

# MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

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## COMMISSIONERS

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

**Town of Tappahannock**  
Hon. Roy M. Gladding

**Gloucester County**  
Hon. Ashley C. Chriscoe  
Dr. Maurice P. Lynch  
Hon. John Northstein

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

**King William County**  
Hon. Travis J. Moskalski  
Mr. Eugene J. Rivara  
Hon. Otto O. Williams  
(Treasurer)

**Town of West Point**  
Mr. John B. Edwards, Jr.  
Hon. James H. Hudson, III

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

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

**Town of Urbanna**  
Hon. Donald Richwine

**Secretary/Director**  
Mr. Lewis L. Lawrence

## MEMORANDUM

**TO:** MPPDC Board of Commissioners

**FROM:** Lewis Lawrence, Executive Director 

**DATE:** July 17, 2013

**RE:** July Commission Meeting

The Middle Peninsula Planning District Commission will host its monthly meeting on Wednesday, July 24, 2013, at 7:00 p.m. in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda.

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

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

I look forward to seeing you on July 24<sup>th</sup>!

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

**7:00 P.M.**

**Wednesday, July 24, 2013**

**MPPDC Boardroom**

**Saluda, Virginia**

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

**AGENDA ITEMS FOR DISCUSSION**

- VI. Presentation by Janine Burns, Mathews County Board of Supervisors, on Growing Trend of Commercial Insurance Agencies Refusal to Issue Homeowner's Insurance in Coastal Areas
- VII. Adoption of the FY2014 MPPDC Indirect Cost Allocation Plan
- VIII. Discussion of VRS Hybrid Retirement Plan
- IX. Other Business
- X. Adjournment

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## MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

June 26, 2013

Lands End

Gloucester, Virginia

The Middle Peninsula Planning District Commission held its June dinner meeting at Lands End Recreational Area, Gloucester County, Virginia, on Wednesday, June 26, 2013. A regional networking period was held from 6:00-7:00 p.m.

Vice Chairman Edwin “Bud” Smith, Jr. (Essex County) called the meeting to order and welcomed everyone in attendance. Vice Chairman Smith said that Chair Sherrin Alsop could not attend tonight’s meeting but she is doing well after her surgery.

Commissioners in attendance were: (Essex County) Gary Allen, Margaret Davis, A. Reese Peck; (Gloucester County) Dr. Maurice Lynch; (King William County) Eugene Rivara and Otto Williams; (Mathews County) Tim Hill; (Middlesex County) Elizabeth Hurd, Wayne Jessie, Sr., Matt Walker, and Kenneth Wayne Williams.

Guests in attendance were Louise Theberge, Chair of the Middle Peninsula Chesapeake Bay Public Access Authority; Delegate of Virginia Keith Hodges; Tye Davenport, Regional Director for Senator Tim Kaine; Denise Goode, Regional Director for U.S. Senator Mark Warner; Laura McKay, Beth Polak, and Virginia Witmer of DEQ VA Coastal Program; Bill Pruitt, Consultant; Chris Hutson and Donald Brown of Gloucester Rowing Association; Jason Perry, RCC Vice President of Workforce and Community Development; Paula Jasinski, Chesapeake Environmental Communications, Inc.; President Kathy Vesley and Development Director Jean Duggan of Bay Aging, Inc.; and citizens from the region. Middle Peninsula Planning District Commission staff in attendance were Executive Director Lewis Lawrence, Chief Financial Officer Beth Johnson, Secretary Rose Lewis, Regional Projects Planner Jackie Rickards, and Regional Projects Planner Harrison Bresee, III.

### **Approval of May Minutes**

Vice Chairman Smith asked whether there were any corrections or changes to the May Minutes. There were no corrections or changes to the May Minutes. Vice Chairman Smith requested a motion to approve the May Minutes. Eugene Rivara moved that the May Minutes be approved. Tim Hill seconded the motion; motion carried.

### **Approval of May Financial Report**

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

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

Vice Chairman Smith requested Mr. Lewis Lawrence, MPPDC Executive Director, to review the Executive Director's Report on Staff Activities for the month of June. Mr. Lawrence requested the Board to read the staff activities at their leisure and direct questions or comments to him. 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.

**Public Comment**

Vice Chairman Smith opened the meeting for public comments.

- (1) Mrs. Betty Lucas, Dunnsville, VA, commented and distributed handout regarding Agenda Item 6: Adoption of Resolution Approving Middle Peninsula Regional Comprehensive Economic Development Strategy and Submittal of Same to EDA with attachment Regionalism: Sneaking America into World Government.

**Agenda Items for Discussion**

**Adoption of Resolution Approving Middle Peninsula Regional Comprehensive Economic Development Strategy and Submittal of Same to EDA**

MPPDC Executive Director Lewis Lawrence said no substantive public comments were made pertaining to the draft CEDS report. MPPDC Regional Projects Planner Harrison Bresee, III held four public meetings. These meetings were held at VIMS, Gloucester Point; Essex County School Board Office, Essex County; MPPDC office, Saluda; and King and Queen Women's Club, King and Queen County. Mr. Lawrence said that Gloucester County did submit a redraft of a project description to better explain the project which they had previously submitted. Vice Chairman Smith requested a motion to adopt the Resolution Approving the Middle Peninsula Regional Comprehensive Economic Development Strategy and to submit the Report to EDA. Dr. Maurice Lynch moved to adopt and submit the Report to EDA. Eugene Rivara seconded the motion; motion carried.

**Presentation on Gloucester Rowing Association by Chris Hutson, Gloucester Board of Supervisors**

Mr. Lawrence invited Middle Peninsula Chesapeake Bay Public Access Authority (PAA) Chair Louise Theberge to say a few words on behalf of the PAA. Mrs. Theberge welcomed everyone to Lands End Recreational Area, a jewel of property donated to the PAA by a former Gloucester County resident. The Gloucester Crew

Team is benefiting from the use of the property and helping maintenance of the property. Located on the Lands End property are the main house, an additional house, a pool house, barns, a garage, additional land parcels, and the Crew Team quarters. Mrs. Theberge thanked the Crew Team for all that they do to maintain the property.

Mr. Lawrence said the additional house on the property is being rented and the PAA is open for suggestions as to uses of the available property. All suggestions will be taken into consideration by the PAA Board.

Gloucester Rowing Association Vice President Chris Hutson gave background information on the Gloucester Rowing Association. In attendance was also Gloucester Rowing Association President Donald Brown. Mr. Hutson thanked the PAA for letting them use the property for the Crew Team's needs. There are 60 rowers on the team and all dedicated student athletes and are going to college. The team has done some landscaping, cleaned up buildings, and are planning to hold regattas at the Lands End property.

The Crew Team's goal is to host a fall regatta during the same weekend as the Battle of the Hook.

### **Other Business**

- Vice Chairman Smith announced that Kenneth Wayne Williams is stepping down as MPPDC Board Commissioner Representative for Middlesex County after tonight's meeting. Mr. Williams has been a Board member for twelve years.

### **Invocation**

Mr. Chris Hutson, Board of Supervisors, Gloucester County, gave the Invocation.

### **Adjourn**

Vice Chairman Smith adjourned the meeting.

