

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: June 19, 2013

RE: June Commission Meeting

The Middle Peninsula Planning District Commission will host its monthly meeting on Wednesday, June 26, 2013 at Lands End, the newly acquired property belonging to the Middle Peninsula Chesapeake Bay Public Access Authority located at 9524 Whittaker Drive in Gloucester County.

We will begin the evening with a regional networking period from 6-7:00 p.m. with tours of the facilities. The business meeting will be at 7:00 p.m. A barbecue dinner will follow consisting of pulled pork and barbecued chicken with sides. There is no cost for the dinner. The Gloucester Rowing Association will be on hand to discuss their use of the facilities and provide demonstrations. We will be outside (weather permitting), so please dress accordingly.

Enclosed are the agenda and supporting materials for your review prior to the meeting as well as a map and directions. If you have any questions concerning your agenda packet, please give me a call at 804-758-2311 or email me at LLawrence@mppdc.com.

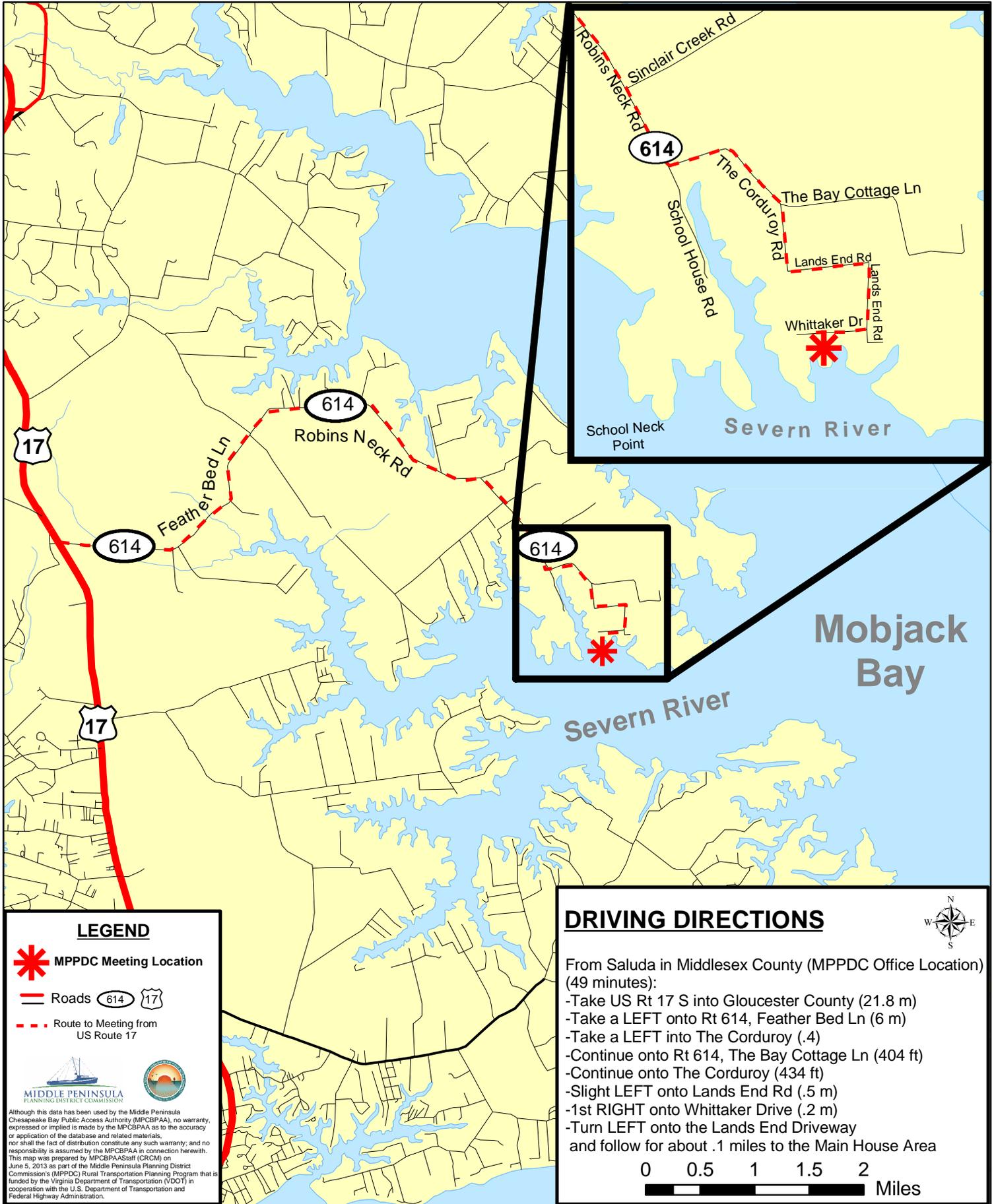
I look forward to seeing you on June 26th!

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MPPDC June 2013 Dinner Meeting

Map & Directions to Lands End Property

9524 Whittaker Dr, Gloucester, VA 23061



LEGEND

- MPPDC Meeting Location
- Roads
- Route to Meeting from US Route 17

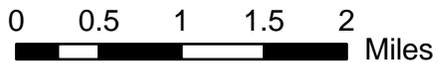
Although this data has been used by the Middle Peninsula Chesapeake Bay Public Access Authority (MPCBPAA), no warranty, expressed or implied is made by the MPCBPAA as to the accuracy or application of the database and related materials, nor shall the fact of distribution constitute any such warranty, and no responsibility is assumed by the MPCBPAA in connection herewith. This map was prepared by MPCBPAA Staff (CRCM) on June 5, 2013 as part of the Middle Peninsula Planning District Commission's (MPPDC) Rural Transportation Planning Program that is funded by the Virginia Department of Transportation (VDOT) in cooperation with the U.S. Department of Transportation and Federal Highway Administration.

DRIVING DIRECTIONS



From Saluda in Middlesex County (MPPDC Office Location) (49 minutes):

- Take US Rt 17 S into Gloucester County (21.8 m)
- Take a LEFT onto Rt 614, Feather Bed Ln (6 m)
- Take a LEFT into The Corduroy (.4)
- Continue onto Rt 614, The Bay Cottage Ln (404 ft)
- Continue onto The Corduroy (434 ft)
- Slight LEFT onto Lands End Rd (.5 m)
- 1st RIGHT onto Whittaker Drive (.2 m)
- Turn LEFT onto the Lands End Driveway and follow for about .1 miles to the Main House Area



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

7:00 P.M.

Wednesday, June 26, 2013

Lands End

9524 Whittaker Drive

Gloucester, Virginia

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

AGENDA ITEMS FOR DISCUSSION:

- VI. Adoption of Resolution Approving Middle Peninsula Regional Comprehensive Economic Development Strategy and Submittal of Same to EDA
- VII. Presentation on Gloucester Rowing Association by Chris Hutson, Gloucester Board of Supervisors
- VIII. Other Business
- IX. Invocation – Chris Hutson
- X. Adjournment For Dinner

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MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

May 22, 2013
Saluda, Virginia

The monthly meeting of the Middle Peninsula Planning District Commission was held in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda, Virginia on Wednesday, May 22, 2013, at 7:00 p.m. MPPDC Chair Sherrin Alsop (King and Queen County) called the meeting to order and welcomed everyone in attendance. Chair Alsop thanked Vice Chairman Edwin Smith, Jr. for chairing the April meeting.

Commissioners in attendance were: (Essex County) Gary Allen, Edwin Smith Jr., and A. Reese Peck; (Gloucester County) Ashley Chriscoe, Dr. Maurice Lynch, and John Northstein; (King and Queen County) Thomas Swartzwelder; (King William County) Travis Moskalski, Eugene Rivara, and Otto Williams; (Mathews County) Charles Ingram and Melinda Moran; (Middlesex County) Elizabeth Hurd, Wayne Jessie, Sr., and Matthew Walker; (Town of Urbanna) Don Richwine; and (Town of West Point) John Edwards, Jr.

Guests in attendance were Ms. Sandie Terry, Broadband Program Manager - Center for Innovative Technology; Ms. Tye Davenport, Central Virginia Regional Director for Senator Tim Kaine; Mr. Bill Nachman, *Gloucester/Mathews Gazette Journal*; and citizens from the region. Middle Peninsula Planning District Commission staff in attendance were Executive Director Lewis Lawrence, Finance Director Beth Johnson, Secretary Rose Lewis, Planner Jackie Rickards, Planner Clara Meier, and Planner Harrison Bresee, III.

Approval of April Minutes

Chair Alsop asked whether there were any corrections or changes to the April Minutes. There were no corrections or changes to the April Minutes. Chair Alsop requested a motion to approve the April Minutes. Don Richwine moved that the April Minutes be approved. Dr. Maurice Lynch seconded the motion; motion carried.

Approval of April Financial Report

Chair Alsop asked whether there were any questions regarding the financial report before being approved subject to audit. There were no questions. Chair Alsop requested a motion to approve the April Financial Report subject to audit. Eugene Rivara moved to approve the April Financial Report subject to audit. Ashley Chriscoe seconded the motion; motion carried.

