



**MIDDLE PENINSULA
PLANNING DISTRICT COMMISSION**

COMMISSIONERS

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

Town of Tappahannock
Mr. G. Gayle Belfield, Jr.
Hon. Roy M. Gladding

Gloucester County
Hon. Ashley C. Chriscoe
Dr. Maurice P. Lynch
Mr. Sanford Wanner
Hon. Michael R. Winebarger

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

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

Town of West Point
Hon. Paul T. Kelley

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

Middlesex County
Mrs. Trudy V. Feigum
Hon. Wayne H. Jessie, Sr.
Hon. John D. Miller, Jr.

Town of Urbanna
Hon. Steve Hollberg

Secretary/Director
Mr. Lewis L. Lawrence

MEMORANDUM

TO: MPPDC Board of Commissioners

FROM: Lewis Lawrence, Executive Director 

DATE: May 20, 2015

RE: May Commission Meeting

The Middle Peninsula Planning District Commission will host its monthly meeting on Wednesday, May 27, 2015, at 7:00 p.m. in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda.

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

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

I look forward to seeing you on May 27th!

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Middle Peninsula Planning District Commission
Meeting

7:00 P.M.

Wednesday, May 27, 2015

125 Bowden Street

Saluda VA 23149

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

AGENDA ITEMS FOR DISCUSSION

- VI. Update of the Emergency Planning Program and Scope of Work
 - Harrison Bresee, III
- VII. Report of the Budget Committee – Approval of FY16 Budget and OPD
- VIII. Report of the Nominating Committee
- IX. Virginia Resources Authority Financing Agreement – Septic Repair Program
- X. Other Business
- XI. Adjournment

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MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

April 22, 2015
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, April 22, 2015, at 7:00 p.m. MPPDC Chairman Edwin Smith, Jr. (Essex County) called the meeting to order and welcomed everyone in attendance.

Commissioners in attendance were: (Essex County) Gary Allen, Margaret “Prue” Davis, and A. Reese Peck; (Gloucester County) Ashley Chriscoe, Brenda Garton, Dr. Maurice Lynch, and Michael Winebarger; (King William County) Eugene Rivara, Travis Moskalski, and Otto Williams; (Mathews County) O. J. Cole, Jr., Thornton Hill, and Charles Ingram; (Middlesex County) Trudy Feigum and Wayne Jessie, Sr.; and (Town of Urbanna) Steve Hollberg.

Guests in attendance were Tammy Stephenson, Program Coordinator, Office of Water Supply Department of Environmental Quality David Valadez, RCC Workforce and Community Development; and citizens from the region. Middle Peninsula Planning District Commission staff in attendance were Executive Director Lewis Lawrence, Finance Director Beth Johnson, Secretary Rose Lewis, and Regional Economic Planner Harrison Bresee, III.

Approval of March Minutes

Chairman Smith asked whether there were any corrections or changes to the March Minutes. There were no corrections or changes to the March Minutes. Chairman Smith requested a motion to approve the March Minutes as distributed. O J Cole, Jr. moved that the March Minutes be approved as distributed. Brenda Garton seconded the motion; motion carried.

Approval of March Financial Reports

Chairman Smith asked whether there were any questions regarding the March financial reports before being approved subject to audit. There were no questions. Chairman Smith requested a motion to approve the March financial reports subject to audit. Brenda Garton moved to approve the March financial reports subject to audit. Gary Allen seconded the motion; motion carried.

Executive Director’s Report on Staff Activities for the Month of April

Chairman Smith requested Lewis Lawrence, Middle Peninsula Planning District Commission Executive Director, to review the Executive Director's Report on Staff Activities for the month of April. 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. Lawrence reviewed the Executive Director's Report for the month of April as follows:

Project 32011 Public Access Authority Giving

- Spoke at the Gloucester Ruritan Club meeting about private waterfront land donations for public benefit. Received an inquiry of possible donation of 10 acres on Adams Creek in Gloucester County for public access.

32012 PAA Captain Sinclair Improvements

- Completed legal and title work for closing on donated Mathews County properties offered as project match. Donated properties include: (1) 18 acre parcel – Mathews tax map # 31-A-116B and (1) 3 acre parcel – Mathews tax map #31-A-200, known as Bethel Beach, and (2) parcels of 5.06 acres in aggregate – Mathews tax map #36-14-3&4, known as Winter Harbor.

Project 32132 Virginia Coastal Zone Management Program

- Provided research assistance to the Town of West Point on a land use and septic modification problem. Discussed the issue with Dwayne Roadcap Director, Division of Onsite Sewage, Water Supplies, Environmental Engineering, and Marina Programs Virginia Department of Health. Provided the Town staff with several alternatives not previously discussed.

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

- Consulted with Eva Lowe and John Hollowell, Middlesex County Health Department, regarding elderly Middlesex County homeowner's septic repair application. Homeowner had been referred to MPPDC for assistance in July, 2014. She was given an application and a referral to Gary Wood, VDH consultant for grant assistance through VDH's NFWF grant. She was told by Mr. Wood that she was eligible for VDH grant funding and thus did not pursue a loan from MPPDC. As the VDH program requires homeowners to pay for installation prior to reimbursement from the NFWF grant, homeowner borrowed funds from a local bank and installed the new septic system. VDH then determined that the system designed, permitted and installed did not meet regulations and hence homeowner was not eligible for grant funding. Homeowner submitted application to MPPDC, but since she no longer has a failing septic system, MPPDC program cannot provide assistance to refinance her septic repair which was completed in August, 2014.

Mrs. Trudy Feigum, (Middlesex County) suggested to MPPDC Executive Director Lewis Lawrence to write a letter to VDH regarding the elderly homeowner's septic situation.

Project 30108 Building Collaborative Communities (BCC) Grant

- Delivered notice to call a meeting of the Middle Peninsula Mayors and Chairs Caucus to discuss regional economic development issues and possible creation of a Middle Peninsula Economic Development Organization.

Public Comment

Chairman Smith opened the meeting for public comments. There were no public comments.

Chairman Smith closed the public comments period.

**Note: All handouts distributed at meeting or emailed are added to the Commission Meeting folder.*

Presentation on the State Water Resource Plan—Tammy D. Stephenson, Office of Water Supply, Virginia Department of Environmental Quality

Lewis Lawrence, MPPDC Executive Director, said the State Water Resource Plan (SWRP) has been an ongoing process in Virginia. Mr. Lawrence said a clean and an adequate supply of drinking water for the Middle Peninsula and the Commonwealth continues to be a looming g challenge.

Ms. Tammy Stephenson, DEQ Water Supply Plan Program Coordinator, said that after the 1999-2002 drought, Virginia realized that a water resources plan was necessary. After the drought, the Local and Regional Water Supply Planning Regulation was established. This required all localities to develop and submit a plan either regionally or alone by the year 2011. Forty-eight local and region plans were submitted by local governments and this information was entered into DEQ's content management system for use in cumulative impact analysis of future water demands on streamflows and groundwater resources. DEQ will follow up with localities whose projected demand is anticipated to impact beneficial uses.

The SWRP shows approximately 450 MDG water is needed to meet the 2040 projected demand, prediction that approximately 77% will be from surface water, and 97% of surface water withdrawals are predicted to occur in just 25% of stream reaches.

Ms. Stephenson said there are twelve challenges identified in managing the water resources and recommendations to address outlined in the SWRP. A few of the challenges and recommendations are: (1) Challenge: Understanding the impact of unpermitted water withdrawals: 82% total surface water withdrawn excluded from permitting (2013). Recommendation: DEQ plans to coordinate with localities to see if operations rules can be developed for those surface water withdrawals and impoundment releases currently excluded from Virginia Water Protection (VWP)

permitting. (2) Challenge: Gaps in water withdrawal reporting, differences in reporting thresholds between Water Supply Plan (WSP) and Virginia Water Withdrawal Reporting (VWWR) regulations; and lack of adequate data.

Recommendation: DEQ will coordinate with localities and regions to update the data set to continuously improve model results. (3) Challenge: Quantifying current and future risks to groundwater availability outside of current groundwater management areas. Recommendation: DEQ may facilitate efforts with localities and regional stakeholders (planning district commissions, utilities, public service authorities) to expand groundwater monitoring wells in localities outside the Groundwater Management Area with expected significant increases in 2040 demands from groundwater may be at high risk for negative beneficial use impacts.

2015 General Assembly Bills Regarding Groundwater

Ms. Stephenson highlighted three Bills that were introduced to the General Assembly this year regarding groundwater management.

- HB1871--Registration of wells. Requires certified water well system providers to register wells being constructed in ground water management areas with the State Water Control Board (SWCB) within 30 days of the completion of the well's construction. The bill requires the Department of Health (VDH) to provide the SWCB annually with a list of the wells that were permitted during the previous year and the SWCB to provide VDH annually with a list of the wells that were registered during the previous year. The bill also requires VDH to give the SWCB copies of all historical VDH records on permitted private well construction. *Amends § 62.1-258, of the Code of Virginia.*
- HJ595/SJ272--Study; JLARC; water resources; report. Directs the Joint Legislative Audit and Review Commission to study Virginia's water resource planning and management.
- HB1924/SB1341 was introduced by Delegate Keith Hodges--Eastern Virginia Groundwater Management Advisory Committee established. Establishes the Eastern Virginia Groundwater Management Advisory Committee (the Committee) to assist the Department of Environmental Quality (DEQ) in developing, revising, and implementing a management strategy for ground water in the Eastern Virginia Groundwater Management Area. The bill prohibits the State Water Control Board and the DEQ from issuing draft permits that would require reductions in the volume of permitted ground water withdrawals prior to December 31, 2015, unless otherwise agreed to by the permittee. The bill has a sunset date of January 1, 2018. This bill is identical to SB 1341.

Ms. Stephenson said the State Water Resources Plan is out for public comment (www.deq.virginia.gov) and May 8th is the last day to comment. After the public comment period, DEQ will meet with localities, planning regions, and stakeholders to examine cumulative impact analysis and DEQ will provide analyses of data to localities so informed decisions can be made about water resources.

Discussion was ongoing during presentation regarding surface water withdrawal, stream water, water reuse in State Plan, regulation impacts on economic development opportunities, and well monitoring requirements.

Questions regarding the State Water Resources Plan or the Water Supply Plan, contact Heather Mackey, WSP Planner, at 804-698-4399 or heather.mackey@deq.virginia.gov or Ms. Stephenson, WSP Program Coordinator, at 540-562-6828 or tammy.stephenson@deq.virginia.gov.

Report of the Executive Committee

Chairman Smith said the Executive Committee reviewed MPPDC Executive Director Lewis Lawrence’s performance evaluation as required by his employment contract and recommend “No Change to the contract as Mr. Lawrence is doing a fine job.”

Executive Session to Discuss Personnel Issue as Permitted by Virginia Code §2.2-3711 (A) (4)

Chairman Smith requested a motion to go into Executive Session. O J Cole, Jr. moved that the Commission convene in closed session to discuss issues concerning personnel matters permitted by Virginia Code §2.2-3711 (A) (4) in closed meeting to protect the privacy of an individual on a personal matter not related to public business. Travis Moskalski seconded the motion; motion carried.

MPPDC Executive Director Lewis Lawrence took Roll Call vote.

