



MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

Saluda Professional Center, 125 Bowden Street, P.O. Box 286, Saluda, VA 23149-0286

Phone: (804) 758-2311 FAX: (804) 758-3221

Email: mppdc@mppdc.com Webpage: www.mppdc.com

COMMISSIONERS

Essex County

Mr. R. Gary Allen
Hon. Margaret H. Davis
Hon. Edwin E. Smith, Jr.
(Treasurer)

Town of Tappahannock

Hon. Roy M. Gladding

Gloucester County

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

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(Vice Chair)
Hon. James M. Milby, Jr.
Mr. Thomas J. Swartzwelder

King William County

Mr. Trenton Funkhouser
Hon. Travis J. Moskalski
Mr. Eugene J. Rivara
Hon. Otto O. Williams

Town of West Point

Mr. John B. Edwards, Jr.
Hon. Charles D. Gordon

Mathews County

Hon. O. J. Cole, Jr.
Mr. Thornton Hill
Hon. Charles E. Ingram
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Mr. Kenneth W. Williams

Town of Urbanna

Hon. Donald Richwine

Secretary/Acting Director

Mr. Lewis L. Lawrence

MEMORANDUM

TO: MPPDC Board of Commissioners

FROM: Lewis Lawrence, Acting Executive Director 

DATE: March 21, 2012

RE: March Commission Meeting

The MPPDC will host its March dinner meeting on Wednesday, March 28, 2012, at the Piankatank River Golf Club, 6198 Stormont Road, Hartfield, Virginia. Ms. Megan Kleckner, Vice President of Riverside Walter Reed Hospital, will be the speaker for the evening.

We will begin the evening with a regional networking period from 6-6:45 p.m. Hot appetizers will be served. The Presentation will begin at 6:45 p.m. Dinner will follow from 8:00-9:00 p.m. with a menu consisting of choice of entrée, salad, rice pilaf, asparagus and dessert.

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

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

I look forward to seeing you on March 28th!

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

6:45 P.M.

Wednesday, March 28, 2012

Piakantank River Golf Club

AGENDA

- I. Welcome and Introductions
 - MPPDC Chair Louise Theberge
- II. Presentation on “Job Creation and Expansion in the Middle Peninsula”
 - Megan Kleckner, Vice President/Administrator for Riverside Walter Reed Hospital
- III. Approval of February Minutes
- IV. Approval of February Financial Report
- V. Executive Director’s Report on Staff Activities for the Month of March
- VI. Other Business
- VII. Invocation
- VIII. Adjournment

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MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

February 22, 2012

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, February 22, 2012, at 7:00 p.m. MPPDC Chair Louise Theberge (**Gloucester County**) welcomed everyone in attendance.

Commissioners in attendance were:

(**Essex County**) R. Gary Allen and Edwin Smith, Jr.; (**Gloucester County**) Dr. Maurice Lynch and John Northstein; (**King and Queen County**) Sherrin Alsop and Thomas Swartzwelder; (**King William County**) Travis Moskalski and Otto Williams; (**Mathews County**) O. J. Cole, Jr., Tim Hill, and Charles Ingram; (**Middlesex County**) Elizabeth Hurd, Wayne Jessie, Sr., and Kenneth Williams; and (**Town of West Point**) John Edwards, Jr. and Charles Gordon.

Guests in attendance were John Bailey, Urbanna Town Manager; Bill Nachman, *Gloucester/Mathews Gazette Journal*; Charles Stanton Senator Jim Webb's Regional Office; and citizens from the region. Middle Peninsula Planning District Commission staff in attendance were Acting Executive Director Lewis Lawrence, Administrative Assistant Beth Johnson, Secretary Rose Lewis, Regional Projects Planner Clara Meier, and Regional Economic Planner Harrison Bresee III.

Approval of January Minutes

Chair Theberge asked whether there were any corrections or changes to the January Minutes. There were no corrections or changes to the January Minutes. Chair Theberge requested a motion to approve the January Minutes as distributed. Mr. Tim Hill moved that the January Minutes be approved. Dr. Maurice Lynch seconded the motion; motion carried.

Approval of January Financial Report

Chair Theberge asked whether there were any questions regarding the financial report before being approved subject to audit. There were no questions regarding the financial report. Chair Theberge requested a motion to approve the January Financial Report subject to audit. Mr. Otto Williams moved to approve the January Financial Report subject to audit. Mr. Travis Moskalski seconded the motion; motion carried.

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

Chair Theberge requested Mr. Lewis Lawrence, Middle Peninsula Planning District Commission Acting Executive Director, to review the Executive Director's Report on Staff Activities for the month of February. The Executive Director's Report on Staff Activities is developed at a monthly staff meeting, organized by PDC Service

Centers, and the activities are used to report grant funding activities. Mr. Lewis Lawrence, MPPDC Acting Executive Director, reviewed the Executive Director's Reports for February as follows:

1. MPPDC Staff Activities Service Summary of Regional Progress

- Mr. Lawrence said the table serves as a quick reference showing region-wide, county, and town core services that were provided by MPPDC staff for the month of February.

2. Project 30502 Water Supply Planning

- Submitted a hard copy of the Regional Water Supply Plan for the Middle Peninsula as requested to Mr. Scott Kudlas, Virginia Department of Environmental Quality (DEQ).

This was a state mandate wherein all local governments had to develop a Water Supply Plan. The Plan has been submitted as a regional Plan to the Department of Environmental Quality (DEQ) and all the local governments have adopted the Plan with the exception of Mathews County. Mathews County is still working through the adoption process. Mr. Lewis Lawrence, MPPDC Acting Executive Director, said that the Commission is waiting to hear from DEQ as to how they are going to handle the consistency provisions with the Regional Plan while waiting for Mathews County's Plan to get through the adoption process. Mr. Lawrence said that it is likely DEQ will hold the Regional Plan until Mathews County gets through their local process and bundle the complete Plan together.

3. Projects 32118 Virginia Coastal Zone Management Program

- Provided Delegate Keith Hodges with information on HB 1065 looking to consolidate Erosion and Sediment Control, Chesapeake Bay Act programs, and the new Storm Water regulations under one central program. The state advised that the new storm water management program is intended to be revenue neutral at the local level, but this is dependent on the number of permits issued. Department of Conservation and Recreation (DCR) has provided an example whereby a locality that processes 61 permits can generate \$44,611 in local fees to cover administrative and operational cost. Middle Peninsula localities will average 5-6 permits a year. Local Governments will be in opposition to this Bill.

Mr. Lawrence said Delegate Hodges asked what the Commission thought about the action and whether local governments had any concerns about the ability to fund a program to administer a new Storm Water program. Mr. Lawrence said he talked with county administrators and submitted

comments to Delegate Hodges. Local governments are averaging five to six storm water permits a year. This Bill has passed the House and the Senate.

- Participated in a conference call with John Kuriawa, NOAA Coastal Program Division Office of Ocean and Coastal Management-Virginia Liaison and Beth Polak, Virginia Coastal Zone Management Program, concerning commercial watermen tie-up facilities at Perrin Wharf located in Gloucester County. A request has been made to increase slips available for commercial vessel moorage as well as the reorganization of public space at the wharf. This request required a discussion of construction standards under NOAA 306A funding requirements.

Mr. Lawrence said some commercial watermen have been displaced and need to have additional tie up facilities. Funding is being secured from the state to provide some slips.

- Attended a forum for Coastal Decision Makers held at the NOAA Coastal Service Centers located in Charleston, South Carolina. The forum focused on how coastal decision makers need to understand how social science tools, methods, and data can be used and integrated with biological and physical data to inform management issues such as sea level rise, alternative energy siting, and public access.

Mr. Lawrence said the forum was the best actual applied “real world” examples for how communities have to look at these very complicated issues and make policy decisions. During the conference Dr. Linwood Pendleton, the closing speaker and Director of Coastal and Ocean Policy at Duke Nicholas Institute and acting Chief Economists for NOAA, came down with Malaria. About 200 people were in attendance and the conference organizers asked Mr. Lawrence to be the speaker to close the conference. They recognize the work of the Commission in dealing with complicated coastal issues. The Commission is recognized as national leaders in handling coastal zone management.

