to discuss exporting of local products.
- Discussed House Bill 1448, with Delegate Keith Hodges. This Bill will benefit property owners who have a failed septic system but cannot determine clear ownership to the property. The enabling authority can be enacted by Essex, Gloucester, Mathews, Middlesex, King and Queen, King William and the Towns of Urbanna, Tappahannock, and West Point. A request for Bill amendment was offered from the banking lobby. Suggested amendment language was agreed to. The Bill has passed the House and the Senate.

***HB 1448 Financing for repairs to failed septic systems.*** *Authorizes a locality, by ordinance, to create a loan program to enable the repair of property owners' failed septic systems. Any such ordinance is required to describe the arrangement of the loan program, including any partnership with a planning district commission, and is permitted to provide for the repayment of the loan through water or sewer billings, real property tax assessments, or other*

*billings. The Bill authorizes other features of a loan program and permits a locality to set a minimum ownership interest or minimum level of proof of ownership of the property for situations in which it is extremely difficult or impossible to identify all of the people who have an ownership interest in the property.*

- Provided Delegate Keith Hodges with background information regarding various approaches a locality may take to require mandatory sewer hookup currently authorized by the Virginia General Assembly. Discussed various approaches that could assist Gloucester County with its desire to seek enabling authority for mandatory sewer hookup authorization.
- Discussed water reuse concepts and strategies as it relates to TMDL and Chesapeake Bay Cleanup with Matt Walker, Middlesex County Administrator.
- Convened the monthly meeting of the Middle Peninsula Local Government’s Administrators group. Agenda items included local budget discussions; presentation by Virginia Interactive; General Assembly Issues and Legislation; CDBG Priorities Discussion; and Stormwater Update.

### **Project 32121 Land Water Quality Protection**

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

- Reviewed subcontract with Beale, Davidson, Etherington & Morris, P.C. (BDEM). BDEM will investigate 7 specific problem ditches in Middlesex, Mathews, and Gloucester counties, review records of VDOT, and county records regarding those ditches and investigate other facts bearing on the ownership of and liability for the existence and condition of said ditches and prepare a report of their findings.
- Discussed a list of ditches in Gloucester, Mathews and Middlesex Counties with Lewis Lawrence, MPPDC Executive Director, that are candidates for study with the assistance of legal research to assess the ownership, management and oversight of stormwater ditches that are perpendicular to the Virginia Department of Transportation (VDOT) right-of-way (ROW) and the relationship to the secondary road system overseen by VDOT. Rural outfall ditches play an important role in the movement of stormwater in rural localities.

### **Project 32122 Living Shorelines**

*On April 29, 2011 legislation was approved directing The Virginia Marine Resource Commission (VMRC), in cooperation with the Department of Conservation and Recreation and with technical assistance from the Virginia Institute of Marine Science (VIMS), to establish and implement a general permit regulation that authorizes and encourages the use of living shorelines as the preferred alternative for stabilizing tidal shorelines in the Commonwealth. “Living shoreline” means a shoreline management practice that provides*

*erosion control and water quality benefits; protects, restores or enhances natural shoreline habitat; and maintains coastal processes through the strategic placement of plants, stone, sand fill, and other structural and organic materials. VMRC, with assistance from VIMS, is developing a general permit which can expedite the permitting process as an incentive to encourage property owners to select the “preferred alternative” for stabilizing tidal shorelines in the Commonwealth. This proposal will serve as a feasibility study and offer a potential design for a publicly sponsored water quality improvement-living shoreline revolving loan construction program. MPPDC staff will work with the Virginia Resource Authority, Department of Environmental Quality, Federal Agencies as well as legal counsel to explore an administrative program design and options for capitalizing a revolving loan program within the Middle Peninsula to encourage living shoreline construction by Middle Peninsula homeowners.*

- Reviewed subcontract with National Sea Grant Law Center (NSGLC). NSGLC will undertake a review and assessment of existing revolving loan programs that incentivize coastal environmental protection projects around the country. The Law Center will produce a white paper examining authorizing legislation, sources of funding, programmatic criteria, loan participation and default rates, and other administrative issues/lessons learned to provide information on possible models the MPDDC may wish to consider. In addition, the NSGLC will identify common legal barriers/challenges and possible solutions. A subset of this information will also be captured and displayed in an excel spreadsheet for quick reference.
- Discussed project status with Pam Mason, Center for Coastal Resource Management at VIMS. VIMS staff is researching previously issued shoreline hardening permits to better understand why citizens chose certain types of shoreline projects.