R. Gary Allen--Aye	Eugene Rivara--Aye
Margaret “Prue” Davis--Aye	Otto Williams--Aye
A. Reese Peck--Aye	O J Cole, Jr.--Aye
Edwin “Bud” Smith--Aye	Thornton “Tim” Hill--Aye
Ashley Chriscoe--Aye	Charles Ingram--Aye
Brenda Garton--Aye	Trudy Feigum--Aye
Dr. Maurice Lynch--Aye	Wayne Jessie, Sr.--Aye
Michael Winebarger--Aye	Steve Hollberg--Aye
Travis Moskalski--Aye	

MPPDC Minutes

April 22, 2015

Page 6

Chairman Smith upon reflection of topic to discuss decided to immediately return to open session. As such, requested a motion to return to open session. Otto Williams moved to return to open session. O J Cole, Jr. seconded the motion; motion carried.

MPPDC Executive Director Lewis Lawrence took Roll Call vote.

R. Gary Allen--Aye	Eugene Rivara--Aye
Margaret "Prue" Davis--Aye	Otto Williams--Aye
A. Reese Peck--Aye	O J Cole, Jr.--Aye
Edwin "Bud" Smith--Aye	Thornton "Tim" Hill--Aye
Ashley Chriscoe--Aye	Charles Ingram--Aye
Brenda Garton--Aye	Trudy Feigum--Aye
Dr. Maurice Lynch--Aye	Wayne Jessie, Sr.--Aye
Michael Winebarger--Aye	Steve Hollberg--Aye
Travis Moskalski--Aye	

Chairman Smith requested a motion for Certification. Ashley Chriscoe moved that the Commission certify that to the best of each member's knowledge: (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by public body. Brenda Garton seconded the motion; motion carried.

MPPDC Executive Director Lewis Lawrence took Roll Call vote.

R. Gary Allen--Aye	Eugene Rivara--Aye
Margaret "Prue" Davis--Aye	Otto Williams--Aye
A. Reese Peck--Aye	O J Cole, Jr.--Aye
Edwin "Bud" Smith--Aye	Thornton "Tim" Hill--Aye
Ashley Chriscoe--Aye	Charles Ingram--Aye
Brenda Garton--Aye	Trudy Feigum--Aye
Dr. Maurice Lynch--Aye	Wayne Jessie, Sr.--Aye
Michael Winebarger--Aye	Steve Hollberg--Aye
Travis Moskalski--Aye	

Other Business

1. Chairman Smith requested a short meeting of the Nominating Committee members after adjournment of the MPPDC Board meeting. The Nominating Committee members are:

Chairman Edwin Smith, Jr.—Essex County
A. Reese Peck—Essex County
Dr. Maurcie Lynch-Gloucester County
Thomas Swartzwelder--King and Queen County
Travis Moskalski—King William County
O. J. Cole, Jr.—Mathews County
Wayne Jessie, Sr.—Middlesex County
Steve Hollberg—Town of Urbanna

2. Mr. Lawrence distributed an article, entitled “*for want of a Working Waterfront*” written by Marty LeGrand, in *Chesapeake Bay Magazine*. Mr. Lawrence recommended that the Board read the article.

Adjourn

MPPDC Chairman Smith adjourned the meeting.

COPY TESTE:

(Secretary)

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Project Financial Report

Middle Peninsula Planning District Commission

Run Date: 05/11/2015
 Run Time: 1:41:20 pm
 Page 1 of 1

Period Ending: 04/30/15

Expenditures

Code	Description	Budget	Curr Month	Project Total	Un/Over	% Budget	Revenues	Balance
30010	Local PAA Stewardship/	17,000.00	0.00	16,619.18	380.82	97.76%	17,000.00	380.82
30013	EE&CBG Project	3,894.00	58.62	2,968.22	925.78	76.23%	3,023.65	55.43
30015	Tappahannock Comp Plan	11,200.00	-1.38	12,951.20	-1,751.20	115.64%	13,700.00	748.80
30016	Essex Comp Plan Update	27,675.00	-7.56	27,764.52	-89.52	100.32%	28,700.00	935.48
30017	King and Queen Fishing P	2,500.00	3.97	2,536.43	-36.43	101.46%	996.42	-1,540.01
30018	FY15 Local Programs	171,223.00	18.19	106,036.55	65,186.45	61.93%	189,473.16	83,436.61
30019	Urbanna Foundation	6,000.00	384.45	4,132.47	1,867.53	68.87%	3,000.00	-1,132.47
30020	Middlesex Boat Ramp	2,000.00	-48.10	2,308.20	-308.20	115.41%	2,000.00	-308.20
30104	MP-VSG Univ. Partner	44,000.00	1,935.82	40,621.00	3,379.00	92.32%	35,892.26	-4,728.74
30105	EDA Broadband - In-kind	63,161.00	-158.78	63,249.97	-88.97	100.14%	40,901.15	-22,348.82
30106	MPRJ Flash Freeze Study	90,000.00	1,511.57	11,829.58	78,170.42	13.14%	10,318.01	-1,511.57
30108	Building Collaborative Co	34,275.00	7,320.86	7,320.86	26,954.14	21.36%	0.00	-7,320.86
30170	MPBDP FY12 Staff Sup	13,830.00	239.92	14,141.83	-311.83	102.25%	16,615.32	2,473.49
30210	FY15 Transportation Dem	94,000.00	8,982.31	73,949.14	20,050.86	78.67%	78,242.55	4,293.41
30312	FY15 Rural Transportati	72,500.00	5,999.17	58,683.61	13,816.39	80.94%	52,677.06	-6,006.55
30420	Onsite Loan Management	118,932.85	350.25	115,228.36	3,704.49	96.89%	118,483.71	3,255.35
30423	VCWRFR Onsite Fund	82,500.00	0.00	79,970.21	2,529.79	96.93%	115,171.44	35,201.23
30441	Septic Pumpout & Ordinar	12,680.00	2,092.62	3,926.50	8,753.50	30.97%	1,833.88	-2,092.62
30502	Water Supply Planning	111,805.89	0.00	111,805.89	0.00	100.00%	153,950.00	42,144.11
31002	GA Lobby FY09	18,247.75	0.00	18,247.75	0.00	100.00%	24,000.00	5,752.25
31201	AHMP Update 2014	130,010.00	9,104.98	65,263.95	64,746.05	50.20%	26,821.46	-38,442.49
31202	Emergency Planner	110,000.00	9,645.89	31,383.12	78,616.88	28.53%	0.00	-31,383.12
32010	FY15 PAA Staff Support	7,000.00	377.14	7,991.25	-991.25	114.16%	7,119.16	-872.09
32011	PAA Altruistic Giving	40,000.00	1,375.64	17,980.64	22,019.36	44.95%	16,605.00	-1,375.64
32012	PAA Capt Sinclair Impr	39,977.00	13,041.78	13,256.07	26,720.93	33.16%	0.00	-13,256.07
32127	FY14_Coastal TA	60,000.00	0.00	60,047.29	-47.29	100.08%	60,000.00	-47.29
32128	LWQ III FY14	47,022.00	-53.40	47,894.43	-872.43	101.86%	47,022.00	-872.43
32129	Water Reuse	22,535.00	3.88	21,686.12	848.88	96.23%	21,967.05	280.93
32130	Aberdeen TIF	40,000.00	-37.34	40,550.12	-550.12	101.38%	40,000.00	-550.12
32132	FY15 Coastal TA	43,602.00	832.96	25,979.99	17,622.01	59.58%	29,625.30	3,645.31
32133	NFWF Living Shorelines I	222,267.00	1,726.98	16,290.42	205,976.58	7.33%	1,456.18	-14,834.24
32134	309 Ditching	40,000.00	3,337.97	20,071.62	19,928.38	50.18%	16,733.65	-3,337.97
32207	Working Waterfronts Pl	50,000.00	4,221.62	21,602.25	28,397.75	43.20%	17,380.63	-4,221.62
32208	VIMS WWF	5,000.00	-23.74	4,875.01	124.99	97.50%	5,000.00	124.99
Totals:		<u>1,854,837.49</u>	<u>72,236.29</u>	<u>1,169,163.75</u>	<u>685,673.74</u>	<u>63.03%</u>	<u>1,195,709.04</u>	<u>26,545.29</u>

Balance Sheet by Category

Middle Peninsula Planning District Commission

Run Date: 5/11/15
Run Time: 1:44:22 pm
Page 1 of 1

Period Ending: 04/30/15
Format: 1 Board

Assets:

Cash in Bank	624,769.49
Receivables	249,159.98
Property & Equipment	7,037.71

Total Assets:

\$880,967.18

Liabilities:

Accounts Payable	3,397.70
VRA Loan Payables	140,171.44
Payroll Withholdings	12.64
Accrued Leave	43,127.56
Cost Allocation Control	5,355.49

Total Liabilities:

\$192,064.83

Equity:

Local Initiatives/Information Resources	86,761.60
Economic Development	-31,924.97
Transportation Programs	-1,713.14
Emergency Management Projects	-31,383.12
Onsite Repair & Pumpout	36,366.85
Housing	55.98
Coastal Community & Environmental	-34,444.15
Public Access Auth Programs	-872.09
Mandates	3,706.93
Temporarily Restricted	188,479.87
General Fund Balance	473,868.59

Total Equity:

\$688,902.35

Total Liabilities and Equity

\$880,967.18

Balance:

\$0.00

Agencywide R&E by Category

Middle Peninsula Planning District Commission

Run Date: 05/11/2015
Run Time: 1:45:47 pm
Page 1 of 1

Period Ending: 04/30/15
Format: 1 Agencywide R&E
With Indirect Cost Detail

Code & Description	Budget	Current	YTD	Un/Ovr	% Bud
Revenues					
Local Match	76,319.00	0.00	54,063.55	22,255.45	70.84%
Local Annual Dues	109,899.00	0.00	109,899.00	0.00	100.00%
Local Other Revenues	5,926.01	2,000.00	56,225.79	-50,299.78	948.80%
Local Other Organizations	7,000.00	5,570.31	20,437.17	-13,437.17	291.96%
State Revenues	168,782.16	42,740.00	159,782.65	8,999.51	94.67%
Federal Revenues	291,618.00	99,965.88	224,689.25	66,928.75	77.05%
Miscellaneous Income	10,050.00	204.22	5,412.00	4,638.00	53.85%
RevolvingLoan Program Income	14,699.00	738.28	14,979.27	-280.27	101.91%
Revenues	684,293.17	151,218.69	645,488.68	38,804.49	94.33%
Expenses					
Personnel	410,566.00	43,840.89	401,211.08	9,354.92	97.72%
Facilities	27,663.00	2,308.43	23,032.93	4,630.07	83.26%
Communications	3,925.00	370.70	3,411.31	513.69	86.91%
Equipment & Supplies	6,000.00	12,086.87	14,555.59	-8,555.59	242.59%
Travel	6,442.00	-262.96	4,412.14	2,029.86	68.49%
Professional Development	14,715.00	2,036.34	12,128.14	2,586.86	82.42%
Contractual	61,750.00	8,439.10	64,138.39	-2,388.39	103.87%
Miscellaneous	49,535.00	2,880.09	41,432.38	8,102.62	83.64%
Regional Share	76,319.00	0.00	54,076.04	22,242.96	70.86%
	0.00	536.78	536.78	-536.78	0.00%
Expenses	656,915.00	72,236.24	618,934.78	37,980.22	94.22%
Agency Balance	27,378.17	78,982.45	26,553.90		

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Middle Peninsula Planning District Commission



MPPDC General Fact Sheet

WHAT IS MPPDC?

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

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

BACKGROUND

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

WHAT DOES MPPDC DO?

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

HOW ARE DECISIONS MADE AT MPPDC?

