



**MIDDLE PENINSULA
PLANNING DISTRICT COMMISSION**

MEMORANDUM

TO: MPPDC Board of Commissioners
FROM: Lewis Lawrence, Executive Director 
DATE: July 17, 2014
RE: July Commission Meeting

The Middle Peninsula Planning District Commission will host its monthly meeting on Wednesday, July 23, 2014, 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 material in your agenda packet, please give me a call at 804-758-2311 or email me at LLawrence@mppdc.com.

I look forward to seeing you on July 23rd!

COMMISSIONERS

Essex County

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

Town of Tappahannock

Hon. Roy M. Gladding

Gloucester County

*Hon. Ashley C. Chriscoe
Ms. Brenda Garton
Dr. Maurice P. Lynch
Hon. John C. Meyer, Jr.*

King and Queen County

*Hon. Sherrin C. Alsop
Hon. James M. Milby, Jr.
Mr. Thomas J. Swartzwelder*

King William County

*Hon. Travis J. Moskalski
Mr. Eugene J. Rivara
Hon. Otto O. Williams
(Vice Chairman)*

Town of West Point

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

Mathews County

*Hon. O. J. Cole, Jr.
(Treasurer)
Mr. Thornton Hill
Hon. Charles E. Ingram*

Middlesex County

*Mrs. Trudy V. Feigum
Hon. Wayne H. Jessie, Sr.
Hon. John D. Miller, Jr.
Mr. Matthew Walker*

Town of Urbanna

Hon. Donald Richwine

Secretary/Director

Mr. Lewis L. Lawrence

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Middle Peninsula Planning District Commission
Meeting

7:00 P.M.

Wednesday, July 23, 2014

125 Bowden Street

Saluda VA 23149

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

AGENDA ITEMS FOR DISCUSSION

- VI. Adoption of FY2015 Cost Allocation Plan
- VII. Report on the Aberdeen Creek Harbor Master Plan and Dredging Update
- VIII. Update on Middle Peninsula Park and Ride Lots
- IX. Discussion of Public Access Right of Way Issues
- X. Other Business
- XI. Adjournment

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MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

June 25, 2014

King William Ruritan Club

King William, Virginia

The Middle Peninsula Planning District Commission held its June dinner meeting at the King William Ruritan Club, King William County, Virginia, on Wednesday, June 25, 2014. 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.

Commissioners in attendance were: (Essex County) Gary Allen, Margaret “Prue” Davis, A. Reese Peck; (Gloucester County) Ashley Chriscoe, Brenda Garton, Dr. Maurice Lynch, and John Meyer, Jr.; (King William County) Travis Moskalski, Eugene Rivara and Otto Williams; and (Mathews County) Tim Hill and Melinda Moran.

Guests in attendance were Mr. Paul Koll, Gloucester County Building Official; Delegate of Virginia Chris Peace; Joe Schumacher, Regional Director for U.S. Congressman Rob Wittman; Tyee Davenport, Regional Director for Senator Tim Kaine; Jason Perry, RCC Vice President of Workforce and Community Development; David Valadez, Workforce Development Coordinator, RCC; Ken Pollock, Bay Transit Director, Bobby Vassar, Assistant to the President of Bay Aging, Inc., local government officials, 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, Chief of Community Planning Marquitrice Wright, and Regional Projects Planner Harrison Bresee, III.

Invocation

MPPDC Board member, Mr. Eugene Rivara, King William County, gave the Invocation.

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 Smith requested a motion to approve the May Financial Report

subject to audit. Ashley Chriscoe moved to approve the May Financial Report subject to audit. Travis Moskalski 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.

Presentation on the Federal Emergency Management Agency: National Flood Insurance Program - The nuts and bolts of establishing, staffing, and participating in the Community Rating System (CRS) by Mr. Paul Koll, CBO, MCP, CFM, Gloucester County Building Official and CRS Coordinator

Mr. Lewis Lawrence, MPPDC Executive Director, called everyone's attention to the *CRS What-If* sheets that were included in the Board members' packet. The *CRS What-If* sheets show CRS potential discounts available for the Counties of Essex, King and Queen, King William, Mathews, Middlesex and Towns of Tappahannock, Urbanna, and West Point. FEMA compiled the information by jurisdiction showing premium savings at various program participation levels. Mr. Lawrence said Gloucester County is the only locality in the Middle Peninsula that participates in the National Flood Insurance Program (NFIP) Community Rating System (CRS) Program. Mr. Lawrence said if anyone wanted any further information or if their locality needs assistance with applying for the CRS program, to please give him a call.

Mr. Paul Koll, Gloucester County Building Official, said Gloucester County has participated in the Community Rating System (CRS) Program since 1995. The CRS is a voluntary program for participating localities for the National Flood Insurance Program (NFIP). Gloucester County Board of Supervisors supports the CRS program. Gloucester County was interested in assisting the citizens of the county and the watermen of the County especially if a disaster was to happen.

CRS goals are (1) reduce flood damages to insurable property, (2) strengthen and support the insurance aspects of the NFIP, and (3) encourage a comprehensive approach to floodplain management.

Mr. Koll said floodplain maps have to be updated continuously in order to maintain membership in the CRS program. CRS localities must maintain completed FEMA elevation and floodproofing certificates for all new and improved construction in the Special Flood Hazard Areas (SFHA) after the date of an application for CRS classification.

There are 10 CRS classes. Class 1 requires the most credit points and gives the greatest premium discount; and Class 10 identifies a community that does not apply for the CRS or does not obtain a minimum number of credit points and receives no discount. Mr. Koll said that as of 2011, Gloucester County is listed as a Class 7 and enrolled residents receive a 15% discount on CRS flood insurance. The money that is saved by the citizens of the county could go back into the County's economy. Insurance rates may increase but Gloucester does its best to not have their rates increase drastically. The County is always documenting and gathering information for the CRS program so that increases are minimized.

Mr. Koll distributed two handouts: (1) *Community Rating System Information* and (2) *How Recent Legislative Changes Affect Flood Insurance*.

Questions and answers period: freeboards, floodplains, open space affecting property tax in Gloucester, and PAA waterfront properties benefiting the community.

Other Business

(1) Mr. Lewis Lawrence, MPPDC Executive Director, announced Dan Kavanagh's memorial service will be held tomorrow (Thursday) evening in North Carolina.

(2) Mr. Lawrence also announced that a PAA Memorial Fund has been set up in Dan's name to raise \$2,000. The Memorial Fund web site is <http://www.gofundme.com/9sbcfc>.