#### **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.*

- Developed a guidance document for phase 1 of the Working Waterfront Coalition. Reviewed responses for the names of closed businesses received from requests sent to the Planning Directors of Essex County, Middlesex County, King and Queen County, King William County, Mathews County, Gloucester County, and the Towns of West Point, Tappahannock, and Urbanna. Gloucester County provided the names of 2 closed businesses, Cook’s Seafood on Sarah’s Creek and Gloucester Seafood on Aberdeen Creek. 1 other closed business, International Seafood on Sarah’s Creek, in Gloucester was identified by PDC staff.

- Prepared a draft scope of work for the services the Institute of Environmental Negotiation (IEN) at the University of Virginia (UVA) will provide including facilitating a Virginia Working Waterfront Summit and providing a summary of observations from the Summit to the MPPDC.
- Contacted waterman Tommy Leggett for contact information for Cook’s Seafood and Gloucester Seafood. Mr. Leggett offered to help and identified Herman Greene’s on the Perrin River as another business to interview.
- Interviewed son of the owner of now closed International Seafood in Gloucester County and received answers to many of the questions on the questionnaire developed for the interview process.
- Requested and received a pro-bono Legacy/Succession Planning for small businesses and sole proprietor’s summary for Virginia from Alison V. Lennarz of Kaufman and Canoles, Attorneys at Law. Document will be reviewed for inclusion in the Working Waterfront report.
- Drafted a Memorandum of Understanding (MOU) between the MPPDC and the National Sea Grant Law Center (NSGLC) the Working Waterfront Coalition.
- Drafted a Memorandum of Understanding (MOU) between the MPPDC and the Northern Neck Planning District Commission for the Working Waterfront Coalition.
- Drafted a Memorandum of Understanding (MOU) between the MPPDC and the Accomack-Northampton Planning District Commission for the Working Waterfront Coalition.

**Project 32204 Working Waterfront Coalition Workshop**

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

- Executed contract with Virginia Coastal Zone Management Program at DEQ for \$32,883 in funding to organize, coordinate and convene a Virginia Working Waterfront Workshop with Working Waterfront Coalition partners – Northern Neck PDC (NNPDC) and Accomack Northampton PDC (ANPDC). 50% match funds will be provided by MMPDC, NNPDC, ANPDC and National Sea Grant Law Center at the University of Mississippi.

**TRANSPORTATION**

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

**Project 30208 Transportation Demand Management (TDM) Services**

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

- Corresponded with Sandie Terry, Broadband Program Manager for the Center for Innovative Technology (CIT), and Jean Plymale, Project Manager for eCorridors Accelerate Virginia, about launching a speed test campaign in the Middle Peninsula Region. Received draft press materials to advertise the campaign in order to get public participation. Residents of the Middle Peninsula with Internet access will be asked to take the Accelerate Virginia speed test to help identify areas in the region in need of better access to high-speed Internet services. The Accelerate Virginia Internet speed test is a short and simple online survey and speed test that measures the overall quality and performance of an Internet connection. Upon completion of the speed test users will receive real time performance details regarding their Internet connection, as well as a comparison summary based on other speed test results in your community. To participate in the Internet speed testing campaign, all residents with Internet access are asked to visit <http://acceleratevirginia.org/speedtest> and take the two-minute speed test from their home computers. Information collected during the speed test will assist CIT Broadband with developing a recommendation for broadband deployment in the Middle Peninsula Region. The speed test is expected to take place in spring 2013.
- Completed and submitted application for FY14 MPPDC TDM Program funding to Virginia Department of Rail and Public Transportation. Funding requested - \$74,000 to promote transportation options and provide ridematching services to Middle Peninsula residents and/or employees.
- Received phone call from Middlesex County resident regarding ridematching options and general commuter transportation information. Provided contact information for commuter bus.
- Received request from NeckRide regarding ridematching services for Town of Tappahannock resident commuting to Town of Montross. No match available at this time.
- Received online registration for ridematching services from Northern Neck resident commuting to Williamsburg. Provided match contact information and referred to NeckRide for additional assistance.
- Provided follow-up to Middlesex County resident commuting to Glen Allen. Commuter unable to reach match contact provided. MPPDC staff also unable to reach individual. Recommended commuter register with Ridefinders in Richmond for additional assistance.
- Approved artwork for new posters for billboards in King and Queen and Essex counties.
- Prepared a graphic illustrating the commuter flow into and out of the Middle Peninsula Region for the Transportation Demand Management Program's FY2014 proposed scope of work that will be submitted to the Department of Rail and Public Transportation (DRPT).
- Consulted with Association for Commuter Transportation Telework and Alternative Work Schedules Council leadership regarding ***HB 1336 Tax Credit for Employees who Telework***. *Creates a \$500 income tax credit for employees who telework a minimum of 20 hours per week during at least 45 weeks of the taxable year. The employee would apply for tax credit to the Department of Taxation. The Department would determine whether the applicant has met the statutory requirements for the tax credit and would issue tax credits to those employees meeting such requirements. Tax credits would be issued on a first-come, first-served basis. The Department would not be allowed to issue more than \$2 million in tax credits in any fiscal year. Any unused credit would not be allowed to be carried forward or carried back against the individual's tax liability. The credit would be available for taxable years beginning on or after January 1, 2013, but before January 1, 2018. Bill passed subcommittee and was sent to House on 2/6/2013.*

