



# MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

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## COMMISSIONERS

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Town of Urbanna  
Mr. John Bailey  
Hon. Donald Richwine

Secretary/Acting Director  
Mr. Lewis L. Lawrence

## MEMORANDUM

**TO: MPPDC Board of Commissioners**

**FROM: Lewis Lawrence, Acting Executive Director** 

**DATE: November 10, 2011**

**RE: November Commission Meeting**

The Middle Peninsula Planning District Commission will host its November Quarterly Dinner Meeting on Wednesday, November 16, 2011, at King William Ruritan Club, 158 Ruritan Lane, King William County. The Regional Networking will start at 6:00 p.m. and the MPPDC Business Meeting will begin at 8:00 P.M.

It is with great pleasure that I announce that on January 1, 2012, the Commission will begin its 40<sup>th</sup> year of services to the local governments of the Middle Peninsula. The Middle Peninsula Planning District Commission in its current form was created in 1972, but many of you may be unaware that the predecessor to the MPPDC first convened on May 7, 1963, as the **Middle Peninsula Regional Planning Commission**. The first meeting was held in the Urbanna Town Hall. Gene Paulette, Robert Taylor, Horace Norton, James Barnard, Jr., Granville Kipps, Lewis Richardson, and William Bareford were the first Middle Peninsula Commissioners to work together for the betterment of our region. At the second meeting of that Commission regional transportation concerns were voiced and the Commission took its first action to support Interstate 64 alignment "C."

At a subsequent meeting of the Middle Peninsula Regional Planning Commission the following committees were created: Committee on Resources; Committee on Comprehensive Regional Planning; Agricultural Committee; Committee of Family Living; Committee on Youth; Committee on Health, Education and Public Interest; and Committee on Policies and Legislation. From these committees, under the leadership of representatives from the Middle Peninsula, much of the existing regional and local community development framework for the Middle Peninsula was built.

The legacy of the first Commission is far reaching, providing leadership starting in 1963 for protecting the Dragon Run, 1964 provision for public sewer, 1965 land use planning, 1966 subdivision ordinances and trailer ordinances; 1967 discussion of establishing a Community College; 1968 Policy discussion on the Hahn Commission pertaining to State Planning oversight; 1969 advising on VDOT Right of way issue; 1970 Economic development- Establishment of the Bank of Middlesex.

Almost 50 years have passed since that first 1963 meeting convened in the Urbanna Town Hall. Over the years, the Commission has endeavored to maintain a sense of place, leadership, community pride and to provide leadership and vision for the region. Our November Dinner meeting will recap the last 40 years of work of the Middle Peninsula Planning District Commission and will culminate with a presentation by the Chesapeake Bay Foundation concerning an issue that will again challenge local governments and require great local and regional leadership: Chesapeake Bay Watershed Implementation Plan-Local Governments' Role.

Please make plans to attend this important night as we discuss the past, present, and future work of the Commission and its importance to our region. I encourage all Commissioners, elected officials, administrative, and planning staff of the Middle Peninsula to join us in celebrating our past and planning for our future.

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

I look forward to seeing you on November 16<sup>th</sup>!

***MIDDLE PENINSULA PLANNING DISTRICT COMMISSION  
QUARTERLY DINNER MEETING  
WEDNESDAY, NOVEMBER 16, 2011***

**King William Ruritan Club  
158 Ruritan Lane  
King William, VA 23086**

**AGENDA**

- 6:00 PM Regional Networking
- 7:00 PM Invocation
- Dinner
- 8:00 PM Call to Order, MPPDC Chair Louise Theberge
- Approval of October Minutes
  - Approval of October Financial Reports
  - Executive Director's Report on Staff Activities for the Month of November
- 8:20 PM MPPDC – 40 Years and Counting
- 8:30 PM Chesapeake Bay Watershed Implementation Plan
- 9:00 PM Questions and Answers
- Adjourn

## MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

October 26, 2011

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, October 26, 2011, at 7:00 p.m. Chair Louise Theberge (Gloucester County) welcomed everyone in attendance. Commissioners in attendance were: (Essex County) Edwin Smith, and David Whitlow; (Gloucester County) Dr. Maurice Lynch; (King William County) Trenton Funkhouser, Eugene Rivara, and Otto Williams; (Mathews County) O. J. Cole, Jr., Tim Hill, and Stephen Whiteway; (Middlesex County) Wayne Jessie, Sr.; (Town of Urbanna) Donald Richwine; and (Town of West Point) Charles Gordon. Guests in attendance were Mr. John Edwards, Jr., Town Manager of Town of West Point and citizens from the region. Middle Peninsula Planning District Commission staff in attendance were Acting Executive Director Lewis Lawrence, Administrative Assistant Beth Johnson, Secretary Rose Lewis, Planner Clara Meier, and Planner Harrison Bresee.

Mr. Charles Gordon introduced Town Manager of West Point Mr. John Edwards, Jr. Chair Theberge welcomed Mr. Edwards to the Middle Peninsula.

### **Approval of September Minutes**

Chair Theberge distributed corrected Page 6 of the September Minutes. One phrase was removed-“Concerned citizens of the Middle Peninsula:” so that it will more accurately reflect the individuals that were here that evening. Chair Theberge asked whether there were any other corrections, additions, or deletions to the September Minutes. Chair Theberge requested a motion to approve the September Minutes as distributed with the corrected Page 6. Mr. Donald Richwine moved that the September Minutes be approved with corrected Page 6 as distributed. Mr. Eugene Rivara seconded the motion; motion carried.

### **Approval of September Financial Report**

Chair Theberge requested a motion to approve the September Financial Reports. Chair Theberge asked whether there were any questions before the financial reports are approved subject to audit. Chair Theberge requested a motion to approve the September Financial Reports. Mr. Stephen Whiteway moved to approve the September Financial Reports subject to audit. Mr. Donald Richwine seconded the motion; motion carried.

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

Chair Theberge requested that Lewis Lawrence, Middle Peninsula Planning District Commission Acting Executive Director, review the Executive Director's Report on Staff Activities for the month of October.

The Executive Director's Report on Staff Activities is developed at a monthly staff meeting, organized by PDC Service Centers, and the activities are used to report grant funding activities.

- ✓ Mr. Lewis Lawrence, MPPDC Acting Executive Director, reviewed the Executive Director's Reports for October as follows: The Middle Peninsula Regional Water Supply Planning is moving through the public adoption process for each of the localities.
- ✓ Staff attended the October 18, 2011 Middlesex Board of Supervisors meeting and presented a brief overview of the Regional Water Supply Plan before their scheduled public hearing on the Plan and Drought Response Ordinance. After the public hearing and questions, the Board decided to table both issues until their November 1, 2011 meeting.
- ✓ Received the final report from the General Assembly directed stakeholder panel to attempt to determine the appropriate balance between a private landowner's right to develop a commercial aquaculture enterprise and the extent of local government's authority to oversee land use through its zoning power. During the 2011 General Assembly Session, Senator Thomas K. Norment, Jr. patroned SB 1190 which would have amended and reenacted §§ 3.2-300, 28.2-603, and 28.2-1203 of the Code of Virginia, relating to aquaculture and the use of pier structures authorized by the Virginia Marine Resources Commission (VMRC) and the authority of local governments. The bill would have expanded the definitions of agricultural operation and production agriculture in the Right to Farm Act (RTFA) to include the practice of aquaculture. As proposed, no special exception or conditional use permit would be required for aquaculture production in areas zoned to allow agriculture. The bill would also have specifically allowed the use of a noncommercial pier to support aquaculture operations and allow the placement of up to 1,200 square feet of floating aquaculture structures tied to such pier. Given the lack of consensus among the panel members for any specific approach, the panel could only identify several options for consideration. Without making any recommendations these include:
  - 1) take no action, thereby preserving local land-use authority
  - 2) adopt legislation similar to SB1190 as amended
  - 3) amend the RTFA such that it would only apply to aquaculture in agriculture districts and areas classified specifically for agriculture
  - 4) place aquaculture under state oversight, including the land-based activities and those activities on state-owned submerged lands that are now managed on behalf of the Commonwealth by VMRC.

- ✓ Mr. Lawrence said that there is a tremendous amount of staff activity being spent working with the Department of Conservation and Recreation concerning the Chesapeake Bay Watershed Implementation Plan relating to the Chesapeake Bay Clean Up.

