



MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

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COMMISSIONERS

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Secretary/Acting Director
Mr. Lewis L. Lawrence

MEMORANDUM

TO: MPPDC Board of Commissioners

FROM: Lewis Lawrence, Acting Executive Director

DATE: January 19, 2012

RE: January Commission Meeting

The Middle Peninsula Planning District Commission has just started its 40th year working to solve local and regional problems within the Middle Peninsula. Your staff recognizes and understands how complicated local, state, and federal governance has become. It is my goal this year to improve the understanding of and the relationships with all levels of government.

As we start the 2012 calendar year, I want to welcome new Commissioners Hon. Travis Moskalski (King William County Vice Chairman Board of Supervisors), Mr. John Edwards, Jr., (Town Manager of West Point), and Hon. Elizabeth Hurd (Middlesex County Board of Supervisors), and returning PDC Commissioners Hon. Charles Ingram (Mathews County Board of Supervisors) and Mr. Charles Culley, Jr. (Middlesex County Administrator), and Mr. Tom Swartzwelder (King and Queen Citizen) as members of the Middle Peninsula Planning District Commission.

Please feel free to contact any MPPDC staff member concerning local or regional problems or issues you may have. Your staff is always available to address your issues and concerns. Staff is well trained and skilled at understanding and solving complicated local and regional issues. Please do not hesitate to call on us.

As a reminder, this month's meeting includes a presentation on Shallow Water Dredging issues and consideration of the Middle Peninsula Regional Long Range Transportation Plan. Both of these reports were given to Commissioners at the December meeting; please review each prior to the meeting on January 25th. If you are new to the Commission, included in your agenda packet are both reports.

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

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Middle Peninsula Planning District Commission
Regular Monthly Meeting
7:00 P.M.
Wednesday, January 25, 2012
Saluda, Virginia

1. Welcome and Introductions
2. Approval of December Minutes
3. Approval of December Financial Report
4. Executive Director's Report on Staff Activities for the Month of January
5. Review of MPPDC Commissioner Handbook
6. Public Comment
7. Presentation on the *2011 Middle Peninsula Shallow Draft Navigation and Sediment Management Plan* by Mark Mansfield, Chief of Planning and Policy Branch, Department of the Army Norfolk District Corps of Engineers
8. Presentation and Consideration of the *Middle Peninsula Long Range Transportation Plan* by Clara Cieri Meier, Regional Project Planner
9. Legislative Issues and Updates- Open Commission Discussion
10. Update on Locality Response for the Chesapeake Bay TMDL Phase 2
11. Adoption of 2012 Meeting Schedule
12. Appointment of Overall Program Design (OPD) and Budget Committee
13. Other Business
14. Adjournment

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MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

December 14, 2011

Saluda, Virginia

The monthly meeting of the Middle Peninsula Planning District Commission was held in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda, Virginia on Wednesday, December 14, 2011, at 7:00 p.m. Chair Louise Theberge (Gloucester County) welcomed everyone in attendance. Commissioners in attendance were: (Essex County) David Whitlow; (Gloucester County) Dr. Maurice Lynch and John Northstein; (King William County) Eugene Rivara, Cecil Schools, and Otto Williams; (Mathews County) Janine Burns, O. J. Cole, Jr., and Tim Hill; (Middlesex County) Carlton Revere; (Town of Urbanna) John Bailey; and (Town of West Point) Charles Gordon. Guests in attendance were Delegate Elect Keith Hodges, Ms. Mary Carson Saunders of the College of William and Mary-Marshall Wythe Law School, and citizens from the region. Middle Peninsula Planning District Commission staff in attendance were Acting Executive Director Lewis Lawrence, Administrative Assistant Beth Johnson, Secretary Rose Lewis, and Planner Harrison Bresee.

Approval of November Minutes

Chair Theberge asked whether there were any other corrections or changes to the November Minutes. There were no corrections or changes to the November Minutes. Chair Theberge requested a motion to approve the November Minutes as distributed. Mr. Carlton Revere moved that the November Minutes be approved. Mr. Eugene Rivara seconded the motion; motion carried.

Approval of November Financial Report

Chair Theberge requested a motion to approve the November Financial Report. Chair Theberge asked whether there were any questions regarding the financial report before being approved subject to audit. Chair Theberge requested a motion to approve the November Financial Report. Dr. Maurice Lynch moved to approve the November Financial Report subject to audit. Mr. Otto Williams seconded the motion; motion carried.

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

Chair Theberge requested that Mr. Lewis Lawrence, Middle Peninsula Planning District Commission Acting Executive Director, 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. Lewis Lawrence, MPPDC Acting Executive Director, reviewed the Executive Director's Reports for December as follows:

- Discussed local water supply plan adoption process and time line with Ms. Mary Ann Massie, DEQ Water Supply staff. Confirmed that as long as local governments were earnestly working through the adoption process, DEQ would not penalize a local government for missing the November completion date. Mr. Lawrence said that most local governments have adopted their local water supply plan. Mathews County is the last outstanding local government that has not adopted their water supply plan; it is on their agenda for their next county Board meeting.
- Consulted with Ms. Sally Pearson, King William County Commissioner of Revenue, concerning partial ownership interest in a parcel, conservation easement, and taxing implications. Staff worked on looking at the taxing implications of easements and it had a significant impact on the composite index.
- Discussed Clay Bank and VDOT road ownership issues with Ms. Carol Steele, Director of Gloucester County Parks, Recreation, and Tourism; Mrs. Louise Theberge, PAA Chair; and Mr. Buddy Rilee, Chairman of Gloucester County Board of Supervisors. Provided historical records and ownership plats. This is an example of a road ending with an encroachment issue across the right-of-way. MPPDC staff is working with Gloucester County by providing some technical assistance and access to legal assistance.
- Convened the first meeting of the Middle Peninsula Chesapeake Bay TMDL response team. Formulated a strategy for data collection and discussed other related issues and concerns. MPPDC Acting Executive Director Mr. Lewis Lawrence said that the second local meeting was held today at the MPPDC office, every local government official attended, the chief modeler from DCR was in attendance, laptops were available for use, and the group worked on data input. The next meeting is scheduled for January.
- Mr. Lewis Lawrence, MPPDC Acting Executive Director, said that the Perrin River and the Working Waterfronts Coalition are two new projects for the MPPDC. Staff will be looking at what needs to be done from a policy prospective to protect the working waterfront, looking at the challenges the seafood industry faces from a policy prospective, looking at what taxing and regulatory changes may be needed at the local and state level to make sure our working waterfronts stay viable and active. There will be some development or policy changes that local governments may want to consider.
- Received word from the Department of Conservation and Recreation that a contract for MPPDC coordination to assist 88 local governments with responding to TMDL data and BMP requests has been executed and mailed. MPPDC is coordinating grant management for 13 PDCs across the Chesapeake Bay Watershed. The Center for Watershed Protection is

assisting Middle Peninsula local governments prepare to submit requested data and BMPs by the February 1st deadline.

- Convened the Local Planners meeting on November 16th. Items on the agenda included MPPDC FY12 Rural Transportation Planning Program, Corridors of Statewide Significance Comprehensive Plan Requirement, SB 964 Coastal Resource Management Comprehensive Plan Requirement, Sea Level Rise Fact Sheet, and the Virginia Outdoors Plan 2013 Update.
- Mr. Lewis Lawrence, MPPDC Acting Executive Director, said that a great amount of time is spent by staff assisting clients from different localities with getting their septic systems repaired or replaced with loan or grant funding.
- Prepared and submitted Articles of Dissolution and Articles of Termination of Corporate Existence to SCC to adhere to state requirements for dissolution of MPBDP Inc. Final Federal 990 must be submitted within 5 months of dissolution. Mr. Lawrence said that Ms. Candie Newman has ceased working as the Program Director of the Middle Peninsula Business Development Partnership and MPPDC staff are finalizing dissolution of the organization. Individuals are being directed to Rappahannock Community College for business assistance.

Chair Theberge asked whether there were any questions or comments regarding the Executive Director's Report. Dr. Maurice Lynch said that he noticed on the Report that there were not many items in the Report regarding the group of people who attend the MPPDC Board meetings. The citizens don't seem to be calling and asking questions about anything. Mr. Lawrence said that he has not received any direct comments or calls. Dr. Lynch said that he hopes they realize that he will respond to calls to them regarding information. Mr. Lawrence said that the phone lines are always open and he would be more than happy to provide information.

