

# MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

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

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

Email: [mppdc@mppdc.com](mailto:mppdc@mppdc.com) Webpage: [www.mppdc.org](http://www.mppdc.org)

## COMMISSIONERS

### Essex County

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

### Town of Tappahannock

Hon. Roy M. Gladding

### Gloucester County

Hon. Ashley C. Chriscoe  
Dr. Maurice P. Lynch  
Hon. John Northstein

### King and Queen County

Hon. Sherrin C. Alsop  
(Chair)  
Hon. James M. Milby, Jr.  
Mr. Thomas J. Swartzwelder

### King William County

Hon. Travis J. Moskalski  
Mr. Eugene J. Rivara  
Hon. Otto O. Williams  
(Treasurer)

### Town of West Point

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

### Mathews County

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

### Middlesex County

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

### Town of Urbanna

Hon. Donald Richwine

### Secretary/Director

Mr. Lewis L. Lawrence

## MEMORANDUM

**TO:** MPPDC Board of Commissioners

**FROM:** Lewis Lawrence, Executive Director 

**DATE:** May 15, 2013

**RE:** May Commission Meeting

The Middle Peninsula Planning District Commission will host its monthly meeting on Wednesday, May 22, 2013, at 7:00 p.m. in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda.

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

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

I look forward to seeing you on May 22<sup>nd</sup>!

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

**7:00 P.M.**

**Wednesday, May 22, 2013**

**MPPDC Boardroom**

**Saluda, Virginia**

- 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. Middle Peninsula Broadband Infrastructure Report- Sandie Terry, Center for Innovative Technology
- VII. Presentation of the MPPDC CEDS and Recommendation for District Designation
- VIII. Executive Session to Discuss Personnel Issues as Permitted by Virginia Code §2.2-3711 (A) (1)
- IX. Report From the Budget & OPD Committee: Consideration of Draft MPPDC FY14 Budget
- X. Report From the MPPDC Nominating Committee
- XI. Other Business
- XII. Adjournment

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## MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

April 24, 2013  
Saluda, Virginia

The monthly meeting of the Middle Peninsula Planning District Commission was held in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda, Virginia on Wednesday, April 24, 2013, at 7:00 p.m. MPPDC Vice Chairman Edwin Smith, Jr. (Essex County) called the meeting to order and welcomed everyone in attendance.

Commissioners in attendance were: (Essex County) Gary Allen and A. Reese Peck; (Gloucester County) Ashley Chriscoe and Dr. Maurice Lynch; (King William County) Travis Moskalski, Eugene Rivara, and Otto Williams; (Mathews County) O. J. Cole, Jr., Tim Hill, and Melinda Moran; (Middlesex County) Wayne Jessie, Sr.; and (Town of Urbanna) Don Richwine.

Guests in attendance were citizens from the region. Middle Peninsula Planning District Commission staff in attendance were Executive Director Lewis Lawrence, Finance Director Beth Johnson, Secretary Rose Lewis, Planner Jackie Rickards, Planner Clara Meier, and Planner Harrison Bresee, III.

### **Approval of March Minutes**

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

### **Approval of March Financial Report**

Vice Chairman Smith asked whether there were any questions regarding the financial report before being approved subject to audit. There were no questions. Vice Chairman Smith requested a motion to approve the March Financial Report. Melinda Moran moved to approve the March Financial Report subject to audit. Ashley Chriscoe seconded the motion; motion carried.

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

Vice Chairman Smith requested Mr. Lewis Lawrence, Middle Peninsula Planning District Commission Executive Director, 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. Lewis Lawrence, MPPDC Executive Director, reviewed the Executive Director's Report for April as follows:

- Completed and submitted a quarterly report to the Virginia Department of Conservation and Recreation for the Middle Peninsula Stormwater Management Program Development funds.

**IMPORTANT UPDATES:**

- On behalf of localities, MPPDC staff /Draper Aden Associates electronically submitted completed VSMP Substantive Progress Package to DCR to meet the one year extension deadline to develop and implement a VSMP. Information within the package included:
  - (1) The local point of contact that will accept registration statements and conduct plan review, inspections and enforcement;
  - (2) A Draft local Virginia Stormwater Management Program (VSMP) ordinance; and
  - (3) A draft funding and staffing plan.
- Attended the Potomac Watershed Council meeting at the request of Laura Grape, Executive Director of the Northern Virginia Soil and Water Conservation District. Spoke on the issue of preservation of working waterfronts and the role of local zoning to encourage or discourage waterfront economic development activities.
- Contacted Assistant City Secretary Mary Juarez of Corpus Christi, Texas to discuss how a Tax Increment Financing (TIF) program was structured to finance the Packery Channel local dredging projects. TIF is a method to use projected future gains in tax revenue and dedicate such to public need projects.
- Coordinated and attended site visits to the ditches being studied in Gloucester, Mathews, and Middlesex Counties with Garry Curry, Gloucester County Public Works Director; Susan Thomas, Mathews County Environmental Planner; and Wally Horton, Middlesex County Planning Director along with John Morris, Attorney with Beale, Davidson, Etherington & Morris, P.C. Mr. Morris is contracted by the MPPDC to conduct legal research related to the ditches identified for study during this project.
- Corresponded with Sandie Terry, Broadband Program Manager for the Center for Innovative Technology (CIT), and Jean Plymale, Project Manager for eCorridors Accelerate Virginia, about launching a speed test campaign in the Middle Peninsula Region. Received draft press materials to advertise the campaign in order to get public participation. Residents of the Middle Peninsula with Internet access will be asked to take the Accelerate Virginia speed test to help identify areas in the region in need of better access to high-speed Internet services. The Accelerate Virginia Internet speed test is a short and simple online survey and speed test that measures the overall

quality and performance of your Internet connection. Upon completion of the speed test, users will receive real time performance details regarding their Internet connection, as well as a comparison summary based on other speed test results in your community. To participate in the Internet speed testing campaign, all residents with Internet access are asked to visit <http://acceleratevirginia.org/speedtest> and take the two-minute speed test from their home computers. Information collected during the speed test will assist CIT Broadband with developing a recommendation for broadband deployment in the Middle Peninsula Region. The speed test is currently underway and is scheduled to continue through the end of April 2013.

- In February 2013, the Perrin River Wharf was transferred from VDOT to the MPCBPAA. The Perrin River Wharf, a water based commerce hub for Gloucester County, is used by watermen to move goods and services from water based commerce to land based transportation to their final markets. To improve efficiency and provide access for a larger number of watermen, the MPCBPAA prepared and submitted a grant to the Coastal Program (306a) for funding to build slips at the wharf. Dan Hobby, owner of Acelution, generously offered to donate his time, labor, and equipment to install the new slips.
- Met with Hope Cupit, SERCAP, and Mike Edwards, Kemper Consulting, to discuss HB 1448 legislation regarding Septic Repair funding for Heir Properties.
- Completed and submitted the grant application to Virginia Department of Emergency Management to seek funding for 2016 All-Hazard Mitigation Plan Updates.

### ***Public Comments***

There were no public comments.

### ***Discussion of MPPDC-MPCBPAA Administrative Agreement***

Lewis Lawrence, MPPDC Executive Director, said that the MPPDC has served as the fiscal agent for the Middle Peninsula Chesapeake Bay Public Access Authority (MPCBPAA) since its inception in 2003. Recently, land valued at \$1.6 million was donated to the Public Access Authority (PAA). As the PAA now has assets dwarfing those of the PDC, its finances will continue to increase in complexity. It has been determined that it would be in the best interests of both the PDC and the PAA for the financial records to be more formally separated. A structured formal agreement between MPPDC and MPCBPAA was prepared for the MPCBPAA Board and they will assume ownership and responsibility of the PAA financial records while

continuing to utilize MPPDC staff support. Mr. Lewis said he wanted to inform the PDC Board of the MPPDC/MPCBPAA administrative agreement and no action was needed from the MPPDC Board.

**Rural Chesapeake Bay/Seaside of Virginia Working Waterfront Coalition Report**

MPPDC Regional Projects Planner Harrison Bresee III reported that the MPPDC has partnered with Accomack-Northampton PDC, Northern Neck PDC, NOAA, the Virginia Coastal Zone Management Program (CZM), and the Department of Environmental Quality (DEQ) to identify barriers and other issues impacting working waterfront businesses abilities to continue and/or expand operations. This project was funded by CZM/DEQ.

The case study analysis identified working waterfront businesses that have closed or have barriers to continuing operations or expansions and researched problems encountered and provided guidance for legacy planning. Three cases studies were done in each region: Gloucester County (MPPDC), Northumberland County (NNPDC), and Cape Charles (Accomack-Northampton PDC).

Case Study analysis:

(a) Bay Creek/King's Creek Marina, Cape Charles

Bay Creek Marina is a historical commercial harbor that was recently redeveloped into a recreational marina. Originally named King's Creek Harbor and used by commercial watermen. It also had a marine rail line that enabled the watermen to haul their boats for painting and repair work. After a developer bought King's Creek Harbor, commercial uses were allowed but fees were viewed as prohibitive and floating docks were not conducive to gear loading or off loading, making the Town Harbor with its lower fees and fixed wharf more competitive. Almost all commercial watermen moved to Town Harbor from King's Creek after 2000. It was estimated in 2003 that 2% of all slips at King's Creek Harbor were occupied by commercial users. The marine rail was never replaced at either harbor. The Cape Charles Town Harbor serves commercial watermen as its first priority and the second priority is serving transient and seasonal boaters. Bay Creek Marina is now a world-class recreational marina and is generating revenue for the Town of Cape Charles.

(b) Jennings Boatyard, Northern Neck

Jennings Boatyard is located in Reedville, Virginia (Northumberland County). Jennings Boatyard offers storage and repair services. In 2005, Jennings Boatyard applied for a special exemption permit to expand but it was denied by the county. The owners went before the Virginia Supreme Court in 2011 but the Court affirmed that the county and VMRC have

concurrent authority over the matter. The Jennings Boatyard is still in operation but cannot expand its services.

(c) Cook's Oyster Company, Inc., Middle Peninsula

Mr. Eldridge Cook is founder and owner of Cook's Oyster Company in Gloucester County. In the early 1950s, Mr. Cook started processing seafood and he employed up to 250 workers. His company delivered seafood from Virginia to California and overseas. Mr. Cook retired in 2010. He still owns the property but has no family member to take over the business and he does not have plans to sell the property nor the business. The commercial seafood boats that docked at Cook's Seafood were displaced and had to find dockage elsewhere.