- ✓ Septic Pumpouts as of October 18, 2011

Applications mailed	48
Applications approved	15
Pumpout Completions	0

Applications approved by County

Essex	8
Gloucester	3
King and Queen	1
King William	3

Mr. Lawrence said that the current septic pumpout program is 50/50 meaning that the homeowner is responsible for half of the cost of the pumpout and the MPPDC will pay the remaining half of the cost through a grant of WQIF funds from the Virginia Department of Conservation and Recreation.

- ✓ Drafted letters for each Middle Peninsula locality to explain the need to make appointments for the Comprehensive Economic Development Strategy Committee. The Committee is a requirement of the CEDS process and should represent at least 51% private sector interests. Appointments should be made by each locality by the end of January 2012.

Mr. Gordon asked about the dredging report. Mr. Lawrence said that the dredging report from the Army Corps of Engineers has been finalized and the Public Access Authority has adopted the report at its last meeting. The full dredging report will be on the December Commission meeting agenda to be reviewed by the Board.

**Rules for Public Comment and Public Participation**

Chair Theberge said that the new rules for public comment and public participation were developed by the Executive Board at their last meeting. Chair Theberge reviewed the public participation rules and noted that VA Code 2.2-3707 states that there is no statutory mandate to have public comment at regular Commission meetings.

**Public Comments**

Chair Theberge opened the meeting for public comments.

- (1) Mrs. Trudy Feigum, Hartfield District, Middlesex County, spoke regarding the Water Supply Plan.

- (2) Mrs. Betty Lucas, Dunnsville, Virginia spoke regarding MPPDC agenda items 5, 7, 8, 9, and 11. Item 5 in regard to a letter of Mrs. Lucas; Item 7 regarded handouts on the 2035 Transportation Plan and copy of letter to MPPDC Chair; Item 8 handout regarding VCU Forum, MPPDC promotional data document Climate Change Adaption; Item 9 regarding September MPPDC meeting handouts, and Item 11 regarding establishment of the Regional Executive Planning Committee.

Chair Theberge said that the Public Comment period was now closed.

### **Update on the Rural Regional Long Range Transportation Plan Technical Report**

Mrs. Clara Meier, MPPDC Planner, updated the Board on the 2035 Rural Regional Long Range Transportation Plan. The Plan provides a blueprint for the development and maintenance of a rural multi-modal transportation system that supports existing and projected travel demands to the year 2035. Recommendations in the Plan were developed to satisfy current and future needs.

Mrs. Meier said that the Plan purpose and scope was developed as a cooperative effort between the VA Dept. of Transportation, MPPDC, and member jurisdictions represented. The planning process began in 2006. The study identified needs for all modes of transportation and interaction between modes where a reduction in vehicles trips might be possible. The list of recommendations will be used in the statewide transportation planning process in order to quantify the magnitude of statewide needs. Each county has final authority over the recommendations on the secondary system within their jurisdiction.

The Plan Development was broken into four Phases (one phase per year). The Phases are: (1) Goals- safety and security of transportation system, support economic vitality of the region, improve quality of life, etc.; (2) Local and Public Involvement-participants from the local level appointed by jurisdiction met one to three times per fiscal year as warranted and two public involvement meetings were held for public input and gathered comments on the draft Plan; (3) Data Collection-Census data used to determine where trip origins and destinations occur and to help in determining the areas where greatest demands for improvements may occur, traffic count data, and roadway accident data; and (4) Data Analysis-detailed county study locations and recommendations.

Mr. Stephen Whiteway-bridge maintenance and inspection in the Plan. Mrs. Meier said that VDOT has studied the bridges and graded them on the deficiency grading and there is a chart in the Plan. Mr. Lawrence said that he and staff have talked about the bridge maintenance issue and staff wants to track the Plan concurrently so when issues come up, there will be a more up-to-date record. Mr. Lawrence said that the full Plan will be given to the Board members after VDOT releases the Plan to the MPPDC.

Mr. Otto Williams asked whether railroads were included. Mrs. Meier said that the railroad infrastructure in the region was noted and expansion of rail in the region could be a long-term recommendation for goods and people movement in the region. It is not included as a specific recommendation in the Plan at this time because of the limited rail infrastructure in the Region.

Mr. Eugene Rivara- Is there consideration in the Plan for pedestrians in the rural areas? Mrs. Meier said that she believes the Plan recommends more sidewalks. A factor in development is the determination of areas appropriate for extensions of existing routes and paths to provide better links between facilities.

Mrs. Meier said that the Plan should be available for adoption as a planning resource in December.

***Sea Level Rise: Local Fact Sheet for the Middle Peninsula***

Mr. Lewis Lawrence, MPPDC Acting Executive Director, said that over the last few years the MPPDC Board has asked staff to look at how our coastal communities should prepare for a coastal environment that is changing. We have more hurricanes, more flooding, more people living in harm's way. Mr. Lawrence said that MPPDC staff has begun to look at these issues and wanted to begin to talk with Middle Peninsula local planning commissions about their thoughts from a local public policy land use perspective about the impact of the changing coastal environment.

Mr. Lawrence said that he met with the Mathews Planning Commission (Mathews was one of the first localities to begin talks regarding sea level rise) and what was clear in the discussion was that some believed and did not believe that sea level rise was occurring in the area. Time was spent talking about belief systems, perspectives about what may and may not be accurate, and what is really happening. The Planning Commission wanted to know if anyone was collecting scientific data that show what is truly happening locally. The scientific data has been collected but has not been processed so that it can be used locally to inform public policy. MPPDC staff talked with the Chesapeake Bay National Estuarine Research Reserve at VIMS and asked Dr. Willie Reay to use local tide gauge station data that have historic information and prepare a fact sheet based on known data.

Mr. Lawrence said that the Sea Level Rise Local Fact Sheet was produced from Dr. Reay's findings. This information is locally relevant and locally accurate.

Dr. Maurice Lynch said that the local fact sheet is the best there is but there are still some arguments as to what is causing the sea level rise. There is a definite change in the coastal area. Some will argue that there is coastal warming, or some subsidence. Dr. Lynch said that the combination of the two is what's causing the real problem and you can argue whether it's man-made warming or a geological cycle. The Chesapeake Bay area is seeing differences in sea level more so than most

other areas on the east coast. Dr. Lynch said that VIMS has had a GPS unit for about ten years that sends collective signals from positioned satellites that can tell whether there are changes in relative height of the roof of buildings. Dr. Lynch said that there are definite changes now and the land is sinking in relationship to sea level.

Chair Theberge asked whether the Board members would like to have the Sea Level Rise Local Fact Sheet sent to all of the County Administrators so that it can be distributed to their Boards and to their Planning Commissions. It was the consensus that Mr. Lawrence will send a pdf file to the County Administrators who will in turn forward it to their Planning Commission members.

Mr. Trenton Funkhouser asked Mr. Lawrence if someone compiled the anecdotal evidence in the survey. Mr. Lawrence said that this information was collected in several ways to show what the community thinks about this issue - used Qwizdom at community meetings; asked questions to civic groups, planning commissioners, elected officials, to get a general understanding of what regular people who live in the community think about these issues. Mr. Lawrence said a report will be compiled in December or January.

Mr. Charles Gordon asked a question regarding the Chesapeake Bay runoff and high water levels. Mr. Lawrence said that was a part of the Chesapeake Bay Clean Up (nitrogen, phosphorus, and sediments). Dr. Lynch explained basic estuarine dynamics. The Chesapeake Bay is a sediment trap; sediments will not go out to the ocean. Dr. Lynch said that so much dredging is happening because of the sediment buildup and that this is a natural phenomenon and has been observed historically

### **Update on Chesapeake Bay Watershed Implementation Plan**

Mr. Lewis Lawrence, MPPDC Acting Executive Director, said that the Assistant Secretary of Natural Resources, Anthony Moore who spoke to the Board early spring laid out ground rules for how and what DCR was going to ask local governments to do. Mr. Lawrence said that the MPPDC staff has been operating under those ground rules in trying to prepare the Middle Peninsula localities and their staff to adequately respond. This has been a confusing process to both MPPDC and local staff and apparently to Department of Conservation and Recreation staff. We are down to the last 90 days and still waiting on the model data from EPA that is to serve as the benchmark. Mr. Lawrence reviewed the second paragraph of a letter that was written to Secretary of Natural Resources Doug Domenech from EPA Regional Administrator Shawn Garvin from Stan Clark, Chair of the Hampton Roads Planning District Commission. Mr. Lawrence said that the Chesapeake Bay Foundation called and wanted to know if the Middle Peninsula localities have received new guidance from the state regarding new rules. Mr. Lawrence said that he told them no but he has been hearing about the new rules but hasn't received anything yet. Mr. Lawrence reviewed the letter. The state is to propose a draft plan by December 15<sup>th</sup>. The Center for Watershed

Protection is willing to assist local government staff. The choices for the Middle Peninsula governments are: (1) do nothing and the GA and/or EPA will come and tell the localities what to do or (2) participate in the game and set your own destiny of how the local governments want to respond.