Mr. Charles Gordon asked if there was information on how communities handle coastal issues. Mr. Lawrence said that the Commission has examples of how other local communities have handled similar issues. It was an opportunity for others to share lessons that other coastal communities have applied. Mr. Lawrence told Mr. Gordon that he could share with him the conference proceeds and if there are sessions on which Mr. Gordon would like more information, he would contact the office for the information and forward it to him.

4. Project 32119 Land Water Quality Protection

- Discussed legal issues associated with failing septic systems with Mr. Mike Hurd, Middlesex County Commonwealth's Attorney. Provided state Code (12 VAC 5-610-170. Enforcement of regulations) giving the Commonwealth's Attorney authority to enforce failing septic systems violations. Requested to convene a special meeting to discuss more active involvement with Middle Peninsula Commonwealth Attorneys on issues related to failing septic systems.

Mr. Lawrence said this past summer the Commission was asked to convene a public policy forum to look at water quality, failing septic systems, impacts on the aquaculture industry, and how the VA Dept. of Health (VDH) handles enforcement issues. Through the process, it was learned that VDH has limited enforcement tools available. One of the outcomes was to begin work with the local Commonwealth Attorneys to come to an agreement as to how all of the localities could handle failing septic systems through their Commonwealth Attorney's office. Discussions have begun with Mr. Mike Hurd, Middlesex County Commonwealth Attorney, and he has been provided with Sections of the state Code that would give the Commonwealth Attorney the authority to prosecute for failing septic systems. Discussions will continue with Mr. Hurd and other area Commonwealth Attorneys will be provided with the information for a consistence approach in handling failing septic systems across the Middle Peninsula.

5. Project 30309 Rural Transportation Planning

- Discussed assisting King William County with the development of a Transportation Plan with Mr. Scott Lucchesi, Director of Community Development and Zoning Administrator for King William County. The development of a Transportation Plan for King William County will be a task in the FY2013 Rural Transportation Planning Program Scope of Work.

Mr. Lawrence said King William County has an interest in making revisions in their Comp Plan that address transportation planning needs and other issues outside of the Comp Plan.

6. Project 30007 Local and Regional Technical Assistance

- Attended the VAPDC winter conference with Mr. Don Richwine, Mayor for the Town of Urbanna; Mr. Otto Williams, King William County Board of Supervisor; Mr. John Edwards, West Point Town Manager; and Mr. Charlie Gordon, West Point Town Council. Focus of the Winter Conference was regional economic development and the role of Planning District Commissions.

Mr. Lawrence said that the Virginia Association for Planning District Commissions held their winter conference in Richmond, VA. The message was delivered by staff from the Governor's office. Localities have certain economic development needs that require regional cooperation.

Chair Theberge asked whether there were any questions or comments regarding the February Executive Director's Report. There were none.

Public Comments

Chair Theberge opened the meeting for public comments and reviewed the rules of the public comment participation.

- (1) Mr. Bernie Buchanan, Dunnsville, provided handouts to the Board relating to MPPDC Agenda Item #3, General Assembly Legislation, House Bill 120.

Chair Theberge said Public Comment period was now closed.

Virginia Department of Housing and Community Development: Community Development Block Grant Priorities

Mr. Lawrence said that each year the Commission is asked to prioritize a list of Community Development Block Grant (CDBG) projects for scoring purposes which will be used if local governments submit a CDBG application. There are nine areas for which local governments can apply: Comprehensive Community Development, Economic Development-Job Creation and Retention, Economic Development-Site Redevelopment, Economic Development-Development Readiness, Economic Development-Business District Revitalization, Housing-Housing Rehabilitation, Housing-Housing Production Assistance, Community Facility, and Community Service Facility. The MPPDC has to rank the top three priorities with #1 being the highest and #3 being the lowest. Mathews County intends to apply for an Economic Development-Business District Revitalization Project.

Mr. Lewis Lawrence, Acting Executive Director, reviewed the nine 2012 Virginia Community Development Block Grant Program Regional Priorities. The money awarded is from the federal government and is block granted to the Department of Housing and Community Development. Localities apply on a competitive basis.

Mr. Lawrence asked if there were any questions.

- Dr. Maurice Lynch-Could the TMDL problems, rainwater, or storm water discharge problems be classified under any of the priorities and if so which one would be the most appropriate?

Mr. Lawrence said that it could be ranked under Community Facility or on others depending on the application and the community's problem to be fixed. If it is a water quality issue such as trying to move wastewater, then Community Facility would be the best category.

The MPPDC Board of Commissioners ranked the 2012 Regional Priorities, using the Quizdom software, as follows:

Priority 1

Comprehensive Community Development
Economic Development-Business District Revitalization
Community Facility

Priority 2

Economic Development-Job Creation and Retention
Economic Development-Development Readiness
Housing-Housing Rehabilitation

Priority 3

Economic Development-Site Redevelopment
Housing-Housing Production Assistance
Community Service Facility

Working Waterfront Infrastructure

Chair Theberge said that the Working Waterfront Infrastructure list does not require action at tonight's meeting. There is a draft list of working waterfront businesses for each locality. The list is categorized by Physical Infrastructure (docks, landings, piers, wharfs), Retail Infrastructure (watermen, seafood stores), and Other Infrastructure (locations that supplement the working watermen such as fueling stations for boats). Chair Theberge advised the Board that if an infrastructure is missing from the list that should be included, contact MPPDC staff.

Additions and deletions to the list include:

- Mr. Edwin Smith, Jr., requested to add Parkers Marina, Tappahannock
- Mr. Tim Hill requested to add Morning Star boat facility, Mathews County
- Mr. Charles Gordon said Harbour House Restaurant and Marina, King William County, can be deleted from the list
- Dr. Maurice Lynch said he noticed that the Mathews Yacht Club is not included on the list. He wondered if yacht clubs are considered commercial. Mr. Lawrence said it depends on who they allow to tie up at the facility - "gray boats" or "white boats."
- Mr. Otto Williams asked if the Indian reservations where they do fishing and selling would be considered commercial fisheries. Mr. Lawrence said "yes."

Mr. Williams said Indian reservations are not on King William's listing. Mr. Lawrence said Indian reservations will be added.

Mr. Lawrence said staff is also working with VIMS, VA Coastal Program, and DEQ to get a better understanding of the total extent of the commercial seafood infrastructure remaining in Virginia. Staff is looking at which facilities are under threat because of no "replacement generation". Staff is also looking at what are key pieces of business infrastructure and are doing outreach with the business owners, asking about legacy planning or what will the business owner do with the business for the next generation, how the business is responding to sea level rise, and what other types of challenges and issues is the business facing. Mr. Lawrence said some businesses may be away from the water, but are nevertheless close to the seafood industry.

Dr. Maurice Lynch said the Gloucester Point Beach Park is listed as Other Infrastructure and wanted to know if MPPDC staff are looking for other critical recreational areas that are seafront also. Mr. Lawrence said all of the local planners were asked to draft a list first. Local planners were given the opportunity to list what working waterfront infrastructure is important to their locality without MPPDC staff having to define the working waterfront infrastructure. Mr. Lawrence said he and staff will have to embed the list into the national definition and at that point will pull the recreational listings unless there is some kind of connection with the commercial seafood industry and he is not sure if Gloucester Point Beach is going to have that connection.

Mr. Tim Hill said he could get Mr. Lawrence a list of oyster producers that are not on the infrastructure list. Mr. Lawrence told the Board that if there is any company that is related to the working waterfront industry, it can be added to the database. If the Working Waterfront Act passes, which has been in front of Congress for the last couple of years, the Middle Peninsula is going to be in a much better position to move projects forward to improve the situation where many coastal states have not done the work at the present time.

Mr. Otto Williams said people who do net fishing should be considered. Net fishing is commercial fishing that is done on the Mattaponi. Chair Theberge told Mr. Williams if he could locate the names or resources to give them to Mr. Lawrence. Mr. Lawrence said if the fishers have to rely on one single point to go from the water, to the land, to their trucks, that is critical because that if that is a private piece of property and if it's sold, they may lose that ability to get their product to market. Those are issues that will be focused on.