Public Comments

Chair Theberge opened the meeting for public comments.

- (1) Ms. Pat Roth, Town of Tappahannock, read Reason and Logic, Not Junk Science, and Theory Governs Sound Planning written by Mr. Robert Shannon, Founder of King William County T.E.A. Party.
- (2) Mrs. Betty Lucas, Dunnsville, made comments and provided the Board with handouts relevant to the November 16, 2011 MPPDC dinner meeting presentation- Chesapeake Bay Watershed Implementation Plan.

The documents that were read by Ms. Roth and Mrs. Lucas were added to the MPPDC December meeting packet.

Chair Theberge said that the Public Comment period was now closed.

Chesapeake Bay TMDL-Presentation by Mary Carson Saunders/College of William and Mary-Marshall Wythe Law School. Ms. Saunders will discuss the following issues: “Why should local governments participate in the Bay TMDL if they are not required to do so”? and “What happens if local governments reject the regulatory reductions”?

Mr. Lewis Lawrence, MPPDC Acting Executive Director, introduced Ms. Mary Carson Saunders. Ms. Saunders attends William & Mary School of Law and is a Virginia Sea Grant Law Intern at VIMS. She has an interest in local government involvement with the Chesapeake Bay Cleanup.

Ms. Saunders said that two questions to consider in her research from this past semester were (1) why should local governments participate in the Chesapeake Bay TMDL if they are not required to do so by law? and (2) what happens if local governments reject the regulatory reductions and decide not to participate?

The TMDL (Total Maximum Daily Load) was authorized by the Clean Water Act and President Obama’s 2009 Executive Order 13508 for “Chesapeake Bay Protection and Restoration.” On December 29, 2010 the Environmental Protection Agency (EPA) established the regulatory measure to improve the water quality improvement efforts on 64,000 square miles of the Chesapeake Bay watershed. The TMDL proposes to reduce nitrogen by 25%, Phosphorous by 24%, and Sediment by 20%. Ms. Saunders said that the federal regulatory measure mandates compliance from the six Bay states and Washington, D.C. The final date of clean up is 2025 with 60% of the water quality improvement measures to be completed by 2017.

Ms. Saunders said that each state will create their Watershed Implementation Plan in three phases. All of the Phases have to include public comments and the collaboration of local governments, local stakeholders, and interested people. The Phase 1 Watershed Implementation Plan (WIP) was released on November 29, 2010 to the EPA and was reviewed for public comment. The Phase 2 WIP draft is scheduled to be released on December 15, 2011. The EPA and public will review the Phase 2 WIP before the EPA can receive the completed WIP on March 30, 2012 and local governments are required to submit their own information by February 1, 2012. The Phase 3 WIP is the whole cumulated effort and is proposed for 2017.

Ms. Saunders said that the TMDL will be implemented through the nutrient and sediment reduction tool called the BMP (Best Management Practice). BMPs are counted by each locality and reported to Department of Conservation and Recreation (DCR). DCR then reports the total state BMPs to the EPA in detail. The objective of the TMDL is to improve the water quality of the Chesapeake Bay. Virginia’s objective is to improve the quality of the water within its jurisdiction. Some common BMPs include retention ponds (seen in subdivisions or commercial retail developments), storm drain catch basins, and porous pavement. The

descriptions and reduction rates of accepted BMPs are located in the Virginia Assessment Scenario Tool (VAST). Each local government maintains their VAST account online and inputs their BMPs into VAST to monitor nutrient and sediment reduction targets.

According to Ms. Saunders, two documents are to be submitted by each locality to DCR. The first document is a list of potential options to explore in specific detail. This document is a narrative of concerns of the locality, the actions they believe are worthwhile to pursue, or action plans that the locality thinks would help improve water quality. The second document is a spreadsheet of all the preexisting BMPs in the locality from 2006 to the present. This information is uploaded from VAST.

Local governments have three choices: (1) Do nothing and allow the state to provide whatever nutrient and sediment reduction targets it chooses and then do nothing with the received targets; (2) Identify all existing BMPs implemented from 2006 to the present in the locality, input them into VAST, and see if the BMPs meet the nitrogen, phosphorous, and sediment reductions required; or (3) Input the existing BMPs into VAST, create new BMPs to further reduce nitrogen, phosphorous, and sediment and thereby improve the locality's water quality above the baseline set by the existing BMPs and submit to DCR.

Ms. Saunders said that there are BMP problems and inconsistencies. Many local governments already employ BMPs. DCR attempted to include those BMPs into their nitrogen, phosphorous, and sediment reduction-planning model; however current targets indicate that the BMPs located in the Middle Peninsula were not fully reported.

There is a great deal of uncertainty associated with DCR's current BMP data. One example is with VDOT controlled roads that are included in localities' nutrient and sediment reduction targets but over which localities have no control. Another issue is the notion that local governments could scour their locality's land and identify BMPs that are currently unrecognized by DCR or EPA.

Dr. Maurice Lynch, Gloucester County, asked whether counties can report state property within their boundaries in the VAST system. Ms. Saunders answered yes. Mr. David Whitlow, Essex County Administrator, said that localities can't change land use in VAST, acreage is set and can't be altered - the BMP side can be altered but not the land use side. Ms. Saunders said localities can alter the levels of action that have been taken.

Mr. John Bailey, Town Manager of Urbanna, asked if VDOT has given a reason why they are not developing a Middle Peninsula BMP. Mr. Lawrence said that VDOT's response is that they are developing a BMP statewide. If there is a BMP structure statewide, it may or may not meet the necessary response that we within the Middle Peninsula want but it would meet it for the statewide issues. Enforcement and jurisdictional issues include (a) compliance lies with local governments:

Virginia is responsible for maintaining compliance with the EPA but compliance also lies with the localities; (b) financial and supervisory reality of TMDL: the state has received no dollars to implement the TMDL and funding has been put on the local governments; and (c) septic jurisdictional problems are a major issue in Mathews and other local governments with residential zoning in non-tidal wetlands or directly on the Bay--current process under VDH permitting and waiver program, VDH versus DEQ, and DEQ standards are much higher. MPPDC applied for a DCR grant to help fund research, technical support, training sessions, and meetings between local governments, state agencies, and organizations during the WIP Phase 2 draft process to address this issue.

Ms. Saunders said that there is a huge issue with septic jurisdictional problems. In particular, Mathews County has non-tidal wetlands in a large percentage of the county. On December 8, 2011, VDH Emergency Regulations passed through the General Assembly. The Regulations for Alternative Onsite Sewage Systems raised the standard of nitrogen and reducing technology and require that new alternative septic systems significantly reduce the nitrogen content regarding effluent and all alternative systems have to comply with nitrogen reducing technology within a given period of time. In Section 30(J) the Regulation states that the "dispersal of treated or untreated sewage in a wetland is subject to permitting by the Virginia Department of Environmental Quality pursuant to the requirement of Title 62.1 of the Code of Virginia is specifically excluded from this chapter."

Ms. Saunders said that means that all of the non-tidal wetlands are managed by DEQ and VDH has no authority over any of the alternative or conventional septic systems in those areas. DEQ's permit process is very costly and highly regulated for residents to build on the coast. The manner in which VDH and DEQ handle the permit swapping is yet to be determined. This situation suggests that DEQ will become involved with single-family residents in respective localities.

Mr. Tim Hill, Mathews County, asked whether they will pick up the slack in making sure that existing engineered septic systems conform to the already existing regulations in force. Ms. Saunders said that DEQ has not said exactly what their position is going to be. There has been no reaction from DEQ to the existing jurisdictional problem. Mr. Hill asked whether DEQ has an existing procedure.. Mr. Lawrence said that it exists under the standard Virginia Pollutant Discharge Elimination System as a discharge permit which is a complicated discharge framework and very expensive. Generally those permits would be for large businesses like the Riverside Convalescent Home.