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

Chair Alsop requested Mr. Lewis Lawrence, Middle Peninsula Planning District Commission Executive Director, review the Executive Director's Report on Staff Activities for the month of May. The Executive Director's Report on Staff Activities

MPPDC Minutes

May 22, 2013

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is developed at a monthly staff meeting, organized by PDC Service Centers, and the activities are used to report grant funding activities.

Mr. Lewis Lawrence, MPPDC Executive Director, reviewed the Executive Director's Report for May as follows:

- Contacted Joan Salvati, Local Program and Guidance Development Manager of Virginia Department of Conservation and Recreation (DCR), regarding outstanding VSMP questions. She explained that a preliminary Local VSMP Application Package is due December 15, 2013 to DCR which includes (a) a final version of the Local VSMP ordinance that will be presented to the Board of Supervisors/Town Councils, (b) final staffing and budget plan, and (c) policies and procedures. Also DCR is expecting a final VSMP ordinance be adopted by governing boards by April 15, 2014.
- Participated in a Dragon Run Kayak Tour at the request of the Virginia Secretary of Natural Resources Doug Domenech on Friday, May 3rd. Virginia Department of Environmental Quality Director David Paylor and Laura McKay, Director for the Virginia Coastal Zone Management Program, also participated in the tour. The Friends of the Dragon Run coordinated the tour of the Dragon. Dragon Run watershed. The Dragon Run watershed is found in Essex, King and Queen, Middlesex, and Gloucester counties.



(Matt Sabo, Daily Press/May 2, 2013)

- Executed contract with Coastal Zone Program/DEQ for funding to study the uses of floating structures especially as they relate to aquaculture, the responsibilities of state and local governments related to these new “structures” and the permitting process.

Mr. Thomas Swartzwelder, King and Queen County Administrator, thanked Mr. Lawrence for his assistance with the King and Queen Aquaculture business permitting process.

Public Comments

There were no public comments.

Agenda Items for Discussion

Middle Peninsula Broadband Infrastructure Report-Sandie Terry, Center for Innovative Technology

Mr. Lewis Lawrence, MPPDC Executive Director, said that localities have been searching for solutions to acquire high speed broadband. Rob Wittman, U.S. House of Representatives, convened a meeting in the Middle Peninsula regarding high speed broadband expansion. Mr. Lawrence said he spoke with Karen Jackson, Deputy Secretary of Technology, at the meeting and she understood the challenges the region faces. She offered assistance from the Center for Innovative Technology which resulted in the report being presented this evening.

Ms. Sandie Terry, Broadband Program Manager-Center for Innovative Technology, was a member of Virginia's Broadband Roundtable in 2008. In 2011, she was appointed as a member of Virginia's Broadband Advisory Council. Ms. Terry assists localities with broadband planning and manages the Virginia's state broadband initiative projects which include broadband mapping and health IT assessments.

The Middle Peninsula Broadband Study and Recommendation Study Process included: (a) Reviewed existing coverage by type (limited cable coverage, limited DSL coverage, and very limited fixed wireless), (b) Reviewed area assets and policies (extremely limited internet points of presence, several key vertical assets identified, and reviewed available county policies and permitting processes), and (c) Considered Virginia legislation, broadband models, and funding options (public-private partnership most applicable, fixed wireless technology most cost effective, and limited funding available but may pursue DHCD infrastructure grant).

Ms. Terry said a study of the area included strengths, weaknesses, and opportunities. The area's strengths included two Wireless Broadband Authorities already formed and the Hampton Roads Sanitation District pursuing new vertical assets in the area which may share space. Area weaknesses include low population density which makes the business case for potential broadband providers difficult and limits internet upstream access— which impacts cost and available bandwidth. Area opportunities include the King and Queen County wireless network already established, Middlesex County and Town of West Point are planning radio system upgrades which may result in more assets, and improved digital literacy by leveraging online programs already available and working through existing community organizations.

The Middle Peninsula Broadband Study's recommendations are:

- ✓ Facilitate citizens locating broadband
- ✓ Ensure a Broadband "friendly" zone
- ✓ Partner with incumbent providers
- ✓ Expand digital literacy working through existing community organizations

- ✓ Form a public-private partnership with a fixed wireless internet service provider
- ✓ Leverage existing vertical assets for the new wireless network
- ✓ Construct at least two new vertical assets if possible

Board members received a copy of the Virginia's Middle Peninsula Broadband Study Recommendation and a CD copy of the full report of the Middle Peninsula Broadband Study.

There were no questions for discussion. Chair Alsop thanked Ms. Terry for her hard work. Mr. Lawrence said that he will do a follow-up with Ms. Karen Jackson, Deputy Secretary of Technology.

Presentation of the MPPDC CEDS and Recommendation for District Designation

Mr. Harrison Bresee III, MPPDC Regional Projects Planner, said the draft Comprehensive Economic Development Strategy 2013 has been prepared. The draft report includes an Executive Summary, Introduction, Part 1-Economic Fabric of the Middle Peninsula of Virginia, Part 2-Regional Overview, Part 3-CEDS Process, and Appendices. The report is available for public review and four public meetings have been scheduled in June. The public meetings scheduled will be held on Monday, June 3rd, at the Wilson House on the campus of VIMS, Gloucester Point; Tuesday, June 4th, at the Essex County School Board office, Tappahannock; Wednesday, June 5th, at the MPPDC office, Saluda; and Thursday, June 6th, at the King and Queen Women's Club House, King and Queen County. All comments must be submitted to Mr. Bresee in print form (email or letter) with name and address by June 16th.

After the public review meetings, the report will be finalized. Mr. Bresee said that the report has to be submitted for approval to EDA by June 30th and changes have to be made before submission to EDA. After approval from EDA, the report will be presented to the MPPDC Board for adoption. A final report should be available by the end of July. A district organization will be organized and will apply to become an Economic Development District.

Mr. Lawrence reviewed the steps to become an Economic Development District:

Step 1:

EDA Approved Comprehensive Economic Development Strategy (CEDS; Submit CEDS for Approval on June 30, 2013; Apply for Short-Term Planning Assistance 303.9 after CEDS Approval).

Step 2:

Meet the definition of "Economic Distress Criteria" 301.3 (a) (1). (We will need to request a "Special Need" designation 301.3 (a) (1) (iii) and 301.3 (a) (4) (ii) since we currently do not meet the "Economic Distress Criteria"). Mr. Lawrence said a group has to be responsible, namely the MPPDC or Tidewater RC &D.

Submit Request with CEDS on June 30, 2013.

Step 3:

Create a District Organization that Meets Requirements in Section 304.2
(Concurrent with or independent of Step 1).

Step 4:

Request EDD Designation from EDA after CEDS Approval.

Middle Peninsula Economic Development District Designation Authorized.

Last: Apply for Investment Assistance (Parts 305 and 307).

Mr. Lawrence requested Dr. Maurice Lynch to give an update of the Tidewater RC&D meeting. Two years ago, RC&D lost its funding. The Northern Neck decided to disband the RC&D. The Middle Peninsula representatives are interested in the RC&D continuing in some capacity. The majority of the RC&D representatives wanted to continue and are willing to work with sponsors. A suggestion was that an independent board of directors be organized to include representatives of the SWCD, Counties, or MPPDC.

Mr. Lawrence said the MPPDC Board could modify its Board to meet the criteria of the EDA for an EDD. The minimum number of public members must equal 51% and private members 35%. The maximum number of public members can be 65% and maximum private members 49%. Dr. Lynch said 501 (3) (C) status makes the RC&D Board independent. The localities could nominate representatives, but the RC&D would have to approve and accept the nominations, once appointed the nominees would be free of any obligation to the localities that appointed them and would be expected to act in the best interests of the EDD. Mr. Lawrence noted that for many of the funding opportunities, the EDD Board would be required to partner with an organization such as the MPPDC, which would insure that the EDD projects would be approved and overseen by MPPDC.

Discussions were held regarding funding from EDA, MPPDC administrative support, other federal funding, implementing the RC&D, activities of RC&D, and reconstruction of the board.

Chair Alsop requested a motion to encourage the Tidewater RC&D to consider reconstituting its board to serve as the instrumentality to guide the implementation of the CEDS plan as a possible strategy to meet the requirements of EDA as a Economic Development District.

MPPDC Executive Director Lewis Lawrence took Roll Call vote.

Gary Allen, Aye

Edwin Smith, Jr.-Aye

A. Reese Peck-Aye

Ashley Chriscoe-Aye

Eugene Rivara-Aye

Otto Williams-Aye

Charles Ingram-Aye

Melinda Moran-Aye

John Northstein-Aye
Dr. Maurice Lynch-Aye
Sherrin Alsop-Aye
Thomas Swartzwelder-Aye
Travis Moskalski-Aye

Elizabeth Hurd-Aye
Wayne Jessie, Sr.,-Aye
Matthew Walker-Aye
Don Richwine-Aye
John Edwards, Jr.-Aye

Note that the Commission decided to defer action on the plan until the close of the public comment period. The Commission will consider the report at the June 2013 Commission meeting after all public comments have been received.