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(Secretary)

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# Project Financial Report

Middle Peninsula Planning District Commission

Run Date: 07/09/2013  
 Run Time: 10:37:44 am  
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Period Ending: 06/30/13

		Expenditures						
Code	Description	Budget	Curr Month	Project Total	Un/Over	% Budget	Revenues	Balance
30008	FY13 Local Programs	168,518.00	957.01	128,372.23	40,145.77	76.18%	147,272.34	18,900.11
30010	Local PAA Stewardship/	17,000.00	425.00	13,017.98	3,982.02	76.58%	17,000.00	3,982.02
30013	EE&CBG Project	3,889.00	110.56	1,408.73	2,480.27	36.22%	1,506.80	98.07
30015	Tappahannock Comp Plan	11,200.00	879.99	4,145.26	7,054.74	37.01%	1,781.76	-2,363.50
30016	Essex Comp Plan Update	27,675.00	1,282.46	6,196.28	21,478.72	22.39%	0.00	-6,196.28
30170	MPBDP FY12 Staff Sup	13,825.00	106.33	6,898.61	6,926.39	49.90%	8,150.58	1,251.97
30208	Transportation Demand M	224,000.00	161,417.04	224,525.50	-525.50	100.23%	216,665.75	-7,859.75
30310	FY13 Rural Transportati	72,500.00	7,964.09	73,283.98	-783.98	101.08%	54,408.18	-18,875.80
30420	Onsite Loan Management	105,940.14	-503.02	100,094.51	5,845.63	94.48%	109,937.93	9,843.42
30423	VCWRFR Onsite Fund	82,500.00	500.00	33,933.62	48,566.38	41.13%	51,360.23	17,426.61
30426	WQIF 2010	102,883.00	752.00	101,234.19	1,648.81	98.40%	95,547.41	-5,686.78
30427	Failing Septic Heir Proper	7,091.00	-2.18	7,238.52	-147.52	102.08%	7,091.00	-147.52
30502	Water Supply Planning	107,526.97	0.00	107,526.97	0.00	100.00%	153,950.00	46,423.03
31002	GA Lobby FY09	0.00	0.00	18,247.75	-18,247.75	0.00%	24,000.00	5,752.25
31404	Dragon Run Day	5,791.62	0.00	5,791.62	0.00	100.00%	6,830.34	1,038.72
31410	FY11 Dragon SAMP	25,000.00	-5.35	24,864.53	135.47	99.46%	24,990.16	125.63
32007	PAA Administration	102,356.84	1,471.89	103,697.61	-1,340.77	101.31%	104,024.64	327.03
32008	FY14_PAA Staff Support	6,200.00	53.55	168.42	6,031.58	2.72%	0.00	-168.42
32009	Lands End Master Plan	10,000.00	896.38	3,896.13	6,103.87	38.96%	0.00	-3,896.13
32118	FY12 Coastal TA	60,000.00	-30.18	61,878.44	-1,878.44	103.13%	60,000.00	-1,878.44
32119	Land & Water Quality Pr	50,000.00	-32.70	51,972.52	-1,972.52	103.95%	50,000.00	-1,972.52
32120	FY13 Coastal TA Task 44	60,000.00	1,650.48	47,150.31	12,849.69	78.58%	35,117.03	-12,033.28
32121	Land & Water Quality Pr	50,000.00	2,413.73	34,819.57	15,180.43	69.64%	25,882.14	-8,937.43
32122	Living Shorelines	49,858.00	2,066.66	21,322.59	28,535.41	42.77%	13,545.79	-7,776.80
32123	Stormwater Management (	297,786.00	6,667.42	57,339.55	240,446.45	19.26%	11,460.82	-45,878.73
32125	Floating Structures	29,780.00	3,671.30	8,864.01	20,915.99	29.76%	0.00	-8,864.01
32201	PAA Perrin River WW P	15,000.00	-10.83	15,607.59	-607.59	104.05%	15,000.00	-607.59
32202	Working Waterfronts Co	43,118.00	-33.89	42,535.47	582.53	98.65%	40,639.55	-1,895.92
32203	Working Waterfronts De	6,000.00	0.00	6,005.29	-5.29	100.09%	6,000.00	-5.29
32204	WW Coalition Summit A	46,341.00	2,042.19	11,925.09	34,415.91	25.73%	5,922.73	-6,002.36
32206	Working Waterfronts ED	1,000.00	0.00	275.00	725.00	27.50%	1,000.00	725.00
33000	MP Comprehensive Econ	120,000.00	5,060.51	120,867.87	-867.87	100.72%	96,000.45	-24,867.42
<b>Totals:</b>		<u>1,922,779.57</u>	<u>199,770.44</u>	<u>1,445,105.74</u>	<u>477,673.83</u>	<u>75.16%</u>	<u>1,385,085.63</u>	<u>-60,020.11</u>

# Balance Sheet by Category

Middle Peninsula Planning District Commission

Run Date: 7/9/13  
Run Time: 10:38:31 am  
Page 1 of 1

Period Ending: 06/30/13  
Format: 1 Board

**Assets:**

Cash in Bank	491,383.04
Receivables	273,964.32
Property & Equipment	15,457.31

**Total Assets:** \$780,804.67

**Liabilities:**

Accounts Payable	2,490.74
VRA Loan Payables	126,360.22
Payroll Withholdings	-18.80
Accrued Leave	21,754.88
Cost Allocation Control	9,001.76

**Total Liabilities:** \$159,588.80

**Equity:**

Local Initiatives/Information Resources	20,074.60
Economic Development	-21,282.52
Transportation Programs	-26,735.55
Onsite Repair & Pumpout	21,446.37
Housing	98.62
Coastal Community & Environmental	-97,598.96
Mandates	46,428.34
Temporarily Restricted	188,479.87
General Fund Balance	490,305.10

**Total Equity:** \$621,215.87

**Total Liabilities and Equity** \$780,804.67

**Balance:** \$0.00

## Agencywide R&E by Category

Middle Peninsula Planning District Commission

Run Date: 07/09/2013  
Run Time: 10:39:10 am  
Page 1 of 1

Period Ending: 06/30/13  
Format: 1 Agencywide R&E  
With Indirect Cost Detail

Code & Description	Budget	Current	YTD	Un/Ovr	% Bud
<b>Revenues</b>					
	0.00	151,080.00	151,080.00	-151,080.00	0.00%
Local Match	152,933.00	0.00	110,935.64	41,997.36	72.54%
Local Annual Dues	109,899.00	0.00	109,899.00	0.00	100.00%
Local Other Revenues	9,278.00	-1,218.24	73,593.78	-64,315.78	793.21%
State Revenues	241,222.00	0.00	192,250.97	48,971.03	79.70%
Federal Revenues	288,234.00	0.00	221,667.34	66,566.66	76.91%
Miscellaneous Income	14,800.00	502.30	18,095.25	-3,295.25	122.27%
Onsite Loan Program Income	10,825.00	732.95	18,429.59	-7,604.59	170.25%
PAA Program Income	1,000.00	75.00	1,175.00	-175.00	117.50%
<b>Revenues</b>	<b>828,191.00</b>	<b>151,172.01</b>	<b>897,126.57</b>	<b>-68,935.57</b>	<b>108.32%</b>
<b>Expenses</b>					
Personnel	417,030.18	36,399.04	426,178.86	-9,148.68	102.19%
Facilities	29,914.00	4,777.73	32,910.51	-2,996.51	110.02%
Communications	4,000.00	649.27	4,383.36	-383.36	109.58%
Equipment & Supplies	9,463.00	308.07	4,893.26	4,569.74	51.71%
Travel	5,750.00	595.70	4,807.72	942.28	83.61%
Professional Development	12,610.00	1,730.09	14,561.89	-1,951.89	115.48%
Contractual	141,798.00	-398.38	146,855.96	-5,057.96	103.57%
Miscellaneous	55,407.00	9,428.89	59,168.45	-3,761.45	106.79%
Regional Share	152,933.00	0.00	110,935.64	41,997.36	72.54%
	0.00	150,000.00	150,000.00	-150,000.00	0.00%
<b>Expenses</b>	<b>828,905.18</b>	<b>203,490.41</b>	<b>954,695.65</b>	<b>-125,790.47</b>	<b>115.18%</b>
<b>Agency Balance</b>	<b>-714.18</b>	<b>-52,318.40</b>	<b>-57,569.08</b>		

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# Middle Peninsula Planning District Commission