Mr. O.J. Cole, Jr., Mathews County, asked if engineered systems standards have changed and has that change invalidated existing systems. Mr. Lawrence said that there have been different approaches that are being discussed and considered but nothing is official policy as of yet. Mr. Cole said that it doesn't seem as though localities can move forward until something is decided. Mr. Lawrence said that a citizen could go to VDH and say that they wanted to build a home and VDH would

have to decide what they are going to do with the permitting, either defer it to DEQ or issue the permit which poses different problems to the constituent long term.

The septic permitting process experienced a shift about a decade ago. The Freedom of Engineering Bill permits professional engineers to design septic systems that deviate from the design criteria that was established by VDH. This requirement caused a shift in the permit system and homes were built directly on the shore where development was previously prohibited.

Mrs. Janine Burns, Mathews County, said that these sophisticated regulations have holes in the process and hand off from agency to agency jurisdiction and they are being imposed over a system that didn't work in the beginning. Mrs. Burns gave an example of a citizen living in a house in Mathews County who has no indoor running water, no indoor bathroom, the owner has emotional challenges and is taken regularly by the rescue squad to the sheriff because there is no bed available for the person with mental challenges because of state cuts, and the health department won't do anything to condemn the house because there are no funds to put the owner anywhere else. The underlining basic infrastructure is flawed. Mrs. Burns says that she believes some elements of DEQ are sympathetic and other elements are not. She hopes that the Legislators will begin to look at this issue as to whether it is state imposed or if it is pushed down to localities.

Ms. Saunders said that she could see three options in which the Commonwealth of Virginia or a single locality could incorporate private landowners and businesses to participate in developing their own BMPs. They are: (a) Legal Action-The General Assembly could use existing powers or create new powers of enforcement; (b) Economic Incentives-Expansion of Nutrient Credit Trading Program and creative citizen incentive programs; and (c) Economic Support-Agricultural Cost Share Program, Natural Resources Conservation Service (NRCS), Wildlife Habitat Incentives Program (WHIP), or Environmental Quality Incentive Program (EQIP). If local governments do not participate in submitting a plan or data by the February 1st deadline for the Phase 2, Ms. Saunders said that the EPA can take action at the state level. Currently, the EPA can only bring actions at the State level.

Hypothetically, EPA could impose enhanced oversight of existing permits within the State, as well as, reject any new applications within the State for new permits. The EPA could redirect federal dollars intended for State programs, such as Chesapeake Bay Regulatory grants away from ill performing States. Ms. Saunders said that given all the potential consequences to a State that fails to meet the reduction standards imposed by the EPA, it is in the best interest of the local governments to comply with the TMDL process.

Discussion was held regarding federal government imposing regulations, county restrictions, trade deficiency, local government participation, external organizations (non-profit organizations), engineered systems, and wetlands definitions. Ms. Saunders said that DCR is willing to assist local governments.

List of Middle Peninsula impaired water bodies that are potentially eligible for federal designation as no discharge zones (NDZs)

Mr. Lewis Lawrence, Acting MPPDC Executive Director, said that DEQ staff accessed the shoreline of the Middle Peninsula showing the location of existing pump out facilities. The Board was provided a cover letter from Ms. Liz McKercher, DEQ Watershed Coordinator, with other documents regarding potential NDZs for the Middle Peninsula. Mr. Lawrence said that King William County was not included in the list of potential NDZs and DEQ said that they were not included because they have no pump out facility and thus are currently not eligible for NDZs designation.

Mr. Lawrence suggested that the MPPDC Board take no action at the moment. Time and effort may be spent, and 6-24 months later the state may say that we need to handle NDZ as a BMP following this process. Mr. Lawrence said that he will stay on top of this and communicate with DEQ regarding funding to help with the process. Mr. Lawrence said that he thinks the MPPDC Board should wait for directions from DEQ, but if it is the consensus of the Board, staff can begin work sooner.

Proposed MPPDC By-Laws Amendment

Chair Theberge said that a proposed amendment needs to be made to the MPPDC By-Laws. The requested amendment is in Article IX-Financial Obligations of Members. The contribution rates for the localities were discussed at the October meeting and the By-Laws Amendment was tabled in November for action to be taken at the December meeting.

Mr. Lewis Lawrence, MPPDC Acting Executive Director, said that the dues structure was changed at the October meeting. Presently, the By-Laws state that the towns' contribution rate is one-third of the county rate. When discussion began at the October meeting regarding increasing local dues, what was proposed was an equal ratio structure. During the discussion Board representatives for the towns communicated that they were losing population and it was going to be difficult to increase their dues to the extent proposed, but could handle a slight increase. The Board made the recommendation that the structure be changed. It was voted on and approved. The PDC By-Laws would need to be changed to reflect the new dues structure with the Town dues no longer being at 1/3 county dues. The original By-Laws state that "the amount shall be equal to one-third of the county rate." The amendment removes the concept of "the amount shall be equal to one-third of the county rate" and replaces it with "an amount to be determined through the Commission's annual budgeting process." It allows the Board to make additional modifications when necessary to the dues structure based on the fiscal need locally and not deal with the same problem again.

Chair Theberge asked whether there were any questions, comments, or discussions. Mr. Eugene Rivara, King William County, expressed a concern from a King William County Board of Supervisor Elect that the formula remain at one-third. Chair Theberge said that the Board had taken a vote and Mr. Rivara said that he understood that the vote had been taken but he told the Supervisor Elect that he would relay the concern.

Mr. David Whitlow, Essex County Administrator, said that he believes that the Board should further amend the amendment. He believed that too much wording was struck out. He suggested that the MPPDC By-Laws Article IX-Financial Obligations of Members Section 1, Second Paragraph should state, "Each town within the Middle Peninsula Planning District who is a member of the Commission shall contribute an equal amount or shall contribute equal funds in an amount to be determined by the Commission's annual budgeting process." Mr. Whitlow said that the way it reads now seems to imply that the towns can pay different amounts. The way it stands is that West Point may be at one level, Urbanna may be at second level, and Tappahannock may be at a third level. Chair Theberge said all towns should be at the same level. Mr. Whitlow said that the intent originally was for all the towns to be at the same level and not give the towns the ability to pay different amounts. Chair Theberge said that all the towns should contribute the same amount.

Chair Theberge requested a motion to adopt the amendment of MPPDC By-Laws Article IX-Financial Obligations of Members Section 1, Second Paragraph. Mr. David Whitlow moved to adopt the amendment of MPPDC By-Laws Article IX – Financial Obligations of Members Section 1, Second Paragraph. Dr. Maurice Lynch seconded the motion.

Chair Theberge asked if there was any further discussion on the amendment to the change of the amendment of MPPDC By-Laws Article IX-Financial Obligations of Members Section 1, Second Paragraph. There being no further discussion, Chair Theberge requested that all in favor of the amendment to the change of the amendment of MPPDC By-Laws Article IX-Financial Obligations of Members Section 1, Second Paragraph by saying "Aye."

Mr. David Whitlow, Aye
Dr. Maurice Lynch, Aye
Mr. John Northstein, Aye
Chair Louise Theberge, Aye
Mr. Eugene Rivara, Aye
Mr. Cecil Schools, Aye
Mr. Otto Williams, Aye

Mrs. Janine Burns, Aye
Mr. O. J. Cole, Jr., Aye
Mr. Tim Hill, Aye
Mr. Carlton Revere, Aye
Mr. John Bailey, Aye
Mr. Charles Gordon, Aye

Chair Theberge requested that Mr. Lawrence read the amended Article IX-Financial Obligations of Members Section 1, Second Paragraph. The second paragraph will state "Each town within the Middle Peninsula Planning District who

is a member of the Commission shall contribute an equal amount or shall contribute equal funds in an amount to be determined by the Commission's annual budgeting process."

Mr. Otto Williams, King William County, asked since the Article IX was amended and voted on, should the Board go back and revisit the Article to make sure everything is in the right order? Mr. Williams said that it seemed like the Board made a vote when a vote shouldn't have been made. Mr. Lawrence said the conflict with the By-Laws was as a result of the motion that was made. There was no way to get the two to align correctly. There was no way to prepare the By-Laws amendment without knowing what the proposed change would have been. The two were synced correctly with what was proposed but became unsynced once the new motion was made. Chair Theberge said that it was the intent of the group with that suggestion to adjust the By-Laws. Dr. Lynch said that if the By-Laws passes, the Board can always go back and reaffirm the other vote. The issue can be revisited after it was corrected to ensure that there is no question. Mr. Williams said that the counties' budget meetings for next year are approaching and they will have a new board in January. Chair Theberge said that in the past, Administrators indicated that they were told too late in the budget cycle about proposed increases to local funding. When it was first discussed last year, the Board said that it was going to make the suggestion earlier so that the Administrators will know ahead of time. Mr. Lawrence said that appropriations are always a local decision. The Commission can always make a recommendation on what the dues structure would be but the annual appropriations is subject to action by local boards.