General Assembly Legislation

Mr. Lawrence said that there are two Bills he wanted to speak about. A Bill that is in the Senate may look at changing the way eminent domain is handled in Virginia. This can cause an increase in cost to local government. Both Bills are under the

heading of “Loss Profit and Loss Access.” Traditionally, if businesses were impacted with a utility construction project, the business owner would have to suffer through until the project was completed. These Bills are beginning to look at changing that model and it will make it more complicated for local government. Local government may have to pay for lost wages and lost profits for businesses that may be in the way of those infrastructure projects. Both Bills have now crossed over; the Senate Bill has been referred to the House Committee of Courts and Justices and the House Bill has been referred to the Senate Committee of Courts and Justices. Section 2 Article 1 of the Constitution would have to be amended. If it passes, it will show up on the November 2012 election ballot.

Mr. Lawrence said that the second Bill is Sunday hunting. Most of the Bills were killed before they got out of Committee. The Senate Bill made it out and crossed over to the House and it looks like the Sub-Committee recommended it by laying it on the table by a voice vote. Mr. Lawrence said that it looks like Sunday hunting will not happen this year and that the Bill will be back at the next General Assembly session.

Mr. Otto Williams said that there are Bills dealing with Urban Development Areas (UDA). UDAs are required for high growth localities who must designate certain areas in their jurisdiction where growth will be planned. He heard that some of the bills got tabled but there was one still moving through. Mr. Lawrence said that he will check on the status and to his understanding most of the UDA legislation was to either slow it or stop it from happening any further. Mr. Lawrence said that he did not check the current status before the meeting. King William County is going through that process and Gloucester County went through that process. Mr. Lawrence told Mr. Williams that he will check on the status and follow up with him.

Chesapeake Bay TMDL Status

Mr. Lawrence said that he talked with state staff and asked them what should the localities be doing next and he has not heard anything back as of today. It has to go to the EPA and he said that he was hoping to get more guidance from the state related to legislation. The storm water Bill will probably be one of the mechanism changes at the local level to show up when EPA responds.

RTP Scope of Work/Rural Work Program

Mrs. Clara Meier, MPPDC Regional Projects Planner, gave an overview of the FY 2013 Rural Transportation Planning Work Program.

The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs

of non-metropolitan areas. Funds appropriated under 23 U.S.C. 307(c) (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.

- Continue prioritizing recommendations from the Regional Long Range Transportation Plan (RLRTP), which the MPPDC Board accepted in January 2012, into two categories: 1) by jurisdiction and 2) by region. These lists will be provided to VDOT staff to be used for consideration in developing the draft Six-Year Improvement Program.
- Continue the identification of possible strategies, funding, development opportunities, etc. for implementing the top 3 recommendations in each of the two categories -by jurisdiction and by region.
- Continue coordinating, as appropriate and as requested by VDOT, with the Office of Intermodal Planning and Investment to identify specific locations within the Corridors of Statewide Significance (CoSS) in the region as identified in VTrans 2035 that would be candidates for further study. This list will be used to assist the CTB and VDOT in determining which locations within the CoSS to study in the future. The VTrans 2035 is the Virginia statewide Long Range Multimodal Transportation Plan that is required by Virginia Code to be developed by the Commonwealth Transportation Board and VDOT, as well as other transportation departments.

Mrs. Meier said a Corridor of statewide significance is defined as an integrated multimodal system of transportation facilities that connect activity centers within and around the Commonwealth and promote the easy movement of people, services, and goods viable to the economic prosperity of the state. The Middle Peninsula has one statewide corridor of significance that runs through the region and that is U.S. 17.

- Continue coordinating and hosting in each member jurisdiction a day to ride and inventory major roads. The purpose is to discuss problems and potential solutions (VDOT to provide transportation). Ms. Meier said the field trips should help build working relationships and define opportunities to gain local and state perspective on transportation challenges. Participants on the ride should include: 1) the VDOT Representative on the MP Rural Technical

Committee, 2) District Local Liaison (if available), 3) City / County Engineer / Planner, and 4) PDC Planner.

- Participate in outreach meetings and review data as requested by VDOT throughout the fiscal year pertaining to: VTrans Update, Functional Classification Update, Virginia Surface Transportation Plan Update (VSTP), Park and Ride Lots Inventory / Study, Bicycle and Pedestrian planning, and Freight planning.
- Technical Assistance to Localities:
 - General technical assistance to localities for rural transportation planning activities (i.e. grant applications, technical questions, etc.).
 - Specific Projects Identified that may begin or continue in FY2013:
 - Initiate, when the County requests, the development of a Transportation Plan for King William County-part of their Comprehensive Plan update (the County at the present time does not have a transportation plan; and MPPDC staff will assist King William County with developing a transportation plan),
 - Continue the Prince Street Road Ending Transfer for the Town of Tappahannock-Town desires to transfer control of this road ending from VDOT for use as a public boat landing and recreational area,
 - Continue the Perrin Wharf Road Ending Transfer for Gloucester County- County desires to transfer control of this road ending/wharf from VDOT for use as a pier for working watermen and the public,
 - Initiate, when the County requests, assistance with the Transportation Chapter of the Essex County Comprehensive Plan Update,
 - Initiate, if appropriate and when the Town requests, an Enhancement Grant Application for the Town of Tappahannock's Waterfront Park-Town recently acquired the property between Queen Street and Prince Street and funding is being sought for improvements.

Mrs. Meier requested the Board to consider the Resolution for 2013 Rural Transportation Work Program. Chair Theberge requested a motion to adopt the Resolution Directing the Staff to Assist the Virginia Department of Transportation in Transportation Related Matters for the Middle Peninsula Planning District Commission as Necessary to Comply with the Provisions of 23 U.S.C. 135. Dr. Maurice Lynch moved to adopt the Resolution. Mr. Otto Williams seconded the motion; motion carried.

March MPPDC Dinner Meeting

Chair Theberge said the MPPDC is trying to focus on topics of interests for the dinner meetings as relating to the interests of the Board and local governments. She recommended the topic of economic development with a focus on rural communities on the eastern coast of Virginia and the Board to invite a speaker from the Virginia Economic Development Office. Chair Theberge said she would like for the speaker to focus more on economic development in the Middle Peninsula with regards to micro businesses. Mr. Lawrence said that he will contact the speaker who was at the VAPDC winter conference. Chair Theberge said that MPPDC staff will contact the Piankatank Golf Club for availability for the March dinner meeting.

Other Business

- (1) Chair Theberge read a thank you note from a disabled Gloucester County citizen who received assistance with her septic pump out.
- (2) Chair Theberge distributed a memo to the Board regarding MPPDC membership. She said that there seems to be some ambiguity in the MPPDC Charter related to membership. Chair Theberge's memo stated, "On the advice of legal Counsel, the Commission should consider ratifying previous decisions by the Commission." Chair Theberge said as MPPDC Chair, she requests a motion, as a housekeeping item, to move that the Commission ratify all actions and votes taken previously by the Commission. Chair Theberge recommends further that the Commission annually ratify previous decisions of the Commission in January of each year.

Chair Theberge requested a motion to the Commission to ratify all actions and votes taken previously by the Commission. Mr. Tim Hill moved to ratify all actions and votes taken previously by the Commission. Dr. Maurice Lynch seconded. Chair Theberge asked for further discussion.

Mr. Thomas Swartzwelder, King William County, questioned what the Board was ratifying and what were the lists of actions that were taken and who voted at the meetings. Mr. Swartzwelder said that he was not going to vote to ratify something in which he did not participate. He said that it seems too big a thing to ask people to vote on something in which they may not have been at a meeting. Mr. Swartzwelder also mentioned "actions"; and wanted to know if that included actions of the Executive Committee also, does it include changes made by "no vote" for decisions made by an action. Mr. Swartzwelder asked for clarification as to what the Board is being asked to do.

Chair Theberge said that to her understanding the Board is ratifying the past actions the Board has taken. Not every member is here for every Board meeting. Chair Theberge said that this was a recommendation from legal Counsel.

Dr. Maurice Lynch asked what the ambiguity was related to membership. Mr. Lawrence said that the citizen representative appointments and how those are vetted locally was the issue. That legal Counsel said the way the Charter and By-Laws are written it could be interpreted two different ways. Legal Counsel's recommendation was to handle it this way since it was related to how local appointments could have been made by local Boards and what would happen as a result of changes to the appointments from the localities.