## MPPDC General Fact Sheet

### WHAT IS MPPDC?

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

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

### BACKGROUND

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

### WHAT DOES MPPDC DO?

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

### HOW ARE DECISIONS MADE AT MPPDC?

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

### QUICK FACTS

#### Region at Glance

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

➤ 888,064 Acres of Land

➤ 90,826 People

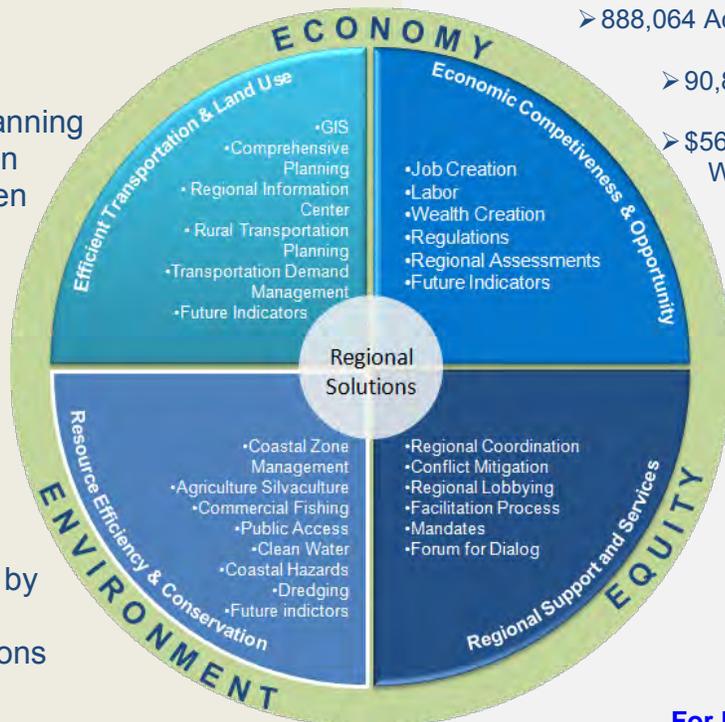
➤ \$567 Average Weekly Wage (State=\$952)

➤ 71% Out Commute Rate

#### By the Numbers

➤ 1.1% Total State Population

➤ \$50,001 Median Household Income



#### For More Information:

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

Please visit the MPPDC website at:

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

# Regional Profile:

## 2000-2011 Demographic Information

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



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

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

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

<sup>1</sup> Data from the Bureau of Labor Statistics Local Area Unemployment data & the American Community Survey 5-year Estimates

# MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

## Staff Activities Service Summary of Regional Progress

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

Report on Mandated Initiatives			
	<b>Water Supply Planning</b>		Stormwater Management
	<i>Support staff: Clara</i>		<i>Support staff: Jackie</i>
	<i>Start Date: 7/2008</i>		<i>Start Date: 12/2012</i>
	<i>Completion Date: 6/2011</i>		<i>Completion Date: 6/2014</i>
<i>Localities</i>	<i>Participating Localities</i>	<i>Current Status</i>	
Essex	✓	Awaiting review by DEQ	Local/regional program under development
Gloucester	NA	NA	Local/regional program under development
King and Queen	✓	Awaiting review by DEQ	Local/regional program under development
King William	✓	Awaiting review by DEQ	Local/regional program under development
Mathews	✓	Awaiting review by DEQ	Local/regional program under development
Middlesex	✓	Awaiting review by DEQ	Local/regional program under development
Town of West Point	✓	Awaiting review by DEQ	Local/regional program under development
Town of Urbanna	✓	Awaiting review by DEQ	Local/regional program under development
Town of Tappahannock	✓	Awaiting review by DEQ	Local/regional program under development

## Middle Peninsula Planning District Commission Executive Director's Report of Regional Progress

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

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

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

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

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

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

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

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

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

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

## MPPDC Staff and Contact Information

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

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

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

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

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

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

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

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Programs: *Stormwater Management*

### **Secretary: Rose Lewis**

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Programs: *Septic Pumpout Assistance, Facilities Scheduling*

## MANDATES

Funding – VDEM, VDEQ, localities, MPPDC General Fund

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

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

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

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

- Hosted a meeting of the MPPDC Regional Stormwater Management Workgroup July 19, 2013. Agenda items included regulatory updates, DRAFT Administrative Guidance Manual, future stormwater projects, BMP inventories, and public education. Joan Salvati, Department of Environmental Quality Local Program Development Manager, attended the meeting to answer local questions regarding VSMP develop and Sandra Erdle, Chesapeake Bay National Estuarine Research Reserve, attended the meeting to assist with the development of a stormwater management outreach and education program.
- Sent an email to the MPPDC Regional Stormwater Management Workgroup requesting information by certain dates. Requested information included outstanding questions to Joan Salvati, DEQ, and a list of Stormwater Management projects that localities may be interested in pursuing that could be used to develop a capital improvement plan for stormwater and feedback on the Draft Administrative Guidance Manual.
- Scanned the DEQ Virginia Stormwater Management Program basic training manual and emailed it to Bret Schardein, King William County Planning Director, for a new hire.
- Hosted a workshop on July 8, 2013 for Middle Peninsula localities interested in applying for Virginia Locality Stormwater Management Program Phase II funds through Department of Environmental Quality. The workshop provided localities the time and space to organize and coordinate ideas.
- Had a conference call with Carolyn Howard, Draper Aden Associates, and Larry Land, Director of Policy Development from Virginia Association of Counties (VACo), to discuss draft staffing and budget

plans from Middle Peninsula localities. Mr. Land was interested in understanding more about the cost to localities of the Virginia Stormwater Management Program.

- Corresponded with Donna Sprouse, King & Queen County Planning Department, regarding an application from King & Queen County for 2013 Virginia Locality Stormwater Program Development Phase II funds from Department of Environmental Quality.
- Corresponded with Carolyn Howard, Draper Aden Associates, to finalize a regional application for the 2013 Virginia Locality Stormwater Program Development Phase II funds from Department of Environmental Quality that proposes to focus on the logistics of implementing a regional VSMP.
- Drafted a support letter for localities (i.e. Mathews, Middlesex, Essex, and King William counties) participating in the DEQ Phase II proposal.
- Briefly corresponded with Sarah Hague Dennis, Timmons Group, about King and Queen County's application to the 2013 Virginia Locality Stormwater Program Development Phase II funds from Department of Environmental Quality. Ideas included developing a GIS layer to track Best Management Practices (BMP) across the locality.
- Updated a map for the DEQ Virginia Locality Stormwater Program Development Phase II proposal that highlights the localities interested in participating in the Regional Virginia Stormwater Management Program.
- Drafted and submitted a quarterly report to Virginia Department of Environmental Quality for the Middle Peninsula Stormwater Management Program Development project.
- Prepared and submitted quarterly financial report and submitted to Kevin Landry, DEQ.
- Consulted with Mike Vanlandingham and Kevin Landry, DEQ, regarding payment of January – March reimbursement request.

#### **IMPORTANT UPDATES:**

- From a guidance document DCR recommends that localities consider the following Virginia Stormwater Management Program (VSMP) Adoption Schedule:
  - **December 15, 2013** – Due date for preliminary local VSMP application packages. This will include 1) a final version of the Local VSMP ordinance that will be presented to the Board of Supervisors/Town Council, (2) a final staffing and budget plan, and (3) VSMP Policies and Procedures.
  - **April 1, 2014** – Final adopted VSMP ordinances submitted for review.
  - **June 13, 2014** – Final date for localities to adopt a VSMP.
  - **June 2014** – Final date for Board to approve local VSMP.
  - **July 1, 2014** - Implementation of Stormwater Management Programs

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

- Received phone call from Maria Terbea, King & Queen County Social Services, regarding assistance available for new septic system and well. Provided information and contact for SERCAP and USDA.
- Continued to explore funding opportunities for provision of water/septic for Mathews Rotary Water and Sanitation Project. The Rotary is interested in starting a program to provide water and septic to Mathews County residents living without indoor plumbing in concert with Rotary International.
- The building official monthly report for the month of June 2013 was filed for Essex County. Some Middle Peninsula localities submit reports of building activity to the Middle Peninsula Planning District Commission (MPPDC) each month with information such as the number of building permits and occupancy permits issued for dwelling units.
- Updated [www.mppdc.com](http://www.mppdc.com) website – updated CEDS report, meeting notices.