Executive Session to Discuss Personnel Issue as Permitted by Virginia Code §2.2-3711 (A) (1)

Chair Alsop requested a motion to go into Executive Session. Matthew Walker moved that the Commission convene in closed session to discuss issues concerning personnel matters permitted by Virginia Code §2.2-3711 (A) (1). Otto Williams seconded the motion; motion carried.

MPPDC Executive Director Lewis Lawrence took Roll Call vote.

Gary Allen, Aye
Edwin Smith, Jr.-Aye
A. Reese Peck-Aye
Ashley Chriscoe-Aye
John Northstein-Aye
Dr. Maurice Lynch-Aye
Sherrin Alsop-Aye
Thomas Swartzwelder-Aye
Travis Moskalski-Aye

Eugene Rivara-Aye
Otto Williams-Aye
Charles Ingram-Aye
Melinda Moran-Aye
Elizabeth Hurd-Aye
Wayne Jessie, Sr.,-Aye
Matthew Walker-Aye
Don Richwine-Aye
John Edwards, Jr.-Aye

Chair Alsop, upon reflection of topic to discuss decided to immediately return to open session. As such, requested a motion to return to open session. Charles Ingram moved to return to open session. Otto Williams seconded the motion; motion carried.

MPPDC Executive Director Lewis Lawrence took Roll Call vote.

Gary Allen, Aye
Edwin Smith, Jr.-Aye
A. Reese Peck-Aye
Ashley Chriscoe-Aye
John Northstein-Aye
Dr. Maurice Lynch-Aye
Sherrin Alsop-Aye
Thomas Swartzwelder-Aye

Eugene Rivara-Aye
Otto Williams-Aye
Charles Ingram-Aye
Melinda Moran-Aye
Elizabeth Hurd-Aye
Wayne Jessie, Sr.,-Aye
Matthew Walker-Aye
Don Richwine-Aye

Travis Moskalski-Aye

John Edwards, Jr.-Aye

No certification was needed as a motion to return to open session was immediately offered.

Report From the Budget & OPD Committee: Consideration of Draft MPPDC FY14 Budget

MPPDC Executive Director Lewis Lawrence said the Budget and Overall Program Design Committee met on April 15, 2013. Federal and State resources continue to be reduced and/or redirected. Because of the funding reductions or redirections, the MPPDC should begin to develop new programs and policies to best position the Commission to access resources that become available to implement the work program of the Commission. For the fiscal year 2014, staff has obtained funding commitments to fully fund the Commission's work program.

Continuing with the recommendations from the MPPDC 2011 Strategic Report, the Budget & OPD Committee offers a traditional budget document and a PDC Service Center budget document which includes: Administrative Support, Environmental Coastal Community Development, Transportation, Local Projects/Staff Support, Local/Regional Planning, Onsite Septic Repair & Pumpout, Mandates, Emergency Services Management, Economic Development, and Revolving Loan Funds Management. The Commission can more easily recognize how programs are funded and expensed by viewing the Service Center budget document and the true cost of agency administration and indirect cost allocation are more readily apparent and easier to understand.

Mr. Lawrence presented an alternative staff compensation approach pilot program to the MPPDC Board. Mr. Lawrence said the traditional staff compensation model has become inadequate. The member localities' funds are insufficient to provide local matching funds for grants to implement the work plan of the Commission and also compensate staff for professional services rendered.

The Budget Committee recommends that the Commission consider a compensation approach which empowers staff to assume additional grant work and obtain additional compensation via the additional work load. This approach will shift the salary burden away from the agency general fund towards the grants that fund the work of the Commission. Mr. Lawrence said this is a one year pilot program. During the pilot program year, PDC salaries will be frozen at FY13 levels until the Commission decides to raise base salaries. Salaries will continue to be paid by external grants to the agency and the program will empower the staff to work harder on the projects of the Commission and reward them for success.

Mr. Lawrence said the MPPDC Auditor, Commission Health Insurance Program-The Local Choice, and Virginia Retirement System have been consulted regarding classifying MPPDC employees as .8 FTE. There were no reservations or concerns

except that VRS is reviewing how to address a floating salary for creditable service (discussion with VRS is ongoing).

Two options in which the MPPDC Board should consider for staff are:

(1) Status quo: Staff remain classified as currently recognized with no change in compensation or benefits, or

(2) Accept the new Performance Based Compensation Pilot Program for one year.

Under the pilot, participating staff will be classified as .8FTE and will be eligible to seek additional work and compensation to fully fund a 1.0 FTE position

Implementation of the .2 FTE Performance Program will include:

- (1) Staff must obtain approval from the Executive Director prior to submittal of any new grants
- (2) All grants submitted under the Performance Program will include identification of the staff who will serve as the project manager
- (3) The Finance Director will maintain a Performance Program Staff Allocation Plan specifically designed for the program
- (4) Grants must include fringe and indirect commensurate with the MPPDC Cost Allocation Plan
- (5) If VRS is unable to account for a floating salary above the .8 FTE, any additional fringe retirement contributions generated under the Performance Based Compensation Pilot Program will be directed to the ICMA-RC for inclusion in an employee-directed 457 Deferred Compensation Plan
- (6) Administrative staff will receive commensurate adjustments to salary based on the proportional increase of work load and paid for by additional indirect generated by new grants under the program
- (7) Participating staff will undergo a program performance review in the final quarter of the fiscal year.

Discussion ensued regarding MPPDC staff being authorized to undertake additional grants to implement more of the Commissions Work Program.

Mr. Thomas Swartzwelder moved to adopt the Performance Based Compensation Pilot Program for all staff as a one year pilot program with a concurrent review of the Executive Director's performance implementing the new program as well as staff's overall performance under this new program . The Program is to be reviewed at the May 2014 MPPDC Board meeting. Chair Alsop asked if there were any questions. There were no questions. Otto Williams seconded the motion; motion carried.

Mrs. Beth Johnson, MPPDC Finance Director, reviewed the draft FY2014 budget. The FY14 draft budget anticipates \$677,866 in revenues and \$633,068 in expenditures.

Chair Alsop requested a motion to adopt the draft Recommended Overall Program Design and Budget for FY14. Edwin Smith moved to adopt the FY14 MPPDC draft

Recommended Overall Program Design and Budget. Eugene Rivara seconded the motion; motion carried.

Report from the MPPDC Nominating Committee

Chair Alsop said the MPPDC Nominating Committee recommended the MPPDC current officers continue for one more year.

The current MPPDC Officers are:

Chair-	Sherrin Alsop, King and Queen County
Vice Chairman-	Edwin "Bud" Smith, Essex County
Treasurer-	Otto Williams, King William County
Secretary-	Lewis Lawrence, MPPDC Secretary

No other nominations were presented. Thomas Swartzwelder moved that the recommended `s slate of officers be elected by acclamation; Melinda Moran seconded the motion; motion carried.

Chair Alsop thanked the Nominating Committee for the FY2014 slate of MPPDC officers.

Other Business

1. Chair Alsop announced that the VACo Region 2 Legislative meeting will be held at the Old Beale Courthouse in Tappahannock on June 14th at 9:30 a.m. Mr. Lawrence said that he will send out reminder notices to the county administrators and town managers.

Adjournment

Chair Alsop requested a motion to adjourn. Otto Williams moved to adjourn. Ashley Chriscoe seconded the motion; motion carried.

COPY TESTE:

(Secretary)