Mr. O. J. Cole, Jr., asked would it be simpler to just clear up the ambiguity with a specific motion. Mr. Lawrence said that the Board could do that but the Board would have to amend the Charter in order to do that. Dr. Lynch asked was it based on ratifying the way the Charter was set up. Mr. Otto Williams said that it is covering everything. Mr. Swartzwelder said that it's asking to ratify everything that has happened. Ms. Sherrin Alsop said she has been a member of the Commission for twelve years and she has never seen the Board do anything like this and never heard of there being any ambiguity to the Charter. Chair Theberge said that this has just come up and legal Counsel was contacted.

Mr. Cole asked could legal Counsel be contacted for a more specific fix. Chair Theberge said that the Board could ratify the Commission's previous actions and votes or go through the long tedious process of redoing the Charter. Mr. Swartzwelder asked why the Board has to redo the Charter when the Board is not asked to vote on the Charter, but asked to ratify actions and votes of the Board for an unknown period of time. Dr. Lynch said basically the Board is talking about problems with the Charter; so if it were reworded to ask for a motion to ratify actions related to the Charter, it would be different. Mr. Lawrence said that he thinks it has more to do with how the citizen appointee ended up on the Commission and any action that may have happened if someone was to question how the appointee came to be on the Board.

Mr. Otto Williams said that it seems like the Board should go into closed session with legal Counsel to get everyone up to speed. Ms. Alsop said especially since it is being open ended. Ms. Alsop said if this was taken previously, that could be twelve years ago when she came on the Board or thirteen years ago when she wasn't on the Board. Mr. Charles Gordon said that the Board needs a clearer definition of exactly what point is trying to be made.

Chair Theberge said the wording came from legal Counsel and she is willing to go back to legal Counsel for more clarification. Chair Theberge requested a motion to withdraw the previous motion. Mr. Tim Hill moved to withdraw his previous motion to ratify all actions and votes taken previously by the Commission. Dr. Maurice Lynch second the motion; motion carried.

Adjourn

Chair Theberge requested a motion to adjourn. Mr. O. J. Cole, Jr. moved to adjourn. Mr. Otto Williams seconded the motion; motion carried.

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(Secretary)

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Project Financial Report

Middle Peninsula Planning District Commission

Run Date: 03/05/2012
 Run Time: 2:15:17 pm
 Page 1 of 1

Period Ending: 02/29/12

		Expenditures						
Code	Description	Budget	Curr FY	Project Total	Un/Over	% Budget	Revenues	Balance
30007	FY12 Local Programs	187,429.00	4,087.71	97,928.76	89,500.24	52.25%	131,658.32	33,729.56
30010	Local PAA Stewardship/	17,000.00	0.00	10,462.98	6,537.02	61.55%	17,000.00	6,537.02
30013	EE&CBG Project	703,872.00	18,151.41	119,785.65	584,086.35	17.02%	97,847.47	-21,938.18
30170	MPBDP FY12 Staff Sup	38,000.00	341.84	36,643.86	1,356.14	96.43%	38,643.68	1,999.82
30207	FY12 TDM	74,000.00	6,053.30	43,690.76	30,309.24	59.04%	44,894.00	1,203.24
30309	FY12 Rural Transportati	72,500.00	4,975.20	41,985.59	30,514.41	57.91%	20,996.49	-20,989.10
30420	Onsite Loan Management	119,458.85	248.91	95,888.89	23,569.96	80.27%	104,911.73	9,022.84
30423	VCWRFR Onsite Fund	80,000.00	0.00	13,387.50	66,612.50	16.73%	16,171.50	2,784.00
30426	WQIF 2010	102,883.00	6,311.42	23,560.82	79,322.18	22.90%	17,911.33	-5,649.49
30427	Failing Septic Heir Proper	7,091.00	0.00	0.00	7,091.00	0.00%	0.00	0.00
30440	Septic Pumpout VII	14,372.00	522.04	15,202.26	-830.26	105.78%	14,766.11	-436.15
30502	Water Supply Planning	106,784.79	13.04	107,474.19	-689.40	100.65%	153,950.00	46,475.81
31002	GA Lobby FY09	0.00	0.00	18,247.75	-18,247.75	0.00%	24,000.00	5,752.25
31404	Dragon Run Day	5,511.00	0.00	5,679.88	-168.88	103.06%	6,830.34	1,150.46
31410	FY11 Dragon SAMP	25,000.00	0.00	20,694.26	4,305.74	82.78%	20,785.50	91.24
32007	PAA Administration	97,690.01	135.00	83,583.29	14,106.72	85.56%	104,767.98	21,184.69
32113	MP SW Dredging Master l	32,000.00	0.00	31,713.66	286.34	99.11%	32,000.00	286.34
32115	FY11 Coastal TA	61,000.00	45.57	63,313.35	-2,313.35	103.79%	63,374.30	60.95
32116	FY11 Climate Change	76,000.00	53.33	76,327.86	-327.86	100.43%	72,291.15	-4,036.71
32117	Conservation Corridors	40,000.00	31.42	39,955.00	45.00	99.89%	33,084.91	-6,870.09
32118	FY12 Coastal TA	60,000.00	7,215.32	19,326.94	40,673.06	32.21%	7,500.00	-11,826.94
32119	Land & Water Quality Pr	50,000.00	2,533.33	6,180.38	43,819.62	12.36%	0.00	-6,180.38
32201	PAA Perrin River WW P	15,000.00	869.61	3,223.10	11,776.90	21.49%	3,750.00	526.90
32202	Working Waterfronts Co	43,118.00	544.11	954.35	42,163.65	2.21%	0.00	-954.35
32203	Working Waterfronts De	6,000.00	865.92	2,045.38	3,954.62	34.09%	0.00	-2,045.38
32205	VAPDC TMDL TA	230,517.00	166,750.68	219,827.20	10,689.80	95.36%	10,990.50	-208,836.70
33000	MP Comprehensive Econ	120,000.00	5,186.48	29,254.95	90,745.05	24.38%	10,594.73	-18,660.22
Totals:		<u>2,385,226.65</u>	<u>224,935.64</u>	<u>1,226,338.61</u>	<u>1,158,888.04</u>	<u>51.41%</u>	<u>1,048,720.04</u>	<u>-177,618.57</u>

Balance Sheet by Category

Middle Peninsula Planning District Commission

Run Date: 3/5/12
Run Time: 2:16:07 pm
Page 1 of 1

Period Ending: 02/29/12
Format: 1 Board

Assets:

Cash in Bank	514,135.23
Receivables	253,872.84
Property & Equipment	16,658.57

Total Assets:

\$784,666.64

Liabilities:

Accounts Payable	180,873.04
VRA Loan Payables	109,921.50
Payroll Withholdings	-33.88
Accrued Leave	20,592.94
Deferred Revenue	-3.14
Cost Allocation Control	(1,675.42)

Total Liabilities:

\$309,675.04

Equity:

Local Initiatives/Information Resources	46,305.17
Economic Development	-16,660.40
Transportation Programs	-19,785.86
Onsite Repair & Pumpout	5,721.20
Housing	-21,938.19
Coastal Community & Environmental	-217,736.31
Mandates	46,475.81
Temporarily Restricted	153,135.87
General Fund Balance	499,474.31

Total Equity:

\$474,991.60

Balance:

\$0.00

Agencywide R&E by Category

Middle Peninsula Planning District Commission

Run Date: 03/05/2012
Run Time: 2:16:41 pm
Page 1 of 1

Period Ending: 02/29/12
Format: 1 Agencywide R&E
With Indirect Cost Detail

Code & Description	Budget	Current	YTD	Un/Ovr	% Bud
Revenues					
Local Match	75,709.00	0.00	70,244.26	5,464.74	92.78%
Local Annual Dues	69,999.00	0.00	61,666.66	8,332.34	88.10%
Local Other Revenues	74,900.00	0.00	135,504.20	-60,604.20	180.91%
State Revenues	266,947.00	405.00	124,232.24	142,714.76	46.54%
Federal Revenues	822,500.00	4,151.23	96,992.67	725,507.33	11.79%
Miscellaneous Income	42,407.00	568.09	25,432.36	16,974.64	59.97%
Onsite Loan Program Income	7,000.00	673.52	14,187.26	-7,187.26	202.68%
PAA Program Income	0.00	0.00	1,100.00	-1,100.00	0.00%
Revenues	1,359,462.00	5,797.84	529,359.65	830,102.35	38.94%
Expenses					
Personnel	408,523.00	30,692.30	254,622.26	153,900.74	62.33%
Facilities	30,912.00	2,256.22	20,050.94	10,861.06	64.86%
Communications	5,700.00	350.93	4,256.38	1,443.62	74.67%
Equipment & Supplies	6,370.00	749.56	7,768.19	-1,398.19	121.95%
Travel	5,750.00	552.29	3,935.34	1,814.66	68.44%
Professional Development	10,185.00	1,893.66	12,328.85	-2,143.85	121.05%
Contractual	767,917.00	184,885.48	297,151.02	470,765.98	38.70%
Miscellaneous	54,741.00	3,555.19	36,621.00	18,120.00	66.90%
Regional Share	75,709.00	0.00	70,244.26	5,464.74	92.78%
Expenses	1,365,807.00	224,935.63	706,978.24	658,828.76	51.76%
Agency Balance	-6,345.00	-219,137.79	-177,618.59		