Discussion was held regarding the model data and draft letter to Secretary of Natural Resources Doug Domenech. Chair Theberge asked if there was any other discussion and Mr. David Whitlow suggested that the Middle Peninsula localities have a voice and the MPPDC should draft a letter and copy it to legislators. Chair Theberge suggested that Mr. Lawrence draft the letter to Secretary of Natural Resources Doug Domenech and send it to the county administrators for review before sending to Mr. Domenech. It was the consensus of the Board for MPPDC Acting Executive Director Lewis Lawrence to draft a letter to Secretary Domenech and send to county administrators for approval before sending to Secretary Domenech.

### **Acceptance of Annual Audit**

Mrs. Beth Johnson, MPPDC Administrative Assistant, gave a presentation on the Middle Peninsula Planning District Commission Audited Financial Statements Year Ended June 30, 2011 Report prepared by Dunham, Aukamp & Rhodes, PLC, Certified Public Accountants, Chantilly, Virginia. Copies were distributed to each Board member.

Mrs. Johnson read the Independent Auditors' Report third paragraph, "In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Commission as of June 30, 2011, and the respective changes in financial position and cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America." The report also states, "Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects, in relation to the basic financial statements taken as a whole."

Mrs. Johnson reviewed the MPPDC Management's Discussion and Analysis which provides a synopsis of the financial statements and a comparison between the current and previous fiscal year and describes the required financial statements. The statement of Net Assets summarizes and simplifies the user's analysis to determine the extent to which programs are self-supporting and/or subsidized by general revenues."

Mrs. Johnson reviewed the Financial Analysis-Summary Statements of Net Assets June 30, 2011 and June 30, 2010. The current assets decreased during the year by \$172,000 and the current liabilities decreased during the year by approximately \$75,000 primarily due to a decrease in deferred revenue. Deferred revenue is money which the MPPDC has received to complete a project which was not

completed and is retained. It has been set aside as a liability and is saved until next year to continue to fund the project or will be returned to the agency or locality. The long-term liabilities decreased by approximately \$2,000, as the Commission made regular payments on the VRA loan for the onsite program and borrowed \$11,159 so far from the new loan. Mrs. Johnson said that the total net assets have decreased by approximately \$109,000 this year.

Mrs. Johnson reviewed the Summary of Statements of Activities which includes revenues and expenses. Mrs. Johnson read the second paragraph which states, "The Commission has experienced significant losses in 2010 and 2011. " This year it was \$109,000 and last year it was \$101,000. "The Commission reduced local dues by 50% during FY10 and FY11 to assist its member localities. To eliminate the continuation of operating losses the Commission underwent a strategic planning exercise in the spring of 2011 to examine the programs most important to its stakeholders and to begin to identify new potential funding sources to operate these programs. The Commission has formed an Executive Regional Planning Committee to continue these efforts, to examine the local dues structure, and to make recommendations to the Commission."

In the audit under Economic Factors and Future Outlook it states, "Presently, management of the Commission is well aware of the changing federal, state, regional, and local economic climate and is working to comprehensively understand, address and plan for the future security of the Commission consistent with the evolving new economic model."

There being no questions from the Board, Chair Theberge requested a motion to accept the year ending June 30, 2011 audit report. Dr. Maurice Lynch moved to accept the June 30, 2011 audit report. Mr. David Whitlow seconded the motion; motion carried.

### **Report from the Regional Executive Planning Committee**

Chair Theberge said that the Regional Executive Planning Committee met on October 19<sup>th</sup>. Four items were discussed: local dues structure, public participation in MPPDC Board meetings, public outreach, and Acting Executive Director's employment review.

Chair Theberge directed the Board to look at the chart for increasing local dues to the MPPDC. The MPPDC has the lowest local contribution of all the rural PDC's in the state. The Regional Executive Planning Committee feels that for the MPPDC to respond to the evolving and changing economic models to be able to provide the critical service assistance that are requested by the local member localities the local contribution needs to increase. The last increase of the MPPDC local dues was in 1994. With the recent voluntary dues reduction of the fiscal years 2010 and 2011 when the contribution rate was lowered, the rate was lowered below that of the

early 1990s. This model, which was shown in the audit report, is not sustainable if the MPPDC is to continue to provide the level of service the localities depend on.

The recommendations from the MPPDC Executive Regional Committee are: (1) MPPDC dues increase to meet average of other small rural PDC's of 1.61 per capita, (2) MPPDC dues increase to 1.21 regional per capita for FY13, and (3) MPPDC dues increase to 1.61 regional per capita for FY14. This dues increase will help to provide administration and lower the MPPDC's indirect cost rate. Chair Theberge said that this will basically double the PDC's dues structure. Currently the counties pay \$10,000 and the towns pay \$3,333. The MPPDC reduced the localities' contributions by half in the past few years. Chair Theberge said that with the decrease in state and federal funding, something has to be done to maintain staff in order for the work to assist the localities to continue.

Chair Theberge said that the recommendation is to double the dues over a two year period; half the increase in the upcoming fiscal budget cycle and the remainder the year after. Discussing this now will give all the localities time with their Boards during their budget cycles to discuss this recommendation.

Chair Theberge said that the Committee recognizes the importance of citizen comments in our governmental process but also that the MPPDC Board meets to get a certain amount of work done each month and the Committee felt that they had to manage how much time was occupied by citizen comments and from that discussion the new rules were brought forth earlier regarding citizen comments.

Chair Theberge said the Committee discussed public outreach. The Committee realizes that the Board of Supervisors and citizen representatives for the MPPDC Board had a more frequent turnover than in the past. A pamphlet titled "MPPDC: The Power of Numbers" was distributed to the Board and Chair Theberge said that the pamphlet will be distributed at the November dinner meeting and also be sent to the County Boards of Supervisors and Town Councils. The pamphlet is an educational short fact sheet of the MPPDC's local contributions, funding structure, and services the MPPDC provides to the localities. This pamphlet will help educate the members, new Board members, Boards of Supervisors, and Councils.

Chair Theberge said that the Committee also discussed a six-month review of Acting Executive Director Lewis Lawrence's performance. The Committee is planning to meet in late November and do progress review and the results will be presented to the Board in December in a closed as is appropriate for a personnel matter.

Chair Theberge opened the floor up for discussion regarding the recommendations of the MPPDC Executive Regional Committee.

- Dr. Maurice Lynch asked how much did the MPPDC brochure cost to develop. MPPDC Acting Executive Lewis Lawrence said that it was free.

- Mr. Otto Williams said that if it was a struggle for the localities to give \$10,000 for dues, how could they afford to give \$15,000? Chair Theberge said localities did go back to \$10,000 except one that was hung in the middle of their budget. The MPPDC is back to the normal contribution level for this fiscal year.

Chair Theberge said that the Board wanted the Committee to discuss the MPPDC's budget early before the budget cycle so that the information could be included in the County Boards of Supervisors and Town Councils budget packet as a request from the MPPDC to move the dues structure up.

- Dr. Maurice Lynch asked how much cost would it be to each locality if they were to hire a person to do the work that the PDC is doing for the localities instead of having the PDC staff to assist the localities. Chair Theberge said that if a person or consultant were hired by localities, the funds would surpass the recommended dues structure. Chair Theberge said that the MPPDC assists the Middle Peninsula localities in many ways-managing, handling, producing reports, or monitoring situations for localities.

Chair Theberge said that the Board needs to decide whether the MPPDC staff will continue to work for the localities or dwindle to zero and the localities have to pick up the tabs themselves to do the jobs that the MPPDC staff is presently doing.

- Mr. David Whitlow said that since the MPPDC started operating 40 years ago from January 2012 and the original dues were set in 1972 there were increases in 1981, FY1994, and now requesting an increase. Mr. Whitlow said that he is inclined to say that the MPPDC Board proceed to put the request out to the localities.

Chair Theberge said that this request will be taken up at the dinner meeting so that the Board can decide so that when budget requests come in the information will be ready to hand out.

