



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

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Dr. Maurice P. Lynch
Hon. John Northstein
(Vacant)

King and Queen County

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(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.
(Vacant)

Mathews County

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Middlesex County

Hon. Elizabeth Hurd
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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: January 16, 2013

RE: January Commission Meeting

The Middle Peninsula Planning District Commission will host its monthly meeting on Wednesday, January 23, 2013, at 7:00 p.m. in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda.

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

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

I look forward to seeing you on January 23rd!

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

7:00 P.M.

Wednesday, January 23, 2013

MPPDC Boardroom

Saluda, Virginia

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

AGENDA ITEMS FOR DISCUSSION:

- VI. Review of PDC Commission handbook for new Commissioners
- VII. Legislative Discussion- Open Discussion
- VIII. Virginia Employment Commission: Middle Peninsula Commuting Patterns and Wage Discussion
- IX. FY13 Budget Amendment
- X. Adoption of 2013 PDC Meeting Schedule
- XI. Appointment of OPD and Budget Committee
- XII. Executive Session to Discuss Personnel Issues as Permitted by Virginia Code 2.2-3711 A1
- XIII. Other Business
- XIV. Adjournment

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MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

December 19, 2012

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, 125 Bowden Street in Saluda, Virginia on Wednesday, December 19, 2012, at 7:00 p.m. MPPDC Vice-Chair Edwin Smith (**Essex County**) called the meeting to order and welcomed everyone in attendance.

Commissioners in attendance were:

(Essex County) Gary Allen **(Gloucester County)** Maurice Lynch and John Northstein; **(King William County)** Trenton Funkhouser, Eugene Rivera, Otto Williams, and Travis Moskalski; **(Middlesex County)** Wayne Jessie, Sr. and Matthew Walker; and **(Town of West Point)** John Edwards, Jr. and Charles Gordon.

Citizens from the region were in attendance. Middle Peninsula Planning District Commission staff in attendance were Executive Director Lewis Lawrence, Administrative Assistant Beth Johnson, and Regional Planners Harrison Bresee, Clara Meier and Jackie Rickards.

Approval of November Minutes

Vice-Chair Smith asked if there were any corrections or changes to the November Minutes. There were no corrections or changes to the November Minutes. Vice-Chair Smith requested a motion to approve the November Minutes as distributed. Eugene Rivera moved that the November Minutes be approved. Gary Allen seconded the motion; motion carried.

Approval of November Financial Report

Vice-Chair Smith asked if there were any questions regarding the November Financial Report before being approved subject to audit. There were no questions. Vice-Chair Smith requested a motion to approve the November Financial Report subject to audit. Eugene Rivera moved to approve the November Financial Report subject to audit. Travis Moskalski seconded the motion; motion carried.

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

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

Mr. Lawrence reviewed the Executive Director's Report for December as follows:

- Mr. Lewis directed the Commissioners attention to the Mandated Initiatives Table which lists those federal or state mandates currently being worked on by PDC staff. The mandate for Stormwater Management has been included to the list. MPPDC has received a technical assistance grant from the National Fish and Wildlife Foundation valued at \$150,000 and a grant of \$99,857 from the Department of Conservation and Recreation to provide staff to coordinate this program. Three meetings have been held with local staff and another meeting will be held in mid-January.
- Provided Delegate Keith Hodges with a draft frame work for a possible bill to allow heir property owners to finance septic system repairs and to pay for repairs as part of their real estate tax bill. The bill has been introduced by Delegate Hodges; exact wording was not available at time of Commission meeting. More on this subject will be discussed later in the meeting as the MPPDC Septic Heir Property report is reviewed.
- Consulted with various staff from the Virginia Department of Health, Virginia Marine Resource Commission, and Delegate Keith Hodges concerning permit issuance problems associated with the Anderson Neck Aquaculture project located principally in King and Queen County and secondarily in Gloucester County. Researched various permit obstacles and discussed ways to accelerate permit issuance. Issues discussed included handling of sewage; leasing of subaqueous bottoms, local zoning, local pump, and haul.
Tom Swartzwelder, King and Queen County Administrator, introduced this issue at the November Commission meeting. Local land use ordinances and zoning are not currently able to address local permitting easily. An emergency meeting with VDH is scheduled for Friday.
- Arranged for Sandra Tanner, Virginia Tourism Corporation- Tourism Development Specialist, to attend the February meeting of the PDC to discuss the need for Middle Peninsula Regional Tourism Plan and local tourism plans for Gloucester, Mathews, Essex, King and Queen and King William Counties as well as the Towns of Tappahannock, Urbanna, and West Point. The tourism Corporation has offered to develop such plans.
- Issued a request to the local government administrators for ditches to be included in the upcoming legal research study being conducted by MPPDC staff. Received a request from Middlesex County for ditch nomination and inclusion in the report. Gloucester has identified 2-3 and Mathews 2-3. MPPDC has received funding from the Coastal Zone Management Program to study this issue of who is responsible for maintaining these ditches as well as ownership.

- Corresponded with Sandie Terry with the Center for Innovative Technology (CIT). CIT is assisting the Middle Peninsula Broadband Authority with broadband infrastructure planning by formatting a recommendation for broadband development for the region. The Center for Innovative Technology (CIT) accelerates innovation, imagination and the next generation of technology and technology companies. Created in 1985, CIT is a state-chartered, non-profit organization to operate the functions of the Innovation and Entrepreneurship Investment Authority (IEIA), which was established to generate technology-based economic development strategies. CIT carries out its mission through five service lines: CIT Entrepreneur, CIT R&D, CIT Connect, CIT Broadband and Commonwealth Support Programs. For more information about CIT please visit <http://www.cit.org>. Middlesex County took action to join the Middle Peninsula Broadband Authority on December 18, 2012.
- Held two CEDS Executive Committee meetings on November 19th and December 10th. Committee discussed further how to prioritize the CEDS project list that was developed in the Economic Committee and Public Meeting processes. To date the committee has reviewed over 50 conceptual projects and ranked them according to specific criteria. The next meeting will take place in January 2013 and will focus on finalizing the selection of the top projects.

Public Comments

Vice-Chair Smith opened the meeting for public comments. Two citizens provided handouts and voiced their concerns regarding the DEQ Proposed Expansion of the Ground Water Management Area and the Amendment to the Groundwater Withdrawal Regulation and the public hearing process. The citizens urged the Commissioners to attend the public meeting scheduled for January 14th in Warsaw.

Report on MPPDC Septic Heir Property Project

Mr. Lawrence directed Commissioners attention to the Failing Septic Systems and Heirs' Property Financial Lending Challenges and Possible Solutions report included in the Commission packet. This report was produced by the Sea Grant Law Center to research this problem and offer recommendations. This issue was discussed at the November Commission meeting with Delegate Hodges who has drafted legislation to allow local governments the option to allow costs for repairs to be repaid through local tax bills. Mr. Lawrence recommended that the Commission accept the report. Motion to accept the Failing Septic Systems and Heirs' Property Financial Lending Challenges and Possible Solutions report was made by Mo Lynch. Eugene Rivera seconded the motion; motion carried.

