

MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

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Secretary/Acting Director
Mr. Lewis L. Lawrence

MEMORANDUM

TO: MPPDC Board of Commissioners

FROM: Lewie Lawrence, Acting Executive Director 

DATE: September 21, 2011

RE: September Commission Meeting

The Middle Peninsula Planning District Commission will host its regular monthly meeting on Wednesday, September 28, 2011, in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda at 7:00 p.m.

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

I look forward to seeing you on September 28th!

Middle Peninsula Planning District Commission

Regular Monthly Meeting

7:00 P.M.

Wednesday, September 28, 2011

Saluda, Virginia

1. Welcome and Introductions
2. Approval of June and July Minutes
3. Approval of July and August Financial Reports
4. Executive Director's Report on Staff Activities for the Month of September
5. Public Comments
6. Public Policy Forum on Water Quality: VDH Failing Septic System Enforcement Discussion- A Possible Change in the Enforcement Paradigm
7. Update on the Chesapeake Bay Total Maximum Daily Loading (TMDL) – Watershed Implementation Plan (WIP) and Local Government Involvement
8. Comprehensive Economic Development Strategy: Process for Committee Membership Representation
9. Discussion on Legislative Program Development and Meeting Location
10. Executive Planning Committee: Discussion on Future Commission Work Plan Development and Funding
11. Other Business
12. Adjourn

MIDDLE PENINSULA PLANNING DISTRICT COMMISSION DINNER MEETING

June 22, 2011
Saluda, Virginia

The Middle Peninsula Planning District Commission hosted a Policy Discussion Panel on Water Quality and dinner meeting at VIMS in Watermen's Hall, Gloucester Point, VA. The meeting was held on June 22, 2011. A regional networking social hour was held at 6:00 p.m. MPPDC Chair Louise Theberge (Board of Supervisors member of Gloucester County) welcomed everyone.

Chair Theberge introduced guests in attendance. Guests were: Mr. Tom Murray, VIMS Associate Director for Advisory Services; Mr. Joe Schumacher, District Manager of US Congressman Rob Wittman; Mr. Sam Schwartz, District Manager of US Senator Mark Warner; 98th District Republican Delegate Nomination Candidates-Mr. Sherwood Bowditch, Mr. Keith Hodges, Mr. Ken Gibson (Beth), Mr. Catesby Jones; and Mr. John Porter, Mr. Hodges guest. Guests also in attendance were Mr. Chris Moore and Mrs. Denise Mosca, Chesapeake Bay Foundation; Ms. Pat Duttry, VA Department of Health; and Mrs. Kathy Vesley-Massey, President of Bay Aging Inc., and Mr. Bill Massey.

Chair Theberge requested that MPPDC Acting Executive Director Lewis Lawrence introduce the Policy Discussion Panel on Water Quality. Mr. Lawrence introduced the speakers on the panel: Mr. Allen Knapp, Director of Division of Onsite Sewage of the VA Department of Health (VDH); Dr. Bob Croonenberghs, Director of Shellfish Sanitation of the VDH; Mr. David Sacks, Assistant Division Director of Department of Conservation and Recreation/Chesapeake Bay Local Assistance Department (DCR/CBLAD); Mr. A. J. Erskine, Aquaculture Manager and Field Scientist of Bevans Oyster Company, and Dr. Jim Pyne, Chief of Small Communities Division of Hampton Roads Sanitation District (HRSD).

Mr. Lewis Lawrence, MPPDC Acting Executive Director, thanked the Panel and everyone attending the policy discussion on water quality. Mr. Lawrence said that the panel discussion would include questions and answers regarding failing septic systems, impacts on the aquaculture/seafood industry, and the Chesapeake Bay clean up from the local government's perspective. The issue of clean water is very important to the economy and lifestyle of the Middle Peninsula. The Middle Peninsula watermen profession depends on clean water, farmers depend on clean ground and river water for irrigation, and wildlife depend on clean water. Mr. Lawrence said that the Commonwealth of Virginia and the Federal Government have been working to clean the Chesapeake Bay since the mid-1980s and now it seems to be moving toward the responsibility of the local governments. What things the local governments have to do on the ground to improve water quality is a challenge that the local governments have to face.

Mr. Lawrence submitted three questions to the panel before the meeting, but time allowed only for the first two questions to be answered.

Question 1:

According to the 2009 Chesapeake Bay and Virginia Waters Clean Up Plan, HB 2646, passed during the 2009 GA legislative session, directs the Board of Health and the Director of DEQ to develop procedures for qualifying the owners of failing septic systems for betterment loans. As we see the problem in rural coastal communities, access to funding is not the only or even primary barrier to repairing failing septic systems. The most significant barrier appears to be a delay in timely and complete enforcement action. Please take a few minutes and explain, from your perspective, the enforcement philosophy of your agency as it relates to impairments that impact water quality.

Due to lengthy answers, each answer has been shortened. A DVD of the discussion will be available. Please contact MPPDC Acting Executive Lewis Lawrence or MPPDC Secretary Rose Lewis at 758-2311 for a copy.

- ❖ Mr. Allen Knapp, Director of Division of Onsite Sewage of the VA Department of Health (VDH): According to VDH, a failing system is considered a system which has ground or in-house backup of effluent. The VDH thinks about the performance of systems and what the system is supposed to do. There are always going to be failing systems in localities. There is an estimate of about one million systems in Virginia, of which 10 percent may be failing. VDH issues about 4,000 repair permits a year. There are challenges in identifying failing systems. Enforcement is a process and VDH is constrained by various constitutional authorities, due process, informing people of the laws, and convincing people that there are tools at their disposal for repair. VDH staff can educate homeowners on maintaining their septic systems, send violation notices to owners of failing systems, and advise homeowners on how to fix their failing system. VDH cannot condemn people's homes or force them to move out of their homes. Mr. Knapp said that most people have failing systems because of the lack of money. It is difficult to get compliance unless there is a solution on the table.

- ❖ Dr. Bob Croonenberghs, Director of Shellfish Sanitation of the VDH: Shoreline surveys should be conducted door-to-door. By conducting these surveys, a high percentage of problems can be made known. Dr. Croonenberghs said that his Department is not involved in enforcement. His Department makes decisions about whether systems are effecting safety, water quality and harvesting of shellfish. The Department is taking a proactive approach to protecting water quality programs. Programs are being designed for public health and safety of people who eat oysters, clams, and mussels.

- ❖ Mr. David Sacks, Assistant Division Director of Department of Conservation and Recreation/Chesapeake Bay Local Assistance Department (DCR/DCR/CBLAD): Department of Conservation and Recreation has the responsibility of regulating non-point source discharges. DCR's responsibility is to oversee local governments regarding the state code and regulations. All local governments have erosion sediment programs that are designed to protect quality of water during construction. Local government should implement these erosion regulations. DCR has to make sure that all local governments are adequately implementing sediment control requirements on land that is being developed. Mr. Sacks said that recently the Conservation Board adopted stormwater regulations that are related to local governments throughout Virginia. DCR will assist localities and form a review of the locality's program if the need arises.
- ❖ Mr. A. J. Erskine, Aquaculture Manager and Field Scientist of Bevans Oyster Company: According to the private oyster industry perspective, water quality is the most important aspect to the survival of the oyster industry. The oyster industry will not thrive if water quality is not improved. Mr. Erskine said that failing septic systems need to be fixed, funding needs to be identified to assist low income citizens, and violations need to be enforced or have consequences if failing systems are not repaired. Mr. Erskine said that funding may be in the direction of an alternative or supplemental and not a loan program but maybe as an incentive program. Temporary housing may also be an incentive until the onsite septic is repaired.
- ❖ Mr. Lewis Lawrence, MPPDC Acting Executive Director, said that the MPPDC has been in the septic repair business for over ten years and we have financial resources available but there is a problem getting homeowners to take advantage of the funding opportunities available. There is a disconnection between the enforcement side and financial side. Proper and rigorous enforcement is needed.
- ❖ Dr. Jim Pyne, Chief of Small Communities Division of Hampton Roads Sanitation District (HRSD): Dr. Pyne said that enforcement is a tricky concept. HRSD has some enforcement authority but has no regulation to use it. The piping problem is too expensive and HRSD has to adapt to find new ways of serving customers in new ways. New ways to manage septic systems need to be explored and HRSD is considering looking at the Distributor Wastewater Management Concept. Management and political issues are problems. Water use and waste patterns have changed. The more complex systems have to be managed and regulated in order to function properly. Solutions exist but will be costly.

Question 2:

In contrast to natural oyster beds, many of Virginia's aquaculture sites are located near the water's surface and close to the shoreline. Oysters and clams grown in these areas can quickly become exposed to pollution. Sources of pollution include failing septic systems, grey water discharge, poor manure management practices, pet waste, and wildlife excretions. The U.S. Food and Drug Administration (FDA), state regulators, and the shellfish industry all recognize the potential for illness from eating contaminated raw shellfish. From your perspective, please comment on potential mandated and/or voluntary actions that private citizens, local and state government and the state legislature could take to minimize these problems.

- ❖ Mr. Allen Knapp, Director of Division of Onsite Sewage of the VA Department of Health (VDH): Mr. Knapp said that the performance of septic systems should be defined and assessed. Conventional systems make up the vast majority. Non failing systems could be contributing to water quality problems. Nitrogen impact from onsite septic systems also comes from properly functioning systems. A bill was passed earlier this year that allows people with non failing systems to improve the system's performance, obtain a permit, and add treatment to improve that system's performance without having to comply with all of the regulations as of new construction. Funding incentives and /or rebates would be a plus for system maintenance to ensure proper operation and maintenance.
- ❖ Dr. Bob Croonenberghs, Director of Shellfish Sanitation of the VDH: Look at data for environmental variables: hard surfaces, large retention ponds, and no discharge zones. Correcting septic system flaws and drain lines takes time. Citizens or groups can get involved by maintaining their septic systems, use fertilizer with caution, mandatory pet waste clean-up, etc.
- ❖ Mr. David Sacks, Assistant Division Director of Department of Conservation and Recreation/Chesapeake Bay Local Assistance Department (DCR/DCR/CBLAD: There are volunteer practices that farmers can take to protect water quality. One example is the cost share program that DCR/CBLAD administers in conjunction with the conservation districts, and NRCS for agricultural operators to put in agriculture best management practices and the main objective is to protect water quality.
- ❖ Mr. A. J. Erskine, Aquaculture Manager and Field Scientist of Bevans Oyster Company: Oysters have to thrive in improved water quality in order to be productive. The oysters not only filter water but they also filter out nutrients. From a shellfish production standpoint, Mr. Erskine said that we need to prioritize our watersheds and tributaries. The most critical watershed or tributary that needs protection should be the one that available funds should be utilized for and target the failing septic systems and then identify them. The oyster industry is in favor of increasing the oyster tax if

the money would be used to detect and repair failing septic systems near shorelines. The industry supports no-discharge zones. Gray water discharge and manure should have bacteria removed. Pet waste should be controlled by educating the public. Wildlife is a large contributor to water bacteria.

Mr. Lewis Lawrence, MPPDC Acting Executive Director, opened the floor up to general policy questions to the panelists. Questions asked were regarding:

1. Mrs. Michelle Ressler, Gloucester County Board of Supervisors: The Chesapeake Bay is an inpoint for all this pollution. We are being asked to make changes with septic systems and wildlife to improve the water quality. There is a strong indicator that a lot of it is coming from outside the Chesapeake Bay watershed. We can't keep cleaning up the end of the sewer line if they don't fix flushing down the sewer line. Mrs. Ressler said that she read a study that shows a significant amount of pollution is coming into the watershed from outside the watershed. How can we control someone's flushing outside of the Chesapeake Bay watershed?

Mr. David Sacks: The Federal government has requirements that identify Total Maximum Daily Loads (TMDL) for the entire Chesapeake Bay. They have put the same requirement on Virginia as they have with Maryland, Pennsylvania, and all the way to the state of New York. Virginia is a small portion of the watershed and the Federal government, and the Commonwealth of Virginia are required to meet, as also Maryland, Pennsylvania, and New York, to submit an initial plan to EPA last fall explaining exactly what the states can do. Phase 1 identifies specific actions that the Commonwealth of Virginia would take. Phase 2 is to submit a draft Plan to EPA in December and a final Plan in March that will be much more specific and will identify actions that they expect all the way down to local governments to undertake. It is primarily based on TMDLs for streams and based on specific pollutants; and for the Chesapeake Bay it is nitrogen, phosphorus, and sediments.

Dr. Bob Croonenberghs: Fecal forms are probably not coming down from Pennsylvania or New York. Where the fresh water enters through the Bay in terms of fresh or salt water quality, as far as fecal forms go is not acceptable so the upper Rappahannock is much the same and Potomac is much the same. Bacteria usually get eaten up by predators that are naturally in the water.

Mrs. Ressler: When the riverbed starts to dry out and lays there and a flood comes through, it gets washed down, correct? A large percentage of the time does it make it to the Chesapeake Bay if everything is flowing the way that it should?

Dr. Croonenberghs: Yes, it will. If there are lots of avenues for fecal chloroforms to come in after a rainfall washing the land, anything that will slow down the water from coming off the land would help for filtering out chloroform and predators.

2. Mr. Carter Borden, Gloucester County Board of Supervisors: Is there a law or bill for not over fertilizing land?

Mr. David Sacks: There is a prohibition that comes into place about lawn fertilizers. Action came from Legislation from the last session regarding nutrients and fertilizers.

Mr. Borden: Is there something in place now?

Mr. A. J. Erskine: The General Assembly approved a bill that should be enforced on July 1. It had to do with over application of fertilizers and over applying it over residential lawns. The Bill was introduced by Senator Richard Stuart.