Ms. Alison Lennarz, Kaufman & Canoles Attorneys at Law, developed a list of Legacy Planning Tools that business owners should address in the event that the owner retires or dies. Legacy Planning Tools include vision of the future, identifying successors, addressing financial and legal issues, protecting the business, valuing and preserving the business, and waterfront business challenges.

Mr. Bresee said the report will be available by the end of May and posted on the MPPDC's web site.

Questions and answers regarding impacts on working waterfront marine facilities and floating structures followed.

**CEDS Discussion: Organizational Framework Required by Section 304.2**

Mr. Lewis Lawrence, MPPDC Executive Director, reviewed the findings of the 2010 Virginia Employment Commission of those employed within and outside of the Middle Peninsula. There were 41,818 citizens in the workforce, 29% work in the region, 71% commute outside of region, 8,448 commute into the region, 12,156 live and work in the region, and the total workforce employed in the Middle Peninsula is 20,604. The Middle Peninsula workforce labor market statistics of 2012 show the Middle Peninsula ranking last in the state for average hourly wage, average weekly wage, and average annual wage.

Mr. Lawrence reviewed the twelve recommended top vital CEDS projects identified by the Middle Peninsula CEDS process. The selected projects are:

- (1) Water Supply and Sewer (Regional and Local)
- (2) VIMS, Inc.
- (3) Broadband Infrastructure
- (4) Tappahannock Main Street
- (5) Port Facility
- (6) Technical Training School Facility

- (7) University Research Center (VA Sea Grant)
- (8) Regional Tourism
- (9) Regional Truck Stop
- (10) Deltaville Business Initiative
- (11) Pellet Plant
- (12) Regional Farmers Market

To be eligible for EDA funding, the region needs to establish an Economic Development District. Mr. Lawrence reviewed the steps needed to organize an Economic Development District approved by EDA.

- (A) Step 1: EDA approved Comprehensive Economic Development Strategy (CEDS), submit CEDS for approval on June 30<sup>th</sup>, and apply for short term planning assistance 303.9 grant after CEDS approval.
- (B) Step 2: Meet the definition of “Economic Distress Criteria” 301.3 (a) (1)- request a “Special Need” designation 301.3 (a) (1) (iii) and 301.3 (a) (4) (ii) since we currently do not meet the “Economic Distress Criteria” and submit request with CEDS on June 30<sup>th</sup>.
- (C) Step 3: Create a District Organization that meets requirements in Section 304.2.
- (D) Step 4: Request EDD Designation from EDA after CEDS approval.
- (E) Step 5: Apply for investment assistance (Parts 305 and 307).

Mr. Lawrence said there are five options the PDC Board can take:

- (1) Amend MPPDC Board to meet requirements of 304.2
- (2) Reconstitute RC&D Board to meet requirements of 304.2
- (3) Partner with another existing entity which meets the requirements of 304.2
- (4) Create a new entity to meet requirements of 304.2
- (5) Do nothing and cease business with EDA

Discussion was held regarding the required roles and number of people on an Economic Development District Board, any required financial investment by localities, option #1, and option #2-. Dr. Maurice Lynch gave background information about the Tidewater Resource Council and Development (RC&D). The Commissioners requested that Dr. Lynch discuss the possibility of having the RC&D reorganize to take on this role for the region with the RC&D Board. Mr. Lawrence will provide 304.2 requirements and options for this discussion. The Commissioners also requested Mr. Lawrence to provide changes needed to be enacted to allow the MPPDC Board to take on this role under 304.2 requirements.

**Appointment of Nominating Committee**

Vice Chairman Smith appointed representatives to the Nominating Committee. The following Board members were appointed:

A. Reese Peck—Essex County  
Dr. Maurcie Lynch-Gloucester County  
Travis Moskalski—King William County  
O. J. Cole, Jr.—Mathews County  
Wayne Jessie, Sr.—Middlesex County  
Donald Richwine—Town of Urbanna

Mr. Lawrence, MPPDC Executive Director, said the Charter Agreement of the MPPDC states that the Chairman, Vice Chairman, and Treasurer shall be elected for a term of one year or until their successors are elected.

Vice Chairman Smith announced that the Nominating Committee will meet immediately following the meeting.

**Other Business**

MPPDC Executive Director Lewis Lawrence directed the Board's attention to the notice release from the office of Virginia Governor Bob McDonnell that was distributed. Governor McDonnell announced a soybean export deal between Montague Farms (Center Cross, VA) and a Japanese Importer. The release stated that an agreement stems from the Governor's 2011 trade mission to Asia and initiatives to grow agricultural exports. Mr. Lawrence pointed out that the release erroneously stated that Montague Farms is located in the Northern Neck and that he had informed the Governor's Office of the error.

**Adjourn**

Vice Chairman Smith adjourned the meeting.

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(Secretary)

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# Project Financial Report

Middle Peninsula Planning District Commission

Run Date: 05/06/2013  
 Run Time: 4:16:04 pm  
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Period Ending: 04/30/13

		Expenditures						
Code	Description	Budget	Curr Month	Project Total	Un/Over	% Budget	Revenues	Balance
30008	FY13 Local Programs	168,518.00	5.87	127,127.93	41,390.07	75.44%	153,995.04	26,867.11
30010	Local PAA Stewardship/	17,000.00	0.00	12,592.98	4,407.02	74.08%	17,000.00	4,407.02
30013	EE&CBG Project	3,889.00	51.65	1,221.51	2,667.49	31.41%	1,348.87	127.36
30015	Tappahannock Comp Plan	11,200.00	762.99	2,483.51	8,716.49	22.17%	0.00	-2,483.51
30016	Essex Comp Plan Update	27,675.00	2,313.48	2,638.96	25,036.04	9.54%	0.00	-2,638.96
30170	MPBDP FY12 Staff Sup	13,825.00	161.78	6,619.45	7,205.55	47.88%	7,456.94	837.49
30208	Transportation Demand M	224,000.00	6,087.60	58,211.35	165,788.65	25.99%	66,665.75	8,454.40
30310	FY13 Rural Transportati	72,500.00	5,267.70	59,675.88	12,824.12	82.31%	54,408.18	-5,267.70
30420	Onsite Loan Management	105,940.14	168.23	99,785.39	6,154.75	94.19%	109,221.50	9,436.11
30423	VCWRFR Onsite Fund	82,500.00	1,000.00	32,433.62	50,066.38	39.31%	51,360.23	18,926.61
30426	WQIF 2010	102,883.00	1,671.31	85,593.40	17,289.60	83.19%	95,547.41	9,954.01
30427	Failing Septic Heir Proper	7,091.00	-24.98	7,251.61	-160.61	102.26%	7,091.00	-160.61
30502	Water Supply Planning	107,526.97	0.00	107,526.97	0.00	100.00%	153,950.00	46,423.03
31002	GA Lobby FY09	0.00	0.00	18,247.75	-18,247.75	0.00%	24,000.00	5,752.25
31404	Dragon Run Day	5,791.62	0.00	5,791.62	0.00	100.00%	6,830.34	1,038.72
31410	FY11 Dragon SAMP	25,000.00	-60.78	24,896.44	103.56	99.59%	22,490.16	-2,406.28
32007	PAA Administration	102,356.84	649.73	101,032.20	1,324.64	98.71%	105,869.51	4,837.31
32008	FY14_PAA Staff Support	6,200.00	49.32	49.32	6,150.68	0.80%	0.00	-49.32
32009	Lands End Master Plan	10,000.00	1,497.81	1,497.81	8,502.19	14.98%	0.00	-1,497.81
32118	FY12 Coastal TA	60,000.00	-342.63	62,058.23	-2,058.23	103.43%	60,000.00	-2,058.23
32119	Land & Water Quality Pr	50,000.00	-371.55	52,167.48	-2,167.48	104.33%	50,000.00	-2,167.48
32120	FY13 Coastal TA Task 44	60,000.00	7,204.37	42,321.40	17,678.60	70.54%	35,117.03	-7,204.37
32121	Land & Water Quality Pr	50,000.00	4,244.83	30,126.97	19,873.03	60.25%	25,882.14	-4,244.83
32122	Living Shorelines	49,858.00	2,894.50	16,440.29	33,417.71	32.97%	13,545.79	-2,894.50
32123	Stormwater Management (	297,786.00	8,608.20	43,350.95	254,435.05	14.56%	11,460.82	-31,890.13
32201	PAA Perrin River WW P	15,000.00	-123.13	15,672.22	-672.22	104.48%	15,000.00	-672.22
32202	Working Waterfronts Co	43,118.00	-385.28	42,737.61	380.39	99.12%	18,702.75	-24,034.86
32203	Working Waterfronts De	6,000.00	0.00	6,005.29	-5.29	100.09%	6,000.00	-5.29
32204	WW Coalition Summit A	46,341.00	2,337.16	8,259.89	38,081.11	17.82%	2,961.36	-5,298.53
32206	Working Waterfronts ED	1,000.00	0.00	275.00	725.00	27.50%	1,000.00	725.00
33000	MP Comprehensive Econ	120,000.00	4,926.49	109,904.32	10,095.68	91.59%	87,029.44	-22,874.88
<b>Totals:</b>		<u>1,892,999.57</u>	<u>48,594.67</u>	<u>1,183,997.35</u>	<u>709,002.22</u>	<u>62.55%</u>	<u>1,203,934.26</u>	<u>19,936.91</u>

# Balance Sheet by Category

Middle Peninsula Planning District Commission

Run Date: 5/6/13

Period Ending: 04/30/13

Run Time: 4:18:30 pm

Format: 1 Board

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## Assets:

Cash in Bank	584,700.49
Receivables	269,780.51
Property & Equipment	17,208.42

**Total Assets:**

**\$871,689.42**

## Liabilities:

Accounts Payable	1,858.13
VRA Loan Payables	126,360.22
Payroll Withholdings	-26.07
Accrued Leave	21,754.88
Cost Allocation Control	8,636.99

**Total Liabilities:**

**\$158,584.15**

## Equity:

Local Initiatives/Information Resources	31,903.91
Economic Development	-10,733.45
Transportation Programs	3,186.70
Onsite Repair & Pumpout	38,166.76
Housing	127.91
Coastal Community & Environmental	-74,759.87
Mandates	46,428.34
Temporarily Restricted	188,479.87
General Fund Balance	490,305.10