- Mr. Otto Williams commented that there are still hard times and things are still not looking any better for the localities and the MPPDC is trying to recover from something that should have been kept up with before it got this far.
- Mr. Trenton Funkhouser said that there are a variety of factors that the Executive Committee is much more familiar with such as those that were discussed at the PDC strategic committee meeting this spring.
- Mr. Donald Richwine said that he objected to the rates based on the size of the Town of Urbanna. The Town lost approximately 10% of its population and the amount that the Board is talking about represents about a penny tax

out of about 23 cents that the Town is doing collecting or about a 22% tax increase.

Chair Theberge asked Mr. Richwine whether he was talking about the total amount or looking at per capita. Mr. Richwine said that he was looking at going up to fiscal year 2014. Chair Theberge said that the Committee had talked about the burden on the Towns possibly being an issue. Mr. Richwine said that he thought the Towns should go up to about \$4,000 and that would be as steep as the Town could go even though it would still be a hard sell. He believes that they would be morally obligated. He suggested a smaller increase every year rather than a large amount all at once or even over 2 years

- Mr. Charles Gordon asked a question regarding per capita. Chair Theberge said that the per capita figure is for the region as a whole and not per locality and that the Commission would continue an even contribution from each County and 1/3 of that per Town as per the by-laws; so that no matter the size of the locality each has the same voice and contribution level.

Mr. David Whitlow said that he consulted quickly with his Board of Supervisors Chairman, Mr. Edwin Smith Jr., and if the Towns feel that they may have a problem with the increase he would suggest that for FY13 the Counties should look at a contribution rate of \$16,300 and the Towns at a contribution rate of \$4,033. The County contribution would increase a little and the Towns would decrease a little.

Mr. Lawrence said that the goal was to try to come closer to the other rural PDCs and place the MPPDC on much better financial footing to maintain staff services and to phase that in over time.

Mr. Stephen Whiteway said that it was unusual from the way the Committee is going about it because from his experiences with the county when they put together a budget before considering raising taxes, they find out how much money they need. Mr. Whiteway wanted to know if there was a draft budget and whether the increase was adequate. Mr. Lawrence said that every year the MPPDC prepares a budget based on the revenue that comes into the MPPDC. Some fixed costs are known. Mr. Lawrence said that the Committee was proposing a way to add additional buying power to the service centers of the Commission so that when a new program is started, staff can spend more chargeable time on that project. The only way that can actually be done is by reducing the Indirect Costs that are charged to those projects. Dr. Lynch said that the Committee is trying to set up the infrastructure of the Commission so that the administration costs are paid for at the beginning of the year to further ensure very basic services are provided if insufficient grant money comes in. Mr. Lawrence agreed.

Chair Theberge asked whether the Board is comfortable with the recommendation that Mr. David Whitlow put forward to accommodate the Towns having less of a burden and stay at the same funding level that was discussed. Agreement was expressed.

*PDC Outreach Material*

Mr Lawrence presented a fact sheet designed for elected officials to better understand the purpose and work of the PDC. Mr Lawrence reported that VAPDC is producing similar material reminding the General Assembly of the importance of PDC's across the Commonwealth. Mr. Eugene Rivara said that he knows that what VAPDC is doing did at the state level has never been done at the local level in King William County, trying to sell the PDC message is important. He said that the Supervisors in King William hear regional or PDC and they think "someone else is putting their hand in my pocket and I'm not getting anything for it." Mr. Rivara said that it's an education and a public relations thing and he knows that some do not know what is happening at the MPPDC and what benefits to King William County are coming from the PDC.

Chair Theberge suggested that Mr. Lawrence may have to attend localities board meetings and give them a presentation of what was done for the Commissioners of Revenues and their funding structure and other projects that have been of value to the localities. Mr. Lawrence said that a Mayors and Chairs group is being organized to talk about important issues locally and that will create a venue for everyone to learn more about the work of the Commission and the types of services that are provided. Mr. Charles Gordon said that personally he feels that localities receive a service that most people are not aware of and that the MPPDC Board are discussing issues now that have been discussed for the past ten years by DEQ, EPA, and others. Mr. Gordon said that he does not think that the Middle Peninsula is adequately prepared to meet the requests of state agencies and he feels that the agencies should come to the Middle Peninsula and educate localities. He also said that he knows that the MPPDC is very valuable to the people of the Middle Peninsula.

Dr. Lynch said that in the late 1980s there was a local advisory committee for the Chesapeake Bay program. He suggests to Mr. Lawrence that all the PDCs should continue with this successful model.

Chair Theberge told Mr. Otto Williams that the MPPDC may have to attend King William County Board meeting to help educate them as to the value of the MPPDC. Chair Theberge requested a motion to have Mr. Lawrence to move forward to inform the counties and towns regarding this year's requested dues structure change so that it can be put forth to the communities. Mr. David Whitlow moved that for purposes made in the request that in the upcoming budget cycle be set at \$16,300 for counties and \$4,033 for towns. Dr. Maurice Lynch seconded the motion. Chair Theberge asked if there was any further discussion. Mr. Whiteway said that there is no guarantee if this is going to be acceptable to the local Boards and

Councils and Chair Theberge agreed that this is to ensure the PDC maintaining the services and structure that is in place for staff. The consensus of the Board was in agreement with Mr. O. J. Cole and Mr. Otto Williams opposed.

Mr. O. J. Cole, Jr. said that approval has to come from the local Boards. Chair Theberge said that this is a beginning and more information will be gathered.

Mr. Lawrence reminded that Commission that the brochure was written for elected officials and not for the general public.

### **Other Business**

Mr. Stephen Whiteway requested that with the proposed dues increase a presentation at the November quarterly meeting of what the MPPDC offers (dollar value where possible), what a locality would lose if they were not a member of the PDC, should be given and to invite all elected officials and include any newly elected officials.

Chair Theberge said if it is convenient for the Board to move the December meeting to the 2<sup>nd</sup> Wednesday instead of the 3<sup>rd</sup> Wednesday in December. Chair Theberge said that she and MPPDC Acting Executive Director Mr. Lawrence are both going to be out of town on the 3<sup>rd</sup> Wednesday. It was the consensus of the Board to move the meeting to the 2<sup>nd</sup> Wednesday in December.

Chair Theberge asked if there was any other business.

### **Adjourn**

Chair Theberge requested a motion to adjourn. Mr. Donald Richwine moved to adjourn. Mr. Otto Williams seconded the motion; motion carried.

COPY TESTE:

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(Secretary)

# Project Financial Report

Middle Peninsula Planning District Commission

Run Date: 11/04/2011  
 Run Time: 2:19:54 pm  
 Page 1 of 1

Period Ending: 10/31/11

		Expenditures						
Code	Description	Budget	Curr FY	Project Total	Un/Over	% Budget	Revenues	Balance
30007	FY12 Local Programs	187,429.00	37,054.42	49,678.66	137,750.34	26.51%	67,560.31	17,881.65
30010	Local PAA Stewardship/	17,000.00	0.00	7,330.49	9,669.51	43.12%	17,000.00	9,669.51
30013	EE&CBG Project	703,872.00	5,325.90	71,075.78	632,796.22	10.10%	61,328.84	-9,746.94
30170	MPBDP FY12 Staff Sup	46,500.00	8,023.03	30,576.29	15,923.71	65.76%	13,325.54	-17,250.75
30207	FY12 TDM	74,000.00	6,354.99	23,324.65	50,675.35	31.52%	22,140.93	-1,183.72
30309	FY12 Rural Transportati	72,500.00	6,750.72	23,934.21	48,565.79	33.01%	17,183.19	-6,751.02
30420	Onsite Loan Management	119,458.85	341.84	95,229.62	24,229.23	79.72%	103,880.09	8,650.47
30423	VCWRFR Onsite Fund	80,000.00	0.00	8,962.50	71,037.50	11.20%	16,171.50	7,209.00
30426	WQIF 2010	102,883.00	1,524.52	9,231.98	93,651.02	8.97%	11,458.92	2,226.94
30440	Septic Pumpout VII	14,372.00	400.31	14,813.60	-441.60	103.07%	2,603.73	-12,209.87
30502	Water Supply Planning	106,784.79	5,061.32	100,565.09	6,219.70	94.18%	153,950.00	53,384.91
31002	GA Lobby FY09	0.00	0.00	18,247.75	-18,247.75	0.00%	24,000.00	5,752.25
31200	Emergency Managment	191,777.84	0.00	196,148.25	-4,370.41	102.28%	196,148.25	0.00
31404	Dragon Run Day	5,511.00	800.00	6,260.13	-749.13	113.59%	6,830.34	570.21
31410	FY11 Dragon SAMP	25,000.00	320.00	16,954.26	8,045.74	67.82%	16,543.04	-411.22
32007	PAA Administration	97,690.01	1,323.24	80,208.49	17,481.52	82.11%	104,517.63	24,309.14
32113	MP SW Dredging Master l	32,000.00	0.00	31,713.66	286.34	99.11%	32,000.00	286.34
32115	FY11 Coastal TA	60,000.00	-25.51	63,994.99	-3,994.99	106.66%	55,424.61	-8,570.38
32116	FY11 Climate Change	76,000.00	2,061.26	70,792.47	5,207.53	93.15%	59,438.37	-11,354.10
32117	Conservation Corridors	40,000.00	1,393.62	34,478.53	5,521.47	86.20%	26,329.52	-8,149.01
32118	FY12 Coastal TA	60,000.00	4,889.71	4,889.71	55,110.29	8.15%	0.00	-4,889.71
32119	Land & Water Quality Pr	50,000.00	2,321.67	2,321.67	47,678.33	4.64%	0.00	-2,321.67
32201	PAA Perrin River WW P	15,000.00	801.95	801.95	14,198.05	5.35%	0.00	-801.95
33000	MP Comprehensive Econ	120,000.00	6,309.46	11,188.54	108,811.46	9.32%	0.00	-11,188.54
<b>Totals:</b>		<u>2,297,778.49</u>	<u>91,032.45</u>	<u>972,723.27</u>	<u>1,325,055.22</u>	<u>42.33%</u>	<u>1,007,834.81</u>	<u>35,111.54</u>