Mr. Carlton Revere, Middlesex County, moved that the By-Laws be adopted as amended. Dr. Maurice Lynch seconded the motion; motion carried.

Report of the Executive Director Regional Planning Committee: Executive Session to Discuss Personnel Issues as Permitted by Virginia Code §2.2-3711(A)(1)

Chair Theberge requested a motion to go into Executive Session. Mr. David Whitlow moved that the Commission convene in closed session to discuss issues concerning personnel matters permitted by Virginia Code §2.2-3711(A) (1).

Mr. Otto Williams seconded the motion; motion carried.

MPPDC Chair Louise Theberge took Roll Call vote.

Mr. David Whitlow, Aye
Dr. Maurice Lynch, Aye
Mr. John Northstein, Aye
Chair Louise Theberge, Aye
Mr. Eugene Rivara, Aye
Mr. Cecil Schools, Aye
Mr. Otto Williams, Aye

Mrs. Janine Burns, Aye
Mr. O. J. Cole, Jr., Aye
Mr. Tim Hill, Aye
Mr. Carlton Revere, Aye
Mr. John Bailey, Aye
Mr. Charles Gordon, Aye

Chair Theberge requested a motion to return to open session. Mr. David Whitlow moved to return to open session. Mr. Otto Williams seconded the motion; motion carried.

MPPDC Chair Louise Theberge took Roll Call vote.

Mr. David Whitlow, Aye	Mrs. Janine Burns, Aye
Dr. Maurice Lynch, Aye	Mr. O. J. Cole, Jr., Aye
Mr. John Northstein, Aye	Mr. Tim Hill, Aye
Chair Louise Theberge, Aye	Mr. Carlton Revere, Aye
Mr. Eugene Rivara, Aye	Mr. John Bailey, Aye
Mr. Cecil Schools, Aye	Mr. Charles Gordon, Aye
Mr. Otto Williams, Aye	

Mr. David Whitlow moved that the Commission certify that to the best of each member's knowledge; (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body. Mr. Otto Williams seconded the motion; motion carried.

Chair Louise Theberge took Roll Call vote.

Mr. David Whitlow, Aye	Mrs. Janine Burns, Aye
Dr. Maurice Lynch, Aye	Mr. O. J. Cole, Jr., Aye
Mr. John Northstein, Aye	Mr. Tim Hill, Aye
Chair Louise Theberge, Aye	Mr. Carlton Revere, Aye
Mr. Eugene Rivara, Aye	Mr. John Bailey, Aye
Mr. Cecil Schools, Aye	Mr. Charles Gordon, Aye
Mr. Otto Williams, Aye	

Other Business

Mr. Lawrence distributed copies of (1) Users Guide to Dredging in Tidewater Virginia and (2) MPPDC 2035 Regional Long Range Transportation Plan Technical Report/Final Draft for review and consideration for the January 2012 meeting.

Mr O.J. Cole, Jr said that informal discussions with the Mathews Board of Supervisors indicated that his Board was happy with the work of the PDC, but most likely would have problems with funding a new dues level. A general discussion followed about the benefits of the PDC and the history of the work of the Commission. It was suggested that PDC staff prepare a members benefit document to help local boards understand the value of the Commissions work, focusing on quantifiable and qualitative benefits. Mr. Lawrence reported that PDC staff had anticipated the need for a benefits document and was in the process of finalizing it.

Adjourn

Chair Theberge requested a motion to adjourn. Mr. Otto Williams moved to adjourn. Mr. Charles Gordon seconded the motion; motion carried.

COPY TESTE:

(Secretary)

Project Financial Report

Middle Peninsula Planning District Commission

Run Date: 01/10/2012
 Run Time: 9:16:01 am
 Page 1 of 1

Period Ending: 12/31/11

		Expenditures						
Code	Description	Budget	Curr FY	Project Total	Un/Over	% Budget	Revenues	Balance
30007	FY12 Local Programs	187,429.00	41,434.88	93,513.95	93,915.05	49.89%	111,097.42	17,583.47
30010	Local PAA Stewardship/	17,000.00	461.50	10,441.99	6,558.01	61.42%	17,000.00	6,558.01
30013	EE&CBG Project	703,872.00	26,630.91	100,103.99	603,768.01	14.22%	92,870.03	-7,233.96
30170	MPBDP FY12 Staff Sup	38,000.00	-7.49	36,556.57	1,443.43	96.20%	37,685.35	1,128.78
30207	FY12 TDM	74,000.00	5,127.61	32,378.34	41,621.66	43.75%	26,147.00	-6,231.34
30309	FY12 Rural Transportati	72,500.00	5,375.69	33,207.62	39,292.38	45.80%	20,996.49	-12,211.13
30420	Onsite Loan Management	119,458.85	187.63	95,548.61	23,910.24	79.98%	104,467.65	8,919.04
30423	VCWRFR Onsite Fund	80,000.00	2,500.00	11,462.50	68,537.50	14.33%	16,171.50	4,709.00
30426	WQIF 2010	102,883.00	1,754.95	12,678.75	90,204.25	12.32%	17,911.33	5,232.58
30440	Septic Pumpout VII	14,372.00	-1.45	14,706.68	-334.68	102.33%	14,361.11	-345.57
30502	Water Supply Planning	106,784.79	1,873.90	107,502.52	-717.73	100.67%	153,950.00	46,447.48
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	5,511.00	0.00	5,679.88	-168.88	103.06%	6,830.34	1,150.46
31410	FY11 Dragon SAMP	25,000.00	2,620.00	20,694.26	4,305.74	82.78%	16,634.27	-4,059.99
32007	PAA Administration	97,690.01	964.01	82,980.87	14,709.14	84.94%	104,742.87	21,762.00
32113	MP SW Dredging Master l	32,000.00	0.00	31,713.66	286.34	99.11%	32,000.00	286.34
32115	FY11 Coastal TA	61,000.00	-7.82	63,412.12	-2,412.12	103.95%	63,374.30	-37.82
32116	FY11 Climate Change	76,000.00	6,599.50	76,443.46	-443.46	100.58%	72,291.15	-4,152.31
32117	Conservation Corridors	40,000.00	2,410.84	40,023.12	-23.12	100.06%	33,084.91	-6,938.21
32118	FY12 Coastal TA	60,000.00	2,207.13	11,664.85	48,335.15	19.44%	7,500.00	-4,164.85
32119	Land & Water Quality Pr	50,000.00	412.93	3,009.97	46,990.03	6.02%	0.00	-3,009.97
32201	PAA Perrin River WW P	15,000.00	413.65	1,599.97	13,400.03	10.67%	3,750.00	2,150.03
32202	Working Waterfronts Co	43,118.00	0.00	0.00	43,118.00	0.00%	0.00	0.00
32203	Working Waterfronts De	6,000.00	310.67	466.11	5,533.89	7.77%	0.00	-466.11
32205	VAPDC TMDL TA	230,517.00	14,804.77	31,128.31	199,388.69	13.50%	10,990.50	-20,137.81
33000	MP Comprehensive Econ	120,000.00	5,087.48	20,955.16	99,044.84	17.46%	10,594.73	-10,360.43
Totals:		<u>2,378,135.65</u>	<u>121,161.29</u>	<u>956,121.01</u>	<u>1,422,014.64</u>	<u>40.20%</u>	<u>998,450.95</u>	<u>42,329.94</u>

Balance Sheet by Category

Middle Peninsula Planning District Commission

Run Date: 1/10/12
Run Time: 9:17:08 am
Page 1 of 1

Period Ending: 12/31/11
Format: 1 Board

Assets:

Cash in Bank	556,898.44
Receivables	259,310.10
Property & Equipment	16,658.57

Total Assets:

\$832,867.11

Liabilities:

Accounts Payable	11,545.37
VRA Loan Payables	109,921.50
Payroll Withholdings	-33.88
Accrued Leave	20,592.94
Deferred Revenue	-3.14
Cost Allocation Control	(4,095.79)

Total Liabilities:

\$137,927.00

Equity:

Local Initiatives/Information Resources	30,180.07
Economic Development	-9,231.65
Transportation Programs	-18,442.47
Onsite Repair & Pumpout	18,515.05
Housing	-7,233.97
Coastal Community & Environmental	-17,904.58
Mandates	46,447.48
Temporarily Restricted	153,135.87
General Fund Balance	499,474.31

Total Equity:

\$694,940.11

Balance:

\$0.00

Agencywide R&E by Category

Middle Peninsula Planning District Commission

Run Date: 01/10/2012

Run Time: 9:20:14 am

Page 1 of 1

Period Ending: 12/31/11
 Format: 1 Agencywide R&E
 With Indirect Cost Detail

Code & Description	Budget	Current	YTD	Un/Ovr	% Bud
Revenues					
Local Match	75,709.00	40,303.22	70,244.26	5,464.74	92.78%
Local Annual Dues	69,999.00	0.00	61,666.66	8,332.34	88.10%
Local Other Revenues	74,900.00	0.00	135,479.20	-60,579.20	180.88%
State Revenues	266,947.00	0.00	86,087.24	180,859.76	32.25%
Federal Revenues	822,500.00	34,641.39	87,890.19	734,609.81	10.69%
Miscellaneous Income	42,407.00	687.15	23,856.38	18,550.62	56.26%
Onsite Loan Program Income	7,000.00	767.10	12,766.63	-5,766.63	182.38%
PAA Program Income	0.00	0.00	1,100.00	-1,100.00	0.00%
Revenues	1,359,462.00	76,398.86	479,090.56	880,371.44	35.24%
Expenses					
Personnel	408,523.00	29,019.92	192,998.31	215,524.69	47.24%
Facilities	30,912.00	2,853.38	15,509.31	15,402.69	50.17%
Communications	5,700.00	501.80	3,672.01	2,027.99	64.42%
Equipment & Supplies	6,370.00	918.22	6,644.93	-274.93	104.32%
Travel	5,750.00	880.11	3,249.79	2,500.21	56.52%
Professional Development	10,185.00	566.43	10,435.19	-250.19	102.46%
Contractual	767,917.00	39,543.64	104,278.12	663,638.88	13.58%
Miscellaneous	54,741.00	6,574.55	29,728.70	25,012.30	54.31%
Regional Share	75,709.00	40,303.22	70,244.26	5,464.74	92.78%
Expenses	1,365,807.00	121,161.27	436,760.62	929,046.38	31.98%
Agency Balance	-6,345.00	-44,762.41	42,329.94		

Middle Peninsula Planning District Commission



MPPDC General Fact Sheet

WHAT IS MPPDC?

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

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

BACKGROUND

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

WHAT DOES MPPDC DO?

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

HOW ARE DECISIONS MADE AT MPPDC?

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

QUICK FACTS

Region at Glance

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

➤ 888,064 Acres of Land

➤ 90,826 People

By the Numbers

➤ 1.1%
Total State Population

➤ \$50,001
Median Household Income



For More Information:

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

Please visit the MPPDC website at:
www.mppdc.com

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

**Middle Peninsula Planning District Commission
Executive Director's Report of Regional Progress
January 17, 2012**

MPPDC: Membership, Appointments, Committee Assignments, and Networks

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

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

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

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

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

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

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

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

Middle Peninsula Northern Neck Coordinated Human Services Mobility Committee: provides direction for a unified comprehensive strategy for transportation service delivery in the Middle Peninsula and Northern Neck Planning Districts focused on unmet transportation needs of seniors, people with disabilities, and people with low incomes. (MPPDC Staff 4 years)

MPPDC Staff and Contact Information

Acting Director: Lewis Lawrence

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

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

Administrative Assistant: Beth Johnson

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

Programs: *Commuter/ Employer Transportation Services, Septic Repair Assistance, 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, EECBG Weatherization*

Planner 2: Harrison Bresee

Contact Info: hbreesee@mppdc.com (804) 758-2311x26 (757) 871-2245 cell

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

Secretary: Rose Lewis

Contact Info: rlewis@mppdc.com (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.

- Discussed the status of the Water Supply Plan adoption process of localities that have yet to adopt the Plan and Drought Ordinance with Ms. Mary Ann Massey, Virginia Department of Environmental Quality.
- Preparing an additional hard copy of the Regional Water Supply Plan for submission to the Virginia Department of Environmental Quality.

Project 31200 Natural Hazard Plan Update

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

INFORMATION RESOURCES/ASSISTANCE

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

- Updated www.mppdc.com website. Continued uploading recent MPPDC reports and studies to website.
- Reviewed bills introduced for the 2012 General Assembly session and set up an account using the Richmond Sunlight website to track bills that may be important for Middle Peninsula localities. Please go to www.richmondsunlight.com and look under “Tools” - “Public Portfolios” and click on “MPPDC” to view the bills being tracked currently.

COASTAL COMMUNITY DEVELOPMENT/ ENVIRONMENTAL

Funding – VDEQ, local match from MPPDC General Fund

Projects 31410 Dragon Run SAMP

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

- Prepared and submitted reimbursement request to DEQ.
- Corresponded with Mrs. Sara Stamp, Thomas Jefferson PDC, with regards to creating a summary of the last five years of funding for the Final Report for the Coastal Zone Management (CZM) Program. Mrs.

Stamp advised the MPPDC contractor to review previous final CZM reports as well as semi-annual reports for details.

- Reviewed project summaries of the Dragon Run SAMP on the Virginia Coastal Zone Management and pulled key happenings from each year to establish a foundation of the final report.
- Reviewed Dragon Run SAMP files to find a list of interactive educational activities that occurred during Dragon Run Day 2010. This information assisted Ms. April Bahen, Virginia Coastal Zone Management Program, in answering questions received from NOAA about educational activities and performance measure reporting for 2011.
- Developed the template for the CZM final report for Dragon Run SAMP.
- Consulted with Beth Polak, Virginia Coastal Zone Management Program, concerning reprogramming remaining Dragon Run SAMP program funds for the addition of a new deliverable focusing on heir property ownership and failing septic systems.

Projects 32007 Middle Peninsula Chesapeake Bay Public Access Authority

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

- Regional Planner spoke with Ms. Ursula Lemanski from The National Park Service Rivers and Trails Program about her role as a mediator for the Mathews Heritage Park in Mathews, County. In terms of RTCA's role, specific assistance was requested 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." We resolved to set up a timeline for the process in January, 2012.
- Convened the bi-monthly meeting of the Middle Peninsula Chesapeake Bay Public Access Authority. Discussed shallow water dredging, Williams Wharf easement, working waterfronts as well as the need for the General Assembly to re-focus on the original intention of 58.1-2289 *Fuel Tax to support commercial fishing infrastructure*.

Projects 32118 Virginia Coastal Zone Management Program

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

- Received a phone call from Ms. Tanya Denckla Cobb, Associate Director of the Institute for Environmental Negotiation (IEN) at the University of Virginia, concerning a project funded by Virginia Sea Grant and administered by IEN at UVA. The project focuses on local public policy concerns associated with sea level rise and local governments' responsibility to protect public health safety and welfare as well as to gauge the public's wiliness and understanding related to private and public service and mitigation costs. Project will focus on local concerns in Gloucester and Mathews Counties.

