



# MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

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## COMMISSIONERS

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

Town of Tappahannock  
Hon. Roy M. Gladding

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

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

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

Town of West Point  
Hon. Charles D. Gordon

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Hon. O. J. Cole, Jr.  
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Mr. Stephen K. Whiteway

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

Town of Urbanna  
(Vacant)  
Hon. Donald Richwine

Secretary/Acting Director  
Mr. Lewis L. Lawrence

## MEMORANDUM

**TO:** MPPDC Board of Commissioners

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

**DATE:** July 20, 2011

**RE:** July Commission Meeting

The Middle Peninsula Planning District Commission will host its regular monthly meeting on Wednesday, July 27, 2011, in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda at 7:00 p.m.

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

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

***Middle Peninsula Planning District Commission***  
**Regular Monthly Meeting**  
**7:00 P.M.**  
**Wednesday, July 27, 2011**  
**Saluda, Virginia**

1. Welcome and Introductions
2. Approval of June Minutes
3. Approval of June Financial Report
4. Executive Director's Report on Staff Activities for the Month of July
5. Public Comments
6. Comprehensive Economic Development Strategy(CEDS) Grant Announcement
  - Lewis Lawrence, MPPDC Acting Executive Director
7. Chesapeake Bay WIP Update
  - Lewis Lawrence, MPPDC Acting Executive Director
8. Water Supply Plan Adoption Process
  - Clara Meier, MPPDC Regional Projects Planner
9. EECBG/Bay Aging Weatherization Project Update
  - Clara Meier, MPPDC Regional Projects Planner
10. FY12 Indirect Cost Allocation Plan Adoption
  - Beth Johnson, MPPDC Administrative Assistant
11. Appointment of Executive Regional Planning Committee for the Purpose of Strengthening the Long-Term Financial and Organizational Stability of the MPPDC
12. Other Business
13. Adjourn

# **MIDDLE PENINSULA PLANNING DISTRICT COMMISSION DINNER MEETING**

**June 22, 2011  
Saluda, Virginia**

The Middle Peninsula Planning District Commission hosted a Policy Discussion Panel on Water Quality and dinner meeting at VIMS in Watermen's Hall, Gloucester Point, VA. The meeting was held on June 22, 2011. A regional networking social hour was held at 6:00 p.m. Chair Louise Theberge (Gloucester County) welcomed everyone.

Chair Theberge introduced the Policy Discussion Panel on Water Quality. The speakers were Allen Knapp, Director of Division of Onsite Sewage of the VA Department of Health (VDH); Dr. Bob Croonenberghs, Director of Shellfish Sanitation of the VDH; David Sacks, Assistant Division Director of Department of Conservation and Recreation/Chesapeake Bay Local Assistance Department (DCR/CBLAD); A. J. Erskine, Aquaculture Manager and Field Scientist of Bevans Oyster Company, and Dr. Jim Pyne, Chief of Small Communities Division of Hampton Roads Sanitation District (HRSD).

Chair Theberge introduced guests in attendance. Guests were: Tom Murray, VIMS Associate Director for Advisory Services; Joe Schumacher, District Manager of US Congressman Rob Wittman's office; 98<sup>th</sup> District Delegate Candidates-Sherwood Bowditch, Keith Hodges, Ken Gibson (Beth), and Catesby Jones; and Denise Mosca, Chesapeake Bay Foundation; Pat Duttry, VA Department of Health; and Kathy Vesley-Massey, President of Bay Aging Inc., and Bill Massey.

Mr. Lewis Lawrence, MPPDC Acting Executive Director, thanked the Panel and everyone attending the policy discussion on water quality. Mr. Lawrence said that the panel discussion would include questions and answers regarding failing septic systems, impacts on the aquaculture/seafood industry, and the Chesapeake Bay clean up from the local government's perspective. The issue of clean water is very important to the economy and lifestyle of the Middle Peninsula. Middle Peninsula watermen depend on clean water, farmers depend on clean ground and river water for irrigation, and wildlife depend on clean water. Mr. Lawrence said that the Commonwealth of Virginia and the Federal Government have been working to clean the Chesapeake Bay since mid-1980 and now it seems to be moving toward the responsibility of the local governments.

Mr. Lawrence submitted three questions to the panel before the meeting, but time allowed only for the first two questions to be answered.

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**Question 1:**

According to the 2009 Chesapeake Bay and Virginia Waters Clean Up Plan, HB 2646 which was passed during the 2009 GA legislative session directs the Board of Health and the Director of DEQ to develop procedures for qualifying the owners of failing septic systems for betterment loans. As we see the problem in rural coastal communities, access to funding is not the only or even primary barrier to repairing failing septic systems. The most significant barrier appears to be a delay in timely and complete enforcement action. Please take a few minutes and explain, from your perspective, the enforcement philosophy of your agency as it relates to impairments that impact water quality.

*Due to lengthy answers, each answer has been shortened. A DVD of the discussion will be available. Please contact MPPDC Acting Executive Lewis Lawrence or MPPDC Secretary Rose Lewis at 758-2311 for a copy.*

- ❖ Mr. Allen Knapp, Director of Division of Onsite Sewage of the VA Department of Health (VDH): According to VDH, a failing system is considered a system which has ground or in-house backup of effluent. VDH considers enforcement to be a process. VDH staff educate homeowners on maintaining their septic systems, send violation notices to owners of failing systems, and advise homeowners on how to fix their failing system. VDH cannot condemn people's homes or force them to move out of their homes. Mr. Knapp said that most people have failing systems because of the lack of money.
- ❖ Dr. Bob Croonenberghs, Director of Shellfish Sanitation of the VDH: Shoreline surveys should be conducted door-to-door. By conducting these surveys, a high percentage of problems can be made known.
- ❖ Mr. David Sacks, Assistant Division Director of Department of Conservation and Recreation/Chesapeake Bay Local Assistance Department (DCR/DCR/CBLAD: Department of Conservation and Recreation has the responsibility of regulating non-point source discharges. All local governments have erosion sediment programs. Local government should implement the erosion regulations.
- ❖ Mr. A. J. Erskine, Aquaculture Manager and Field Scientist of Bevans Oyster Company: According to the private oyster industry perspective, water quality is very important to the survival of the oyster industry. Failing septic systems need to be fixed, funding needs to be identified to assist low income citizens and violations need to be enforced.

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- ❖ Mr. Lewis Lawrence, MPPDC Acting Executive Director, said that the MPPDC has been in the septic repair business for over ten years but there is a problem getting homeowners to take advantage of the funding opportunities available. Proper and rigorous enforcement is needed.
- ❖ Dr. Jim Pyne, Chief of Small Communities Division of Hampton Roads Sanitation District (HRSD): New ways to manage septic systems need to be explored. Water use and waste patterns have changed. The more complex systems have to be managed in order to function properly. Solutions exist but will be costly.

**Question 2:**

In contrast to natural oyster beds, many of Virginia's aquaculture sites are located near the water's surface and close to the shoreline. Oysters and clams grown in these areas can quickly become exposed to pollution. Sources of pollution include failing septic systems, grey water discharge, poor manure management practices, pet waste, and wildlife excretions. The U.S. Food and Drug Administration (FDA), state regulators, and the shellfish industry all recognize the potential for illness from eating contaminated raw shellfish. From your perspective, please comment on potential mandated and/or voluntary actions that private citizens, local and state government and the state legislature could take to minimize these problems.