- Consulted with Donald Karabaich, Audit Manager, Department of Rail and Public Transportation, regarding scheduling of Compliance Review of MPPDC Transportation Demand Management Program.
- Consulted with W. R. Gay, Manager, and Cherry Bekaert LLP, regarding date for DRPT Compliance Review. Auditors have scheduled review for March 4-5.
- Consulted with Katie Sihler - GoDCGo, Chesapeake Chapter ACT Chairman, regarding budget for upcoming Chapter Conference to be held in conjunction with ACT Legislative Conference in April in DC.
- Consulted with Bob Baldwin, Bay Transit, regarding postponement of Middle Peninsula Northern Neck Coordinated Human Services Transportation Committee Meeting scheduled for 1/24/13. Meeting canceled due to snow storm.
- Consulted with Cammie Smith, WKWI Radio, regarding continuation of Midpen Rideshare radio spots on WKWI & WIGO stations.
- Consulted with Pat Collins, WXGM Radio, regarding possible morning show interview to discuss 70% out commute rate and TDM services.

### **Project 30310 Rural Transportation Planning**

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

- Followed up with Suzanne Ellison, VDOT's Maintenance Division, on information requested for the proposed transfer of the end of Perrin Creek Road, Route 1101, and the Perrin Wharf in Gloucester County from the Commonwealth to the Middle Peninsula Chesapeake Bay Public Access Authority (MPCBPAA) for the Commonwealth Transportation Board (CTB) to review before considering the proposed transfer of the road ending and wharf at their February 2013 meeting.
- Discussed the Climate Change Vulnerability Assessment Pilot Project program being administered by the Federal Highway Administration (FHWA) with Lewis Lawrence, MPPDC Executive Director. FHWA is soliciting descriptions of proposed pilot projects from State Departments of Transportation (State DOTs), Metropolitan Planning Organizations (MPOs), Federal Lands Management Agencies (FLMAs), and Tribes addressing one of two areas related to climate change and extreme weather adaptation: assessments of transportation vulnerability to climate change and extreme weather events, or options for improving resiliency of transportation facilities or systems to climate changes and/or extreme weather events. Planning District Commissions are not eligible applicants, but discussed with Virginia Department of Transportation (VDOT) staff if VDOT would sponsor a pilot project in the Middle Peninsula Region.
- Discussed the Climate Change Vulnerability Assessment Pilot Project program being administered by the Federal Highway Administration (FHWA) with Craig Van Dussen, VDOT Fredericksburg District Planning Manager, and Adam Campbell, VDOT Fredericksburg District Planner.
- Received the information from the Gloucester County Ride Along requested from Craig Van Dussen, VDOT Fredericksburg Planning Manager, in order to develop a report for the event. Gloucester County personnel and elected officials, along with VDOT Saluda Residency staff, VDOT Fredericksburg staff, and MPPDC staff, participated in a ride along in the County on November 19, 2012. The ride along events, to be scheduled for each rural Middle Peninsula jurisdiction, are a day to ride and inventory major roads. The purpose is to discuss problems and potential solutions. These field trips will help build

working relationships and provide an opportunity to gain local/state perspective on transportation challenges.