**Total Equity:**

**\$713,105.27**

**Total Liabilities and Equity**

**\$871,689.42**

**Balance:**

**\$0.00**

## Agencywide R&E by Category

Middle Peninsula Planning District Commission

Run Date: 05/06/2013  
 Run Time: 4:20:12 pm  
 Page 1 of 1

Period Ending: 04/30/13  
 Format: 1 Agencywide R&E  
 With Indirect Cost Detail

Code & Description	Budget	Current	YTD	Un/Ovr	% Bud
<b>Revenues</b>					
Local Match	152,933.00	0.00	99,003.26	53,929.74	64.74%
Local Annual Dues	109,899.00	0.00	109,899.00	0.00	100.00%
Local Other Revenues	9,278.00	0.00	74,812.02	-65,534.02	806.34%
State Revenues	241,222.00	68,286.15	192,250.97	48,971.03	79.70%
Federal Revenues	288,234.00	73,414.03	197,230.54	91,003.46	68.43%
Miscellaneous Income	14,800.00	467.77	16,918.51	-2,118.51	114.31%
Onsite Loan Program Income	10,825.00	800.62	16,890.90	-6,065.90	156.04%
PAA Program Income	1,000.00	0.00	1,100.00	-100.00	110.00%
<b>Revenues</b>	<b>828,191.00</b>	<b>142,968.57</b>	<b>708,105.20</b>	<b>120,085.80</b>	<b>85.50%</b>
<b>Expenses</b>					
Personnel	417,030.18	37,838.33	352,308.80	64,721.38	84.48%
Facilities	29,914.00	2,528.68	25,891.57	4,022.43	86.55%
Communications	4,000.00	349.40	3,428.07	571.93	85.70%
Equipment & Supplies	9,463.00	269.93	3,698.87	5,764.13	39.09%
Travel	5,750.00	250.56	3,959.54	1,790.46	68.86%
Professional Development	12,610.00	870.03	12,750.31	-140.31	101.11%
Contractual	141,798.00	6,351.30	126,524.12	15,273.88	89.23%
Miscellaneous	55,407.00	3,136.42	46,220.34	9,186.66	83.42%
Regional Share	152,933.00	0.00	110,935.64	41,997.36	72.54%
<b>Expenses</b>	<b>828,905.18</b>	<b>51,594.65</b>	<b>685,717.26</b>	<b>143,187.92</b>	<b>82.73%</b>
<b>Agency Balance</b>	<b>-714.18</b>	<b>91,373.92</b>	<b>22,387.94</b>		

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# Middle Peninsula Planning District Commission



## MPPDC General Fact Sheet

### WHAT IS MPPDC?

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

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

### BACKGROUND

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

### WHAT DOES MPPDC DO?

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

### HOW ARE DECISIONS MADE AT MPPDC?

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

### QUICK FACTS

#### Region at Glance

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

➤ 888,064 Acres of Land

➤ 90,826 People

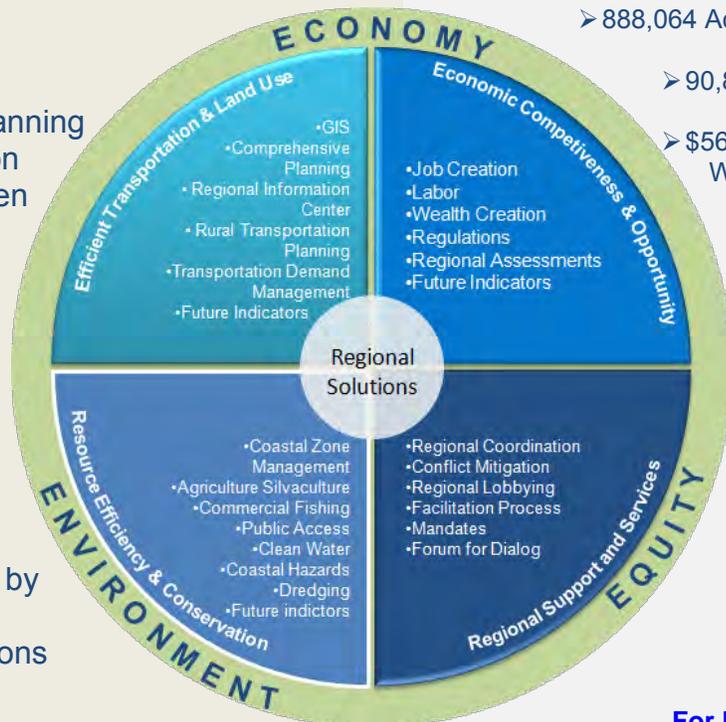
➤ \$567 Average Weekly Wage (State=\$952)

➤ 71% Out Commute Rate

#### By the Numbers

➤ 1.1% Total State Population

➤ \$50,001 Median Household Income



#### For More Information:

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

Please visit the MPPDC website at:

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

# Regional Profile:

## 2000-2011 Demographic Information

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



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

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

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

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

# MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

## Staff Activities Service Summary of Regional Progress

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

### Report on Mandated Initiatives

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

**Middle Peninsula Planning District Commission  
Executive Director's Report of Regional Progress  
May 13, 2013**

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

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

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

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

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

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

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

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

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

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

## MPPDC Staff and Contact Information

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

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

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

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

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

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

### **Planner 2: Clara Meier**

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

Programs: *Rural Transportation Planning, Water Supply Plan*

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

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

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

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

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

Programs: *Stormwater Management*

### **Secretary: Rose Lewis**

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

Programs: *Septic Pumpout Assistance, Facilities Scheduling*

## MANDATES

Funding – VDEM, VDEQ, localities, MPPDC General Fund

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

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

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

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

- Called Mike VanLandingham, Department of Conservation and Recreation Regional, regarding the Virginia Stormwater Management Program (VSMP) development timeline, however, no response was received.
- Contacted Joan Salvati, Local Program and Guidance Development Manager of Virginia Department of Conservation and Recreation (DCR), regarding outstanding VSMP questions. She explained that a preliminary Local VSMP Application Package is due December 15, 2013 to DCR which includes (a) a final version of the Local VSMP ordinance that will be presented to the Board of Supervisors/Town Councils, (b) final staffing and budget plan, and (c) policies and procedures. Also DCR is expecting a final VSMP ordinance be adopted by governing boards by April 15, 2014.
- Corresponded with VDOT regarding their proposed ditching project in Mathews County. As inadequate ditching may exacerbate stormwater management issues within the County, project details were of interest.
- Attended a webinar regarding the EPA proposed Stormwater Rule and impacts for local government and communities.
- Held a coordination meeting with Carolyn Howard, Draper Aden Associates, regarding the next steps in developing a Local/Regional Stormwater Management Program. As a result the next meeting of the MPPDC Regional Stormwater Working Group has been scheduled for May 16, 2013 from 1-3pm.

Agenda items will include regulatory updates, critical dates, program options (regional/local/hybrid), and Draft Administrative Guidance Manual outline discussion.

- Attended a training hosted by the Chesapeake Bay Estuarine Research Reserve titled “Navigating Rough Seas: Planning and Facilitating Collaborative Meetings.” Facilitators from NOAA Service Center taught participants about the collaborative process, engaging stakeholders, as well as facilitating techniques.
- Attended the Mathews County Board of Supervisors meeting on April 23, 2013 and presented updates to the Board of Supervisors regarding the Virginia Stormwater Management Program and the current progress that Mathews County has made in the development of their program.
- Sent Laurel Woodworth, Stormwater and Watershed Planner with Center for Watershed Protection, a copy of the regional stormwater management presentation given at the Environment Virginia Symposium. She believed this presentation would help Northern Shenandoah Valley Regional Commission member localities in the development of their VSMP.

#### **IMPORTANT UPDATES:**

- From a guidance document DCR recommends that localities consider the following Virginia Stormwater Management Program (VSMP) Adoption Schedule:
  - **June 6, 2013** – Virginia Soil and Water Conservation Board will consider the 12-month extension request.
  - **December 15, 2013** – Due date for preliminary local VSMP application packages. This will include 1) a final version of the Local VSMP ordinance that will be present to the Board of Supervisors/Town Council, (2) a final staffing and budget plan, and (3) VSMP Policies and Procedures.
  - **April 1, 2014** – Final adopted VSMP ordinances submitted for review.
  - **June 13, 2014** – Final date for localities to adopt a VSMP.
  - **June 2014** – Final date for Board to approve local VSMP.
  - **July 1, 2014** - Implementation of Stormwater Management Programs.

#### **INFORMATION RESOURCES/ASSISTANCE**

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

- Updated [www.mppdc.com](http://www.mppdc.com) website – agenda, reports, CEDS Public meeting notice.
- The building official monthly reports for the month of April 2013 were filed for the counties of Essex, Mathews, and Middlesex. Some Middle Peninsula localities submit reports of building activity to the Middle Peninsula Planning District Commission (MPPDC) each month with information such as the number of building permits and occupancy permits issued for dwelling units.

**Projects 31410 Dragon Run SAMP**

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

**Projects 32007 Middle Peninsula Chesapeake Bay Public Access Authority**

*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.*

**1301 Mathews Heritage Park**

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

**Projects 320081 PAA Perrin Wharf Construction**

*In February, 2013, VDOT Transferred ownership of the 320 foot Perrin River Wharf to the Middle Peninsula Chesapeake Bay Public Access Authority. The Wharf is traditionally used by commercial watermen for vessel moorage. The current moorage space is unorganized. Vessels will tie up parallel with the pier, making inefficient use of public space. Rafting is also used, but is not as safe as slip mooring. This project will reorganize the first 100 ft of the pier by installing new slip poles and finger piers to create up to 10 slips that will assist with mooring and off loading.*

- Executed contract with Coastal Zone Program/DEQ for funding to provide installation of new slips at the Perrin Wharf located in Gloucester County.
- A Virginia Marine Resources Committee's (VMRC) Joint Permit Application (JPA), for the construction of up to 10 slips at the Perrin River Wharf in Gloucester County, was submitted to VMRC on April 30, 2013. The application included plans for building the slips, a signed sheet from the contractor –Acelution – who is donating the labor, and a budget.