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

QUICK FACTS

Region at Glance

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

➤ 888,064 Acres of Land

➤ 90,826 People

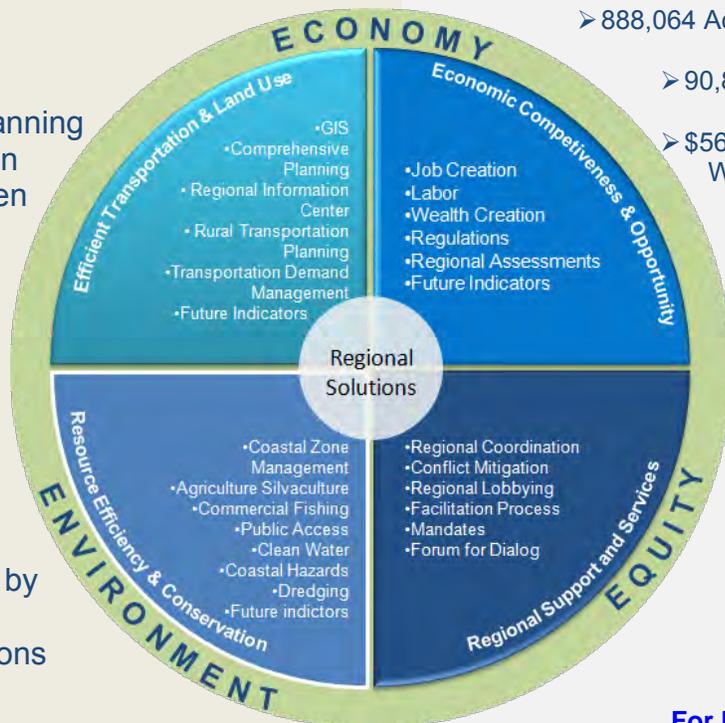
➤ \$567 Average Weekly Wage (State=\$952)

➤ 71% Out Commute Rate

By the Numbers

➤ 1.1% Total State Population

➤ \$50,001 Median Household Income



For More Information:

MPPDC
 P.O. Box 286
 Saluda Professional Center
 125 Bowden Street
 Saluda, Virginia 23149
 Phone: 804-758-2311
 Please visit the MPPDC website at:
www.mppdc.com

Regional Profile:

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

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

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

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

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

MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

Staff Activities Service Summary of Regional Progress

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

Report on Mandated Initiatives

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

Opportunities Identified to Implement Commission Priorities

Service Center	Project Title and Description	Funding Requested	Status
Transportation	DRPT – Update Long Range TDM Plan	\$16,000	Funded
Environmental	CZM – Working Waterfronts Coalition	\$50,000	Funded
Environmental	CZM –FY15 Coastal Technical Assistance	\$30,000	Funded
Environmental	River Counties Community Foundation Septic Repair Assistance Grant to LMI homeowners	\$5,000	Not Funded
Environmental	NFWF – CBSF – SWG - Septic Repair Funding	\$115,753	Not Funded
Environmental	NFWF –CBSF – SWG - Living Shorelines Incentive Program	\$200,000	Funded
Environmental	NFWF – CBSF - SWG	\$170,000	Not Funded
Environmental	NFWF TA Service Provider	n/a	Approved
Environmental	CZM – Sinclair Landing Improvements – Pier & Landscaping	\$40,000	Funded
Environmental	USDA RD HPG –Septic Repair Funding	\$150,000	Submitted
Economic Dev	USDA – Farmers Market Marketing Plan	\$48,016	Not funded
Emergency Mgmt	VDEM – Regional Emergency Planner	\$110,000	Funded
Environmental	VMRC – King and Queen Fishing Pier	\$136,853.25	Funded
Environmental	Dominion Foundation – Urbanna Creek Living Shoreline	\$25,000	Funded
Economic Dev	USDA RBEG – Flash Freeze Program – MPRJA	\$90,000	Funded
Environmental	VASG/ODU/MPPDC – Real Estate Training	n/a	Awarded
Economic Dev	DHCD – BCC – Middle Peninsula Regional Economic Development Organization	\$18,750	Funded
Environmental	CZM – PAA Altruistic Giving	\$40,000	Funded
Environmental	License Plate Grant - signage	\$900	Submitted
Environmental	DEQ -Septic Pumpout and Ordinance Updates (Essex and Tappahannock)	\$12,688	Funded
Environmental	DEQ - WQIP for Gwynns Island, Milford Haven and Piankatank Phase I IP Residential	\$257,420	Not Funded
Environmental	CZM – Project of Special Merit – Mathews Ditching	\$115,000	Not Funded
Economic Dev	VA Coop. Ext. – SET Grant – Capacity Building for Economic Development	n/a	Awarded
Economic Dev	EPA – Brownfields Grant	\$208,200	Submitted
Environmental	River Counties Community Foundation Septic Repair Assistance – Middlesex LMI homeowners	\$10,000	Submitted
Environmental	CZM – Flooding and Sea Level Rise	\$14,792	Submitted
Environmental	CZM – MP Public Access Master Plan	\$40,000	Submitted
Environmental	CZM – Ditch Mapping Database – Mathews	\$60,524	Submitted
Environmental	CZM – Working Waterfronts – State Plan	\$50,000	Submitted
Environmental	VDOF -Virginia Trees for Clean Water – Capt Sinclair Maritime Forest Edge Demo Garden	\$1,265	Approved
Economic Dev	USDA – Farmers Market Sustainability Initiative	\$77,537	Submitted
MPCBPAA	River Counties Community Foundation - Land Acquisition Assistance	\$4,000	Not Funded
MPCBPAA	License Plate Grant - signage	\$1,500	Submitted
MPCBPAA	NEEF PAA GRA Capacity Building	\$5,000	Submitted

MPPDC ACRONYMS

ACH	Automated Clearing House	RBOG	Rural Business Opportunity Grant
AFID	Agricultural and Forestry Industries Development	RFP	Request for Proposal
AHMP	All Hazards Mitigation Plan	RLF	Revolving Loan Fund
BCC	Building Collaborative Communities Project	RTP	Rural Transportation Planning
BOS	Board of Supervisors	SERCAP	Southeast Rural Community Assistance Project
CBPA	Chesapeake Bay Preservation Area	SHSG	State Homeland Security Grant
CDBG	Community Development Block Grant	SWCD	Soil and Water Conservation District
CEDS	Comprehensive Economic Development Strategy	SWRP	State Water Resource Plan
CIP	Capital Improvement Plan	TIF	Tax Increment Financing
CZMP	Coastal Zone Management Program	TMDL	Total Maximum Daily Loads
DEQ	Department of Environmental Quality	USDA	U.S. Department of Agriculture
DGIF	Department of Game and Inland Fisheries	VAPA	Virginia Planning Association
DHR	Department of Historic Resources	VAPDC	Virginia Association of Planning District Commissions
DHCD	Department of Housing and Community Development	VAZO	Virginia Association of Zoning Officials
DMME	Department of Mines Minerals and Energy	VCP	Virginia Coastal Program
DOE	Department of Energy	VCZMP	Virginia Coastal Zone Management Program
DRPT	Department of Rail and Public Transportation	VDEM	Virginia Department of Emergency Management
EDA	Economic Development Administration	VDH	Virginia Department of Health
EECBG	Energy Efficiency and Conservation Block Grant	VDOT	Virginia Department of Transportation
EPA	Environmental Protection Agency	VDMME	Virginia Department of Mines, Minerals, and Energy
FEMA	Federal Emergency Management Agency	VEE	Virginia Environmental Endowment
Fracking	Hydraulic Fracturing	Vertical Assets	"Towers or other structures that hold cell, broadband and other equipment"
GIS	Geographic Information System	VHB	Vanasse Hangen Brustlin
HRPDC	Hampton Roads Planning District Commission	VIMS	Virginia Institute of Marine Science
LGA	Local Government Administrators	VMRC	Virginia Marine Resources Commission
LPT	Local Planning Team	VOP	Virginia Outdoors Plan
MOU	Memorandum of Understanding	VRA	Virginia Resources Authority
MPBA	Middle Peninsula Broadband Authority	VASG	Virginia Sea Grant
MPCBPAA	Middle Peninsula Chesapeake Bay Public Access Authority	VSMP	Virginia Stormwater Management Program
MPRSC	Middle Peninsula Regional Security Center	VTA	Virginia Transit Association
NHD	Natural Heritage Data	VWP	Virginia Water Protection
NFWF	National Fish and Wildlife Foundation	VVWR	Virginia Water Withdrawal Reporting
NOAA	National Oceanic and Atmospheric Administration	WIP	Watershed Implementation Plan
NPS	National Park Services	WQIF	Water Quality Improvement Fund
OLGA	On-line Grant Administration	WSP	Water Supply Plan
PAA	Public Access Authority		
RBEG	Rural Business Enterprise Grant		

**Middle Peninsula Planning District Commission
Executive Director's Report of Regional Progress
May 18, 2015**

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 12 years +)

Congressman Robert Wittman's Fisheries Advisory Committee and Environmental Advisory Committee (MPPDC Staff 5 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 6 years+)

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

The Association for Commuter Transportation (ACT) (Telework Council Secretary): ACT is the premier association for professionals and organizations whose focus is the delivery of commuting options and solutions for an efficient transportation system. The Telework Council is composed of employer representatives, regional transportation, air quality and planning officials, as well as state and local government officials concerned with promoting telework and providing telework information and technical assistance to employers (MPPDC Staff 7 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 9 years)

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

The Coastal Society - The Coastal Society is an organization of private sector, academic, and government professionals and students. The Society is dedicated to actively addressing emerging coastal issues by fostering dialogue, forging partnerships, and promoting communications and education. (MPPDC staff serves as a Director)

MPPDC Staff and Contact Information

Executive Director: Lewis Lawrence

Contact Info: llawrence@mppdc.com (804) 758-2311x24 (804) 832-6747 (cell)
Programs: *Coastal Zone Technical Assistance, Local Initiatives, Public Access Authority*

Finance Director: Beth Johnson

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

Chief of Community Planning: Marquitrice Wright

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Programs: *Rural Transportation Planning, Local Community Planning Assistance*

Planner 2: Harrison Bresee

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Programs: *Regional Emergency Planning, Public Access Authority*

Planner 2: Jackie Rickards

Contact Info: jrickards@mppdc.com (215) 264-6451 cell
Programs: *Environmental Programs, Graphic Arts*

Secretary: Rose Lewis

Contact Info: rlewis@mppdc.com (804) 758-2311x21
Programs: *Septic Pumpout Assistance, Facilities Scheduling*

Project 30502 Water Supply Planning

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

Project 31201 Middle Peninsula All-Hazards Mitigation Plan Update

As a mandated requirement of the Disaster Mitigation Act of 2000, the 2016 All Hazards Mitigation Plan Update is designed to update the 2011 Middle Peninsula All Hazards Mitigation Plan (AHMP). The plan will address several natural hazards, including hurricanes, winter storms, tornadoes, coastal flooding, coastal/shoreline erosion, sea level rise, winter storms, wildfire, riverine flooding, wind, dam failures, drought, lightning, earthquakes, shrink-swell soils, extreme cold, extreme heat, landslides, land subsidence/karst, tsunami, and volcanoes.