Mr. Borden: How does fixing failed septic systems relate to Hazard Mitigation Program that came down from the Federal level. With the Hazard Mitigation Program you can buy up land and then raise houses and spend big money to do this because in the long run it's best for taxpayers. Instead of fixing failed septic systems, where can we get funding to put in public sewer? Sarah's Creek is an example where there is a subdivision and we need to put in public sewer and we don't have to worry about failing septic systems. Most of you all at the State level are working collectively to get funding from maybe Federal to get that done.

Mr. Allen Knapp: The Department of Health is not a funding agency. The agency depends on other resources and is not involved in the business of running sewer lines. Several years ago the EPA reported to Congress on decentralized wastewater systems. Properly managed decentralized wastewater systems are a viable option for long term wastewater infrastructure and it was recognized that we build a lot of development with septic tanks with the idea that some day we are going to run sewer lines to them and we are not going to have to worry about onsite sewage systems and now what is happening through the various realities of life, we are not able to run the sewer line. We need to be looking at strategies for managing this population of onsite sewage systems. Looking at managing the onsite septic systems for water quality and public health goals, someone will need to manage the systems. Homeowners are not well equipped to operate wastewater treatment plants. To get the performance out of systems, install a small wastewater treatment plan. In talking with local governments and various groups, some have thought about creating a management component

entity (service authority, local government, or health department). A management structure should be created to help manage the systems.

3. Mr. Robert Crewe, Gloucester County Board of Supervisors: Is the Health Department looking for ways to assist homeowners in repairing septic systems and have available funding. How are we going to educate people on repairing systems?

Mr. Allen Knapp: There have been discussions and projects around the state regarding assisting homeowners and educating people on repairs. The first project in which the Virginia Department of Health was an active participant was on a Charles City County project. In Charles City County some people had privies, failing systems, or no septic system. Through a combination of funding from different resources (Community Development Block Grant and Water Quality Improvement Fund), they put together a program that dealt with housing and wastewater and were able to build three separate wastewater treatment plants and then connect about 15-30 homes to each plant and called it a cluster concept. This is a methodology that can be taken to other communities.

Mr. Crewe: One problem in Gloucester County is the income poverty level. The median household income is the highest in the Middle Peninsula and we are not able to get grant funding to do these types of projects. The County's income is too high.

Mr. Knapp: The State Health Commissioner, Dr. Karen Remley, has taken an interest in failing onsite septic systems and upgrading systems. Dr. Remley's office and this office will be working on trying to promote sources of funding and find funding to assist people to upgrade their systems. Most funding is tied to an income eligibility level formula. In order to have a successful program, we have to be able to tap into some sources that will address onsite systems across the spectrum of income. Mr. Knapp said that he would like more dialogue from individuals to assist them in finding sources and assisting people with onsite septic systems.

4. Mr. Jack White, Oyster Grower and Citizen of Mathews County: Mr. White said the he has been working with water quality issues for 15 years. Citizens are driven by stormwater regulations, wastewater and erosion regulations, septic systems, and a disregard of 15% hard surface control over land. He and others have reported a man dumping raw sewage into the roadside ditch since 2002. This act has been reported to Dr. Bob Croonenberghs and the Department of Health. The act has been identified as a Class 1 misdemeanor that is punishable by \$2500 fine or a maximum of a one year prison term. The man has been granted a repair permit and he has ignored the permit. Mr. White addressed his question to Dr. Croonenberghs—why won't you use

the enforcement tools that you are given to protect the health and safety of the people of Virginia?

Dr. Bob Croonenberghs: Dr. Croonenberghs said that he could not answer Mr. White's question because the answer would have to come from the local health department. He also stated that he did not know enough details to answer the question but he did know that they had talked about it in the past.

Mr. Jack White: Mr. White said that he had told Dr. Croonenberghs basically it was not a mechanism; and he assumed that the Commonwealth of Virginia was going to fix the issues regarding the individual as to what the law says and enforce it against the individual. The law enforcement has to be certain and predictable; it has to be evenly applied without regard to anything.

Mr. Allen Knapp: Mr. Knapp told Mr. White that he hoped that he didn't give the impression that when he was explaining the enforcement philosophy and tools that are available, that the Virginia Department of Health wouldn't use those tools. If he did, he apologizes. Mr. Knapp said that he is not comfortable in discussing the details of this specific case in open public and that he and Mr. White can have a conversation and it has to involve the local health departments.

Mr. Lewis Lawrence, MPPDC Acting Executive Director, said that the MPPDC would convene that meeting at the MPPDC office if it will help drive the process forward.

Mr. Allen Knapp: Mr. Knapp said that would be fine. He also said that when it comes to enforcement situations, you have to involve all parties and he didn't think that it would be fair to the owner of the property to have a public discussion about that particular case and the property owner was not in attendance.

5. Mr. Otto Williams, King William County Board of Supervisors: With all of the discussion on hazard health and hazard clean water quality and failing septic systems, for many years people had to have a reserve area for their drainfield system but now if they have a drainfield problem they will not give you a permit to use the reserve area. The person will have to put in an alternative system. How is this force effective or helping environment if the people have to put something in that they can't afford and all the years prior there is a reserve area that they can put the system in? Why are we taking people's rights away from doing what they had been able to do forever?

Mr. Allen Knapp: There has been a progression of regulations with the Board of Health and State Health Departments. Until about 1968, septic systems were unregulated. Up until about 1975/1978 systems were regulated but you could put a system almost anywhere. Then in 1982, the Department of Health got a requirement for 50% reserve area, not a 100% reserve, from the state's perspective. Each event has been an important step toward a regulation that protects public health and environment with greater degrees in each step. This may be a scenario where we might be looking at a system that was installed originally in 1999 and regulations changed in 2000. The idea is not to continue to do things the old way.

Mr. Williams: What good was the reserve area if you are not going to let the people use it?

Mr. Knapp: Mr. Knapp said that he did not want to debate the issue because he's found many times in a debate where folks will say "it's better than a failing system." A lot of things are better than a failing system yet they are not good enough to come up to what is considered the current standards. Mr. Knapp said that when the Board of Health adopts a standard, they are required to consider economic impacts. As long as the regulations haven't changed, then the reserve area should be fine but once there's a change and it comes time to do something, then the Commonwealth wants it to come up to the new standard.

6. Mr. John Miller, Jr., Chairman of Middlesex County Board of Supervisors: There has been a lot of pressure put on the local governments from state and federal levels and the local governments end up looking like the bad guys in situations. Can you assure us that if we clean up all the septic tanks, would the Chesapeake Bay be cleaned?

Dr. Bob Croonenberghs: The answer is "no."

Mr. Lewis Lawrence, MPPDC Acting Executive Director, closed the floor to questions and said that the public may talk with the panel speakers off record or send questions to them by him and he will make sure that answers are directed back.

Mr. Jack Miller, Chairman of the Middlesex County Board of Supervisors, gave the dinner Invocation.

MPPDC JUNE BUSINESS MEETING

Chair Theberge (Gloucester County) called the business meeting to order. Commissioners in attendance were: (Essex County) Margaret "Prue" Davis, Edwin "Bud" Smith, and David Whitlow; (Gloucester County) Dr. Maurice Lynch; (King

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William County) Eugene Rivara and Otto Williams; (Mathews County) Janine Burns; (Middlesex County) Wayne Jessie, Sr., Carlton Revere, and Kenneth Williams; and (Town of West Point) Charles Gordon.

Approval of May Minutes

Chair Theberge requested a motion to approve the May Minutes. Dr. Maurice Lynch moved to approve the May Minutes. Otto Williams seconded the motion; motion carried.

Approval of May Financial Report

Chair Theberge requested a motion to approve the May Financial Report subject to audit. Kenneth Williams moved to approve the May Financial Report subject to audit. Prue Davis seconded the motion; motion carried.

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

Chair Theberge requested that Lewis Lawrence, MPPDC Acting Executive Director, review the Executive Director's Report on Staff Activities for the month of June. The Executive Director's Report on Staff Activities is developed at a monthly staff meeting, organized by project, and used to report grant funding. Mr. Lawrence requested that the Board read the Report at their leisure and if there are any questions, comments, or concerns, please do not hesitate to give him a call.

Mr. Lawrence directed everyone's attention to the Regional Profile of the Middle Peninsula flyer that was distributed. The profile was prepared by MPPDC staff of the 2000-2010 census statistics of population, race, income and poverty, and labor force in the Middle Peninsula.

Mr. Lawrence informed everyone that he received notice from Bob Gittler, Virginia Economic Development Specialist at EDA that our Comprehensive Economic Development Strategy (CEDS) proposal was funded.

Public Comment

Chair Theberge opened the meeting for public comments. There were no public comments.

Election of FY2012 Officers

Chair Louise Theberge presented the following slate of officers for FY2012:

Chair-	Louise D. Theberge, Gloucester County
Vice Chair-	Sherrin C. Alsop, King and Queen County

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Treasurer- Edwin "Bud" E. Smith, Essex County
Secretary- Lewis Lawrence, MPPDC Acting Executive Director.

No other nominations were presented. Chair Theberge requested nominations be closed. Carlton Revere moved that the nominations be closed; Dr. Maurice Lynch second the motion; motion carried.

Dr. Maurice Lynch moved that the nominated slate of officers be elected by acclamation; Otto Williams seconded the motion; motion carried.

Chair Theberge thanked the Nominating Committee for the FY2012 slate of MPPDC officers.

Adjourn

Chair Theberge requested a motion to adjourn. Otto Williams moved that the meeting be adjourned. Kenneth Williams seconded the motion; motion carried.

(Secretary)

MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

July 27, 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, July 27, 2011, at 7:00 p.m. Chair Louise Theberge (Gloucester County) welcomed everyone in attendance. Commissioners in attendance were: (Essex County) Edwin “Bud” Smith and David Whitlow; (Gloucester County) Dr. Maurice Lynch; (King William County) Eugene Rivara, Cecil Schools, and Otto Williams; (Mathews County) Janine Burns, O. J. Cole, Jr., and Tim Hill; (Middlesex County) Wayne Jessie, Sr. and Carlton Revere; (Town of Urbanna) Mayor Donald Richwine; and (Town of West Point) Charles Gordon. Guests in attendance were Jason Perry, Rappahannock Community College Vice President of Workforce and Community Development, Kathy Vesley-Massey, President of Bay Aging Inc., and citizens from the region. Middle Peninsula Planning District Commission staff in attendance were Acting Executive Director, Lewis Lawrence; Administrative Assistant, Beth Johnson; Secretary, Rose Lewis; Regional Planner, Jackie Rickards; Regional Planner, Clara Meier; and Middle Peninsula Business Development Partnership Director, Candie Newman.

Chair Theberge told the Board that Ms. Jackie Rickards’, MPPDC Regional Projects Planner, last day with the MPPDC will be on Friday, July 29th. Ms. Rickards is moving to Portland, Maine. Chair Theberge thanked Ms. Rickards for all of her hard work and service to the MPPDC and wished her the best in the future.

Approval of June Minutes

Chair Theberge asked whether there were any corrections, additions, or deletions to the June Minutes. King William County Board of Supervisor Mr. Otto Williams said that the Minutes should reflect panel questions regarding wastewater treatment and cleaning up the Bay that were asked by Commissioners and citizens attending the June meeting. Mr. Lewis Lawrence, MPPDC Acting Executive Director, said that the questions can be included in the June Minutes once the MPPDC receives and reviews the DVD video of the meeting which was produced by Ms. Janet Krenn, Virginia Sea Grant Communicator. Chair Theberge requested a motion to table the approval of the June Minutes until the September meeting.

Dr. Maurice Lynch moved to table the approval of the June Minutes until the September meeting and the video can be reviewed to include questions from the attendees into the Minutes. Mr. Otto Williams second the motion; motion carried.

Approval of June Financial Report

Chair Theberge requested a motion to approve the June Financial Report. Mr. Charles Gordon moved to approve the June Financial Report subject to audit. Mr. Donald Richwine seconded the motion; motion carried.

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

Chair Theberge requested that Mr. Lewis Lawrence, Middle Peninsula Planning District Commission Acting Executive Director, review the Executive Director's Report on Staff Activities for the month of July. The Executive Director's Report on Staff Activities is developed at a monthly staff meeting, organized by PDC Service Centers, and the activities are used to report grant funding activities. Mr. Lawrence said that the 2000-2010 Demographic Information Regional Profile is available on the web and from MPPDC staff. If anyone has any questions, please give Mr. Lawrence a call.

Public Comments

Chair Theberge opened the meeting for public comments.

Several citizens of the Middle Peninsula and other members of the public attended the MPPDC meeting and offered comment.

1. Ms. Betty Lucas, Essex County, said that at the May meeting of the MPPDC she requested Chair Theberge to distribute to the Board a handout entitled, *"The History of Sustainable Development Connecting the Dots"* prepared by VA Campaign for Liberty and *2035 VTrans Virginia's Long-Range Multimodal Transportation Plan 2007-2035 Regional and Local Decision Making* prepared for Office of Intermodal Planning and Investment August 2009 by Cambridge Systematics. Ms. Lucas sent a letter to Chair Theberge on June 22, 2011 regarding an email that was sent by Candie Newman to certain individuals. Ms. Lucas provided the PDC with a series of communications she considered the consequence of her polite distribution of information on Sustainable Development, Agenda 21 and private property rights.
2. Mr. David Davis, Chairman of the Mathews Republican Party Committee, said that Ms. Newman made reference to the attending citizens as "kooks" in her email.
3. Ms. Tricia Stall said that the email which Ms. Newman sent was harmful, hurtful, and derogative. Ms. Stall suggested that the Board go to

www.Freedom21.org to educate themselves on Agenda 21 and other information that is of interest to the citizens of Virginia.