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Project Financial Report

Middle Peninsula Planning District Commission

Run Date: 06/10/2013
 Run Time: 2:34:39 pm
 Page 1 of 1

Period Ending: 05/31/13

		Expenditures						
Code	Description	Budget	Curr Month	Project Total	Un/Over	% Budget	Revenues	Balance
30008	FY13 Local Programs	168,518.00	287.29	127,415.22	41,102.78	75.61%	150,507.29	23,092.07
30010	Local PAA Stewardship/	17,000.00	0.00	12,592.98	4,407.02	74.08%	17,000.00	4,407.02
30013	EE&CBG Project	3,889.00	76.66	1,298.17	2,590.83	33.38%	1,427.51	129.34
30015	Tappahannock Comp Plan	11,200.00	781.76	3,265.27	7,934.73	29.15%	0.00	-3,265.27
30016	Essex Comp Plan Update	27,675.00	2,274.86	4,913.82	22,761.18	17.76%	0.00	-4,913.82
30170	MPBDP FY12 Staff Sup	13,825.00	172.83	6,792.28	7,032.72	49.13%	7,801.28	1,009.00
30208	Transportation Demand M	224,000.00	4,897.11	63,108.46	160,891.54	28.17%	66,665.75	3,557.29
30310	FY13 Rural Transportati	72,500.00	5,644.01	65,319.89	7,180.11	90.10%	54,408.18	-10,911.71
30420	Onsite Loan Management	105,940.14	812.14	100,597.53	5,342.61	94.96%	109,616.37	9,018.84
30423	VCWRFR Onsite Fund	82,500.00	1,000.00	33,433.62	49,066.38	40.53%	51,360.23	17,926.61
30426	WQIF 2010	102,883.00	14,888.79	100,482.19	2,400.81	97.67%	95,547.41	-4,934.78
30427	Failing Septic Heir Proper	7,091.00	-10.91	7,240.70	-149.70	102.11%	7,091.00	-149.70
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	-26.56	24,869.88	130.12	99.48%	24,990.16	120.28
32007	PAA Administration	102,356.84	1,193.52	102,225.72	131.12	99.87%	105,869.59	3,643.87
32008	FY14_PAA Staff Support	6,200.00	65.55	114.87	6,085.13	1.85%	0.00	-114.87
32009	Lands End Master Plan	10,000.00	1,501.94	2,999.75	7,000.25	30.00%	0.00	-2,999.75
32118	FY12 Coastal TA	60,000.00	-149.61	61,908.62	-1,908.62	103.18%	60,000.00	-1,908.62
32119	Land & Water Quality Pr	50,000.00	-162.26	52,005.22	-2,005.22	104.01%	50,000.00	-2,005.22
32120	FY13 Coastal TA Task 44	60,000.00	3,178.43	45,499.83	14,500.17	75.83%	35,117.03	-10,382.80
32121	Land & Water Quality Pr	50,000.00	2,278.87	32,405.84	17,594.16	64.81%	25,882.14	-6,523.70
32122	Living Shorelines	49,858.00	2,815.64	19,255.93	30,602.07	38.62%	13,545.79	-5,710.14
32123	Stormwater Management (297,786.00	7,321.18	50,672.13	247,113.87	17.02%	11,460.82	-39,211.31
32125	Floating Structures	29,780.00	5,192.71	5,192.71	24,587.29	17.44%	0.00	-5,192.71
32201	PAA Perrin River WW P	15,000.00	-53.80	15,618.42	-618.42	104.12%	15,000.00	-618.42
32202	Working Waterfronts Co	43,118.00	-168.25	42,569.36	548.64	98.73%	40,639.55	-1,929.81
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	1,623.01	9,882.90	36,458.10	21.33%	5,922.73	-3,960.17
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	5,903.04	115,807.36	4,192.64	96.51%	96,000.45	-19,806.91
Totals:		<u>1,922,779.57</u>	<u>61,337.95</u>	<u>1,245,335.30</u>	<u>677,444.27</u>	<u>64.77%</u>	<u>1,237,633.62</u>	<u>-7,701.68</u>

Balance Sheet by Category

Middle Peninsula Planning District Commission

Run Date: 6/10/13
Run Time: 2:36:43 pm
Page 1 of 1

Period Ending: 05/31/13
Format: 1 Board

Assets:

Cash in Bank	564,729.78
Receivables	268,176.42
Property & Equipment	17,208.42

Total Assets:

\$850,114.62

Liabilities:

Accounts Payable	19,077.34
VRA Loan Payables	126,360.22
Payroll Withholdings	-9.43
Accrued Leave	21,754.88
Cost Allocation Control	9,397.31

Total Liabilities:

\$176,580.32

Equity:

Local Initiatives/Information Resources	25,072.25
Economic Development	-16,464.98
Transportation Programs	-7,354.42
Onsite Repair & Pumpout	21,871.61
Housing	129.89
Coastal Community & Environmental	-74,933.36
Mandates	46,428.34
Temporarily Restricted	188,479.87
General Fund Balance	490,305.10

Total Equity:

\$673,534.30

Total Liabilities and Equity

\$850,114.62

Balance:

\$0.00

Agencywide R&E by Category

Run Date: 06/10/2013
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Page 1 of 1

Middle Peninsula Planning District Commission

Period Ending: 05/31/13
Format: 1 Agencywide R&E
With Indirect Cost Detail

Code & Description	Budget	Current	YTD	Un/Ovr	% Bud
Revenues					
Local Match	152,933.00	11,932.38	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	0.00	74,812.02	-65,534.02	806.34%
State Revenues	241,222.00	0.00	192,250.97	48,971.03	79.70%
Federal Revenues	288,234.00	24,436.80	221,667.34	66,566.66	76.91%
Miscellaneous Income	14,800.00	674.44	17,592.95	-2,792.95	118.87%
Onsite Loan Program Income	10,825.00	805.74	17,696.64	-6,871.64	163.48%
PAA Program Income	1,000.00	0.00	1,100.00	-100.00	110.00%
Revenues	828,191.00	37,849.36	745,954.56	82,236.44	90.07%
Expenses					
Personnel	417,030.18	37,471.02	389,779.82	27,250.36	93.47%
Facilities	29,914.00	2,241.21	28,132.78	1,781.22	94.05%
Communications	4,000.00	306.02	3,734.09	265.91	93.35%
Equipment & Supplies	9,463.00	886.32	4,585.19	4,877.81	48.45%
Travel	5,750.00	252.48	4,212.02	1,537.98	73.25%
Professional Development	12,610.00	81.49	12,831.80	-221.80	101.76%
Contractual	141,798.00	20,730.22	147,254.34	-5,456.34	103.85%
Miscellaneous	55,407.00	3,519.22	49,739.56	5,667.44	89.77%
Regional Share	152,933.00	0.00	110,935.64	41,997.36	72.54%
Expenses	828,905.18	65,487.98	751,205.24	77,699.94	90.63%
Agency Balance	-714.18	-27,638.62	-5,250.68		

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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

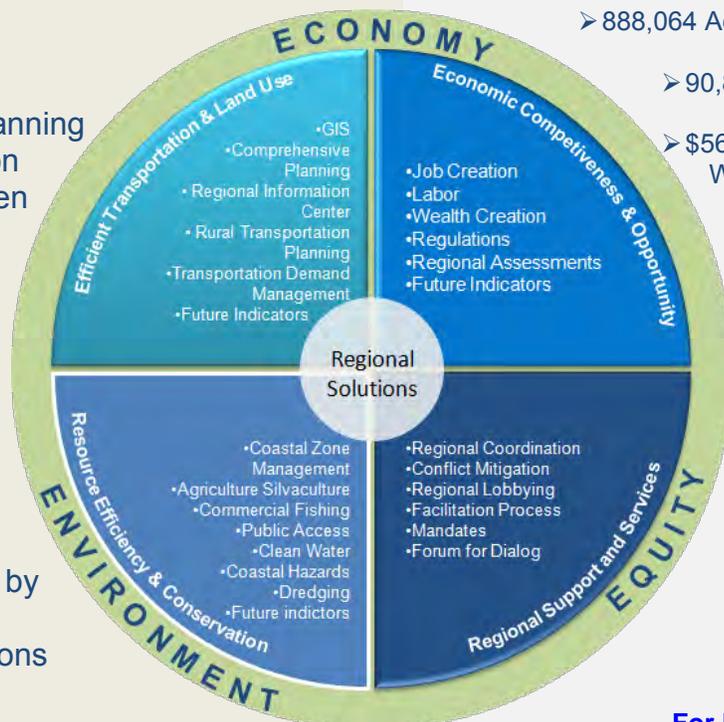
➤ \$567 Average Weekly Wage (State=\$952)

➤ 71% Out Commute Rate

By the Numbers

➤ 1.1% Total State Population

➤ \$50,001 Median Household Income



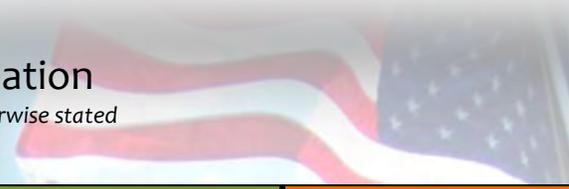
For More Information:

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:

2000-2011 Demographic Information

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



Population Trends				Median Household Income and Unemployment Rate ¹			
Locality	Total Population		Population Growth from 2000-2010	Median Income 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%

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

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

¹ Data from the Bureau of Labor Statistics Local Area Unemployment data & 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			
	Water Supply Planning		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
June 17, 2013**

MPPDC: Membership, Appointments, Committee Assignments, and Networks

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

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

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

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

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

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

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

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

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

Finance Director: Beth Johnson

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

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

Planner 2: Clara Meier

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

Programs: *Rural Transportation Planning, Water Supply Plan*

Planner 2: Harrison Bresee

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

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

Planner 2: Jackie Rickards

Contact Info: jrickards@mppdc.com (804) 758-2311x23 (215) 264-6451 cell

Programs: *Stormwater Management*

Secretary: Rose Lewis

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

Programs: *Septic Pumpout Assistance, Facilities Scheduling*

MANDATES

Funding – VDEM, VDEQ, localities, MPPDC General Fund

Project 30502 Water Supply Planning

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

Project 32123 DCR Stormwater Management

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

- Sent an email to Joan Salvati, Department of Conservation and Recreation, to clarify the implementation date of the local Virginia Stormwater Management Program (VSMP). She explained that the implementation date has not changed. **§ 10.1-603.3. A.** of the Stormwater Management Law states: “Any locality, excluding towns, unless such town operates a regulated MS4, shall be required to adopt a VSMP for land-disturbing activities consistent with the provisions of this article **according to a schedule set by the Board.** Sub-section M of this same section further state: “VSMPs adopted in accordance with this section shall become effective July 1, 2014, unless otherwise specified by the Board.
- Received copies of 12-month extension recommendation letters for each Middle Peninsula Locality to be considered by the Virginia Soil and Water Conservation Board on June 6, 2013. Upon review of the VSMP substantive packages submitted by Middle Peninsula localities in April 2013, DCR will be recommending to the Board that Middle Peninsula localities be granted a 12-month extension. If granted, this would mean that localities will have until July 1, 2014 to implement local VSMP.
- Updated the MPPDC Stormwater Management Working Group about DCR/DEQ Stormwater Management Training scheduled on June 10-11th at Virginia Institute of Marine Science (VIMS) in Gloucester Point. This training will review the components and requirements of the VSMP.