# Balance Sheet by Category

Middle Peninsula Planning District Commission

Run Date: 11/4/11  
Run Time: 2:49:13 pm  
Page 1 of 1

Period Ending: 10/31/11  
Format: 1 Board

## Assets:

Cash in Bank	501,596.55
Receivables	154,190.18
Property & Equipment	19,344.87

**Total Assets:**

**\$675,131.60**

## Liabilities:

Accounts Payable	4,501.84
VRA Loan Payables	109,921.50
Payroll Withholdings	-77.18
Accrued Leave	20,592.94
Deferred Revenue	3,750.16
Cost Allocation Control	1,856.50

**Total Liabilities:**

**\$140,545.76**

## Equity:

Local Initiatives/Information Resources	33,589.75
Economic Development	-28,439.29
Transportation Programs	-7,934.74
Onsite Repair & Pumpout	5,876.54
Housing	-9,746.95
Coastal Community & Environmental	-11,618.69
Mandates	53,384.91
General Fund Balance	499,474.31

**Total Equity:**

**\$534,585.84**

**Balance:**

**\$0.00**

## Agencywide R&E by Category

Middle Peninsula Planning District Commission

Run Date: 11/04/2011  
 Run Time: 2:52:11 pm  
 Page 1 of 1

Period Ending: 10/31/11  
 Format: 1 Agencywide R&E  
 With Indirect Cost Detail

Code & Description	Budget	Current	YTD	Un/Ovr	% Bud
<b>Revenues</b>					
Local Match	75,709.00	29,941.04	29,941.04	45,767.96	39.55%
Local Annual Dues	69,999.00	46,666.66	61,666.66	8,332.34	88.10%
Local Other Revenues	74,900.00	0.00	112,128.43	-37,228.43	149.70%
State Revenues	266,947.00	18,747.00	26,627.33	240,319.67	9.97%
Federal Revenues	822,500.00	13,746.49	31,613.68	790,886.32	3.84%
Miscellaneous Income	42,407.00	635.22	18,294.79	24,112.21	43.14%
Onsite Loan Program Income	7,000.00	302.08	11,179.24	-4,179.24	159.70%
PAA Program Income	0.00	700.00	875.00	-875.00	0.00%
<b>Revenues</b>	<b>1,359,462.00</b>	<b>110,738.49</b>	<b>292,326.17</b>	<b>1,067,135.83</b>	<b>21.50%</b>
<b>Expenses</b>					
Personnel	408,523.00	35,987.33	129,528.99	278,994.01	31.71%
Facilities	30,912.00	2,125.32	10,483.05	20,428.95	33.91%
Communications	5,700.00	721.66	2,680.52	3,019.48	47.03%
Equipment & Supplies	6,370.00	1,560.95	2,707.10	3,662.90	42.50%
Travel	5,750.00	480.91	1,874.18	3,875.82	32.59%
Professional Development	10,185.00	1,156.53	9,688.76	496.24	95.13%
Contractual	767,917.00	15,966.52	51,383.99	716,533.01	6.69%
Miscellaneous	54,741.00	3,092.19	18,927.00	35,814.00	34.58%
Regional Share	75,709.00	29,941.04	29,941.04	45,767.96	39.55%
<b>Expenses</b>	<b>1,365,807.00</b>	<b>91,032.45</b>	<b>257,214.63</b>	<b>1,108,592.37</b>	<b>18.83%</b>
<b>Agency Balance</b>	<b>-6,345.00</b>	<b>19,706.04</b>	<b>35,111.54</b>		



# Middle Peninsula Planning District Commission



## MPPDC General Fact Sheet

### WHAT IS MPPDC?

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

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

### BACKGROUND

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

### WHAT DOES MPPDC DO?

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

### HOW ARE DECISIONS MADE AT MPPDC?

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

### QUICK FACTS

#### Region at Glance

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

➤ 888,064 Acres of Land

➤ 90,826 People

#### By the Numbers

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



#### For More Information:

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

# Regional Profile:

## 2000-2010 Demographic Information

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



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

# MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

## Staff Activities Service Summary of Regional Progress

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

### Report on Mandated Initiatives

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

**Middle Peninsula Planning District Commission  
Executive Director's Report of Regional Progress  
November 7, 2011**

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

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

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

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

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

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

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

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

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

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

**Middle Peninsula Referral Network (MPRN)** – (Vice President and Training Coordinator) comprised of a group of small businesses, mostly located in Gloucester and graduates of MPBDP Business Training Series, that meet weekly to refer business to each other, learn about each other's enterprises and receive on-going business training. (MPPDC Staff 6 years+)

**Virginia Microenterprise Network (VMN) (Secretary)** – state-wide organization of microenterprise practitioners which advocates for microenterprise at the state and national level. (MPPDC Staff 4 years)

## MPPDC Staff and Contact Information

### **Acting Director: Lewis Lawrence**

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

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

### **Administrative Assistant: Beth Johnson**

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

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

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

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

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

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

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

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

### **MPBDP Inc Director: Candie Newman**

Contact Info: [cnewman@mppdc.com](mailto:cnewman@mppdc.com) (804) 758-4917

Programs: *Economic Development, Business Technical Assistance & Loans*

### **Secretary: Rose Lewis**

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

Programs: *Septic Pumpout Assistance, Facilities Scheduling*

**Project 30502 Water Supply Planning**

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

- Contacted jurisdictions that have approved the Regional Water Supply Plan by resolution and adopted the Drought Response Ordinance for copies of the documents for submission to the Virginia Department of Environmental Quality (DEQ).
- Completed the Regional Water Supply Plan response matrix for Plan submission to DEQ.
- Submitted the Regional Water Supply Plan for the Middle Peninsula to the DEQ before the deadline on November 2, 2011.
- Reviewed Middlesex County's previous and revised Drought Response Ordinance before their November 1, 2011 Board of Supervisors meeting.
- Attended the October 24, 2011 West Point Town Council meeting where Mr. John Marling, EEE Consulting, gave the Council a brief presentation of the Regional Water Supply Plan and corresponding Drought Response Ordinance before the scheduled public hearing. The Town Council approved the Plan by resolution and adopted the Drought Response Ordinance.
- Mr. John Marling, EEE Consulting, attended the November 1, 2011 Middlesex Board of Supervisors meeting where the Board approved the Regional Water Supply Plan by resolution and adopted a revised Drought Response Ordinance.
- Attended the November 8, 2011 Essex County Board of Supervisors meeting and presented a brief overview of the Regional Water Supply Plan before their scheduled public hearing on the Plan and Drought Response Ordinance. After the public hearing and questions, the Board decided to table both issues until their December 13, 2011 meeting.
- Provided Essex County with the resolution and ordinance that Middlesex County drafted for their approval of the Regional Water Supply Plan and adoption of a Drought Response Ordinance.
- Discussed the Regional Water Supply Plan with Mr. Tom Chillemi, reporter for the Southside Sentinel.

**Project 31200 Natural Hazard Plan Update**

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

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

- Provided the Chairman of the Gloucester Board of Supervisors with GIS technical assistance.
- Updated [www.mppdc.com](http://www.mppdc.com) website.