- Sent a follow-up email to James Lambert, Associate Director of the Center for Risk Management of Engineering Systems at the University of Virginia (UVA), about the Climate Change Vulnerability Assessment Pilot Project program being administered by the Federal Highway Administration (FHWA).
- Convened the Middle Peninsula Local Planners meeting on February 13, 2013 at the MPPDC. Agenda items included: update on the Working Waterfront Coalition projects, discussion of the functional classification of roadways update being undertaken by the Virginia Department of Transportation (VDOT), the stormwater and water quality MPPDC projects, general assembly 2013 legislation and a reminder about the broadband matrix information requested from all jurisdictions. The next local planners' meeting is scheduled for Wednesday, April 17, 2013.
- Scheduled a Virginia Association of Planning District Commissions (VAPDC) Rural Transportation Committee meeting for February 19, 2013 in Farmville. The purpose of the committee is to ensure that all PDCs that have a Rural Transportation Planning Program convene to exchange information about rural transportation planning across the Commonwealth. Agenda items include a discussion of the FY2014 scopes of work from around the state for the Rural Transportation Planning Program to compare tasks being conducted from around the regions and discussion of submitting a letter to VDOT about the designation of Regional Planning Organizations.
- Researched public boat harbor and pier master plans to help inform the Perrin Wharf Master Plan. Pertinent plans found include the City of Marinette Master Plan for Menekaunee Harbor in Wisconsin, Town of Warren Harbor in Rhode Island, Collier County Florida Parks and Recreation, and Guilford Marina Commission in Connecticut. Continued to layout and design the plan for the Perrin Wharf.

#### ONSITE REPAIR & PUMPOUT

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

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

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

- Received phone call from daughter of elderly Gloucester County homeowner with septic issues. Discussed MPPDC Septic repair program and mailed application.
- Received phone call from elderly King William County resident with septic problems. Discussed MPPDC assistance program and mailed application. Received phone call from Ken Watkins, Watkins Septic Service, regarding this septic system. Discussed MPPDC assistance that may be available for repair, but informed him that application had not been received and therefore MPPDC could not authorize work on septic system.
- Received phone call from King William County resident with septic problems. Discussed MPPDC Septic assistance program and directed homeowner to website for application.
- Received phone call from King and Queen County resident regarding septic problems. Discussed MPPDC Septic assistance program and directed homeowner to website for application.

- Received phone call from Krystal Reiner, Church View Septic, regarding King and Queen County homeowner with septic issues.
- Received phone call from Monica, Finity Title, regarding subordination policy for MPPDC Septic Repair loans. MPPDC does not allow for subordination of septic repair loans. Provided payoff report for Gloucester County septic repair loan.
- Received application from Gloucester County homeowner with failing septic system. Consulted with applicant's son regarding documentation needed to complete application. Consulted with Sally Miller, Miller's Septic, regarding scope of needed repairs. Scope cannot be determined until further diagnostic work.
- Consulted with Kevin Landry, DCR, regarding quarterly reports submitted for the WQIF grant.
- Received application for septic repair assistance from Gloucester County homeowner. Called homeowner regarding 2005 bankruptcy. Homeowner stated that it was released in 2007. Called septic contractor to request copy of estimate. Convened MPPDC Onsite Loan Committee to approve funding package for new drainfield. Prepared loan closing paperwork. Waiting on copy of estimate from septic installer to finalize loan closing.
- Executed ACH loan payments. All MPPDC loan funding programs require that loan recipients authorize loan payments to be made automatically from loan recipients' bank accounts. Loan clients authorize the payments at loan closing (ACH Authorizations). MPPDC staff process these payments on the 15<sup>th</sup> of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to the loan processing date of the 12<sup>th</sup> of the month to request a payment be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans.
- Septic Pumpout as of February 15, 2013:

Applications Mailed	100
Approved Vouchers	87
Completions	77

#### **Pumpouts by County**

Essex	13
Gloucester	26
King and Queen	07
King William	10
Mathews	10
Middlesex	21

## **ECONOMIC DEVELOPMENT**

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

### **Project 301702 Small Business Revolving Loan Fund**

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

- Executed ACH loan payments for MPBDP loans. All MPPDC loan funding programs require that loan recipients authorize loan payments to be made automatically from loan recipients' bank accounts. Loan clients authorize the payments at loan closing (ACH Authorizations). MPPDC staff process these payments on the 15<sup>th</sup> of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to the loan processing date of the 12<sup>th</sup> of the month to request a payment be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans.
- Received phone call from Essex County loan client regarding closed bank account. Business and business bank accounts were closed. Client wished to have future loan payments taken from personal bank account. Mailed Automated Clearing House (ACH) authorization for personal account.
- Received \$100 payment from Gloucester County loan client in response to default letter mailed 11/16/2012. Previous payment received in June 2010.

**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 working on chapters in the CEDS final document due for public review in April 2013. The CEDS Executive Committee, with members from Essex County, Gloucester County, King and Queen County, King William County, Mathews County, Middlesex County and the Towns of Tappahannock, Urbanna, and West Point requested that the PDC staff reach out to as many communities as possible in the public review process. Planning continues for this effort.

<b><u>CEDS Schedule</u></b>
March – Complete draft CEDS report for review by CEDS Executive Committee
April – Edit and prepare final draft report for Public Review Process
May/June – Edit and prepare final CEDS Report

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

**Project 30008 Local & Regional Technical Assistance**

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

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

- Met with Jeff Hodges, Essex County Planning Director, Reese Peck, Essex County Administrator to discuss an update of the County’s Comprehensive Plan. The County is interested in MPPDC staff providing assistance with their comprehensive plan update as soon as possible. Having MPPDC coordinate the updates of the Town of Tappahannock’s and Essex County’s comprehensive plan updates over the same time period will allow each jurisdiction to take into consideration each other’s updates.
- Consulted with Reese Peck, Essex County Administrator, and Jeff Hodges, Essex County Zoning Administrator, concerning the need to update the county’s comprehensive plan. Agreed to draft a proposal for updating services to meet the needs of the Essex County Planning Commission.
- Received an executed agreement between the MPPDC and the Town of Tappahannock for MPPDC Staff to provide contractual work to the Town for their Comprehensive Plan update. The update process is expected to begin in spring 2013.
- Developed a spreadsheet of bills in the 2013 General Assembly session that may be of interest to Middle Peninsula jurisdictions to be distributed at the February 2013 Middle Peninsula Local Government Administrators meeting. A portfolio of the bills being tracked can be viewed online using the Richmond Sunlight website that can be accessed here: <http://www.richmondsunlight.com/photosynthesis/vcngk/> or by going to <http://www.richmondsunlight.com/photosynthesis/portfolios/> and looking for “MPPDC” in the “Photosynthesis Portfolios” list. The 2013 Virginia General Assembly session began on January 9, 2013 and will continue for 45 days. Richmond Sunlight is a non-partisan website that aggregates information about the General Assembly, the lawmaking body that governs the state of Virginia. It is an independent, volunteer-run website that is unaffiliated with the Virginia General Assembly or the state government.
- Attended Virginia Association of Planning District Commissions Winter Conference in Richmond 1/31-2/1/13.
  - Attended VAPDC Board of Directors and Executive Directors Meeting.
  - Attended session by Doug Domenech, Secretary of Natural Resources, who provided an update on the Governor’s budget – funding to include:
    1. \$200 million to Water Quality Bond which includes \$35 million for stormwater infrastructure;
    2. \$16.9 million Water Quality Improvement Fund
      - a. \$2.3 million for Storm Water Management Program funding and training
      - b. \$14.3 million for Agriculture BMPs and Soil and Water Conservation District Technical Assistance
    3. \$2 million for Oyster Restoration
  - Also update on consolidation of DCR and DEQ.
  - Attended session by Martin Briley, CEO of Virginia Economic Development Partnership, who discussed effects of Sequestration on Virginia and VEDP’s initiatives to assist Virginia businesses to increase foreign trade and to entice foreign firms to establish presence in Virginia.
- Received phone call from Jack Miller, Middlesex BOS, regarding RC&D meeting to be held at PDC Boardroom. Confirmed date and time.
- Received notice of RFP from May Louise Sligh, TMDL/Watershed Field Coordinator, University of Mary Washington, Department of Conservation and Recreation, Division of Stormwater Management, Tappahannock Regional Office. DCR is making funding available to support TMDL implementation projects that will result in advancement of goals and milestones provided in eligible TMDL implementation plans (IP). MPPDC staff submitted pre-proposal application for funding of \$257,000 to