- Worked to update the Hazards Identification section of the plan.
- Requested a list of hazardous materials from Local Emergency Planning Committee members for Middle Peninsula Localities.
- Researched the Old Dominion University Center for Sea Level Rise Intergovernmental Planning Pilot Project. Found sea level preparedness and resilience planning in Hampton Roads that can be used as a template for other regions.
- Received all deliverables (i.e. HAZUS flooding, hurricane, and sea level rise) from Dewberry. Reviewed the documents, provided feedback, and sent a draft to the All Hazards Steering Committee for review.
- Discussed comments and feedback about deliverables with James Mawby, Dewberry.
- Researched air quality, HAZMAT, Ditch flooding, and summer storms to add as new hazards to the plan.
- Sent a doodle poll out All Hazards Mitigation Plan Committee members to check availability in June for another meeting. The meeting will review the HAZUS documents and focus on developing mitigation strategies.
- Requested and received snow cover data from Bill Sammler, National Weather Service.
- Contacted Todd Cannon, VDEM to request a list of hazardous material in the Middle Peninsula Region.

- Was informed by Debbie Messner, VDEM that FEMA Region III is interested in having a meeting to discuss the All-Hazards Mitigation Plan and the future for the plan.
- Imported flood plain data into GIS for analysis.
- As the All Hazards Mitigation Plan is updated, Committee members from Middle Peninsula localities will have the opportunity to review the updates and provide feedback. Below is table that depicts the plan’s sections, section feedback from localities is due, and the localities that have provided feedback (marked with an “X”). Currently the Planning Process, Hazards Identification and Appendices are also being updated with information.

SECTION	TITLE	Status	Counties						Towns		
			Essex	Mathews	Middlesex	King William	King & Queen	Gloucester	West Point	Urbanna	Tappahannock
1	Intro	Completed 3/24/2015							X		
2	Planning Process	Underway									
3	Community Profile	Completed 2/20/2015			X	X	X	X	X	X	
4	Hazard Identification	Under Review									
5	Risk Assessment Analysis (HAZUS)	Under Review							X		
6	Capability Assessment	TBD									
7	Review of 2010 Strategies	TBD									
8	Mitigation Goals, Objects and Strategies	TBD									
9	Implementation Plan	TBD									
10	Plan Adoption	TBD									
11	Plan Maintenance	TBD									
12	Appendices	Underway									

INFORMATION RESOURCES/ASSISTANCE

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

- Updated www.mppdc.com website –meeting notices, State Water Resources Plan link, Broadband Authority Community Meeting notice, and TDM Plan Update Survey.

- Responded to request from Tedd Povar, Associate Director Virginia Institute of Government, for information on local/regional programs that provide financial assistance to homeowners for septic repairs. Provided description of MPPDC Onsite Program and copy of program design.
- Upon request, sent King & Queen County information about the Chesapeake Bay Local Assistance Board that could potentially assist the County with funds to finish developing the County's Comprehensive Plan.

COASTAL COMMUNITY DEVELOPMENT/ ENVIRONMENTAL

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

Project 32010 Staff Support to Middle Peninsula Chesapeake Bay Public Access Authority (MPCBPAA)

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

- Received the adaptive reuse plan for the Captain Sinclair's Recreation Area developed by graduate students for the Urban & Regional Planning program at the L. Douglas Wilder School of Government & Public Affairs presented. The plan will serve as a future roadmap for development of the site to maximize the public benefit.
- Received word that the Commissioner of Revenue in Gloucester has acknowledged the fact that the Middle Peninsula Chesapeake Bay Public Access Authority is a political subdivision and thus tax exempt.
- Prepared vouchers, processed A/P, reconciled bank statements. Prepared monthly financial statements.
- Invoiced Gloucester Rowing Association for utility bills at Captain Sinclair Landing.
- Consulted with Michael Aukamp, Dunham Aukamp & Rhodes LLC, regarding final audit report and invoice.
- Convened an off cycle PAA Board meeting on May 8, 2015 at the Cpt. Sinclair Recreational Area in Gloucester County, VA. Topics covered included: approval of March 2015 Minutes and Financial Report; Public Comment; Presentation of the Captain Sinclair's Adaptive Re-use Plan by VCU; MPCBPAA Annual Work Plan (2015-16); Potential Land Donations to the MPCBPAA; a Lands End Subdivision Road Discussion. The next regular meeting is scheduled for June 12, 2015.

Project 32011 Public Access Authority Giving

This project proposes to develop a targeted land donation marketing campaign for Essex County and, secondarily, other Middle Peninsula localities. Further, the project proposes to research and develop a white paper detailing the costs and benefits (pros and cons) to localities for property that is donated.

- Met with Janet Krenn, Communication Specialist, concerning the development of a waterfront land donation program for Essex County. The approach identifies goals for marketing, audiences, Marketing Pathways and Strategies, and time line for completion.
- Received notification of funding to support land donation legal work from Virginia Environmental Endowment.

32012 PAA Captain Sinclair Improvements

The Captain Sinclair’s Recreational Area, with approximately 1 mile of waterfront on the Severn River in Gloucester County, VA, is a recent gift from a private landowner to the Middle Peninsula Chesapeake Bay Public Access Authority (MPCBPAA). The MPCBPAA is partnering with the MPPDC to develop an overall use plan for the property that is compatible with the existing natural coastal landscape. The project is centered around protecting and enhancing the local coastal landscape and minimizing wetland impacts associated with constructing a new public pier to improve the current “walk in and over the wetlands” as part of the existing public access to public waters on the site. A Native Coastal Landscape Design (NCLD) will radiate away from the public access pier. The design will include the purchase and installation of native plants to enhance the coastal landscape around the project site and an educational exhibit on native plants in the main house.

- Met with Denise Greene of Sassafra Farm at the project site to view property and discuss ideas for native landscape design.
- Submitted proposal to Department of Forestry Virginia Trees for Clean Water for installation of a Captain Sinclair Landing Recreational Area Maritime Forest Edge Demonstration Garden Project.
- Recorded deeds for donated Mathews County properties offered as project match. Donated properties include: (1) 18 acre parcel – Mathews tax map # 31-A-116B and (1) 3 acre parcel – Mathews tax map #31-A-200, known as Bethel Beach, and (2) parcels of 5.06 acres in aggregate – Mathews tax map #36-14-3&4, known as Winter Harbor.

Project 32132 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.

- Consulted with Tolar Nolley, President of the Oyster Company of Virginia, concerning private donations to support the work of the Middle Peninsula Chesapeake Bay Public Access Authority at the Captain Sinclair’s Recreation area in Gloucester.
- Attended the *New Republic*- Next Frontier of Climate Change symposium featuring Governor Terry McAuliffe as guest speaker.
- Visited a potential private waterfront land donation site on Adams Creek, Gloucester County. Discussed donor’s desires for promoting public access. Provided donor with contact information for attorney specializing in land conservation legal issues.
- Consulted with Tara Delany, USDA Area Specialist, on rural economic and community development issues. Reviewed various funding programs to advance forward projects of interest within the Middle Peninsula.
- Discussed the King and Queen County public fishing pier parking requirements associated with the Virginia Marine Resource Commission construction contract packet. Consulted with Marcie Parker,

P.E. VDOT Fredericksburg District Administrator, concerning shoulder and diagonal parking availability along the old Route 33 bridge alignment.

- Coordinated for the “Closing the Deal” Federal Flood Insurance real-estate workshop to be held at VIMS on May 19th. Over fifty real-estate, banking, and insurance representatives from across the Middle Peninsula registered to attend.
- Coordinated for a possible 2.08 acres York River waterfront land donation in Jenkins Neck to the Middle Peninsula Chesapeake Bay Public Access Authority. The donation has 177 ft of York River frontage including a sand beach.
- Attended a meeting called by Janine Burns, Mathews County Board of Supervisors and newly elected Chair of the Executive Council of the Chesapeake Bay Local Government Advisory Committee (LGAC), to discuss organizations and administrative operation of the Chesapeake Bay Program with Nick DiPasquale, Chesapeake Bay Program Director.
- Participated in the Coastal Society Board of Directors April conference call.
- Coordinated with Drew Hill, Bay Title, and Lee Stephens, Lee Stephens Law, concerning the recordation of four parcels donated to the Middle Peninsula Chesapeake Bay Public Access Authority in Mathews County.
- Met with Jim Robinson, Chairman for the Mathews County Planning Commission, to discuss land use planning issues facing Mathews County.
- Attended the Middlesex County Board of Supervisors meeting to discuss public access strategic planning.
- Served as a judge for the annual VCU Plan-Off held in Richmond. Graduate students for the Urban & Regional Planning program at the L. Douglas Wilder School of Government & Public Affairs presented Capstone Graduate projects for review.
- Participated in the NOAA Virginia Coastal Program 312 review process. The Coastal Zone Management Act calls for NOAA to conduct open and public evaluations of all federally approved coastal management programs on a periodic basis. As part of the evaluation process input is solicited from a coastal program’s partners and the general public. Written evaluation findings will address the program’s major accomplishments and impacts and identify opportunities for improvement around three focus areas: restoring and protecting coastal habitats and enhancing public access, ocean planning and building coastal resilience.

Project 32133 NFWF Living Shoreline

MPPDC received a grant from the National Fish and Wildlife Foundation to facilitate citizen-based resource stewardship to enhance coastal resilience and reduce vulnerability to growing risks from coastal storms, sea level rise, flooding and other threats to shorelines by encouraging Middle Peninsula waterfront homeowners, through access to low interest loans and/or grants and through education about living shorelines, to make informed decisions to install living shorelines to protect waterfront properties. The main emphasis of the project will be to design and implement a Living Shoreline Incentive Program (LSIP) to provide loans and/or grants to homeowners to install living shorelines on suitable waterfront properties. The project also includes the design of a Shoreline Management Plan (SMP) for the entire Captain Sinclair’s Recreational Area shoreline and the design and installation of one lower Chesapeake Bay public waterfront demonstration project to provide consumers easily accessible publically owned living shoreline examples to inform their decision

making. The investment of effort and resources in producing a Shoreline Management Plan will yield substantial benefits in facilitating decision-making on a variety of potential issues and uses of the site. A Living Shorelines Education Program will be developed to educate the public about the benefits of living shorelines. The Captains Sinclair's Recreation area site boasts an 8,000 sq. ft. waterfront home within 200 feet of the demonstration site that will house the Living Shorelines Education Program.

- Provided copy of VMRC permit for dock to Donna Milligan, VIMS Shorelines Studies and discussed site access for living shoreline construction activities.

Project 32134 Drainage and Roadside Ditching Authority

To build on past efforts, MPPDC staff will explore the enabling mechanism in which a Drainage and Roadside Ditching Authority may be developed. As this Authority would be responsible for prioritizing ditch improvement needs, partnering with and leveraging Virginia Department of Transportation (VDOT) funding, and ultimately working toward improving the functionality of the region's stormwater conveyance system, MPPDC staff will address the policy questions and create a framework for Drainage and Roadside Ditching Authority that can be scalable to the local or regional level depending on the need.

- Developed a format for the final report and began to organize report content.
- Developed a diagram to depict the steps/projects that have been undertaken to date regarding ditching in Mathews County and the region. Sent diagram to Carolyn Howard, Draper Aden Associates.
- Convened a public meeting in Mathews County to present the Drainage and Roadside Ditching study results and next steps for the project.

Project 32207 Working Waterfront Plan

MPPDC staff will build on previous efforts to establish a coastal zone-wide Working Waterfronts Plan for Virginia that will serve to guide communities in protecting, restoring and enhancing their water dependent commercial and recreational activities. This plan will help communities with existing water-dependent commercial infrastructure, understand the long-term costs associated with the loss of working waterfronts, develop new policy tools to help them manage the increasing growth pressures, and build capacity to develop working waterfronts as thriving components of local economic development.