COASTAL COMMUNITY DEVELOPMENT/ ENVIRONMENTAL

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

**Projects 320080 Staff Support to 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.*

- Contacted Jack Catlett, Sands Anderson PC, PAA legal counsel to request a title search on a possible land donation in Mathews County to the Middle Peninsula Chesapeake Bay Public Access Authority.
- Met with Carlton Revere, Chairman, Middlesex County Board of Supervisors, and Sean Trapani, Saluda VDOT Resident Engineer, concerning possible public access improvements at Stampers Bay Road road ending in Middlesex County. Agreed to outreach to VHB Consulting for conceptual design work at Stampers Bay. VHB Consulting specializes in early project renderings.
- Consulted with a Mathews County land owner looking to donate a public water access easement to the Middle Peninsula Chesapeake Bay Public Access Authority. Received site survey for review. Directed the citizen to the PAA website for additional information on the Authority.
- Convened the June meeting of the MPCBPAA on June 21, 2013. Items discussed: resolution to open a checking account; two Mathews county donation sites; adoption of the annual work plan and budget; appointment of Lewis Lawrence as Secretary; forestry update; Lands End (Laird Property donation in Gloucester County) update; Perrin Wharf update; Hall donation site update; and a discussion on tidal wetlands banks.

- Worked with Jim Vadas, Clearwater Forestry, on forestry thinning projects at the Haworth and Clay Tracts in King and Queen County. The Haworth Tract is currently in production and the Clay Tract has a signed contract for thinning in the next 12 months.
- Prepared vouchers, processed A/P.
- Opened bank account with C&F Bank.
- Consulted with Elizabeth Faudree, Jeannie Bristow, and Emily Benavidez of C&F Bank, regarding online banking and bill pay.
- Invoiced Gloucester Rowing Association for utility bills at Lands End.
- Installed GMS accounting software company directory and began to develop general ledger chart of accounts for MPCBPAA. Input beginning balances for PAA assets.
- Worked with Jim Vadas, Clearwater Forestry, on forestry thinning projects at the Haworth and Clay Tracts in King and Queen County. The Haworth Tract is currently in production and the Clay Tract has a signed contract for thinning in the next 12 months.
- Met with Beth Polak, Coastal Zone Management, in Richmond, Virginia, to discuss the MPCBPAA properties, including the future plans for the Lands End tract in Gloucester County and the current status and usage of the Haworth (King and Queen County), Clay (King and Queen County), Browne (King and Queen and Essex Counties), Shenk (Gloucester County), and Hall (Mathews County) parcels. Also discussed the progress on the Perrin Wharf slip project in Gloucester County.

### **1301 Mathews Heritage Park**

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

- Consulted with Mindy Moran, Mathews County Administrator, and Ursula Lemanski, Virginia Projects Manager for the National Park Service, concerning convening a special meeting to discuss possible uses of the Hall donation site in Mathews County. Tentatively agreed to meet in August with local stakeholders.

### **320081 PAA Perrin Wharf Construction**

*The Middle Peninsula Middle Peninsula Chesapeake Bay Public Access Authority recently acquired ownership of the 320 ft Perrin River wharf in Gloucester County from VDOT. The Perrin River exists as the urban working waterfront for the county and the Perrin River wharf is traditionally used by commercial watermen for vessel moorage. This project serves as a revitalization of the urban waterfront-commercial seafood hub for Gloucester County. With the recent closure of several key docking locations, up to 25*

*commercial workboats have been displaced and are rafting at the Perrin Wharf. This project will revitalize and reorganize the public wharf moorage space. The current moorage space is unorganized. Vessels now tie up parallel with the pier, making inefficient use of public space. Rafting is also used, but is not as safe as slip mooring. This project will reorganize the pier by installing 10 new slips, 4 finger piers, an ADA approved ramp, and ADA parking spot, and a port-a-potty to assist with access, mooring, off loading, and sewage disposal.*

- Consulted with Marty Schlesinger, Gloucester County Public Utilities Director; Ann Ducey-Ortiz, Gloucester County Planning Director, Ted Wilmot, Gloucester County Attorney, and MB Sheppard, Three Rivers Health District Environmental Supervisor, concerning permitting for pump and haul at Perrin Wharf.
- Continued working on finalizing permits for the construction of the slips at the Perrin Wharf. Activities included: Met with Paul F. Koll, CBO, MCP, Building Official, County of Gloucester, at the Perrin Wharf to discuss the building permit; discussed the process for exemption from the requirements of the Commonwealth of Virginia Sanitary Regulations for Marinas and Boat Moorings with the Virginia Department of Health, Marina Division; followed up with Chip Neikirk at VMRC on the Joint Permit Application (JPA); and worked with marine contractor Dan Hobby at Acelution to develop drawings for the building permit (which includes details on the finger pier, ADA parking spot, port-a-potty, and ADA ramp).
- The current status of the project is: the VMRC/JPA is approved; the building permit is submitted; a pump and haul resolution was approved by the Gloucester BOS; and the VDH exemption paperwork is submitted. Project is on-schedule.
- Developed a draft framework for the management of Perrin wharf

### **32009 Lands End Master Plan**

*In February 2013, the MPCBPAA was gifted 96.81 acres of waterfront property located on the Severn River in Gloucester County. This Severn River property consists of twenty-one parcels, three of which have dwellings. While much of the property is pristine coastal ecosystem, including densely forested mixed hardwood and pine trees, and tidal wetlands, the three dwellings on this land present new management issues for the MPCBPAA. The MPPDC is partnering with the MPCBPAA to develop a preliminary management plan for the Severn River property that meets the goals of the MPCBPAA while maximizing water access, outdoor recreational, and community needs. With the development of a community stakeholder group, MPPDC staff will facilitate discussions and work towards developing an approach to creating a final management plan for the Severn River Property. The preliminary management plan will include potential management options, needed actions, as well as draft management goals and objectives for the Severn River Property.*

- Held the first Lands End stakeholders meeting on Thursday, July 18, 2013. The meeting was held at the Lands End (Laird property donation) tract in Gloucester County. The goal of the meetings is to involve the community, local government, and other interested parties in designing a preliminary management plan for the Lands End property. The plan will need to meet the goals of the MPCBPAA while maximizing water access, outdoor recreation, and community needs.

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

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

- Drafted a proposal to Virginia Coastal Zone Management Program competitive grants, requesting funds to complete a project focused on water reuse and the potential economic impacts to Middle Peninsula localities.
- Attended the June After Hours Lecture on June 27, 2013 at Virginia Institute of Marine Sciences which focused on the Costs and Benefits of “Fracking.”
- Sent photos of the Lands End property to Jack Catlett, Attorney for the Middle Peninsula Chesapeake Bay Public Access Authority, as he was unable to attend the June 2013 Commission meeting.
- Consulted with Neal Barber, Middle Peninsula Land Trust, and Matt Walker, Middlesex County Administrator, concerning a possible private donation to the Middle Peninsula Chesapeake Bay Public Access Authority in Middlesex County.
- Discussed dredging needs of Aberdeen Creek, Gloucester County, with Scott Hardaway, Director of the Shoreline Studies program at VIMS. Jointly drafted a scope of work to study the geophysical conditions and inventory public infrastructure supporting working waterfronts of Aberdeen Creek as well as various financing tools available to local government to generate revenue to cover the cost of a local dredging project.
- Met with representatives from Angler Environmental Consulting concerning consulting and design services on land owned by the Middle Peninsula Chesapeake Bay Public Access Authority. Discussed possible tidal wetlands bank, public access, and stormwater project concepts.
- Consulted with Janine Burns, Mathews County Board of Supervisors, concerning commercial insurance companies withdrawing insurance coverage from coastal Virginia. Discussed potential loss of local tax revenue if coastal properties are classified as uninsurable. Additionally, discussed the need for a coastal zone-wide map illustrating residential homes within 2500 feet and 1 mile of the waterfront for use by a VACo committee chaired by Mrs. Burns.
- Received a call from Megan Gallagher, Environmental Consultant, interested in knowing how the Middle Peninsula localities are preparing for possible oil and gas “Fracking” explorations in Essex, King and Queen and King William counties. Discussed limited protection afforded local governments under the Chesapeake Bay Preservation Act.
- Responded to a request from Marty Farber, Senior Legal Researcher at the Division of Legislative Services at the General Assembly. Mr. Farber has requested that a presentation be given to the State Water Commission on matters related to the management of groundwater and surface waters within the Middle Peninsula and how Middle Peninsula localities are responding to being regulated under the Groundwater Management Act area as well as other state and federal initiatives designed to protect water quality.
- Received a call from Keith Horsley and Bill Sterling, Gloucester County residents, concerning VDOT’s closing of all state wharfs to overnight moorage under VDOT’s ownership. Closed wharfs included one wharf in Middlesex County and three in Gloucester County. This move by VDOT forced relocation up to 60 watermen across the Middle Peninsula and Northern Neck. These watermen would have to find dockage elsewhere. Outreached to Delegate Keith Hodges to discuss the reason for the closure.