- Spoke with Danielle Schools, Virginia Department of Health Marina Program, about putting in a Porta-Potti at the Perrin Wharf. The porta-potti will satisfy the requirements of VDH and act as a dump station for boat sewage.

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

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

- Executed contract with Coastal Zone Program/DEQ for funding for staff support to PAA to prepare a Master Plan for the newly acquired property in Gloucester County.
- Received a call from Captain Allen Alexander interested in discussing possible future commercial – recreational uses at the Lands End donation site in Gloucester County.
- Discussed possible future uses at Lands End and American with Disabilities Act (ADA) requirements with Paul Koll, Gloucester County Building Official.

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

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

- Consulted with Beth Polak, Coastal Planner with the Virginia Coastal Zone Management Program-located at the Department of Environmental Quality, concerning pending grants for Lands End Management Plan framework project in Gloucester. Land and Water Quality project focusing on funding and maintenance responsibilities for ditches across the Middle Peninsula with a focus on Mathews, Middlesex and Gloucester counties. Floating Structures project focusing on improving the permitting process associated with the issuance of various permits by multiple state agencies and local governments for new aquaculture business.
- Discussed collaborative participatory training class curriculum with Ann Weaver, instructor from the NOAA Coastal Services Center in Charleston South Carolina. Mrs. Weaver will be offering an upcoming class at VIMS to assist planners with facilitating public meetings.
- Consulted with Margaret Pizer, Virginia Sea Grant Communicator, who is interested in developing a story on how and why MPPDC proposed legislation to address failed septic systems on Heir Property for an upcoming Virginia Sea Grant magazine.
- Agreed to continue serving on the Rappahannock Community College Citizen Business Advisory Committee. The Committee focuses on the role of RCC and business curriculum.
- Convened the May local government administrators meeting. Discussed local budget issues and a proposed new MPPDC service center focusing on developing additional-maintaining capacity within local fire and emergency service programs locally. Additionally, discussed stormwater implementation schedule. Closed the meeting with a brief update on the Middle Peninsula CEDS plan.
- Participated in a Dragon Run Kayak Tour at the request of the Virginia Secretary of Natural Resources Doug Domenech on Friday, May 3<sup>rd</sup>. Virginia Department of Environmental Quality Director David

Paylor and Laura McKay, Director for the Virginia Coastal Zone Management Program, also participated in the tour. The Friends of the Dragon Run coordinated the tour of the Dragon. Dragon Run watershed. The Dragon Run watershed is found in Essex, King and Queen, Middlesex, and Gloucester counties.



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

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

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

- Reviewed files from the Virginia Department of Transportation's (VDOT) Saluda Residency documenting the routes along the ditch sites that are being studied with the assistance of legal research to assess the ownership, management, and oversight of stormwater ditches that are perpendicular and parallel to the VDOT right-of-way (ROW) and the relationship to the secondary road system overseen by VDOT. Rural outfall ditches play an important role in the movement of stormwater in rural localities.
- Obtained additional documentation from Gloucester, Mathews, and Middlesex Counties on the ditch sites and uploaded those files, site photos, and the VDOT files documenting the routes perpendicular and parallel to the ditch sites being studied as part of this project to a dropbox.com account in order for John Morris, Attorney with Beale, Davidson, Etherington & Morris, P.C., to access. Mr. Morris is contracted by the MPPDC to conduct legal research related to the ditches identified for study during this project.

### **Project 32122 Living Shorelines**

*On April 29, 2011 legislation was approved directing The Virginia Marine Resource Commission (VMRC), in cooperation with the Department of Conservation and Recreation and with technical assistance from the Virginia Institute of Marine Science (VIMS), to establish and implement a general permit regulation that authorizes and encourages the use of living shorelines as the preferred alternative for stabilizing tidal shorelines in the Commonwealth. "Living shoreline" means a shoreline management practice that provides*

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

- Continued research discussions with Stephanie Showalter, Director of the National Sea Grant Law Center. Reviewed draft report template which will be used to illustrate national revolving loan program findings. Used a Lake Erie Coastal Erosion Loan program as a model for reporting.

### **Project 32124 Aberdeen Creek Harbor Master Plan**

#### **Project 32125 Floating Structures**

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

- Executed contract with Coastal Zone Program/DEQ for funding to study the uses of floating structures especially as they relate to aquaculture, the responsibilities of state and local governments related to these new “structures” and the permitting process.
- Reviewed the scope of work for the floating structures and developed a plan to complete the objectives of this project.

#### **Project 32202 Working Waterfronts Coalition**

*For many Virginia rural coastal communities, there is a strong need to maximize the potential of the waterfront as a driver for economic vitality. However, market forces, changing demographics, and increasing tax burdens on waterfront properties are increasingly driving a transition of waterfront properties toward residential or recreational uses. In addition, regulatory changes affecting marine fisheries management are impacting water dependent industries and working waterfronts. If access to the waterfront is limited or severed, commercial and recreational fishermen, researchers, and other water-dependent businesses will have fewer options to successfully make a living from the tidal waters of the Commonwealth, including the Seaside on the Eastern shore. As a result, many rural Chesapeake Bay and Seaside communities are challenged to maintain their identity and are shifting away from water-dependent employment, causing economic and cultural changes that can limit economic diversification opportunities and fundamentally alter the nature of the communities themselves. These challenges are particularly acute in both rural Chesapeake Bay and Seaside coastal communities. In response, Accomack-Norhampton PDC, Northern Neck PDC Middle Peninsula PDC, Middle Peninsula Chesapeake Bay Public Access Authority, Northern Neck Chesapeake Bay Public Access Authority and Marine Advisory Services at VIMS collectively propose to form a Rural Chesapeake Bay-Seaside Working Waterfront Coalition.*

- Completed and submitted the final report for the Working Waterfronts Coalition.
- Presented examples from the Working Waterfronts Coalition Case Studies Final Report at the May 2013 Middle Peninsula Planning District Commission (MPPDC) meeting. The case studies part of the Working Waterfront Coalition Project covers research and analysis of working waterfront businesses that have gone out of business. The purpose of this portion of the project is to examine why these businesses have had to cease operating, the existing land use and zoning elements where the businesses were located and how legacy planning may assist in sustaining these types of businesses into the future. The presentation highlighted one case study from each Coastal Planning District Region that participated in the project: the Middle Peninsula Planning District Commission (MPPDC), the Northern Neck Planning District Commission (NNPDC) and the Accomack-Northampton Planning District Commission (ANPDC). The MPPDC is the lead agency for this project that is funded by the Virginia Department of Environmental Quality's Coastal Zone Management Program (CZM Project #NA11NOS4190122, Task 53) with the ANPDC and the NNPDC as project partners.

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

*The Rural Chesapeake Bay-Seaside Working Waterfront Coalition partners (MPPDC, A-N and NN PDC) propose to organize, coordinate and convene a Virginia Working Waterfront Summit to be held at a central location (possibly VIMS) and possible remote location (Wachapreague) to discuss the challenges faced by Coastal Virginian's engaged in owning, managing or developing policy on issues related to working waterfronts. Summit invitees will come directly from the data base of working waterfront business developed under the Section 309 Working Waterfront project administered by the Virginia Sea Grant Marine Advisory Program. The Summit will consist of three parts: a) Panel of working waterfront specialist will discuss the growing national problem faced by working waterfront business and Virginia challenges, b) Introduction/ use of the Working Waterfront web portal. c) Discussion of Virginia specific issues, problems, and challenges of those in attendance.*

- Convened the second Working Waterfront symposium planning committee meeting to discuss how best to organize and outreach for a Virginia Working Waterfront Symposium in January 2014. Meeting attendees included Mike Oesterling, Executive Director Shellfish Growers of Virginia; Kim Huskey, Executive Director Virginia Seafood Council; Ken Smith, President Virginia Waterman's Association; Beth Polak and Shep Moon, Virginia Coastal Zone Management Program, and staff from the MPPDC, NNPDC, HRPDC and ANHPDC.

### **TRANSPORTATION**

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

### **Project 30208 Transportation Demand Management (TDM) Services**

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

- Participated in ACT Chesapeake Board Meeting to finalize arrangements for the Spring TDM Symposium – *Achieving Sustainability Through TDM*.
- Consulted with Laura Loding, MPPDC IT Consultant, regarding status of new Rideshare website and domain registration.
- Convened ACT Telework Council Board conference call to discuss upcoming ACT National Conference Telework breakout session panel.

- Participated in ACT Chesapeake Chapter Board Meeting to recap Spring TDM Symposium.
- Submitted ACT Chesapeake Chapter quarterly report to Tulani Gilyard, CTTA.
- Completed and submitted Form 990 eFiling for ACT Chesapeake Chapter.
- Began training staff on Ridematching software in preparation for FY14 commuter assistance.
- Consulted with Clara Meier, MPPDC Transportation Planner, regarding feasibility of applying for TIGER funding for fixed route transit service in Middle Peninsula in partnership with Bay Transit.
- Consulted with Pat Collins, WXGM Radio, regarding updating radio spots.

### **Project 30310 Rural Transportation Planning**

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

- Attended the “Navigating Rough Seas: Planning and Facilitating Collaborative Meetings” free training offered by the College of William & Mary’s Virginia Institute of Marine Science (VIMS) Chesapeake Bay National Estuarine Research Reserve (CBNERR) on May 8<sup>th</sup>-9<sup>th</sup>, 2013. The Chesapeake Bay National Estuarine Research Reserve in Virginia (CBNERR) is a multi-component reserve located along the salinity gradient of the York River estuary. Through the Coastal Training Program (CTP), the Chesapeake Bay National Estuarine Research Reserve addresses critical resource management issues by providing up-to-date, science-based information, access to technologies, and skill-building opportunities to key professionals responsible for making decision about coastal resources. Programs range from seminars, hands-on skill training, and participatory workshops to technology demonstrations. Reserve-identified topic areas are: wetlands and riparian buffers, shoreline management, and water quality and water management. A priority audience for the Reserve's CTP is local and state agency staff that provides oversight and advice on land-use planning, marine resources and environmental protection. All programs are offered at no to low costs to assure priority audience participation.
- Convened the Middle Peninsula Local Planners meeting on April 17, 2013 at the Middle Peninsula Regional Board Room in Saluda. Topics on the agenda included the functional classifications update and transportation project priorities for the Six-Year Improvement Program and the recommendations from the Regional Long Range Transportation Plan for the Middle Peninsula Region. Functional classification is the process by which streets and highways are grouped into classes, or systems, according to the character of service they are intended to provide.
- Scheduled the first Middle Peninsula Local GIS Planners meeting for May 16, 2013 at the MPPDC Regional Board Room in Saluda and invited GIS Planners from Middle Peninsula localities to attend. The need to coordinate a meeting of GIS Planners/Technicians came out of the Middle Peninsula Local Planners group which meets approximately every other month to discuss any current planning issues or needs.
- Attended the Virginia Department of Conservation and Recreation’s (DCR) Natural Heritage Data Explorer (NHDE) Training to receive a subscription to utilize the service for future grant applications and projects. NHDE is an ArcGIS Server based interactive mapping application that anyone can use to map the conservation status and conservation values of lands. To subscribers (organizations), NHDE provides additional sensitive data pertaining to Natural Heritage Resources for web-based, site specific environmental review. The NHDE is a combination of three tools used to access Natural Heritage,

Conservation Lands, and conservation planning data and information, and used to obtain Environmental Review services.