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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

By the Numbers

- 1.1% Total State Population
- \$50,001 Median Household Income



For More Information:

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

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

Regional Profile:

2000-2010 Demographic Information

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

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

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

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

¹ Data from the Bureau of Labor Statistics Local Area Unemployment data

MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

Staff Activities Service Summary of Regional Progress

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

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

**Middle Peninsula Planning District Commission
Executive Director's Report of Regional Progress
March 19, 2012**

MPPDC: Membership, Appointments, Committee Assignments, and Networks

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

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

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

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

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

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

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

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

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

MPPDC Staff and Contact Information

Acting Director: Lewis Lawrence

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

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

Administrative Assistant: Beth Johnson

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

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

Planner 2: Clara Meier

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

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

Planner 2: Harrison Bresee

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

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

Secretary: Rose Lewis

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

Programs: *Septic Pumpout Assistance, Facilities Scheduling*

MANDATES

Funding – VDEM, VDEQ, localities, MPPDC General Fund

Project 30502 Water Supply Planning

9 VAC 25-780 establishes a planning process and criteria that all local governments will use in the development of local or regional water plans. The plan will be reviewed by the Department of Environmental Quality and a determination will be made by the State Water Control Board on whether the plan complies with this regulation. Within five years of a compliance determination by the board, the plan will be reviewed to assess adequacy and any significant changes will require the submission of an amended plan and review by the board. All local programs will be reviewed, revised, and resubmitted to the Department of Environmental Quality every 10 years after the last approval.

- Responded to a request made by Steve Whiteway, Mathews County for a draft resolution localities have been using to adopt the Regional Water Supply Plan for the Middle Peninsula.
- Corresponded with Mary Ann Massie, Virginia Department of Environmental Quality (DEQ), about the public notice period required for a public hearing on the Regional Water Supply Plan for the Middle Peninsula.
- Resent the Town of Tappahannock's resolution that adopts the Regional Water Supply Plan for the Middle Peninsula to Mary Ann Massie, Virginia Department of Environmental Quality.

Project 31200 Natural Hazard Plan Update

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

INFORMATION RESOURCES/ASSISTANCE

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

- Updated www.mppdc.com website.
- Received phone call from Gloucester resident looking for assistance with plumbing from well to house. Referred to Southeastern Rural Community Assistance Program.
- Received phone call from Jean Bass, Virginia Resources Authority. VRA wants to hold a financial workshop for local Middle Peninsula and Northern Neck elected officials and staff in the area. She was looking for a facility that could accommodate up to 60 attendees and provide space for lunch. Recommended that she contact Middlesex County regarding Cooks Corner Office Complex and/or Piankatank Golf Club. Provided contact information for both facilities.
- Responded to several FOIA requests by Essex County citizens for a copy of the tape recording of the February Commission meeting. MPPDC does not have capability to copy cassette tape created by MPPDC Secretary to aid in preparation of Commission Minutes. Staff researched several options and determined that the best option would be to have the tape sent to a Richmond firm for copying at a cost of \$25. Citizens were informed that the cost of a copy of the cassette tape in cd form would be \$25 but that the tape was available to listen to during normal MPPDC office hours of 8:30 – 4:30.
- Responded to FOIA request for cd copy of February Commission meeting tape recording at cost of \$25. Staff took tape to Richmond firm for copying after draft Minutes were completed and picked it up when

it was ready. Essex County citizen who had requested MPPDC get copy of tape was informed that the cd and invoice were available to be picked up or mailed.

- Responded to FOIA request by Essex County citizen for copy of “Resolution referenced near end of February Commission meeting.” There was no resolution referenced at end of February Commission meeting, staff believed citizen was interested in recommended motion regarding past actions of Commission to be ratified and provided same.
- Responded to FOIA request by Essex County citizen for audio recording of February Commission meeting (see above); video recording of February Commission meeting (does not exist – video camera only used to provide direct feed to overflow crowd in library); initial draft Minutes of February Commission meeting (did not exist at time of request); final draft Minutes of February Commission meeting (did not exist at time of request); “retroactive voting” resolution (copy of recommended motion provided – see above); notes, etc. pertaining to previously described “resolution (provided); transcript of conversations with MPPDC Attorney (not subject to disclosure VA Code 2.2-3705.1(3) and (5)).
- Responded to FOIA request from Essex County citizen regarding all expenses paid by MPPDC on or behalf of Dave Whitlow, Essex County Administrator, during his tenure as MPPDC Commissioner since 2009. Information provided via email.
- Dropped off the tape recording of the Middle Peninsula PDC’s February 2012 monthly meeting to Revolve, LLC in Richmond, Virginia for transfer to a CD in a .wav format as requested in FOIA request.
- Picked up the tape recording of the Middle Peninsula PDC’s February 2012 monthly meeting to Revolve, LLC in Richmond, Virginia for transfer to a CD in a .wav format.

COASTAL COMMUNITY DEVELOPMENT/ ENVIRONMENTAL
Funding – VDEQ, local match from MPPDC General Fund, VIMS, VDCR

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.

- Discussed with Beth Polak, Virginia Coastal Zone Management Program the opportunity to extend the Dragon SAMP project for another quarter to enable additional research on heir property ownership issues related to water quality and failed septic systems.

Projects 32007 Middle Peninsula Chesapeake Bay Public Access Authority

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

- Submitted renewal for FY13 liability coverage to VACORP.
- Provided John Kuriawa, NOAA Coastal Program Division Protection Specialist, with an opportunity to review proposed easement language associated with the Thurston Haworth recreational area in King and Queen County. Received legal review comments from Attorney Rina Aviram, NOAA Coastal Estuarine Land Protection Program.
- Contacted Melissa Maddox, VACO Property/Casualty Self Insurance Program, concerning insurance coverage requirement if the PAA takes ownership of the Perrin Wharf in Gloucester County. Discussed wharf insurance issues further with Carol Jordan, VACO Manager, for underwriting services.
- Consulted with Jimmy Sydnor, Town of Tappahannock, concerning issues associated with the transfer of Prince Street away from VDOT to the Public Access Authority.
- Met with Ursula Lemanski from the National Park Service to discuss the grant to provide mediation on the development of a Management Plan for the Mathews Heritage Park in Mathews, VA. At the site visit, we met with an adjacent landowner and learned his concerns with the project: specifically, he was concerned with 1) the legal right of way, and 2) the potential of the activities on the Park to disturb his quiet way of life.

Projects 32118 Virginia Coastal Zone Management Program

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

- Submitted final deliverables for Conservation Corridors and Climate Change grants and posted final reports to website.
- Consulted with Fred Pribble, Draper Aden Associates, concerning the conceptual development of a regional storm water management program to meet the requirements of House Bill 1065 which consolidates many environmental and water quality protection programs at the local and state level. Discussed possible services and administrative structure of a regional program.
- Received a call from Marsha Burman at the Center of Coastal Resource Management at VIMS concerning a General Assembly Bill directing VIMS to assess the status repetitive flooding adaptation planning within Virginia. Flooding; Institute of Marine Science to study strategies to prevent in Tidewater localities. (HJ50): Requests the Virginia Institute of Marine Science to study strategies for adaptation to the rise in relative sea level in Tidewater Virginia localities.
- Welcomed Melinda Moran, Town Manager of Clarksville, who has been hired as the new Mathews County Administrator to replace retiring Mathews County Administrator Steve Whiteway. Discussed social, economic, and environmental issues associated with Mathews County and the Middle Peninsula.
- Consulted with MPPDC Commissioner and Mathews County Board of Supervisors member Charles Ingram concerning the rising cost of fuel and the increasing economic stress placed on commuters. Discussed the need for an energy summit with the staff for Congressman Wittman, Senator Warner, and Senator Webb.
- Coordinated with Joe Schumacher of Congressman's Rob Wittman's office, Charles Stanton of Senators Webb's office, and Sam Schwartz from Senator Warner's office to coordinate a possible spring time Middle Peninsula Energy Summit.