- ❖ Mr. Allen Knapp, Director of Division of Onsite Sewage of the VA Department of Health (VDH): Mr. Knapp said that the performance of septic systems should be defined and assessed. Legislators think that septic systems should be upgraded voluntarily. There should be a mechanism to allow homeowners to upgrade non failing systems to add nitrogen-reducing technology. Funding incentives and /or rebates would be a plus for system maintenance to ensure proper operation and maintenance.
- ❖ Dr. Bob Croonenberghs, Director of Shellfish Sanitation of the VDH: Look at data for environmental variables: hard surfaces, retention ponds, and no discharge zones. Correcting septic system flaws and drain lines take time. Citizens or groups can get involved by maintaining their septic systems, use fertilizer with caution, pet waste clean-up, etc.
- ❖ Mr. David Sacks, Assistant Division Director of Department of Conservation and Recreation/Chesapeake Bay Local Assistance Department (DCR/DCR/CBLAD: There are volunteer practices that farmers can take. One example is the cost share program (NRCS) with conservation districts.

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- ❖ Mr. A. J. Erskine, Aquaculture Manager and Field Scientist of Bevans Oyster Company: Improve water quality and then the oyster industry will be improved. Oysters can filter out nutrients. Improving water quality in watersheds and tributaries should be prioritized. The oyster industry is in favor of increasing the oyster tax if the money would be used to detect and repair failing septic systems near shorelines. The industry supports no discharge zones. Gray water discharge and manure should have bacteria removed. Pet waste should be controlled and wildlife is a large contributor water bacteria.

Mr. Lewis Lawrence, MPPDC Acting Executive Director, opened the floor up to general policy questions to the panelists. Questions asked were regarding:

1. How can we control someone's flushing outside of the Chesapeake Bay watershed?
2. What is the law/regulation regarding fertilizing lawns and is it in forced?
3. Is there funding for public sewer?
4. Is it the health department's responsibility to manage septic systems?
5. Are there funds available to assist homeowners in repairing septic systems?
6. Why can a reserve drainfield not be used if main septic system fails?

Mr. Lewis Lawrence, MPPDC Acting Executive Director, closed the floor to questions.

Mr. Jack Miller, Chairman of the Middlesex County Board of Supervisors, gave the dinner Invocation.

**MPPDC JUNE BUSINESS MEETING**

Chair Theberge (Gloucester County) called the business meeting to order. Commissioners in attendance were: (Essex County) Margaret "Prue" Davis, Edwin "Bud" Smith, and David Whitlow; (Gloucester County) Dr. Maurice Lynch; (King William County) Eugene Rivara and Otto Williams; (Mathews County) Janine Burns; (Middlesex County) Wayne Jessie, Sr., Carlton Revere, and Kenneth Williams; and (Town of West Point) Charles Gordon.

**Approval of May Minutes**

Chair Theberge requested a motion to approve the May Minutes. Dr. Maurice Lynch moved to approve the May Minutes. Otto Williams seconded the motion; motion carried.

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**Approval of May Financial Report**

Chair Theberge requested a motion to approve the May Financial Report subject to audit. Kenneth Williams moved to approve the May Financial Report subject to audit. Prue Davis seconded the motion; motion carried.

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

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

Mr. Lawrence directed everyone's attention to the Regional Profile of the Middle Peninsula flyer that was distributed. The profile was prepared by MPPDC staff of the 2000-2010 census statistics of population, race, income and poverty, and labor force in the Middle Peninsula.

Mr. Lawrence informed everyone that he received notice from Bob Gittler, Virginia Economic Development Specialist at EDA that our Comprehensive Economic Development Strategy (CEDS) proposal was funded.

**Public Comment**

Chair Theberge opened the meeting for public comments. There were no public comments.

**Election of FY2012 Officers**

Chair Louise Theberge presented the following slate of officers for FY2012:

Chair-	Louise D. Theberge, Gloucester County
Vice Chair-	Sherrin C. Alsop, King and Queen County
Treasurer-	Edwin "Bud" E. Smith, Essex County
Secretary-	Lewis Lawrence, MPPDC Acting Executive Director.

No other nominations were presented. Chair Theberge requested nominations be closed. Carlton Revere moved that the nominations be closed; Dr. Maurice Lynch second the motion; motion carried.

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Dr. Maurice Lynch moved that the nominated slate of officers be elected by acclamation; Otto Williams seconded the motion; motion carried.

Chair Theberge thanked the Nominating Committee for the FY2012 slate of MPPDC officers.

**Adjourn**

Chair Theberge requested a motion to adjourn. Otto Williams moved that the meeting be adjourned. Kenneth Williams seconded the motion; motion carried.

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(Secretary)

# Project Financial Report

Middle Peninsula Planning District Commission

Run Date: 08/25/2010  
 Run Time: 8:47:35 am  
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Period Ending: 07/31/10

## Expenditures

Code	Description	Budget	Current	Project Total	Un/Over	% Budget	Receipts	Balance
30005	Local Programs FY10	46,671.62	657.01	25,872.87	20,798.75	55.44%	25,215.86	-657.01
30006	Local Programs FY11	247,031.00	4,237.21	4,237.21	242,793.79	1.72%	20,460.65	16,223.44
30010	Local PAA Stewardship/	17,000.00	0.00	5,205.49	11,794.51	30.62%	17,000.00	11,794.51
30013	EE&CBG Project	703,872.00	2,096.38	2,096.38	701,775.62	0.30%	0.00	-2,096.38
30160	FY11 MPBDP Inc Staff S	44,400.00	6,670.55	6,670.55	37,729.45	15.02%	2,210.00	-4,460.55
30206	FY11 Transportation Dem	74,430.00	6,394.75	6,394.75	68,035.25	8.59%	0.00	-6,394.75
30308	FY11 Rural Transportati	72,500.00	4,471.50	4,471.50	68,028.50	6.17%	0.00	-4,471.50
30420	Onsite Loan Management	114,924.04	714.54	74,999.09	39,924.95	65.26%	99,191.91	24,192.82
30439	Septic Pumpout VI	11,875.00	1,249.05	7,226.00	4,649.00	60.85%	5,976.95	-1,249.05
30502	Water Supply Planning	106,784.79	1,647.34	77,313.78	29,471.01	72.40%	153,950.00	76,636.22
30605	MPDSB Staff Support	8,730.00	3,413.99	7,710.22	1,019.78	88.32%	8,730.00	1,019.78
30606	VADSB Employment Gr	100,000.00	23,356.76	81,275.02	18,724.98	81.28%	100,000.00	18,724.98
30607	FY11 MPDSB Staff Sup	0.00	1,405.54	1,405.54	-1,405.54	0.00%	39,348.93	37,943.39
31002	GA Lobby FY09	0.00	0.00	13,047.75	-13,047.75	0.00%	24,000.00	10,952.25
31200	Emergency Managment	191,777.84	8,502.02	181,787.67	9,990.17	94.79%	189,199.10	7,411.43
31404	Dragon Run Day	5,511.00	0.00	5,451.45	59.55	98.92%	6,515.92	1,064.47
31409	FY10 Dragon Run SAMP	14,000.00	2,322.53	8,440.09	5,559.91	60.29%	6,117.56	-2,322.53
31410	FY11 Dragon SAMP	25,000.00	0.00	0.00	25,000.00	0.00%	0.00	0.00
32007	PAA Administration	97,690.01	1,476.00	66,911.52	30,778.49	68.49%	101,290.47	34,378.95
32109	FY10 Coastal TA Task 44	60,000.00	3,757.75	48,840.19	11,159.81	81.40%	45,082.44	-3,757.75
32110	Aquaculture & Working W	56,000.00	3,786.89	44,348.79	11,651.21	79.19%	40,561.90	-3,786.89
32111	Climate Change II Task 1	76,000.00	5,157.53	60,590.99	15,409.01	79.72%	55,433.46	-5,157.53
32112	MP Conservation Corri	38,000.00	2,622.53	30,225.52	7,774.48	79.54%	27,602.99	-2,622.53
32113	MP SW Dredging Master l	5,398.00	0.00	5,213.66	184.34	96.59%	5,213.66	0.00
32114	Floating Homes Law & Pc	9,000.00	1,329.33	6,083.87	2,916.13	67.60%	4,764.17	-1,319.70
32115	None	60,000.00	0.00	0.00	60,000.00	0.00%	0.00	0.00
32116	None	76,000.00	0.00	0.00	76,000.00	0.00%	0.00	0.00
33600	Mount Olive	104,521.82	868.17	106,073.32	-1,551.50	101.48%	105,231.11	-842.21
<b>Totals:</b>		<u>2,367,117.12</u>	<u>86,137.37</u>	<u>881,893.22</u>	<u>1,485,223.90</u>	<u>37.26%</u>	<u>1,083,097.08</u>	<u>201,203.86</u>