4. Mr. Bob Crowder, Essex County, asked, “How does a citizen become a representative on the MPPDC Board because Essex County does not appear to be represented by a citizen”?

Chair Theberge said that all localities have citizen representation on the MPPDC Board.

5. Mr. Butch Buchanan, Essex County, requested an answer to the same question as Mr. Crowder.

Chair Theberge said that the citizens and county administrators or town managers rotate off the Board as agreed or adopted by their locality governing body and that some localities may choose to fill the citizen member position with their county administrator. A citizen representative’s role is the same as the elected officials on the Board.

6. Mr. Bob Crowder, Essex County, asked what was the MPPDC? Was it a Non Governmental Organization (NGO)?

MPPDC Acting Executive Director Lewis Lawrence said that the MPPDC is a political subdivision of the Commonwealth created by the General Assembly.

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

***Comprehensive Economic Development Strategy (CEDS) Grant
Announcement—Lewis Lawrence, MPPDC Acting Executive Director***

Mr. Lewis Lawrence, MPPDC Acting Executive Director, said that two years ago the MPPDC submitted an application to the Economic Development Administration to develop a comprehensive Middle Peninsula Comprehensive Economic Development Strategy. MPPDC finally received notice of funding and a contract has been executed with the Commerce Department.

Mr. Lawrence said that the MPPDC must appoint a Strategy Committee to represent the main economic interests of the Region which must include private sector representatives as a majority of its membership. The Strategy Committee must include major economic sector representatives and others to include public officials, community leaders, representatives of workforce development boards and institutions of higher education, minority and labor groups, and private individuals. MPPDC staff will provide an economic profile to each locality to include employment by industry, the fifty largest employers, and characteristics of the

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insured unemployed to assist in determining the individuals to be included on the committee.

Discussion ensued regarding the size of the Committee and the process to be followed. Mr. Lawrence said that the Committee will need to meet on a regular basis (probably for 18-24 months), and will report to the localities and the MPPDC Board.

Mr. Cecil Schools, King William County Chairman of Board of Supervisors, wanted to know if the development of the economic development strategy committee was mandated by government. Mr. Lawrence said that it was not mandated but the Commission had directed MPPDC staff to apply for funding for this project.

Discussion was held regarding process of the Committee, identifying businesses in localities, time investment of the Committee, and other working CEDS models. Mr. Lawrence will provide each Board member and county administrator with a binder containing each county's employment by industry, fifty largest employers, and characteristics of the insured unemployed as well as examples of other regions' CEDS plans.

Chesapeake Bay WIP Update—Lewis Lawrence, MPPDC Acting Executive Director

Mr. Lewis Lawrence, MPPDC Acting Executive Director, said that all of the localities should have received or will receive a letter from Mr. David Johnson of the Virginia Department of Conservation and Recreation (DCR) regarding the approval of the Virginia's Watershed Implementation Plan (WIP) for the cleanup of the Chesapeake Bay. Mr. Lawrence distributed said letters to one representative from each of the localities.

The next step is the development of a Phase II WIP. The Phase II WIP will extend the reduction goals established for large watersheds to the local government level and provide strategies for state and local action. DCR would like for the localities and the MPPDC to review the Chesapeake Bay Model information and compare it with local data on the best management practices (BMPs) that currently exist. DCR would also like the localities to identify BMP implementation scenarios and local strategies to reduce pollutant loads.

Information that will be helpful to DCR will include: (a) Current BMP inventory, (b) Evaluation of the land use/land cover information included in the EPA model, (c) Review of the 2017 and 2025 BMP scenarios provided and development of preferred local scenarios that meet the reduction goals, (d) Development of strategies to implement the preferred BMP scenarios, and (e) Identification of any resource needs to implement the strategies and BMP scenarios. Localities are

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asked to provide input by October 1, 2011 to be included in the Virginia's draft Phase II WIP. Since this is a short timeframe, DCR has extended the opportunity to provide input through February 1, 2012 for the inclusion in the final Phase II WIP.

Mr. Lawrence said that the Chesapeake Bay Foundation and DCR are currently coordinating workshops that will educate the MPPDC and locality staff on how to prepare and submit the deliverables required in the Community Conservation Information (CCI). Date, time, and location are to be announced in August.

Discussion was held regarding the EPA Chesapeake Bay Model and possible repercussions if a locality does not respond. Mrs. Janine Burns, Vice Chair Mathews County Board of Supervisors, requested that Mr. Lawrence email the Board to notify them of the date, time, and location of the Communities for Clean Water Chesapeake Bay TMDL Hands On Workshop sponsored by the Chesapeake Bay Foundation as soon as the information becomes available.

Water Supply Plan Adoption Process—Lewis Lawrence, MPPDC Acting Executive Director

Mr. Lewis Lawrence, MPPDC Acting Executive Director, reported that EEE Consulting and MPPDC staff have completed the Middle Peninsula Water Supply Plan. Mr. John Marling, EEE Consulting, is ready to make presentations to the localities at their convenience. Mr. Marling and Mrs. Clara Meier, MPPDC Regional Projects Planner, made a presentation to the Mathews County Board of Supervisors in July.

The Water Supply Planning regulations require all localities to participate in a local or regional water supply plan and to hold a public hearing during the development of the plan.

Localities must adopt their Water Supply Plan and submit to DEQ by November 2nd. The State Water Control Board (SWCB) will determine whether the Plans comply with regulations and develop a five year review process for compliance determination.

Mr. Lawrence announced that Mr. William (Bill) Pruitt has been appointed to the State Water Control Board.

EECBG/Bay Aging Weatherization Project Update—Clara Meier, MPPDC Regional Projects Planner

Mrs. Clara Meier, MPPDC Regional Projects Planner, gave an update on the MPPDC Energy Efficiency and Conservation Weatherization Expansion Program,

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made possible with funding from the Energy, Efficiency and Conservation Block Grant Program (EECBG). The EECBG program is administered by the Virginia Department of Mines, Minerals, and Energy (DMME). The MPPDC was awarded \$676,800.00 to provide loans to homeowners - eligibility determined by income level. Bay Aging is the contractor and MPPDC is the project manager. Bay Aging's local leveraged funding is \$70,197.00.

Mrs. Meier said that due to a lack of public interest in the original program, the program design was re-scoped and approved by DMME to now offer a blend of grants and low-interest loans to homeowners. Applicants with incomes between 60% - 80% of state median income (SMI) will qualify for grants and applicants with incomes between 80% - 100% will qualify for low-interest loans to be serviced by the MPPDC. Applicants with incomes above 100% SMI are no longer eligible. Interest rates will be 3.15%.

Currently six homeowners have been pre-qualified and energy audits are currently being scheduled: Essex County-2 (1 grant and 1 loan), King William County-1 (1 grant), and Middlesex County-3 (2 grants and 1 loan). Energy retrofits have to be completed by March 31, 2012 and the project end date is April 30, 2012.

Mrs. Kathy Vesley-Massey, President of Bay Aging, Inc. discussed the current state median income (SMI) limits and provided the Commission with a spreadsheet detailing the 60%, 80% and 100% levels of SMI.

An updated webpage and new flyers are on Bay Aging's website at <http://www.bayaging.org/weatherization.html>.

Mr. David Whitlow indicated that the original project scope of work was not reaching the intended clients and therefore the scope and marketing of the program was changed. Because of this change, two original clients found themselves ineligible due to no fault of their own. The two homeowners were approved under the original program design with 0% interest loans but no longer qualify under the new program design because of upper income limits. Mr. Whitlow said that he feels that the homeowners should be "grandfathered" into the program and be offered the loans.

After discussion, Chair Theberge requested to have the two pre-qualified homeowners that were approved under the original program design to be "grandfathered" in under the old program design.

Chair Theberge requested all in favor by saying Aye. All attending Board members were in favor of Chair Theberge's request.

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Bud Smith (Aye)

Dave Whitlow (Aye)

Maurice Lynch (Aye)

Louise Theberge (Aye)

Eugene Rivara (Aye)

Cecil Schools (Aye)

Otto Williams (Aye)

Janine Burns (Aye)

O. J. Cole, Jr. (Aye)

Tim Hill (Aye)

Wayne Jessie, Sr. (Aye)

Carlton Revere (Aye)

Donald Richwine (Aye)

Charles Gordon (Aye)

***FY12 Indirect Cost Allocation Plan Adoption—Beth Johnson, MPPDC
Administrative Assistant***

Mrs. Beth Johnson, Middle Peninsula Planning District Commission Administrative Assistant, presented the Middle Peninsula Planning District Commission's Indirect Cost Allocation Plan for FY 2011-2012. This document is prepared each year and serves two purposes: to provide funders with the methodology used to charge indirect costs – administrative and overhead – to individual projects and to serve as a planning tool for staff applying for future funding proposals. The calculated Indirect Rate for FY2011-2012 is 73.9% and the calculated FY2011-2012 Employee Benefit Rate in 39.4%.

The indirect cost estimates included in the Plan are based on the Agency Budget and Overall Program Design approved by the Commission in May 2011. Many State and all Federal agencies require an approved Indirect Cost Allocation Plan to allow for recapture of overhead expenses. Some agencies do not allow any changes to the budgeted Indirect Cost in program budgets so it is important that this plan be as accurate as possible to allow MPPDC to recover allocated costs from funders.

Mrs. Johnson reviewed in some detail the FY 2011-2012 Statement of Indirect Cost Budget, the FY 2011-2012 Statement of Employee Benefits, and the FY 2011-2012 Salary Distribution.

Chair Theberge requested a motion to adopt the Indirect Cost Allocation Plan for FY 2011-2012. Mr. Dave Whitlow moved to adopt the Indirect Cost Allocation Plan for FY 2011-2012. Dr. Maurice Lynch seconded the motion; motion carried.

Appointment of Executive Regional Planning Committee for the Purpose of Strengthening the Long-Term Financial and Organizational Stability of the MPPDC

Mr. Lewis Lawrence, MPPDC Acting Executive Director, said that the MPPDC Strategic Plan developed in March recommended that the Commission appoint a committee to look at the organizational and long-term financial stability of the Middle Peninsula Planning District Commission (MPPDC). Chair Theberge recommended that this Committee consist of the three current officers and two past chairpersons. At this time, the three present officers are Chair Louise Theberge,

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Vice Chair Ms. Sherrin Alsop, and Treasurer Mr. Bud Smith. The two past Chairpersons are Dr. Maurice Lynch and Mr. Carlton Revere.

Discussion was held regarding Committee participation and communication to the MPPDC Board.

Chair Theberge requested a motion to appoint the MPPDC three present officers and two past chairpersons to the Executive Regional Planning Committee. Mr. O J Cole, Jr., moved to appoint MPPDC three present officers and two past chairpersons to the Executive Regional Planning Committee. Mr. Eugene Rivara seconded the motion. Dr. Maurice Lynch said that he would like to amend the motion to state that if a past chair is not reelected and therefore no longer a member of the PDC, an at large member should be added to the Committee. Chair Theberge requested that the amendment be added to the motion. Chair Theberge requested all in favor by saying Aye. All attending Board members were in favor of Chair Theberge's request.

Bud Smith (Aye)

Dave Whitlow (Aye)

Maurice Lynch (Aye)

Louise Theberge (Aye)

Eugene Rivara (Aye)

Cecil Schools (Aye)

Otto Williams (Aye)

Janine Burns (Aye)

O. J. Cole, Jr. (Aye)

Tim Hill (Aye)

Wayne Jessie, Sr. (Aye)

Carlton Revere (Aye)

Donald Richwine (Aye)

Charles Gordon (Aye)

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

Chair Theberge requested a motion to go into closed meeting. Mr. Carlton Revere moved that the Commission convene in closed session to discuss issues concerning personnel matters permitted by Virginia Code §2.2-3711(A) (1). Mr. Donald Richwine seconded the motion; motion carried.

MPPDC Acting Executive Director and Secretary Lewis Lawrence took Roll Call vote.

Bud Smith (Aye)

Dave Whitlow (Aye)

Maurice Lynch (Aye)

Louise Theberge (Aye)

Eugene Rivara (Aye)

Cecil Schools (Aye)

Otto Williams (Aye)

Janine Burns (Aye)

O. J. Cole, Jr. (Aye)

Tim Hill (Aye)

Wayne Jessie, Sr. (Aye)

Carlton Revere (Aye)

Donald Richwine (Aye)

Charles Gordon (Aye)

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Chair Theberge requested a motion to return to open session. Mr. Otto Williams moved to return to open session. Mr. Carlton Revere seconded the motion; motion carried.

MPPDC Acting Executive Director and Secretary Lewis Lawrence took Roll Call vote.

Bud Smith (Aye)	Janine Burns (Aye)
Dave Whitlow (Aye)	O. J. Cole, Jr. (Aye)
Maurice Lynch (Aye)	Tim Hill (Aye)
Louise Theberge (Aye)	Wayne Jessie, Sr. (Aye)
Eugene Rivara (Aye)	Carlton Revere (Aye)
Cecil Schools (Aye)	Donald Richwine (Aye)
Otto Williams (Aye)	Charles Gordon (Aye)

Mr. Wayne Jessie, Sr. moved that the Commission certify that to the best of each member's knowledge; (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body. Mr. Eugene Rivara seconded the motion; motion carried.

MPPDC Acting Executive Director and Secretary Lewis Lawrence took Roll Call vote.

Bud Smith (Aye)	Janine Burns (Aye)
Dave Whitlow (Aye)	O. J. Cole, Jr. (Aye)
Maurice Lynch (Aye)	Tim Hill (Aye)
Louise Theberge (Aye)	Wayne Jessie, Sr. (Aye)
Eugene Rivara (Aye)	Carlton Revere (Aye)
Cecil Schools (Aye)	Donald Richwine (Aye)
Otto Williams (Aye)	Charles Gordon (Aye)

Adjourn

Chair Theberge requested a motion to adjourn. Mr. Dave Whitlow moved that the meeting be adjourn. Dr. Maurice Lynch seconded the motion; motion carried.