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: 07/07/2014
 Run Time: 2:14:57 pm
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Period Ending: 06/30/14

		Expenditures						
Code	Description	Budget	Curr Month	Project Total	Un/Over	% Budget	Revenues	Balance
30009	FY14 Local Programs	173,785.00	29,628.06	185,376.92	-11,591.92	106.67%	192,823.90	7,446.98
30010	Local PAA Stewardship/	17,000.00	425.00	15,344.18	1,655.82	90.26%	17,000.00	1,655.82
30013	EE&CBG Project	3,894.00	70.99	2,406.98	1,487.02	61.81%	2,337.95	-69.03
30015	Tappahannock Comp Plan	11,200.00	930.41	12,665.11	-1,465.11	113.08%	3,995.26	-8,669.85
30016	Essex Comp Plan Update	27,675.00	964.64	26,211.43	1,463.57	94.71%	6,196.28	-20,015.15
30017	King and Queen Fishing P	2,500.00	996.42	996.42	1,503.58	39.86%	0.00	-996.42
30104	MP-VSG Univ. Partner	40,000.00	2,393.29	18,535.61	21,464.39	46.34%	3,000.00	-15,535.61
30105	EDA Broadband - In-kind	63,161.00	3,387.50	30,152.69	33,008.31	47.74%	2,463.00	-27,689.69
30170	MPBDP FY12 Staff Sup	13,825.00	277.34	11,277.66	2,547.34	81.57%	14,078.47	2,800.81
30209	FY14 Transportation Dem	74,000.00	12,006.98	74,509.52	-509.52	100.69%	71,041.00	-3,468.52
30311	FY14 Rural Transportati	72,500.00	6,899.43	72,499.21	0.79	100.00%	56,993.86	-15,505.35
30420	Onsite Loan Management	118,912.34	474.75	106,352.55	12,559.79	89.44%	114,250.78	7,898.23
30423	VCWRFR Onsite Fund	82,500.00	0.00	71,369.21	11,130.79	86.51%	84,168.94	12,799.73
30426	WQIF 2010	102,883.00	0.00	101,234.12	1,648.88	98.40%	101,234.12	0.00
30502	Water Supply Planning	107,526.97	-36.55	111,805.89	-4,278.92	103.98%	153,950.00	42,144.11
31002	GA Lobby FY09	0.00	0.00	18,247.75	-18,247.75	0.00%	24,000.00	5,752.25
31201	AHMP Update 2014	130,010.00	3,489.08	26,821.46	103,188.54	20.63%	12,825.00	-13,996.46
32008	FY14_PAA Staff Support	2,125.00	249.80	5,304.13	-3,179.13	249.61%	5,054.36	-249.77
32009	Lands End Master Plan	10,000.00	-52.09	10,027.03	-27.03	100.27%	10,175.77	148.74
32120	FY13 Coastal TA Task 44	60,000.00	-103.46	59,892.54	107.46	99.82%	60,000.00	107.46
32121	Land & Water Quality Pr	50,000.00	-115.94	50,397.93	-397.93	100.80%	50,000.00	-397.93
32122	Living Shorelines	49,858.00	-72.73	49,827.35	30.65	99.94%	49,858.00	30.65
32123	Stormwater Management (249,224.00	-605.27	212,488.53	36,735.47	85.26%	209,275.82	-3,212.71
32124	Aberdeen Harbor Master F	13,034.00	-108.94	12,738.47	295.53	97.73%	13,017.00	278.53
32125	Floating Structures	29,780.00	-174.32	29,347.06	432.94	98.55%	29,780.00	432.94
32126	VIMS WWF	5,000.00	-42.38	4,955.96	44.04	99.12%	5,000.00	44.04
32127	FY14_Coastal TA	60,000.00	3,760.16	42,492.19	17,507.81	70.82%	36,609.41	-5,882.78
32128	LWQ III FY14	47,022.00	2,093.56	27,929.92	19,092.08	59.40%	20,572.44	-7,357.48
32129	Water Reuse	22,535.00	2,964.78	13,133.20	9,401.80	58.28%	8,255.50	-4,877.70
32130	Aberdeen TIF	40,000.00	1,627.38	14,330.88	25,669.12	35.83%	8,949.84	-5,381.04
32131	Stormwater Management I	170,500.00	-112.79	79,312.15	91,187.85	46.52%	78,492.13	-820.02
32204	WW Coalition Summit A	46,341.00	-128.87	45,977.79	363.21	99.22%	46,341.27	363.48
Totals:		<u>1,896,791.31</u>	<u>71,086.23</u>	<u>1,543,961.84</u>	<u>352,829.47</u>	<u>81.40%</u>	<u>1,491,740.10</u>	<u>-52,221.74</u>

Balance Sheet by Category

Middle Peninsula Planning District Commission

Run Date: 7/7/14
Run Time: 2:16:25 pm
Page 1 of 1

Period Ending: 06/30/14
Format: 1 Board

Assets:

Cash in Bank	511,555.38
Receivables	254,823.16
Property & Equipment	10,464.23

Total Assets:

\$776,842.77

Liabilities:

Accounts Payable	-1,334.01
VRA Loan Payables	134,168.94
Payroll Withholdings	0.78
Accrued Leave	30,756.62
Cost Allocation Control	11,730.04

Total Liabilities:

\$175,322.37

Equity:

Local Initiatives/Information Resources	-14,826.48
Economic Development	-40,424.53
Transportation Programs	-18,973.87
Onsite Repair & Pumpout	20,707.33
Housing	-68.48
Coastal Community & Environmental	-26,775.48
Mandates	28,152.96
Temporarily Restricted	188,479.87
General Fund Balance	465,249.08

Total Equity:

\$601,520.40

Total Liabilities and Equity

\$776,842.77

Balance:

\$0.00

Agencywide R&E by Category

Middle Peninsula Planning District Commission

Run Date: 07/07/2014
Run Time: 2:17:06 pm
Page 1 of 1

Period Ending: 06/30/14
Format: 1 Agencywide R&E
With Indirect Cost Detail

Code & Description	Budget	Current	YTD	Un/Ovr	% Bud
Revenues					
Local Match	110,064.00	21,317.03	111,645.71	-1,581.71	101.44%
Local Annual Dues	109,899.00	0.00	109,899.00	0.00	100.00%
Local Other Revenues	64,960.00	0.00	62,302.08	2,657.92	95.91%
Local Other Organizations	4,516.00	572.60	8,113.64	-3,597.64	179.66%
State Revenues	242,662.00	0.00	141,712.72	100,949.28	58.40%
Federal Revenues	334,999.00	12,013.53	400,309.49	-65,310.49	119.50%
Miscellaneous Income	12,000.00	489.15	11,699.04	300.96	97.49%
RevolvingLoan Program Income	8,840.00	680.18	18,530.12	-9,690.12	209.62%
Revenues	887,940.00	35,072.49	864,211.80	23,728.20	97.33%
Expenses					
Personnel	457,474.70	37,675.22	499,650.94	-42,176.24	109.22%
Facilities	29,864.00	2,194.52	29,972.57	-108.57	100.36%
Communications	2,550.00	376.06	3,925.42	-1,375.42	153.94%
Equipment & Supplies	9,750.00	580.89	6,974.02	2,775.98	71.53%
Travel	5,425.00	332.36	6,894.26	-1,469.26	127.08%
Professional Development	13,650.00	655.32	7,700.23	5,949.77	56.41%
Contractual	67,489.00	1,050.00	98,920.41	-31,431.41	146.57%
Technical Services - No Cost	100,000.00	0.00	100,000.00	0.00	100.00%
Miscellaneous	46,865.00	6,904.84	50,586.79	-3,721.79	107.94%
Regional Share	110,064.00	21,317.03	111,795.71	-1,731.71	101.57%
Expenses	843,131.70	71,086.24	916,420.35	-73,288.65	108.69%
Agency Balance	44,808.30	-36,013.75	-52,208.55		

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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

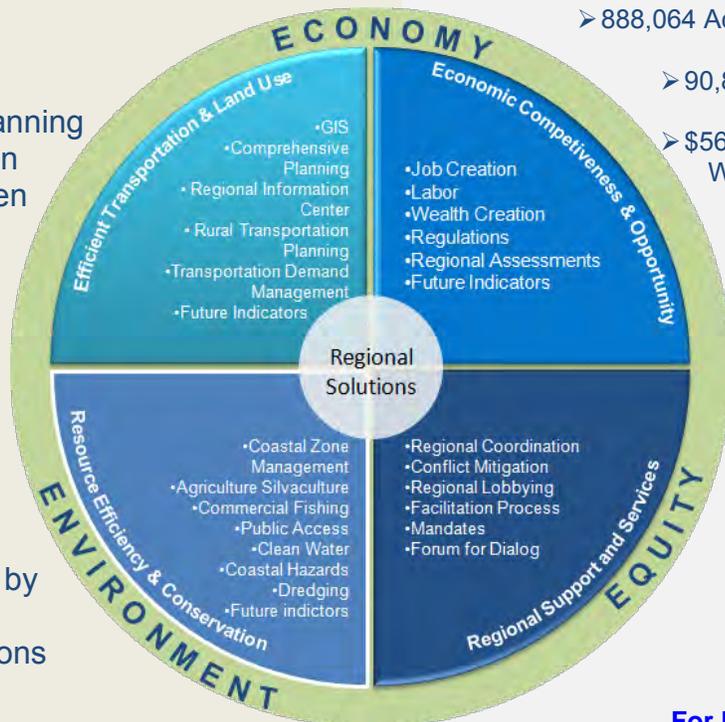
➤ \$567 Average Weekly Wage (State=\$952)

➤ 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

Regional Profile:

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

Population Trends				Median Household Income and Unemployment Rate ¹			
Locality	Total Population		Population Growth from 2000-2010	Median Income 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%
Region Total	83,684	90,826	9%	\$49,735	\$51,055	7.6%	6.5%

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

FY15 Locality Budget Data							
Locality	Raise %	Compensation Notes	Real Property Increase	Real Property Rate	Personal Property Increase	Personal Property Rate	Other
Essex	2%		\$0.02	\$0.86	\$0.25	\$3.75	\$35/\$25 Vehicle tax
Gloucester	3%	Bonus for lower scale employees only	None	\$0.65	None	\$2.95	
King and Queen	0%		None	\$0.54	None	\$3.94	
King William	2%		\$0.03	\$0.82	None	\$9.65	
Mathews	2%		\$0.07	\$0.54	\$0.05	\$3.70	
Middlesex	2%	Step Inc. w/ evaluation; No COLA	\$0.05	\$0.53	None	\$3.50	

¹ 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

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

Report on Mandated Initiatives

Locality	Water Supply Plan Support Staff: Lewie Start Date: 7/2008 Completion Date: 6/2011		All-Hazards Mitigation Plan Update Support Staff: Harrison Start Date: 1/2014 Completion Date: 12/2016	
	Participating	Current Status	Participating	Current Status
Essex	✓	Found Compliant	✓	In Process
Gloucester	NA	NA	✓	In Process
King & Queen	✓	Found Compliant	✓	In Process
King William	✓	Found Compliant	✓	In Process
Mathews	✓	Found Compliant	✓	In Process
Middlesex	✓	Found Compliant	✓	In Process
Town of Tappahannock	✓	Found Compliant	✓	In Process
Town of West Point	✓	Found Compliant	✓	In Process
Town of Urbanna	✓	Found Compliant	✓	In Process

New Opportunities Identified to Implement Commission Priorities

Service Center	Project Title and Description	Funding Requested	Status
Transportation	DRPT – Update Long Range TDM Plan	\$16,000	Funded
Environmental	CZM – Working Waterfronts Coalition	\$50,000	Submitted
Environmental	CZM –FY15 Coastal Technical Assistance	\$30,000	Submitted
Environmental	River Counties Community Foundation Septic Repair Assistance Grant to LMI homeowners	\$5,000	Submitted
Environmental	NFWF – CBSF – SWG - Septic Repair Funding	\$115,753	Submitted
Environmental	NFWF –CBSF – SWG - Living Shorelines Incentive Program	\$200,000	Submitted
Environmental	NFWF – CBSF - SWG	\$170,000	Submitted
Environmental	NFWF TA Service Provider	n/a	Submitted
Environmental	CZM – Sinclair Landing Improvements – Pier & Landscaping	\$40,000	Submitted
Environmental	USDA RD HPG –Septic Repair Funding	\$150,000	Submitted
Economic Dev	USDA – Farmers Market Marketing Plan	\$48,016	Submitted
Emergency Mgmt	VDEM – Regional Emergency Planner	\$110,000	Submitted
Environmental	VMRC – King and Queen Fishing Pier	\$136,853.25	Submitted
Environmental	Dominion Foundation – Urbanna Creek Living Shoreline	\$25,000	Submitted
Economic Dev	USDA RBEG – Flash Freeze Program – MPRJA	\$90,000	Submitted
MPCBPAA	River Counties Community Foundation - Land Acquisition Assistance	\$4,000	Submitted

**Middle Peninsula Planning District Commission
Executive Director's Report of Regional Progress
July 14, 2014**

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 11 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 8 years +)

Congressman Robert Wittman's Fisheries Advisory Committee and Environmental Advisory Committee (MPPDC Staff 4 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 5 years+)

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

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 6 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 4 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 8 years)

The National Working Waterfront Networks- Outreach and Education committee: Provided education and outreach on national, state and local matters related to the preservation of working waterfronts.