# Balance Sheet by Category

Middle Peninsula Planning District Commission

Run Date: 8/25/10  
Run Time: 8:48:06 am  
Page 1 of 1

Period Ending: 07/31/10  
Format: 1 Board Balance Sheet

## Assets:

Cash in Bank	684,760.43
Receivables	232,307.01
Property & Equipment	35,410.40

**Total Assets:**

**\$952,477.84**

## Liabilities:

Other Payables	112,500.00
Payroll Withholdings	843.68
Accrued Leave	30,300.07
Deferred Revenue	2,283.20
Cost Allocation Control	(2,978.86)

**Total Liabilities:**

**\$142,948.09**

## Equity:

Local Programs	111,984.86
Transportation Programs	-10,866.25
Nonpoint Pollution Programs	22,943.77
Staff Support Programs	53,227.61
Dragon Run Programs	-1,258.06
Coastal Programs	-16,644.40
Public Access Auth Programs	34,378.95
Emergency Management Programs	7,411.43
General Fund Balance	608,351.84

**Total Equity:**

**\$809,529.75**

**Balance:**

**\$0.00**

## Agencywide R&E by Category

Middle Peninsula Planning District Commission

Run Date: 08/25/2010

Run Time: 8:48:33 am

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Period Ending: 07/31/10  
 Format: 1 Agencywide R&E  
 With Indirect Cost Detail

Code & Description	Budget	Current	YTD	Un/Ovr	% Bud
<b>Revenues</b>					
	120,000.00	0.00	0.00	120,000.00	0.00%
Local Match	160,017.00	0.00	0.00	160,017.00	0.00%
Local Annual Dues	35,001.00	20,001.00	20,001.00	15,000.00	57.14%
Local Other Revenues	134,200.00	188,634.31	188,634.31	-54,434.31	140.56%
State Revenues	120,562.00	0.00	0.00	120,562.00	0.00%
Federal Revenues	271,761.00	24,290.28	24,290.28	247,470.72	8.94%
Miscellaneous Income	36,549.00	29,435.66	29,435.66	7,113.34	80.54%
Onsite Loan Program Income	5,480.00	24,904.02	24,904.02	-19,424.02	454.45%
PAA Program Income	0.00	50.00	50.00	-50.00	0.00%
<b>Revenues</b>	<b>883,570.00</b>	<b>287,315.27</b>	<b>287,315.27</b>	<b>596,254.73</b>	<b>32.52%</b>
<b>Expenses</b>					
Personnel	536,696.00	48,860.56	48,860.56	487,835.44	9.10%
Facilities	37,012.00	3,776.25	3,776.25	33,235.75	10.20%
Equipment & Supplies	7,500.00	4,028.56	4,028.56	3,471.44	53.71%
Travel	5,750.00	580.45	580.45	5,169.55	10.09%
Professional Development	6,250.00	1,106.10	1,106.10	5,143.90	17.70%
Contractual	91,617.00	23,922.63	23,922.63	67,694.37	26.11%
Miscellaneous	55,546.00	3,862.82	3,862.82	51,683.18	6.95%
Regional Share	160,017.00	0.00	0.00	160,017.00	0.00%
<b>Expenses</b>	<b>900,388.00</b>	<b>86,137.37</b>	<b>86,137.37</b>	<b>814,250.63</b>	<b>9.57%</b>
<b>Agency Balance</b>	<b>-16,818.00</b>	<b>201,177.90</b>	<b>201,177.90</b>		

# Middle Peninsula Planning District Commission



## MPPDC General Fact Sheet

### WHAT IS MPPDC?

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

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

### BACKGROUND

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

### WHAT DOES MPPDC DO?

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

### HOW ARE DECISIONS MADE AT MPPDC?

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

## QUICK FACTS

### Region at Glance

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

➤ 1,055 Miles of Shoreline

➤ 888,064 Acres of Land

➤ 90,826 People

### By the Numbers

➤ 1.1% Total State Population

➤ \$50,001 Median Household Income

### For More Information

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

Please visit the MPPDC website at:

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



# Regional Profile:

## 2000-2010 Demographic Information

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

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

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

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

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

# MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

## Staff Activities Service Summary of Regional Progress

June 2011	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</i>		<i>Support staff: Lewie</i>	
	<i>Start Date: 7/2008</i>		<i>Start Date: 2/2008</i>	
	<i>Completion Date: 6/2011</i>		<i>Completion Date: 6/2011</i>	
Localities	Participating Localities	Current Status	Participating Localities	Current Status
Essex	✓	Awaiting review by DEQ	✓	ADOPTED
Gloucester	NA	NA	✓	ADOPTED
King and Queen	✓	Awaiting review by DEQ	✓	ADOPTED
King William	✓	Awaiting review by DEQ	✓	ADOPTED
Mathews	✓	Awaiting review by DEQ	✓	ADOPTED
Middlesex	✓	Awaiting review by DEQ	✓	ADOPTED
Town of West Point	✓	Awaiting review by DEQ	✓	ADOPTED
Town of Urbanna	✓	Awaiting review by DEQ	✓	Awaiting locality adoption
Town of Tappahannock	✓	Awaiting review by DEQ	✓	ADOPTED

*Middle Peninsula Planning District Commission  
Executive Director's Report of Regional Progress  
July 19, 2011*