(Secretary)

Project Financial Report

Middle Peninsula Planning District Commission

Run Date: 08/04/2011
 Run Time: 10:56:23 am
 Page 1 of 1

Period Ending: 07/31/11

		Expenditures						
Code	Description	Budget	Curr FY	Project Total	Un/Over	% Budget	Revenues	Balance
30007	FY12 Local Programs	187,429.00	3,924.98	3,924.98	183,504.02	2.09%	7,160.73	3,235.75
30010	Local PAA Stewardship/	17,000.00	0.00	6,905.49	10,094.51	40.62%	17,000.00	10,094.51
30013	EE&CBG Project	703,872.00	21,844.56	54,496.72	649,375.28	7.74%	51,765.72	-2,731.00
30170	MPBDP FY12 Staff Sup	46,500.00	7,052.09	7,052.09	39,447.91	15.17%	11.67	-7,040.42
30207	FY12 TDM	74,000.00	5,564.57	5,564.57	68,435.43	7.52%	0.00	-5,564.57
30309	FY12 Rural Transportati	72,457.00	4,711.28	4,711.28	67,745.72	6.50%	0.00	-4,711.28
30420	Onsite Loan Management	119,458.85	1,540.03	94,232.28	25,226.57	78.88%	102,959.26	8,726.98
30423	VCWRFR Onsite Fund	80,000.00	2,900.00	8,962.50	71,037.50	11.20%	14,721.50	5,759.00
30426	WQIF 2010	102,883.00	3,256.55	6,347.42	96,535.58	6.17%	3,090.87	-3,256.55
30440	Septic Pumpout VII	14,372.00	7,090.57	7,416.11	6,955.89	51.60%	325.54	-7,090.57
30502	Water Supply Planning	106,784.79	4,312.49	92,183.35	14,601.44	86.33%	153,950.00	61,766.65
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	0.00	5,460.13	50.87	99.08%	6,830.34	1,370.21
31410	FY11 Dragon SAMP	25,000.00	91.23	16,634.26	8,365.74	66.54%	16,543.04	-91.22
32007	PAA Administration	97,690.01	2,969.00	78,639.81	19,050.20	80.50%	102,667.31	24,027.50
32113	MP SW Dredging Master l	32,000.00	0.00	31,713.66	286.34	99.11%	32,000.00	286.34
32115	FY11 Coastal TA	61,000.00	5,879.85	50,688.07	10,311.93	83.10%	44,808.21	-5,879.86
32116	FY11 Climate Change	76,000.00	7,895.24	57,891.85	18,108.15	76.17%	49,996.61	-7,895.24
32117	Conservation Corridors	40,000.00	4,178.91	30,508.43	9,491.57	76.27%	26,329.52	-4,178.91
33000	MP Comprehensive Econ	120,000.00	1,738.13	1,738.13	118,261.87	1.45%	0.00	-1,738.13
Totals:		<u>2,173,735.49</u>	<u>84,949.48</u>	<u>779,467.13</u>	<u>1,394,268.36</u>	<u>35.86%</u>	<u>850,308.57</u>	<u>70,841.44</u>

Balance Sheet by Category

Middle Peninsula Planning District Commission

Run Date: 8/4/11
Run Time: 11:56:23 am
Page 1 of 1

Period Ending: 07/31/11
Format: 1 Board Balance Sheet

Assets:

Cash in Bank	528,821.49
Receivables	178,641.43
Property & Equipment	22,031.17

Total Assets:

\$729,494.09

Liabilities:

Accounts Payable	3,110.23
Other Payables	114,721.50
Payroll Withholdings	46.67
Accrued Leave	20,592.94
Deferred Revenue	21,270.46
Cost Allocation Control	(563.45)

Total Liabilities:

\$159,178.35

Equity:

Local Initiatives/Information Resources	19,368.85
Economic Development	-8,778.55
Transportation Programs	-10,275.85
Onsite Repair & Pumpout	4,138.86
Housing	-2,731.01
Coastal Community & Environmental	7,352.48
Mandates	61,766.65
General Fund Balance	499,474.31

Total Equity:

\$570,315.74

Balance:

\$0.00

Agencywide R&E by Category

Middle Peninsula Planning District Commission

Run Date: 08/04/2011
 Run Time: 1:48:45 pm
 Page 1 of 1

Period Ending: 07/31/11
 Format: 1 Agencywide R&E
 With Indirect Cost Detail

Code & Description	Budget	Current	YTD	Un/Ovr	% Bud
Revenues					
Local Match	75,709.00	0.00	0.00	75,709.00	0.00%
Local Annual Dues	69,999.00	5,000.00	5,000.00	64,999.00	7.14%
Local Other Revenues	74,900.00	98,814.56	98,814.56	-23,914.56	131.93%
State Revenues	266,947.00	286.34	286.34	266,660.66	0.11%
Federal Revenues	822,500.00	27,772.55	27,772.55	794,727.45	3.38%
Miscellaneous Income	42,407.00	13,625.45	13,625.45	28,781.55	32.13%
Onsite Loan Program Income	7,000.00	10,267.01	10,267.01	-3,267.01	146.67%
PAA Program Income	0.00	25.00	25.00	-25.00	0.00%
Revenues	1,359,462.00	155,790.91	155,790.91	1,203,671.09	11.46%
Expenses					
Personnel	408,523.00	33,425.35	33,425.35	375,097.65	8.18%
Facilities	30,912.00	3,054.31	3,054.31	27,857.69	9.88%
Communications	5,700.00	876.78	876.78	4,823.22	15.38%
Equipment & Supplies	6,370.00	356.98	356.98	6,013.02	5.60%
Travel	5,750.00	510.74	510.74	5,239.26	8.88%
Professional Development	10,185.00	3,947.72	3,947.72	6,237.28	38.76%
Contractual	767,917.00	36,669.05	36,669.05	731,247.95	4.78%
Miscellaneous	54,741.00	6,108.54	6,108.54	48,632.46	11.16%
Regional Share	75,709.00	0.00	0.00	75,709.00	0.00%
Expenses	1,365,807.00	84,949.47	84,949.47	1,280,857.53	6.22%
Agency Balance	-6,345.00	70,841.44	70,841.44		

Project Financial Report

Middle Peninsula Planning District Commission

Run Date: 09/08/2011
 Run Time: 3:14:41 pm
 Page 1 of 1

Period Ending: 08/31/11

		Expenditures						
Code	Description	Budget	Curr FY	Project Total	Un/Over	% Budget	Revenues	Balance
30007	FY12 Local Programs	187,429.00	6,256.39	10,181.37	177,247.63	5.43%	9,166.77	-1,014.60
30010	Local PAA Stewardship/	17,000.00	0.00	6,905.49	10,094.51	40.62%	17,000.00	10,094.51
30013	EE&CBG Project	703,872.00	2,641.46	57,138.18	646,733.82	8.12%	54,973.89	-2,164.29
30170	MPBDP FY12 Staff Sup	46,500.00	6,261.78	13,313.87	33,186.13	28.63%	11.67	-13,302.20
30207	FY12 TDM	74,000.00	5,508.72	11,073.29	62,926.71	14.96%	0.00	-11,073.29
30309	FY12 Rural Transportati	72,500.00	6,118.76	10,830.04	61,669.96	14.94%	0.00	-10,830.04
30420	Onsite Loan Management	119,458.85	273.18	94,505.46	24,953.39	79.11%	103,219.02	8,713.56
30423	VCWRFR Onsite Fund	80,000.00	0.00	8,962.50	71,037.50	11.20%	14,721.50	5,759.00
30426	WQIF 2010	102,883.00	310.25	6,657.67	96,225.33	6.47%	3,090.87	-3,566.80
30440	Septic Pumpout VII	14,372.00	5,688.63	13,104.74	1,267.26	91.18%	325.54	-12,779.20
30502	Water Supply Planning	106,784.79	923.20	93,106.55	13,678.24	87.19%	153,950.00	60,843.45
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	0.00	5,460.13	50.87	99.08%	6,830.34	1,370.21
31410	FY11 Dragon SAMP	25,000.00	0.00	16,634.26	8,365.74	66.54%	16,543.04	-91.22
32007	PAA Administration	97,690.01	50.00	78,689.81	19,000.20	80.55%	102,667.51	23,977.70
32113	MP SW Dredging Master l	32,000.00	0.00	31,713.66	286.34	99.11%	32,000.00	286.34
32115	FY11 Coastal TA	61,000.00	4,412.22	55,100.29	5,899.71	90.33%	44,808.21	-10,292.08
32116	FY11 Climate Change	76,000.00	4,385.00	62,276.85	13,723.15	81.94%	49,996.61	-12,280.24
32117	Conservation Corridors	40,000.00	1,318.11	31,826.54	8,173.46	79.57%	26,329.52	-5,497.02
33000	MP Comprehensive Econ	120,000.00	1,949.89	3,688.02	116,311.98	3.07%	0.00	-3,688.02
Totals:		<u>2,173,778.49</u>	<u>46,097.59</u>	<u>825,564.72</u>	<u>1,348,213.77</u>	<u>37.98%</u>	<u>855,782.74</u>	<u>30,218.02</u>

Balance Sheet by Category

Middle Peninsula Planning District Commission

Run Date: 9/8/11
Run Time: 3:15:46 pm
Page 1 of 1

Period Ending: 08/31/11
Format: 1 Board Balance Sheet

Assets:

Cash in Bank	493,574.63
Receivables	172,006.28
Property & Equipment	22,031.17

Total Assets:

\$687,612.08

Liabilities:

Accounts Payable	3,295.11
Other Payables	114,721.50
Payroll Withholdings	9.48
Accrued Leave	20,592.94
Deferred Revenue	20,316.66
Cost Allocation Control	(1,015.93)

Total Liabilities:

\$157,919.76

Equity:

Local Initiatives/Information Resources	15,118.50
Economic Development	-16,990.22
Transportation Programs	-21,903.33
Onsite Repair & Pumpout	-1,873.44
Housing	-2,164.30
Coastal Community & Environmental	-2,812.65
Mandates	60,843.45
General Fund Balance	499,474.31

Total Equity:

\$529,692.32

Balance:

\$0.00

Agencywide R&E by Category

Middle Peninsula Planning District Commission

Run Date: 09/08/2011
Run Time: 3:21:58 pm
Page 1 of 1

Period Ending: 08/31/11
Format: 1 Agencywide R&E
With Indirect Cost Detail

Code & Description	Budget	Current	YTD	Un/Ovr	% Bud
Revenues					
Local Match	75,709.00	0.00	0.00	75,709.00	0.00%
Local Annual Dues	69,999.00	0.00	5,000.00	64,999.00	7.14%
Local Other Revenues	74,900.00	0.00	98,814.56	-23,914.56	131.93%
State Revenues	266,947.00	0.00	286.34	266,660.66	0.11%
Federal Revenues	822,500.00	3,208.17	30,980.72	791,519.28	3.77%
Miscellaneous Income	42,407.00	2,011.55	15,637.00	26,770.00	36.87%
Onsite Loan Program Income	7,000.00	254.45	10,521.46	-3,521.46	150.31%
PAA Program Income	0.00	0.00	25.00	-25.00	0.00%
Revenues	1,359,462.00	5,474.17	161,265.08	1,198,196.92	11.86%
Expenses					
Personnel	408,523.00	28,979.04	62,404.39	346,118.61	15.28%
Facilities	30,912.00	2,228.57	5,282.88	25,629.12	17.09%
Communications	5,700.00	516.89	1,393.67	4,306.33	24.45%
Equipment & Supplies	6,370.00	475.74	832.72	5,537.28	13.07%
Travel	5,750.00	464.24	974.98	4,775.02	16.96%
Professional Development	10,185.00	3,325.57	7,273.29	2,911.71	71.41%
Contractual	767,917.00	5,865.29	42,534.34	725,382.66	5.54%
Miscellaneous	54,741.00	4,242.25	10,350.79	44,390.21	18.91%
Regional Share	75,709.00	0.00	0.00	75,709.00	0.00%
Expenses	1,365,807.00	46,097.59	131,047.06	1,234,759.94	9.59%
Agency Balance	-6,345.00	-40,623.42	30,218.02		

Balance Sheet by Category

Middle Peninsula Planning District Commission

Period Ending: 08/31/11

Page -1 of 1

Format: 3 "Restricted/Unrestricted" Fund Balances

Assets:

Cash in Bank - Unrestricted	458,878.90
Cash in bank - restricted	43,240.46
Receivables - Unrestricted	40,044.83
Receivables - Restricted	129,365.67
Property & Equipment	22,031.17

	Total	Assets:	\$693,561.03
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Liabilities:

Accounts Payable	3,295.11
VRA Loan Payables	114,721.50
Payroll Withholdings	9.48
Accrued Leave	20,592.94
Deferred Revenue	20,316.66
Cost Allocation Control	(946.37)

	Total	Liabilities:	\$157,989.32
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Equity:

General Unrestricted Programs	(75,806.01)
MPCBPAA Restricted	34,072.21
Onsite Restricted	10,949.16
Restricted Local	66,882.04
General Fund Balance	499,474.31

	Total	Equity:	\$535,571.71
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	Balance:		\$0.00
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Cash in Bank - Unrestricted	\$458,878.90
Current Liabilities & Payroll	\$43,267.82
MPCBPAA Restricted	\$34,072.21
Onsite Restricted	\$10,949.16
Local Restricted	\$66,882.04
Unrestricted Cash	\$303,707.67
Cashflow needs estimate	\$200,000 -\$300,000
Available Cash	\$103,707.67 - \$3,707.67

Middle Peninsula Planning District Commission



MPPDC General Fact Sheet

WHAT IS MPPDC?