- Attended the Middle James Roundtable 2013 Annual Meeting on May 15th. Agenda items included Bellemeade Walkable Watershed Panel, the Regional Pet Waste Program, and Virginia Commonwealth University Sustainability Program.
- Attended the Local Government Advisory Committee meeting on May 15th hosted by DCR/DEQ. Agenda items included: (1) Update on DCR Relevant Activities and Regulatory Actions (i.e. Local Program RFP, MS4 Regulatory Update, Nutrient Trading RAP, Handbook update, Chesapeake Bay TMDL Action Plan Guidance, DCR/DEQ Water Quality Program Consolidation), (2) Training update, (3) ePermitting, and (4) Local Program Development (i.e. Fees presentation, ordinance issues committee, review of packages received).
- Met with Carolyn Howard and Blain Keesee of Draper Aden Associates, and representatives from Essex County - Reese Peck, County Administrator; Wyn Davis, County Planner; Prue Davis, BOS member; and Bud Smith, BOS member to review and discuss preliminary concept plans for a stormwater management pilot program within the Essex County Courthouse area. Based on discussions from this meeting it was determined that the proposed pea gravel may pose maintenance issues; therefore DAA will begin to consider other alternatives to manage stormwater within this area.
- Met with Wally Horton, Middlesex County Director of Planning, to discuss information he will be presenting to his Board of Supervisors regarding the VSMP. He was provided with two presentations as well as updated staffing and budget information to assist in his presentation to the Board on June 4, 2013.
- Attended the Middlesex County Board of Supervisors meeting June 4, 2013 at 3pm. At this meeting Wally Horton, Middlesex County Planning Director, provided the Board with an overview of the VSMP and the progress that Middlesex County has made in the development of this program.
- Attended the Virginia Soil and Water Conservation Board meeting on June 6, 2013, where the Board approved DCR's recommendations to grant localities a 12-month extension to develop their local VSMP. This applies to all Middle Peninsula localities.
- Met with Carolyn Howard and Blain Keesee of Draper Aden Associates and John Shaw, Mathews County Director of Planning, to review and discuss preliminary concept plans for a stormwater management pilot program within the Mathews County Courthouse area. Based on discussions, there are no changes to be made to the preliminary designs.
- Corresponded with Carolyn Howard, Draper Aden Associates, to prepare an agenda for the next meeting of the MPPDC Regional Stormwater Management Workgroup that is scheduled for July 19, 2013 at 10am. Agenda items will include regulatory updates, DRAFT Administrative Guidance Manual, future stormwater projects, BMP inventories, and public education. Joan Salvati, Department of Conservation and Recreation Local Program Development Manager, will attend this meeting to answer questions regarding VSMP development and Sandra Erdle, Chesapeake Bay National Estuarine Research Reserve, will attend this meeting to assist with the development of a stormwater management outreach and education program.
- Attended the DCR/DEQ Basic Stormwater Management Training at VIMS on June 10-11th. Specific areas of emphasis included: Virginia Storm Water Management Programs (VSMPs), Virginia Storm Water Management Law and Regulations, the Storm Water Handbook, the Storm Water BMP Clearinghouse, and the responsibilities, respective to a VSMP Administrator, Plan Reviewer and Inspector. Completion of the class was the first step in obtaining a state certificate of competence in the area of storm water management.

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

INFORMATION RESOURCES/ASSISTANCE

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

- Updated www.mppdc.com website – meeting notices
- Received phone call from Stephanie Jones, Virginia Resource Authority, who was attempting to contact the Middle Peninsula Regional Airport Authority. Sent contact information for King and Queen County Director of Economic Development.
- Received phone call from King William County resident regarding assistance for well repair. Referred to SRCAP and emailed SRCAP Well Program documentation.
- Received phone call from Middle Peninsula resident regarding housing assistance. Provided contact information for Robin Jones, Bay Aging, Inc.
- Received phone call from Jack Miller, VACO President and Middlesex Board of Supervisors, regarding registration for VAPDC Summer Conference.
- Received phone call from Otto Williams, MPPDC Treasurer and Vice Chairman of King William Board of Supervisors, regarding registration for Clean Virginia Waterways Conference: Exploring Emerging Water Issues to be held in Henrico on June 25th.
- Consulted with Margaret Pizer, Virginia Sea Grant Communicator/Virginia Institute of Marine Science, regarding the MPPDC Heir Situation Project. Ms. Pizer was looking for an actual heir situation property story for her report. Provided case study of a Mathews County homeowner whose repair is pending waiting for suitable soil conditions.
- The building official monthly reports for the month of May 2013 were filed for the counties of Essex, Mathews, and Middlesex. 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.

COASTAL COMMUNITY DEVELOPMENT/ ENVIRONMENTAL

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

Projects 31410 Dragon Run SAMP

The project is a partnership between Middle Peninsula Planning District Commission's Dragon Run Steering Committee and the Virginia Coastal Program. The project's mission is to support and promote community-based efforts to preserve the cultural, historic, and natural character of the Dragon Run, while preserving property rights and traditional uses within the watershed. Remaining resources will be utilized to provide mechanisms to assist heir property owners the ability to access MPPDC Septic Repair Program resources.

Projects 32007 Middle Peninsula Chesapeake Bay Public Access Authority (MPCBPAA)

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.

- Consulted with Louise Theberge, PAA Chair, regarding FY14 insurance quotes and VMRC permit application.
- Corresponded with Crystal Griffin, VML Insurance, regarding FY14 insurance quote.
- Consulted with Barbara, Revere Gas, regarding propane delivery and account set-up for Lands End tenant house.
- Consulted with Linda Berseth, President/CEO GMS Accounting, regarding company directory for MPCBPAA. Mailed contract and downpayment. New company directory to be installed on 6/27.
- Consulted with Chris Hutson, Gloucester Rowing Association, and processed utility bill payments for Lands End properties.
- Consulted with Harrison Bresee, MPPDC Regional Projects Planner, regarding electric bill for now occupied Lands End tenant house. Electricity needs to be switched to tenant.
- Worked on a variety of tasks including: developing the 2013-14 PAA hunting letter for the PAA properties in Essex and King and Queen Counties; reviewing timber contracts; meeting with Revere Gas at the Lands End rental property in Gloucester County; contacting Ursula Lemanski of the National Park Service Rivers and Trails Program about the Mathews Heritage Park project in Mathews County; and coordinating the maintenance of roads and fields at the PAA properties in Essex, King and Queen, and Gloucester Counties.
- Consulted with Chris Hutson, Gloucester Crew Team, concerning road maintenance and various plumbing issues at the Lands' End facility.

- Updated the PAA hunting registration sticker for the 2013-2014 hunting season.

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.

- Attended the Mathews County Board of Supervisors meeting to discuss right-of-way issues associated with the Hall donation site as well as the development of a draft framework for a management plan for the site.
- Consulted with Ursula Lamanski, National Park Service Rivers and Trails Program, concerning convening a meeting to discuss possible uses of the Hall site with Mathews County stakeholders.

Projects 320081 PAA Perrin Wharf Construction

In February, 2013, VDOT Transferred ownership of the 320 foot Perrin River Wharf to the Middle Peninsula Chesapeake Bay Public Access Authority. The Wharf is traditionally used by commercial watermen for vessel moorage. The current moorage space is unorganized. Vessels will 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 first 100 ft of the pier by installing new slip poles and finger piers to create up to 10 slips that will assist with mooring and off loading.

- Answered questions to VMRC about Perrin Wharf design in response to neighbor concerns on VMRC/JPA. Re-designed wharf to include 8 slips on the one side and two “side to” slips on the other side.
- Contacted Paul Koll, Building Official for the County of Gloucester, and set up a meeting to begin the county building permit process for the Perrin Wharf slip construction.

Project 32009 Lands End Master Plan

The MPCBPAA (PAA) will develop a preliminary management plan for the Severn River property (AKA “Lands End”) that meets the goals of the PAA while maximizing water access, outdoor recreational, and the community needs. This will be done by developing a community stakeholder group, facilitating discussions with stakeholders, and working towards developing an approach to create a final management plan. The Pre-Management Plan will include potential management options, needed actions, and draft management goals and objectives.