MPPDC Staff and Contact Information

Executive Director: Lewis Lawrence

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

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

Planner 2: Jackie Rickards

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Programs: *Environmental Programs, Graphic Arts*

Secretary: Rose Lewis

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Programs: *Septic Pumpout Assistance, Facilities Scheduling*

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 31201 Middle Peninsula All-Hazards Mitigation Plan Update

The 2016 All Hazards Mitigation Plan Update is designed to update the 2011 Middle Peninsula All Hazards Mitigation Plan (AHMP). The plan will address several natural hazards, including hurricanes, winter storms, tornadoes, coastal flooding, coastal/shoreline erosion, sea level rise, winter storms, wildfire, riverine flooding, wind, dam failures, drought, lightning, earthquakes, shrink-swell soils, extreme cold, extreme heat, landslides, land subsidence/karst, tsunami, and volcanoes.

All Hazards Mitigation Plan Update Locality Meeting Attendance Roster

Meetings	King William	King and Queen	Mathews	Middlesex	Essex Tappahannock	Gloucester	West Point	Urbanna
Meeting 1: 13-Mar-14	Y	No*	Y	Y	Y	Y	Y	Y
Meeting 2: 10-Apr-14	No**	No	No	Y	Y	Y	Y	Y
Meeting 3: 8-May-14	Y	No	Y	Y	Y	Y	Y	Y
Meeting 4: 12-June-14 (Worksheets Due)	Y	No	No	Y	Y	No***	Y	Y
NO MEETING IN JULY								
Meeting 5: 14-August-14								
Y =Present								
No=Absent	**Staff Change	*Met on 3-Mar-14 and 21-April-14				*** Vacation Sheets turned in		

- Began updating the AHMP with the Inventory of Available Resources worksheets submitted by the Local Planning Team.
- Met with Creig Moore, Gloucester County Emergency Coordinator, to discuss the Gloucester County worksheets on Inventory of Available Resources and the Hazard Rankings worksheet.
- Submitted the AHMP grant quarterly report for the period of April 2014 through June 2014 to the Virginia Department of Emergency Management.
- Participated in the annual Hurricane test in Mathews County on June 25th. The test involved a real time participatory process at the Mathews County Emergency Operations Center based on a simulated Category 4 hurricane poised to strike Virginia. Participants included VDEM, Mathews County Rescue Squad, Mathews County Sheriff's Department, U.S. Coast Guard personnel from the Gwynn's Island facility, Dominion Power Personnel, and Mathews County Administrative Staff.

32131 Stormwater Management – Phase II

With the VSMP implementation date quickly approaching, MPPDC staff and Draper Aden Associates will continue working with localities (i.e. Middlesex, King William, and Mathews Counties and the Town of West Point) interested in participating in a Regional Stormwater Management Program. While each locality is seeking different services from this regional program, this project will coordinate efforts, develop regional policies and procedures, as well as, the proper tools to implement a regional VSMP.

INFORMATION RESOURCES/ASSISTANCE

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

- Updated www.mppdc.com website –meeting notices.

COASTAL COMMUNITY DEVELOPMENT/ ENVIRONMENTAL

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

30017 King & Queen Fishing Pier Funding

Provide King & Queen County with a contract for services to prepare and submit grant applications to fund the construction of a fishing pier on the Mattaponi River.

- Informed King & Queen County that the Virginia Marine Resource Commission's (VMRC) application for the fishing pier would need to be supplemented with a Joint Permit Application. King & Queen County staff is currently working with VMRC staff to complete this process. Attended the VMRC Recreation Sport Fishing Fund public presentation meeting to present the proposed application requesting funding for the construction of a 65 ft public fishing pier.
- Consulted with Stephanie Brown, VACORP as to whether a locality would be able to purchase property insurance for a fishing pier or wharf. VACORP does provide property insurance for such structures to its members who carry liability insurance upon request.

Projects 32010 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.

- Sent Tom Robinson of Mathews County a revocation of the authorization letter for water access to the Mathews Heritage Park near Moon, VA. The letter advised Mr. Robinson that he is no longer allowed access to the property but could provide a written plan to the MPCBPAA outlining a strategy for developing a community based park at the Mathews Heritage Park. The plan would need to include details of who, what, when, where, why and how and would be presented to the MPCBPAA Board for consideration.
- Met with Bill Nachman, *Gloucester-Mathews Gazette Journal*, at the Perrin Wharf to discuss the progress of having users of the dock pay a fee for docking and offloading catch. Mr. Nachman interviewed two watermen who were offloading bushels of crabs and interviewed the driver of a Crabs Express truck who was picking up the crabs and delivering bait to the watermen.
- Attended the Gloucester County Board of Supervisors (BOS) meeting on July 1, 2014 and answered questions about the Perrin Wharf and its need for a portable toilet. The Virginia Department of Health requires, by permit, a sanitary waste facility at the site, and the MPCBPAA currently does not have the funding to pay for this. The Gloucester County BOS indicated a strong desire to support the local watermen and passed a motion to fund the placement of a port-a-potty at the Perrin Wharf for one year.
- Prepared a briefing on the Mathews Heritage Park for presentation at the July 22, 2014 Mathews County BOS meeting.
- Submitted CZM grant proposal to fund a native coastal landscape design and installation of a native bird habitat and pier at the MPCBPAA's Captain Sinclair Landing Recreation Area in Gloucester County. Funding of \$40,000 would be matched by the Gloucester Rowing Association's contribution of materials valued at \$14,400 and \$172,800 in new pending land donations to MPCBPAA.
- Continued to populate the PAA online registration website with information about the PAA lands and hunting zones.
- Prepared vouchers, processed A/P, reconciled bank statements. Prepared monthly and annual financial statements, input FY15 budget into accounting system.
- Invoiced Gloucester Rowing Association for utility bills at Lands End.

Project 32127 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.

- Prepared a draft PowerPoint presentation for the Aberdeen Creek Master Plan Report to be presented at the August 5, 2014, Gloucester County BOS meeting. Sent the draft presentation to Anne Ducey-Ortiz, Gloucester County Planning Director, for review.