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

**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.*

- Consulted with Ms. Terri DeRose, Thousand Trails Campground, concerning invoices for Dragon Run Day. Spoke with staff from the Virginia Coastal Zone Management Program to coordinate reimbursement.

**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.*

- Spoke with three members of the public and explained rules and regulations about public hunting access on the Browne Tract in Essex County and on the Haworth Tract in King and Queen County.
- Visited Browne and Haworth Tracts to pick up drop off/sign in sheets.
- Assisted with delivery of tractor to Clay Tract. Tractor is fixed and works well.
- Visited Shenk Parcel in Gloucester County to assess access and note physical location. Access remains difficult by car or foot at this time.
- Met Captain Allen Alexander from York River Charters at the Clay Tract in King and Queen County to allow him to assess the public access to the Dragon Run for Kayak Tours.
- Obtained preliminary timbering plan for Haworth Tract from Jim Vagas of Clearwater Forestry. Plan follows our Wildlife and Habitat Management Plans.

- Attended the "Civil Public Participation" Workshop in Richmond, VA with MPPDC Acting Executive Director Lewis Lawrence. The workshop, lead by instructors from UVA's, Institute for Environmental Negotiation, provided the tools and resources to:
  - \* Carry out public processes in a way that is authentic;
  - \* Ensure that voices are heard while also moving the process forward;
  - \* Handle threats and concerns for safety and intimidation; and to,
  - \* Equip staff with the tools for better facilitating meetings and for training others to do so.
- Received vandalism estimate from Deputy Williams in King & Queen County for damage to the tractor used to manage PAA land.

### **Projects 32118 Virginia Coastal Zone Management Program**

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

- Coordinated with Ms. Janit Llewellyn Allen, Virginia Department of Conservation and Recreation (DCR), about the 2013 Virginia Outdoors Plan update and PDC staff assisting them with the public information meetings needed to be held in the Region to gather public comment on the Plan update. Public meetings have been scheduled for February 8, 2011 at 3pm and 7pm in the Middle Peninsula Planning District Commission's Regional Board Room in Saluda.
- Provided King and Queen County, at the request of Ms. Donna Sprouse (Assistant Zoning Administrator and GIS Coordinator), with GIS data files for the zoning of the surrounding localities.
- Provided Ms. Jackie Rickards, Consultant, with a re-sized Essex County Countryside Alliance Map update 2011 for the FY 2011 Coastal Program Project Final Report.
- Provided Ms. Jackie Rickards, Consultant, with a redistricting information for the FY 2011 Coastal Program Project Final Report.
- Consulted with Ms. Janit Llewellyn Allen, Dept. of Conservation and Recreation, concerning the development of the Virginia's Outdoor Plan and willingness to serve on the statewide committee developing the plan.
- Provided Ms. Tara Bolling, National Sea Grant Law Center, with a letter of support for their four-year program funding review. The Law Center provides, free of charge, MPPDC staff with legal research, tools and products to assist the Commission and local government understand various legal approaches for issues such as engineered onsite septic systems, floating homes, deeded land ownership, and water quality protection issues using various policy powers enabled under a Dillion rule governmental framework.
- Consulted with Ms. Carol Steele, Director of Gloucester County Parks & Recreation, concerning a public access issue at Route 616 Clay Bank. Provided a complete record of all VDOT plats and deed language illustrating the public's right for use of the landing.
- Consulted with Ms. Carol Steele, Director of Gloucester County Parks & Recreation, and Capt. Allen Alexander, York River Charters, concerning establishing a blueways trail along the rivers in Gloucester.

- Consulted with Ms. Emily Gibson, Gloucester County Planner, and Mr. M. P. Sheppard Three River Health District concerning mandatory public sewer hookup provisions.
- Provided the Chairman of the Gloucester County Board of Supervisors with GIS technical assistance.

### **Chesapeake Bay WIP**

- Attended the second webinar on the Chesapeake Bay Program that focused on efforts in Virginia. The State of Virginia not only has very substantial frontage on the Chesapeake Bay, but much of the State, including areas far removed from the Bay, has watersheds which flow into the Chesapeake Bay. Panel speakers from Virginia will include Mr. Anthony Moore, the Assistant Secretary for the Virginia Department of Natural Resources where he is in charge of Chesapeake Bay restoration, and Mr. John Carlock, the Deputy Director of the Hampton Roads Planning District Commission. The latter body covers the greater Norfolk-Virginia Beach area. The third speaker will be Mr. Jeffrey Corbin, Special Advisor to EPA Administrator Jackson for the Chesapeake Bay and Anacostia River. This webinar is sponsored by the Regional and Intergovernmental Planning Division.
- Drafted and sent a letter to the Secretary of Natural Resources requesting immediate clarification on the expectations for local governments to respond to the Virginia's Chesapeake Bay TMDL Phase II WIP Development process.
- Coordinated with Lee Shenaker, Regional Intergovernmental Relations staff for the American Planning Association, concerning coordinating for a Chesapeake Bay Restoration webinar.
- Advised Middle Peninsula locality staff from Gloucester, Mathews, Middlesex, Essex, King and Queen, King William and the Towns of Tappahannock, West Point and Urbanna who have been identified as the locality point of contact for Chesapeake Bay TMDL Phase II WIP Development of an upcoming Chesapeake Bay Restoration webinar
- Participated in the Chesapeake Bay Restoration watershed improvement VAST training. VAST is the interface local staff will be required to use to respond to DCR's request for locality strategies and scenarios for Virginia's Chesapeake Bay TMDL Phase II WIP Development process.
- Consulted with Mr. Dave Hirschman, Center for Watershed Protection, concerning Virginia's and EPA's on-going and ever-changing approach for Chesapeake Bay cleanup. Discussed how these changes relate to Middle Peninsula local governments' responsibility for WIP responses.
- Participated in the 8<sup>th</sup> meeting of the VAPDC environmental sub-committee charged with submitting a unified proposal to DCR requesting financial assistance for 13 PDCs covering 85 local governments. The financial assistance will be used to assist local staff with responding to the Virginia's Chesapeake Bay TMDL Phase II WIP Development process. The Committee continues to respond to DCR's proposed scope of work deliverables which the PDCs find unacceptable to local government.
- Consulted with Mr. Dave Hirschman, Center for Watershed Protection, concerning scheduling the first meeting of the Middle Peninsula Chesapeake Bay WIP Committee. Invites will be delivered to local government point of contacts this week.

### **Projects 32116 Initiating Adaptation Public Policy Development**

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

- Continued work on final project report.

### **Project 32117 Conservation Corridors**

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

- Continued work on final project report.

### **Project 32200 Perrin River**

- Consulted with VIMS to coordinate the first meeting with the Coastal PDCs to consult on Working Waterfront Challenges facing communities across the Bay. The first meeting is scheduled for Monday, November 14, 2011.
- Researched commercial seafood harbor master plans.

## **TRANSPORTATION**

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

### **Project 30207 Transportation Demand Management (TDM) Services**

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

- Prepared responses on the Coordinated Human Service Mobility Plan update, with the assistance of Ms. Beth Johnson, MPPDC Administrative Assistant and Middle Peninsula Rideshare Manager, and submitted the information to Mr. Bob Baldwin, Mobility Manager with Bay Transit.
- Corresponded with Mr. Bob Baldwin, Bay Transit’s Mobility Manager, about the Fall CHSM meeting to be held on December 16, 2011 in the Middle Peninsula Planning District Commission Board Room in Saluda, Virginia.
- Received online registration from Town of Urbanna resident commuting to Surry County. No match available. Referred to TRAFFIX and NuRide for assistance.

- Received phone call from Gloucester County resident commuting to T.C. Walker School. Commuter rides Bay Transit to work but needs ride home in the evenings as Bay Transit cannot provide transportation after 3PM. Seeking a match connection.
- Received online registration from Gloucester County resident commuting to Hampton. Seeking a match connection. Referred to TRAFFIX and NuRide for assistance.
- Received online registration from Norfolk resident commuting to Washington, DC. Seeking a match connection. Referred to TRAFFIX and NuRide for assistance.
- Participated in conference call for ACT Chesapeake/MidAtlantic Joint Symposium Budget Committee to discuss draft budget for joint conference to be held in conjunction with Association for Commuter Transportation Legislative Conference.
- Participated in conference call with ACT National to discuss particulars for joint symposium, legislative summit, hotel accommodations, catering, and other charges.
- Received follow-up from Gloucester County carpooler and provided information on Middle Peninsula Rideshare Guaranteed Ride Home Program.
- Provided TDM funding recommendations to Mr. Howard Jennings, Arlington Transportation Partners for DRPT SJR297 Committee.
- Participated in conference call for ACT Chesapeake/MidAtlantic Joint Symposium Budget Committee to finalize budget for D.C. symposium to be held in January.