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

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

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

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

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

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

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

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

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

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

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

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

## MPPDC Staff and Contact Information

### **Acting Director: Lewie Lawrence**

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

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

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

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

*Programs: Commuter Services, Septic Repair Assistance, MPDSB, PDC Finance & Grants Administration*

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

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

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

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

Contact Info: [jrickards@mppdc.com](mailto:jrickards@mppdc.com) (804) 758-2311x26 (215) 264-6451 cell

*Programs: Climate Change, Conservation Easements, Public Policy Adaptations, Dragon Run SAMP?*

### **MPBDP Inc Director: Candie Newman**

Contact Info: [cnewman@mppdc.com](mailto:cnewman@mppdc.com) (804) 758-4917

*Programs: Economic Development, Business Technical Assistance & Loans*

### **Secretary: Rose Lewis**

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

*Programs: Septic Pumpout Assistance, Facilities Scheduling*

## **MANDATES**

Funding – VDEM, VDEQ, localities, MPPDC General Fund

### **Projects 306070 Middle Peninsula Disability Services Board**

*The Middle Peninsula Planning District Commission provides staff support to the Middle Peninsula Disability Services Board (MPDSB) for developing a partnership of consumer, local government, and business working to increase access and develop consumer-oriented, community-based services for persons with physical and sensory disabilities. VA Code 51.5-47 establishing Disability Service Boards has been repealed effective 7/1/2011.*

- Consulted with Dee Thomas, Bay Aging, regarding DSB Special Assistance Grant documentation.
- Consulted with Skitch Colaw, Gloucester County resident and former MPDSB member. Mr. Colaw was requesting assistance for a disabled Mathews County resident. Referred to Mathews Social Services for assistance. Mr. Colaw also requested to be considered for MPDSB membership if opening became available. Mr. Colaw was informed that the MPDSB was no longer in existence as of 7/1/11.

### **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.*

- Received a letter from the Department of Environmental Quality, Water Supply Division, concerning clarifying the local adoption process for local water supply plans. Distributed the letter to each county administrator and town manager on the Middle Peninsula.
- Coordinated to update the Mathews County Board of Supervisors on the history of and the requirement for local Water Supply Plans and the upcoming local adoption process.
- Discussed meeting with the Mathews County Board of Supervisors about the Regional Water Supply Plan and Plan submission process to the Virginia State Water Control Board with Lewis Lawrence, Acting Executive Director, MPPDC.
- Corresponded with John Marling, EEE Consulting, about setting up a conference call to discuss the Regional Water Supply Plan to prepare for presenting the Plan to Middle Peninsula Counties for approval in the coming months.

### **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.*

- Attended the Urbanna Town Council meeting to discuss the history of the Middle Peninsula Natural Hazard Plan and the FEMA requirement for adoption.
- Prepared and submitted quarterly reports to Virginia Department of Emergency Management.

## **INFORMATION RESOURCES/ASSISTANCE**

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

- MPPDC staff provided Linda Lumpkin, Deputy County Administrator and Economic Development Director of Essex County, with copies of the Middle Peninsula demographic worksheet (2000-2010) for the Essex County Board of Supervisors meeting on Tuesday, July 12, 2011.
- Consulted with the Don Richwine, Mayor of Urbanna, on issues related to administration and the delivery of public services.

## **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.*

- Consulted with Beth Polak of the Virginia Coastal Zone Management Program and Terry DuRose, Thousand Trails concerning staff support for the Dragon Run Day celebration.
- Updated website - [www.mppdc.com/dragon/dragonrunday.shtml](http://www.mppdc.com/dragon/dragonrunday.shtml) to incorporate 2011 Dragon Run Day events.

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

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

- MPPDC staff drafted and submitted a grant application to the United States Department of Agriculture Farmers Market Promotion Program (FMPP) requesting \$65,747 in FMPP funds to develop a web-based Seafood Farmers Market that would directly connect seafood producers/harvesters in the region with seafood consumers – providing a new market that may not otherwise be available and an opportunity to quickly get their products to market. The Exchange would accept listings of local fish, crabs, oysters, and similar products; would allow freshly caught seafood direct from watermen and aqua-farmers to be delivered to consumers as easy as picking up the phone and placing an order. The exchange would be a free service to buyers and sellers providing instantaneous listings of fresh foods available only from Middle Peninsula watermen and offering consumers the freshest food at competitive prices by connecting them directly with the local fishing industry.

- MPPDC staff drafted and will submit a grant application to the National Park Service Rivers, Trails and Conservation Assistance Program by August 1, 2011. The application focuses on developing a Land Management Plan for the Mathews Heritage Park. This parcel was donated to the PAA in fall 2010 and the PAA is seeking assistance in facilitating stakeholder discussions as a management plan is developed in order to meet the community vision, meet the gift conditions imposed by Conrad Hall as well as the long term passive and active public access needs of the Mathews County. MPPDC staff also corresponded with Stephen Whiteway, Mathews County Administrator, with regard to obtaining support letters from the county and local organizations for this application.
- Attended the National Park Service (NPS) open house in Richmond, Virginia to suggest locations and identify stretches of waterfront in need of public access sites within the Middle Peninsula. This information will be integrated into the NPS's "Chesapeake Bay Regional Public Access Plan 2012." MPPDC staff also suggested access points and stretches of waterfront via the NPS's interactive map. The suggested sites and stretches of waterfront came from the Coastal Survey 2008 and the Mathews County Coastal Survey (2010). MPPDC staff also called Cindy Chance, NPS Chesapeake Bay, to inquire about the interactive website. For more info visit: [http://www.baygateways.net/viewrelease.cfm?press\\_release\\_id=289](http://www.baygateways.net/viewrelease.cfm?press_release_id=289).
- MPPDC staff inquired about the new release to the Landowners in York and Rappahannock Watershed Eligible for Cooperative Conservation Partnership Initiative forestry funds to support Chesapeake Bay Efforts. Since the PAA owns land within these watersheds, staff was interested in the PAA eligibility to obtain these funds as a political subdivision. After speaking with Glenn Ransone at the Farm Service Agency, MPPDC staff found that the PAA is not eligible as a political subdivision.
- Consulted with Ann Jursick, River Keeper for the Chesapeake Bay Foundation concerning the MPPDC Water Quality Public Policy forum held at the Virginia Institute of Marine Science. Discussed how local governments may respond to Chesapeake Bay Clean up.
- Discussed Browne Tract ownership issues with Ray England, Essex County resident, interested in understanding the history of the Browne Tract and the Browne State Forest.
- Advised all Middle Peninsula localities of the availability of James Madison Anemometer leasing program to assist local government with siting of wind energy facilities.
- Discussed the need for technical and financial assistance to review EPA Bay Wide data model results at the local level with Joan Salvati, DCR Chesapeake Bay, TMDL Phase II Lead.
- Consulted with Kevin Wade, Owner of J and W Seafood to discuss the concept of a seafood exchange system within the Middle Peninsula.
- Consulted with Martha Little, Director of Stewardship Virginia Outdoors Foundation, concerning an attorney general's opinion related to the conservation easements and land use taxation.
- Attended a VIMS Chesapeake Bay workshop and presented a talk on the role of local governments related to Chesapeake Bay Clean Up.