- Provided an Essex County resident with a copy of the Chesapeake Bay Foundation presentation given at the November MPPDC Commission meeting held in King William County.
- Reviewed a list of local sea level policy adaptation strategies distributed by IEN staff in connection with the Virginia Sea Grant funded project. Assessed the likelihood for local implementation and local political complications with various suggested approaches and strategies.
- Consulted with Ms. Joan Salvati, Department of Recreation Local Implementation Director for Stormwater. Discussed regionalizing the cost of implementing the new stormwater regulations which will require local governments to develop storm water ordinances, review stormwater plans, track stormwater BMP, report stormwater BMP's as well as monitor stormwater BMP's in perpetuity.
- Regional Planner assisted 7 members of the public with questions about public access on Public Access Authority (PAA) property.
- Participated in a Planning Meeting for the Virginia Outdoors Plan in Charlottesville, VA on December 7, 2011.
- Regional Planner assisted with the Middle Peninsula Chesapeake Bay Public Access Authority (MPCBPAA) meeting on December 9, 2011. Agenda included: Discussion of Williams Wharf Easement; Update on Grant Award-National Parks Service: Mathews Heritage Park Management Plan; Working Waterfronts; and an Update on Legal Issue: CELCP ROW.
- Consulted with Ms. Carol Steele, Director for Gloucester County Dept. Of Parks Recreation & Tourism, concerning the development of the Department of Conservation and Recreation Six-Year Outdoor Recreation Plan for the Commonwealth of Virginia. The six-year Plan is the Commonwealth's master plan for recreation planning.
- Consulted with Delegate Harvey Morgan concerning the Chesapeake Bay License Plate Grant Program. Agreed to assist Delegate Morgan with review of submitted proposal.
- Consulted with Mr. Trenton Funkhouser, King William County Administrator, concerning the proposed NOAA CELCP application requesting funding for the acquisition of the 188 acre Scotland Landing tract by the King William County Industrial Development Authority. Scotland Landing is jointly owned by the City of Newport News and King William County. Scotland Landing site is no longer considered an asset for the creation of a reservoir and is to be sold to recoup some of the litigation and reservoir land cost incurred by the City of Newport News. The Scotland CELP application was ranked 13 in the nation.
- Consulted with Ms. Carol Steele, Gloucester County Parks, Recreation and Tourism, concerning a right-of-way encroachment issue associated with Clay Bank landing located in Gloucester County.
- Discussed the need for increased public access opportunities with Ms. Margaret "Prue" Davis, Essex County Board of Supervisors. Renewed a third request for the VDOT file for Wares Wharf in Essex County from Mr. Shaun Trapani, Saluda Resident Engineer.

Projects 32116 Initiating Adaptation Public Policy Development

MPPDC staff will continue educational outreach to the general public and to elected officials about climate change and sea level rise. To encourage Middle Peninsula member localities to consider the development of public policy to respond to climate change and sea level rise impacts, MPPDC staff will also create a "START" (Start Adaptation and Response Today) kit which will comprehensively assemble, present, and customize

relevant (1) local scientific data, (2) Kaiser- Permanente Natural Hazard Vulnerability Assessment Tool results for the Middle Peninsula, (3) local, state, national and international case studies as well as (4) sample ordinances from communities (nationwide and internationally) that have adopted adaptation policies.

- Prepared and submitted reimbursement request to DEQ.
- Made final comments on the VTech Climate Change Adaptation Report for the Middle Peninsula. The MPPDC contractor is waiting for a final copy of the report that will then be inserted into the START (Start Adaptation and Response Today) kit.
- Reviewed the 2010 Middle Peninsula Natural Hazards Mitigation Plan and pulled relevant information regarding flooding, hurricanes, coastal flooding, and sea level rise that will supplement the START kit.
- Reviewed *The History of Sustainable Development Connecting the Dots* to assist in the language development of the Climate Change Final Report.

Project 32117 Conservation Corridors

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

- Prepared and submitted reimbursement request to DEQ.

Project 32119 Land Water Quality Protection

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

- Consulted with Mrs. Martha Little, local planning consultant hired to assist MPPDC with researching how failing septic systems are handled from an enforcement perspective. Discussed a process for addressing enforcement with Mr. Allan Knapp, Director for the Division of Onsite Wastewater. Agreed in principle that the next step would include discussing enforcement issue with Middle Peninsula Commonwealth attorneys.

Project 32201 Perrin River

Within the Middle Peninsula, and most coastal communities nationwide, the commercial seafood industry has had to adapt and shift as coastal land use and waterfront property ownership have altered. Historically, as epicenters of economic development, coastal communities were the location of strong fisheries and shipbuilding industries, as well as public access areas for recreational and commercial uses. However, as more and more

people move toward the coast, the coastal dynamics combined with changing demographics ultimately threaten traditional and culturally significant working waterfront industries (ie. commercial seafood). The Perrin River in particular needs a comprehensive plan to assess the needs of the commercial seafood industry, harbor management and current and future infrastructure. This project will develop a Commercial Seafood Harbor Master Plan and its implementation could ensure that current and future commercial watermen have access to infrastructure and business support services.

- Regional Planner and Acting Executive Director developed an outline for working on the Perrin River Commercial Seafood Harbor Plan in Gloucester County. Topics include: defining: Existing Infrastructure; User agreements within existing infrastructure framework; Infrastructure life expectancy; Needs and wants of working waterfront; and Potential Perrin Wharf improvements. Worked with Lewis Lawrence, Acting Executive Director, on outreaching local government and VIMS to coordinate the study.

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-Norhampton PDC, Northern Neck PDC Middle Peninsula PDC, Middle Peninsula Chesapeake Bay Public Access Authority, Northern Neck Chesapeake Bay Public Access Authority and Marine Advisory Services at VIMS collectively propose to form a Rural Chesapeake Bay-Seaside Working Waterfront Coalition.

- Developed MOU between the Middle Peninsula Planning District Commission (“Lead PDC”), acting as management agent on behalf of the Northern Neck Planning District Commission and the Accomack-Norhampton Planning District Commission for the purposes of meeting the deliverables.
- Received a contract from the Virginia Coastal Zone Management program to initiate the Working Waterfront Coalition.

Project 32203 Working Waterfronts Definition

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

- Met with Mr. Lewis Lawrence, Acting Executive Director, and Mrs. Clara Meier, Regional Planner, to discuss the process for identifying Seafood and Transportation Hubs in the Middle Peninsula in order develop a comprehensive list of said Hubs. Process will be: 1) identify Hubs in our database, 2) make a list, 3) send list to local governments and request local government input, 4) refine list, 5) outreach businesses and people identified in refined list, and 6) improve list based on all input.

Project 32205 VAPDC TMDLs

Funding for the Bay TMDL program is authorized by the U.S. Environmental Protection Agency through the Virginia Department of Conservation and Recreation (DCR). The Commonwealth of Virginia through the Department of Conservation and Recreation has provided funding to participating Planning District Commissions to assist local governments with responding to the EPA request. MPPDC is coordinating on behalf of 13 planning District Commissions representing over 80 local governments.

- Regional Project Planner assisted with the Chesapeake Bay WIP local response meetings run by The Center for Watershed Protection Staff on December 14, 2011, and January 5, 2012. Representatives from King and Queen County, Essex County, Mathews County, King William County, Gloucester County, Middlesex County, William and Mary Law School, Three Rivers Soil and Water Conservation District (SWCD), Tidewater SWCD, United States Department of Agriculture Natural Resources Conservation Service (USDANRCS), Department of Conservation and Recreation (DCR), and Virginia Department of Health (VDH), among others, were present.
- MPPDC staff convened the third and fourth meeting of the Middle Peninsula TMDL WIP 2 local staff response group on January 5, 2012. Staff from the Three Rivers SWCD and Tidewater SWCD attended and provided agricultural BMP data to assist member local governments with data input into the VAST. Local governments have until February 1st to provide the Commonwealth of Virginia requested data.
- Discussed the Town of Tappahannock's responsibility associated with the Chesapeake Bay Cleanup with Mr. Jimmy Sydnor, Zoning Administrator for the Town.
- In partnership with the Center for Watershed Protection, provided Middle Peninsula localities with BMP strategy documents and an excel worksheet to assist with organizing local WIP II data, either in preparation to enter it into VAST, or as a medium for submitting data directly to DCR.
- Consulted with staff from Mathews County and Gloucester County with specific technical questions related to locality submission of TMDL Phase 2 WIP data into the VAST System or utilizing the external submission method. Contacted DCR staff concerning submittal questions and provided response.

Project 32205 VAPDC TMDL Administration

Funding for the Bay TMDL program is authorized by the U.S. Environmental Protection Agency through the Virginia Department of Conservation and Recreation (DCR). The Commonwealth of Virginia through the Department of Conservation and Recreation has provided funding to participating Planning District Commissions to assist local governments with responding to the EPA request. MPPDC is coordinating on behalf of 13 planning District Commissions representing over 80 local governments. This project is responsible for managing administrative issues.