#### ONSITE REPAIR & PUMPOUT

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

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

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

- Met with Hope Cupit, Executive Director of the South East Rural Community Assistance Program (SERCAP). Discussed various ways to potentially partner on septic repair projects across the Middle Peninsula.
- Contacted Jackie Ponti-Lazaruk, Assistant Administrator U.S. Department of Agriculture (USDA), concerning federal funding for supporting a septic revolving loan program.
- Consulted with Boyd Wiley, DEQ, regarding VRA reimbursement request.
- Received phone call from Kevin Blake, Blake's Septic, regarding assistance availability.
- Received phone call from Gloucester County homeowner regarding septic repair application.
- Convened MPDDC Onsite Assistance Loan Committee to review and consider Gloucester County repair application. Application approved. Homeowner awarded \$4500 (\$2250 loan and \$2250 grant) to repair failing septic system in Gloucester Point. Closing scheduled and completed. Septic system repair completed and operating permit issued.
- Consulted with Janet Swords, JSM Consulting, regarding design of Mathews County septic repair. Due to the very small footprint of the lot, hiring an engineer to design a drip system was recommended.
- Consulted with Bill Rosenbaum, Progress Engineering, regarding MPPDC Onsite Assistance Program and Mathews County homeowner. Discussed MPPDC program, current funding, need for haste as grant funding ends on 6/30.
- Consulted with Kristal Reiner, Church View Septic, Inc., regarding a Middlesex County septic repair.
- Received phone call from Gloucester County client regarding refi and MPPDC subordination policy. Provided requested information via fax to mortgage company per homeowner's request.
- Received phone call from homeowner regarding septic repair program. Discussed funding availability, program guidelines, income eligibility requirements for grants, and application process.
- Received phone call from King William County resident regarding assistance available for septic repair. Resident is tenant, not homeowner. Informed her that she was ineligible for assistance.
- Received phone call from Richard Smith, Smith's Septic, regarding status of Gloucester County septic repair application.

- Received phone call from Dave Demuth, Gloucester County Health Department, regarding assistance availability.
- Received phone call from Mathews County homeowner regarding septic repair program and application process. Discussed program and referred to website for application download.
- Received phone call from Bill Sanford, King William County Health Department, regarding pumpout assistance for King William County homeowner. Discussed program and noted that homeowner had used MPPDC pumpout program within last 5 years and as such was ineligible for pumpout funding. Discussed MPPDC Septic repair program funds availability and directed him to website for application download.
- Received phone call from Gloucester County resident regarding MPPDC Septic Repair Program and application. Directed to website for application download.
- Received phone call from daughter of Gloucester County loan client regarding payoff of loan. Provided payoff amount. Check received for balance and account closed.
- Received phone call from Gloucester County homeowner regarding application for septic repair assistance.
- Received phone call from King William County homeowner regarding applicaiotn for septic repair assistance.
- Received phone call from Gloucester County homeowner regarding GMP waiver process.
- Closed on funding package for Gloucester County septic repair.
- Convened MPDDC Onsite Assistance Loan Committee to review and consider Middlesex County repair application. Application approved dependent on homeowner agreeing to close MPPDC current loan and roll into new MPPDC loan. Funding of \$2925 (\$1462.50 grant and \$1462.50 loan). New loan balance would be \$2149.19 including previous loan balance.
- Requested information regarding Gloucester County Pumpout notices from Scott Rae, Gloucester County.
- Reviewed funding opportunities on EPA and USDA websites as regards grant funding for MPPDC Septic Repair Program. None of the programs offered by these 2 federal agencies appear to provide funding for Virginia septic repair programs.
- Executed ACH loan payments for septic loans. All MPPDC loan funding programs require that loan recipients authorize loan payments to be made automatically from loan recipients' bank accounts. Loan clients authorize the payments at loan closing (ACH Authorizations). MPPDC staff process these payments on the 15<sup>th</sup> of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to the loan processing date of the 12<sup>th</sup>.
- Received phone call from Gloucester County homeowner regarding septic repair program and application process. Discussed program and referred to website for application download.
- Received phone call from contractor regarding final payment for completed Gloucester County repair. Requested invoice and cut check.

- Received requested documentation from Gloucester County homeowner for submitted application for septic repair.
- Assisted King William County homeowner with questions about septic repair application and information requested.
- Received application from Mathews County homeowner for repair of failing septic system. Homeowner's income is above limit for grant assistance. Sent loan application and letter informing him that he was ineligible for grant, but could apply for loan at 5.25% interest for up to 15 years depending on cost of repair. Final eligibility to be determined after receipt of application, repair permit, estimate and payment of application fee.
- Septic Pumpout as of May 13, 2012
 

Applications Mailed	103
Approved Vouchers	93
Completions	80

**Pumpouts by County**

Essex	13
Gloucester	28
King and Queen	09
King William	10
Mathews	12
Middlesex	21

**ECONOMIC DEVELOPMENT**

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

**Project 301702 Small Business Revolving Loan Fund**

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

- Received phone call from BJ Fulcher, USDA RBEG Program, regarding site visit for compliance review of MPBDP Revolving Loan Program. Scheduled visit for May 24<sup>th</sup>.
- Received phone call from Gloucester County loan client requesting interest only payment for May.
- Received phone call from BJ Fulcher, USDA RBEG Program, requesting information as to whether businesses that received RBEG loans were still in operation. Provided as much information as is available on current and former small business loan clients regarding viability of businesses and contact information.
- Executed ACH loan payments for MPBDP loans. All MPPDC loan funding programs require that loan recipients authorize loan payments to be made automatically from loan recipients' bank accounts. Loan clients authorize the payments at loan closing (ACH Authorizations). MPPDC staff process these payments on the 15<sup>th</sup> of each month. This places the onus to not make a payment on the loan client

contacting MPPDC staff prior to the loan processing date of the 12<sup>th</sup> of the month to request a payment be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans.

### **Project 33000 Middle Peninsula Comprehensive Economic Development Strategy**

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

- Consulted with Michele Jones and Chris Thompson of the Department of Housing and Community Development concerning a planning grant application designed to bring the private industry and the six Virginia Sea Grant Universities into the Middle Peninsula to explore innovative ways to broaden the economy of the Middle Peninsula.
- Contacted Sherone Ivey, Deputy Assistant Secretary- Office of University Partnerships with the US Department of Housing & Urban Development, concerning models for rural partnerships with private industry and university systems. Discussed various aspects of the Middle Peninsula economy and way to approach a university research model.
- Consulted with Neal Barber, President of Community Futures, concerning various ways to structure DHCD planning grant application to bring together the private industry within Middle Peninsula and the six Virginia Sea Grant Universities.
- Completed a Draft Final Report of the Middle Peninsula of Virginia Comprehensive Economic Development Strategy (CEDS). The Draft was distributed to the CEDS Strategy Committee and the MPPDC Commissioners. The CES Strategy Committee and the MPPDC Commissioners include representatives from Counties of Essex, Gloucester, King and Queen, King William, Mathews, Middlesex, and the Towns of Tappahannock, Urbanna, and West Point. The draft report was also made available for a 30-day review period that runs from May 15<sup>th</sup> to June 16th 2013. The draft report is available on the MPPDC's website or upon request at the MPPDC office in Saluda. Comments, which must be in writing and include a name and current address, are due by June 16, 2013.
- Four public meetings are scheduled to answer questions and receive written comments on the Draft Final Report of the Middle Peninsula of Virginia Comprehensive Economic Development Strategy (CEDS). The meetings are from 5 to 7pm and the schedule is:
  - **Monday**, June 3, 2012, in Gloucester Point at the Wilson House (B117) on the campus of the Virginia Institute of Marine Science
  - **Tuesday**, June 4, 2012, in the Essex Co. School Board office, 109 North Cross St., Tappahannock, VA
  - **Wednesday**, June 5, 2012, in Saluda at the Middle Peninsula Planning District Commission, 125 Bowden Street, Saluda, VA
  - **Thursday**, June 6, 2012, in King and Queen Court House at the King and Queen Women's Club House, 208 Allen's Circle, King and Queen Courthouse, VA

A press release for the meetings was sent out on May 7, 2013, to the Gazette Journal, the Southside Sentinel, the Tidewater Review, and the Rappahannock Times.

- Attended a Development Partnership (VEDP) orientation briefing in Richmond on Wednesday, May 8, 2013. Learned about funding opportunities and economic development programs available for Middle Peninsula localities.
- Formatted the CEDS draft report for the CEDS Committee first review.

## **LOCAL INITIATIVES**

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

Funding for specific projects may come from locality requesting assistance.

### **Project 30008 Local & Regional Technical Assistance**

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

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

- Contacted Jen Kesnick, Director for the Staffing for Adequate Fire and Emergency Response “SAFER” grant program funded under the Department of Homeland Security. Discussed volunteer recruitment and retention grant projects to benefit local Middle Peninsula Fire and Rescue units.

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

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

- Discussed changes to the Town of Tappahannock Comprehensive Plan with Mr. Jimmy Sydnor, Assistant Town Manager/Zoning Administrator, and informed him that the May 2013 meeting of the Town of Tappahannock’s Planning Commission will be a joint meeting with the Essex County Planning Commission to discuss the County’s application to the Virginia Department of Housing and Community Development (DHCD)’s Virginia Enterprise Zone Program to qualify for enterprise zone status to establish areas in the County that are eligible to apply for state incentives for businesses located in the designated zone areas. The Town has contracted with the MPPDC for technical assistance in updating their Comprehensive Plan.
- Continue with technical updates to the Town of Tappahannock’s Comprehensive Plan Chapters. Technical updates consist of items such as demographic and economic data updates.