- Met with MPPDC Regional Projects Planner Clara Meier to discuss development of maps of the Lands End property in Gloucester County, depicting resources, roads, structures, and other pertinent features to be used in the Community Stakeholder meetings.

- Began the process of identifying parties interested in participating on the Community Stakeholders group. Currently the list consists of citizens representing: the MPCB PAA, the Gloucester Crew Team, Boy Scouts, local businesses, neighbors, and county government.

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.

- Received the annual request from the Essex County Countryside Alliance (ECCA) for an update to their Protected Lands Map that illustrates property put under easement each year and cumulatively in Essex County. Middle Peninsula PDC staff assisted ECCA with the creation of the map in 2007, and have conducted each subsequent update at no cost to them with the help of funding by annual grants from Virginia's Coastal Zone Management Program of the Department of Environmental Quality and the National Oceanic and Atmospheric Administration, Office of Ocean and Coastal Resources Management, under the Coastal Zone Management Act of 1972, as amended.
- Received the tax map numbers of the property put under easement in Essex County from June 2012-June 2013 from Tom Blackwell, Essex County Commissioner of Revenue, needed to conduct the 2013 update of the ECCA map. Completed the 2013 update of the Protected Lands Map for the ECCA and submitted versions in PDF and JPEG formats to Mary Moss Walker, Assistant to Peter C. Bance (President of ECCA), and Susan McFadden, Open Door Communications.
- Consulted with Katie Register, Executive Director for Clean Virginia Waterways, regarding the 2013 Clean Virginia Waterways Symposium to speak on MPPDC water quality projects including their septic repair program and storm water/TMDL program development.
- Consulted with Janine Burns, Mathews County Board of Supervisors, concerning homeowners' insurance policies being dropped by local insurance companies as well as changes to the national flood insurance program under the 2012 Biggert-Waters National Flood Insurance Reform Act. Additionally, discussed the possible need to outreach to other coastal PDCs concerning coastal insurance issues impacting constituents within their PDC regions.
- Consulted with Megan Gallagher, Environmental Consultant, concerning fracking exploration within the upper Middle Peninsula region and possible conflicts with conservation lands.
- Met with Delegate Keith Hodges to discuss various approaches for stimulating economic growth across the Middle Peninsula.
- Consulted with Matt Walker, Middlesex County Administrator, concerning local storm water program adoption deadline. Advised that the 2014 date for local program implementation has not changed.
- Consulted with Scott Hardaway, Coastal Geologist at VIMS, concerning a possible joint proposal to study dredging issues associated with Aberdeen Creek, Gloucester County, VA.
- Consulted with Pete Mansfield, Middlesex County Board of Supervisors, concerning water re-use across the Middle Peninsula and the possible need to promote additional awareness in light of TMDL and storm water management issues facing local governments.
- Consulted with Matt Walker, Middlesex County Administrator, concerning a request for public access information. Provided information on VDOT road endings and process for determining ownership.

- Provided Larry Land, VACO Environment and Local Government Liaison, cost estimates developed to quantify the costs basis for local stormwater program development. VACO is interested in learning more about how MPPDC approached developing cost estimates for local and regional programs.

Project 32121 Land Water Quality Protection

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

- Discussed roadway files that are still needed to document the routes along the ditch sites that are being studied with John Morris, Attorney with Beale, Davidson, Etherington & Morris, P.C. 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.

- Received the final report titled “INCENTIVIZING THE USE OF LIVING SHORELINES IN VIRGINIA THROUGH A REVOLVING LOAN FUND” from Stephanie Showalter, Director of the National Sea Grant Law Center. Report results will be used to determine if a Virginia revolving loan program can be established to fund living shoreline projects across the Middle Peninsula.

- Received a project update from Pam Mason, Center Coastal Resource Management. One hundred fifty five permit holders were surveyed to better ascertain why decisions were made to chose each specific type of shoreline hardening approach.

Project 32124 Aberdeen Creek Harbor Master Plan

Project 32125 Floating Structures

As a result of a proposal of an “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.

- Reviewed past emails regarding the permitting issues of the Oysterplex to gain an understanding of the permitting challenges.
- Spoke with Donna Sprouse, King and Queen Planning Department, regarding the County’s role in permitting the Oysterplex and the issues that she recognized in this process.
- Spoke with Michael Hild, Anderson Neck Oyster Company, to get a firsthand account of his experience with the permitting process and associated obstacles.
- Spoke with Randy Owen, Virginia Marine Resource Commission, regarding the Anderson Neck Oyster Company permitting process. Randy Owen provided a summary of the events of Anderson Neck and the agencies/parties involved in this process.
- Reviewed VMRC January 10, 2013 meeting Minutes and webcast which included the Anderson Neck Oyster Company Joint Permit Application hearing. While the permit was approved, the operation was significantly reduced in size due to bio assessment of available food within Morris Bay.
- Spoke with David Fridley, Virginia Department of Health, regarding the department’s role in permitting the Oysterplex.
- Corresponded with Keith Goodwin, US Army Corps of Engineers, as well as Albert Grimes, US Coast Guard, regarding their role in the permitting of the Anderson Neck project. Both entities emphasized that their role is to address navigation issues that may occur or may be impacted due the project of interest. Therefore, findings by the US Army Corps of Engineers and the US Coast Guard found that the original proposed scale and location of the operation would impede navigation within the waterway and would need to be relocated closer to the shore and reduced in size. Mr. Hild made the recommended changes.
- Reviewed the Virginia Public Trust Doctrine.

Project 32202 Working Waterfronts Coalition

For many Virginia rural coastal communities, there is a strong need to maximize the potential of the waterfront as a driver for economic vitality. However, market forces, changing demographics, and increasing tax burdens on waterfront properties are increasingly driving a transition of waterfront properties toward residential or recreational uses. In addition, regulatory changes affecting marine fisheries management are impacting water

dependent industries and working waterfronts. If access to the waterfront is limited or severed, commercial and recreational fishermen, researchers, and other water-dependent businesses will have fewer options to successfully make a living from the tidal waters of the Commonwealth, including the Seaside on the Eastern shore. As a result, many rural Chesapeake Bay and Seaside communities are challenged to maintain their identity and are shifting away from water-dependent employment, causing economic and cultural changes that can limit economic diversification opportunities and fundamentally alter the nature of the communities themselves. These challenges are particularly acute in both rural Chesapeake Bay and Seaside coastal communities. In response, Accomack-Northampton PDC, Northern Neck PDC Middle Peninsula PDC, Middle Peninsula Chesapeake Bay Public Access Authority, Northern Neck Chesapeake Bay Public Access Authority and Marine Advisory Services at VIMS collectively propose to form a Rural Chesapeake Bay-Seaside Working Waterfront Coalition.

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.

- Consulted with Stephanie Slockum, Virginia Tourism Corporation, concerning the need for consistency of tourism messages related to preservation of working waterfront infrastructure. Invited Ms. Slockum to be part of the VA Working Waterfront Symposium planning team.
- Convened the third meeting of the Virginia Working Waterfront Symposium/Summit planning team held at the Virginia Institute of Marine Science. The symposium proposes to continue support for both the Virginia Coastal Zone Program Working Waterfront 309 Strategy and the new EDA/NOAA National Working Waterfront Network through projects that help promote awareness and develop the markets & tools needed to ensure sustainability of working waterfronts and related industries across the Virginia Coastal Zone.

TRANSPORTATION

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

Project 30208 Transportation Demand Management (TDM) Services

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

- Participated in Association for Commuter Transportation (ACT) Chesapeake Chapter Board meeting. Discussion included financial accounting for the Spring TDM conference, an upcoming University Summit and FY14 election process.

- Kicked off new advertising program to highlight savings of commuting by carpool – radio spots for WXGM Weather sponsorship and print ads in local papers – *Gazette Journal, Southside Sentinel, Rappahannock Times, & Tidewater Review*.
- Received phone call from Gloucester County resident seeking information on rideshare program in response to newspaper advertisement.
- Attended Department of Rail and Public Transportation Telework!VA & Telework Tax Credit Information Webinar. Topics of interest included overview of Virginia Telework Tax Credit process and new Telework!VA website.
- Met with Pat Collins – WXGM Radio to discuss FY14 advertising program.
- Convened ACT Telework Council meeting to discuss upcoming ACT International Conference Telework Breakout Session program and potential speakers.
- Received notice that NuRide, Rideshare program partner providing ridematching and incentives, will no longer be providing service to Midpenrideshare as they are no longer being retained by Ridefinders and Midpenrideshare was provided service through Richmond Ridefinder's contract. The remaining funds budgeted for NuRide will be used for advertising.
- Provided updated rideshare information to Bill Nachman, *Gazette Journal*, and discussed new advertising promotion.