- Contacted all participating PDC's to ensure execution of the joint memorandum of understanding (MOU) between MPPDC and all participating PDC's to ensure compliance the Department of Conservation and Recreation TMDL Phase 2 requirements.
- Discussed MOU technical issues with several participating PDCs to clarify expectation of DCR for TMDL Phase 2 requirements.

Project 30207 Transportation Demand Management (TDM) Services

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

- Received online registration from Norfolk resident commuting to Richmond. No match available. Referred to TRAFFIX and Ridefinders for assistance.
- Attended Coordinated Human Services Mobility Committee meeting to review Human Service agencies FY13 grant applications and update transportation service providers listing for Middle Peninsula and Northern Neck.
- Initiated Conference call for Association for Commuter Transportation (ACT) Telework and Alternative Work Arrangement Council and Telework Exchange to discuss action on pending legislation Telecommuter Tax Fairness Act regarding double taxation of remote workers in certain states.
- Consulted with Ms. Jennifer Cencich, Next Media, regarding new poster for Rt. 33 billboard in King and Queen County.
- Participated in several conference calls for ACT Chesapeake Chapter Joint Symposium Committee to discuss sponsorships, registrations and budget for upcoming Joint Symposium January 26/27 in D.C. in conjunction with the ACT Legislative Summit and Transportation Research Board annual meeting.
- Continued preparation of FY13 Transportation Demand Management grant application due February 1st.
- Consulted with Ms. Jennifer Cencich, Next Media, regarding available billboard on Route 360 in Essex.
- Coordinated with Mr. Bob Baldwin, Bay Transit's Mobility Manager, about the December 2011 Coordinated Human Service Mobility (CHSM) Committee meeting being held at the MPPDC.
- Assisted with the preparation of a presentation on the Middle Peninsula's Transportation Demand Management Program, MidPenRideshare, to be given at the December 16, 2011 CHSM meeting.
- Presented an overview of MidPenRideshare at the December 16, 2011 CHSM meeting.
- Submitted Transportation, Community & System Preservation (TCSP) project grant application to fund a Rural Fixed-Route Transit Feasibility Study along the Route 17 Corridor in the Middle Peninsula. The Transportation, Community, and System Preservation (TCSP) Program is a comprehensive initiative of research and grants to investigate the relationships between transportation, community, and system preservation plans and practices and identify private sector-based initiatives to improve such relationships. The TCSP Program is a FHWA Program being jointly developed with the Federal Transit Administration, the Federal Rail Administration, the Office of the Secretary, and the Research and Innovative Technology Administration within the US Department of Transportation, and the US Environmental Protection Agency.

Project 30309 Rural Transportation Planning

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

- Prepared and submitted reimbursement request to VDOT.
- Discussed Rural Regional Long Range Transportation Plan resolutions with Mr. Darrel Johnson, Virginia Department of Transportation (VDOT), and obtained examples for use in drafting a resolution for the MPPDC to consider.
- Discussed the status of the Rural Regional Long Range Transportation Plan consideration by the MPPDC with Ms. Margaret Moore, Parsons Transportation Group.
- Discussed gathering information on critical working waterfront infrastructure with Mr. Lewis Lawrence, Acting-Executive Director at the MPPDC, and Mr. Harrison Bresee, MPPDC Regional Projects Planner.
- Prepared a spreadsheet of working waterfront infrastructure from information provided by the Virginia Institute of Marine Science (VIMS) and the Multimodal Freight Study Project Report.
- Met with Mr. Harrison Bresee, MPPDC Regional Projects Planner, to review the list of working waterfront infrastructure compiled by the Virginia Institute of Marine Science (VIMS) and MPPDC staff.
- Preparing a list of working waterfront infrastructure to send out to the Middle Peninsula local planners for review and feedback.
- Discussed the regional priority projects request from VDOT for the Six Year Improvement Program (SYIP) with VDOT personnel: Mr. Craig Van Dussen, Fredericksburg District Regional Manager, Mr. Darrel Johnson, Rural Planning Program Manager, and Ms. Robin Grier, Assistant Division Administrator for Statewide Planning & Policy.
- Contacted Ms. Reta Busher, Chief of Planning and Programming for VDOT, about the regional priority projects request for the SYIP.
- Prepared and submitted the 2nd quarterly report for the Rural Transportation Planning Program to Mr. Craig Van Dussen, Fredericksburg District Regional Manager for VDOT.

ONSITE REPAIR & PUMPOUT

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

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

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

- Prepared and submitted quarterly report and reimbursement request to DCR.
- Executed ACH loan payments.

- Consulted with Mr. Dave Demuth, Gloucester County Health Department, regarding proposed design change for approved septic repair. Design change would increase cost \$1000.
- Consulted with Mr. Chris Burrell, Turlingtons Septic, regarding design change for Gloucester County repair.
- Consulted with Gloucester County homeowner regarding design change and increased costs. Homeowner approved changes. Paperwork redrawn and signed by homeowner.
- Consulted with Mathews County homeowner regarding septic repair application.
- Consulted with loan client regarding payoff amount. Discovered discrepancy in software where one day's loan payments, while entered into the system, did not post to clients' accounts. Consulted with GMS Accounting to determine cause. Most likely due to power glitch week following Hurricane Irene. Instituted new accounting procedure to catch any future problems more quickly.
- Consulted with loan client requesting no ACH payment be processed in January due to financial problems.
- Convened MPPDC Onsite Loan Program Committee to approve loan for Gloucester County client in "heir situation." MPPDC has been working with client since August to find a solution. Determined that Executor of Estate would need to sign required Recordation paperwork required by county, VDH, and MPPDC's funders. Executor finally agreed to sign and assistance could be offered. Client now needs to obtain services of an AOSE or Engineer to design the system.
- Consulted with attorney regarding assistance for applicant in "heir situation."
- Processed requests for septic pumpout applications.
- Septic Pumpout as of January 17, 2012

Applications Mailed	72
Approved Vouchers	56
Completions	40

Approved by County	
Essex	12
Gloucester	14
King and Queen	05
King William	06
Mathews	05
Middlesex	14

Project 30440 Septic Pumpout

The Chesapeake Bay Preservation Act requires that septic systems be pumped out or inspected at least once every five years to reduce non-point source pollution. Low-to-moderate income (LMI) families are especially burdened by the requirement to pump out their septic systems. In order to assist these households, the MPPDC secures funding to pay for the pump out of systems of LMI households. Applicants are taken on a first-come, first-served basis until funding is exhausted.

- Prepared and submitted quarterly report and reimbursement request to DEQ.
- One voucher outstanding.

ECONOMIC DEVELOPMENT

Funding – MPBDP, Inc reimburses MPPDC for staff support

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.

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.

- Consulted with Mr. Bob Gittler, EDA, regarding process to request reimbursements. Downloaded required forms from internet and prepared and submitted reimbursement request and semiannual financial reports.
- Met with MPPDC Acting Executive Director Lewis Lawrence to discuss the CEDS committee process. CEDS appointments are due by 1/31/2012, followed by an outreach letter to the Committee, and subsequently followed by the Process Meetings in the winter/spring 2012. Note: Essex County included CEDS appointments on January 10th BOS agenda; King William County advertised CEDS appointments in January 4, 2012, Tidewater Review; and Mathews County discussed the CEDS appointments at an organizational BOS meeting January 5, 2012.
- Researched examples of projects funded in other communities that were a direct result of the CEDS process. Examples include funding for water, sewer, rail, ports, local government technical assistance, feasibility studies, disaster recovery planning, bio medical business incubator construction, etc., creating and improving local employment.
- Inquired about questions on CEDS from the local government administrators at the December Local Government Administrator's meeting.
- The March 2002 Virginia River County Economic Development Plan was reviewed for progress against the upcoming development of a regional 2012 CEDS plan. The last Middle Peninsula Regional Economic Development Strategic Plan was completed in March 2002 by Virginia's River Country in accordance with the provisions of the Regional Competitiveness Act (Title 15.2, Chapter 13, Section 15.2-1306 through 1310). This plan outlines those regional actions and activities necessary to promote economic prosperity in harmony with our heritage and environment. Twelve regional projects were

identified as important regional economic development strategies. Over the last 10 years, the region has advanced 11 of the 12 strategies forward.