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

*Essex County has contracted for the Planning District Commission to provide technical planning support for the Essex County Planning Commission as they go through their 2014 Comprehensive Plan Update Process. Every jurisdiction in Virginia is mandated by Virginia Code Section 15.2-2223 to create and adopt a comprehensive plan that outlines a vision for the future of the community with a twenty year planning horizon. Along with the Comprehensive Plan, Essex County has contracted for the Planning District Commission to lead the Planning Commission in discussions regarding the future preparation of a Capital Improvement Plan (CIP), and prepare a Virginia Enterprise Zone Designation (VEZD) application for the County. The Virginia Enterprise Zone (VEZ) program is a partnership between state and local government in which both parties seek to improve economic conditions within designated localities. The program is meant to complement additional*

*local, state, and federal economic development activities to create an improved climate for private sector investment and to focus limited resources on strategically targeted areas. A proposal will be submitted on behalf of the locality by the deadline of June 28<sup>th</sup>, 2013 using the Department of Housing and Community Development Centralized Application Management System (CAMS).*

- Attended a meeting in the Town of Tappahannock to present the proposed enterprise zone locations in Essex County and the Town of Tappahannock to members of the Tappahannock Main Street Program and other local business owners. Feedback from business owners is essential in the development of an application to the Virginia Department of Housing and Community Development (DHCD)'s Virginia Enterprise Zone Program to qualify for enterprise zone status to establish areas in the County that are eligible to apply for state incentives for businesses located in the designated zone areas. Valuable feedback includes any expansion plans a business may have. The County has contracted with the MPPDC for technical assistance in updating their Comprehensive Plan and developing an application to pursue Essex County designating a Virginia Enterprise Zone within the locality.
- Drafted a map of the proposed enterprise zone areas in Essex County and the Town of Tappahannock for use at the May 2013 Essex County Board of Supervisors meeting and the May 2013 joint Planning Commission meeting of the Town of Tappahannock and Essex County's Planning Commission.
- Continue with technical updates to Essex County's Comprehensive Plan Chapters. Technical updates consist of items such as demographic and economic data updates.

## 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 15<sup>th</sup> of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to the loan processing date of the 12<sup>th</sup> of the month to request a payment be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans.
- Received phone call from Essex County loan client requesting loan payoff amount.

**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.
- Updated MPPDC information in SAM (System for Award Management) required for federal grant eligibility.
- Prepared draft staff allocation for final quarter FY13.
- Consulted with Federal Service Desk Staff to resolve issue with MPPDC information in the SAM system regarding zip+four address and congressional district designation. Information was corrected and MPPDC account updated. Informed April Bahen, DEQ, regarding corrected SAM information.
- Participated in webinar: 'Cloud Computing – Benefits vs. Risks’ presented by Virginia Mutual League.
- Updated draft FY14 budget and supporting documentation including draft FY14 annual staff allocation plan.
- Developed a draft policy for an alternative staff compensation approach for consideration by the MPPDC as part of the FY14 budget adoption process.
- Researched planner salaries in Virginia and Nationwide and developed diagrams to support the performance based salary employment model proposal.

**MEMORANDUM**

TO: Middle Peninsula Planning District Commissioners

FROM: Lewie Lawrence, Executive Director

DATE: May 1, 2013

SUBJECT: Report on the FY'14 Draft Budget and Overall Program Design

Enclosed please find the Overall Program Design and Budget Committee's recommendations for the FY14 Budget and Overall Program Design (OPD). The Committee met on April 15th, 2013 and respectfully submits the attached for your consideration.

**Comments on the Overall Program Design**

Funding of regional councils has become more complicated as Federal and State resources continue to be reduced and/or redirected. As such, MPPDC should recognize this shift and develop new programs and policies to best position the Commission to access the resources available to implement the Commission's work program. With the "Sequestration", additional Federal and State reductions are possible and hence MPPDC may continue to experience some financial stress although we are in better shape than in previous budget cycles.

For FY 14, state and federal funding levels are less than in the FY13 budget, although more Commission work is being done in house and less subcontracted out as we have additional staff which increases the bottom line as more projects cover administrative/indirect costs. We have also contracted with several of the localities to provide planning assistance increasing our local other revenues. For FY 14, staff has obtained funding commitments to fully fund the Commission's work program. Obtaining these commitments was more complicated this year due to the reductions in state and federal grant opportunities.

Continuing with the the recommendations from the MPPDC 2011 Strategic report, the Overall Program Design and Budget Committee offers both the traditional budget package and the PDC Service Center budget package which identifies 10 PDC Service Centers. Viewing the agency budget from a Service Center perspective affords the Commissioners to 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.

For FY2014 budget, the Committee recommends the Commission operate the following Service Centers:

- Service Center #1 Administrative Support (staff time 25%)

- Service Center #2 Environmental Coastal Community Development (staff time 21%)
- Service Center #3 Transportation (staff time 20%)
- Service Center #4 Local Projects/Staff Support to External Entities (staff time 5%)
- Service Center #5 Local Initiatives- Regional Planning (staff time 3%)
- Service Center #6 Onsite Repair and Pumpout (0%)
- Service Center #7 Mandates (16%)
- Service Center #8 Emergency Services/Management (staff time 4%)
- Service Center#9 Economic Development (staff time 4%)
- Service Center #10 Revolving Loan Funds Management (staff time 1%)

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

1. FY14 Draft Overall Program Design & Project List
2. FY14 Proposed Budget in traditional format
3. FY 14 Fiscal Analysis of PDC Service Centers.
4. Other Supporting documents

### **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.
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 slightly increase this year. Anticipated total revenues are expected to be \$677,866.

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 \$110,064. In other words every dollar the Commission invests in projects this fiscal year will return an additional \$6.15 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 which is received by the Commission on a reimbursable basis. Also, there are some other projects proposals pending on which funding decisions have not yet been made.

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 FY14 budget.

MPPDC Budget & OPD Committee:

Sherrin Alsop , King and Queen County and MPPDC Chair

Bud Smith, Essex County and MPPDC Vice Chair

Otto Williams, King William County and MPPDC Treasurer

Maurice Lynch, Gloucester County, MPPDC Past Chair

Gary Allen, Essex County, MPPDC Past Chair

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## DRAFT OVERALL PROGRAM DESIGN

FY '14

THE DESIGN OF THE OVERALL PROGRAM OF THE MIDDLE PENINSULA PLANNING DISTRICT COMMISSION FOR FY '14 ASSUMES A STAFFING LEVEL AS FOLLOWS:

1. EXECUTIVE DIRECTOR
2. (LEFT VACANT)- DIRECTOR OF REGIONAL PLANNING
3. REGIONAL PROJECTS PLANNER (3 FTE )
4. FINANCE DIRECTOR
5. SECRETARY

MPPDC SERVICES WILL BE PROVIDED IN THE FOLLOWING AREAS:

- Service Center #1 Administrative Support
- Service Center #2 Environmental Coastal Community Development
- Service Center #3 Transportation
- Service Center #4 Local Projects/Staff Support-to external entities
- Service Center #5 Local Initiatives- Regional Planning
- Service Center #6 Onsite Repair and Pumpout
- Service Center #7 Mandates
- Service Center #8 Emergency Services/Management
- Service Center #9 Economic Development
- Service Center #10 Revolving Loan Funds Management

### (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, Chief Financial Officer, and Secretary

Support: Base Funding and indirect cost reimbursements

**(2) Service Center: Environmental / Coastal Community Development**

Description: This service center responds to local planning needs which are major projects, such as comprehensive plan updates, other land use plans, zoning and subdivision ordinances, management studies, and 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 Managers 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; Continue system administration and database maintenance of the MPGIS; Continue technical assistance regarding emerging coastal zone management issues impacting member localities.

Responsibility: Executive Director, Regional Projects Planners, Chief Financial Officer

Support: Virginia Coastal Program Technical Assistance Program, Rural Transportation Program, Virginia Coastal Program Section 309, VIMS grants, other CZM grants, Local Funds

**(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

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

Responsibility: Regional Projects Planners, Chief Financial Officer.

Support: VDOT Rural Transportation Planning Assistance Program, VDRPT Transportation Demand Management Program, Local Funds

**(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, Chief Financial Officer.

Support Virginia Coastal Program, Middle Peninsula Chesapeake Bay Public Access Authority funds, Locality Funds.

**(5) Service Center: Local Initiatives – 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 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: Onsite Repair and Septic Pumpout**

Description: This service center responds the needs of Middle Peninsula constituents associated with onsite septic repair and septic pumpout. MPPDC coordinates two direct assistance programs: Middle Peninsula Onsite Wastewater Treatment and Disposal Revolving Loan/Grant Fund; Septic Tank Pumpout Assistance program.

Activities: Assistance to homeowners for septic repair funding, eligibility determination, coordination with local health department staff, legal counsel, and contractors.

Responsibility: Chief Financial Officer, Executive Director

Support: Virginia Resources Authority/Virginia Department of Environmental Quality loan funds only

**(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: Virginia Department of Environmental Quality- Water Supply Planning and Stormwater Management. Support for All Hazard Mitigation Plan

Responsibility: Executive Director, Regional Projects Planners.

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

**(8) Service Center: Emergency Services/Management**

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

Activities: Virginia Department of Emergency Management All Hazard Mitigation Plan update; development of new programs and services to assist local fire and rescue programs with staff retention and grant program development.

Responsibility: Regional Projects Planners, Chief Financial Officer

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

**(9) Service Center: Economic Development**

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

Activities: CEDS implementation; DHCD Planning Grant for University Involvement in Economic Development; Small business revolving loan fund management

Responsibility: Executive Director, Regional Projects Planners, Chief Financial Officer

Support: Economic Development Administration; Virginia Department of Housing and Community Development, Revolving loan program income, and Local Funds

**(10) Service Center: Revolving Loan Funds Management**

Description: This service center provides direct assistance to loan clients, loan servicing and portfolio management.