- Attended the Coastal Zone Management Conference held in Chicago. Attended session on coastal economic development, conservation, working waterfronts, aquaculture development and other related topics.
- Provided GIS mapping assistance to a Middlesex County realtor looking to list Dragon Run land for sale.
- Discussed Chesapeake Bay clean up-TMDL issues with Martin Schlesinger, Gloucester County Public Utilities Director. Provided an update on the release of EPA data scheduled to be released Aug 1, 2011. Advised that the MPDDC has requested financial and staff support to assist Middle Peninsula local governments with reviewing EPA data.
- Attended the summer meeting of the Coastal PDC's. The meeting was held at the Fisherman's Island National Park Center. Discussed various Coastal Zone management concerns, funding and ongoing coastal PDC projects.
- Attended the third general assembly-directed aquaculture study committee meeting to review local government authority to manage land use associate with aquaculture. Presented a map illustrating all land zoned for agriculture within the Chesapeake Bay. The Aquaculture industry had hoped to amend the right to farm act to include aquaculture as a protected use. The map illustrates that 100% of all land along the western Bay Shore is zoned for uses other than agriculture.
- Continued work on a mapping project to illustrate agriculture-only zoning districts in Virginia's coastal localities, integrating GIS data the MPPDC already had or that had been provided by localities.
- Created a map of Essex County illustrating the new voting districts with county roads at the request of Linda Lumpkin, Deputy County Administrator for Essex County.

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

*MPPDC staff will continue educational outreach to the general public and to elected officials about climate change and sea level rise. To encourage Middle Peninsula member localities to consider the development of public policy to respond to climate change and sea level rise impacts, MPPDC staff will also create a "START" (Start Adaptation and Response Today) kit which will comprehensively assemble, present, and customize relevant (1) local scientific data, (2) Kaiser- Permanente Natural Hazard Vulnerability Assessment Tool results for the Middle Peninsula, (3) local, state, national and international case studies as well as (4) sample ordinances from communities (nationwide and internationally) that have adopted adaption policies.*

- Utilized InDesign software to continue working on the START kit.
- Consulted with Ms. Tommi Godwin, Vtech Graduate student, with regards to the final report of the Virginia Sea Grant Climate Change Adaptation Project. Ms. Godwin informed MPPDC staff that report will be complete August 1<sup>st</sup>. The report provides policy recommendations and options for climate change adaptation.

### **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.*

- Emailed conservation entities and directors of county planning a draft MOU (Memorandum of Understanding) and policy matrix with regards to conservation easements for review. The MOU is between conservation entities and local governments to have conservation entities notify county planning directors, or another county assigned liaison, of all easements within a given county prior to recordation. The policy matrix provides counties with land use policy options to manage conservation easements within their jurisdiction.
- Emailed conservation entities throughout the Commonwealth to inquire if and how they have utilized the final report of the Conservation Easement Project from year 1. John Eustis, Executive Director of the New River Land Trust, informed MPPDC staff that he will coordinate a Land Trust subcommittee under our Conservation Planning & Stakeholder Outreach Committee to talk about how to utilize the study and present this information to County Administrators, Elected Officials, Planners, and Commissioners of Revenue within the New River region. Janit Llewellyn, Department of Conservation and Recreation, informed MPPDC staff that the report may be incorporated as a reference in the 2013 *Virginia Outdoors Plan*.
- Provided clarification about the Conservation Easement Report from year 1 to Donna Sprouse, King and Queen County Planner.
- Prepared and delivered a presentation at the Virginia Association of Assessing Officers Educational Seminar on July 13, 2011, with regard to the fiscal impacts of conservation easements to localities. This seminar brought together assessors and appraisers from state and local governments throughout the Commonwealth.
- Contacted Sally Pearson, King William County Commissioner of Revenue, regarding citizens with conservation easements having to apply for the county's land use program. MPPDC staff found that King William does not require this.
- Reviewed the Attorney General's Opinion of November 19, 1993 with regard to amendments to §10.1-1011 of the Code of Virginia requiring lands that are subject to the perpetual conservation or open space easement to be assessed and taxed at its open space value. According to the opinion "if a locality has a use value program that does not cover forest and open-space uses, land under conservation or open-space easement used for forest or open space uses still locality for open-space use value assessment."
- Received feedback and noted comments about the MOU and policy matrix from Andy Lacatell (The Nature Conservancy) and Neal Barber.
- Mr. Gordon Groover, Extension Economist Farm Management, contacted MPPDC staff with regards to posting the Conservation Easement presentation given at the Virginia Association of Assessing Officers Educational Seminar on the Virginia's Land Use Value Assessment Program website: <http://usevalue.agecon.vt.edu/Presentations.htm>. MPPDC staff obliged.

## **TRANSPORTATION**

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

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

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

- Submitted June Ridership data to Department of Rail and Public Transportation (DRPT).
- Consulted with Jennifer Forbes, Lamar Advertising, regarding poor visibility of outdoor billboard in New Kent. Requested information on availability of other sites in Middle Peninsula especially in the Rt. 33 or Rt. 360 corridors. None available.
- Consulted with Jennifer Cencich, NextMedia, regarding availability of billboards in Rt. 33 or Rt. 360 corridors. Lighted billboard available Westbound Rt. 33 in Shacklefords. Contracted for 12 months with first option on eastbound side (better visibility) to commence 8/11/11 targeting commuters traveling to Richmond.
- Received referral from NeckRide for Tappahannock resident commuting to RCC Warsaw campus. No match available at this time.
- Convened Association for Commuter Transportation (ACT) Telework and Alternative Work Schedules Council Meeting on June 27<sup>th</sup> with Jason Pavluchuk, ACT lobbyist, to discuss Congestion Mitigation and Air Quality (CMAQ) Improvement Program guidance and Telework support issues. There is an opportunity for ACT to promote Telework in the Congress in many different areas in addition to Transportation. He expects CMAQ will be reauthorized and that the Reauthorization process will be the best time to change DOT guidance to include Telework infrastructure – especially for equipment purchases. Jason informed the group that data showing Cost Effectiveness of Telework Initiatives on CO2 and Ozone Emission Reductions would provide the most effective tool to encourage DOT to amend CMAQ guidance. Council should try to get data from some of the larger Telework Incentive Programs around the country to get improved cost effectiveness measures – the state of Georgia’s Tax Incentive Program, TeleworkVa!’s Incentive Program and the Minnesota program. This data could then be used by the ACT Public Policy Council to inform Congressional champions of the need to amend the CMAQ guidance as well as look for champions outside the Transportation arena for additional funding in support of telework initiatives. Discussed need to expand broadband access in underserved rural areas such as the Middle Peninsula.
- Attended the Association for Commuter Transportation Chesapeake Chapter Newsletter Committee teleconference on June 23.
- Consulted with Roberta Jackson, Howard County, MD, regarding reimbursement from Chesapeake Chapter ACT for ACT National Conference Scholarship.
- Executed Project Agreement for Use of Commonwealth Transportation Funds for FY 2012 with Department of Rail and Public Transportation. This grant will fund the Middle Peninsula Transportation Demand Management Program at \$74,000 - \$59,200 in state funds and \$14,800 in matching funds – to continue to promote transportation alternatives to Middle Peninsula commuters, employers and employees through June 30, 2012.
- Participated in ACT Chesapeake Chapter Board meeting.