Report on MPPDC Land & Water Quality Project – Septic Enforcement

Mr. Lawrence provided background on this ongoing project to look at the unintended consequences and problems associated with the constantly changing and evolving federal and state regulations regarding Chesapeake Bay Clean up, TMDIs, septic systems, and their effect on local governments. Mr. Lawrence noted that the Executive Summary of the report was included in the Commission packet and a link to the full report was available on the Commission website – www.mppdc.com. The report provides a wealth of information for local governments regarding the septic enforcement process and land use issues.

Regional Planner, Jackie Rickards informed the Commissioners that MPPDC received funding from the Coastal Zone Management Program to study the unintended consequences now facing local governments such as Septic Enforcement, Real-Estate Assessment, Septic Permitting and Jurisdiction and Mandatory Sewer Hook Up. In 2000 VDH issued new Sewage Handling and Disposal regulations which allowed new AOSS technologies to be installed on “marginal land: in 2008 VA Code §32.1-163.6 required VDH to accept designs from professional engineers; in 2009 the General Assembly directed VDH to establish Emergency Regulations on Performance; Horizontal Distances; and Operation and Maintenance of systems (effective Dec 2011).

MPPDC formed a committee to look at the septic enforcement process and identify problems with the current process. The Committee included VDH staff, Commonwealth Attorneys, County Administrators, PDC staff. Several stakeholder meetings were convened and stakeholders interviewed. VA Code outlines penalties and violations for failing to repair failing septic systems, but failing septic systems are not corrected for years and these tools are not being used. The enforcement process was identified and weaknesses noted. Several problems with the process were discovered –

- A citizen may stop moving forward towards a solution without notification to VDH
- Disconnect between MPPDC’s grant and loan program and landowners with failing systems
- Landowners could “fall through the cracks” and have failing systems for years without action from VDH or the local Commonwealth Attorney as **criminal offense**; and
- Not all counties have local ordinance to address the problem and levy **civil penalties**

Changes have been implemented to include:

- VDH has agreed to provide the MPPDC funding assistance package to landowners that receive the initial notice of alleged violation
- VDH has agreed to mail monthly reports to the MPPDC of permits issued for septic repair or replacement within the region.

- MPPDC has agreed to mail notification of financial assistance packages to homeowners on the monthly permit list
- MPPDC has agreed to contact VDH when landowners have not followed through with repairs

But there is no VDH database of failures/violations and no formal mechanism to keep track of failing septic systems to insure they are corrected.

The report also looks at Policy & Management of AOSS/OSDS Land Use Issues including Reassessment, Jurisdiction of wetlands, Permit Process & cost, GMP Waivered properties, Sanitation and sanitary districts and Mandatory sewer hookup.

Reassessment -The ability to install an engineered septic system on virtually any piece of property has real estate tax assessment ramifications. MPPDC staff found that the changing regulations are often not being taken into consideration by reassessors or not being uniformly considered. The consequences for the locality and homeowner can be costly.

Jurisdiction of Wetlands – VDH has reclarified in its Emergency Regulations that it does not have jurisdiction to issue septic permits in wetlands – tidal and non-tidal. This jurisdiction belongs to DEQ. VDH had issued numerous permits in these areas previously, but will no longer do so. VDH has not revoked issued permits and they will remain valid until they expire but will not be revalidated upon expiration. VPDES Permits for properties designated to be wetlands will now have to be issued by DEQ. This is a costly and much more arduous process for homeowners.

Managing Sewage - requiring mandatory sewer hook-ups – Localities have several options including establishing Sanitary Districts, Sanitation Districts, Water and Waste Authorities and Service Districts. The report reviews these various options.

Addressing Stormwater Mandates – Local Program Development. MPPDC Staff sought funding and was rewarded

1. National Fish and Wildlife Foundation (NFWF): Entails the development of a Regional Stormwater Program (Up to \$150,000 in technical services)
2. Department of Conservation and Recreation (DCR): Staff position (in concert with the NFWF award) will work with the 9 local governments to develop a preliminary draft ordinance for the creation and implementation of the regional stormwater management program (\$99,857)
3. July 2014 Local Program Activation

MPPDC Executive Committee Report – Adoption of Nonperforming Loans Write-Off Policy

Beth Johnson, Administrative Assistant reported that she discussed the need to write-off nonperforming loans with the auditor at his annual visit in August. He recommended the Commission establish a formal loan write-off policy. This was

brought to the Executive Committee when it met in November. As loan receivables now constitute a significant percentage of MPPDC assets (30% as of 10/31/2012) it is important to ensure that the MPPDC assets are not overinflated by continuing to include receivables that do not have a reasonable expectation of being recovered. The committee recommended a MPPDC Nonperforming Loan Write-off Policy - *Loans 6 months or more in arrears with no positive action or communication on the part of the borrower will be declared to be in default and notice of such will be sent to the borrower by certified mail with request for full payment. One year after declaration of default and with no action taken on part of borrower, the loan balance will be written off as bad debt. In the case of bankruptcies, loans will be written off as notice of discharge of the debt is received. MPPDC staff should continue to attempt to collect on debts even after they have been written off (except in case of bankruptcies).*

Mo Lynch moved to accept the recommendations; Gary Allen seconded the motion; motion carried.

Other Business

Mr. Lawrence directed the Commissioners attention to a Public Notice – Environmental Regulation – Notice of Action that the State Water Control Board has added a third public hearing and extension of comment period on the Expansion of the Virginia Ground Water Management Area Regulations. The meeting will be held on January 14, 2013 at the Rappahannock Community College Warsaw Campus at 6:30 PM. The public comment period has been extended until January 30, 2013.

Mr. Lawrence discussed the JLARC report on *Encouraging Local Collaboration Through State Incentives*. A JLARC Fact Sheet was distributed. Commissioners were invited to review the full report available through a link on the MPPDC website. Mr. Lawrence noted that King William County was represented in the report.

Vice-Chair Smith announced that Commissioner, Charlie Gordon was retiring from the Commission. Mr. Gordon was thanked for his years of service to the MPPDC and applauded by the Commission. Mr. Gordon expressed his appreciation to the Commission and commented on the wealth of information he received as a member.

Adjourn

Vice-Chair Smith requested a motion to adjourn. Otto Williams moved to adjourn. Charlie Gordon seconded the motion; motion carried.