Activities: Assistance to current loan clients, loan payment processing, loan eligibility assessment, loan closings, loan portfolio management, and RLF funding.

Responsibility: Chief Financial Officer

Support: Revolving Loan program income – interest and fees

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## MPPDC FY 14 PROJECT LIST

### (1) Service Center: Administrative Support

Agency Administration: Indirect Cost Sharing/ DHCD Base Funding

### (2) Service Center: Environmental / Coastal Community Development

- Working Waterfront –Virginia Marine Advisory Services
- Coastal Technical Assistance - CZM/DEQ
- Land and Water Quality – Septic & Ditches
- Working Waterfront Summit – CZM/DEQ
- Aberdeen Harbor Master Plan (Gloucester) - CZM/DEQ
- Lands End Master Plan (MPCBPAA) - CZM/DEQ
- Floating Buildings - CZM/DEQ
- Living Shorelines - CZM/DEQ

### (3) Service Center: Transportation Planning

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

### (4) Service Center: Local Projects/Staff Support

- Town of Tappahannock Comprehensive Plan Update
- County of Essex Comprehensive Plan Update and CIP Assistance
- MPCBPAA
  - i. General PAA Administration
  - ii. Grants Management

### (5) Service Center: Local Initiatives and Regional Planning

- TBD Local Initiatives
- Regional Meetings

### (6) Service Center: Onsite Repair and Pumpout

- VRA Loan Processing and homeowner assistance

### (7) Service Center: Mandates

- Water Supply Plan (Phase III)
- Regional Stormwater Management: Virginia Department of Conservation and Recreation

**(8) Service Center: Emergency Services/Management**

- Regional Hazards Mitigation Plan Update – VDEM (FEMA)
- TBD local assistance and grants applications

**(9) Service Center: Economic Development**

- DHCD Planning Grant for University Involvement in Economic Development;
- CEDS Implementation

**(10) Service Center: Revolving Loan Funds Management**

- Onsite Septic Repair RLF
- Housing RLF
- Small Business RLF

		FY13 Amended	FY14
	<b>Revenues</b>		
LOCAL (annual contributions)	<b>LOCAL</b>	\$109,899.00	\$109,899.00
	Essex County	\$16,300.00	\$16,300.00
	Gloucester County	\$16,300.00	\$16,300.00
	King and Queen County	\$16,300.00	\$16,300.00
	King William County	\$16,300.00	\$16,300.00
	Mathews County	\$16,300.00	\$16,300.00
	Middlesex County	\$16,300.00	\$16,300.00
	Town of Tappahannock	\$4,033.00	\$4,033.00
	Town of Urbanna	\$4,033.00	\$4,033.00
	Town of West Point	\$4,033.00	\$4,033.00
LOCAL (other)	<b>LOCAL OTHER</b>	\$8,908.00	\$69,466.00
	MPCBAA Stewardship	\$1,700.00	\$0.00
	MPCBPAA Staff Support	\$7,208.00	\$4,516.00
	Tappahannock Comp Plan Update	\$0.00	\$7,500.00
	Essex Comp Plan Updates	0	\$21,000.00
	Gloucester County -Aberdeen Creek Grant Match		\$5,200.00
	HZMP Update (FEMA Grant Matching funds)		\$31,250.00
STATE	<b>STATE</b>	\$241,222.00	\$205,162.00
	Dept of Housing and Community Development	\$75,971.00	\$75,971.00
	Dept of Rail and Public Transportation (TDM)	\$59,200.00	\$59,200.00
	Dept of Conservation and Recreation (WQIF)	\$61,391.00	\$0.00
	VIMS(Perin River)	\$5,827.00	\$0.00
	Dept of Conservation and Recreation (Stormwater Mgmt)	\$38,833.00	\$69,991.00
FEDERAL	<b>FEDERAL</b>	\$290,604.00	\$272,499.00
	Dept of Envir Quality (Coastal Program TA)	\$31,126.00	\$33,731.00
	Dept of Envir Quality ( Working Waterfronts Coalition I&II)	\$61,123.00	\$23,654.00
	Dept of Envir Quality (On-Site Technical Guidance- LWQ)	\$67,929.00	\$55,161.00
	Dept of Envir Quality (Samp X)	\$3,306.00	\$0.00
	Dept of Envir Quality (Dragon Run Day)	\$1,370.00	\$0.00
	Dept of Envir Quality (Septic Heir Property)	\$6,157.00	\$0.00
	Dept of Envir Quality (Living Shorelines)	\$26,197.00	\$28,110.00
	FHWA (VDOT/Rural Trans Png Pgm)	\$58,000.00	\$58,000.00
	FEMA- All Hazards Mitigation Plan	\$0.00	\$18,750.00
	Dept of Commerce, EDA (CEDS)	\$34,396.00	\$0.00
	Island Institute (EDA - Working Waterfronts)	\$1,000.00	\$0.00
	VIMS(WW) DEQ	\$0.00	\$2,500.00
	Dept of Envir Quality (Aberdeen Harbor Master Plan)	\$0.00	\$5,200.00
	Dept of Envir Quality (Floating Buildings)	\$0.00	\$9,893.00
	Dept of Envir Quality (Lands End Master Plan)	\$0.00	\$2,500.00
	DHCD Regional CDBG Planning Grant	\$0.00	\$35,000.00
OTHER	<b>MISCELLANEOUS</b>	\$24,625.00	\$20,840.00
	Interest Income (General Fund)	\$3,400.00	\$2,200.00
	Quarterly meetings, etc.	\$3,000.00	\$3,000.00
	Miscellaneous	\$5,000.00	\$5,000.00
	Office Space Rent	\$2,400.00	\$1,800.00
	Onsite RLF Program Income	\$5,000.00	\$3,500.00
	Business & Weatherization RLF Programs Income	\$5,825.00	\$5,340.00
		\$675,258.00	\$677,866.00
	<b>Expenses</b>		
PERSONNEL EXPENSE	<b>PERSONNEL</b>	\$290,220.70	\$326,852.20
	Executive Director	\$92,500.00	\$101,050.00
	Finance Director	\$44,595.00	\$52,380.00
	Director of Regional Planning (vacant)	\$0.00	\$0.00
	Regional Projects Planner (Transportation)	\$38,220.00	\$43,513.20
	Regional Projects Planner (Stormwater)	\$24,862.50	\$44,250.00
	Regional Projects Planner (vacant)	\$0.00	\$0.00
	Emergency Management Planner (vacant)	\$0.00	\$0.00
	Regional Projects Planner	\$37,000.00	\$42,220.00
	Secretary	\$38,150.00	\$43,439.00
	GAVRS Increase (6% VRS Offset)	\$14,893.20	\$0.00
FRINGE BENEFITS	<b>FRINGE</b>	\$126,809.48	\$130,622.70
	Medical Insurance	\$40,947.00	\$56,460.00
	Qualified Pension Plan	\$39,434.79	\$42,098.56
	Social Security	\$23,483.26	\$25,004.19
	Cafeteria Plan Benefit	\$16,750.00	\$0.00
	Life Insurance	\$3,643.43	\$3,889.54
	Workman's Compensation	\$159.00	\$300.00
	Unemployment Insurance	\$2,392.00	\$2,870.40
FACILITY EXPENSE	<b>FACILITIES</b>	\$33,914.00	\$32,414.00
	Rental	\$22,202.00	\$22,202.00
	Utilities	\$4,500.00	\$4,450.00
	Telephone	\$4,000.00	\$2,550.00
	Facility Insurance	\$3,212.00	\$3,212.00
EQUIPMENT AND SUPPLIES EXPENSE	<b>EQUIPMENT/SUPPLIES</b>	\$7,370.00	\$3,750.00
	Office Supplies	\$6,000.00	\$3,750.00
	Other	\$1,370.00	\$0.00
TRAVEL EXPENSE	<b>TRAVEL</b>	\$5,750.00	\$5,425.00
	Private Mileage @ \$.565per mile	\$700.00	\$375.00
	Vehicle Operating Costs	\$2,500.00	\$2,500.00
	Vehicle Insurance	\$950.00	\$950.00
	Lodging and Staff Expense	\$1,600.00	\$1,600.00
	Other		
PROFESSIONAL DEVELOPMENT EXPENSE	<b>STAFF DEVELOPMENT</b>	\$12,610.00	\$13,650.00
	Dues/Memberships	\$3,060.00	\$3,100.00
	Training (Workshops, Seminars)	\$200.00	\$200.00
	Conferences	\$9,000.00	\$10,000.00
	Subscriptions/Publications	\$350.00	\$350.00
	Other		
CONSULTANT/CONTRACTUAL EXPENSE	<b>CONTRACTUAL/CONSULTING</b>	\$130,798.00	\$53,100.00
	Accounting/Auditing Services	\$6,900.00	\$6,900.00
	Legal Services	\$5,200.00	\$5,000.00
	Construction	\$57,769.00	\$0.00
	Consultant / Contractual Expense	\$60,929.00	\$41,200.00
MISCELLANEOUS EXPENSE	<b>MISCELLANEOUS</b>	\$62,900.00	\$67,254.00
	Postage	\$2,000.00	\$1,750.00
	Information Technology Cost Center	\$12,000.00	\$19,000.00
	Printing/Duplicating	\$10,000.00	\$9,000.00
	Promotion/Advertising	\$26,500.00	\$26,852.00
	Quarterly Meetings, etc.	\$3,800.00	\$3,800.00
	Meeting Supplies	\$6,500.00	\$6,000.00
	Public Officials Insurance	\$2,100.00	\$752.00
	Other	\$0.00	\$100.00
		\$670,372.18	\$633,067.90
	General Fund Increase (Requirement)	\$4,885.82	\$44,798.10
	Required Matching Funds	\$152,933.00	\$110,064.00
	Unrestricted General Fund Balance		\$348,530.00
NONCASH AWARDS	Technical Assistance Awards	\$312,000.00	\$150,000.00