- Met with Working Waterfront project consultant Bill Pruitt to discuss overall project context and local government input. Developed a strategy for outreach specific to rural local elected officials from the Middle Peninsula, Northern Neck, and Eastern Shore.
- Held the meeting of Working Waterfront Steering Committee on April 16, 2015 in the City of Poquoson. At the meeting the Committee discussed the state-wide boat insurance policy, public policy process diagram, CZM five year strategy for working Waterfronts, as well as, funding/grant availability. Following the formal meeting Charity Gavaza took a handful of Committee members on a tour of working waterfronts in the City of Poquoson, including Whitehouse Cove Marina, Amory's Wharf (a.k.a. Thomas Jefferson Rollins Nature Area which is the new official name since it has been dedicated as a park), Messick Point and Port Messick Marina, and York Haven Marina.
- Updated the public process diagram based on feedback from the Steering Committee.

TRANSPORTATION

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

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

This program assists local commuters and employers with transportation issues. The main emphasis is on lowering the number of single occupancy vehicle commutes within and from the Middle Peninsula region through marketing and promotion of the program through local media and provision of ride matching services to commuters. In addition MPPDC staff will update the TDM Six Year Plan with additional funding from DRPT.

- Updated website – www.midpenrideshare.org.
- Attended VTA Conference in Williamsburg, May 20-21.
- Consulted with Susan Robertson, Reporter for the *Tidewater Review*, regarding article on rideshare program which ran on 5/6/15.
- Convened Association for Commuter Transportation Telework Council meeting on 5/5/15. Topics of discussion included requested input on Broadband Access for the Public Policy Council, ACT Conference Telework Council session panel selection, and ACT Conference Telework Council general meeting.
- Consulted with Jen Little, WXGM Radio, regarding updates to radio spots.
- Received online registration from Gloucester County resident commuting to Glenn Allen. Referred to Ridefinders for assistance. No match available due to 11 hour workday schedule.
- Received online registration from Gloucester County resident commuting to Arlington. No match available.
- Received online registration from Middlesex County resident commuting to Smithfield. Requested additional information.
- Current commuter database – 154.

Project 302101 Transportation Demand Management (TDM) 6 Year Plan Update

MPPDC received funding from DRPT to update its Long Range TDM Plan. DRPT is requesting all TDM agencies update their plan every six years to improve the efficiency and effectiveness of transportation demand programs and services; to serve as a management and policy document for the program; to maximize investment of public funds to achieve the greatest possible public benefit ; and to provide a basis for inclusion of operating and capital programs in planning and programming documents such as the Six Year Improvements Program, Statewide Transportation Improvement Program, Transportation Improvement Program and the Constrained Long Range Transportation Plan.

- Requested 3 month project extension from DRPT.
- Designed survey to request public input into transportation services needed in the region. Posted link to survey on MPPDC (www.mppdc.com) and Midpen Rideshare (www.midpenrideshare.org) websites.

Project 30312 Rural Transportation Planning

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

- Discussed the upcoming Middlesex Transportation Plan update with Wally Horton, Middlesex County Planning Director and provided guidance and review comments from VDOT on information required in the update.
- Met with Joyce McGowan to discuss Gloucester County Bike Plan project and existing transportation projects in the Gloucester County. Ms. McGowan provided insight into future maintenance and improvement projects and how bicycle and pedestrian facilities may be incorporated.
- Coordinated a teleconference with John Bolecek, VDOT Bicycle and Pedestrian Plan Coordinator, Adam Campbell VDOT Transportation Planner, Anne Ducey Ortiz, Gloucester County's Planning Director and Carol Steele, Gloucester County's Parks and Recreations Director to discuss the Bicycle and Pedestrian Planning process, signage for bicycle routes and infrastructure improvement requirements.
- Attended the National American Planning Association Conference on April 18th -21st, in Seattle Washington. Attended transportation and economic development session that included Comprehensive Pedestrian Planning, Zoning for Bikeability, Enabling Rural County Zoning, Finding Space for Bicycles, and Minding the Transportation/ Land Use Gap.
- Provided information from VTrans to Middle Peninsula local planners on providing updated data on Urban Development Areas and mixed used development projects to VTrans or VDOT for consideration in the HB2 funding process.

ONSITE REPAIR & PUMPOUT

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

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

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

- Consulted with Shawn Crumlish, VRA, regarding status of commitment letter and financing agreement. Both should be provided in time for consideration by Commission at May Commission meeting.
- Consulted with Camille Dean, Sands Anderson regarding bond counsel for VRA loan process.
- Convened Onsite Loan Committee to review application for assistance for Mathews County repair. Application approved but must wait for new loan funds from VRA for closing.
- Received application from Gloucester County homeowner for assistance for conventional septic repair. Requested estimate(s). MPPDC has funding available for up to \$5000. If estimates are higher repair will have to wait on additional loan funds from VRA.
- Consulted with Gary Wood, VDH, regarding status of pending septic repairs.

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

Note: All WQIF grant funds have been spent and all VRA grant funds have been committed. MPPDC staff are continuing to search for additional grant funding for this program. The ability to blend loans with grants is crucial in assisting low income homeowners in correcting failing septic systems.

Remaining uncommitted funding – \$4115 loan funds.

30441 Septic Pump-out and Technical Assistance Project

This program, with funding from EPA Chesapeake Bay Implementation Grant through the Department of Environmental Quality, will provide septic pump-out financial assistance to low income homeowners and technical assistance to the Town of Tappahannock and Essex County to develop land use ordinance provisions that address the water quality requirements of Phase III of the Chesapeake Bay Preservation Area Designation and Management Regulations (9VAC25-830.10 – 280).

- Met with Jimmy Sydnor, Tappahannock Assistant Town Manager, Jeff Hodges, Essex County Zoning Administrator, Wynn David, Essex County Environmental Compliance Officer, and Trent Funkhouser, Essex County Economic Development Coordinator, to review and discuss the revisions to the Essex County and Town of Tappahannock Local Chesapeake Bay Ordinances.
- Spoke with Shawn Smith, DEQ Principal Planner, regarding required provisions and changes to the local Chesapeake Bay Ordinance. The discussion was to clarify information and concerns that came from meeting with local administrators on changes to the local Chesapeake Bay Ordinances.
- Submitted Essex County and Town of Tappahannock Chesapeake Bay Ordinance revisions to Nancy Miller of DEQ for preliminary review.
- Consulted with Lara Kling, DEQ regarding possible exception to IRS 1040 documentation of income eligibility for King William applicant with extenuating circumstances. Applicant is unemployed. DEQ did not approve of exception. Sent denial letter to applicant explaining that they are ineligible for assistance due to having income above the threshold for assistance.

- Septic Pumpout as of May 18, 2015

Applications Mailed	108
Approved Vouchers	46
Completions	16

Pumpout Vouchers by County

Essex	08
Gloucester	03
King and Queen	02
King William	28
Mathews	00
Middlesex	05

ECONOMIC DEVELOPMENT

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

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

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

- Provided Virginia Sea Grant staff with a copy of the final report for review and comment prior to submission to the Department of Housing and Community Development as a contract deliverable.

Project 30105 Middle Peninsula Broadband Study

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

- Requested reimbursement through ASAP system.
- Submitted the Final Report to the EDA for Grant number: 01-86-14411.
- Convened a meeting of the MPBA Board to discuss the Virginia Telecommunication Planning Grant Initiative from DHCD. The Board decided to submit a Letter of Interest by the May 22, 2015 deadline. Further, due to the resignation of Brenda Garton, new officers were elected. Melinda Conner, Mathews County Administrator was elected Chair and Matt Walker, Middlesex County Administrator was elected Vice-Chair.

Project 301702 Small Business Revolving Loan Fund

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

- Received phone call from Gloucester County client requesting change in payment dates. Explained that the date could not be changed, but a payment could be skipped with permission. Approved holding May payment.
- Executed ACH loan payments for MPBDP loans. All MPPDC loan funding programs require that loan recipients authorize loan payments to be made automatically from loan recipients' bank accounts. Loan clients authorize the payments at loan closing (ACH Authorizations). MPPDC staff process these payments on the 15th of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to the loan processing date of the 12th of the month to request a payment be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans.

Project 30108 Building Collaborative Communities (BCC) Grant

This project, with funding from the Virginia Department of Housing and Community Development, is a collaborative effort with regional and local, public and private stakeholders to create an organizational structure with the capacity and resources to lead regional economic development initiatives in the Middle Peninsula. The project will seek to provide education, training and outreach to local officials on regional economic development partnerships, re-establish the

Tidewater Resource Conservation and Development Council, update the River County Economic Development study, as well as draft policies, bylaws and a conceptual work plan for the newly created economic development organization.

- Researched Virginia State requirements for amending Articles of Incorporation for possible reconstitution of the Tidewater Regional Conservation Council.
- Researched existing Virginia Economic Development Organizations and compiled information on the various structures, functions, funding mechanisms and policies of each to help provide guidance on developing internal policies and work programs.
- Discussed with Martha Walker, Virginia Tech Set Expansion Program Coordinator, the coordination of various speakers with regional partnership interest and experience to present to the Mayors and Chairs group.
- Consulted with Delegate Keith Hodges concerning a framework for the creation of a Middle Peninsula Economic Development Organization.
- Consulted with Reese Peck, Essex County Administrator, concerning possible submittal of a regional enterprise zone proposal to support regional economic development across the Middle Peninsula.

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 30106 Middle Peninsula Regional Jail Flash Freeze Feasibility Study

The Middle Peninsula Regional Jail Authority will use funds from the USDA RBEG program to contract with the Middle Peninsula Planning District Commission (MPPDC) to conduct a feasibility study to evaluate whether, and to what degree, the Middle Peninsula Regional Security Center, local economies, and small scale emerging farms across the Middle Peninsula can benefit from a flash freezing produce program. The feasibility study will assist with exploring and addressing both the infrastructure and capital needs for establishing a freezing program as well as the larger community implications of supporting and enhancing economic growth and community vitality.

- Provided copies of quarterly reports and financials to Andy Scales, Middle Peninsula Regional Jail Authority (MPRJA).
- Organized a Flash Freeze Steering Committee that consists of stakeholders from the Regional Jail Board, agriculture community, VTech Extension, Food banks, State Department of Corrections Agriculture Business Department, seafood processing industry, and farmers markets. Drafted and sent an invitation to Committee members for the Flash Freeze project kick off meeting scheduled for May 26 at 10 a.m.
- Corresponded with Michele Benson, Food Bank of Virginia Peninsula, regarding the kick-off meeting for the Flash Freeze Project. She mentioned Virginia Peninsula Food Bank may be a better fit for the group; however, she will discuss this with Scott Gray, COO of Virginia Peninsula Food Bank, before making a final decision to attend the meeting.
- Sent a list of Committee members to Scott Tate and Neal Barber for the kick-off meeting. They plan to send out an agenda for the meeting scheduled on May 26th.