- Discussed Urban Development Areas (UDA's) legislation with Otto Williams, MPPDC Commissioner and King William County Board of Supervisors member.
- Consulted with Robert Allen and Lee Stephens of Spots Fain PC concerning public access easement proposed for Williams Wharf in Mathews County. Discussed various ways to enhance and protect the public right for access.
- Contacted Bob Sled, Senior Economic Development Advisor for Governor McDonnell. Discussed the possibility of speaking on rural economic development strategies at the MPPDC March Dinner meeting with Annie Morris, Assistant to Mr. Sled.
- Discussed a proposed broadband summit to be convened by Congressman Rob Wittman with Joe Schumacher of the Congressman's staff.
- Received a call from Rex Springsteen, Richmond Times Dispatch. Mr. Springsteen is researching a story on sea level rise and coastal lands within the Chesapeake Bay that have vanished. Also discussed the nexus of sea level rise and public policy concerns.
- Consulted with Allen Knapp, VA Dept. of Health Director of the Division of Onsite Sewage, concerning various Bills before the General Assembly related to Onsite disposal systems. Discussed the implications to residential development and land assessment in Mathews County.
- Updated Nina Putt, Mathews County Board of Supervisors, concerning the National Parks Service grant award to assist the Middle Peninsula Chesapeake Bay Public Access Authority with developing a management plan for the Mathews Heritage Park.
- Convened the February meeting of the local government administrators. Discussed local budget issues, proposed real-estate tax increases, VRS costs, and other General Assembly issues.
- Attended the quarterly meeting of the Coastal PDC's convened at George Washington Regional Commission. Discussed Coastal Zone grant update and scope of work announcements as well as NOAA Coastal Services Center Social Coast Forum.
- Consulted with Synthia Waymack, Department of Conservation and Recreation- Recreational Trails Program (RTP) Coordinator, concerning the possibility of linking RTP grant finds with DEQ Coastal section 309 funds. Attended the how to apply workshop held in Cumberland County, Virginia to better understand the intent of RTP program.
- Received a request for an interview from Josh Landis, the Head Writer for World News Tonight Weekend at *ABC News*; the head writer for "World News with Charles Gibson" on ABC (2005-07); for "World News Tonight with Peter Jennings" (2002-04); head writer of weekend "World News" (2004-2005), and a writer for "Good Morning America" (2001-02). Mr. Landis is interested in knowing more about how Middle Peninsula residents have adapted to sea level rise and increased flooding.
- Discussed alternative energy needs of local government with Al Christopher, Director for the Virginia Dept. of Mines, Minerals & Energy.
- Received a call from Terri Delaney, USDA Rural Development, concerning loan funds available to local government for community facility improvements. Forwarded funding opportunity to all Middle Peninsula local government administrators.

- Consulted with Tom Swartzwelder, King and Queen County Administrator, concerning Senate Bill 497 and 498 and 5% member contribution under the Virginia Retirement system. Contacted VACO and VML for updates.
- Consulted with Dave Whitlow, Essex County Administrator, concerning a possible Essex County stormwater project to move rain water off of the court green area.
- Discussed septic pump out and dump station requirements for a commercial wharf with Ann Smith, Virginia Clean Marina Program.
- Consulted with Keith Ruse, Deltaville Boat Yard in Middlesex County, concerning economic development impacts associated with the marine industry.

Projects 32116 Initiating Adaptation Public Policy Development

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

- Consulted with Beth Polak, Virginia Coastal Zone Management Program concerning outreach and transmittal of final project report and findings to MPPDC Commissioners and Middle Peninsula localities.

Project 32117 Conservation Corridors

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

This project is closed.

Project 32119 Land Water Quality Protection

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

- Discussed legal issues associated with failing septic systems with Charles Adkins, King and Queen County Commonwealth Attorney. Provided state code giving Commonwealth Attorney authority to enforce failing septic systems violations.
- Consulted with Jim McGowan, Planning Consultant, assisting MPPDC with technical and research assistance on issues associated with water quality, land assessment, and OSDS requirements.
- Discussed VDOT stormwater drainage system ownership issues with Quintin Elliot, Fredericksburg VDOT District Administrator.
- Consulted with John Morris, Beale Etherington Morris PC, concerning historic ditching and public right of way ownership issues. Discussed research needs for specific ditching issues in Gloucester and Mathews County.

Project 32201 Perrin River

Within the Middle Peninsula, and most coastal communities nationwide, the commercial seafood industry has had to adapt and shift as coastal land use and waterfront property ownership have altered. Historically, as epicenters of economic development, coastal communities were the location of strong fisheries and shipbuilding industries, as well as public access areas for recreational and commercial uses. However, as more and more people move toward the coast, the coastal dynamics combined with changing demographics ultimately threaten traditional and culturally significant working waterfront industries (i.e. commercial seafood). The Perrin River in particular needs a comprehensive plan to assess the needs of the commercial seafood industry, harbor management and current and future infrastructure. This project will develop a Commercial Seafood Harbor Master Plan and its implementation could ensure that current and future commercial watermen have access to infrastructure and business support services.

- Met with Emily Gibson Planner from Gloucester County to discuss the Perrin River Harbor Master Plan Project. She provided guidance on local ordinances and offered to assist with introductions to local businesses and landowners as appropriate for our research. She also reviewed the Perrin River “Outline of Project Needs” and offered to provide zoning maps and assistance with deeds, wills, etc. at the clerk’s office.
- Contacted appropriate representatives from VRMC and Gloucester County concerning permit needs for transfer the Perrin Wharf.
- Spoke to Preston Smith at the Virginia Department of Health (VDH) about regulations for marine sewage disposal at the Perrin River Wharf in Gloucester. A site visit with Mr. Smith, Mr. Lawrence (MPPDC), Mr. M.B. Sheppard (3 Rivers H.D), and Mr. Bresee (MPPDC) was set up for April 11, 2012.

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.

- Scheduled a Working Waterfront Coalition project kick off meeting to update partnering Coastal PDC's for March 29th at Watermen's Hall Director's Conference Room.
- Contracted with Jackie Rickards, Graphics Design Specialist consultant concerning the preparation of Working Waterfront graphics for the March 29th meeting.

Project 32203 Working Waterfronts Definition

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

- Updated the working waterfronts infrastructure inventory list with additions from the MPPDC's February 2012 monthly meeting, and sent the list to MPPDC staff.
- Sent an email to Middle Peninsula local planners with three definitions of Working Waterfronts for feedback on which they thought was the most appropriate. The three definitions were:
 - (1) Representative Pingree's bill defines water-dependent commercial activities to include "commercial fishing, recreational fishing, tourism, aquaculture, boatbuilding, transportation," as well as, somewhat ambiguously, "many other water-dependent businesses." H.R. 2548, 111th Cong. (May 21, 2009).
 - (2) "The infrastructure and places where commercial fisherman, charter fishing captains, tour boat operators, recreational fishermen, boat builders, and many other small businesses conduct their business." (Murray, Tom; VSG, 3/29/2011.) From H.R.3109 -- Keep America's Waterfronts Working Act of 2011.
 - (3) The term 'working waterfront' means real property (including support structures over water and other facilities) that provides access to coastal waters to persons engaged in commercial fishing, recreational fishing businesses, boatbuilding, aquaculture, or other water-dependent, coastal-related business and is used for, or that supports, commercial fishing, recreational fishing businesses, boatbuilding, aquaculture, or other water-dependent, coastal-related business.
- Worked with Lewis Lawrence, MPPDC's Acting-Executive Director, and Clara Meier, MPPDC's Regional Planner II, to get input from Local Planners and the Middle Peninsula Chesapeake Bay Public Access Authority Board on their opinion of a proper definition for Working Waterfronts.
- Local Planners from Essex County, Gloucester County, Mathews County and the Town of West Point responded.
 - So far the consensus is: "The term 'working waterfront' means real property (including support structures over water and other facilities) that provides access to coastal waters to persons engaged in commercial fishing, recreational fishing businesses, boatbuilding, aquaculture, or other water-dependent, coastal-related business and is used for, or that supports, commercial fishing, recreational fishing businesses, boatbuilding, aquaculture, or other water-dependent, coastal-related business."