implement the septic and pet waste components of Phase I of the Gwynns Island, Milford Haven and Piankatank Shellfish Bacteria Implementation Plan. After review, DCR staff will determine which “preproposal” applicants will be invited to submit full proposals on or around March 1, 2013. As MPPDC staff have been unable so far to identify funding to continue grant funding for low income Middlesex homeowners to repair failing septic systems, securing funding for Watershed Implementation Plans is being explored as the best solution to continue this program and to repair the most critical failing septic systems in the region as funding becomes available.

- Consulted with LaVerne Calhoun, Tidewater Soil and Water Conservation District, regarding partnering with MPPDC on the Gwynns Island, Milford Haven, and Piankatank Shellfish Bacteria Implementation Plan project. Tidewater SWCD staff would provide pet waste implementation education, outreach and BMPs. The Tidewater SWCD Board would need to approve this partnership. Their Board meets on 2/28/13.
- Consulted with Pat Duttry, Three Rivers Health Department, regarding availability of violation notices issued to residents of the Gwynns Island, Milford Haven and Piankatank Shellfish Bacteria Implementation Plan region to be utilized by MPPDC to offer financial assistance to comply with repair of failing septic systems identified by Shellfish Division surveys.
- Consulted with Scott Rae, Gloucester County, Matt Walker, Middlesex County, and Liz Whitley, Mathews County regarding countywide compliance rates for septic CBPA septic pumpouts and availability of contact information for those who have not complied. This information was utilized to inform methodology for Gwynns Island, Milford Haven and Piankatank Shellfish Bacteria Implementation Plan preproposal application.
- Consulted with Nicole Sandberg, Department of Conservation and Recreation, regarding TMDL pre-proposal application budget requirements.
- Received phone call from Ned Burgher, Gloucester County resident, regarding access to 2005 Middle Peninsula All Hazards Mitigation report. Emailed copy of report.
- Discussed regional CDBG priorities with John Shaw, Mathews County Director of Planning. Mathews County is requesting that the Mathews Main Street revitalization project be ranked as the regions highest priority.

## HOUSING

### Funding –Housing Loan Program Income

#### **Project 300132 Energy Efficiency and Conservation Block Grant (EECBG)**

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

- Executed ACH loan payments for EECBG loans. All MPPDC loan funding programs require that loan recipients authorize loan payments to be made automatically from loan recipients' bank accounts. Loan clients authorize the payments at loan closing (ACH Authorizations). MPPDC staff process these payments on the 15<sup>th</sup> of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to the loan processing date of the 12<sup>th</sup> of the month to request a payment be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans.
- Received phone call from Gloucester County EECBG loan client regarding insufficient funds in bank account. Advised her that there would be a \$5 fee to cover bank fees and a late fee would be charged as long as the account remained delinquent.

## AGENCY ADMINISTRATION

### Funding - Indirect cost reimbursements from all PDC projects

#### **MPPDC Administration**

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

- Updated the staff activities template used by all MPPDC staff to report their staff activities each month to include updated census information.
- Responded to request from Jennifer Hubbard, VOF, for MPPDC W-9 form.
- Submitted VML policy renewal for FY14 insurance quote.
- Entered amended FY13 budget information in GMS software.
- Consulted with Sara Drury, GMS Accounting, regarding quote for additional company directory. Cost would be \$750 plus \$35/month license fee and installation fees. Licensing fee can be paid on annual basis for cost savings of 7.5% or \$31.50 per year.
- Prepared vouchers, processed A/P, processed payroll, processed deposits and balanced bank accounts. Prepared MPPDC monthly financial statements.