COPY TESTE:

(Secretary)

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Project Financial Report

Middle Peninsula Planning District Commission

Run Date: 01/08/2013
 Run Time: 1:53:10 pm
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Period Ending: 12/31/12

		Expenditures						
Code	Description	Budget	Curr Month	Project Total	Un/Over	% Budget	Revenues	Balance
30008	FY13 Local Programs	148,597.00	39,056.25	78,112.37	70,484.63	52.57%	123,608.11	45,495.74
30010	Local PAA Stewardship/	17,000.00	425.00	12,167.98	4,832.02	71.58%	17,000.00	4,832.02
30013	EE&CBG Project	3,889.00	79.23	910.26	2,978.74	23.41%	1,052.03	141.77
30170	MPBDP FY12 Staff Sup	13,825.00	297.37	5,286.57	8,538.43	38.24%	6,018.11	731.54
30208	Transportation Demand M	224,000.00	5,627.15	32,687.33	191,312.67	14.59%	25,286.79	-7,400.54
30310	FY13 Rural Transportati	72,500.00	5,370.66	35,897.17	36,602.83	49.51%	21,732.41	-14,164.76
30420	Onsite Loan Management	105,940.14	293.06	98,552.46	7,387.68	93.03%	107,964.92	9,412.46
30423	VCWRFR Onsite Fund	82,500.00	0.00	30,179.31	52,320.69	36.58%	45,929.91	15,750.60
30426	WQIF 2010	102,883.00	953.10	77,747.31	25,135.69	75.57%	63,959.65	-13,787.66
30427	Failing Septic Heir Proper	7,091.00	41.54	7,293.59	-202.59	102.86%	7,091.00	-202.59
30502	Water Supply Planning	107,526.97	0.00	107,526.97	0.00	100.00%	153,950.00	46,423.03
31002	GA Lobby FY09	0.00	0.00	18,247.75	-18,247.75	0.00%	24,000.00	5,752.25
31404	Dragon Run Day	5,791.62	0.00	5,791.62	0.00	100.00%	6,830.34	1,038.72
31410	FY11 Dragon SAMP	25,000.00	3,304.26	24,998.52	1.48	99.99%	21,694.27	-3,304.25
32007	PAA Administration	102,356.84	73.25	90,974.24	11,382.60	88.88%	105,844.22	14,869.98
32118	FY12 Coastal TA	60,000.00	569.40	62,633.57	-2,633.57	104.39%	60,000.00	-2,633.57
32119	Land & Water Quality Pr	50,000.00	617.49	52,791.40	-2,791.40	105.58%	50,000.00	-2,791.40
32120	FY13 Coastal TA Task 44	60,000.00	3,852.77	20,147.83	39,852.17	33.58%	10,077.02	-10,070.81
32121	Land & Water Quality Pr	50,000.00	3,273.95	13,298.35	36,701.65	26.60%	0.00	-13,298.35
32122	Living Shorelines	49,858.00	2,967.11	3,358.76	46,499.24	6.74%	1,680.01	-1,678.75
32123	Stormwater Management (297,786.00	8,366.46	8,366.46	289,419.54	2.81%	2,753.87	-5,612.59
32201	PAA Perrin River WW P	15,000.00	204.69	15,879.04	-879.04	105.86%	15,000.00	-879.04
32202	Working Waterfronts Co	43,118.00	2,317.41	18,607.06	24,510.94	43.15%	13,891.06	-4,716.00
32203	Working Waterfronts De	6,000.00	0.00	6,005.29	-5.29	100.09%	6,000.00	-5.29
33000	MP Comprehensive Econ	120,000.00	5,865.40	87,023.06	32,976.94	72.52%	69,122.37	-17,900.69
Totals:		<u>1,770,662.57</u>	<u>83,555.55</u>	<u>914,484.27</u>	<u>856,178.30</u>	<u>51.65%</u>	<u>960,486.09</u>	<u>46,001.82</u>

Balance Sheet by Category

Middle Peninsula Planning District Commission

Run Date: 1/8/13
Run Time: 1:54:08 pm
Page 1 of 1

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

Assets:

Cash in Bank	597,987.18
Receivables	278,701.44
Property & Equipment	9,547.66

Total Assets: \$886,236.28

Liabilities:

Accounts Payable	435.11
VRA Loan Payables	127,179.90
Payroll Withholdings	5,222.90
Accrued Leave	21,754.88
Cost Allocation Control	4,405.69

Total Liabilities: \$158,998.48

Equity:

Local Initiatives/Information Resources	56,080.01
Economic Development	-14,836.22
Transportation Programs	-21,565.30
Onsite Repair & Pumpout	11,183.45
Housing	142.32
Coastal Community & Environmental	-28,979.77
Mandates	46,428.34
Temporarily Restricted	188,479.87
General Fund Balance	490,305.10

Total Equity: \$727,237.80

Total Liabilities and Equity \$886,236.28

Balance: \$0.00

Agencywide R&E by Category

Middle Peninsula Planning District Commission

Run Date: 01/08/2013
Run Time: 1:55:00 pm
Page 1 of 1

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

Code & Description	Budget	Current	YTD	Un/Ovr	% Bud
Revenues					
Local Match	123,097.00	38,600.68	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	0.00	86,224.82	122,312.18	41.35%
Federal Revenues	220,359.00	12,258.41	90,946.17	129,412.83	41.27%
Miscellaneous Income	15,400.00	787.16	13,410.49	1,989.51	87.08%
Onsite Loan Program Income	10,150.00	753.71	13,958.95	-3,808.95	137.53%
PAA Program Income	1,000.00	100.00	1,075.00	-75.00	107.50%
Revenues	695,512.00	52,499.96	454,610.53	240,901.47	65.36%
Expenses					
Personnel	376,566.00	36,877.13	198,117.43	178,448.57	52.61%
Facilities	30,164.00	2,253.17	14,710.17	15,453.83	48.77%
Communications	4,500.00	340.61	2,042.34	2,457.66	45.39%
Equipment & Supplies	7,263.00	296.26	2,749.83	4,513.17	37.86%
Travel	5,750.00	444.07	2,478.51	3,271.49	43.10%
Professional Development	12,610.00	-177.01	8,083.52	4,526.48	64.10%
Contractual	107,200.00	1,470.71	85,268.76	21,931.24	79.54%
Miscellaneous	54,857.00	6,099.96	28,423.08	26,433.92	51.81%
Regional Share	123,097.00	38,600.68	64,284.08	58,812.92	52.22%
Expenses	722,007.00	86,205.58	406,157.72	315,849.28	56.25%
Agency Balance	-26,495.00	-33,705.62	48,452.81		

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Middle Peninsula Planning District Commission



MPPDC General Fact Sheet

WHAT IS MPPDC?

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

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

BACKGROUND

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

WHAT DOES MPPDC DO?

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

HOW ARE DECISIONS MADE AT MPPDC?