Delegate Hodges contacted Quintin D. Elliott, VDOT Fredericksburg District Administrator. Mr. Elliot ordered the reopening of the wharfs and agreed to discuss a better strategy to managing the wharfs in the future.

- Consulted with Mindy Moran, Mathews County Administrator, and Ursula Lemanski, Virginia Projects Manager for the National Park Service, concerning convening a special meeting to discuss possible uses of the Hall donation site in Mathews County. Tentatively agreed to meet in August with local stakeholders.
- Convened the monthly meeting of the Middle Peninsula Local Government Administrators. Discussed stormwater program update; VDOT actions to close all state wharfs to overnight moorage within the Fredericksburg District; meeting with the State Water Commission to discuss local governments perspective on management of water resources; deployment of broadband services across the Middle Peninsula using the King and Queen County model; and the impact of the VDLP program on local and regional governments.
- Worked with Jim Vadas, Clearwater Forestry, on forestry thinning projects at the Haworth and Clay Tracts in King and Queen County. The Haworth Tract is currently in production and the Clay Tract has a signed contract for thinning in the next 12 months.
- Met with Beth Polak, Coastal Zone Management, in Richmond, Virginia, to discuss the MPCBPAA properties, including the future plans for the Lands End tract in Gloucester County and the current status and usage of the Haworth (King and Queen County), Clay (King and Queen County), Browne (King and Queen and Essex Counties), Shenk (Gloucester County), and Hall (Mathews County) parcels. Also discussed the progress on the Perrin Wharf slip project in Gloucester County.

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

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

- Corresponded with John Morris, Beale, Davidson, Etherington & Morris, P.C., concerning files documenting information on ditches in Gloucester, Mathews, and Middlesex Counties. As part of this project, Mr. Morris is conducting legal research to assess the ownership, management, and oversight of stormwater ditches that are perpendicular and parallel to the VDOT right-of-way (ROW) and the relationship to the secondary road system overseen by VDOT. Rural outfall ditches play an important role in the movement of stormwater in rural localities.

#### **Project 32122 Living Shorelines**

*On April 29, 2011 legislation was approved directing The Virginia Marine Resource Commission (VMRC), in cooperation with the Department of Conservation and Recreation and with technical assistance from the*

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

- Sent request to Pam Mason, Center for Coastal Resource Management, for draft report on Virginia permit holders and the reason why each chose shoreline hardening options over living shorelines.
- Discussed the final research paper produced by the National Sea Grant Law Center on various revolving loan state programs which could be replicated for financing a Virginia Revolving loan program.

### **Project 32125 Floating Structures**

As a result of a proposed "Oysterplex" in King and Queen County, which included two floating structures in open water used for commercial use rather than residential use, new permitting, regulatory, and jurisdiction questions were raised. Therefore MPPDC staff will: (1) review the lessons learned with the proposal approval of the Oysterplex, (2) create a Floating Structures Committee to discuss permitting barriers related to process for future applicants as well as strategies for possible guidance for permitting of floating commercial structures in the future, and (3) the committee will work to develop the necessary policy and guidance to include local planning administrators /departments in the Joint Permit Application process.

- Sent an email to stakeholders to inform discussions about floating structures and associated permitting issues and processes. Many of the questions that we are trying to answer have stemmed from the Anderson Neck Oyster project located in King & Queen County. The first meeting of this stakeholder group has been scheduled for July 31, 2013 at 10:00 a.m.
- Worked on finalizing a flow diagram of factors and agencies contributing to the joint permit application (JPA) process for the Anderson Neck Oyster Company's "Oysterplex." Upon completion this diagram it will be sent to stakeholders.
- Corresponded with Delegate Keith Hodges regarding floating structures and the importance of this issue. He responded that he would be unable to attend the Floating Structures Committee meeting on July 31, 2013, but will be sending an aide to represent him.
- Corresponded with Danielle School, Virginia Department of Health, regarding details about the Floating Structures Committee meeting on July 31, 2013.

### **Project 32204 Working Waterfront Coalition Summit**

The Rural Chesapeake Bay-Seaside Working Waterfront Coalition partners (MPPDC, A-N and NN PDC) propose to organize, coordinate and convene a Virginia Working Waterfront Summit to be held at a central location (possibly VIMS) and possible remote location (Wachapreague) to discuss the challenges faced by Coastal Virginian's engaged in owning, managing or developing policy on issues related to working waterfronts. Summit invitees will come directly from the data base of working waterfront business developed

*under the Section 309 Working Waterfront project administered by the Virginia Sea Grant Marine Advisory Program. The Summit will consist of three parts: a) Panel of working waterfront specialist will discuss the growing national problem faced by working waterfront business and Virginia challenges, b) Introduction/ use of the Working Waterfront web portal. c) Discussion of Virginia specific issues, problems, and challenges of those in attendance.*

- Coordinated the fourth meeting of the Virginia Working Waterfront Symposium to be held on the Eastern shore at the UVA- Anheuser-Busch research facility located in Oyster, Virginia.
- Started a draft list detailing reasons for Virginia working watermen and waterfront business owners to care about working waterfronts.

## TRANSPORTATION

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

### **Project 30209 Transportation Demand Management (TDM) Services**

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

- Consulted with Laura Loding, ABC Computer, regarding Rideshare website update progress.
- Scheduled teleconference with ACT Telework Council leadership and speakers who will be presenting at the Telework Council Breakout Session at the ACT International Conference to be held later this month in San Antonio, Texas.
- Prepared and submitted FY13 Certification of Ridesharing/TDM Revenues and Expenses to Department of Rail and Public Transportation (DRPT). This closes out the FY13 grant.
- Attended DRPT TDM Performance Measures Workshop in Richmond on July 17.
- Provided FY13 TDM Performance data to DRPT via OLGA (Online Grants Administration).
- Consulted with Bill Nachman, *Gloucester Mathews Gazette-Journal*, regarding cost savings of carpooling. Article of ridesharing and cost savings ran in paper.
- Print ads ran in local papers for last 3 weeks of June extolling the cost savings that can be realized by carpooling instead of driving alone. Radio spots also featured this same message.

### **Project 30311 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.*

- Working with the Virginia Office of Intermodal Planning and Investment (OIP), an Office under the Secretary of Transportation, along with the Multimodal Working Group (MMWG), representative of all the agencies involved in transportation, to schedule the first meeting of the Virginia Freight Transportation Technical Committee (VFTTC). The VFTTC is a group being established to help generate and validate key components and strategies to be included in a multimodal statewide freight

policy plan. The intent is that the Committee group will break into smaller subcommittees to represent areas of more technical expertise revolving around the statewide transportation goals.