commission/lga mtg refreshments

# MPPDC Service Centers FY 2014

Agency Administration	Environmental Coastal Community Development	Transportation	Local Projects/Staff Support	Local/Regional Planning	Onsite Septic Repair & Pumpout	Mandates	Emergency Services Management	Economic Development
<b>Agency Administration</b> <ul style="list-style-type: none"> <li>•Overhead</li> <li>•PDC Grants Management</li> <li>•Financial Management</li> <li>•IT Services</li> <li>•Communication</li> <li>•Revolving Loan Funds Management</li> </ul>	<b>PDC Work Horse</b> <ul style="list-style-type: none"> <li>•Discovery and solution for public policy issues</li> <li>•Coastal Zone Management               <ul style="list-style-type: none"> <li>•Onsite</li> <li>•Easements</li> </ul> </li> <li>•GIS Services</li> <li>•Research</li> <li>•Grant preparation</li> </ul>	<b>Rural and Commuter Transportation</b> <ul style="list-style-type: none"> <li>•6 year Plan</li> <li>•Long-range Transportation Plans</li> <li>• Enhancement projects</li> <li>•Job Access</li> <li>•Commuter Assistance/ Ride share</li> </ul>	<b>Provide technical services and staff support</b> <ul style="list-style-type: none"> <li>•MPCB Public Access Authority Staff Support</li> <li>•Tappahannock Comp Plan Update</li> <li>•Essex Comp Plan Update</li> </ul>	<b>Provide staff support, critical problem solving to address</b> <ul style="list-style-type: none"> <li>•specific local needs</li> <li>•Grants Management</li> <li>•Grant writing</li> <li>•Information Assistance</li> <li>• Commission Meetings</li> <li>•Other Regionally Convened Meetings</li> </ul>	<b>Bay Act consistency &amp; constituent assistance</b> <ul style="list-style-type: none"> <li>•Septic Repair Revolving Loan Fund Administration</li> <li>•Direct grants</li> <li>•Pumpouts</li> <li>•Dialog w/ VDH, DEQ, DCR, localities industry representatives to address onsite issues</li> </ul>	<b>Cost savings to localities to comply with state and federal Requirements</b> <ul style="list-style-type: none"> <li>•Stormwater</li> <li>•Water Supply Plan</li> </ul>	<b>Address local/regional emergency services needs</b> <ul style="list-style-type: none"> <li>• Regional All Hazards Mitigation Plan Update</li> <li>•Establish Regional Emergency Services Assistance Program</li> </ul>	<b>Address local Economic Issues</b> <ul style="list-style-type: none"> <li>•CEDS implementation</li> <li>•DHCD Planning Grant (University and Economic Development)</li> <li>•Small Business Revolving Loan Fund Management</li> </ul>
\$193,820 shared costs Program Income	FY 14 Match \$57,796 (PDC) \$7,700 (Other)	FY 14 Match \$29,300	Costs Reimbursed by outside entities/localities	Base Funding/Local Dues	No grant funding	FY14 Mandates Stormwater FY14 Match \$22,968	FY14 All Hazard Match Localities	DHCD Planning Grant No Match

Administration				Hours	Staff Rate	25.4%	Position	Base Salary	Hourly Rate	Matching Funds	
Resources							Exec Dir	\$98,050.00	\$48.40	General Fund	
	Base Funding & Office Rent	\$24,300					Finance Dir	\$49,380.00	\$25.09	Staffing	
	Indirect Costsharing	\$169,520					Planner - CM	\$40,513.00	\$20.84		
	<b>Total Resources</b>	\$193,820					Planner - HB	\$39,220.00	\$20.22		
							Planner - JR	\$41,250.00	\$21.19		
Expenses	Exec Dir	\$24,950	516	\$48.40	25%		Secretary	\$40,439.00	\$20.80		
	Finance Director	\$26,000	1,036	\$25.09	50%			\$308,852.00			
	Secretary	\$33,889	1,629	\$20.80	78%						
	Fringe	\$33,902									
	Facilities	\$32,414.00									
	Supplies/Vehicles	\$6,325.00									
	Acctg	\$6,480.00									
	Misc	\$29,700.00									
	<b>Total Expenses</b>	\$193,660									
<b>Environmental/Coastal Community Development</b>											
						21.2%					
Resources							Secretary	\$43,439.00	\$33,889.00	78%	\$9,550.00
	VIMS WW	\$2,500					Total	\$326,852.00	\$84,839.00		\$242,013.00
	Waterfronts Summit (DEQ)	\$23,654		31-Mar							
	Req Match	\$10,094									
	Aberdeen Harbor Master Plan (DEQ)	\$5,200		31-Mar			Fringe @40%	\$130,610.06	\$33,901.66		\$96,708.39
	Req Match (Gloucester)	\$5,200					Base	\$118,740.66			\$338,721.39
	Coastal TA (DEQ)	\$33,731					Base Funding	\$22,500.00			
	Req Match	\$33,731					Office Space Rent	\$1,800.00			
	Lands End Master Plan (DEQ)	\$2,500					Facilities	\$32,414.00			
	Req Match (PAA)	\$2,500					Equip/supplies	\$2,500.00			
	Floating Bids (DEQ)	\$9,893		30-Sep			Veh/Staff	\$3,825.00			
	Req Match	\$9,893					Dues	\$160.00			
	LWQ (DEQ)	\$55,161		30-Sep			Acctg	\$6,480.00			
	Living Shorelines (DEQ)	\$28,110		30-Sep			Misc	\$29,700.00			
	Req Match	\$4,078					Total Indirect	\$193,819.66			
	<b>Total Resources</b>	\$226,245					Indirect rate	0.500			
Expenses	Planner - HB	\$20,644	1,021	\$20.22	49%						
	Planner - CM	\$3,670	176	\$20.84	8%						
	Planner - JR	\$3,091	146	\$21.19	7%						
	Finance Director	\$6,600	263	\$25.09	13%						
	Exec Dir	\$50,750	1,049	\$48.40	50%						
	Fringe	\$33,868									
	Indirect	\$59,367									
	Other Direct	\$48,256									
	<b>Total Expenses</b>	\$226,246									
<b>Transportation</b>											
						20.2%					
Resources											
	RTP (FHA)	\$58,000									
	Req Match	\$14,500									
	TDM (DRPT)	\$59,200									
	Req Match	\$14,800									
	<b>Total Resources</b>	\$146,500									
Expenses	Planner - CM	\$27,500	1,320	\$20.84	63%						
	Finance Director	\$9,645	384	\$25.09	18%						
	Secretary	\$9,000	433	\$20.80	21%						
	Planner - HB	\$8,000	396	\$20.22	19%						
	Fringe	\$21,636									
	Indirect	\$37,926									
	Other Direct	\$32,797									
	<b>Total Expenses</b>	\$146,505									
<b>Local Projects/Staff Support to External Entities</b>											
						5.3%					
Resources											
	Tappahannock Comp Plan Update	\$7,500									
	Essex Comp Plan Update	\$21,000									
	MPCBPAA Staff Support	\$2,016									
	<b>Total Resources</b>	\$30,516									
Expenses	Planner - CM	\$11,600	557	\$20.84	27%						
	Exec Dir	\$471	10	\$48.40	0%						
	Planner - HB	\$119	6	\$20.22	0%						
	Finance Director	\$1,580	63	\$25.09	3%						
	Secretary	\$550	26	\$20.80	1%						
	Fringe	\$5,722									
	Indirect	\$10,031									
	Other Direct	\$442									
	<b>Total Expenses</b>	\$30,515									
<b>Local Initiatives</b>											
						3.1%					
Resources											
	Local dues	\$109,899									
	Misc	\$8,000									
	Base Funding	\$53,471									
	Interest	\$2,200									
	<b>Total Resources</b>	\$173,570									
	Gen Fund	-\$16,036								\$25,000.00 (HMP Match)	
Expenses	Matching Funds	\$110,064									
	Exec Dir	\$8,711	180	\$48.40	9%						
	Planner - HB	\$641	32	\$20.22	2%						
	Planner - CM	\$743	36	\$20.84	2%						
	Planner - JR	\$0	0	\$21.19	0%						
	Finance Director	\$3,495	139	\$25.09	7%						
	Fringe	\$5,431									
	Indirect	\$9,519									
	Direct	\$18,930									
	<b>Total Expenses</b>	\$157,534									
		\$16,036									
<b>Onsite Repair &amp; Pumpout</b>											
						0.0%					
Resources	Loan funding only										
<b>Mandates</b>											
						15.7%					
Resources											
	Stormwater (DCR)	\$69,991									
	Req Match	\$22,968									
	<b>Total Resources</b>	\$92,959									
Expenses	Exec Dir	\$2,050	42	\$48.40	2%						
	Planner - JR	\$39,570	1,867	\$21.19	89%						
	Planner - CM	\$0	0	\$20.84	0%						
	Finance Director	\$1,310	52	\$25.09	3%						
	Fringe	\$17,155									
	Indirect	\$30,071									
	Other Direct	\$2,800									
	<b>Total Expenses</b>	\$92,955									
<b>Emergency Services</b>											
						4.4%					
Resources											
	HMP Update (VDEM/FEMA)	\$18,750.00									
	Req Match (localities)	\$31,250.00									
	<b>Total Resources</b>	\$50,000.00									
Expenses	Finance Director	\$0.00	0	\$25.09	0%						
	Planner - HB	\$9,300.00	460	\$20.22	22%						
	Planner - JR	\$1,589.00	75	\$21.19	4%						
	Exec Dir	\$968.00	20	\$48.40	1%						
	Fringe	\$4,738.06									
	Indirect	\$8,305.32									
	Other Direct	\$99.63									
	<b>Total Expenses</b>	\$25,000.00									
		\$25,000.00									
<b>Economic Development</b>											
						3.6%					
Resources											
	CDBG Regional Planning Grant	\$35,000									
	<b>Total Resources</b>	\$35,000									
Expenses	Exec Dir	\$13,150	272	\$48.40	13%						
	Planner - HB	\$3,516	174	\$20.22	8%						
	Planner - CM	\$0	0	\$20.84	0%						
	Planner - JR	\$0	0	\$21.19	0%						
	Finance Director	\$0	0	\$25.09	0%						
	Fringe	\$6,660									
	Indirect	\$11,674									
	<b>Total Expenses</b>	\$35,000									
		\$0									
<b>RLF</b>											
						1.2%					
Resources											
	Onsite RLF	\$3,500									
	EECBG RLF	\$960									
	BUS RLF	\$4,380									
	<b>Total Resources</b>	\$8,840									
Expenses	Finance Director	\$3,750	149	\$25.09	7%						
	Fringe	\$1,499									
	Indirect	\$2,627									
	Other Direct	\$540									
	<b>Total Expenses</b>	\$8,415									
			12,528			100%					