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

QUICK FACTS

Region at Glance

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

➤ 888,064 Acres of Land

➤ 90,826 People

By the Numbers

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



For More Information:

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

Regional Profile:

2000-2010 Demographic Information

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

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

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

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

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

MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

Staff Activities Service Summary of Regional Progress

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

Report on Mandated Initiatives				
Localities	Water Supply Planning		Stormwater Management	
	Support staff: Clara Start Date: 7/2008 Completion Date: 11/2011		Support staff: Jackie Start Date: 12/1/2012 Completion Date:	
	Participating Localities	Current Status	Participating Localities	Current Status
Essex	✓	Awaiting Review by DEQ	✓	In progress
Gloucester	NA	NA	✓	In progress
King and Queen	✓	Awaiting Review by DEQ	✓	In progress
King William	✓	Awaiting Review by DEQ	✓	In progress
Mathews	✓	Awaiting Review by DEQ	✓	In progress
Middlesex	✓	Awaiting Review by DEQ	✓	In progress
Town of West Point	✓	Awaiting Review by DEQ	✓	In progress
Town of Urbanna	✓	Awaiting Review by DEQ	✓	In progress
Town of Tappahannock	✓	Awaiting Review by DEQ	✓	In progress

**Middle Peninsula Planning District Commission
Executive Director's Report of Regional Progress
January 14, 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 4 years+)

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

Middle Peninsula Northern Neck Coordinated Human Services Mobility Committee: provides direction for a unified comprehensive strategy for transportation service delivery in the Middle Peninsula and Northern Neck Planning Districts focused on unmet transportation needs of seniors, people with disabilities, and people with low incomes. (MPPDC Staff 6 years)

MPPDC Staff and Contact Information

Executive Director: Lewis Lawrence

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

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

Administrative Assistant: Beth Johnson

Contact Info: 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 (804) 758-2311x28 (540) 908-5057 cell

Programs: *Rural Transportation Planning, Water Supply Plan*

Planner 2: Harrison Bresee

Contact Info: 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 (804) 758-2311x23 (215) 264-6451 cell

Programs: *Stormwater Management*

Secretary: Rose Lewis

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

Programs: *Septic Pumpout Assistance, Facilities Scheduling*

MANDATES

Funding – VDEM, VDEQ, localities, MPPDC General Fund

Project 30502 Water Supply Planning

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

Project 32123 DCR Stormwater Management

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

- Spoke with Carolyn Howard, Draper Aden Associates, about information she received from Virginia Department of Conservation and Recreation regarding future training for 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.
- MPPDC staff advised Stormwater Management working group members of Dropbox logistics and documents needed from each county to be downloaded to the project folders. County documents included Chesapeake Bay Preservation Act Ordinance; Erosion and Sediment Control Ordinance; Fee Schedule and related forms and/or policy documents.
- Informed Stormwater Management working group that Questionnaire 3 is available in the Dropbox. The questionnaire asks localities to provide information regarding current and potential future workload and permit revenues.
- Requested Carolyn Howard (DAA) to send Dropbox invitations to John Gill (Urbanna) and Wyn Davis (Essex County) in order to have access to Dropbox folders and information.

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

- Updated www.mppdc.com website – Requests for public comment, meeting notices, reports.
- Researched updated Middle Peninsula demographic information. Reported changes in commuting and wage data to Executive Director. The Middle Peninsula has historically had the highest out commute rate in the Commonwealth at 47%. New methodology for computing this statistic now shows Middle Peninsula out commuter rate over 70%. Wage data as of 2nd quarter 2012 shows Middle Peninsula at lowest average weekly wage of any region in the Commonwealth at \$567. These statistics were reported to the MP CEDS Committee and MP Local Government Administrators.
- Submitted list of GA bills to be tracked to Clara Meier, MPPDC Projects Planner.

COASTAL COMMUNITY DEVELOPMENT/ ENVIRONMENTAL

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

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.

- 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.
- Prepared and submitted final reimbursement request to DEQ.

Projects 32007 Middle Peninsula Chesapeake Bay Public Access Authority

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

- Visited the Haworth, Browne and Clay tracts in King and Queen County and Essex County to pick up hunter sign in sheets, check on gates and equipment, and to post Browne Tract rules (as requested by a citizen who asked about target shooting - which is not allowed).

1301 Mathews Heritage Park

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

Projects 32120 Virginia Coastal Zone Management Program

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

- Developed a graphic to convey Virginia Employment Commission statistics. The graphic identified that of the 41,818 employed workforce in the Middle Peninsula 71% commute out of the region. Approximately 8,448 commute into the region, which contributes to the 20,604 people that make up the total Middle Peninsula Workforce.
- Researched software available to create digital magazines. Such software would be used to on the MPPDC website to enhance the communication of information/government documents in a more reader friendly manner.
- Consulted with Delegate Keith Hodges on issues related to state agency and local government permitting for aquaculture businesses across the Middle Peninsula. Discussed ways to improve inter agency communication and strategies for encouraging the growth of aquaculture within the Middle Peninsula.
- Attended a national meeting of the National Estuarine Research Reserve Systems across Virginia and Maryland held at the Virginia Commonwealth University Rice Center to discuss how the scientific community can help characterize current and historic sea level rise data in a locally relevant message.
- 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.
- Consulted with the National Oceanic and Atmospheric Administration- Coastal Service Center concerning identifying and classifying coastal business and the relations to the Chesapeake Bay and tributaries.
- Responded to a recreational user and fishing survey issued by Susanna Musick, Marine Recreation Specialist at the Virginia Institute of Marine Science. Survey was trying to identify how coastal Virginia water based recreational users are developing new water uses.

- Consulted with Keith Russ, President of Deltaville Boat Yard, concerning various types of business assistance needs for the maritime cluster in Deltaville. MPPDC staff is working with Virginia Sea Grant to develop a program whereby a William & Mary MBA student could be assigned to assist local business with research and critical thinking about local business challenges.
- 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.
- Received a request from John Gill, Interim Urbanna Town Manager, to advise on strategies to provide the 20% local match share for a recent grant award to the Town. The Town has received a notification of a Department of Game and Inland Fisheries grant award to make improvements to the Town boat ramp. Advised that the Town could apply to the VMRC Recreational Sport Fishing fund to cover the 20% local match share.
- At the request of the Mathews County Administrator, researched the possibility of Mathews County seeking funding from the Department of Game and Inland Fisheries Recreational Boaters grant program.
- Advised the Mayor of Urbanna that, upon consultation with staff from the Department of Game and Inland Fisheries, the time table for the recent DGIF grant award could be modified to allow the Town time to apply to the VMRC Recreational Sport fishing fund thus making the project 100% grant funded.
- Discussed participating in a William & Mary Law School program legal symposium to discuss issues and concerns related to Chesapeake Bay Clean-up, Stormwater and TMDL.
- Consulted with Amy Hibbard, Virginia Employment Commission concerning a new method for determining the commuting pattern of residents across Virginia. The new statistical approach identifies over 70% of the Middle Peninsula workforce as out-commuting.
- 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 Essex County legislative dinner held in Tappahannock. Open discussion was held with Delegate Keith Hodges and Senator Ryan McDougal on issues and challenges facing the General Assembly.
- Convened the January Local Government Administrators meeting. Discussion items included General Assembly Issues and Legislation; Discussion on the continuation of Regional Litter Program; Next Mayors and Chairs Meeting. Presentation was given by Dr. Sissy Crowther, President of Rappahannock Community College, on local budget request and future College capital projects.
- Discussed a draft scope of work to update the Town of Tappahannock Comprehensive Plan with Jimmy Sydnor, Town Zoning Administrator and Planning Director.
- 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.