- Attended several meetings on behalf of Plan Virginia, the Citizens Planning Education Association of Virginia (CPEAV) in order to complete paperwork, consolidate bank accounts, complete fund transactions, and transfer funds to the Virginia Polytechnic Institute and State University (Virginia Tech). A Virginia Tech department will be assisting Plan Virginia with the administration of the Certified Planning Commissioners Program and other education programs offered through the organization.
- Corresponded with John Madera, Senior Planner with the Northern Shenandoah Valley Regional Commission (NSVRC), and member of the Virginia Association of Planning District Commission's (VAPDC) Rural Transportation Committee, about scheduling a conference call to discuss how to promote the Virginia Safe Routes to School Program (SRTS) in rural areas of the Commonwealth of Virginia. Participants on the call would also include Jim Elliott and Carol Kachadoorian, Toole Design Group and consultants to VDOT's Safe Routes to School Program, and representatives from the Virginia Safe Routes to School Program administered by the Virginia Department of Transportation (VDOT). The main purpose of the call was to better identify the need and determine ways to reach out to rural communities. Many rural localities in Virginia are interested in pursuing the SRTS program, but it can be difficult to qualify for funding in these areas due to the distances between school locations and student residencies in rural areas, among other aspects.
- Created a map illustrating and listing directions to the most recently acquired Middle Peninsula Chesapeake Bay Public Access Authority (MPCBPAA) site "Lands End" located in Gloucester County for the June 2013 Middle Peninsula Planning District Commission (MPPDC) dinner meeting. The June 2013 dinner meeting was held at that location to showcase the new property and the benefits it has already showed to the County in the form of a base for the Gloucester County Crew Team. A management plan is being developed for the site to accommodate multiple recreation uses for the public.
- Contacted Neil Hord, VDOT Right of Way Division, to inquire about the status of ownership documentation on the Route 1101, Perrin Creek Road, Road Ending Transfer that the Commonwealth Transportation Board (CTB) approved in February 2013. With the initiative of a jurisdiction in the Middle Peninsula Region, the PAA will work with VDOT to transfer the ownership of any road ending that may provide public access to a waterway from the state to the jurisdiction.
- Prepared and submitted quarterly financial report and reimbursement request to Craig Van Dussen, Virginia Department of Transportation, closing out the FY13 grant.

#### ONSITE REPAIR & PUMPOUT

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

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

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

- Consulted with Richard Smith, Smith's Septic, regarding Middlesex County septic repair. Construction is completed, and contractor requested payment. OP has not been issued.

- Received confirmation from Susan Hale, Department of Conservation and Recreation, of extension of WQIF grant until September 30<sup>th</sup>. Last 2 septic repairs could not be completed by June 30<sup>th</sup> deadline due to soil conditions caused by extensive rains therefore MPPDC requested extension of contract.
- Consulted with Dave Demuth, Gloucester County Health Department, regarding change in design for Gloucester County septic repair and whether a different repair permit was required. Received updated repair permit.
- Consulted with Mathews County loan client regarding status of septic repair.
- Consulted with Gloucester County homeowner regarding application for septic repair assistance.
- Convened MPPDC Onsite Loan Committee to consider application for funding for Gloucester County repair. Application approved for funding of \$2,075 - \$1,037.50 loan at 2.5% interest for 60 months and \$1,037.50 VRA funds grant.
- Closed on loan for Gloucester County septic repair.
- Consulted with King William County homeowner regarding septic repair application.
- Received phone call from Middlesex County homeowner regarding assistance available for septic repair. Discussed available funding and directed her to website for application download.
- Convened MPPDC Onsite Loan Committee to consider application for funding for King William County repair. Application approved for funding of \$7,985 - \$1,500 loan at 2.5% interest for 60 months and \$6,485 VRA funds grant.
- Received application from Middlesex County homeowner for septic repair assistance.
- Consulted with Marc Longest, Middlesex County Health Department, regarding operating permit for completed septic repair. Homeowner needs to provide receipt for recordation of maintenance agreement before OP can be issued. Consulted with homeowner and installer. OP issued and final check released to homeowner.
- Consulted with Jamie Miller, Millers Septic, regarding status of pending septic repairs for Mathews and Gloucester counties homeowners. These repairs were to have been completed by 6/30 and would have spent out the remainder of the WQIF funding, but weather conditions necessitated extending the WQIF grant until 9/30.
- Consulted with Julie Goens, Gloucester County Health Department, regarding assistance available for low income homeowner.
- Consulted with loan client regarding pay-off amount for septic repair loan. Amount provided and loan repaid in full.
- Received phone call from Essex County homeowner regarding assistance for pumpout. MPPDC no longer has septic pumpout funding.
- Received phone call from onsite loan client regarding banking problems.

- Received notice of Chapter 13 Bankruptcy filing for King & Queen loan client. Consulted with Martha Lowe, Middlesex Title regarding filing of claim with US Bankruptcy Court.
- Continued to explore funding opportunities for provision of water/septic for Mathews County Rotary Water and Sanitation Project. The Rotary is interested in starting a program in concert with Rotary International to provide water and septic to Mathews County residents living without indoor plumbing.
- Prepared and submitted reimbursement request for VRA funds to Walter Gills and Boyd Wiley, Department of Environmental Quality (DEQ).
- Prepared and submitted quarterly report and reimbursement request for WQIF funds to Kevin Landry (DEQ), and Susan Hale, Grants Manager, Department of Conservation and Recreation.
- Executed ACH loan payments for septic loans. All MPPDC loan funding programs require that loan recipients authorize loan payments to be made automatically from loan recipients' bank accounts. Loan clients authorize the payments at loan closing (ACH Authorizations). MPPDC staff process these payments on the 15<sup>th</sup> of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to the loan processing date of the 12<sup>th</sup>.

*Note: All WQIF grant funds have been committed. Extremely limited grant funds available from VRA loan funds that do not have to be repaid. MPPDC staff are continuing to search for additional grant funding for this program. The ability to blend loans with grants is crucial in assisting low income homeowners in correcting failing septic systems.*

## **ECONOMIC DEVELOPMENT**

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

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

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

- Received email from Gloucester County loan client requesting interest only payment. Client was initially set-up by MPBDP to make interest-only payments for first 3 months, he then requested multiple extensions. Finally began making full payments, but continues to go for periods requesting interest-only payments. Client has not complied with initial MPBDP requirements to provide monthly, quarterly and annual financial statements and bank statements. Request was approved for July, but client informed that no further requests will be considered unless and until financial and bank statements are provided. MPPDC agreed to continue to provide administration of MPBDP's loan portfolio following MPBDP's dissolution. There is no requirement to repay the loan funds to USDA only to utilize repaid principal as per USDA guidelines. MPPDC does not currently have staff with the expertise to advise business clients.
- Executed ACH loan payments for MPBDP loans. All MPPDC loan funding programs require that loan recipients authorize loan payments to be made automatically from loan recipients' bank accounts. Loan clients authorize the payments at loan closing (ACH Authorizations). MPPDC staff process these payments on the 15<sup>th</sup> of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to the loan processing date of the 12<sup>th</sup>.

### **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.*

- Prepared and submitted final financial report and reimbursement request to Bob Gittler, EDA.

### **LOCAL INITIATIVES**

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

Funding for specific projects may come from locality requesting assistance.

### **Project 30009 Local & Regional Technical Assistance**

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

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

- Met with Greg Hunter, King & Queen County Emergency Management Services, to discuss his ideas to apply to the SAFER (Staffing for Adequate Fire and Emergency Response) grant which is due October 1, 2013. Initial thoughts included (1) regional emergency management and training coordination, (2) funding to educate emergency service workers and firefighters, and (3) costs of advertising to recruit new volunteers which may include a central recruiting center/website.