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## **Middle Peninsula Planning District Commission**

### **FY-2014 Rural Transportation Planning Work Program July 01, 2013 – June 30, 2014**

#### **Purpose and Objective**

The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 307(c) (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In FY-2014 each planning district commission / regional commission will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program and each planning district commission / regional commission will provide a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds, but note that the arrangement of all such funds involves development of a scope of work, approval and other coordination in TMPD administrative work programs.

The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.

#### **FY 2014 - Program Administration**

***Background and Objective:*** The purpose of this work element is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated planning process.

1. Providing quarterly & final reports on Rural Transportation Planning activities to VDOT
2. Processing all letters of authorization and amending scope of work as necessary
3. Developing future scope of work for the RTP program
4. Attending Technical Committee meetings & other transportation planning meetings

#### ***Deliverables:***

- Quarterly & Final Progress Reports;
- Submission of FY2015 LOA;
- Submission of FY2015 RTP Work Program and any amendments to FY2014 scope of work;
- Regional Transportation Committee meeting minutes.

## **FY 2014 - Program Activities**

**Background and Objective:** Address regionalized transportation issues that are identified by the Transportation Technical Advisory Committee and the Planning District Commission. Individual projects and work elements are described below:

1. Complete any unfinished tasks from FY-13 Rural Work Program:
  - Continue with FY2013 Activity: Coordinate and host in each member jurisdiction, which did not participate in FY2013, a day to ride and inventory major roads. The purpose is to discuss problems and potential solutions. (VDOT to provide transportation.) Participants on the ride should include: 1) the VDOT Representative on Rural Technical Committee, 2) District Local Liaison (if available), 3) Town/ County Engineer / Planner, 4) PDC Planner. These field trips will help build working relationships and provide an opportunity to gain local / state perspective on transportation challenges.
  - Continue with FY2013 Activity: Prioritize recommendations from the RLRP into two categories: 1) by jurisdiction and 2) by region. These lists will be provided to VDOT staff (District Planning and Investment Manager) to be used for consideration in developing the draft Six-Year Improvement Program.
  - Continue with FY2013 Activity: Identify possible strategies, funding, development opportunities, etc. for implementing the top 3 recommendations in each of the two categories 1) by jurisdiction and 2) by region.
2. Participate in outreach meetings and review data as requested by VDOT throughout the fiscal year pertaining to:
  - VTrans Update
  - Functional Classification Update
  - Virginia Surface Transportation Plan Update (VSTP)
  - Park and Ride Lots Inventory / Study
  - Bicycle and Pedestrian planning
  - Freight planning
  - Other meetings as requested

3. Attend the Fall Transportation Meeting on the Six-Year Improvement Program (SYIP) held in your region and provide a display.
4. To meet one of the goals in the Statewide Pedestrian Policy Plan (to be completed in early summer 2013), identify gaps in pedestrian infrastructures such as missing sidewalk segments. Provide a shape file with lat/long locations to include whether the gap is located adjacent to the roadway.
5. To meet goals in the Virginia Strategic Highway Safety Plan, conduct a corridor study / analysis of a roadway segment and identify potential improvements (including access management) to the corridor for safety and/or congestion.
6. To meet goals in the Virginia Strategic Highway Safety Plan, conduct an intersection analysis of an intersection within the region and identify potential improvements for safety and/or congestion.
7. Other activities that the PDC should complete which are appropriate with the given funding source and approved by the District Planner:
  - i. Continue technical assistance for the development of a Transportation Plan for King William County as part of a Comprehensive Plan Update;
  - ii. Continue the Prince Street Road Ending Transfer for the Town of Tappahannock;
  - iii. Technical Assistance for other Road Ending Transfers and Wharves in the Region;
  - iv. Technical assistance for the Transportation Elements of Comprehensive Plan Updates;
  - v. Technical Assistance to prepare a Transportation Alternatives Grant Application for the Town of Tappahannock's Waterfront Park planning and development;
  - vi. Technical Assistance for Broadband Planning and staffing for the Middle Peninsula Broadband Authority; and
  - vii. Research the process a jurisdiction must go through to take over road maintenance/ownership from the Virginia Department of Transportation/Commonwealth of Virginia.
8. Professional Development: Conferences, Workshops and Training.
9. Direct Expenses office supplies, meeting supplies, postage, public relations (advertising/website fees), dues/memberships, conferences, workshops, lodging/staff expense, travel expense, private mileage.

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