- Submitted CZM grant proposal to fund a native coastal landscape design and installation of a native bird habitat and pier at the MPCBPAA's Captain Sinclair Landing Recreation Area in Gloucester County. Funding of \$40,000 would be matched by the Gloucester Rowing Association's contribution of materials valued at \$14,400 and \$172,800 in new pending land donations to MPCBPAA.
- Reviewed comments and research material submitted by an Essex County citizen concerned about the land use policies of Essex County and the potential of and for oil and gas exploration using hydro fracturing technology.
- Consulted with Richard Moncure, Friends of the Rappahannock, concerning a fall meeting to be held in Essex County with elected officials from Pennsylvania. Middle Peninsula elected officials can attend and discuss questions related to fracking and local governance.
- Consulted with Matt Walker, Middlesex County Administrator, concerning the submittal of a Department of Game and Inland Fisheries Boating Access proposal. Coordinated a meeting with James Adams, Facilities Manager for DGIF, to discuss more about the Middle Peninsula Chesapeake Bay Public Access Authority and its relationship to Middle Peninsula local governments.
- Received notification from the Gloucester Rowing Association of a donation of \$500 to help assist with road maintenance at the Captain Sinclair's Landing.
- Submitted application to the Virginia Coastal Program to develop a gifting program for the altruistic giving of land to support the work of the Public Access Authority.
- Drafted a grant proposal to the Virginia Coastal Zone Management Program (for 309 funds) to develop a local or regional Drainage and Roadside Ditching Authority to assist localities in resolving drainage and maintenance issues associated with roadside ditches.
- Continued to research the deeds and titles to properties adjacent to the beach at the end of Rt. 633 in response to a complaint from a citizen concerning potential infringement on the assumed public beach at the end of Rt. 633 on Gwynn's Island in Mathews County, VA. To further clarify the issue of public right of way to the beach, met with John Shaw, Director of Planning and Zoning for Mathews County, and local VDOT representatives to discuss and review their files and their history with the property. Findings continue to indicate that a public interest exists, though there is more research that needs to be done to clarify the actual boundaries of the public road and the adjacent properties. Further, VDOT is expected to make a determination on where their interest is on the right of way.
- Consulted with Mindy Moran, Mathews County Administrator, and several Mathews County citizens concerning the Mathews Heritage Park and confusion over the permission granted to a citizen interested in preserving the house, trimming the trees, and cutting the grass. The citizen was given water access only permission to conduct maintenance on the house and grounds. Discussed limitation granted with the letter of access. Ultimately, access permission was suspended due to confusion over the issuance of water access permission. Encouraged the citizen to develop and present a plan for consideration for the future use of the property.
- Responded to a request made to the Middle Peninsula Chesapeake Bay Public Access Authority(PAA) by a Mathews County property owner with an interest in property on Northview Lane formerly known as "Auburn Wharf Road." The property owner contacted the PAA stating that newly constructed landscape posts have been erected along "Auburn Wharf Road" and the neighbor is concerned that the posts obstruct the free flow of traffic. Research conducted by PDC staff found deeds and land records on file with Mathews County dating back as far as 1937 depicting an "unobstructed 50 foot easement for

public ingress and egress along “Auburn Wharf Road” establishing its existence. A site visit showed that the posts have been located within the 50 ft. easement and are aligned along both sides of the gravel drive, reducing the drive aisle to 15 ft. It is the recommendation of the Public Access Authority that Mathews County determine whether any issues or concerns, safety or legal, have come into existence as a result of the erection of the posts by the property owner in the easement designated for public ingress and egress.

- Discussed a Gwynn’s Island right-of-way issue at the terminus of Tin Can Alley, Rt. 633 in Mathews County with Mindy Moran, Mathews County Administrator, and Sean Trapani, VDOT Saluda Resident Engineer. VDOT will need to do further research as to the correct alignment of the right-of-way.
- Consulted with Ann-Ducey Ortiz, Gloucester County Planning Director, and Sean Trapani, VDOT Saluda Resident Engineer, concerning a right-of-way question at the end of Bonneville Lane just off of Jenkins Neck Road in Gloucester County. VDOT has researched and determined state ownership does extend to the water edge on this road.
- Discussed Williams Wharf public access issue with a Mr. and Mrs. Wilson of Mathews County who were inquiring about the terms of the public access easement held by the Middle Peninsula Chesapeake Bay Public Access Authority.
- Researched Public Access Authority interest in VDOT right-of-way along Bonnaville Road in Gloucester County at the request of VDOT Residency Engineer, Sean Trapani, who received a request for acquisition of the right of way from a neighboring property owner. The right-of-way provides access to a public landing managed by the Public Access Authority.
- Researched information and drafted a memo to Mathews County regarding Auburn Wharf Road public ingress and egress easement. The purpose of the memo was to make Mathews County aware of the property owner’s placement of posts in an established public easement and ask the Board to examine whether any legal or safety issues exist as result and to proceed accordingly.
- Convened the July local government administrators meeting held at MPPDC. Agenda items included discussion about FEMA Federal Flood Insurance Program-Community Rating System; Middle Peninsula Broadband; VRS Hybrid Employees issues; Industrial Bio-solids applications; Groundwater permit issues.

Project 32128 Land and 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.

Project 32129 Water Reuse

As recent changes to Virginia Water Regulations have tightened water protection and management, there is a strong need to consider maximizing local and regional water resource that may have financial benefits to localities. This project will explore water reuse, how other localities in Virginia and Nation-wide are utilizing this technique and potential economic impacts to Middle Peninsula localities. MPPDC staff will organize a Water Reuse Stakeholder Committee to discuss associated policy needs and opportunities.

- Attended the Virginia Water Monitoring Council 2014 Conference: Exploring Water Issues on June 18, 2014. Topics discussed included water supply planning, flooding and sea level rise, conservation planning, nutrients and algal blooms, rain gardens, and industrial runoff.
- Contacted Dr. Jim Pyne, Hampton Roads Sanitation District (HRSD), regarding the Nestle Purina Pet Care facility in King William County. In the HRSD's newsletter there was mention that Nestle Purina was interested in utilizing reclaimed water from the King William County Wastewater Treatment Plant. Dr. Pyne explained that Nestle Purina will be moving forward with this project, in partnership with HRSD, to construct and implement a water reclamation project utilizing all 30,000 gallons of wastewater treated the King William County plant.
- Began drafting the final report for the Virginia Coastal Zone Management Program.
- Mapped wastewater treatment plants within the Middle Peninsula Region, including those operated by Hampton Roads Sanitation District.
- Researched water supply within the Middle Peninsula Region, as well as the projected demand based on information within the *Regional Water Supply Plan for the Middle Peninsula of Virginia*.
- Corresponded with Larry Dame, New Kent County Director of Public Utilities, about local policy changes needed to implement the New Kent County Water Reclamation Project. He explained that since contracts were required for reclaimed water end users, New Kent County did not change code. However, once the contracts expire (which will be at the end of next year), he plans on making changes to the Utilities section of the County Code.