Project 32205 VAPDC TMDLs

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

- Updated spreadsheet documenting actions taken by participating PDC's and localities to submit information on local response to TMDLs.
- Prepared and submitted final report and financial reports and request for reimbursement to Susan Block and May Sligh, Department of Conservation and Recreation (DCR).
- Requested participating PDC's to provide invoices for work provided under MOU and contract with DCR.
- Consulted with Susan Block, DCR Grants Administrator, concerning administrative and financial grant close out process.
- Consulted with May Sligh, TMDL/Watershed Field Coordinator Department of Conservation and Recreation Division of Stormwater Management, Tappahannock Regional Office concerning reimbursement for participating PDCs under the joint application. Ms. Sligh is reviewing local data submissions under the project.

TRANSPORTATION

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

Project 30207 Transportation Demand Management (TDM) Services

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

- Received email from Georgia resident requesting information for bus service from Richmond to Aylett. Provided information on services provided by Middle Peninsula Rideshare and referred to Richmond Ridefinders for possible additional assistance.
- Attended Association for Commuter Transportation (ACT) Chesapeake Chapter monthly Board meeting – topics of discussion included board vacancies, FY12 budget, final accounting for January Joint Symposium and upcoming events.
- Attended marketing workshop held by local radio stations. Contracted 12 months of radio spots to address increasing gas prices and cost savings of carpooling. Ads will run last 10 days of each month for 12 months. Contract will have contingency clause regarding grant funding award for FY13.
- Ordered ad to be placed in King & Queen School athletic bulletins fall 2012 season.
- Received referral from NeckRide for Essex County resident commuting to Far West End of Richmond. Sent contact information for possible carpool match.

- Attended the Multimodal and Public Space Design Guidelines Steering Committee meeting held by the Department of Rail and Public Transportation.
- Contacted Holly McGowan, Town of West Point's Community Development Director, with congratulations to the Town for the Safe Routes to School Infrastructure Grant they received for funding to complete the network of sidewalks immediately around the school area.

Project 30309 Rural Transportation Planning

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

- Updated the working waterfronts infrastructure inventory list with additions from the MPPDC's February 2012 monthly meeting, and sent the list to MPPDC staff.
- Sent an email around to local planners with three definitions of Working Waterfronts for feedback on which they thought was the most appropriate. The three definitions were: (1) Representative Pingree's Bill defines water-dependent commercial activities to include "commercial fishing, recreational fishing, tourism, aquaculture, boatbuilding, transportation," as well as, somewhat ambiguously, "many other water-dependent businesses." H.R. 2548, 111th Cong. (May 21, 2009). (2) "The infrastructure and places where commercial fisherman, charter fishing captains, tour boat operators, recreational fishermen, boat builders, and many other small businesses conduct their business." (Murray, Tom; VSG, 3/29/2011.) From H.R.3109 -- Keep America's Waterfronts Working Act of 2011. (3) The term "working waterfront" means real property (including support structures over water and other facilities) that provides access to coastal waters to persons engaged in commercial fishing, recreational fishing businesses, boatbuilding, aquaculture, or other water-dependent, coastal-related business and is used for, or that supports, commercial fishing, recreational fishing businesses, boatbuilding, aquaculture, or other water-dependent, coastal-related business.
- Worked with Lewis Lawrence, MPPDC's Acting-Executive Director, and Harrison Breese, MPPDC's Regional Economic Planner, to get input from Local Planners and the Middle Peninsula Chesapeake Bay Public Access Authority Board (PAA) on their opinion of a proper definition for Working Waterfronts. Local Planners from Essex County, Gloucester County, Mathews County and the Town of West Point responded. So far the consensus is this definition: " The term 'working waterfront' means real property (including support structures over water and other facilities) that provides access to coastal waters to persons engaged in commercial fishing, recreational fishing businesses, boatbuilding, aquaculture, or other water-dependent, coastal-related business and is used for, or that supports, commercial fishing, recreational fishing businesses, boatbuilding, aquaculture, or other water-dependent, coastal-related business."
- Revised the Rural Transportation Planning budget and requested that Beth Johnson, MPPDC Administrative Assistant, make the changes in financial system.
- RSVP'd for the VTrans 2035 Update Regional Forum being held on March 29th at the Richmond Regional PDC.
- Discussed the Regional Six-Year Improvement Program (SYIP) Regional Priorities with David Whitlow, Essex County Administrator.
- Corresponded with Anne Ducey-Ortiz, Gloucester County Planning Director, about SYIP Regional Priorities.

- Corresponded with Steve Williams, Executive Director for the Thomas Jefferson Planning District Commission to reserve the Water Street Center for a Virginia Association of Planning District Commissions (VAPDC) Rural Transportation Committee meeting in April 2012.
- Developed a VAPDC Agenda for the Rural Transportation Committee meeting.
- Corresponded with Craig Van Dussen, VDOT Fredericksburg District Planner, about the SYIP regional priorities request.
- Met with Craig Van Dussen, VDOT Fredericksburg District Planner, Adam Campbell, VDOT, and Don Wagner about developing a Transportation Plan for King William County.
- Attended the March 2012 PAA Meeting and gave an update on the Prince St Road Ending Transfer project located in the Town of Tappahannock.
- Preparing resolutions for Essex County, the Town of Tappahannock, and Gloucester County for use to direct MPPDC Staff to pursue road ending transfer projects.
- Researching storm water management programs to use as examples for localities to consider when developing their own local or regional program.
- Corresponded with Sean Trapani, VDOT Saluda Resident Engineer, about meeting to discuss the process to use when transferring a road ending.
- Prepared the scope of work for the 2013 fiscal year and presented it at the MPPDC's February 2012 monthly meeting where Commissioners voted to pass a resolution to approve the scope of work and provide matching funds for the program for the period of July 1, 2012-June 30, 2013.
- Prepared and submitted the Rural Transportation Planning Program scope of work and resolution for fiscal year 2013 to VDOT.
- Prepared to attend Congressman Rob Wittman's Broadband Roundtable meeting being held in Warsaw, Virginia on April 20, 2012. Roundtable participants will include Broadband Authorities, County Administrators from the Middle Peninsula and Northern Neck, regional Planning District Commission directors and staff, local economic development authority staff and other stakeholders involved in rural broadband initiatives. Also representatives from the National Telecommunications and Information Administration, USDA Rural Utilities Service, the Virginia Office of Telework Promotion and Broadband Assistance, and the Virginia Broadband Advisory Council are invited to discuss ongoing initiatives in their organizations. The purpose of the meeting is to discuss the broadband and technology needs of localities in rural areas as well as ways stakeholders can best position their broadband initiatives to apply for and receive federal and/or state funding. The forum would also be an opportunity for localities to be informed about the status of federal loan and grant programs and broadband deployment initiatives in the Commonwealth of Virginia.
- Prepared background on the Middle Peninsula Broadband Authority (MPBA) for the March 2012 Middle Peninsula Local Government Administrator's (LGA) Meeting.
- Attended a Plan Virginia organizational meeting to discuss the 2012 budget, contracts and candidates for the first and second vice president positions for 2013.
- Completed an Intergovernmental review of the installation of an AWOS III System at the Hummel Airport in Middlesex County.

- Attended a workshop on the Land and Water Conservation Fund (LWCF) program administered by the Virginia Department of Conservation and Recreation (DCR). Approximately \$1 million is available during the 2012 grant cycle for land and water conservation activities. Please go to http://www.dcr.virginia.gov/recreational_planning/lwcf.shtml. The deadline for applications for 2012 was March 19, 2012.

ONSITE REPAIR & PUMPOUT

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

Project 30420, 30423, 30426, 30440 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.