Project 30310 Rural Transportation Planning

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

- Researched and continued developing the Perrin Wharf Management Plan. The Plan will include a discussion on wharf usage, process for slip assignments, fee schedule for maintaining the wharf, possible off loading fees, clauses for sewage and trash disposal, and other revenue-expense management issues.
- Convened the first Middle Peninsula Local GIS Planners meeting for May 16, 2013 at the MPPDC Regional Board Room in Saluda and invited GIS Planners from Middle Peninsula localities to attend. The need to coordinate a meeting of GIS Planners/Technicians came out of the Middle Peninsula Local Planners group which meets approximately every other month to discuss current planning issues and needs.
- Attended the Plan Virginia (CPEAV) 2013 Planning and Zoning Seminar which included an overview of legislation from the 2013 Virginia General Assembly Session, a presentation on Virginia's Freedom of Information Act and Virginia's Conflict of Interest Act detailing what Planning Commissioners and Planners need to know, and a session featuring a panel discussing Planning for Growth and Paying for Growth in Virginia. Planning for growth is essential to transportation planning because the growing population relies on Virginia's network of road and highways. Had several discussions with members of the Virginia Association of Planning District Commission's (VAPDC) Rural Transportation Committee in order to designate a few volunteers to serve on a state freight transportation technical committee. The Office of Intermodal Planning and Investment (OIPI), under the Secretary of Transportation, along with the Multimodal Working Group (MMWG) representing all the agencies involved in transportation, are working on a multimodal statewide freight policy plan. As part of this planning effort, the Virginia Freight Transportation Technical Committee (VFTTC) will be established to help generate and validate

key components and strategies to be included in the plan. The intent is that this group will break into smaller subcommittees to represent areas of more technical expertise revolving around statewide transportation goals.

- Attended the Six-Year Improvement Program (SYIP) Public Meeting on May 28, 2013 in Richmond, VA and presented comments to the Commonwealth Transportation Board (CTB) at the request of Gloucester County to support their projects in the SYIP and to request that additional projects be considered for the 2014-2019 fiscal years.

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.

- Prepared and submitted Chesapeake Bay Stewardship Fund Small Watershed Grants proposal to National Fish and Wildlife Foundation (NFWF) for \$100,000 grant funding to low income homeowners to repair failing septic systems. If awarded funding, required 25% matching funds would be provided by loans to homeowners from the existing MPPDC VRA Revolving Loan funds. This funding would replace the WQIF funding which ends 6/30/13 and allow MPPDC to continue to make septic repairs affordable for low income homeowners.
- Consulted with Pat Duttry and David Fridley, Three Rivers Health System, and Marcia Degen, Environmental Technical Services Administrator, Virginia Department of Health, Office of Environmental Health Services regarding support letters for NFWF proposal. Support letters provided and submitted with proposal.
- Attended Mathews Rotary Water and Sewer Program Meeting. The Rotary is looking to partner with Rotary International to assist Mathews County residents without indoor plumbing. Discussed MPPDC Septic Repair Program and limitations on program's ability to provide assistance except in situations of failing septic systems – i.e. if there is no existing system we cannot use current funding to put in a new system. Agreed to research and provide information regarding potential funding sources for this program. Committee will reconvene in September.
- Received phone call from Essex County resident regarding septic repair program.
- Received phone call from Bill Sanford, King William County Health Department, regarding assistance that may be available for King William County resident.
- Received phone call from Sylvester at Finity Title regarding subordination agreement for Gloucester County loan client. Provided required subordination agreement language. Processed subordination agreement and returned via UPS.
- Received application from King William County homeowner. Sent letter requesting additional documentation.
- Received application from Gloucester County homeowner. Sent letter requesting additional documentation.

- Received application from Mathews County homeowner. Sent letter requesting additional documentation.
- Received phone call from Richard Smith, Smith's Septic, regarding completion of Middlesex County repair pending since December 2012. Informed him that we would need operating permit before releasing final payment. Consulted with Eva Lowe, Middlesex County Health Department, regarding status of operating permit.
- Received phone call from Gloucester County homeowner regarding septic repair program.
- Received phone call from Sallie Miller, Miller's Septic, regarding available assistance.
- Received phone call from Middlesex County homeowner regarding assistance available for septic repair.
- Received phone call from Jamie Miller, Miller's Septic, regarding estimate for Mathews County repair.
- Received phone call from Mathews County homeowner regarding status of repair application. Waiting on estimates.
- Received phone call from Gloucester County homeowner regarding status of application.
- Received phone call from Gloucester County homeowner regarding septic repair program. Mailed application.
- Received phone call from Gloucester County applicant regarding estimates.
- Received phone call from (name unintelligible) at Citimortgage regarding loan payoff for Gloucester County loan.
- Received phone call from Essex County homeowner regarding septic repair program. Mailed application.
- Received phone call from Gloucester County resident regarding septic repair assistance availability. Resident does not own property, her mother does, but estate is in probate. Explained that the homeowner of record needed to apply for assistance.
- Convened MPDDC Onsite Assistance Loan Committee to review and consider Middlesex County repair application. Application approved. Homeowner awarded \$2925 - \$1462.50 loan and \$1462.50 grant to repair failing septic system. Closing scheduled and completed.
- Convened MPDDC Onsite Assistance Loan Committee to review and consider Gloucester County repair application. Application approved. Homeowner awarded \$7200 - \$2999 loan and \$4201 grant to repair failing septic system. Closing scheduled and completed.
- Received phone call from Jamie Miller, Miller's Septic, regarding downpayments for Gloucester County and Mathews County repairs. Discussed need to have repairs completed before 6/30/13 WQIF funding deadline.
- Convened MPDDC Onsite Assistance Loan Committee to review and consider Mathews County repair application. This application has been pending since November 2011 as this was an "heir situation

property.” The homeowner worked with a local attorney to clear title and thus became eligible for assistance although numerous setbacks occurred after receiving clear title – the need for a survey, need for engineering services, etc. The application was approved. Homeowner awarded \$24,963 - \$9,329 loan and \$15,634 grants to repair failing septic system. Closing scheduled and completed.

- Consulted with Kristal Reiner, Church View Septic, regarding status of Middlesex County repair.
- Received phone call from Rachel Farmer, Farmers Septic, regarding status of repair application.
- Consulted with Kevin Landry, Virginia Department of Conservation and Recreation (DCR), regarding pending septic repairs. Assistance was approved and repairs were to have been completed before 6/30 grant deadline but recent extensive rains have rendered soil conditions unsuitable for installation. Requested consideration of extension for these jobs as these low income homeowners are unable to afford repairs without assistance and expenses have already been incurred for design and downpayments to contractors. Extension request approved. Project extended until September 30th although all funding for repairs has been committed and no additional grant funding is available.
- Received phone call from Richard Smith, Smith’s Septic, regarding status of final payment. Still waiting on operating permit from health department and will need to recut check as original check, issued in December 2012 is no longer valid.
- Received phone call from Julie Goens, Gloucester County Health Department, inquiring as to availability of assistance for septic repairs for low income homeowners. Discussed limited grant funding availability and VDH NFWF grant to upgrade GMP waived systems.
- 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: Program will have very limited grant fund availability as WQIF grant has been expended. 6 applications have been received and will be placed on waiting list as required pending identification of grant funding for program.

- Septic Pumpout as of June 17, 2013

Applications Mailed	104
Approved Vouchers	95
Completions	83

Pumpouts by County

Essex	13
Gloucester	29
King and Queen	09
King William	10
Mathews	12
Middlesex	22

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.

- Met with BJ Fulcher, USDA RBEG Program, for compliance review of MPBDP Revolving Loan Program on May 24th. As part of dissolution of MPBDP Inc. MPPDC took over administration of the small business loan portfolio and servicing of existing loans.
- Received phone call from Gloucester County loan recipient requesting interest only payment for June. Discussed with Lewis Lawrence, MPPDC Executive Director, and agreed to process interest-only payment.
- 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 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 Rural Business Enterprise Grant proposal to US Department of Agriculture (USDA) for a Feasibility Study to determine if the Middle Peninsula Regional Security Center located in Saluda, Virginia can establish, own, and operate a flash freezing produce facility to support small scale and emerging agriculture operations across the Middle Peninsula. The proposed study will look at the potential of flash freezing technology to extend the seasonal availability of locally grown food and provide opportunities to reduce food costs by storing and making available locally grown products beyond the normal growing seasons.
- Met with Robin Bass, Virginia Economic Development Partnership (VEDP), in Saluda to discuss how the VEDP could help the economy of the Middle Peninsula. Ms. Bass asked for a copy of the CEDS Plan after it was approved by EDA. She also indicated that she is available as the VEDP contact person for the Middle Peninsula Region (she also covers the Northern Neck and Eastern Shore regions).
- Visited the Southampton Region Prison to tour their Flash Freezing Program with representatives of the Virginia Cooperative Extension and the Virginia Food Bank. The tour was part of a focus group organized by Congressman Rob Wittman and the Virginia Food Bank. The Program is run by inmates and freezes vegetables from a variety of sources (2nds, extra produce from farms, etc.) in 10 lb bags for

distribution for institutional use (such as prison kitchens). The benefits of this program are: the prisoners gain workforce development skills; the prison keeps the prisoners busy; the prison creates jobs (management of the operation); and food that would be wasted is recycled.