### **Project 30309 Rural Transportation Planning**

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

- Completed review of Gloucester's Fairfield Enhancement Grant Application and sent comments to Mr. David Brown, Fairfield Foundation.
- Attended a Public Information Meeting on the Six-Year Improvement Program and presented comments on Gloucester County projects, at the request of County planning staff, as well as other Middle Peninsula current and needed projects.
- Presented an update on the Rural Regional Long-Range Plan for the Middle Peninsula at the October 26, 2011 Middle Peninsula Planning District Commission meeting. The Plan may be considered at a future date for approval as a regional planning tool.
- Prepared a draft agenda for the Middle Peninsula Local Planners meeting scheduled for November 16, 2011.
- Created and revised a map for inclusion in Commission packets for the November 16, 2011 dinner meeting at the King William Ruritan Club in Rumford, King William County.

- Discussed the Rural Regional Long Range Transportation Plan with Mr. Lewis Lawrence, MPPDC Acting-Executive Director, and Mr. Bill Nachman, reporter for the Gloucester-Mathews Gazette -Journal.
- Provided a brief update on the Rural Regional Long Range Transportation Plan status to Ms. Emily Gibson, Gloucester County Planner.
- Discussed the next Plan Virginia newsletter with Plan Virginia Board members and staff.

#### ONSITE REPAIR & PUMPOUT

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

#### **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.*

- Executed ACH loan payments.
- Consulted with Mr. Don Thomas, Essex Health Department, regarding status of septic repair application for woman whose daughter is living on her property in a mobile home with a failed septic system. Homeowner informed MPPDC that she was not willing to pay anything for this repair. She is not eligible for grant funding due to income above the HUD LMI limits and thus would only be eligible for a loan which would necessitate repayment. Informed Mr. Thomas again that unless homeowner agrees in principle to repaying loan, assistance cannot be provided for this repair.
- Consulted with the Estate Executor of an “heir situation” property regarding paperwork requirements for easement and maintenance agreements required by Virginia Department of Health, Gloucester County, and MPPDC for installation of an alternative septic system. The family living in the “heir home” has applied for assistance for a failing septic system. The Executor of the Estate would need to agree to sign the documents to allow for an operating permit. Copies of the documents in question and the MPPDC Onsite Repair Program application and cover letter were mailed. Application cannot be approved unless he agrees to endorse these required documents as applicant does not have legal standing to do so. Provided update to Dave Demuth, Gloucester Health Department regarding status of this application.
- Consulted with property owner regarding assistance for septic installation for mobile home on new home site. Explained that program is only for repair of existing septic systems and cannot be used for installation of “new” septic systems.
- Consulted with Middlesex County homeowner regarding reimbursement of septic pumpout. Explained to homeowner that application must be received and approved prior to septic pumpout. Homeowner complained that she had not been informed of availability of assistance until septic hauler told her about it. Recommended that homeowner send letter to MPPDC Acting Executive Director Lewis Lawrence regarding circumstances and requesting exception.
- Received phone call from Mathews County homeowner requesting clarification of documentation to be provided with septic repair application.

- Received phone call from Chris, Turlingtons Septic, regarding assistance available for New Kent County homeowner. Informed him that assistance is only available to Middle Peninsula homeowners.
- Received phone call from New Kent County homeowner requesting assistance for septic repair. Informed homeowner that assistance from this program is only available for Middle Peninsula homeowners. Homeowner could not understand as her property is on West Point town line (?) Staff attempted to explain that the program can only assist homeowners in the Middle Peninsula Planning District boundaries. Referred to Richmond Regional PDC for assistance.
- Received email from King and Queen County homeowner regarding eligibility for septic pumpout assistance. Homeowner read article in *Gloucester Mathews Gazette Journal* regarding program. Provided application via email.
- Consulted with Mr. Dave Demuth, Gloucester Health Department, regarding repair to property adjacent to public sewer. Health Department has issued GMP waiver for repair of conventional septic system and indicated that this is the only option to hook-up to sewer for this homeowner. Requested more information regarding this apparent change in Gloucester policy regarding sewer hook-up. Mr. M.B. Sheppard to call back with additional information.
- Received phone call from Gloucester County homeowner whose property is adjacent to public sewer line regarding status of application. Informed homeowner that we are awaiting clarification from Gloucester Health Department regarding sewer hook-up requirements.
- Received email from Ms. Nicole Sandberg regarding use of remaining CBIG \$135 pumpout funding as match for WQIF pumpout for very low income homeowner.
- Received phone call from Mathews County client requesting payoff information. Provided information and prepared Certificate of Satisfaction. Certificate will be mailed to homeowner as soon as check clears the bank.

### **Project 30440 Septic Pumpout**

*The Chesapeake Bay Preservation Act requires that septic systems be pumped out or inspected at least once every five years to reduce non-point source pollution. Low-to-moderate income (LMI) families are especially burdened by the requirement to pump out their septic systems. In order to assist these households, the MPPDC secures funding to pay for the pump out of systems of LMI households. Applicants are taken on a first-come, first-served basis until funding is exhausted.*

- Received phone call from Gloucester County resident requesting information on Septic Pumpout program and income limits.
- Consulted with Ms. Susan Block, Department of Conservation and Recreation regarding \$135 remaining in grant for pumpouts. This amount is not sufficient to pay for an additional pumpout and due to DCR's refusal to pay Indirect Costs and limit of \$750 for administration/management of this program, this project is already overspent. Discussed options – leave unspent, move to salary and fringe which are already overspent, use as match with WQIF grant pumpout component to provide one additional 100% pumpout reimbursement.

- Septic Pumpout as of November 7, 2011
 

Applications Mailed	56
Approved Vouchers	38
Completions	15

**Approved by County**

Essex	11
Gloucester	11
King and Queen	04
King William	05
Mathews	03
Middlesex	04

**ECONOMIC DEVELOPMENT**

Funding – MPBDP, Inc reimburses MPPDC for staff support

**Project 30170 Staff Support to Middle Peninsula Business Development Partnership, Inc.**

*Middle Peninsula Business Development Partnership (MPBDP), Inc, a 501-C3 non-profit corporation was established to promote compatible economic development for the six counties and three towns within the Middle Peninsula. MPBDP is committed to undertaking activities that will enhance the future economic competitiveness of the region. MPPDC provides staff support to MPBDP which provides training, technical assistance, and access to capital to very small, micro-businesses. The program is focused on providing assistance to low-to-moderate entrepreneurs who lack adequate access to capital or training to start or expand business.*

- Prepared vouchers, processed A/P, processed deposits, balanced bank accounts for MPBDP, Inc.
- Prepared MPBDP, Inc. October financial statements.
- Prepared and submitted billings for MPBDP October staff support.

**Revolving Loan Fund (RLF)**

- Assisted an applicant with a loan application through the Economic Development Group in Arlington.
- Executed ACH loan payments and transfers for small business loans and transferred principal repayments to RLF savings account.

**Economic Development Program**

- Attended a meeting of the Middlesex Partners in Progress representing economic development interests.

**Technical Assistance Program**

- The Business Training Series graduated 8 from the eight-week program that began September 13<sup>th</sup> with 10 participants. Two participants declined to be mentioned in the press release issued November 2<sup>nd</sup> to all local papers.

- For first week of November there have been 2 technical assistance sessions:  
Gloucester – one start-up and one prospective start-up.
- Additional TA sessions since the October report include:  
Gloucester County- Consult with Start-up Business; start-up loan application.  
King and Queen County- Assisted the Rappahannock Tribe.  
Town of West Point- Potential new business

**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.*

- Began the process of outlining the CEDS report based on the Coastal Georgia CEDS report.
- Attended a REMI (Regional Economic Models, Inc.) seminar in Richmond, VA on November 1, 2011 from 9:00 a.m. to 3:30 p.m.
- Met with MPPDC Acting Executive Director Lewis Lawrence and developed a two year time schedule for the CEDS process. The time schedule calls for finalizing the Strategy Committee by January 2012; finalizing the CEDS Employment Sector Committees by January 2012; holding the first Process Meeting in February 2012; completing the Process and Strategy Committee Meetings by December 2012; Finalizing the Report by February 2013; providing a public review period in March 2013; and submitting the Final Report with edits and public comment in June 2013.
- Acquired and studied comprehensive plans from King and Queen County, Gloucester County, the Town of West Point, Essex County, King William County, Mathews County, Middlesex County, and Tappahannock to acquire information required for the CEDS project.