Project 30017 King & Queen Fishing Pier Funding

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

Project 30018 Local & Regional Technical Assistance

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

- Met with Michelle Brown, Middlesex County Economic Development Coordinator, to discuss current Middle Peninsula regional economic development projects and how they aligned with Middlesex County's economic development goals.
- Submitted a proposal to USDA Farmers Market Promotion Program requesting funds to assist participating Farmers Markets in the region with an assessment coordination and marketing strategic plan. It also proposes a regional online reservation system.
- Drafted and submitted the Middle Peninsula's comments to DEQ on the State Water Resource Plan.
- Attended a Coastal Resilience Partnership workshop in Suffolk on May 18th hosted by Old Dominion University and Department of Housing and Community Development. The workshop presented information to coastal localities on how to participate in a Housing and Urban Development grant to help victims of recent natural disasters restore and rebuild for future resiliency against hazard events.
- Researched local newspaper advertising rates for SCORE of Williamsburg workshop to be held in September at MPPDC offices. SCORE provides mentoring and technical assistance to small businesses and entrepreneurs. SCORE may be willing to provide services to the region if sufficient demand can be demonstrated. Advertising costs for the workshop will be shared by SCORE and MPPDC.
- Sent letter to Tammy Stephenson, DEQ Office of Water Supply, regarding regional concerns and comments on the draft State Water Resources Plan.

Project 30019 Urbanna Oyster Festival Project

This is a shoreline restoration project for Urbanna Creek that proposes collaboration with the MPPDC, VDOT, Urbanna Oyster Festival Foundation, Christchurch School and VIMS. The project proposes to reduce the amount of sediment and nutrients released into Urbanna Creek caused by an enormous hole underneath the bridge that is allowing ground and surface water runoff from public right of way and private property to deposit into the Creek. The project includes filling the hole and design of a shoreline restoration method.

30020 Middlesex Boat Pier

Middlesex County requested MPPDC/PAA staff to perform the necessary work to develop project proposal for Virginia Department of Game and Inland Fishery grant funding. The proposal would seek funding for the planning, design and potential construction of a new public access site on Mill Creek in Deltaville that would include a double boat ramp, a courtesy pier and a parking lot that could accommodate trucks with boat trailers.

HOUSING

Funding –Housing Loan Program Income

Project 300132 Energy Efficiency and Conservation Block Grant (EECBG)

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

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

EMERGENCY SERVICES

Funding - Pending

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

Project 31202 Regional Emergency Management Planner

Regional Emergency Planner position housed at the Middle Peninsula Planning District Commission (MPPDC) in Saluda. The Middle Peninsula crosses VDEM Region 1&5 boundaries. Position will support local Emergency Coordinators by assisting/coordinating homeland security & disaster response preparedness; Rt. 17 evacuation planning; & resource data collection.

- Input reimbursement request and documentation to VDEM Electronic Grants System.
- Completed the WebEOC for Local Governments class at the Virginia Emergency Operations Center in Richmond and received the certification allowing the Regional Emergency Manager access to the State WebEOC. The purpose of this course is to establish a baseline awareness of the operations, procedures, plans, and systems to be used by when interacting with the Virginia Emergency Operations Center (VEOC) which allows access to VDEM's crisis management software WebEOC and the use of WebEOC with regard to requests for assistance and information management during an event.
- Met with the Local Planning Team consisting of the Emergency Managers from the Middle Peninsula on April. Discussed the status of the Housing Workshop for the Regional Catastrophic Planning Grant, the Sheltering Workshop for Gloucester and Middlesex Counties, the Evacuation planning for the Rt. 17 corridor, resource typing, and the need to consolidate the various plans for each locality.
- Participated in the Regional Catastrophic Planning Grant Program Housing Strategy Framework webinar on April 22. The webinar provided an overview of the RCPT Housing Strategy Framework and discussed the purpose and organization of the Southeast Virginia/Northeast North Carolina Regional

Catastrophic Housing Strategy Framework, described the key concepts within the framework, and reviewed and summarized the tools available outside of the Regional Catastrophic Framework.

- Took part in the Regional Sheltering Workshop on April 27 at the Gloucester County Emergency Operations Center. The workshop was attended by representatives from Gloucester and Middlesex County, the American Red Cross, and representatives from VDEM. A draft plan, provided in advance, for the development of a regional mid-term shelter for Gloucester and Middlesex Counties was the base for discussion and the workshop was designed to elicit discussion to help fill in the gaps of this draft plan. The draft plan will be amended based on the day's discussion and a final plan will be presented this summer.
- Participated as part of the steering committee on the Gloucester County SHSG Evacuation and Sheltering Meetings on May 12, at the Gloucester County EOC. The two meetings are back to back. The Evacuation meeting is a joint project with Gloucester County, Mathews County, and Middlesex County for the development of a regional agreement on Evacuation in the lower Middle Peninsula region. The Sheltering meeting is a joint meeting for Gloucester and Middlesex Counties and is designed to develop a regional MOU on sheltering evacuees after an incident. The Evacuation plan was presented in draft form and will be used as a basis of discussion for a June 24 Evacuation Workshop to be held in Gloucester County. The Sheltering meeting discussed the results of the April 27 workshop in Gloucester County and identified the fact that the American Red Cross is the preferred choice for running a "72 hour post event shelter", but has been difficult to engage in the past. Efforts to reach out and develop a working relationship with the ARC will continue.
- Took part in the Regional Catastrophic Planning Grant Program Housing Recovery Workshop on May 14 at Christopher Newport University. The workshop was attended by over 150 people representing localities, NGO's, private industry (hotel and motel associations, real estate, etc.), VDEM, FEMA, and others. From the Middle Peninsula Region, Gloucester, King William, and Middlesex were represented. The workshop was designed to establish a learning environment for players to consider local housing recovery plans, policies and procedures, and a regional common operating picture. To accomplish this, speakers from the Hurricane Sandy Recovery in Monmouth County, NJ and from the Tornado Recovery in Tuscaloosa, AL presented their challenges, accomplishments, and on-going issues with housing recovery from those two events. Further, a scenario of a category 3 hurricane hitting the Chesapeake Bay was presented in two modules that were discussed by break out groups. The Middle Peninsula/Northern Neck was one group and discussed their ability to house several thousand displaced home owners and renters after this event. Take away from the workshop, for our region, included a need to design a Regional Recovery plan and to develop a guide for Federal and State programs that would be available after a catastrophic event.
- Met with Kay Karstaedt, Disaster Coordinator at the American Red Cross (ARC), covering the Middle Peninsula Region. The meeting was designed to develop a new relationship with the American Red Cross to coordinate sheltering needs. The American Red Cross was restructured recently, resulting in the closure of local Red Cross centers in the Middle Peninsula, a loss of local Red Cross volunteers, and a change in staff at the American Red Cross. The Middle Peninsula is now served from the Fredericksburg ARC office and the relationship with localities has suffered. Ms. Karstaedt is providing a draft of their Sheltering Agreement for review by the local Emergency Managers and the Regional Emergency Coordinator.

AGENCY ADMINISTRATION

Funding - Indirect cost reimbursements from all PDC projects

300181 MPPDC Administration

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

- Prepared vouchers, processed A/P, processed payroll, processed deposits and balanced bank accounts. Prepared MPPDC monthly financial statements.
- Completed draft FY16 Budget. Convened MPPDC Budget Committee to review FY16 draft budget and make recommendations for budget presentation to Commission at May meeting.
- Participated in VAPDC Finance group conference call regarding document repository on VAPDC website.

CLOSED FY15 PROJECTS

Project 32128 Land and Water Quality Protection

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

Project 32129 Water Reuse

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

Project 32130 Aberdeen TIF

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

Project 30015 Tappahannock Comp Plan Update/ Project 30016 Essex Comp Plan Update

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

Essex County has contracted for the Planning District Commission to provide technical planning support for the Essex County Planning Commission as they go through their 2014 Comprehensive Plan Update Process. Every jurisdiction in Virginia is mandated by Virginia Code Section 15.2-2223 to create and adopt a comprehensive plan that outlines a vision for the future of the community with a twenty year planning horizon. Along with the Comprehensive Plan, Essex County has contracted for the Planning District Commission to lead the Planning Commission in discussions regarding the future preparation of a Capital Improvement Plan (CIP), and prepare a Virginia Enterprise Zone Designation (VEZD) application for the County. The Virginia Enterprise Zone (VEZ) program is a partnership between state and local government in which both parties seek to improve economic conditions within designated localities. The program is meant to complement additional local, state, and federal economic development activities to create an improved climate for private sector investment and to focus limited resources on strategically targeted areas. A proposal will be submitted on behalf of the locality by the deadline of June 28th, 2013 using the Department of Housing and Community Development Centralized Application Management System (CAMS).

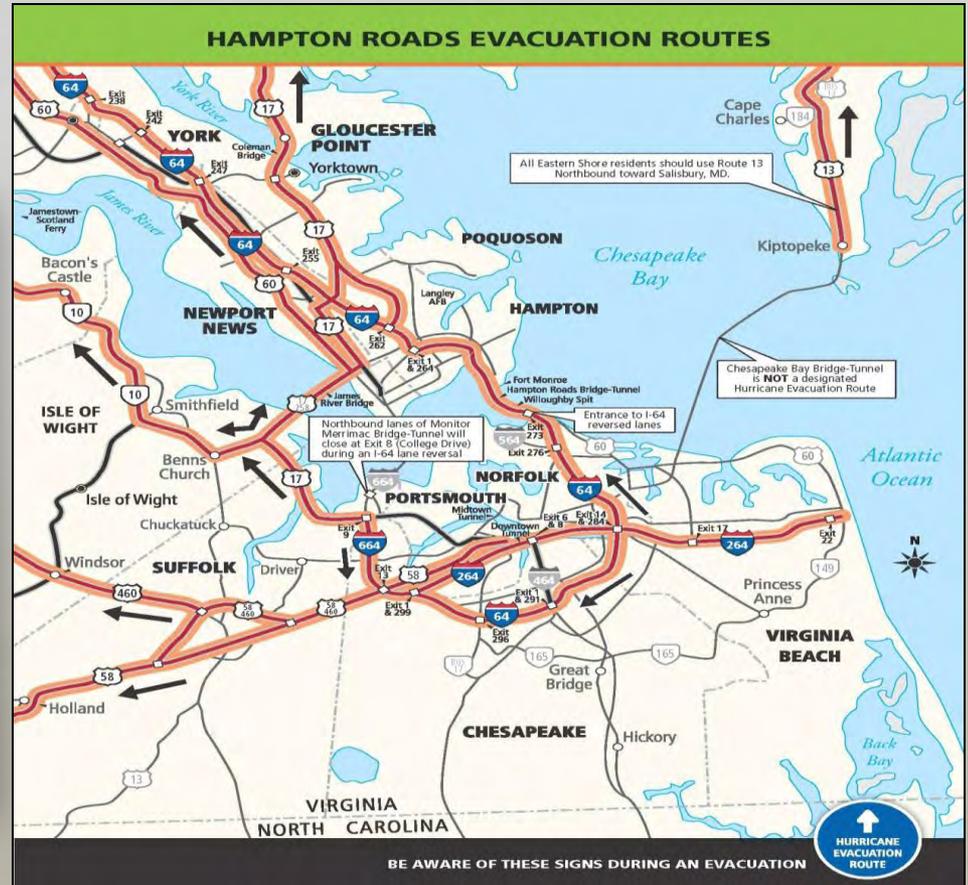
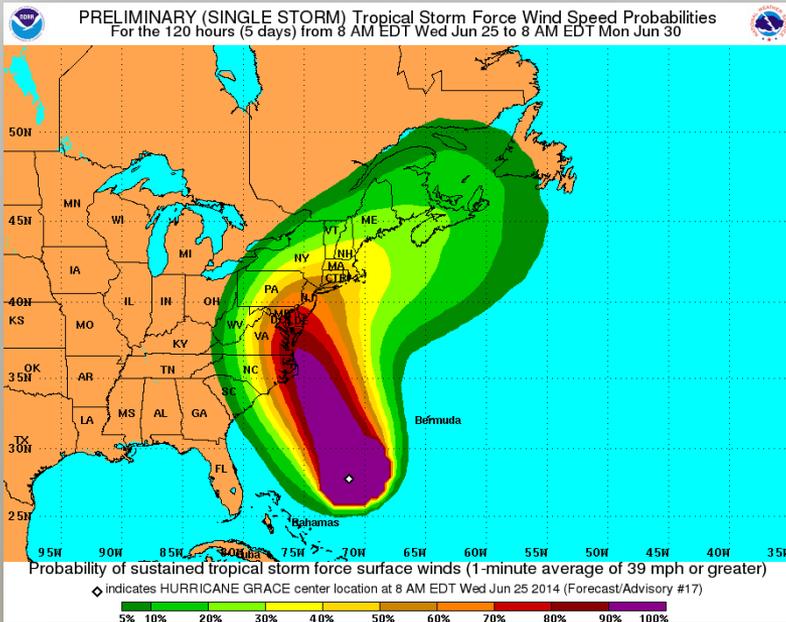
Project 32208 Working Waterfront-VIMS

This effort will assist VIMS, Marine Advisory Services in the delineation of prevailing economic, zoning and property ownership directly related to Aberdeen Creek. Investigate any existing institutional impediments or legacy constraints to future redevelopment of a seafood related infrastructure on the Creek.