- Attended the Virginia Department of Rail and Public Transportation’s Multimodal and Public Space Design Guidelines Steering Committee Meeting in Charlottesville, VA.

**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.*

- Attended a Transportation Enhancement Program meeting held by the Virginia Department of Transportation in Lynchburg, VA.
- Attended the 2011 Planning and Zoning Seminar held by Plan Virginia (Citizen’s Planning Education Association of Virginia) on July 18, 2011 in Henrico, Virginia.
- Completed all text for the Rural Regional Long Range Transportation Plan and uploaded it to Worksite.
- Designated new photos to replace existing ones in the Rural Regional Long Range Transportation Plan and uploaded them to the Worksite.
- Prepared and submitted the 4<sup>th</sup> quarterly report to the Virginia Department of Transportation.
- Discussed presenting the Rural Regional Long Range Transportation Plan for the Middle Peninsula to the Middle Peninsula Planning District Commission with Mr. Lewis Lawrence, Acting Executive Director for the MPPDC.
- Researched grant opportunities available through the Federal Highway Administration.

**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.*

- Discussed program options with a King and Queen County resident interested in repairing his failing septic system.
- Executed ACH loan payments.
- Prepared and submitted reimbursement request to Walter Gills, Department of Environmental Quality, for VRA loan funds expended.
- Consulted with Tammy Faulkner, Mathews Health Department, regarding completion statement and operating permit for completed Mathews County septic repair.

- Received phone call from Mathews County resident regarding failing 2005 Puraflow system. System had not been maintained and in need of pumpout and repair. Placed on Pumpout waiting list and referred to website for septic repair application.
- Consulted with Tammy Faulkner, Mathews Health Department, regarding 2 septic repair applications in MPPDC files to determine if repairs were ever completed or if applicants should be informed of new funding availability. One repair was completed. Ms. Faulkner was going to research the other which has been in MPPDC files since 2002. Repair was approved for funding in 2002, but homeowners never completed paperwork. They were contacted again in 2009 to determine if they were still in need of assistance. Updated income verification documentation was requested and received and a residential loan application and estimates requested. No response from homeowner.
- Received phone call from Mathews County resident requesting septic repair application. Application mailed and returned. Homeowner requested income verification documentation be requested of Mathews Social Services. Social Services requires authorization from homeowner to release information. Homeowner's son called for details and was informed as to the necessary documentation required to make a determination for eligibility for assistance.
- Received phone call from local septic company regarding assistance available. Discussed current assistance available and directed to website for application download.
- Received phone call from Mathews County resident regarding availability of assistance for home being purchased with known septic problems. Discussed program eligibility requirements. Homeowner referred by local septic installer.
- Consulted with Boyd Wiley, Department of Environmental Quality, regarding reimbursement request from VRA loan funds.
- Met with Middlesex County homeowners for closing on loan/grant for septic repair.
- Received phone call from Julia Goens, Gloucester Health Department, regarding assistance for conventional repair. Discussed current funding and directed her to website for application download.
- Received phone call from Gloucester County homeowner regarding onsite repair assistance and requesting application. Directed to website for application download.
- Consulted with Eva Lowe, Middlesex Health Department, regarding need for letter from Health Department documenting VDH violation for pending Middlesex County repair.
- Convened MPPDC Onsite Repair Loan Committee to consider assistance for Middlesex County repair. Homeowner is in an "heir situation" and very low income. 100% grant funding approved for this repair.
- Received phone call from Gloucester County homeowner requesting application. Application mailed.
- Prepared and submitted quarterly report and reimbursement request for WQIF funding to Kevin Landry, DCR.
- Consulted with Kristal Reiner, Church View Septic, regarding status of approved Middlesex County repair.

- Received phone call from plumbing company regarding schedule for approved Middlesex County repair. Directed to septic installer for scheduling coordination.
- Received phone call from Middlesex County client concerning ACH payment and construction date. Directed to septic installer regarding date of installation.
- Received phone call from King William County homeowner regarding failing septic system. Discussed available assistance and mailed application.

**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.*

- Consulted with Daniel Moore, Department of Conservation and Recreation regarding reimbursement for grant ended 3/31/11. MPPDC had not received reimbursement for past 2 quarters. Reimbursement requests resigned with new dates and mailed to DCR per request. Reimbursement received.
- Executed contract with Department of Conservation and Recreation for grant to provide assistance to 50-60 low-mod Middle Peninsula homeowners for complying with requirement to pump septic tanks every 5 years.
- Processed applications held since previous funding expended and sent applications to those on waiting list.
- Received phone call from Valerie at the Gloucester Health Department, regarding pumpout assistance availability.
- Prepared and submitted quarterly report and reimbursement request to Daniel Moore, Department of Conservation and Recreation.

• Status as of July 19, 2011

Applications Mailed -----	65
Approved Vouchers -----	32
Completions -----	6
Applications Denied -----	1

**Applications Approved by County**

Essex -----	6
Gloucester -----	1
King and Queen -----	11
King William -----	6
Mathews -----	0
Middlesex -----	8

## **ECONOMIC DEVELOPMENT**

Funding – MPBDP, Inc reimburses MPPDC for staff support

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

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

- Prepared vouchers, processed A/P, processed deposits, balanced bank accounts.
- Prepared financial statements.
- Prepared and submitted billings for June staff support.
- Prepared financials for USDA RMAP grant quarterly report and reimbursement request.
- Consulted with Candie Newman, MPBDP Director regarding grant opportunity.

### **Revolving Loan Fund (RLF)**

- Executed ACH loan payments and transfers for small business loans and transferred principal repayments to RLF savings account.
- Prepared check for loan closing and set-up in revolving loan software program.
- MPBDP received a loan application requesting \$25,000 on June 24<sup>th</sup>. Applicant is a 2001 program graduate. The business is located in Gloucester County. Revolving Loan Committee reviewed and approved the application. Closing is scheduled for July 21<sup>st</sup>.
- Staff continues to provide technical assistance for a non-performing loan in Gloucester County.

### **Economic Development Program**

- The Middlesex Partners in Progress meeting on June 30<sup>th</sup> addressed possible options to address affordable, code-compliant rental housing in the county.
- Board packets were mailed to all directors. Packet includes a change to the by-laws to add an officer-in-training spot.
- Reviewed the US Small Business Administration Program for Investment in Microentrepreneurs (PRIME) application due July 23, 2011. MPBDP is not in a position at this time to apply due to a lack of matching funds.

- The Virginia Microenterprise Network (VMN) has scheduled a day-long work session and Annual Meeting for July 26<sup>th</sup> in Richmond.

### **Technical Assistance Program**

- 6 technical assistance sessions:
  - Gloucester – existing business review of operations.
  - Essex – September 2008 graduate beginning the start-up process.
  - Mathews – September 2010 graduate requesting loan application for day care.
  - New Kent – January 2009 Gloucester graduate.
  - Middlesex – review of purchase vs. start-up needs.
- Quarterly reports were prepared and submitted to USDA for the Rural Microenterprise Assistance Program (RMAP) on July 7<sup>th</sup>.