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.

- Discussed project scope with Lewis Lawrence, MPPDC Executive Director. This phase of the project will include the ongoing exploration of key concerns related to coastal land use management and water quality and Onsite Sewage Disposal Systems (OSDS) and community system deployment. In the first phase, during the Commonwealth's 2012 fiscal year, MPPDC staff identified many cumulative and secondary impacts that have not been fully researched or discussed within a local public policy venue and documented those impacts in the project report.
- Issued a request for nominations of local ditches which could benefit from legal research. Upon consultation with the local government administrators, it was decided that Gloucester, Mathews, and Middlesex would be given the opportunity to prioritize up to three ditches for possible legal assistance to help determine ownership and maintenance responsibilities.
- 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.

Project 32122 Living Shorelines

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

- Consulted with Stephanie Showalter, Director of the National Sea Grant Law Center concerning research needs for structuring a revolving loan program to incentivize a living shoreline program. Ms. Showalter is researching our question.

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.

- Began development of a guidance document for Phase 1 of the Working Waterfront Coalition. This document requires the identification of 3 or more closed Working Waterfront Businesses (with contact information for former owners) in the regions, research on why they closed, and questions to identify any succession planning. The document was sent to the Eastern Shore PDC and the Northern Neck PDC. Also, a request for names of closed businesses was 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.
- Prepared a draft template for the second deliverable for the Working Waterfront Coalition project to use when reporting on the case studies of working waterfront businesses that have gone out of business. The purpose of this portion of the project is to examine why these businesses have had to cease operating, the existing land use and zoning elements where the businesses were located, and how legacy planning may assist in sustaining these types of businesses into the future.
- Discussed closed working waterfront businesses with John Shaw, Mathews County Planning Director; Wynn Davis, Essex County Planner; and Wally Horton, Middlesex County Planning Director. MPPDC staff are working to locate at least three working waterfront businesses that have had to close their doors for any reason to profile the issues related to why these types of businesses close.
- Discussed working waterfront businesses with Wynn Davis, Essex County Planner. Mr. Davis inquired with Essex County citizens and businessmen for any information on working waterfront businesses that have had to close.
- Distributed the working waterfront coalition report template to the staff of the Accomack-Northampton Planning District Commission (ANPDC) and the Northern Neck Planning District Commission (NNPDC) for use when documenting the issues they find in their regions that cause working waterfront businesses to close. The MPPDC is the lead agency for this project that is funded by the Virginia Department of Environmental Quality's Coastal Zone Management Program (CZM Project #NA11NOS4190122, Task 53) with the ANPDC and the NNPDC as project partners.
- Consulted with Beth Polak, Virginia Coastal Program concerning the approval for the Phase 2 contract to initiate the start of the project. The Virginia Coastal Program is still awaiting approval from staff at NOAA office of Coastal and Resource Management.

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.

- Consulted with Marc Felton, Lamar Advertising, regarding current billboards.
- Discussed staff assignments for FY14 TDM Program with Lewie Lawrence, Executive Director. Researched current Middle Peninsula demographics – commuting patterns, workforce, and employers. Prepared FY14 Annual TDM Program Work Plan and marketing plans.
- Continued preparing TDM Operating grant application to Department of Rail and Public Transportation for FY14 program funding.
- Attended Chesapeake Chapter of the Association for Commuter Transportation Board Meeting. Agenda items included approval of 2013 work plan and budget and discussion of upcoming Regional Conference.
- Attended ACT/Rideamigos/ESRI webinar on new TDM software programs for ridematching, trip planners, reporting.
- Approved radio spots for NASCAR sponsorship. MPPDC and NNPDC TDM programs are partnering on this advertising campaign which allows both programs to receive full coverage at ½ the cost.
- Consulted with Marc Felton, Lamar Advertising, regarding renewal of King and Queen County billboard and new posters for both billboards.
- Designed new print ad to run in local newspapers.
- Consulted with Laura Loding, MPPDC IT consultant, regarding new Midpenrideshare website.
- Received online registration for ridematching services from Middlesex County resident commuting to Glen Allen. Commuter is active in the database and currently carpooling, but her partner has taken a new job in Virginia Beach. Another match for her commute was identified and contact information sent with request to verify formation of new carpool if applicable.
- 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.

- Researching commuting patterns and work destinations of Middle Peninsula citizens using the Census On the Map tool, census data from the fact finder tool and data from the Virginia Employment Commission (VEC) in order to compare the data with the Community Profile data for the Middle Peninsula Region to determine accuracy.
- Discussed a transit stakeholder meeting date with Ken Pollack, Bay Transit. Mr. Pollack is interested in getting as many local officials and personnel together at a regional meeting as possible to discuss transit issues and inquired with MPPDC staff to determine if holding a meeting on the same day as a MPPDC meeting would be a conflict.
- Emailed the Bicycle and Pedestrian Coordinator for the Virginia Department of Transportation to inquire after some materials that were supposed to be presented at the January 2013 state Bicycle and Pedestrian Committee meeting via webinar but were not due to some technical issues.
- Prepared a history of the Middle Peninsula Broadband Authority (MPBA) for the Middlesex County Board of Supervisors to review before their December 18, 2012 meeting where they held a public hearing before considering adoption of a resolution to pursue Middlesex County becoming a member of the MPBA. The MPBA was established in 2010 by the member localities of Essex, Gloucester, King William and Mathews Counties. The Virginia Wireless Service Authorities Act (Code of Virginia, §15.2-5431.1 et seq.) enabling an authority to be formed was enacted in 2003.
- Sent a list of questions to Middle Peninsula jurisdictions about broadband services and infrastructure at the request of the Center for Innovation and Technology (CIT) Broadband. CIT Broadband is assisting the Middle Peninsula Planning District Commission (MPPDC) and the MPBA with developing a recommendation for providing broadband service to the region.
- Prepared and submitted a draft resolution to Betty Muncy, Middlesex County staff, to use when creating a resolution for the Middlesex County Board of Supervisors to consider at their December 18, 2012 meeting when to pursue becoming a member of the MPBA.
- Attended the December 18, 2012 Middlesex Board of Supervisors meeting in Saluda and responded to questions the Supervisors had about the MPBA and the potential of Middlesex County becoming a member. After a public hearing, the Board voted to adopt the resolution to pursue membership in the MPBA.
- Corresponded with Betty Muncy, Middlesex County's Administrative Secretary, about the wording of a resolution for Middlesex County to pursue becoming a member of the MPBA.
- Corresponded with Trenton Funkhouser, MPBA Chairman and King William County Administrator, about the appropriate course of action for MPBA member jurisdictions to take to approve Middlesex County joining the counties of Essex, Gloucester, King William and Mathews on the MPBA. Middlesex County held a public hearing and took action to pursue becoming MPBA members on December 18, 2012.
- 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. MPPDC staff have received draft press materials to advertise the campaign in order to get public participation. Residents of the Middle Peninsula with Internet access will be asked to take the Accelerate Virginia speed test to help identify areas in the region in need of better access to high-speed Internet services. The Accelerate Virginia