- Executed ACH loan payments.
- Received phone call from Gloucester County homeowner requesting information on septic pumpout assistance. Discussed program and mailed application.
- Received phone call from Middlesex County homeowner requesting septic pumpout application.
- Received phone call from Gloucester County repair client regarding estimate.
- Consulted with Mathews County septic installer regarding estimate for Gloucester County repair.
- Received phone call from Mathews County septic installer regarding available assistance. Discussed program and emailed application and website link to application.
- Received phone call from Mathews County homeowner requesting septic repair application.
- Provided updates to Tammy Faulkner, Mathews Health Department, on 4 pending Mathews County repairs.
- Received phone call from AOSE for Gloucester County repair requesting payment. Payment mailed 2/23. Will put Stop on check and reissue if check is not received by end of week.
- Received operating permit for completed Gloucester County repair.
- Received phone call from Mathews County client regarding next steps after receiving repair permit.
- Received phone call from Julie Goins, Gloucester Health Department, regarding available assistance for retired couple who bought a home with a failing ecoflow system. Discussed program, available funding and directed her to website to download application.
- Consulted with Tammy Faulkner, Mathews Health Department, regarding status of application from client with documented septic failure for over 10 years.
- Sent letter to Executor of Estate for completed Gloucester County repair. He was to have returned notarized landowner agreement and easement. MPPDC will be unable to pay contractor until paperwork is returned.

- Contacted septic installer to request invoice for Gloucester County repair.
- Sent letter to Gloucester County client regarding ACH Agreement that has not been received.
- Received phone call from Cherlanda Sidney-Ross, King William County Social Services, regarding pumpout assistance. Directed to website to download application.
- Submitted final report and reimbursement request to DCR for 100% assistance for septic pumpouts project.
- Completed the mapping and attachment D work for Phase VII of the Low to Moderate Income Septic Pump-out Project. The map illustrates the Septic Systems Pumped in the Middle Peninsula Region from April 15, 2011-February 29, 2012.
- Septic Pumpout as of March 19, 2012

Applications Mailed	80
Approved Vouchers	61
Completions	48
Approved by County	
Essex	12
Gloucester	16
King and Queen	05
King William	07
Mathews	06
Middlesex	15

30427 Onsite Heir Property

This project will expand and complement Section 309 Land and Water Quality Protection strategy by focusing legal tools needed to address failing septic systems associated with “heir property ownership”. Water quality degradation associated with heir property ownership from failing septic systems exists for decades with no public policy strategy to correct the source of impairment. MPPDC will partner with National Sea Grant Law Center to address legal research and education needs to address this ongoing problem.

- Executed contract with Virginia Coastal Zone Management Program at DEQ.
- Executed subcontract with Sea Grant Law Center at the University of Mississippi.

ECONOMIC DEVELOPMENT

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

Project 301702 Small Business Revolving Loan Fund

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

- Executed ACH loan payments.

- Received monthly financial statements from Gloucester County loan client.

Project 33000 Middle Peninsula Comprehensive Economic Development Strategy

The purpose of this project is to develop a Comprehensive Economic Development Strategy (CEDS) for the Middle Peninsula. The CEDS process will be extremely valuable for the region as a means to tie together the many activities and plans of 9 jurisdictions (6 counties and 3 towns) and also to identify and prioritize cross-region initiatives. The last Regional Economic Development Strategic Plan was completed in March 2002. The past ten years have witnessed significant changes in the region's demographics. The increase in population has also created demand for services and infrastructure development. There is also an interest in sustaining traditional trades such as fishing and agriculture.

- Consulted with Bob Gittler, EDA, regarding process to request reimbursements. Downloaded payment from ASAP.gov website.
- Held six introductory CEDS meetings with appointed members of the CEDS employment committees. The Counties of Essex, King and Queen, King William, Middlesex, Mathews, and Gloucester plus the Towns of West Point, Tappahannock, and Urbanna were represented. A total of 29 citizens participated out of 32 appointed.
- Participated in the webinar "Utilizing EDA Data Tools in your CEDS". Webinar provided training on how to use two free resources: "STATSAmerica.org" and "Clustermapping.us".

LOCAL INITIATIVES

Funding - local dues, PDC base-funding from VDHCD and/or MPPDC General Fund.
Funding for specific projects may come from locality requesting assistance.

Project 30007 Local & Regional Technical Assistance

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

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

- Prepared financial analysis of leveraged funds for King William County and Essex County Boards of Supervisors.
- Made arrangements for MPPDC Dinner meeting.

Project 32113 Shallow Water Dredging

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

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

Project 30013 Energy Efficiency and Conservation Block Grant (EECBG)

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

- Executed ACH loan payments.
- Received notice of completion of weatherization project for Essex and Middlesex counties homeowners.
- Processed loan paperwork for Essex County weatherization project. Met with client to sign and notarize loan documents and notified Bay Aging.
- Reviewed invoice from Bay Aging for November reimbursement request.
- Consulted with Middlesex County client regarding first loan payment.
- Processed loan paperwork for 2 Gloucester County weatherization projects. Met with clients to sign and notarize loan documents and notified Bay Aging.
- Prepared and submitted the consolidated monthly report for February 2012 to the Virginia Department of Mines, Minerals and Energy (DMME).
- Prepared and submitted the November 2011 Invoice to DMME.
- Received a status report on energy retrofit jobs with Vincent Smith, Bay Aging/Bay Family Housing, which shows that one job has been completed this month. Four energy retrofit jobs have been completed: 2 in Essex County, 1 in Gloucester County, and 1 in Middlesex County this month.
- Preparing the invoices that will be submitted to DMME for reimbursement for December 2011 and January 2012
- Revised the project management plan and sent the plan to Bay Aging staff for review and signature.
- Corresponded with Ron Hachey, DMME Staff, about updating the project management plan.
- Sent the contract amendment, resulting from DMME's request for a reallocation of funds, to Ron Hachey, DMME Staff.
- Met with Lynne Astroth, the grant monitor from DMME, on March 15, 2012 to go over the status of our project and any questions or concerns the PDC may have, as well as information needed about our project at the state level.

- Corresponded with Vincent Smith, Bay Family Housing, about the December 2011 and January 2012 invoice documentation and the remaining non-federal locally leveraged funds that must be demonstrated.
- Discussed the December 2011 invoice documentation with Ms. Beth Johnson, MPPDC Administrative Assistant.
- Received reimbursement from DMME for activities completed in November 2011.
- Discussed the non-federal locally leveraged funds with Beth Johnson, MPPDC Staff.
- Jobs completed as of 3/14/2012:
 - Essex – 2
 - Gloucester – 3
 - Middlesex – 3
- Jobs under construction as of 3/14/2012:
 - Essex – 3
 - Gloucester – 3
 - King and Queen – 1
 - King William – 1
 - Mathews -2
 - Middlesex - 3

AGENCY ADMINISTRATION

Funding - Indirect cost reimbursements from all PDC projects

MPPDC Administration

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

- Prepared vouchers, processed A/P, processed payroll, processed deposits and balanced bank accounts.
- Prepared MPPDC financial statements.
- Continued preparing FY13 MPPDC draft budget scenarios for presentation to Budget and Overall Program Design Committee.
- Prepared final IRS Form 990 for Middle Peninsula Business Development Partnership, Inc. required to be submitted within 5 months of dissolution of 501(c) 3 organization. Mailed to Bob Tassone, former MPBDP, Inc. Board of Directors Chair for review and signature.
- Attended the King William County Board of Supervisors meeting to update the Board on the work of MPPDC and the benefits to King William County.
- Convened a meeting with the Chairmen of the Essex County Tea Party to discuss the work of MPPDC.
- Attended the Essex County Board of Supervisors meeting to update the Board on the work of MPPDC and the benefits to Essex County.

- Consulted with Phyllis Katz of Sands Anderson concerning matters related to MPPDC Charter and Bylaws.
- Coordinated with Lesley DeVires with the Hampton Health District concerning the temporary appointment of Dr. S. William Berg the acting Health Director for Three Rivers Health District.
- Contacted William Downey, President and CEO for Riverside Health Systems office concerning speaking at the March PDC Dinner meeting. Megan Kleckner, VP/Administrator for Riverside Walter Reed Hospital, will attend the March PDC dinner meeting and will discuss plans for job creation and expansion on the Middle Peninsula.