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

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

BACKGROUND

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

WHAT DOES MPPDC DO?

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

HOW ARE DECISIONS MADE AT MPPDC?

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

QUICK FACTS

Region at Glance

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

➤ 888,064 Acres of Land

➤ 90,826 People

By the Numbers

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



For More Information:

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

Regional Profile:

2000-2010 Demographic Information

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

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

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

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

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

MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

Staff Activities Service Summary of Regional Progress

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

Report on Mandated Initiatives

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

**Middle Peninsula Planning District Commission
Executive Director's Report of Regional Progress
August 22, 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: Lewie Lawrence

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

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

Administrative Assistant: Beth Johnson

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

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

Planner 2: Clara Meier

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

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

Planner 2: Vacant

MPBDP Inc Director: Candie Newman

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

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

Secretary: Rose Lewis

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

Programs: *Septic Pumpout Assistance, Facilities Scheduling*

MANDATES

Funding – VDEM, VDEQ, localities, MPPDC General Fund

Project 30502 Water Supply Planning

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

- Attended the July 26, 2011 Mathews County Board of Supervisors meeting where John Marling, EEE Consulting, presented the Regional Water Supply Plan.
- Attended the August 9, 2011 Essex County Board of Supervisors meeting where John Marling, EEE Consulting, presented the Regional Water Supply Plan and the local adoption process.
- Revised and update the Regional Water Supply Plan table of contents for the final report dated July 2011.
- Prepared data CDs containing the Regional Water Supply Plan text, presentation, sample press release, draft resolution to adopt the plan, draft drought response and contingency plan ordinance, and executive summary for distribution at the Local Government Administrators August 2011 meeting.
- Mailed a Regional Water Supply Plan data CD to Jimmy Sydnor, Town of Tappahannock Assistant Town Manager.
- Scheduled to attend the October 11, 2011 Town of Tappahannock Town Council meeting for a tentative public hearing on the Regional Water Supply Plan.
- Scheduled to attend the August 22, 2011 meeting of the King William County Board of Supervisors where John Marling, EEE Consulting, is on the agenda to present an update on the Regional Water Supply Plan and the local adoption process.
- Consulted with each Middle Peninsula County Administrator and Town Manager to coordinate local presentations on the draft regional water supply plan, program, and ordinance.

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.

- Received an approved Resolution from the Town of Urbanna adopting the Middle Peninsula Natural Hazard Mitigation Plan. Transmitted approved Resolution to the Virginia Department of Emergency Management.

INFORMATION RESOURCES/ASSISTANCE

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

- Continued to develop new MPPDC website – www.mppdc.org
- Updated www.mppdc.com website.
- Provided a Gloucester County citizen with information related to ownership of public access landings.

**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.

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.

- Convened the August meeting of the Middle Peninsula Chesapeake Bay Public Access Authority. Staff from the Army Corps of Engineers presented the Middle Peninsula Shallow Water Dredging and Regional Sediment Master Plan.

Projects 32115 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.

- Filed the July 2011 building official monthly reports for Essex, Mathews, and Middlesex Counties.
- Corresponded with Mark Bittner, Director of Planning and Information Technology at Crater Planning District Commission, about GIS data for the coastal agriculture zoning map.
- Completed a final draft of the map illustrating agriculture only zoning districts in Virginia’s coastal localities, integrating GIS data the MPPDC already had or that had been provided by localities.
- Prepared and delivered the final map illustrating Essex County’s new voting districts with road details to the Essex County Registrar’s Office.
- Prepared and electronically submitted a map for the Down on the Farm Tour 2011 at the request of Anne Davis, Administrative Coordinator at Three Rivers Soil and Water Conservation District located in Tappahannock, VA.

- Prepared a GIS data layer containing conservation easements and other preserved land data that contained tax map information that MPPDC staff had on file for King and Queen County at the request of Donna Sprouse, GIS Coordinator for King and Queen County. Data files were submitted to Ms. Sprouse via email.
- Reviewed Housing and Urban Development (HUD) Notice of Funding Availability (NOFA) for comprehensive community development grants. Pre-applications are due August 25th.
- Consulted with Marty Schlesinger, Gloucester County Public Utilities Director, concerning locality obligations related to Virginia Watershed Implementation Plan / Chesapeake Bay Total Maximum Daily Loadings and US Environmental Protection Agency-Chesapeake Bay model data concerns.
- Consulted with Ann Jurczyk of the Chesapeake Bay Foundation (CBF) concerning a workshop sponsored by CBF and the Virginia Department of Conservation and Recreation to prepare local governments to respond to DCR's request for Assistance. The workshop will cover:
 - How local communities benefit from Bay Cleanup efforts?
 - What is the community conservation information (CCI)?
 - What do I need to turn in? By when? In what format? To whom?
 - What design, technical assistance and funding sources are available?
- Consulted with Jimmy Sydnor, Town of Tappahannock Zoning Administrator/Planning Director, concerning Prince Street, public access, and land transfer.
- Arraigned for the Chesapeake Bay Foundation (CBF) TMDL training workshop to be held at the Virginia Institute of Marine Science, student commuter lab.
- Consulted with Stephanie Showalter, National Sea Grant Law Center, concerning legal research assistance to address heir land ownership issues.
- Consulted with Captain Allen Alexander of York River Charters concerning various public access issues across the Middle Peninsula. Additionally advised on the policy of the Middle Peninsula Chesapeake Bay Public Access Authority related to Eco-Tourism business opportunity on land owned and managed by the Authority. Specific interest in using PAA lands in King and Queen County for Eco-Tourism was discussed.
- Convened a conference call between Jerry Davis, Executive Director of the Northern Neck PDC, Elian Meil, Executive Director Accomack North Hampton PDC, and Tom Murray, Marine Advisory Services at VIMS, to discuss a grant application to form a Rural Chesapeake Bay Working Waterfront Coalition. The Coalition will work directly with the commercial fishing industry to address regulatory and tax relief issues.
- Consulted with Anthony Moore, Assistant Secretary for Chesapeake Bay Restoration, and Joan Salvati, DCR Division of Stormwater Management, concerning a Middle Peninsula request for financial and technical assistance. Received notification of approval for the Circuit Rider assistance through the Center for Watershed Protection.
- Consulted with Neal Barber, President of the Middle Peninsula Land Trust, concerning support for honoring retiring Delegate Harvey Morgan's service to the Middle Peninsula.
- Consulted with Essex County and Mathews County representatives on issues related to dredging, permitting, and financing dredging projects for non ACE maintained creeks.

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 adaptation policies.

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.

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.

- Planned to attend the August 2011 Virginia Department of Rail and Public Transportation’s Multimodal and Public Space Design Guidelines Steering Committee Meeting in Lynchburg, VA.
- Prepared a brief description of the obstacles in implementing multimodal transportation facilities and policies for multimodal supportive land uses for the 3rd Multimodal and Public Space Design Guidelines Steering Committee Meeting.
- Recording Park and Ride Lot survey information, from the June 2011 survey, in format supplied by the Virginia Department of Transportation.
- Submitted July Ridership data to Department of Rail and Public Transportation (DRPT).
- Received online registration from Town of Urbanna resident commuting to Newport News shipyard. Provided match contact information via email and US mail.
- New billboard installed on Rt. 33 in Shacklefords.
- Participated in ACT Chesapeake Chapter Board telemeeting – Final By-laws revisions, June Symposium final financials, Chicago Membership meeting agenda, fall Vanpool workshop to be held in Arlington.
- Provided ACT with Minutes from last Telework & Alternate Work Schedules Council meeting and subsequent actions – Public Policy initiative regarding Congestion Mitigation Air Quality reauthorization, double taxation of teleworkers by some states, rural broadband access assistance; ACT International Conference Telework Panel speakers, October Netconference speaker, Chicago Telework Council meeting agenda.

- Made final arrangements to attend ACT International Conference in Chicago August 27 -31. Will attend Annual ACT Board Meeting to represent Telework & Alternative Work Schedules Council, ACT Chapter Leadership Retreat to represent the Chesapeake Chapter, and a professional development workshop entitled *Successfully Translating TDM Concepts into Rural and Suburban Settings*.
- Prepared and submitted FY2011 Certification of Ridesharing/TDM Program Expenses and Revenues to close-out FY11 TDM grant with Virginia Department of Rail and Public Transportation.

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.

- Participated in a webinar on the Tiger III grant opportunity on August 3, 2011. Tiger III or “Tiger Discretionary Grants FY2011” provides \$526.944 million to be awarded by the U.S. Department of Transportation (DOT) to eligible applicants for capital investment projects that can include: highway or bridge projects eligible under title 23, United States Code; public transportation projects eligible under chapter 53 of title 49, United States Code; passenger and freight rail projects; and port infrastructure investments. On April 15, 2011 President Obama signed the FY11 Full-Year Continuing Appropriations Act that appropriated the \$526.944 million to be awarded by DOT for National Transportation Infrastructure Investments. The FY 2011 Appropriations Act directs that not less than \$140 million of the funds provided for TIGER Discretionary Grants are to be used for projects in rural areas. For projects located in rural areas the FY 2011 Appropriation Act does not require matching funds (although the statute does direct DOT to give priority to projects, including projects located in rural areas, for which Federal funding is required to complete an overall financing package that includes non-Federal sources of funds) and the minimum grant size is \$1 million. Funds are to be awarded on a competitive basis for projects that will have a significant impact on the Nation, a metropolitan area or a region. The pre-application deadline is October 3, 2011. For more information please see: <http://www.dot.gov/tiger/>.
- Researched and discussed the Tiger III grant opportunity with Lewis Lawrence, Acting Executive Director, MPPDC.
- Prepared and submitted the final report for fiscal year 2011 to the Virginia Department of Transportation.
- Scheduled a meeting with Craig Van Dussen, Fredericksburg District Planning Manager for the Virginia Department of Transportation, to discuss fiscal year 2012 tasks and initiatives for the Rural Transportation Planning Program.
- Cancelled a meeting with Craig Van Dussen, Fredericksburg District Planning Manager for the Virginia Department of Transportation, and the meeting will be rescheduled for sometime in September 2011.
- Reviewed the required tasks for FY2012 and began to prepare for Rural Transportation Committee meetings and next steps.
- Attended the VAPDC GIS/Technology Committee Conference call on August 12, 2011.

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.
- Received notification from Gloucester County applicant that she was withdrawing application due to foreclosure on property.
- Completed conventional septic repair and mailed final payment to Middlesex County homeowner.
- Consulted with Tammy Faulkner, Mathews County Health Department regarding applicants whose septic system has been failing since at least 2002. Applicants were approved for assistance from MPPDC Onsite Assistance Program in 2002, but never followed through, were approved again in 2004 but contractor did not follow through. Contractor increased bid in 2005 – homeowners did not follow-through. Applicants contacted MPPDC in 2009, new repair permit was issued, and homeowners were asked to resubmit paperwork and income verification. Homeowners did not follow through. Tammy Faulkner reported that the homeowner has contracted with Farmers Septic but that the contractor has not followed through. Sent letter to homeowners asking if they would be interested in again pursuing funding from MPPDC Onsite Program – no response.
- Contacted Church View Septic regarding status of pending Middlesex County septic installation.
- Received application from Gloucester County resident for septic repair. This is an “heir situation” and therefore there is some questions regarding the applicants standing to encumber this property to secure any loan and to legally file the required paperwork regarding the septic maintenance agreement with the Health Department/County.

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.

- Sent letter to Mathews County applicant denying assistance as the Mathews County Planning Department indicated that this property is not located in Chesapeake Bay Preservation area – a prerequisite for funding required by the Virginia Department of Conservation and Recreation.

- Status as of August 22, 2011

Applications Mailed	78
Approved Vouchers	53
Completions	47
Applications Denied	03 (1-Town of Urbanna—homeowner’s pumpout is not mandatory until next year; 1-Gloucester County--over income limit for assistance; and 1-Mathews County--not in the Chesapeake Bay preservation area)

Applications Approved by County

Essex	12
Gloucester	03
King and Queen	16
King William	10
Mathews	01
Middlesex	11

- There are 9 homeowners on our waiting list for our next round of septic pumpout assistance.

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.
- Prepared July and FY11 annual financial statements.
- Prepared and submitted billings for July staff support.

Revolving Loan Fund (RLF)

- No activity this month. All funds are loaned. One non-performing loan; one border-line non-performing.
- Executed ACH loan payments and transfers for small business loans and transferred principal repayments to RLF savings account.
- Consulted with Candie Newman, MPBDP Director regarding FY12 budget issues.

Economic Development Program

- A regular board meeting is scheduled for August 31st at 7 p.m.

Technical Assistance Program

- The eight-week training will begin September 13th with 9 registered to date. Letters to all registered will be mailed 8/22. Training materials are being prepared and instructors confirmed for the eight weeks of training.
- So far this month, there were 3 technical assistance sessions:
 - Gloucester – new business assistance with planning; 2009 graduate follow-up
 - Essex
 - Mathews
 - Charlottesville – mentoring for new microenterprise program
- Additional TA sessions since the July report include:
 - Middlesex – Chamber of Commerce
 - Gloucester – possible new business start

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.

- Researched Comprehensive Economic Development Strategies from other rural and coastal communities. Assembled a report of local Middle Peninsula economic industry information; example CEDS strategies and CEDS committee composition. Distributed research binder to each MPPDC Commissioner for review.
- Discussed the development of a Comprehensive Economic Development Strategy with Joe Schumacher of Congressman Rob Wittman's office.