Project 32130 Aberdeen TIF

The Aberdeen Creek TIF project will explore Tax Increment Financing as a strategy to generate revenue to finance dredging and other maintenance issues associated with Aberdeen Creek. The project will entail researching TIF policies and programs implemented in Virginia and defining parameters of the program that will achieve the overall objective. The project proposes a partnership with Virginia Sea Grant to determine cost and revenue projections for proposed maintenance and subcontracting with VIMS on project design.

- Received GIS data sets from Gloucester County Department of Technology, to assist with the spatial analysis of a potential TIF by policy dredging district.
- Reviewed a draft executive summary of the Aberdeen creek TIF report prepared by Thomas Wysong, Virginia Sea Grant Fellow assisting MPPDC with the project.
- Discussed bathymetry data collected to date by Scott Hardaway, Director of the VIMS Shoreline Studies program to help determine the rate of shoaling within Aberdeen Creek.

TRANSPORTATION

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

Project 30210 Transportation Demand Management (TDM) Services/TDM Plan Update

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. In addition MPPDC staff will update the TDM Six Year Plan with additional funding from DRPT.

- Updated website- www.midpenrideshare.org.
- Received inquiry from Town of Urbanna resident commuting to downtown Richmond regarding carpool. Provided match contact information for 3 possible carpool partners via email.
- Received inquiry from Town of Urbanna resident commuting to Mechanicsville regarding carpool. No match available.
- Updated billboards in King and Queen County (Rt. 33) and Essex County (Rt. 360).
- Received notification of funding from Department of Rail and Public Transportation (DRPT) to update Middle Peninsula TDM 6-year plan.
- Discussed park and ride lot issues with John Edwards, Town Manager of West Point.

Project 30312 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.

- Drafted and submitted the 4th quarter report for the Rural Transportation Program (RTP) to Craig Van Dussen, Planning Manager for VDOT.
- Received a call from Adam Campbell of VDOT regarding the Park and Ride improvement and expansion recommendations that were submitted to VDOT for consideration in October 2013. There were four park & ride recommendations submitted, one each from King William, Essex and Middlesex counties and the Town of West Point. Mr. Campbell advised staff of the process and timeline for a review and decision on the recommendations which are being considered for approval into the VDOT planning projects for the FY15 cycle.
- Provided information to Reese Peck, Essex County Administrator, and Jeff Hodges, Essex County Zoning Administrator, regarding a proposed economic development project that would qualify for the economic development access program administered by VDOT. Staff provided information on qualifications for the program and offered assistance in submitting the request to VDOT.
- Researched Public Access Authority interest in VDOT right-of-way along Bonnaville Road in Gloucester County at the request of VDOT Residency Engineer, Sean Trapani, who received a request for acquisition of the right of way from a neighboring property owner. The right-of-way provides access to a public landing managed by the Public Access Authority.
- Researched information and drafted a memo to Mathews County regarding Auburn Wharf Road public ingress and egress easement. The purpose of the memo was to make Mathews County aware of the

property owner's placement of posts in an established public easement and ask the Board to examine whether any legal or safety issues exist as result and to proceed accordingly.

- Submitted shape files for King William and Gloucester Counties' Urban Development Area (UDA) as requested by VDOT Transportation and Mobility Planning in their efforts to create a GIS layer illustrating all UDA identified areas.

ONSITE REPAIR & PUMPOUT

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

Project 30420, 30423 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.

- Submitted proposal for funding for low income grants for septic repairs to USDA Rural Development for a Section 533 Housing Preservation Grant. If awarded, funding would be available to assist low to very low income homeowners in Essex, King and Queen and Middlesex Counties including heir property residents.
- Closed on loan for Middlesex County septic repair.
- Received application from Middlesex County homeowner.
- Received application from King and Queen County homeowner.
- Closed on loan for Middlesex County repair.
- Consulted with Gary Wood, VDH consultant, regarding status of pending repairs for Mathews and Gloucester homeowners.
- Consulted with septic client regarding final payment on loan.
- Received phone call from Tina Kelly regarding assistance available for septic repairs.
- Received update from Mathews County client regarding status of septic repair.
- Consulted with Marc Longest, Middlesex County Health Department, regarding pending septic repair.
- Consulted with Sallie Miller, Millers Septic Service, regarding status of pending septic repair.
- Consulted with Ashleigh Miller, Millers Septic Service, regarding availability of funding for New Kent repairs.
- Consulted with Lee Daniels regarding application for septic repair in Mathews County.
- Received phone call from Middlesex County homeowner regarding application for septic repair assistance.
- Consulted with Gloucester County client regarding status of septic repairs.

- Met with Vern Lockwood and Scott McNeill, Citizens and Farmers Bank to discuss funding for their property septic repair projects. C&F Bank interested in providing line of credit (LOC) to MPPDC for relending to Middle Peninsula residents living on “their properties” to finance septic repairs through VA CODE § 15.2-958.6.
- 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 15th of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to the loan processing date of the 12th.

*Note: Currently there are no grant funds available for homeowners. 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. **Remaining uncommitted funding - \$17,382 loan funds, 0 grant funds.***

ECONOMIC DEVELOPMENT

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

Project 301702 Small Business Revolving Loan Fund

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

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

Project 30104 DHCD Planning Grant—VA Sea Grant Universities MP Partnership

This initiative looks to develop new partnerships with Virginia Universities participating within the Virginia Sea grant Network to enhance Virginia Universities’ impacts and value-added services to Middle Peninsula private businesses and coastal localities.

- Scheduled the next industry cluster meeting with the Medical and Healthcare representatives to be held on July 23rd at Riverside Walter Reed Hospital in Gloucester.
- Reviewed a draft community survey to gather additional input from key industry cluster business owners as to how Virginia Universities can assist with addressing local business issues. The survey was prepared by Jennifer Murray-McClain, Coastal Resource Policy Fellow Virginia Sea Grant.
- Drafted a diagram of the University- Industry Partnership Program which shares how information is transferred and shared amongst MPPDC industry clusters and the Sea Grant University System.