### **Project 30015 Tappahannock Comp Plan Update**

*The Town of Tappahannock has contracted for the Planning District Commission to provide technical planning support for the Town of Tappahannock's Planning Commission as they go through their 2014 Comprehensive Plan Update Process. Every jurisdiction in Virginia is mandated by Virginia Code Section 15.2-2223 to create and adopt a comprehensive plan that outlines a vision for the future of the community with a twenty year planning horizon.*

- Attended the July 1, 2013 Planning Commission meeting for the Town of Tappahannock where the Planning Commission reviewed the changes made to Chapter 7, Economic Development, and Chapter 10, Downtown Revitalization and Urban Design, as part of their Comprehensive Plan Update. The Planning Commission also began review of Chapter 8, Public Facilities and Services, for further discussion at the August 2013 Planning Commission meeting. The Town has contracted with the MPPDC for technical assistance in updating their Comprehensive Plan.
- Invoiced Town for services provided in FY13 per request of Assistant Town Manager Jimmy Sydnor.

### **Project 30016 Essex Comp Plan Update**

*Essex County has contracted for the Planning District Commission to provide technical planning support for the Essex County Planning Commission as they go through their 2014 Comprehensive Plan Update Process. Every jurisdiction in Virginia is mandated by Virginia Code Section 15.2-2223 to create and adopt a comprehensive plan that outlines a vision for the future of the community with a twenty year planning horizon. Along with the Comprehensive Plan, Essex County has contracted for the Planning District Commission to lead*

*the Planning Commission in discussions regarding the future preparation of a Capital Improvement Plan (CIP), and prepare a Virginia Enterprise Zone Designation (VEZD) application for the County. The Virginia Enterprise Zone (VEZ) program is a partnership between state and local government in which both parties seek to improve economic conditions within designated localities. The program is meant to complement additional local, state, and federal economic development activities to create an improved climate for private sector investment and to focus limited resources on strategically targeted areas. A proposal will be submitted on behalf of the locality by the deadline of June 28<sup>th</sup>, 2013 using the Department of Housing and Community Development Centralized Application Management System (CAMS).*

- Attended the June 18, 2013 Planning Commission meeting of the Essex County Planning Commission where changes to Section 8, The Economy, of their Comprehensive Plan were reviewed. At their June meeting the Planning Commission also began review of Section 7, Community Facilities and Public Services, and Section 14, Community Facilities Plan Elements, for further discussion at their July 2013 meeting that will accompany the overview of developing a Capital Improvements Plan for Essex County.
- Received several letters of support from businesses located in Essex County and the Town of Tappahannock for submission with Essex County's Virginia Enterprise Zone Designation Application. Feedback from business owners is essential in the development of an application to the Virginia Department of Housing and Community Development (DHCD)'s Virginia Enterprise Zone Program to qualify for enterprise zone status to establish areas in the County that are eligible to apply for state incentives for businesses located in the designated zone areas. Valuable feedback included any expansion plans a business may have. The County has contracted with the MPPDC for technical assistance in updating their Comprehensive Plan and developing an application to pursue Essex County designating a Virginia Enterprise Zone within the locality. The letters of support received from area businesses and organizations were submitted to DHCD along with Essex County's Virginia Enterprise Zone Designation Application on June 28, 2013.
- Invoiced County for services provided in FY13 per request of Essex County Administrator Reese Peck.

## HOUSING

### Funding –Housing Loan Program Income

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

*MPPDC is administering the revolving loan program began with EECBG funding per DMME requirements.*

- Received phone call from Maria Terbea, King & Queen County Social Services, regarding assistance available for new septic system and well. Provided information and contact for SERCAP and USDA.
- Executed ACH loan payments for EECBG loans. All MPPDC loan funding programs require that loan recipients authorize loan payments to be made automatically from loan recipients' bank accounts. Loan clients authorize the payments at loan closing (ACH Authorizations). MPPDC staff process these payments on the 15<sup>th</sup> of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to the loan processing date of the 12<sup>th</sup> of the month to request a payment be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans.

**MPPDC Administration**

*Administrative services provided to MPPDC programs. Planned FY14 Indirect Cost rate =50%*

- Attended Adobe In-Design Training in Richmond Jun 10-11<sup>th</sup>, 2013. This two-day remote training reviewed how to create complex document structures, create tint and gradient swatches, use object libraries and snippets, how to create vector paths and wrap type on a path, advanced typography and composition techniques, how work with graphics, object styles, tables, special characters, the Story Editor, and how to manage long documents.
- Printed the Comprehensive Economic Development Strategy (CEDS) plan and began to brainstorm ideas regarding how to alter formatting that would be most ideal for an e-magazine.
- Participated in a conference call with VAPDC to discuss the effects of HB1130 which requires special purpose political subdivisions, such as PDC's to offer short term disability to staff members without providing a method to pay for such a service. This requirement could place regional governments under significant financial strain should several claims be requested at the same time.
- Prepared vouchers, processed A/P, processed payroll, processed deposits and balanced bank accounts. Prepared MPPDC monthly financial statements.
- Prepared and submitted invoices to localities for FY14 dues.
- Consulted with Elaine Meil, Executive Director, Accomack-Northampton Planning District Commission, regarding VRS Hybrid Retirement Plan issues.
- Presented information regarding VRS Hybrid Retirement Plan requirement to provide short term disability benefits for employees hired after 1/1/14 to VAPDC Board meeting participants. This provision will pose hardships, especially on the smaller PDCs that rely primarily on grant funds to pay staff. Concerned PDCs determined to convene a teleconference to discuss the matter further.
- Consulted with Greg Dickie, Virginia Municipal League (VML), regarding VRS Hybrid Retirement Plan, VLDP, and short term disability benefits. Inquired as to whether VML may consider providing group short-term disability policies to their smaller political subdivisions clients.
- Consulted with Michael Aukamp, Dunham Aukamp & Rhodes, regarding possibility of establishing fringe pool to begin to accumulate funds needed to provide short term disability benefits to future employees.
- Convened VAPDC teleconference to discuss VRS Hybrid Retirement Plan requirements, potential consequences, especially for smaller PDCs and other small political subdivisions.
- Consulted with Zack Robbins, Senior Policy Analyst, Commission on Local Government, Department of Housing and Community Development regarding number of political subdivisions in the Commonwealth to determine number of organizations that might be affected by VRS Hybrid Retirement Plan requirements to provide disability benefits.

- Consulted with Michael Aukamp, Dunham Aukamp & Rhodes, regarding schedule for FY13 audit.
- Advised Delegate Keith Hodges of VRS Hybrid Retirement Plan disability benefits mandate and its potential impacts on MPPDC and other small political subdivisions with no taxing authority.
- Prepared staff allocation plan for first quarter FY14. Staff allocation plan informs staff as to which projects they should be working on each quarter and estimated amount of time to be scheduled for each project.
- Prepared draft FY14 MPPDC Indirect Cost Allocation Plan to be presented to Commission at the July meeting.

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July 24, 2013

**MIDDLE PENINSULA PLANNING DISTRICT COMMISSION**

**INDIRECT COST ALLOCATION PLAN**

**FY 2013-2014**

The FY 2013-2014 Indirect Cost Allocation Plan attached is based on the budget figures adopted by the Commission in May, 2013. 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.

MPPDC is continuing to use the base PDC funding from the Virginia Department of Housing and Community Development and office space rental income to directly offset overhead costs for the agency thereby maintaining the indirect cost rate at 50%. DHCD Base funding for FY2014 is anticipated to be \$75,971 and office space rental income to be \$1800. MPPDC fiscal staff will utilize these revenue sources as needed to maintain an indirect rate at or below 50%.

Attached is the Statement of Indirect Costs and the calculation for the Indirect Cost Allocation rate of 50%. The Statement of Employee Benefits and the Salary Distribution are supporting documents used to calculate the employee benefit rate of 40% and, ultimately, the indirect cost allocation rate.