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 fund)

- Prepared PDC Annual Report for submission to Virginia Department of Housing and Community Development Commission on Local Government.

- Met with several Community Planning and Local Government consultants to discuss consulting and contractual scope of work needs for the Middle Peninsula Planning District Commission.
- Consulted with the King and Queen Sheriff's office concerning vandalism and general damage to the Commission's Kubota tractor.
- Consulted with a King William County resident interested in establishing a community center and possibly donating a building for use as a Center. Discussed the use of the Department of Mines Minerals and Energy-Energy Efficiency program and Department of Housing and Community Development program funds as possible funding sources for building improvements.
- Attended a special meeting held at Beale Memorial Baptist Church in Tappahannock called by Senator Mark Warner to discuss issues relevant and important to the citizens of the Middle Peninsula.

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)

- Consulted with two Middlesex County residents interested in a new business opportunity associated with shallow water dredging and the work of the Middle Peninsula Chesapeake Bay Public Access Authority.

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.

- Reviewed ads placed in regional newspapers.
- Corresponded with Vincent Smith, Bay Family Housing, about information needed for the July 2011 Consolidated Monthly Report.
- Prepared and submitted the July 2011 Monthly Consolidated Report to the Virginia Department of Mines, Minerals, and Energy (DMME).
- Presented a project update at the Middle Peninsula Planning District Commission's July 2011 meeting.

- Reviewed the July 2011 MPPDC meeting Minutes and provided Rose Lewis, MPPDC Secretary, with edits for the Energy, Efficiency and Conservation Block Grant Project presentation report.
- Discussed the non-federal locally leveraged funds with Ron Hachey, DMME.
- Requested additional flyers be printed and a list of distribution places prepared.
- Reviewed Davis Bacon Act information.
- Prepared additional brochure distribution lists for Bay Aging. Printed additional brochures.

AGENCY ADMINISTRATION

Funding - Indirect cost reimbursements from all PDC projects

MPPDC Administration

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

- Prepared vouchers, processed A/P, processed payroll, processed deposits and balanced bank accounts.
- Prepared MPPDC financial statements. Prepared FY11 annual financial statements.
- Assisted Michael Aukamp, Dunham, Aukamp and Rhodes, PLC with FY 11 annual audit.
- Consulted with Jackie Rickards and Lewie Lawrence, MPPDC Acting Executive Director, regarding feasibility of contracting with Ms. Rickards to continue to provide assistance with several projects on a contractual basis.
- Consulted with Lewie Lawrence, Acting Executive Director, regarding possible staffing scenarios and budgetary implications.
- Convened a meeting of the Middle Peninsula Executive Regional Planning Committee. Discussed work of the Commission, process for identifying regional priorities, and future funding for the PDC. The Committee spent considerable time discussing how best to qualify and quantify how the work of the PDC has increased revenue locally; improved on the delivery of governmental services; improved the quality of life in the Middle Peninsula; attended to state and federal mandates on behalf of member localities; and saved resources by approaching problems from a functional consolidation perspective.
- Discussed various video output formats related to the MPPDC June dinner meeting held at VIMS. Janet Krenn, VIMS Sea Grant Communicator, has produced a DVD video file for the public policy dialog on issues related to failing septic systems, water quality, and aquaculture.
- Discussed the possibility of receiving assets from the Middle Peninsula Business Development Partnership Revolving Loan Fund and Business Loan Receivables with Candie Newman, MPBDP Director.
- Prepared the Virginia Department of Community Development annual reporting requirements for the Middle Peninsula Planning District Commission.

- Advertised for a regional planner to assist with several MPPDC programs to start October 1st, 2011. Coordinated interviews with perspective candidates.

Middle Peninsula Planning District Commission



MPPDC General Fact Sheet

WHAT IS MPPDC?

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

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

BACKGROUND

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

WHAT DOES MPPDC DO?

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

HOW ARE DECISIONS MADE AT MPPDC?

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

QUICK FACTS

Region at Glance

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

➤ 888,064 Acres of Land

➤ 90,826 People

By the Numbers

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



For More Information:

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

Regional Profile:

2000-2010 Demographic Information

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

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

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

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

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

MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

Staff Activities Service Summary of Regional Progress

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

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

**Middle Peninsula Planning District Commission
Executive Director's Report of Regional Progress
September 20, 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: Lewie Lawrence

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

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

Administrative Assistant: Beth Johnson

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

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

Planner 2: Clara Meier

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

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

Planner 2: Vacant

MPBDP Inc Director: Candie Newman

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

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

Secretary: Rose Lewis

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

Programs: *Septic Pumpout Assistance, Facilities Scheduling*

MANDATES

Funding – VDEM, VDEQ, localities, MPPDC General Fund

Project 30502 Water Supply Planning

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

- Attended the August 22, 2011 King William County Board of Supervisors meeting where Mr. John Marling, EEE Consulting, presented an update on the Regional Water Supply Plan and the local adoption process.
- Met with Mr. G. Gayle Belfield, Town Manager of Tappahannock, and Mr. Jimmy Sydnor, Assistant Town Manager of Tappahannock, and Mr. John Marling, EEE Consulting, to discuss the Regional Water Supply Plan and the local adoption process.
- Prepared data CDs containing the Regional Water Supply Plan text, presentation, sample press release, draft resolution to adopt the plan, draft drought response and contingency plan ordinance and executive summary for mailing to all participating jurisdictions.
- Presented an update of the Regional Water Supply Plan for the Middle Peninsula to the King and Queen County Board of Supervisors at their September 2011 meeting.
- Presented an update of the Regional Water Supply Plan for the Middle Peninsula to the Town of West Point Public Works Committee meeting at their September 2011 meeting.
- Discussed the Drought Response and Contingency Plan (DRCP) ordinance with Mr. John Edwards, Town Manager for West Point.
- Revised the Regional Water Supply Plan presentation handout that is given to all jurisdictions during the Plan updates.
- Contacted the Town of Urbanna about a water supply plan update.
- Corresponded with Mr. John Marling, EEE Consulting, about dates for water supply plan public hearings in King and Queen County and the Town of West Point.
- Mr. Mike Chandler, Education Director for PlanVirginia (CPEAV), invited MPPDC staff to participate in a session at the 2011 PlanVirginia Commonwealth Land Use and Zoning Conference and present information on water planning efforts in the Middle Peninsula Region.
- Discussed water supply plan adoption process and ordinance development standards with Ms. Mary Ann Massy, Department of Environmental Quality, Water Supply Program liaison for the Middle Peninsula.

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.

- Consulted with Mr. Lewis Lawrence, MPPDC Acting Executive Director, regarding resubmission of reimbursement requests and additional documentation requested by Debbie Mesmer, Virginia Department of Emergency Management, to close the PDM and FMA grants. The reimbursement requests have been held by VDEM since summer 2010 and now require new signatures and dates.
- New reimbursement requests and documentation were submitted to VDEM and final reimbursements were received closing out these grants.

INFORMATION RESOURCES/ASSISTANCE

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

- Continued to develop new MPPDC website – www.mppdc.org (temporary url).
- Updated 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.

- Updated MPPDC websites with information regarding Dragon Run Day and next Dragon Run Steering Committee meeting.

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.

- Discussed the Middle Peninsula Chesapeake Bay Public Access Authority (PAA) request for technical assistance under the National Parks Service outreach program with Mr. Joe Schumacher of Congressman Wittman's office related to the Hall donation in Moon, Virginia. The PAA is requesting assistance from the National Parks Service to facilitate a discussion on appropriate future use of the Hall tract donation for the benefit of Mathew County.

- Contacted Mr. Donald McCann of Tranquil Waters Marine Services and Mr. Jim McGowan, Consulting Coastal Planner, regarding the development of a commercial seafood harbor master plan for Perrin River located in Gloucester, Virginia.
- Discussed the possible donation of a public access easement to the Middle Peninsula Chesapeake Bay Public Access Authority in Mathews County with Mr. Lee Stephens of the Law Firm Spotts Fain.

Projects 32115 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.

- Discussed the Chesapeake Bay Foundation-Department of Conservation and Recreation (DCR's) EPA TMDL data training held at VIMS with Middle Peninsula local government administrators. Discussed implications of local governments responding versus not responding to DCR's request for data and BMP assessment.
- Consulted with Mr. John Carlock, Deputy Executive Director Hampton Roads Planning District Commission, concerning failing septic systems and relations to EPA TMDL data. The Chesapeake Bay TMDL establishes limits on the amount of nitrogen, phosphorus, and sediment that can enter the Bay. As part of the effort to meet the nitrogen limits set forth in the TMDL, reductions in the nitrogen load from the onsite sewage system sector must be achieved. The Proposed Final Alternative Onsite Sewage System (AOSS) Regulations will help localities reduce nitrogen loads, but will not achieve all the reductions needed. Localities will also need strategies for upgrading existing non failing systems to denitrifying systems and for connecting to existing sewer systems.
- Received approval notice to the Middle Peninsula Planning District Commission's request for access to technical assistance to help Middle Peninsula local governments respond to the July 25th letter from the Department of Conservation and Recreation concerning Chesapeake Bay Phase II TMDL WIP. MPPDC is the first PDC in the state to receive approval to access such assistance. Mr. Dave Hirschman, Program Director at the Center for Watershed Protection, will be the regions point of contact and is scheduling a conference call with all Middle Peninsula local governments for late September.
- Convened a special meeting with Virginia Department of Health Division of Onsite staff and local Middle Peninsula Three Rivers Heath District staff to discuss enforcement approaches to address failing septic systems within the Middle Peninsula. The enforcement meeting was a result of the June water quality public policy forum held at VIMS. MPPDC staff initiated the discussion by asking why it was acceptable for failing septic systems to on the VDH books for more than a decade without corrective action. As a result, MPPDC staff, working with VDH staff will develop a process for corrective action involving VDH staff, local government staff, and locality specific Commonwealth Attorney. The process will utilize corrective letters, enforcement letters, loans and grants, and lastly court action. Chesapeake Bay Clean up requirement will play an important future role.
- As comments were received from Virginia Marine Resource Commission about the draft the 'Users Guide to Dredging in Tidewater Virginia,' time has been spending refining the guidance report.
- Contacted Mr. Doug Sampler, U.S. Army Corps of Engineers, with regards to funding available for debris removal for water channels within the Middle Peninsula. Mr. Sampler explained that funding for debris removal is not really much different than a navigation dredging project and there for funds are limited.

- Discussed the 2011 update of the Essex County Protected Lands map for the Essex County Countryside Alliance's (ECCA) annual report with Ms. Susan McFadden, Open Door Communications, and Ms. Mary Moss Walker, Assistant to Mr. Peter C. Bance (President of ECCA).
- Received a list of conservation easements in Essex County from Mr. Thomas Blackwell, Essex County Commissioner of the Revenue, of most of the new easements from July 2010-July 2011.
- Completed a 2011 Essex County Protected Lands map update for the Essex County Countryside Alliance's (ECCA) annual report and submitted it to Ms. Susan McFadden and Ms. Mary Walker.
- Provided Ms. Donna Sprouse, Assistant Zoning Administrator & GIS Coordinator for King and Queen County, with GIS data files including all jurisdiction boundaries for the State of Virginia, state-wide and regional water coverage and 2008 Virginia Geographic Information Network (VGIN) Road Center Line files.
- Attended the September 2011 King and Queen County Planning Commission meeting where discussion focused on updating the county's comprehensive plan with presentations by Mr. Mike Chandler, Chandler Planning, and Mr. Lewis Lawrence, Acting-Executive Director of MPPDC.
- Began creating a new map of the Middle Peninsula Region for the MPPDC's new website.
- Convened the monthly meeting of the Middle Peninsula Local Government Administrators. Discussed a request from the Community Service Boards (CSB) for tax exempt status for land held and used by the CSB. Also discussed Chesapeake Bay TMDL EPA data issues, Comprehensive Economic Development committee membership, and Conservation easement and corresponding local public policy and options for enforcement and taxing by local governments.
- Consulted with Mr. Mark Slaughter, Virginia Department of Emergency Management, concerning a new program from the U.S. Geological survey (USGS). The program has developed a mobile storm-surge network to capture information of the timing, extent, and magnitude of storm tide. This mobile network consists of 40-70 water-level and barometric-pressure monitoring devices that are deployed in the days and hours just prior to hurricane landfall. VDEM asked if Middle Peninsula localities would be interested in designating location for mobile storm-surge data equipment.
- Attended the August VMRC stakeholder panel meeting to discuss the implications of amending the right to farm act and local government's authority to manage aquaculture. 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 Marine Resources Commission and the authority of local governments.
- Received notification that an application requesting financial assistance to create a Rural Chesapeake Bay Working Waterfront coalition has been funded. MPPDC will partner with the Northern Neck PDC and Accomack Northampton PDC to convene a series of local meetings to discuss common issues and challenges facing the commercial seafood industry and barriers to economic growth and job creation.
- Met with Ms. Mary-Carson Saunders, a William and Mary Law student who has offered to research local issues associated with local government's requirements for meeting the Chesapeake Bay TMDL WIP standards. Mr. Mart Carson will research implications for local government associated with using the default EPA data or responding directly to the EPA data.

- Received August 2011 building official monthly reports for Essex, Mathews, and Middlesex Counties.

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 adaptation policies.

- Contacted Ms. Sandra Erdle, Chesapeake Bay National Estuarine Research Reserve, on two occasions with regard to the development of a one-page climate change information sheet focused on local scientific data. On both occasions Ms. Erdle shared that she was waiting on comments from her supervisor.
- Received and edited chapters of the final report of the Virginia Tech Sustainable Community Virginia Sea Grant project from Ms. Tommi Goodwin, Virginia Tech graduate student. There have been several phone calls to review the edits and comments made on the chapters.
- Continue to organize S.T.A.R.T. kit with information about the Kaiser-Permanente Natural Hazard Vulnerability Assessment Tool.
- Registered for the Mid-Atlantic Marine Education Association Conference that will be held on October 7-9th and began to develop a presentation that will focus on climate change and sea level rise impacts within the Middle Peninsula.