Internet speed test is a short and simple online survey and speed test that measures the overall quality and performance of your Internet connection. Upon completion of the speed test users will receive real time performance details regarding their Internet connection, as well as a comparison summary based on other speed test results in your community. To participate in the Internet speed testing campaign, all residents with Internet access are asked to visit <http://acceleratevirginia.org/speedtest> and take the two-minute speed test from their home computers. Information collected during the speed test will assist CIT Broadband with developing a recommendation for broadband deployment in the Middle Peninsula Region.

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.

- 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.
- Created a list detailing the comprehensive plan update schedules for each Middle Peninsula jurisdiction and submitted the list to Craig Van Dussen, VDOT Fredericksburg District Planning Manager, before the January 1, 2013 deadline stated in Chapter 729 of the 2012 Acts of Assembly that amended § 15.2-2223 of the Code of Virginia. Planning District Commission's were not required or directed by the code amendment to assist VDOT with the collection of comprehensive plan update timelines or to ensure the localities they represent were in compliance with the code, but MPPDC Staff determined it appropriate to assist their jurisdictions in complying with the law by the deadline and such assistance demonstrates the role of the regional entity in relieving localities of the burden on local staff for meeting unfunded mandates. MPPDC staff was told that VDOT did send notifications to jurisdictions about this new mandate, but it is unknown if there was any assistance or outreach provided by VDOT beyond that.
- The MPCBPAA is in the process of receiving the Perrin Wharf Road Ending and accompanying wharf from the Virginia Department of Transportation (VDOT). Began research on design of site management plan for managing the slips at Perrin Wharf in Gloucester County. Plan may include guidance on a slip/wharf maintenance fee for those who use the pier, a fee for off loading, and a process for determining who can tie to what slip.
- Followed up with Suzanne Ellison, with VDOT's Maintenance Division, on information she 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.
- Participated in the Agriculture and Forestry Industry Development Fund Planning Grants webinar held on December 11, 2012. As part of the creation of Governor McDonnell's Agriculture and Forestry Industries Development Fund (AFID) during the 2012 General Assembly session, the Governor set aside funding to encourage localities to think strategically about how they can better support and integrate

agriculture and forestry-based industries into their community's overall economic development efforts. These AFID Planning Grants give local governments the flexibility to undertake the kind of planning, study, or local initiative they think best to grow and support agriculture and forestry-based businesses in their community and region. The planning grant program also provides a greater voice in local economic development to agriculture and forestry stakeholders by requiring that any grant funded program be implemented by a board, committee or working group representing agriculture and/or forestry interests in the locality. The competitive grant program allows individual localities to apply for up to \$20,000 in matching funds, or up to \$35,000 for multi-jurisdictional applications, to undertake efforts that support their agriculture and forestry-based businesses.

- 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 to apply directly, but MPPDC staff are working with Virginia Department of Transportation (VDOT) staff to determine 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. FHWA is soliciting descriptions of proposed pilot projects 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.
- 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 1st, 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.virginiadot.org/business/prehancegrants.asp>.
- Discussed the Transportation Assistance Program (TAP) with Pam Liston, VDOT's Local Assistance Division, and the February 1, 2013 grant deadline for those jurisdictions that have an existing project that need additional phases of work and funding.
- Provided the Perrin River Commercial Seafood Harbor Master Plan Final Report in MSWord form to Dale Burrell, Gloucester County Administrative Office staff, at the request of Lewis Lawrence, MPPDC Executive Director. The report continues to build upon previous efforts to protect the Working Waterfronts of the County. Specifically, it focuses on the Perrin River, a traditional commercial port in

the Eastern portion of Gloucester County which is home to several existing Working Waterfront businesses, one private marina, and the much used public “Perrin River Landing”. The study identifies existing zoning and existing waterfront uses, and develops recommendations for a Commercial Seafood Harbor Master Plan for the Perrin River.

- Requested the information from the Gloucester County Ride Along 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.
- Participated in a webinar on the Climate Change Vulnerability Assessment Pilot Project program being administered by the Federal Highway Administration (FHWA). FHWA is soliciting descriptions of proposed pilot projects 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.
- Participated in a Geographic Information Systems (GIS) Census data training webinar on December 19, 2012. The training covered the following topics: History of Census Bureau Geography, Census Bureau Geodatabases, Using Shapefiles from American FactFinder (AFF) and Structure/Record Layout for TIGERLine Shapefiles. The training was conducted by Noemi Mendez, an Information Services Specialist (ISS) who previously served as a Geographer at the Census Bureau's Philadelphia Regional Office.
- Participated in a conference call with Lewis Lawrence, MPPDC Executive Director, and 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). FHWA is soliciting descriptions of proposed pilot projects 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. MPPDC Staff are working with VDOT and UVA staff to determine if an area of the Middle Peninsula Region may be chosen for a climate change assessment pilot project.
- Corresponded with 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) and provided him with the locations of climate change study reports that MPPDC staff have conducted. MPPDC Staff are working with VDOT and UVA staff to determine if an area of the Middle Peninsula Region may be chosen for a climate change assessment pilot project.
- 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.

- Created a map illustrating a land area in the Middle Peninsula region for the Chesapeake Bay Public Access Authority (MPCBPAA). The land area contains a subdivision with transportation infrastructure that was developed in 1967 that had some road ownership questions.
- Participated in a Virginia Association of Planning District Commissions (VAPDC) GIS Committee conference call on December 13, 2012. VAPDC requested information and quotes from ESRI, a company that develops geographic information systems (GIS) that can function as an integral component in nearly every type of organization (such as ArcGIS software), in preparation of potentially pursuing an enterprise license agreement (ELA) that would cover all of Virginia's Planning District Commissions (PDC). An ELA would allow ready and unlimited access to ArcGIS software along with timely and expert assistance from ESRI for better and more affordable GIS service if enough PDCs decided to participate.
- Prepared and submitted the second quarterly report for fiscal year 2013 of the Rural Transportation Planning Program to Craig Van Dussen, Virginia Department of Transportation's (VDOT) Fredericksburg District Planning Manager. Reports are due after each quarter throughout the fiscal year with a final report due after the fiscal year has ended.
- Prepared and submitted quarterly financial report and reimbursement request to VDOT.