*\* FY13 actual indirect rate was 49.999% - planned rate was 50.0%*

**MIDDLE PENINSULA PLANNING DISTRICT COMMISSION  
STATEMENT OF INDIRECT COSTS FY 2013-2014 BUDGET**

Indirect Personnel Costs

Indirect Salaries	\$85,335	
Employee Benefit Rate at 40%	34,103	
Total Indirect Personnel Costs.....		\$119,438

Facility Expense

Rental	\$22,202	
Utilities	4,450	
Telephone	2,550	
Facility Insurance	3,212	
Total Facility Expense.....		\$32,414

Equipment and Supplies Expense

Office Supplies	\$3,000	
Depreciation	0	
Total Supplies Expense.....		\$3,000

Consultant/Contractual Expense

Accounting/Auditing Expense	\$5,850	
Total Consultant/Contractual Expense.....		\$5,850

Travel Expense

Vehicle Lease	0	
Vehicle Insurance	950	
Vehicle Operating Costs	2,500	
Total Travel Expense.....		\$3,450

Miscellaneous Expense

Postage	1,750	
Printing/Duplicating	9,000	
IT Costs	19,000	
Pub Officials Insurance	752	
Total Miscellaneous Expense.....		\$30,502

Indirect Costs.....		\$194,654
Base Funding from DHCD.....		23,750
Office Space Rent.....		1,800
<b>TOTAL INDIRECT COSTS.....</b>		<b>\$169,104</b>

**MIDDLE PENINSULA PLANNING DISTRICT COMMISSION  
STATEMENT OF INDIRECT COSTS FY 2013-2014 BUDGET  
PAGE TWO**

Direct Personnel Costs

<sup>1</sup> Direct Chargeable Salaries	\$241,517	
Employee Benefit Rate at 40%	96,520	
Total Direct Chargeable Personnel Costs.....		\$338,037

CALCULATION OF INDIRECT COST ALLOCATION RATE

Total Indirect Costs	\$169,104	
<hr/>		= <b>50%</b>
Total Chargeable Direct Personnel Costs	\$338,037	

**MIDDLE PENINSULA PLANNING DISTRICT COMMISSION  
STATEMENT OF EMPLOYEE BENEFITS FY 2013-2014 BUDGET**

Benefits

Health Insurance	\$56,460	
Retirement	42,099	
Workmen’s Compensation	300	
Social Security	25,004	
Life Insurance	3,890	
Unemployment	2,870	
Total Employee Benefits.....		\$130,623

Basis for Allocation of Employee Benefits

Total Chargeable Salaries.....	\$326,852
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Employee Benefit Rate

Total Employee Benefits	\$130,623	
<hr/>		<b>= 40%</b>
Total Chargeable Salaries	\$326,852	

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 2013-2014 SALARY DISTRIBUTION**

<b>Position</b>	<b>Base Salary</b>	<b>% Indirect</b>
Executive Director	\$101,050	25%
Admin. Assist.	\$52,380	50%
Regional Planner	\$44,250	
Regional Planner	\$43,513	
Regional Planner	\$42,220	
Secretary	\$43,439	78%
<b>Total Chargeable Salaries</b>	<b>\$326,852</b>	

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

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

Total Salaries	\$326,852
Less Indirect Salaries	<u>85,335</u>
	<b>\$241,517</b>

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## OVERVIEW OF VRS HYBRID RETIREMENT PLAN/VLDP /VACORP “COMPARABLE PLAN” ISSUES

Enacted by the General Assembly in 2012, HB1130, authorized VRS to provide the VRS Hybrid Retirement Plan to all state and participating political subdivision employees hired after 1/1/14 and to any current VRS covered employees desiring to opt into the new plan. This plan has a defined benefit (DB) component and a defined contribution (DC) component. As Hybrid Plan employees will no longer be eligible for VRS Disability Retirement, the bill also requires employers to provide for both short term and long term disability benefits to all Hybrid plan covered employees. VRS is offering the Virginia Long Term Disability Plan (VLDP) to provide coverage for long term disabilities at a cost. Short term disability benefits, while mandated will have to be paid by the employer. Under the VRS Hybrid Retirement Plan employees will have accounts with both VRS (DB) and ICMARC (DC). Employers will pay both VRS and ICMARC separately and will be responsible for insuring that DC contributions do not exceed IRS maximums. Employers will be required to make minimum matching contributions to employees' DC contributions. The process will be complicated and require significant oversight and administrative staff time. In addition, the mandate to require disability benefits will constitute a potential severe fiscal burden on local governments and especially on small political subdivisions with no taxing authority.

### Short term Disability Requirements

If an employee hired after 1/1/14 and thus covered by the VRS Hybrid Retirement Plan goes out on disability (or takes maternity leave) after having been employed for at least one year a Political Subdivision employer will have to pay:

- A) Short term disability benefits - a portion of employee's salary (ranges depending on length of service and length of disability from 60% up to 100% of salary) for up to 125 work days. This must be paid out of pocket. There is no reimbursement from VRS. This money would have to come from the general fund for most grant funded staff.
- B) VRS payments – While on short term disability the employee remains active in VRS and the employer is responsible for paying VRS (for both Retirement and Group Life Insurance) as if the employee is actively working (payments to based on pre-disability salary – full creditable compensation and not on amount paid to employee as disability payments)
- C) Health Insurance – same as if employee were not on disability – i.e. if employer pays 100% of employee health insurance, they would have to continue to pay in full for employee while on short term disability
- D) Payroll Taxes – employer must pay taxes on short term disability benefits (FICA and medicare taxes)

### Potential Financial Consequences:

**Example:** Mary Jones is an employee of MPPDC hired after 1/1/14. After 10 years she is unable to work due to a nonwork-related accident and determined to be disabled and will be out on disability for 6 months. Mary's salary is \$45,000. MPPDC pays 100% employee health insurance at \$600/month. MPPDC's VRS Employer rate is 14% for retirement and group life insurance.

- MPPDC will be required to pay Mary for 125 workdays (6 months):
  - 100% salary for first 25 days = \$4310
  - 80% salary for next 50 days = \$6897
  - 60% salary for next 50 days = \$5172

Total STD benefits paid to Mary = \$16,379

- In addition MPPDC will have to also pay the following on Mary's behalf:
  - FICA/Medicare taxes ( $\$16,379 \times 7.65\%$ ) = \$1253
  - Health Insurance (6 months @ \$600/month) = \$3600
  - VRS (based on \$45,000 salary or \$3750 monthly creditable compensation) = \$3150

Total cost to MPPDC for Mary's short term disability = \$24,382

In addition, Mary will receive any across the board salary increases, if any are given to other employees and her job will be held open until she returns to full-time employment. She cannot be terminated. Meanwhile the grant(s) Mary was working on will either have to be extended or a temporary employee hired in to do the work. MPPDC will either not receive the grant funding or have to use the funding to pay someone else to do the work. The resources to pay Mary will have to come from elsewhere.

## Long Term Disability

The VRS & VACORP VLDP plans will only pay for long-term disability benefits, the cost of short-term benefits will be borne by the employer. For those whose employees are paid primarily with grants, such as MPPDC, other resources will have to be identified to cover these costs as they will not be able to be charged to most grants.

- **VRS VLDP = 0.91% covered payroll (no rate guarantee)** Irrevocable opt-out provision 9/1/13, extension until 11/1/13
- **VACorp Comparable Plan = 0.79% covered payroll (rate guaranteed for 3 years)**

MPPDC staff are looking at all of the options available to mitigate the potential financial burdens, including:

- Consulting with the Virginia Municipal League (VML) regarding coverage that may be offered to cover both the long term and short term disability needs of smaller political subdivisions
- Working with VAPDC to explore possible partnerships whereby smaller political subdivisions might band together to purchase group insurance to cover short term disability liabilities
- Exploring option to begin to accrue resources to pay for potential liabilities through setting up of a fringe or leave benefit pool that would allow MPPDC to charge grants legally (in discussions with MPPDC Auditor)

### Other Considerations

- Deadline to opt out of VRS VLDP – 9/1/13
- VRS Deadline can be extended to 11/1/13 by email to VRS (MPPDC has requested the extension)
- VACORP Plan – while decision is not irrevocable, employers will not be allowed to jump in and out
- VACORP Plan, while less expensive than VRS VLDP, is provided by private company and could be terminated leaving employer no options except self insurance for long term disability as well as short term
- Mutual of Omaha is offering a plan, but unsure as to whether it meets all the criteria required by the GA