1. **Establish a Middle Peninsula Business Development Center to support priority economic interest-** This strategy ultimately took the form of the Middle Peninsula Business Development Partnership. The Business Development Partnership created hundreds of jobs over the MP in major employment sectors. These jobs, training and loans to Middle Peninsula constituents are documented with the MPPDC.
2. **Create a Middle Peninsula Technology Council to promote e-commerce in priority sectors.** Several regional studies were initiated looking at the barriers for promoting e-commerce as an economic driver for the region. Studies consistently indicate a need for high-speed broadband services. Ultimately, member localities took action to form the institutional framework for the creation of the Middle Peninsula Broadband Authority. Federal funding has been requested multiple times to design, build and deploy a high speed broadband network across the Middle Peninsula; these proposals have not been funded. Without high speed service, the region is limited in developing e-commerce.
3. **If feasible, support the establishment of a commercial hatchery and capture the potential market for non native oysters-** After 2002, several local hatcheries have been developed in the Middle Peninsula. This strategy has been reached. The non native oyster is not permissible.
4. **Improve the business climate for fisheries and maritime business and address land use and public policy barriers to growth in this sector-** This strategy has made tremendous progress forward. The projects undertaken by the PDC, PAA and Marine Advisory Services at VIMS since 2002 has advanced the policy understanding and needs of coastal local governments. The region is recognized as a leader in coastal zone management on issues impacting the seafood industry, provision of public access, marine spatial planning, aquaculture, working waterfronts, taxing, dredging, regulations, and financing.
5. **Address land use conflicts facing farm and forest industries that are constraining growth in these sectors.** Since 2002 the PDC has worked in partnership with Tidewater RCD, PAA, VIMS and many others identifying issues and working on solutions to improve the natural resource industries within the Middle Peninsula. Most recently, the PDC directed staff to explore the fiscal impacts to localities related to conservation easements. The finding of this work has favorably impacted local governments and the composite index.
6. **Launch Work Keys program-** the Northern Neck-Middle Peninsula Public Education Consortium was identified as the lead entity. Funding was not allocated by the General Assembly to support this initiative. Bay Consortium Workforce Investment Board has worked with Work Keys as well as the Workforce and Community Development Center at RCC. Both continue to provide training to clients in need. Currently, Work Keys is not a work area of the PDC.
7. **Establish a workforce development forum to better communicate information and opportunities-** RCC Workforce and Community Development Center has positioned itself as the single provider for these types of programs and services. Funding was not allocated by the General Assembly to support this initiative after 2002.
8. **Create a Marine Education Council to build upon the regions unique maritime education opportunities.** Significant progress has been made as part of this regional strategy. VIMS initiated a *Virginia Marine Trades Workforce Training-A Regional Needs Assessment, based on*

the results of the study, RCC developed a specific marine trades curriculum through the Workforce and Community Development program at RCC. Currently, the PAA is working with the Marine Trades industry forming a Working Waterfront Coalition to give the working waterfront business a voice for policy, taxing and regulatory concerns.

9. **Launch a regional tourism marketing program-** The Virginia River County Tourism Council was created and handled tourism marketing for the region for many years. Localities determined other priorities for investment and the program has closed.
10. **Launch a regional marketing plan to attract and retain retirees and retiree service business-** Funding was not allocated by the General Assembly to support this initiative.
11. **Create a waterfront public access authority to improve access to the waterfront for tourism, recreation, commercial fisheries, and other marine related industries.** The body of work completed since 2003 by the Middle Peninsula Chesapeake Bay Public Access Authority speaks for itself. Those interested in the work of the PAA should visit <http://www.virginia Coastal Access.net/>.
12. **Organize a regional campaign to expand services and competition in telecommunications-** The region has created the Middle Peninsula Regional Broadband Authority. The region has attempted twice to secure significant federal investment to improve the delivery of broadband services.

LOCAL INITIATIVES

Funding - local dues, PDC base-funding from VDHCD and/or MPPDC General Fund.

Funding for specific projects may come from locality requesting assistance.

Project 30007 Local & Regional Technical Assistance

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

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

- Assisted with the editing of a report outlining how the MPPDC benefits Mathews County. Preparation of a report for each jurisdiction was undertaken in response to the MPPDC Strategic Planning Report accepted by the Commission on April 27, 2011 which indicated a need to engage in continued Board education and annual orientation of new board members.
- Attended the Tappahannock- Essex Chamber of Commerce sponsored legislative reception on January 4th. Legislators in attendance included Senator Ryan McDougle, Delegate Elect Keith Hodges and Delegate Elect Margaret Ransom as well as Congressman Rob Wittman. Discussed issues and challenges at the Federal, State and local level.

Project 32113 Shallow Water Dredging

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

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

- Consulted with Mr. Mark Mansfield, U.S. Army Corps of Engineers concerning presenting the Middle Peninsula Regional Shallow Water Dredging study to the MPPDC Commission in January. This study looks at the current and future dredging cost which localities will most likely have to finance as the Federal Government is no longer funding local dredging projects.

HOUSING

Funding –VDMME

Project 30013 Energy Efficiency and Conservation Block Grant (EECBG)

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

- Executed ACH loan payments.
- Met with Essex County client to process loan paperwork.
- Prepared and submitted the consolidated monthly report for December 2011 to Virginia Department of Mines, Minerals and Energy (DMME).
- Prepared and submitted the consolidated quarterly report for October 1-December 31, 2011 to DMME.
- Attended the Local Government Administrators meeting where Bay Aging staff gave a progress report for the project, it was agreed that applications should no longer be accepted in order to finish the current jobs by the deadline and it was agreed that newspaper ads for the project would cease as soon as possible.
- Assisted with the coordination of setting up a loan for one approved applicant in Essex County.
- Corresponded with Mr. Ron Hachey, DMME, about tasks required for project close-out in April 2012.
- Discussed the status of current energy retrofit jobs with Mr. Vincent Smith, Bay Aging/Bay Family Housing, to determine when loan payments can begin for two clients located in Essex and Middlesex Counties.
- Corresponded with Mr. Vincent Smith, Bay Aging/Bay Family Housing, about additional documents needed for the November 2011 invoice.
- Preparing the invoice for November 2011 that will be submitted to DMME for reimbursement.

➤ Current Clients

Status as of December 19, 2011

Essex County	04
Gloucester County	07
King and Queen County	02
King William County	02
Mathews County	01
Middlesex County	07

Dropped Out	01
Completed	03
Scheduled	03
Pending Bid	01
Bid Completed	02
Pending Audit	13

AGENCY ADMINISTRATION

Funding - Indirect cost reimbursements from all PDC projects

MPPDC Administration

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

- Prepared vouchers, processed A/P, processed payroll, processed deposits and balanced bank accounts.
- Prepared MPPDC financial statements.
- Prepared 3rd quarter staff allocation.
- Prepared and submitted 4th quarter 2011 Form 941.
- Prepared 2011 W-2's and W-3.
- Prepared initial early draft FY13 budget.
- Prepared and mailed FY13 budget requests to localities.
- Prepared new MPDPC Commissioner Handbook for distribution at January Commission meeting.
- At the request of member localities, prepared a fact sheet on the benefits of the MPPDC and specific locality benefit. Distributed MPPDC benefits sheets to all Middle Peninsula local government administrators.

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Draft 2012 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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OVERALL PROGRAM DESIGN AND BUDGET DEVELOPMENT SCHEDULE

The Commission's work program and budget are scheduled to be adopted at the annual meeting on June 27, 2012. The following schedule is proposed:

	<u>Tasks</u>	<u>Date</u>
1.	Appointment of Overall Program Design and Budget Committee	January 25
2.	Draft Overall Program Design and Budget Provided to Committee Members	TBD
3.	Committee Work Session	TBD
4.	Committee Work Session (if necessary)	TBD
5.	Presentation of Overall Program Design and Budget to Middle Peninsula Planning District Commission	May 23
6.	Adoption of Overall Program Design and Budget by Middle Peninsula Planning District Commission	June 27