ONSITE REPAIR & PUMPOUT

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

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

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

- Consulted with Kristal Reiner, Church View Septic, regarding a Gloucester County homeowner with failing pump and blower on Ecoflow system. MPPDC can provide financial assistance for this repair as long as VDH issues repair permit and homeowner meets eligibility requirements. Dave Demuth, Gloucester Health Department, will review situation week of January 14th. Consulted with homeowner and provided application. Application returned. Approval subject to designation of problem as septic repair by VDH.
- Received list of Middle Peninsula septic repair permits issued in November from Dave Fridley, VDH. Sent letters to homeowners regarding possible assistance available to them from MPPDC Septic Assistance Program.
- Received phone call from Tara Holberg, Middlesex County Department of Social Services, regarding client with septic problems. Provided link to application on MPPDC website.
- 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.
- Prepared and submitted quarterly report and reimbursement request to Kevin Landry, Department of Conservation and Recreation.

- Continue to search for additional funding source for program after current funding ends in June, 2013. Historic source of most grant funding for this program has come from DCR WQIF which has been diverted to Stormwater Management programs. No grant funding source has yet to be identified for which MPPDC is an eligible applicant. Loan and grant funding for nonprofit corporations is available from USDA. Began discussion of possible establishment of nonprofit corporation to handle septic assistance program with Executive Director.
- Received list of Middle Peninsula septic repair permits issued in December from Dave Fridley, VDH. Sent letters to homeowners regarding possible assistance available to them from MPPDC Septic Assistance Program.
- Consulted with Martha Lowe, Brooks Law, regarding status of heir property case. Mathews 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.
- Consulted with Dave Demuth, Gloucester County Health Department, regarding Ecoflow pump and aerator replacements being designated as septic repairs.
- Received request from loan client to hold loan payments until 4/15/13 due to financial difficulties. Request approved.
- Sent email to local government administrators inquiring as to whether any localities are planning to send out septic pumpout notices before WQIF funding ends June 30th to determine if paid advertising is needed to expend remaining pumpout funds. Received responses for Gloucester and Essex Counties. Essex will not be sending out notices until 2014. Gloucester is planning on sending out notices spring of 2013 and will try to expedite notices to enable LMI residents to take advantage of MPPDC Septic Pumpout Assistance. MPPDC will not advertise until late May to allow recipients of pumpout notices opportunity to apply for assistance.
- Executed ACH loan payments for Septic Repair loans. All MPPDC loan funding programs require that loan recipients authorize loan payments to be made automatically from loan recipients' bank accounts. Loan clients authorize the payments at loan closing (ACH Authorizations). MPPDC staff process these payments on the 15th of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to the loan processing date of the 12th of the month to request a payment be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans.
- Received a call from Church View Septic Service, Inc. on December 21, 2012 about a client they were getting ready to perform septic pump-out services for that had received a pump-out voucher from the MPPDC's Septic Pump-out Program. The client's septic system was unable to be pumped because it was broken and Church View Septic Service inquired if MPPDC had funding for a repair. Church View Septic Service was instructed to contact MPPDC staff on the next business day to discuss the issue with the appropriate staff.
- Septic Pumpout as of January 14, 2013

Applications Mailed	99
Approved Vouchers	85
Completions	75

Pumpouts by County

Essex	13
Gloucester	26
King and Queen	07
King William	10
Mathews	10
Middlesex	19

ECONOMIC DEVELOPMENT

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

Project 301702 Small Business Revolving Loan Fund

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

- Executed ACH loan payments for MPBDP loans. All MPPDC loan funding programs require that loan recipients authorize loan payments to be made automatically from loan recipients' bank accounts. Loan clients authorize the payments at loan closing (ACH Authorizations). MPPDC staff process these payments on the 15th of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to the loan processing date of the 12th of the month to request a payment be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans.
- Prepared and mailed 2012 loan interest statements to loan clients.
- Received phone call from Essex client regarding closure of business and need to change bank accounts for loan payments. Notice received after January loan processing. As business bank account has been closed 1/15 loan payment will be returned by bank. Agreed to waive January payment and add \$5.00 NSF charge to February payment. Sent ACH Agreement which needs to be returned with voided check to allow payments from personal account.

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.

- Held a CEDS Executive Committee meeting on January 6, 2013. The meeting was designed to finalize the top projects, develop a strategy for a Plan of Action and Performance Measures for the CEDS. The top projects were divided into two categories: Projects meeting EDA funding priorities and projects not meeting EDA funding priorities. The projects are: 1) EDA funding priorities; Regional Water Supply and Sewer; VIMS, Inc.; Broadband Infrastructure; Tappahannock Main Street; Port Facility; and Technical Training School Facility 2) non-EDA funding priorities; University Research Center (VA Sea Grant); Regional Tourism; Regional Truck Stop; Deltaville Business Initiative; Pellet Plant; and

Regional Farmer's Market. The CEDS document will now be prepared and will be available for review in April 2013.

- Researched notification of EDA funding availability for 2013. The CEDS program is reviewing the notification for applicability to the Middle Peninsula.
- Discussed maps needed for the draft project report with Harrison Bresee, MPPDC Staff, and also discussed information needed from the Regional Long Range Transportation Plan and the Regional Water Supply Plan for sections of the report.
- Consulted with Neal Barber, President of Community Ventures, related to process used to identify potential future economic development projects necessary to expand and strengthen the Middle Peninsula economy. Based on that discussion, staff categorized potential projects as transformational, traditional, and basic infrastructure projects to assist with organizing potential projects.
- Discussed the Agricultural and Forestry Grant program funding opportunity with Bud Smith, Essex County Board of Supervisors. Grant program will assist forestry business with business expansion. Outreached to a potential business in Essex County for review of the program.
- Consulted with Richard Lewis, Town of Tappahannock-Essex County representative serving on the CEDS Executive Committee. Discussed various hurdles facing local governments when applying for federal and state financial aid to address community development issues.
- Prepared and submitted reimbursement request to Bob Gittler, EDA, for July – December expenses.
- Prepared and submitted 4th quarter project update to the Department of Commerce's Economic Development Administration (EDA).

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)

- 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.

- Consulted with Lewis Lawrence, MPPDC Executive Director, about the draft contract and project schedule submitted to him for the update of the Town of Tappahannock’s Comprehensive Plan update. The Town desires to begin updating their Plan in spring 2013 with MPPDC staff assistance.
- Received a call from Mary Lynn Krusz from Attorney Bill Lewis’ office in Essex County for the number of building permits issued in 2012 for manufactured homes in Essex County, Middlesex County, and King and Queen County.
- Contacted King and Queen and Middlesex Counties for the number of building permits issued for manufactured homes in 2012 to satisfy a request from Attorney Bill Lewis in Essex County.
- Discussed building permits issued for manufactured homes with Elaine Dean, part time permit technician for King and Queen County, for information needed to satisfy a request from Attorney Bill Lewis in Essex County.
- Provided Mary Lynn Krusz, with Attorney Bill Lewis’ office in Essex County, with the number of building permits issued in the Counties of Essex, Middlesex and King and Queen in 2012 for manufactured homes.
- Received Essex County’s 2003 comprehensive plan from Jeff Hodges, Essex County Planning Director, in word format in preparation of them contracting with the MPPDC for assistance in updating their comprehensive plan.
- Discussed a draft scope of work to update the Town of Tappahannock Comprehensive Plan with Jimmy Sydnor, Town Zoning Administrator and Planning Director.
- Began tracking bills in the 2013 general assembly session 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 in no way affiliated with the Virginia General Assembly or the state government.