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The Regional Emergency Planner is responsible for supporting the Emergency Coordinators in each locality with planning needs

WORST CASE SCENARIO



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**Memorandum of Understanding (MOU) between
The Middle Peninsula Planning District Commission (MPPDC) and
XXX County for the
Virginia Department of Emergency Management (VDEM)
2014 State Homeland Security Program
“Regional Emergency Planning Position”
Grant Number 14VA-HSGP-368**

This Memorandum of Understanding (MOU) outlines the terms of agreement between the Middle Peninsula Planning District Commission and XXXX County concerning the expected outcomes from the Regional Emergency Planning Position from the VDEM Grant Number 14VA-HSGP-368.

Background

Introduction

The Middle Peninsula Planning District Commission crosses the boundaries of Region 1 and Region 5 of the Virginia Department of Emergency Management and includes the Counties of Essex, Middlesex, King and Queen, King William, Mathews and Gloucester and the Towns of West Point, Tappahannock, and Urbanna. The area covers 1,388 square miles. The population is (2010 Census): 90,826.

To help define the position and the needs, the Emergency Coordinators, the County Administrators, and the Town Administrators in each Middle Peninsula locality were polled as to what their regional planning priority needs were. The results of this poll defined the tasks that the regional planning position would accomplish.

The Planner will support the Emergency Coordinators in each locality by assisting and coordinating homeland security and disaster response preparedness, Rt. 17 evacuation planning, and resource data collection.

Scope of Work

The Regional Emergency Planner is expected to fill in the gap in the THIRA as identified in the 2013 JLARC report by developing a Rt. 17 Evacuation Plan. Further, the project will result in regional mutual and automatic aid agreements among the localities, a regional training calendar to save time and money, and an inventory of regional assets that can be shared for training or emergency purposes. The project’s results will be evaluated by the Emergency Managers and the Administrators of the 6 Counties and 3 Towns in the region. The process will involve quarterly meetings at the Middle Peninsula Planning District Commission’s board room with the County Emergency Coordinators and the Local Government Administrators (LGA).

The Planner would specifically assist in:

1. Evacuation Planning for the Middle Peninsula
 - i. Develop a Rt. 17 corridor evacuation plan
 - ii. Study how to take care of local citizens during an event when mass influx of evacuees are expected
 - iii. Study shelter issues to include regional, pet, and special needs shelters
2. Training
 - i. Develop and maintain a regional calendar
 - ii. Coordinate local training and class offerings to maximize economies of scale
 - iii. Assist with Jurisdictional Drills, Training and Exercises for the Emergency Operations Plan and Emergency Operations Centers

- iv. Maintain training records
 - v. Work with the state to set up table top and practical exercises
 - vi. Develop and coordinate regional (Northern Neck/Middle Peninsula) conference call capabilities
3. Coordination of and development of regional operational assets and procedures
- i. Coordination of mutual aid and automatic aid agreements in the Middle Peninsula and adjoining VDEM districts including New Kent County and the Northern Neck.
 - ii. Develop and coordinate standardized regional response agreements for incident command and accountability
 - iii. Resource Data Collection
 - i. Inventory regional assets (i.e. equipment, trucks, specialized equipment, specialized teams, regional HAZMAT, underwater rescue, etc.)
 - ii. Perform Resource Typing
 - iv. Study model for future regional fire/EMS station locations to best serve communities and maximize economy of scale for region
 - v. Study potential cost efficiencies in regionalized dispatch

The Regional Emergency Planner is responsible for supporting the Emergency Coordinators in each locality with planning needs.

Timeframe of Grant

January 1, 2015 to December 31, 2015, unless otherwise altered through provisions of the Grant Agreement or extended by written authorization of VDEM.

Budget Detail

The MPPDC is managing the planning process on a reimbursable basis from VDEM. The DHS grant award is \$110,000 and there is no local share.

Agreement

The Regional Emergency Planner, based at the Middle Peninsula Planning District Commission, will coordinate and execute the planning grant with participation from the Emergency Coordinators, or the person responsible emergency coordination, of each locality. The Regional Emergency Planner will hold quarterly meetings and report the progress of the planning to the Emergency Coordinators and Local Government Administrators on a quarterly basis.

Upon execution of this MOU by XXX County, a signed copy shall be returned to the MPPDC.

Accepted by:

XXXX County

By: _____

Print Name/Title _____

Date

Middle Peninsula Planning District Commission

By: _____

Harrison P. Bresee, III, Chief Emergency Planner

Date

MEMORANDUM

TO: Middle Peninsula Planning District Commissioners

FROM: Lewie Lawrence, Executive Director

DATE: May 18, 2015

SUBJECT: Report on the FY'16 Draft Budget and Overall Program Design

Enclosed please find the Overall Program Design and Budget Committee's recommendations for the FY16 Budget and Overall Program Design (OPD). The Committee met on May 7, 2015 and respectfully submits the attached for your consideration.

Comments on the Overall Program Design

For FY 16, the Commissions OPD is financially stable and represents a strong and well established relationship with both State and Federal partners. State funding committed to the MPPDC remains similar to FY15 budget. Federal funds are proposed to increase significantly, driven by multiple grants under the Coastal Zone Management Act and one large Federal construction grant for the building of a living shoreline at the Captain Sinclair's Recreational area in Gloucester.

I am pleased to report for FY 16, staff has obtained funding commitments to fully fund the Commission's work program. Revenue available to support the Commissions Overall Program Design will increase by approximately 57.5% this year. Much of this success is driven by the Commission's directive to staff to secure additional resources to implement the Commission's work program and funders' desire to invest in regions with a successful track record of project management.

The enclosed Overall Program Design and Budget documents offer updated, easier to read traditional budget spreadsheets and the PDC Service Center budget spreadsheet which further identifies and explains the work of your staff under the proposed nine PDC Service Centers. Viewing the agency budget from a Service Center perspective affords Commissioners the ability to compare the importance of the work of the Commission viewed against the percent of agency staff time dedicated to, and the resources available for, each Service Center. In other words, the Commission's resources and work plan can be viewed against the needs of the region and availability of funding opportunities identified by staff.

For FY2016 budget, the Committee recommends the Commission operate the following Service Centers:

- Service Center #1 Administrative Support (staff time 21%)
- Service Center #2 Environmental Coastal Community Development (staff time 30%)
- Service Center #3 Transportation (staff time 16%)
- Service Center #4 Local Projects/Staff Support (staff time 1%)
- Service Center #5 Local/Regional Planning (staff time 2%)
- Service Center #6 Direct Constituent Service (1%)
- Service Center #7 Mandates (0%*)
- Service Center #8 Emergency & Hazard Management (staff time 26%)
- Service Center#9 Economic Development (staff time 2%)

This package contains the following documents which support the recommendations of the Committee:

1. FY16 Draft Overall Program Design & Project List
2. FY16 Proposed Budget in an easier to read traditional format that includes an overall summary page and comparison to the previous year
3. FY 16 Fiscal Analysis of PDC Service Centers

Comments on the Budget

In reviewing the anticipated revenues, two significant points must be kept in mind:

1. Most of the revenues are received on a reimbursable basis and require the Commission to maintain a general fund balance to cover cash flow expenses until reimbursement arrives. These funds are only available if expended. They cannot be banked.
2. Receipt of revenues often does not coincide with the Commission's July 1- June 30 fiscal year.

Revenue available to support the Commissions Overall Program Design will increase by approximately 57.5% this year. Anticipated total revenues are expected to be \$957,281.

The Commission provides matching funds from the local dues, DHCD base funding and when necessary from the PDC General Fund which allows the Commission to leverage additional federal, state and other funds. The proposed draft budget requires matching funds in the amount of \$145,650. In other words every dollar the Commission invests in projects this fiscal year will return an additional \$6.57 to the region.

In reviewing the anticipated expenses, two significant points must be kept in mind

1. By providing a Service Centers budget, the Commission can better recognize how policies such as rate of pay, fringe benefit levels, equipment upgrades, travel, staff professional development and access to consultants are funded and expensed.
2. The true cost of agency administration and indirect cost allocation can more easily be identified.

As always, much of the expense is dictated by project budgets approved by the funders and will be received by the Commission on a reimbursable basis. Also, there are a few other project proposals pending on which funding decisions have not yet been made. Administration is not comfortable including these in the budget at this time as too much uncertainty remains, but it is anticipated that several additional projects will be funded by end of the fiscal year and most likely will partially fund FY17.

Overall, this budget proposal responds to the priorities expressed by the Commissioners and maximum utilization of available grant funding while maintaining the Commission's conservative fiscal philosophy. No General Fund dollars are anticipated to be needed to balance the FY16 budget.

MPPDC Budget & OPD Committee:

Bud Smith, Essex County and MPPDC Chair

Otto Williams, King William County and MPPDC Vice Chair

O.J. Coles, Mathews County and MPPDC Treasurer

Maurice Lynch, Gloucester County, MPPDC Past Chair

Travis Moskalski, King William County

**DRAFT OVERALL PROGRAM DESIGN
FY '16**

THE DESIGN OF THE OVERALL PROGRAM OF THE MIDDLE PENINSULA PLANNING DISTRICT COMMISSION FOR FY '16 ASSUMES A STAFFING LEVEL AS FOLLOWS:

1. EXECUTIVE DIRECTOR
2. (LEFT VACANT)- DIRECTOR OF REGIONAL PLANNING
3. REGIONAL PROJECTS PLANNER (3 FTE; 1 PT with no benefits)
4. FINANCE DIRECTOR
5. SECRETARY

MPPDC SERVICES WILL BE PROVIDED IN THE FOLLOWING AREAS:

- Service Center #1 Administrative Support (staff time 21%)
- Service Center #2 Environmental Coastal Community Development (staff time 30%)
- Service Center #3 Transportation (staff time 16%)
- Service Center #4 Local Projects/Staff Support (staff time 1%)
- Service Center #5 Local/Regional Planning (staff time 2%)
- Service Center #6 Direct Constituent Service (1%)
- Service Center #7 Mandates (0%)
- Service Center #8 Emergency & Hazard Management (staff time 26%)
- Service Center#9 Economic Development (staff time 2%)

(1) Service Center: Administrative Support

Description: This Service Center allows the Overall Program to function by supporting the agency as a whole and the individual projects.