- During the 32 day CEDS public comment period (which exceeded the required 30 day Federal public comment period by 2 days) 4 public meetings were held to discuss the Draft CEDS Report and to receive comments and edits from the public. The meetings were held in Gloucester, Middlesex, Essex, and King and Queen Counties on June 3, 4, 5 and 6 from 5 to 7pm. A total of 12 members of the public participated.
- Received written public comments on the draft Comprehensive Economic Development Strategy document from 6 citizens from Gloucester, Essex, King and Queen, Middlesex Counties, and the Town of West Point. Pertinent comments were incorporated in the CEDS Plan.
- Prepared Resolution endorsing the 2013-2018 Comprehensive Economic Development Strategy for the Region's six counties and three towns for the MPPDC June 26th Board meeting.
- Consulted with Mo Lynch, MPPDC Commissioner, concerning various federal grant opportunities available to assist Middle Peninsula localities with strengthening job creation and overall economic development across the region.
- Consulted with Joann Berkekamp, Private Consultant from Illinois, with an expertise in developing produce flash freeze programs. Discussed how to use inmate labor as a strategy for program development.
- Consulted with William Gillette, Virginia Department of Corrections Agricultural Business Manager. Discussed concepts and approaches for addressing a feasibility study to develop a flash produce freezing program at the Middle Peninsula Regional Security Center.

LOCAL INITIATIVES

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

Funding for specific projects may come from locality requesting assistance.

Project 30008 Local & Regional Technical Assistance

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

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

- Created a logo for the *Center for the Advancement of Rural Economies...On the Coast* that was used to supplement a grant application to Virginia Department of Housing and Community Development proposing to establish a collaborative university partnership between the MPPDC and the Virginia Sea Grant University system.
- Corresponded with Greg Hunter, King and Queen Emergency Services, to begin discussing ideas and the needs to be addressed in the Staffing for Adequate Fire and Emergency Response (SAFER) Grant application.

- Prepared and submitted Chesapeake Bay Stewardship Fund Small Watershed Grants proposal to National Fish and Wildlife Foundation (NFWF) for \$100,000 grant funding to provide assistance to low income homeowners to repair failing septic systems. If awarded funding, required 25% matching funds would be provided by loans to homeowners from the existing MPPDC VRA Revolving Loan funds. This funding would replace the WQIF funding which ends 6/30/13 and allow MPPDC to continue to make septic repairs affordable for low income homeowners.
- Prepared and submitted Rural Business Enterprise Grant proposal to US Department of Agriculture (USDA) for a Feasibility Study to determine if the Middle Peninsula Regional Security Center located in Saluda, Virginia can establish, own, and operate a flash freezing produce facility to support small scale and emerging agriculture operations across the Middle Peninsula. The proposed study will look at the potential of flash freezing technology to extend the seasonal availability of locally grown food and provide opportunities to reduce food costs by storing and making available locally grown products beyond the normal growing seasons.
- Consulted with BJ Fulcher, USDA, regarding applicability of required documentation for MPPDC RBEG proposal submittal.
- Received phone call from BJ Fulcher, USDA, regarding support letters for local farmers for RBEG proposal. Consulted with Tom Swartzwelder, Middle Peninsula Regional Jail Authority Chairman; Prue Davis, Essex Board of Supervisor; David Moore, Middlesex County Extension Service; and Miriam Maloney, Day Spring Farm (King and Queen County), regarding farmers who may be willing to provide support letters for this proposal.

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.

- Convened the May 21, 2013 joint planning commission meeting of the Town of Tappahannock's Planning Commission and the Essex County Planning Commission to discuss the County's application to the Virginia Department of Housing and Community Development (DHCD)'s Virginia Enterprise Zone (VEZ) 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, including areas of the Town.
- Continued with technical updates to the Town of Tappahannock's Comprehensive Plan Chapters. Technical updates consist of items such as demographic and economic data updates. The Town has contracted with the MPPDC for technical assistance in updating their Comprehensive Plan.

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

- Updated a draft map of the proposed enterprise zone areas in Essex County and the Town of Tappahannock for use at the June 2013 Essex County Board of Supervisors meeting which included a public hearing on Essex County's proposed Enterprise Zone Application. A resolution was passed by the Essex County Board of Supervisors in approval of applying for enterprise zone designation and the proposed areas that may be part of a zone.
- Convened the May 21, 2013 joint planning commission meeting of the Town of Tappahannock's Planning Commission and the Essex County Planning Commission to discuss the County's application to the Virginia Department of Housing and Community Development (DHCD)'s Virginia Enterprise Zone (VEZ) 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, which include areas of the Town.
- Continued technical updates to Essex County's Comprehensive Plan Chapters. Technical updates consist of items such as demographic and economic data updates.
- Corresponded with several businesses located in Essex County and the Town of Tappahannock for letters of support for 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 includes 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.

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.

AGENCY ADMINISTRATION

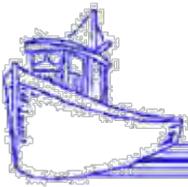
Funding - Indirect cost reimbursements from all PDC projects

MPPDC Administration

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

- Developed a spreadsheet of funding opportunities for which the PDC is eligible. Each listed opportunity identifies the relevant MPPDC service center, the name of the funding agency, description of the grant, application due date, and project ideas. Additionally, a list of grants that were applied for by MPPDC staff is available as well as grants that have been awarded.
- Began to draft a guidance document focused on Project Management: managing resources, time, budget, and scope while meeting company expectations.
- Prepared vouchers, processed A/P, processed payroll, processed deposits and balanced bank accounts. Prepared MPPDC monthly financial statements.
- Prepared draft staff allocation for first and second quarters FY14.
- Participated in webinar: FLSA - Understanding Wage & Hour Laws provided by Virginia Municipal League.
- Attended Virginia Retirement System Informational Meeting on New Hybrid Retirement Plan and Virginia Long Term Disability Program (VLDP) for Political Subdivisions at College of William and Mary, Williamsburg. VLDP Program requirements of Hybrid Retirement Plan which will go into effect for all employees hired after 1/1/14 (and any current employees who opt into the program) will require employers to provide and pay for short term disability on a self-insured basis – i.e. **employers will have to pay short term disability paychecks to eligible employees for up to 125 days out-of-pocket for up to 100% salary**. Employers will also have to provide health insurance benefits (at same rate as for active employees) as well as payments for creditable coverage to VRS for retirement and group life insurance coverage. Long term disability will be insured by VLDP at a rate of .91% of covered salary.
- Consulted with ZaeAnne M. Sferra, Employer Coverage Coordinator-VRS, regarding State Code language requiring political subdivision employers to provide health insurance benefits to employees on short-term disability who will be covered by the new VRS Hybrid Plan. Code language does not support VRS contention that political subdivisions will have to provide this benefit as political subdivision employees are not “*enrolled in a health insurance plan established pursuant to § 2.2-2818*” as 2.2-2818 is only for state employees. § [51.1-1173](#). *Health insurance coverage during disability absences. A. Participating employees enrolled in a health insurance plan established pursuant to § 2.2-2818 shall continue to be covered during periods of short-term disability and shall have the option of continuing to be covered by such plan during periods of absence covered by long-term disability benefits. B. The Commonwealth shall pay the employer's share of the cost of health insurance coverage under such plan for participating employees and for the families or dependents of such employees during periods the employee is receiving short-term disability benefits to the same extent as for other state employees covered by such plan.*
- Attended VACorp Informational Meeting on VLDP Comparable Plan in Tappahannock.

- Participated in webinar: Patient Protection and Affordable Care Act (ACA) provided by Virginia Municipal League.
- Researched short term disability group insurance rates.
- Prepared and sent invitations for June MPPDC meeting to be held at the MPCBPAA's Lands End property in Gloucester County.



MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

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Endorsement Resolution

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Secretary/Director
Mr. Lewis L. Lawrence

The Middle Peninsula Planning District Commission 2013-2018 Comprehensive Economic Development Strategy RESOLUTION

RESOLUTION endorsing the 2013-2018 Comprehensive Economic Development Strategy for the Region's six-county and three town area, composed of the Counties of Essex, Gloucester, King and Queen, King William, Mathews and Middlesex, and the Towns of Tappahannock, West Point and Urbanna; as presented to the Commissioners of the Middle Peninsula Planning District Commission.

WHEREAS, there is a need for a region-wide economic development plan;

WHEREAS, this CEDS has been prepared and updated to meet the requirements for designation as an Economic Development District and to qualify for assistance under the public works, economic adjustment, and planning programs of the U. S. Department of Commerce, Economic Development Administration.

WHEREAS, the Middle Peninsula Planning District Commission finds that the Middle Peninsula Planning District Commission's Comprehensive Economic Development Strategy adequately represents the Region's economic conditions, objectives, goals, and project priorities;

NOW, THEREFORE, be it resolved by the Middle Peninsula Planning District Commission that the Comprehensive Economic Development Strategy serve as a guide to economic development in the Region.

APPROVED this 26 day of June, 2013 by the Middle Peninsula Planning District Commission.

The undersigned duly qualified and acting Secretary of the Middle Peninsula Planning District Commission certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Middle Peninsula Planning District Commission held on Wednesday, June 26, 2013.

Secretary

Date

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