Project 30105 Middle Peninsula Broadband Study

The EDA Broadband Initiative is a project designed to bring together Middle Peninsula counties and towns in a series of workshops with the intent of determining the proper model to follow in developing and running a broadband service in the MPPDC region.

- Reviewed the Mathews County Vertical Asset (aka “tower”) files to assess the Lat & Long; the height; the height(s) at which equipment could be mounted on the asset; and the current mechanism that connects that asset to others in the area (fiber, microwave, copper, etc...). The files were mostly complete. Each time a permit was submitted to build or amend a vertical asset, the County required an Engineering Study for each tower that addressed available load. The county had provided a list of 10 towers to the MPPDC. During the review, one tower was found that was not on the County List and one tower file could not be located at the time. Of the 10 files reviewed: one tower has not been built, 8 towers have space for additional antennae capacity, and one tower had incomplete data to assess capacity. Mathews County is looking into finding the file not available for review.
- Reviewed the King William County Vertical Assets. The files provided all had engineering reports that need further clarification from the King William Building Inspector, John Bull. An appointment with Mr. Bull has been set.
- Contacted Scott Varner of Gloucester County to assess his progress on finding the Vertical Assets in Gloucester County. Mr. Varner is continuing to work on acquiring the information.
- Contacted Middlesex County to assess the progress on finding the Vertical Assets in Middlesex County.

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 30018 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, many activities such as the monthly meetings of the local government administrators have been shifted away from using local funds).

- Submitted an application for Essex County Enterprise Zone designation to Department of Housing and Community Development on June 30th.
- Drafted a memo updating Middle Peninsula officials and Planners on the status of FEMA’s Flood Mapping Update for the respective localities, the National Flood Insurance Program (NFIP) and the Community Rating System (CRS). The purpose of the memo was to identify where each locality is in the map update process and how information contained in the ordinance adoption could be used for CRS credit. The memo also identified a funding source that allowed for pre disaster mitigation projects that could be use to implement priorities identified by each locality in the Middle Peninsula All Hazard Mitigation Plan and obtain CRS credit.
- Submitted a grant to the USDA Farmers’ Market Promotion Program targeted at Middle Peninsula farmers’ markets, roadside stands, and pick-your-own farms. The project is designed to increase business, increase jobs, increase revenue for farmers, increase tax revenue for local governments, develop a marketing plan and strategy for businesses, and increase access to healthy food for underserved populations. Project would include developing a database of farmers’ markets, roadside

stands, and pick-your-own farms on the Middle Peninsula, promoting these regional businesses with brochures and newspaper advertisements during the 2015 summer season, surveying underserved populations to assess how they could better access the healthy food at these businesses, and surveying the businesses before and after the 2015 summer season to assess impacts of the marketing program.

- Submitted a grant to VDEM for the 2014 Homeland Security Grants Program for a Regional Emergency Planning position for the Middle Peninsula. If created, the position will be responsible for working with the 6 Middle Peninsula Counties and 3 Towns on: evacuation planning; developing and maintaining a regional training calendar; coordinating and developing a working list of regional assets; and pursuing funding for a study on the cost savings for Localities to locate and fund fire/EMS stations multi-jurisdictionally. The grant would be a 3-year grant, subject to yearly renewal based on federal funding, starting in the fall of 2014.
- Submitted CZM grant proposal to fund a native coastal landscape design and installation of a native bird habitat and pier at the MPCBPAA's Captain Sinclair Landing Recreation Area in Gloucester County. Funding of \$40,000 would be matched by the Gloucester Rowing Association's contribution of materials valued at \$14,400 and \$172,800 in new pending land donations to MPCBPAA.
- Submitted proposal for funding for low income grants for septic repairs to USDA Rural Development for a Section 533 Housing Preservation Grant. If awarded, funding would be available to assist low to very low income homeowners in Essex, King and Queen and Middlesex Counties including heir property residents.
- Consulted with BJ Fulcher, USDA Rural Development, concerning the submittal of an application requesting federal financial aid for a study to establish a flash freeze operation at the Middle Peninsula Regional Jail. Provided USDA with several additional documents to complete the application for submittal.
- Collected requested information, including the regional jail authority's enabling legislation and SAM's registration information, and connected an A-95, Intergovernmental Review, to supplement the submitted USDA for a Produce Flashing Freezing Feasibility Study at the Regional Jail.
- Provided Sarah Richards, King William County Planner, with requested information regarding the Virginia Runoff Reduction Spreadsheet to calculate the runoff reduction and pollutant removal capabilities of various stormwater best management practices (BMP), pre- and post- land development.
- The National Fish and Wildlife Foundation informed MPPDC staff that the grant proposals submitted to the Hurricane Sandy Coastal Resiliency Grant were not funded. Therefore to understand how the proposals could be improved for future submittals, MPPDC staff contacted Melissa Chestnut, Conservation Programs Senior Manager. While Ms. Chestnut had no specific comments about the MPPDC proposals, she explained that of the 375 proposals submitted that only 54 were funded.

Project 30015 Tappahannock Comp Plan Update/ Project 30016 Essex 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.

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 28th, 2013 using the Department of Housing and Community Development Centralized Application Management System (CAMS).

- Attended the Town of Tappahannock Planning Commission meeting on July 7th to present information and answer questions regarding the Comprehensive Plan update. The Planning Commission reviewed the updated plan and recommended a second public meeting, postponing the recommendation to the Town Council until the August meeting.
- Contacted Jeff Hodges, Essex County Zoning Administrator, inquiring as to whether any proposed changes to the Essex County Comprehensive Plan update have been submitted by members of the Planning Commission. The Essex County Planning Commission received the revised Comprehensive Plan for review at the June 17th meeting. Staff has not received any comments.
- Made presentation to Essex County Planning Commission on Capital Improvement Planning process. Discussion included What is a Capital Improvement Program, steps in the process, components of a CIP-budget and expenditures, projects and cost estimates, means of financing, projected allocation and funding sources, prioritization of projects, public participation, final draft and Board approval, monitoring of CIP.

HOUSING

Funding –Housing Loan Program Income

Project 300132 Energy Efficiency and Conservation Block Grant (EECBG)

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

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

EMERGENCY SERVICES

Funding - Pending

In response to the Commission's work plan to address emerging emergency management issues, MPPDC staff prepared an application to the Federal Emergency Management Agency for a proposal for Staffing for Adequate Fire and Emergency Response Grants (SAFER). Unfortunately, only King and Queen County was able to provide the required information for submittal. Each locality identified a reason for not being able to respond. Two of the local Emergency Coordinators and MPPDC staff had a difference of opinion as to submittal eligibility. MPPDC staff contacted the SAFER RFP staff and was advised that "As long as the locality was not duplicating efforts they could participate in another proposed project". Some localities were unable to respond. MPPDC amended the proposal and submitted singularly for King and Queen County.