**LOCAL INITIATIVES**

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

**Project 30007 Local & Regional Technical Assistance**

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

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

- Prepared presentation “MPPDC: 40 Years In Review” for the November Dinner Meeting.
- Summarized MPPDC activity from 1990-1999.

- Summarized Local Government Administrators and Town Managers meeting agendas and MPPDC Local activities from 2000 to 2011.
- Researched, read, and summarized the MPPDC Commission Minutes for the 1980's decade.
- Reviewed Minutes of the Middle Peninsula Regional Commission and Middle Peninsula Planning District Commission from 1963-1979 and summarized relevant information for the purpose of illustrating the value of the PDC to localities.
- Researched MPPDC programs, funding, local programs and assistance, and local contributions from the past 40 years for presentation at November Dinner meeting.
- Drafted a letter to Lt. Governor Bill Bolling requesting assistance for Mathews County related to the Gwynn's Island Bridge and job loss associated with weight restrictions placed on the bridge. Requested assistance from the Lt. Governor in a effort to reduce job loss associated with the weight restrictions placed on the bridge
- Contacted each Board of Supervisor Chairman and Town Mayor representing the 9 jurisdictions of the Middle Peninsula to convene as an informal mayors and chairs caucus. The first meeting of the caucus is scheduled for early December.

### **Project 32113 Shallow Water Dredging**

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

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

HOUSING  
Funding –VDMME

### **Project 30013 Energy Efficiency and Conservation Block Grant (EECBG)**

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

- Continue to remain in communication with Bay Aging and MPPDC Regional Planner Clara Meier to monitor the progress of this project.
- Corresponded with Mr. Vincent Smith, Bay Family Housing, about information needed for the October 2011 monthly report.

- Prepared and submitted the consolidated monthly report for October 2011 to the Virginia Department of Mines, Minerals and Energy (DMME).
- Requested that Bay Aging continue to run ads in area newspapers for the program for the month of November 2011.
- Discussed the program with Mr. Ron Hachey, DMME, and was informed that the non-federal locally leveraged funds documentation from Bay Aging was accepted and payment can be released to them for work performed through July 2011.
- Requested an updated client list and audit schedule from Mr. Vincent Smith, Bay Family Housing, which reported the following:
  - Essex County: 4 applications approved, 1 loan and 3 grants.
  - Gloucester County: 5 applications approved, 3 loans and 2 grants, 1 loan job completed in October 2011 and 1 loan job reported to be 90% complete.
  - Mathews County: 0 applications approved.
  - Middlesex County: 3 applications approved, 1 loan and 2 grants, 1 job has been started.
  - King and Queen County: 1 application approved, 1 loan.
  - King William County: 1 application approved, 1 grant.
- Received phone call from Gloucester County Weatherization client regarding completion of Bay Aging work and authorizing loan payments to begin November 15<sup>th</sup>.
- Received authorization from VDMME to release payment to Bay Aging for work performed October, 2010 through July 2011.

#### AGENCY ADMINISTRATION

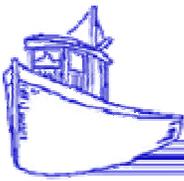
Funding - Indirect cost reimbursements from all PDC projects

#### **MPPDC Administration**

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

- Received several calls from Mr. Darryl Spears of the Washington Post concerning new activists' involvement- engagement in local government and their skepticism of comprehensive planning, land use planning, public health safety and welfare responsibilities of local government, use of zoning, planning for sea level rise and climate water quality protection, and other related community development issues within the Middle Peninsula.
- Prepared vouchers, processed A/P, processed payroll, processed deposits and balanced bank accounts.
- Prepared MPPDC financial statements.
- Completed arrangements for MPPDC Quarterly Dinner Meeting to be held at the King William County Ruritan Building after several phone conversations with Mr. Rocky Hurley.
- Presented FY11 MPPDC audit to Commissioners for acceptance.

- Opened savings accounts at local bank to house Small Business Revolving Loan Fund assets to be received from MPBDP, Inc and EECBG Weatherization Revolving Loan Fund assets to be received from clients repaying Weatherization loans.



# 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

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October 28, 2011

## COMMISSIONERS

### Essex County

Hon. Margaret H. Davis  
Hon. Edwin E. Smith, Jr.  
(Treasurer)  
Mr. David S. Whitlow

### Town of Tappahannock

Hon. Roy M. Gladding

### Gloucester County

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

### King and Queen County

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

### King William County

Mr. Trenton Funkhouser  
Mr. Eugene J. Rivara  
Hon. Cecil L. Schools  
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### Town of West Point

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### Mathews County

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Hon. O. J. Cole, Jr.  
Mr. Thornton Hill  
Mr. Stephen K. Whiteway

### Middlesex County

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Hon. Carlton Revere  
Mr. Kenneth W. Williams

### Town of Urbanna

Mr. John Bailey  
Hon. Donald Richwine

### Secretary/Acting Director

Mr. Lewis L. Lawrence

The Honorable Doug Domenech  
Secretary of Natural Resources  
Commonwealth of Virginia  
P.O. Box 1475  
Richmond, VA 23218

RE: Virginia's Chesapeake Bay TMDL Phase II WIP Development

Dear Secretary Domenech:

The Middle Peninsula Planning District Commission (MPPDC) has reviewed a correspondence between you and Mr. Shawn Garvin, EPA Region 3 Administrator mail stamp dated Oct 5, 2011. While we generally agree with the content of this communication, Middle Peninsula local governments are concerned about timing and the impacts it will have on Middle Peninsula localities involvement in the Phase II WIP development process.

We request that Virginia immediately communicate its expectations to local governments regarding their role in the Phase II WIP process and for the state to become actively involved in the Regional process being led by the MPPDC and other PDCs throughout the Bay Watershed.

At your request, the MPPDC agreed to coordinate the Middle Peninsula localities' involvement in the Phase II WIP development process. MPPDC has coordinated numerous Regional meetings to discuss issues related to the Chesapeake Bay TMDL and outline the steps forward for the Region. Our represented local governments have formed local workgroups and have been working to gather local data on land use and BMPs to ground truth the model input data provided to us in May 2011. They have also been anxiously awaiting their revised local targets that were supposed to be delivered by August 1, 2011. Our local government representatives have been disappointed in the level of participation by Virginia in the Regional process. We are also concerned that EPA and Virginia have not delivered information in a timely manner.

We find it confusing that on the same day that Virginia launched the anticipated Virginia Assessment Scenario Tool (VAST) that contains the revised local targets, the Commonwealth also announced that locality targets would no longer be based on pounds of pollutants as estimated by the Bay Model. While we agree with the Commonwealth that the Chesapeake Bay Watershed Model is "not appropriate for use in assigning loads in permits, developing local load targets, or

**The Honorable Doug Domenech**

**October 28, 2011**

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measuring reduction progress,” the PDC and local governments need advice and guidance on how this decision impacts their roles in the Phase II WIP development process.

In order for the Regional process to continue to move forward in a timely fashion, the Middle Peninsula Planning District Commission respectfully requests your written response by November 17, 2011.

Thank you for considering our request.

Sincerely,



Louise D. Theberge

Chair

Middle Peninsula Planning District Commission

LDT:rl

C: Mr. Anthony Moore, Assistant Secretary of Natural Resources  
Mr. Dave Johnson, Director, Dept. of Conservation and Recreation  
Mr. Reese Peck, Division Director, Stormwater Management, DCR  
Ms. Joan Salvati, Division Director, Chesapeake Bay Local Assistance  
Mr. David Whitlow, Essex County Administrator  
Mr. Edwin Smith, Jr., Chairman, Essex County Board of Supervisors  
Ms. Brenda Garton, Gloucester County Administrator  
Mr. Christian Rilee, Chairman, Gloucester County Board of Supervisors  
Mr. Thomas Swartzwelder, King and Queen County Administrator  
Mr. James Simpkins, Chairman, King and Queen County Board of Supervisors  
Mr. Trenton Funkhouser, King William County Administrator  
Mr. Cecil Schools, Chairman, King William County Board of Supervisors  
Mr. Stephen Whiteway, Mathews County Administrator  
Mr. O J Cole, Jr., Chairman, Mathews County Board of Supervisors  
Mr. Charles Culley, Jr., Middlesex County Administrator  
Mr. John Miller, Jr., Chairman, Middlesex County Board of Supervisors