### **Annual Report of Services**

- FY2011 performance remained very close to FY2010 in that the number of new business starts and expansions were very low. The total number of people served rebounded slightly, but remains below our peak years of FY2007 and FY2008. The drop in request for services is directly related to the general economy. There remains a reluctance to commit to an enterprise or expansion of an enterprise until there is more confidence that the recovery will continue.

- **FY2011 Data**

- Provided services to 33 enterprises, creating 50 documented jobs for the regional economy.
- Closed 2 loans for total of \$47,600.
- Offered a total of 10 training courses to 45 people
- Provided 72 technical assistance sessions
- Participants by County:
  - 47% from Gloucester
  - 20% from Middlesex
  - 10% from King William
  - 10% from King and Queen
  - 5% Other \*
  - 4% from Mathews
  - 3% from Essex

\*participants sorted by Zip Codes.

*Other: Counties of Lancaster, Northumberland.*

- **2000-2011 Data**

- Served 440 businesses, creating over 600 jobs
- Assisted or loaned over \$1 million to 37 microenterprises

- 79 Training Courses to 800 people
- 947 technical assistance sessions
- Participants by County:
  - 40% Gloucester
  - 20% Middlesex
  - 15% Mathews
  - 9% King William
  - 6% Other\*
  - 6% King and Queen
  - 4% Essex

\*Lancaster, Northumberland, Richmond, James City County, Hanover and Caroline; Cities of Newport News, Virginia Beach.

### **Project 33000 Comprehensive Economic Development Strategic (CEDS)**

*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 the 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.*

- Executed contract with the United State Department of Commerce to provide \$60,000 EDA investment to support the development of a Comprehensive Economic Development Strategy for the Middle Peninsula. The project will require \$60,000 in local matching funds and will run for 2 years.
- Consulted with several coastal Regional Commissions located in Maine, Massachusetts, Florida, and Alabama concerning the structuring of a Coastal Comprehensive Economic Development Strategy (CEDS). Received copies of several coastal CEDS reports for review.
- Participated in a VAPDC conference call to discuss Economic Development Administration CEDS board composition concerns with several PDC executive directors.
- Met with Elian Meil, Executive Director Accomack-North Hampton PDC, to discuss coastal job creation and working waterfront issues related to an EDA RFP focusing on coastal economic development.

### **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. (Also 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)*

- Registered to attend the Virginia Association of Planning District Commission's Annual Conference held in Virginia Beach. Issued a call to all MPPDC Commissioners inviting those interested in attending to advise Lewie Lawrence, Acting Executive Director. Staff will make conference registration and lodging arrangements.
- Convened the monthly meeting of the local government administrators. Discussed Chesapeake Bay TMDL cleanup issues, adoption process for the regional water supply plans, and other issues of local concern.
- Made final preparations for June MPPDC Dinner meeting with caterer and VIMS personnel.
- Consulted with Don Richwine, Mayor, Town of Urbanna regarding MPPDC employee handbook and provided copy for Urbanna Town Council.
- Consulted with Trent Funkhouser, King William County Administrator, regarding Mount Olive files in MPPDC possession. Staff located files which were picked up by Mr. Funkhouser after Local Government Administrators (LGA) meeting.
- Received phone call from Dick Goyne, Middlesex County citizen, regarding MPPDC meeting schedule. Directed Mr. Goyne to website and requested MPPDC Secretary Rose Lewis add him to MPPDC meeting packet mailing list per his request.
- Consulted with Boyd Wiley, Town of Urbanna Planning Commission, regarding accounting systems
- Received phone call from Dan Wright, King William Board of Supervisors, regarding possible grant assistance available for Community Center. Referred him to MPPDC Acting Executive Director Lewie Lawrence.

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

- Distributed the Draft Middle Peninsula Regional Shallow Water Dredging and Sediment Management report to participating jurisdictions for review and comment.

## **HOUSING**

Funding – King William County, 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.*

- Met with MPPDC Regional Projects Planner Clara Meier, MPBDP Director Candie Newman and Bay Aging President of Property Development Vincent Smith regarding final rescoping of project and documentation required to process reimbursement requests to Department of Mines, Minerals, and Energy (DMME). Discussed revolving loan program requirements.
- Prepared templates for loan documentation and processing. MPPDC will provide loan servicing and processing for EECBG Revolving Loan Program. This program will be funded by administration grant and continued funding will be provided by interest earned on loans. The principal payments will be available to fund future weatherization and/or other housing/energy saving programs.
- Attended meeting with MPPDC Regional Projects Planner Clara Meier, Bay Aging Inc. President Kathy Vesley-Massey, and Bay Aging Vice President of Property Development, Vincent Smith to finalize previous invoicing and revamp marketing efforts to move the project forward. Printed and distributed new brochures to each county administrator for distribution.
- Prepared and submitted the October 1-December 31, 2010 Invoice to the Virginia Department of Mines, Minerals and Energy for reimbursement.
- Prepared and submitted the January 1-March 31, 2011 Invoice to the Virginia Department of Mines, Minerals and Energy for reimbursement.
- Prepared and submitted the April 2011 Invoice to the Virginia Department of Mines, Minerals and Energy for reimbursement.
- Prepared and submitted the May 2011 Invoice to the Virginia Department of Mines, Minerals and Energy for reimbursement.
- Prepared and submitted the June 2011 monthly consolidated report to the Department of Mines, Minerals and Energy.
- Prepared and submitted the April 1-June 30, 2011 quarterly consolidated report to the Department of Mines, Minerals and Energy.
- Prepared the June 2011 Invoice for reimbursement by the Department of Mines, Minerals and Energy and submitted it to Lewis Lawrence, MPPDC Acting Executive Director, for review and signature.
- Prepared the June 2011 PDC Fee Invoice and submitted it to Lewis Lawrence, MPPDC Acting Executive Director, for review and signature.
- Discussed presenting an update of the project at the July 2011 MPPDC meeting with Beth Johnson, MPPDC Administrative Assistant.

- Discussed Bay Aging's reported non-federal locally-leveraged funds with Ron Hachey, Energy Projects Coordinator with the Virginia Department of Mines, Minerals and Energy.
- Noted project ads in the Rappahannock Times, Tidewater Review, and Gloucester-Mathews Gazette Journal newspapers for the week of July 13, 2011.
- Prepared a project update sheet for the Middle Peninsula Planning District Commission's July 2011 meeting.

## **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%*

- Reviewed submitted audit proposals for MPPDC auditing services. Five proposals were received, ranked, and scored. One additional proposal was received after the posted deadline. Discussed proposals with MPPDC Chair Louise Theberge.
- Prepared vouchers, processed A/P, processed payroll, processed deposits and balanced bank accounts.
- Prepared MPPDC financial statements. Began close-out of FY11 financials and preparation for FY11 audit.
- Updated website – [www.mppdc.com](http://www.mppdc.com) .
- Purchased new website template software. Purchased webhosting for new website. Worked with Laura Loding, IT consultant, to begin designing new MPPDC website.
- Sent letter to Michael Aukamp, Dunham, Aukamp & Rhodes, PLC, informing him that his proposal was selected as the best fit to provide auditing services to MPPDC for FY12. Sent letters to audit firms that submitted proposals which were not selected so informing them and thanking them for their interest.
- Scheduled audit fieldwork date with Michael Aukamp for August 16<sup>th</sup>.
- Prepared FY12 Indirect Cost Allocation Plan for presentation to and adoption by Commission at July Commission meeting.