- Submitted a grant to VDEM for the 2014 Homeland Security Grants Program for a Regional Emergency Planning position for the Middle Peninsula. If created, the position will be responsible for working with the 6 Middle Peninsula Counties and 3 Towns on: evacuation planning; developing and maintaining a regional training calendar; coordinating and developing a working list of regional assets; and pursuing funding for a study on the cost savings for Localities to locate and fund fire/EMS stations multi-jurisdictionally. The grant would be a 3-year grant, subject to yearly renewal based on federal funding, starting in the fall of 2014.

Project 31201 Middle Peninsula All-Hazards Mitigation Plan Update (Reported under Mandates)

AGENCY ADMINISTRATION

Funding - Indirect cost reimbursements from all PDC projects

300181 MPPDC Administration

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

- Prepared vouchers, processed A/P, processed payroll, processed deposits and balanced bank accounts. Prepared MPPDC monthly and annual financial statements.
- Met with Stephanie Heintzelman, VACORP, to sign paperwork for MPPDC liability insurance policy.

CLOSED FY15 PROJECTS

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July 23, 2014

MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

INDIRECT COST ALLOCATION PLAN

FY 2014-2015

The FY 2014-2015 Indirect Cost Allocation Plan attached is based on the budget figures adopted by the Commission in May, 2014. 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 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 and charged as incurred. The direct charges associated with the various programs are charged directly to the appropriate project.

Attached is the Statement of Indirect Costs and the calculation for the FY15 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 33% and, ultimately, the indirect cost allocation rate.

** FY14 actual indirect rate was 50.8% - planned rate was 49.8%*

**MIDDLE PENINSULA PLANNING DISTRICT COMMISSION
STATEMENT OF INDIRECT COSTS FY 2014-2015 BUDGET**

Indirect Personnel Costs

Indirect Salaries	\$64,285	
Employee Benefit Rate at 33%	21,184	
Total Indirect Personnel Costs.....		\$85,469

Facility Expense

Rental	\$22,202	
Utilities	5,300	
Telephone	3,925	
Facility Insurance	161	
Total Facility Expense.....		\$31,588

Equipment and Supplies Expense

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

Consultant/Contractual Expense

Accounting/Auditing Expense	\$6,330	
Total Consultant/Contractual Expense.....		\$6,330

Travel Expense

Vehicle Lease	0	
Vehicle Insurance	992	
Vehicle Operating Costs	3,200	
Total Travel Expense.....		\$4,192

Miscellaneous Expense

Postage	1,550	
Printing/Duplicating	9,000	
IT Costs	19,500	
Pub Officials Insurance	1,841	
Total Miscellaneous Expense.....		\$31,891

TOTAL INDIRECT COSTS\$162,470

**MIDDLE PENINSULA PLANNING DISTRICT COMMISSION
STATEMENT OF INDIRECT COSTS FY 2014-2015 BUDGET**

Direct Personnel Costs

¹ Direct Chargeable Salaries	\$244,520	
Employee Benefit Rate at 33%	80,577	
Total Direct Chargeable Personnel Costs.....		\$325,097

CALCULATION OF INDIRECT COST ALLOCATION RATE

Total Indirect Costs	\$162,470	
<hr/>		= 50%
Total Chargeable Direct Personnel Costs	\$325,097	

**MIDDLE PENINSULA PLANNING DISTRICT COMMISSION
STATEMENT OF EMPLOYEE BENEFITS FY 2014-2015 BUDGET**

Benefits

Health Insurance	\$42,192	
Retirement	29,567	
Workmen’s Compensation	270	
Social Security	22,528	
Life Insurance	3,717	
Unemployment	3,488	
Total Employee Benefits.....		\$101,762

Basis for Allocation of Employee Benefits

Total Chargeable Salaries.....	\$308,805
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Employee Benefit Rate

Total Employee Benefits	\$101,762	
<hr/>		= 33%
Total Chargeable Salaries	\$308,805	

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. Full-time staff 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 2014-2015 SALARY DISTRIBUTION**

Position	Base Salary	Indirect Salaries	%Indirect
Executive Director	\$101,050	\$14,000	14%
Finance Director	\$52,380	\$15,000	29%
Regional Planner	\$42,500		
Regional Planner	\$42,220		
Regional Planner (PT)	\$22,125		
Regional Planner (PT)	\$5,091		
Secretary	\$43,439	\$35,285	81%
Total Chargeable Salaries	\$308,805	\$64,285	

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

¹Direct Chargeable Salaries

Total Salaries	\$308,805
Less Indirect Salaries	<u>64,285</u>
	\$244,520

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**Middle Peninsula Planning District Commission
Park & Ride Recommendations
Project Manager: Marquitrice L Wright
804-758-2311**

Proposed Park & Ride Locations and Improvements

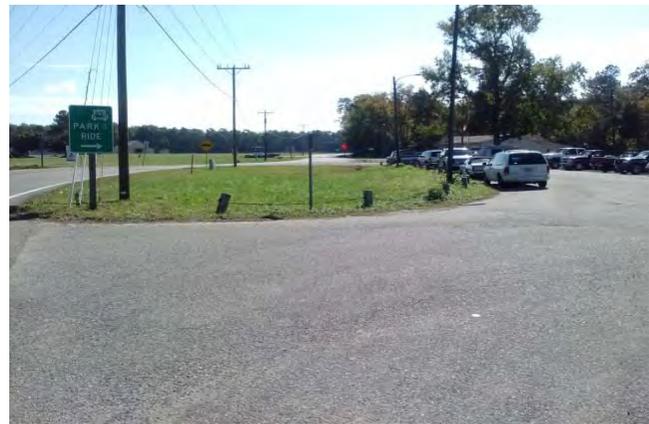
Intersection of Routes 17 and 360- Essex County in Tappahannock
New Location with Designation with Signage



Existing Park & Ride at Routes 360 and Sharon Road-King William County
Improvements-Expansion with paving and lighting



Existing Park & Ride at Route 33 and Twigg's Ferry-Middlesex County
Improvements- Possible Expansion and/or alterations for more spaces



New Park and Ride- Town of West Point.

VDOT Road Ending at Hwy 33 and Chelsea Road-VDOT owned