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.

- Corresponded with Ms. Norma Gates, Supreme Court of Virginia, about receiving a copy of a Service Request form to supplement the conservation corridor report. Ms. Gates suggested that if Clerks were interested in adding a land transaction type to the already established list that they get in touch with her.
- Began organizing information for the final report of the Conservation Corridor project that will be submitted to the Virginia Coastal Zone Management Program.
- Drafted the Semi-annual progress report for the Conservation Corridor project that will be submitted to the Virginia Coastal Zone Management Program.
- Corresponded with Mr. Larry Durbin, Virginia Department of Taxation (DoTAX), regard to conservation easements and the tax credit program. Mr. Dubin explained that if a locality contacts the DoTAX to inform them that a conservation easement is not consistent with the comprehensive plan then the DoTAX will investigate the property owner’s legibility to receive tax credits.

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.

- Submitted August Ridership data to DRPT.
- Received phone call from Tappahannock resident needing ride to job in Fredericksburg. Provided contact information for 2 commuters and referred to GWRideconnect for additional assistance.
- Received online registration from Newport News resident commuting to Virginia Beach. Referred to TRAFFIX and NuRide for assistance.
- Attended Association for Commuter Transportation (ACT) Conference in Chicago. Attended Chesapeake Chapter meeting and presented financial report. Attended Telework & Alternative Work Arrangements Council meeting – discussed proposal to enlist support of ACT Public Policy Council to further several telework initiatives and policies before Congress including double taxation of teleworkers, use of CMAQ funding for telework equipment and infrastructure and assistance for broadband access in underserved rural areas.
- Participated in Virginia Department of Rail and Public Transportation Transit Stakeholder quarterly conference call. Grantee workshops to be held in mid November, Governor’s Transportation Conference to be held in Norfolk December 7-9, Fall Multimodal meetings to be held throughout the state in November, Telework Tax Credit preregistration webinar for businesses to be held on September 30, SJR297 committee continuing to look at transit funding, TDM Placement Rate Study to begin this Fall, and a Multiregional Vanpool Study will be initiated by DRPT.
- Received phone call from Howard Jennings, Arlington Transportation Partners who is representing the state TDM agencies on the SJR297 Committee. He was looking for feedback on several issues brought to his attention by some of the TDM agencies to be discussed with DRPT including micromanagement of expenditures and cashflow issues caused by delays in reimbursement to agencies for grant expenditures.
- Reviewed SJR297 TDM Funding recommendations and provided feedback to Howard Jennings, Arlington Transportation Partners.
- Attended the August 17, 2011 Virginia Department of Rail and Public Transportation (DRPT) Multimodal and Public Space Design Guidelines Steering Committee in Lynchburg. From the DRPT website: “The Virginia Department of Rail and Public Transportation is expanding its Transit Service Design Guidelines and developing statewide guidelines for transit, transportation demand management (TDM), and multi-modal planning and design at the corridor, district and transit station area scales. The purpose of the guidelines is to provide a set of prototypical multi-modal corridor, multi-modal districts and Transit Oriented Development (TOD) station area typologies relevant to the Virginia context.” For more information please go to:
<http://www.drpt.virginia.gov/activities/MultimodalandPublicSpaceDesignGuidelines.aspx>.

- Attended a Coordinated Human Service Mobility (CHSM) meeting at the Bay Transit’s Warsaw, VA facility.
- Discussed the Town of West Point’s Safe Routes to School project status with Ms. Holly McGowan, Town of West Point’s Director of Community Development.

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.

- Registered for the PlanVirginia Commonwealth Land Use and Zoning Conference being held in Oyster Point, Virginia October 9-11, 2011. For more information please go to www.planvirginia.org.
- Discussed a transportation enhancement grant application with Mr. Jimmy Sydnor, Assistant Town Manager for the Town of Tappahannock, for their waterfront park project.
- Corresponded with Ms. Margaret Moore, Parsons Transportation Group, on the status of the Rural Regional Long Range Transportation Plan Technical Report.
- Sent out an email to all Middle Peninsula jurisdictions about the fiscal year 2013-2018 Six-Year Improvement Program (SYIP FY13-18) public meetings being held in October and November by 2011 throughout the Commonwealth. For more information please go to www.virginiadot.org or contact MPPDC staff.
- Corresponded with Mr. Steve Whiteway, Mathews County Administrator, about the Six-Year Improvement Program public meetings coming up.
- Corresponded with Mr. Craig Van Dussen, Fredericksburg VDOT, and requested that a VDOT representative come present information of the Six-Year Improvement Program (SYIP) for fiscal year’s 2013-2018 at a Middle Peninsula Regional Transportation Committee meeting before the October 20th SYIP public meeting in Fredericksburg.
- Attended the King and Queen County’s September 2011 Planning Commission Meeting, where they discussed updating the county’s comprehensive plan, and I provided Ms. Donna Sprouse, Assistant Zoning Administrator and GIS Coordinator, with some information generated by the Rural Regional Long Range Transportation Plan for the Middle Peninsula that the county may find helpful when updating their comprehensive plan.

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.

- Received notification from Gloucester County applicant that she was withdrawing application due to foreclosure on property.
- Consulted with Gloucester County resident regarding septic repair application for an “heir situation” property. Consultation with Mr. Dave Demuth, Gloucester Health Department, confirmed that the repair will require secondary treatment and a maintenance agreement recordation which in turn will require the Executor of the Estate’s signature. The applicant will discuss this with the Executor to see if he is willing to sign the recordation and a Deed of Trust to secure any loan over \$3000 as required by MPPDC’s Onsite Program Design.
- Received phone call from Septic Pumpout client living in King & Queen County who was informed by septic hauler that her septic pump is not operating. Homeowner was informed that MPPDC’s Onsite Program does not cover maintenance issues unless the Health Department determines that correction of the failure would be considered a septic repair. Consulted with Ms. Pat Duttry, Three Rivers Health Department, regarding maintenance vs. repair determination by VDH. VDH does not require permit for repair of mechanical parts unless failure to maintain causes eruption of effluent onto surface of ground. As more and more septic systems rely on mechanical parts this issue will become more prevalent especially for low income families who are unable to afford these types of maintenance costs. Discussed this issue with Mr. Lewis Lawrence, MPPDC Acting Executive Director, to determine if there is may be a need for MPPDC to try to identify resources to provide this type of assistance to low income Middle Peninsula homeowners in the future.
- Consulted with Mr. Lewis Lawrence, MPPDC Acting Executive Director regarding septic repair applications MPPDC has on file some of which go back to 2002. These failing septic systems represent problems MPPDC has identified with the current enforcement process. One of these systems was identified as failing in 1995 and as of 2007 was still failing. – current situation unknown. These cases will be discussed with VDH officials at an upcoming meeting on September 14. MPPDC may have to forego resources available for repairing failing septic systems (WQIF grant and VRA loan funds) if not utilized by end of contracts due to lack of follow through and enforcement. This situation leads to continued contamination of local waters and threatens the health of the population and environment which could be alleviated with existing funding.
- Prepared and mailed letter to Middle Peninsula County Administrators, Town Managers, and local septic haulers announcing funding to provide up to 50% of the cost of septic pumpouts to assist low-mod income Middle Peninsula homeowners to comply with Chesapeake Bay preservation requirements to pump every 5 years. This is a change from previous funding of 100%. Septic haulers to be included on list provided to voucher recipients must confirm willingness to provide this service under the new terms of this funding source.
- Attended VDH Onsite Enforcement meeting to discuss current MPPDC funding for septic repair. This funding of \$290,725 has deadlines of May and August 2013. Current funding could provide repair of 30-45 septic systems currently polluting Middle Peninsula area and watersheds.
- Received phone call from local septic installer regarding availability of funding. Provided Onsite Repair application via email.
- Received phone call from Gloucester County resident regarding septic repair application. Discussed need for client to contact Executor of Estate to discuss recordation needs.

- Consulted with Mr. Dave Demuth, Gloucester Health Department, to request copy of Gloucester County’s Alternative Septic System Notice of Recordation and request copy for MPPDC files.
- Emailed Mr. David Fridley, Environmental Health Manager of Three Rivers Health District, regarding Essex County septic failure issues.
- Received phone call from Mathews County resident regarding assistance for emergency pumpout. MPPDC pumpout program is in between funding at the moment. New program offering 50% funding will begin in October. Program is still waiting for septic haulers to commit to accept the 50% reimbursement schedule required by the funder. Discussed the MPPDC Septic Repair assistance available and emailed an application packet to the homeowner. Consulted with Tammy Faulkner, Mathews Health Department, regarding VDOT issues involved with this septic failure.
- Discussed the 3 major changes associated with the Virginia Department of Health emergency regulations becoming final regulations with VDH staff. The final regulations will change the spatial area in which VDH issues permits for septic systems. If an area is considered non-tidal, the Army Corps of Engineers will have jurisdiction, VDH will defer septic permitting to DEQ under the Virginia Pollutant Discharge Elimination System Permit Program. The regulations will now also allow for the direct injection of treated wastewater into the water table. And, the regulations will (deferred for 2 years) include nitrogen reducing technology to meet Chesapeake Bay clean up requirements.

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.

- Status as of September 20, 2011

Applications Mailed	78
Approved Vouchers	53
Completions	50
Applications Denied	03 (1-Town of Urbanna—homeowner not eligible for 2 nd pumpout until 5 years have elapsed; 1-Gloucester County--over income limit for assistance; and 1-Mathews County--not in the Chesapeake Bay preservation area)
Applications on waiting list	11

Applications Approved by County

Essex	12
Gloucester	03
King and Queen	16
King William	10
Mathews	01
Middlesex	11

- Possibly have funding for one additional 100% funded pumpout before commencing new 50% funding program.

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.
- Prepared August financial statements.
- Prepared and submitted billings for August staff support.
- Consulted with Ms. Candie Newman, MPBDP Director, regarding FY12 budget issues. MPBDP, Inc should have sufficient resources to continue to operate until November 2011. Lack of locality support does not allow MPBDP to apply for any known grant opportunities due to a lack of matching funds therefore MPPDC will no longer be able to provide staff support to MPBDP, Inc after November 30th.

Revolving Loan Fund (RLF)

- We have one delinquent loan and one underperforming loan at present. Steps have been initiated to transfer all accounts to MPPDC to maintain the fund effective 11/1/11. Letters with ACH authorizations were mailed to all clients.
- Executed ACH loan payments and transfers for small business loans and transferred principal repayments to RLF savings account.

Economic Development Program

- A regular board meeting was held August 31st. At this meeting the Board made a decision to transfer the assets of the organization to MPPDC to continue to maintain the Revolving Loan Fund for future entrepreneurs in the Middle Peninsula. Upon transfer of this asset and completion of the USDA RMAP grant, the organization will be dissolved by November 30, 2011. The Board made it known that this is only due to lack of local funding which caused us to cease processing of two grant applications due to loss of match funds required. Dissolving the organization is not because of lack of clients or lack of demand for services.
- Staff attended the State Microenterprise Conference as the representative of the Virginia Microenterprise Association at the Federal Reserve in Richmond on September 15-16.

Technical Assistance Program

- The eight-week training began September 13th with 14 registered to date. Final tally as of 9/14 shows 9 registered participants with 4 auditing (partners). Late applicants will be accepted through 9/20. Participants include 6-Gloucester, 2-Middlesex, 2-King William businesses/potential businesses.
- In the first two weeks of September, there were 4 technical assistance sessions:
 - Gloucester – 3 Gloucester: start-up and existing businesses
 - Middlesex – Middlesex Chamber of Commerce
- Additional TA sessions since the August report include:
 - Middlesex – new business start; possible financing options
 - Gloucester – 3 sessions with new Gloucester start up

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.

- Developed an economic and demographic report for each Middle Peninsula locality to assist with understating how the Middle Peninsula economy is connected. The report also included other examples of Comprehensive Economic Development Strategy (CEDS) Committee membership from various coastal regions on the Eastern Seaboard and the Gulf and specific projects that resulted from the development of each sample CEDS plan.
- Developed a process for local governments to populate a Comprehensive Economic Development strategy committee. Discussed the process with the local government administrators.

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 fund)

- Convened first meeting of the MPPDC Executive Regional Planning Committee. Agenda items included marketing, new PDC website www.mppdc.org, new logo design, establishment of a Mayors and Chairs Committee, Regional Strategic Planning, regional, cross jurisdictional and PDC priorities, sustainable agency funding, and CEDS committee population strategies.

- Prepared final accounting of Middle Peninsula Disability Services Board finances and determined amounts to be returned to participating jurisdictions due to dissolution of MPDSB. Prepared checks for each locality.
- Discussed the transfer of loan receivables for future small business development assistance with the Middle Peninsula Business Development Partnership (BDP). The BDP is scheduled to cease operations in November.