HOUSING
Funding –VDMME

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.

- Prepared and submitted information on EECBG loans to Al Christopher, DMME.

- Executed ACH loan payments for EECBG loans. All MPPDC loan funding programs require that loan recipients authorize loan payments to be made automatically from loan recipients' bank accounts. Loan clients authorize the payments at loan closing (ACH Authorizations). MPPDC staff process these payments on the 15th of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to the loan processing date of the 12th of the month to request a payment be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans.

AGENCY ADMINISTRATION

Funding - Indirect cost reimbursements from all PDC projects

MPPDC Administration

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

- Prepared and submitted W2s and 1099s to Social Security Administration and Internal Revenue Service and mailed copies to employees, vendors, and consultants as required.
- Submitted data on MPPDC local, state and federal funding for FY 11 & FY12 to VAPDC.
- Ordered A/V equipment for MPPDC Boardroom.
- Prepared vouchers, processed A/P, processed payroll, processed deposits and balanced bank accounts. Prepared MPPDC monthly financial statements.

	FY13 Approved		FY13 Amended		Change
Revenues					
LOCAL		\$109,899.00		\$109,899.00	\$0
LOCAL OTHER		\$6,700.00		\$8,908.00	\$2,208.00
STATE		\$208,537.00		\$241,222.00	\$32,685.00
FEDERAL		\$222,729.00		\$290,604.00	\$67,875.00
MISCELLANEOUS		\$24,550.00		\$24,625.00	\$75.00
Total Revenues		\$572,415.00		\$675,258.00	\$102,843.00
Expenses					
PERSONNEL		\$257,563.20		\$287,975.70	\$30,412.50
FRINGE		\$112,240.26		\$126,321.86	\$14,081.60
FACILITIES		\$34,664.00		\$33,914.00	(\$750.00)
EQUIPMENT/SUPPLIES		\$10,770.00		\$12,970.00	\$2,200.00
TRAVEL		\$5,750.00		\$5,750.00	\$0.00
STAFF DEVELOPMENT		\$12,610.00		\$12,610.00	\$0.00
CONTRACTUAL/CONSULTING		\$94,200.00		\$130,798.00	\$36,598.00
MISCELLANEOUS		\$64,350.00		\$62,900.00	(\$1,450.00)
Total Expenses		\$592,147.46		\$673,239.56	\$81,092.10
General Fund Requirement		(\$19,732.46)		\$2,018.44	\$21,750.90
Required Matching Funds		\$123,097.00		\$152,933.00	\$29,836.00
Unrestricted General Fund Balance	05/08/2012	\$327,075.00	12/31/2012	\$359,992.00	\$32,917.00
Technical Assistance Awards		\$12,000.00		\$312,000.00	\$300,000.00

Budget History
FY09-(\$14,315)
FY10 - (\$101,720)
FY11 - (\$108,870)
FY12 - (\$9,169)
FY13 - \$2,018

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Draft 2013 Annual Schedule

January – 4th Wednesday, MPPDC Boardroom General Meeting

Adoption of Calendar Year Meeting Schedule

Appointment of Overall Program Design (OPD) & Budget Committee and meeting schedule

February – 4th Wednesday, MPPDC Boardroom General Meeting

Adoption of CDBG Regional Priorities

March – 4th Wednesday – Dinner Meeting – Location – TBD

April – 4th Wednesday, MPPDC Boardroom General Meeting

May – 4th Wednesday, MPPDC Boardroom General Meeting

Presentation & Adoption of Draft OPD & Budget

Appointment of Nominating Committee

June – 4th Wednesday – Dinner Meeting – Location – TBD

Election of MPPDC Officers

July – 4th Wednesday, MPPDC Boardroom General Meeting

Presentation & Adoption of MPPDC FY Indirect Cost Allocation Plan

Legislative Program Discussion

August – No Meeting

September – 4th Wednesday, MPPDC Boardroom General Meeting

Adoption of Legislative Program

Discussion of PDC Financial Issues

October – 4th Wednesday – Dinner Meeting – Location – TBD

November – 3rd Wednesday – MPPDC Boardroom General Meeting

Presentation of Audited Financial Statements

December – 3rd Wednesday – MPPDC Boardroom General Meeting



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VAPDC 2013 Winter Conference – Richmond Downtown Marriott
Virginia's PDCs: Saving Public Dollars through Regional Efficiencies

VAPDC will once again join VML and VACo for the annual Local Government Day on January 31, 2013. That evening following the day's activities, VAPDC will kick off its 2013 Winter Conference with a dinner/reception at the Virginia Biotechnology Research Park. On Friday, the conference will feature an awards breakfast followed by several speakers and end with lunch. Don't delay in registering for the VAPDC Winter Conference.

Conference Schedule

Thursday, January 31, 2013

- 9:00 – 12:00 pm VML/VACo Committee Meetings
- 10:00 – 12:00 pm **VAPDC Board of Directors/Executive Directors Meeting**
- 12:00 – 2:00 pm VML/VACo/VAPDC Meeting with Box Lunch
- 2:00 – 5:00 pm VML/VACo/VAPDC Meetings with Legislators
- 5:30 – 6:30 pm VML/VACo/VAPDC Cash Bar Reception
- 7:00 – 9:00 pm **VAPDC Dinner with Speaker**
 - Robert T. Skunda, President & CEO, Virginia Biotechnology Research Park

Friday, February 1, 2013

- 7:30 am **Awards Breakfast**
JLARC Report No. 433: Encouraging Local Collaboration through State Incentives
- 9:30 am **Session I**
- 10:15 am **Session II**
- 11:00 am **Session III**
- 11:45 am **Lunch and Networking**
- 11:45 am **VAMPO Board of Directors Meeting**

Location

Richmond Marriott Hotel
500 East Broad Street
Richmond, VA 23219
1-800-228-9290

For the group rate of \$112 call the Marriott Hotel directly and specify the group Virginia Association of Planning District Commissions (VAPDC).

Conference Costs

VML/VACo/VAPDC Local Government Day + VAPDC Winter Conference	\$270.00
VAPDC Winter Conference <i>(Choose this option if you are not registering for Local Government Day)</i>	\$225.00

Online registration closes at 5 pm on Friday, January 25, 2013. No cancellations or refunds after 5 pm on Friday, January 25, 2013.

Register for the VAPDC Winter Conference at www.vapdc.org.

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