MPPDC's Energy Efficiency and Conservation Weatherization Expansion Program Update

July 27, 2011 Meeting

Application submitted for funding under the Energy, Efficiency and Conservation Block Grant Program (EECBG): November 6, 2009

Awards Announced: March 23, 2010

Contract Start Date: June 25, 2010 (Signed contract received from DMME.)

Total Project Funding: \$746,997.00

- \$676,800.00 Grant Funds Awarded
- \$70,197.00 Local Leveraged Funding (Bay Aging)

Program Funded by: American Recovery and Reinvestment Act of 2009

Program Administered by: Virginia Department of Mines, Minerals and Energy (DMME)

Original Program Design: 0% interest loans offered to homeowners in Middle Peninsula localities for energy efficiency retrofits, approximately 72 homeowners total with 12 homes served per county, focus on families who do not qualify for the regular weatherization program. March 2011: lack of public interest in program participation required program revision.

New Program Design: Grants and Loans offered to homeowners in Middle Peninsula localities for energy efficiency retrofits, applicants with income levels between 60%-80% of poverty level qualify for grants & applicants with income levels between 80%-100% of poverty level qualify for low-interest loans serviced by the MPPDC. June 2011: New program design approved by DMME.

Project End Date: April 30, 2012 (This date is NOT flexible.)

Schedule: Approximately 8 months remaining to perform energy efficiency retrofits (March 31, 2012).

*Currently the Program has **Six Prequalified Homeowners:***

- 2 in Essex County (1 grant and 1 loan)
- 1 in King William County (1 grant)
- 3 in Middlesex County (2 grants & 1 loan)

*Energy audits are currently being scheduled for the above homeowners.*

Revised ads started running in regional newspapers during the last week of June 2011 and will continue to run three weeks per month.

New flyers are available as well as an updated webpage on Bay Aging's website:  
<http://www.bayaging.org/weatherization.html>.

July 27, 2011

**MIDDLE PENINSULA PLANNING DISTRICT COMMISSION**

**INDIRECT COST ALLOCATION PLAN**

**FY 2011-2012**

The FY 2011-2012 Indirect Cost Allocation Plan attached is based on the budget figures adopted by the Commission in May, 2011. The Indirect Cost Allocation Plan enables the Commission to charge funding sources for indirect personnel costs including salaries and fringe benefits as well as facility expenses, supplies, professional development, certain shared consultant and contractual fee expenses, travel expenses and certain other miscellaneous expenses such as advertising, postage, and printing/duplicating. The Indirect Cost Rate and Employee Benefit Rate are aids used in preparing future funding proposals.

Indirect costs associated with the operating of the Middle Peninsula Planning District Commission are shared by all projects in the Commission's work program. The direct charges associated with the various programs are charged as incurred.

Attached is the Statement of Indirect Costs and the calculation for the Indirect Cost Allocation rate of 73.9%. The Statement of Employee Benefits and the Salary Distribution are supporting documents used to calculate the employee benefit rate of 39.4% and, ultimately, the indirect cost allocation rate.

**MIDDLE PENINSULA PLANNING DISTRICT COMMISSION  
STATEMENT OF INDIRECT COSTS FY 2011-2012 BUDGET**

Indirect Personnel Costs

Indirect Salaries	\$91,950	
Employee Benefit Rate at 34.4%	36,228	
Total Indirect Personnel Costs.....		\$128,178

Facility Expense

Rental	\$22,202	
Utilities	5,500	
Telephone	5,040	
Facility Insurance	3,210	
Total Facility Expense.....		\$35,952

Equipment and Supplies Expense

Office Supplies	\$2800	
Depreciation	5,509	
Total Supplies Expense.....		\$8,309

Consultant/Contractual Expense

Accounting/Auditing Expense	\$5,000	
Total Consultant/Contractual Expense.....		\$5,000

Travel Expense

Vehicle Lease	0	
Vehicle Insurance	950	
Vehicle Operating Costs	2,000	
Total Travel Expense.....		\$2,950

Miscellaneous Expense

Postage	3,000	
Printing/Duplicating	10,300	
IT Costs	13,499	
Total Miscellaneous Expense.....		\$26,799

TOTAL INDIRECT COSTS.....\$207,188

**MIDDLE PENINSULA PLANNING DISTRICT COMMISSION  
STATEMENT OF INDIRECT COSTS FY 2011-2012 BUDGET  
PAGE TWO**

Direct Personnel Costs

<sup>1</sup> Direct Chargeable Salaries	\$201,176	
Employee Benefit Rate at 34.4%	79,263	
Total Direct Chargeable Personnel Costs.....		\$280,439

CALCULATION OF INDIRECT COST ALLOCATION RATE

Total Indirect Costs	\$207,188	
<hr/>		= 73.9%
Total Chargeable Direct Personnel Costs	\$280,439	

**MIDDLE PENINSULA PLANNING DISTRICT COMMISSION  
STATEMENT OF EMPLOYEE BENEFITS FY 2011-2012 BUDGET**

Benefits

Health Insurance	\$43,747	
Retirement	47,389	
Workmen’s Compensation	650	
Social Security	22,424	
Life Insurance	817	
Unemployment	370	
Total Employee Benefits.....		\$115,397

Basis for Allocation of Employee Benefits

Total Chargeable Salaries.....	\$293,126
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Employee Benefit Rate

Total Employee Benefits	\$115,397	
<hr/>		= 39.4%
Total Chargeable Salaries	\$293,126	

Annual leave is based on employment tenure and accumulated per calendar month as follows:

0-5 years.....8 hours/month	15-19 years.....14 hours/month
5-9 years.....10 hours/month	20-24 years.....16 hours/month
10-14 years.....12 hours/month	25 plus years.....18 hours/month

Carryover of annual leave from one fiscal year to the next may not exceed the maximums listed in the personnel handbook. Permanent staff members earn 10 hours of sick leave for each completed calendar month of work. Sick Leave may be carried over from one fiscal year to the next. Upon termination employees with five or more years continuous salaried service, may receive up to 25% of their unused sick leave balances up to a maximum of \$5,000.

**MIDDLE PENINSULA PLANNING DISTRICT COMMISSION  
FY 2011-2012 SALARY DISTRIBUTION**

<u>Position</u>	<u>*Salary</u>	<u>% Indirect</u>
Acting Executive Director	\$82,900	37%
Administrative Assistant	45,350	50%
Regional Projects Planner	41,220	
Regional Projects Planner	37,656	
Economic Development Planner	44,850	
Secretary	41,150	94%
Total Salaries	\$293,126	

**CALCULATION OF DIRECT CHARGEABLE SALARIES  
AND TOTAL CHARGEABLE SALARIES**

**<sup>1</sup>Direct Chargeable Salaries**

Total Salaries	293,126
Less Indirect Salaries	91,950
	<b>\$201,176</b>

*\*Salary figures include \$250/month cafeteria plan benefits*