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)

- Received the final Middle Peninsula Regional Shallow Water Dredging and Regional Sediment Management report from the Army Corps of Engineers. The report will be received by the Middle Peninsula Chesapeake Bay Public Access Authority on October. The purpose of the report is to provide the Public Access Authority, MPPDC and member local governments with a probable average annual cost for maintaining all the Federal navigation channels within the geographic boundaries of the Authority assuming other mechanisms would provide funding streams for the work in the future. There are some events that could cause the average annual costs to vary (up or down) over time. For instance, competitiveness within the dredging industry could cause variation in bid prices or physical variations at the projects could cause a more or less frequent dredging cycle. For this reason, the report brackets the most probable average annual cost with high and low bounds for the average annual cost. This allows the user to perform his or her prioritization and risk analyses.
- Average annual costs for maintaining a beneficial use shoreline placement program to supplement the dredging program. The most probable average annual cost for maintaining (dredging) a shallow draft navigation program on the Middle Peninsula is approximately \$1,630,000 per year. The cost for dredging could range from \$550,000 per year to \$4,917,000 per year. In addition, approximately \$111,000 per year would most probably be required in order to use available suitable material in a beneficial manner for placement along nearby shorelines. The cost for beneficial placement could range from \$24,000 per year to \$247,000 per year.
- Staff from the Army Corps of Engineers are available to meet with any Middle Peninsula localities to discuss the findings.

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 staff and MPPDC Regional Projects Planner Mrs. Clara Meier to monitor the progress of this project.
- Closed loans for 2 Gloucester County homeowners and forwarded paperwork on to Bay Family Housing to begin construction. Both homeowners were grandfathered in under old guidelines thus loans are for 0% interest and will provide no income to offset MPPDC staff servicing of these loans over the next 5 years. Loan repayments will commence on 10/15.
- Consulted with Mrs. Clara Meier, MPPDC Regional Projects Planner, regarding missing Bay Aging invoices.
- Corresponded with Mr. Ron Hachey, DMME, and Mr. Vincent Smith, Bay Family Housing, about revising the format of our project's new client contracts.
- Assisted with the coordination of contract signing and loan closing for two Gloucester County homeowners participating in the program.
- Corresponded with Mr. Vincent Smith, Bay Family Housing, regarding the two Gloucester County energy retrofits.
- Reviewed ads placed in regional newspapers.
- Corresponded with Vincent Smith, Bay Family Housing, about information needed for the August 2011 Consolidated Monthly Report.
- Prepared and submitted the August 2011 Monthly Consolidated Report to the Virginia Department of Mines, Minerals and Energy (DMME).
- Discussed project invoicing with Ms. Beth Johnson, MPPDC Administrative Assistant.

AGENCY ADMINISTRATION

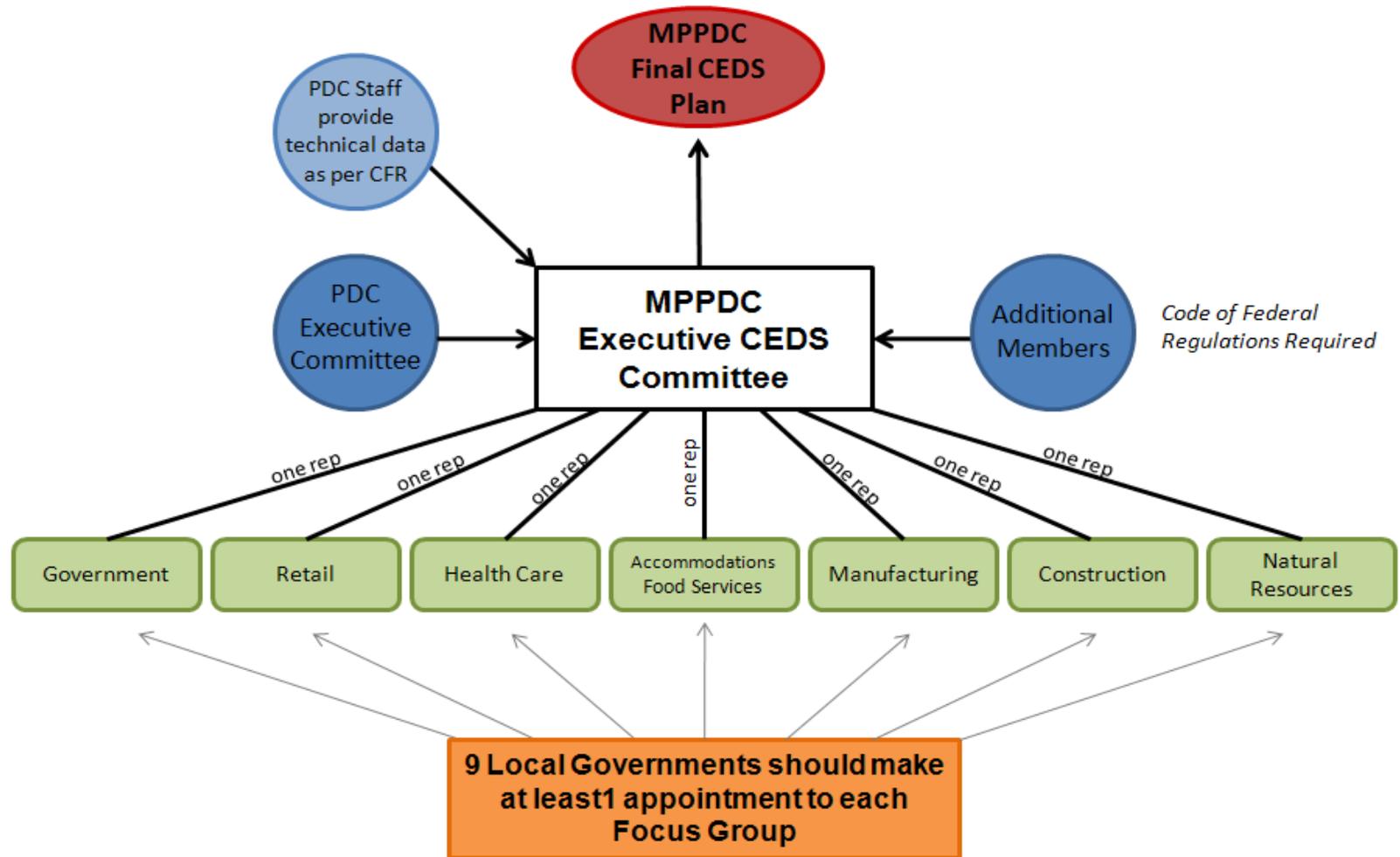
Funding - Indirect cost reimbursements from all PDC projects

MPPDC Administration

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

- Prepared vouchers, processed A/P, processed payroll, processed deposits and balanced bank accounts.
- Prepared MPPDC financial statements.
- Continued to consult with Mr. Lewis Lawrence, MPPDC Acting Executive Director regarding possible staffing scenarios and budgetary implications of hiring new staff and/or contractual consultants to complete several projects including the CEDS.
- Reviewed VAPDC FY10-FY11 Local Dues Assessment Report and provided updated information to VAPDC regarding MPPDC local dues for FY10, FY11 and FY12. MPPDC receives the smallest total amount of local contributions of any PDC in the state even at the reinstated normal rate. Dues for PDCs with populations around 100,000 ranges from MPPDC at \$69,999 to \$180,000 for Cumberland Plateau PDC.

- Consulted with Mr. Lewis Lawrence, MPPDC Acting Executive Director, regarding need to open 2 new accounts to hold the assets of the 2 new revolving loan programs – Small Business RLF (assets of MPBDP which will be transferred to MPPDC on 11/1) and Weatherization RLF (EECBG program). It was determined that it will be most cost effective at this time to open these accounts with C&F Bank to allow online transfer of assets after loan payments are electronically initiated by MPPDC staff.
- Discussed letter from Ms. Candie Newman, MPBDP Director, regarding transfer of Microbusiness Revolving Loan Fund and portfolio to MPPDC with Mr. Lewis Lawrence, MPPDC Acting Executive Director. MPBDP will be dissolved effective November 30, 2011 and must transfer assets to a comparable organization to continue to offer this service to small rural businesses in the Middle Peninsula. The portfolio is currently producing sufficient income to pay for servicing the loans, but this will diminish over time if funds are not continuously loaned out. Decision to accept this transfer of assets with the understanding that this resource can be considered in the CEDS process. Prepared and submitted letter to Ms. Newman accepting transfer of assets effective November 1, 2011. Requested Ms. Newman to send letters to all current loan clients informing them of this change and prepared ACH Authorizations to be included with these letters to allow MPPDC to initiate November 15 loan payments electronically for 8 of the loan clients and a separate letter to the 9th client without a bank account informing him of the change.
- Scheduled meeting with C&F Bank officials to discuss 6 month interest contract on investment account.
- Assisted with analysis of MPPDC service center and agency funding to inform discussion regarding future agency funding to begin to be addressed at the September commission meeting.
- Conducted six interviews for a regional planner to assist with the development of a Middle Peninsula Comprehensive Economic Development plan and other general planning assistance.



Major MPPDC Regional Employment Sectors Focus Groups

A **S.W.O.T analysis** will be conducted for each Major Regional Employment Sector. Focus groups will convene a series of meetings to complete the analysis. Final analyses will be given to the Executive CEDS Committee for review and integration into the final CEDS Plan.

NOTE- 11x17 will be at your place

**MPPDC
Service
Centers**

NOTE- 11x17 will be at your place

Transportation	Onsite Septic Repair & Pumpout	Environmental Coastal Community Development	Mandates	Staff Support Various Partners	Housing	Local Initiatives	New 2012 Economic Development	Agency Administration
<ul style="list-style-type: none"> • VDOT project funding-Coordination • 6 year Plan • Long-range Transportation Plans • Transportation Enhancement projects • Job Access • Commuter Assistance/ Ride share • Transportation for disabled and elderly • Bay Transit 	<ul style="list-style-type: none"> • Bay Act consistency & constituent assistance • Septic Repair Revolving Loan Fund • 78 septic repairs • 1,159 Septic Pumpouts • Dialog w/ VDH, DEQ, DCR, localities industry representatives to address onsite issues 	<ul style="list-style-type: none"> • PDC Work Horse • Discovery and solution for public policy issues (Onsite, easements, failing septic systems) • GIS Services • Research • Grant preparation 	<ul style="list-style-type: none"> • Cost savings to localities (1 regional employee verses 9 local) comply with state and federal requirements • Water Supply Plan • Emergency Hazards Plan • Disability Services Board 	<ul style="list-style-type: none"> • Provide technical services and staff support • MPCB Public Access Authority • MP Business Development Partnership • MP Disability Services Board • MP Regional Airport Authority • Tappahannock – Essex Regional Airport 	<ul style="list-style-type: none"> • Address local housing issues: Grant administration staff support, project administration • Local CDBG Projects • EECBG weatherization Program • Weatherization RLF 	<ul style="list-style-type: none"> • Provide staff support, critical problem solving to address specific local needs • Regional Reassessment • Dredging • GIS TA • Redistricting TA • Grants Management • Grant writing • Information 	<ul style="list-style-type: none"> • Comprehensive Economic Development Strategy Plan • Small Business Revolving Loan Fund 	<ul style="list-style-type: none"> • Agency Administration • Overhead • PDC Grants Management • Financial Management • IT Services • Communication
Transportation Programs FY 12 Match \$29,300	Onsite Septic Programs FY 12 Match \$9,159.00	Coastal Programs FY 12 Match \$53,100.00	Mandates FY12 No new local funds	Costs Reimbursed by outside entities	Housing No FY12 Match	Local Initiatives \$44,640 projects costs	CEDS FY 12 Match \$25,000	Administration \$187,197 shared costs

FY12 Local Dues-	\$64,999
State Contribution PDC-	\$75,971
	\$140,970
<hr/>	
Unrestricted Fund Balance	\$298,758
6 Months of Cash Flow (range)	\$175,000-200,000

**Required
Local or Gen Fund \$
\$161,119**

Matched:	\$303,396
Unmatched:	\$815,897
Total Leverage:	\$1,119,293

- Considerations**
- Reduction of staff support to outside entities (MPBDP dissolution = loss of \$41K indirect cost-sharing)
 - Fewer programs increases administrative burden on remaining programs
 - Staffing changes – contractual does not allow share of indirect costs = greater burden on existing programs
 - Future reductions in federal and state investment – fewer grants &/or increased match requirements
 - Localities indicated a desire for greater provision of PDC technical services

Comparative PDC Assessment Rates
FY08, FY09, FY10 Actual and FY11 Actual and FY12 Estimated

Last Updated: November 9, 2009

PDC	Name	Per Capita Rate (\$)				Base per Member (\$)	Effective Per Capita Rate (\$ (1))			Dues Generated			
		Actual FY08	Actual FY09	Actual FY10	Estimate FY11		Actual FY09	Actual FY10	Estimate FY11	FY12	Populatio n 2006	Per Capita FY11	FY12
18	Middle Peninsula PDC	0.80	0.80	0.40	0.40	\$10K/Co \$3333/Town	0.80	0.40	0.39	0.77	90,826	(MPPDC Reduced Dues) \$35,001.00	\$69,999.00
17	Northern Neck PDC					22,000	1.73	1.73	1.73		50,856	\$88,000.00	
22	Accomack-Northampton PDC	-				see comment	2.05	2.05	2.05		52,109	\$106,844.00	
13	Southside PDC*	1.25	1.25	1.25	1.25	-	1.25	1.25	1.25		88,139	\$110,174.00	
1	Lenowisco PDC	1.57	1.57			2,000	1.66	1.66	1.66		93,193	\$154,700.00	
14	Commonwealth RC	0.00	see comment	see comment	see comment	15,700	1.39	1.39	1.39		101,506	\$141,300.00	
2	Cumberland Plateau PDC*					45,000	1.60	1.60	1.60		112,152	\$180,000.00	

Options

1. Do nothing
2. Down size: Close PDC services centers; reduce staff; facility etc.
3. Increase local dues (maintain equal rate per county and ratio per town)
4. Additional contributions above the current dues
5. Increase local dues, phased in
6. Change basis of local dues (per capita) (would require by-laws amendment)
7. Separate Billing Schedule for any assistance beyond that supported by the Service Centers