Activities: Personnel administration; financial management; maintenance and equipping of office, files, and library; audit; grants administration and reporting and other general office functions; Administration of the MPPDC Intergovernmental Review Process to determine proposed projects' conformity with local and regional planning efforts and the physical environment and to eliminate duplication of services

Responsibility: Executive Director, Finance Director, and Secretary

Support: Indirect cost reimbursements by funders/base funding if disallowed by funders

(2) Service Center: Environmental / Coastal Community Development

Description: This service center responds to local planning needs for major projects, such as comprehensive plan updates, other land use plans, zoning and subdivision ordinances, management studies, and minor technical assistance for grant applications. The center also provides for the collection, organization, and dissemination

of technical, socio-economic, and geographic data to local governments, market analysts, financial institutions, the general public, and others. The Middle Peninsula Planning District Commission is designated as a Regional Data Center with the responsibility of being the official repository for all U. S. Census data for the District. Lastly, the center responds to daily requests for assistance from local government staff. In order to properly manage the workload, requests should be channeled through the County Administrators and Town Manager offices to the Executive Director.

Activities: Consultation on review of development proposals; consultation on individual rezoning and special exception applications; minor review of zoning, subdivision, and other land use ordinances; development of local planning work programs; preparation of brief written reports in relation to these activities; preparation of grant proposals; training and support for local GIS implementation; continued system administration and database maintenance of the MPGIS; continued technical assistance regarding emerging coastal zone management issues impacting member localities.

Responsibility: Executive Director, Regional Projects Planners, Finance Director
Support: Virginia Coastal Program Technical Assistance Program, Rural Transportation Program, Virginia Coastal Program Section 309, other CZM grants, National Fish and Wildlife Foundation, Local dues

(3) Service Center: Transportation Planning

Description: This program includes transportation activities of general interest to the District. It involves special studies, collection and analysis of data, and coordination and advocacy activities and commuter services to constituents.

Activities: Middle Peninsula Rural Transportation Planning Program, Transportation Demand Management Services

Responsibility: Regional Projects Planners, Finance Director
Support: VDOT Rural Transportation Planning Assistance Program, VDRPT Transportation Demand Management Program, Local dues

(4) Service Center: Local Projects/ Staff Support to External Entities

Description: This program provides planning assistance to localities and staff support to external entities

Activities: Middle Peninsula Chesapeake Bay Public Access Authority staff support; new project development and evaluation of the PDC services and structure, local planning assistance.

Responsibility: Executive Director, Regional Projects Planners, Finance Director.
Support: Virginia Coastal Program, Middle Peninsula Chesapeake Bay Public Access Authority funds, Local funds.

(5) Service Center: Local /Regional Planning

Description: This service center responds to and encourages the sponsorship of meetings, seminars and workshops for local elected and appointed officials, local government administrators, local economic developers, and local opinion leaders covering such subjects as economic development, planning commission functions and activities, leadership techniques, local government operations, environmental management. This program also includes initial development activities of programs that would utilize the economies of scale and the inherent efficiency of a larger service delivery area in order to produce cost savings to local government and/or deliver better service to users.

Activities: Planning Commissioners Training Program, Boards of Zoning Appeals Members' Training Program, PDC dinner meetings, monthly Local Government Administrators Meetings, monthly Local Planners Meetings, representation on the Virginia Citizens Education Planning Association Board. As well as special infrastructure planning and development; community development studies; project coordination and and the development and provision of services to area micro-businesses.

Responsibility: Executive Director, Regional Projects Planners, Chief Financial Officer
Support: PDC Base Funding (DHCD), Local dues.

(6) Service Center: Direct Constituent Services

Description: This service center responds to the needs of Middle Peninsula constituents for onsite septic repair; Small Business Revolving Loan Program; Housing Improvements Revolving loan program and the exploration of a living shoreline revolving loan program.

Activities: Assistance to homeowners for septic repair, pump out, small business loans, housing loans; and living shoreline construction loans (proposed). Most of the staff time is dedicated to servicing existing loans under these long standing programs and qualifying new applicants requesting financial assistance for septic repairs.

Responsibility: Finance Director, Executive Director
Support: Virginia Resources Authority/Virginia Department of Environmental Quality

(7) Service Center: Mandates

Description: This service center provides assistance and responses to local and regional government needs associated with mandates issued from the state legislature or the federal government.

Activities: Development of the required FEMA Disaster Mitigation Plan/ All Hazard Mitigation Plan*

Responsibility: Executive Director, Regional Projects Planners.

Support: Mandating Agency, Federal, State and other Local funds

(8) Service Center: Emergency & Hazard Management

Description: This service center provides assistance and responses to local and regional government needs associated with emergency management and assistance.

Activities: Development of new programs and services to assist with public education, safety, evacuation planning , as well as local fire and rescue programs focusing on staff retention and grant program development. New opportunities include evacuation planning and State Homeland Securities Grant Program; FEMA Community Rating System to help offset premium increase under the Federal Flood Insurance program and establishment of a regional Biosolids monitoring program.

Responsibility: Regional Projects Planners, Finance Director

Support: Mandating Agency, Federal, State and other Local funds, FEMA and VDEM

(9) Service Center: Economic Development

Description: This service center responds to the needs of local government by providing solutions and services necessary to carry out economic development and job creation/retention activities.

Activities: CEDS and University Partnership Plan implementation

Responsibility: Executive Director, Regional Projects Planners, Finance Director

Support: Virginia Department of Housing and Community Development Building Collaborative Communities Program, Virginia Tech Stronger Economies Together Program; Virginia Sea Grant and Local Funds

MPPDC FY 16 PROJECT LIST

(1) Service Center: Administrative Support

Agency Administration: Indirect Cost Sharing/ PDC Base Funding

(2) Service Center: Environmental / Coastal Community Development

- Coastal Technical Assistance - CZM/DEQ
- Working Waterfront Coalition Policy Development for Plan – CZM/DEQ
- Working Waterfront Coalition – State Plan – CZM/DEQ
- Mathews Ditch Database and Mapping- CZM/DEQ
- Sea Level Rise– CZM/DEQ
- PAA Master Plan – CZM/DEQ
- Captain Sinclair Improvements – CZM/DEQ
- Living Shorelines Incentive Program - NFWF

(3) Service Center: Transportation Planning

- Transportation Demand Management – DRPT
- Rural Transportation Planning - VDOT

(4) Service Center: Local Projects/Staff Support

- MPCBPAA - PAA
 - General PAA Administration
 - Grants Management

(5) Service Center: Local / Regional Planning

- TBD Local Initiatives
- MPRJA Flash Freeze Study – USDA/RBEG
- Regional Meetings

(6) Service Center: Direct Constituent Services

- Loan Processing and homeowner assistance –Program Income
 - Onsite Septic Repair RLF
 - Housing RLF
 - Small Business RLF
 - Proposed: Livingshoreline RLF

(7) Service Center: Mandates

- Regional Hazards Mitigation Plan Update – VDEM (FEMA)

(8) Service Center: Emergency & Hazard Management

- TBD local assistance and grants applications
- Homeland Security Regional Emergency Planning – Hurricane Evacuation & Sheltering – VDEM/FEMA

(9) Service Center: Economic Development

- CEDS Implementation
- Building Collaborative Communities – DHCD
- Virginia Sea Grant

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Summary Budget Spreadsheet
 Full Budget Spreadsheets will be at
 your place for the meeting. Contact
 Beth Johnson if you want full package
 sent to you beforehand.

	<i>FY15 Approved</i>	<i>FY16 Draft</i>
Revenues		
LOCAL (annual contributions)	\$109,899.00	\$109,899.00
LOCAL (other)	\$10,125.00	\$47,125.00
STATE	\$148,132.00	\$135,171.00
FEDERAL	\$312,268.00	\$646,836.00
OTHER	\$27,500.00	\$18,250.00
	\$607,974.00	\$957,281.00
Expenses		
PERSONNEL EXPENSE	\$308,805.00	\$339,206.00
FRINGE BENEFITS	\$101,761.00	\$118,324.32
FACILITY EXPENSE	\$31,588.00	\$30,813.00
EQUIPMENT AND SUPPLIES EXPENSE	\$3,500.00	\$2,800.00
TRAVEL EXPENSE	\$6,442.00	\$6,979.00
PROFESSIONAL DEVELOPMENT EXPENSE	\$14,715.00	\$17,950.00
CONSULTANT/CONTRACTUAL EXPENSE	\$48,750.00	\$267,643.00
MISCELLANEOUS EXPENSE	\$65,035.00	\$64,256.00
	\$580,596.00	\$847,971.32
General Fund Increase (Decrease)	\$27,379.00	\$109,309.68
Matching Funds Required	\$67,986.00	\$145,650.00
NONCASH AWARDS	\$50,000.00	\$0.00

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May 18, 2015

Mr. Lewis L. Lawrence, III
Executive Director
Middle Peninsula Planning District Commission
P.O. Box 286
Saluda, VA 23149

Re: **Virginia Water Facilities Revolving Fund**
Middle Peninsula Planning District Commission
C-515555-02

Dear Mr. Lawrence:

Virginia Resources Authority (the "Authority") is pleased to advise you that the State Water Control Board (the "Board") has authorized funding from the Virginia Water Facilities Revolving Fund to the Middle Peninsula Planning District Commission ("MPPDC"). The funding consists of an interest-free loan in an amount up to \$200,000 (the "Loan"). Payments on the Loan will begin approximately two and one-half years after Loan closing for a term of ten years.

The Loan will be used to finance its plan of extending Project Loans to Property Owners for the correction of onsite wastewater treatment and disposal problems, together with related expenses (the "Plan").

The Authority hereby offers to extend to MPPDC the Loan as stated, subject, however, to the satisfaction of the conditions set forth in the enclosed form of Financing Agreement (Sections 2.1, 3.1, and 3.2). Terms used herein and not defined are as defined in the Financing Agreement.

The Loan will be secured by a pledge of revenues and the moral obligation of MPPDC.

Loan closing and the disbursement of funds thereunder shall be subject to the availability of funds from the (a) United States Environmental Protection Agency Capitalization Grant under the Water Quality Act of 1987 and (b) Commonwealth of Virginia match grant.

Loan closing and the disbursement of funds in connection therewith shall remain subject to satisfaction of any condition prerequisite thereto established by the Board. MPPDC shall comply in all respects with all applicable federal laws, regulations and other requirements relating to or arising out of or in connection with the Plan and the funding thereof by the Authority.

Mr. Lewis L. Lawrence, III
May 18, 2015
Page 2

If you have any questions concerning the foregoing, please call Shawn B. Crumlish at 804-616-3445. **If you concur with the terms and conditions herein stated, please acknowledge your acceptance thereof by signing below and returning to me.** Retain a copy for your records.

If Loan closing shall not have occurred by December 31, 2015, it is understood that the Authority and the Board reserve the right to modify any of the conditions of this commitment or to withdraw the funding offer. Furthermore, authorization for funding can be withdrawn for not completing requirements in a timely manner.

Very truly yours,


Stephanie L. Hamlett

MPPDC fully intends (i) to use the offered Loan for the Plan and (ii) to commence or continue the Plan, as applicable, pending closing of the Loan, on or about the _____ day of _____, 2015. The foregoing terms and conditions are hereby acknowledged and accepted the _____ day of _____, 2015.

By: _____
Executive Director

Enclosure

c: Eric E. Ballou, Esq.
Megan Martz Gilliland, Esq.
Walter A. Gills, PE, Virginia Department of Environmental Quality
Daniel M. Siegel, Esq.