



**MIDDLE PENINSULA  
PLANNING DISTRICT COMMISSION**

**MEMORANDUM**

**TO: MPPDC Board of Commissioners**

**FROM: Lewis Lawrence, Executive Director** 

**DATE: September 18, 2014**

**RE: September Commission Meeting**

The Middle Peninsula Planning District Commission will host its monthly meeting on Wednesday, September 24, 2014, at 7:00 p.m. in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda.

Enclosed are the agenda and supporting materials for your review prior to the meeting. If you have any questions concerning material in your agenda packet, please give me a call at 804-758-2311 or email me at [LLawrence@mppdc.com](mailto:LLawrence@mppdc.com).

I look forward to seeing you on September 24<sup>th</sup>!

**COMMISSIONERS**

**Essex County**

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

**Town of Tappahannock**

*Hon. Roy M. Gladding*

**Gloucester County**

*Hon. Ashley C. Chriscoe*  
*Ms. Brenda Garton*  
*Dr. Maurice P. Lynch*  
*Hon. John C. Meyer, Jr.*

**King and Queen County**

*Hon. Sherrin C. Alsop*  
*Hon. James M. Milby, Jr.*  
*Mr. Thomas J. Swartzwelder*

**King William County**

*Hon. Travis J. Moskalski*  
*Mr. Eugene J. Rivara*  
*Hon. Otto O. Williams*  
*(Vice Chairman)*

**Town of West Point**

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

**Mathews County**

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

**Middlesex County**

*Mrs. Trudy V. Feigum*  
*Hon. Wayne H. Jessie, Sr.*  
*Hon. John D. Miller, Jr.*  
*Mr. Matthew Walker*

**Town of Urbanna**

*Hon. Donald Richwine*

**Secretary/Director**

*Mr. Lewis L. Lawrence*

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

**7:00 P.M.**

**Wednesday, September 24, 2014**

**125 Bowden Street**

**Saluda VA 23149**

- I. Welcome and Introductions
- II. Approval of July Minutes
- III. Approval of July and August Financial Reports
- IV. Executive Director's Report on Staff Activities for the Months of August and September
- V. Public Comment

**AGENDA ITEMS FOR DISCUSSION**

- VI. Update on Matters Relevant to the Virginia's 1st Congressional District -  
The Hon. Rob Wittman
- VII. Federal Flood Insurance Reform: Dave Bollinger, Mitigation Outreach  
Coordinator, FEMA, Region III
- VIII. Legislative Program Discussion
- IX. October Quarterly Dinner Meeting Notice
- X. Other Business
- XI. Adjournment

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## MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

July 23, 2014  
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 23, 2014, at 7:00 p.m. MPPDC Chairman Edwin “Bud” Smith, Jr. (Essex County) called the meeting to order and welcomed everyone in attendance. Chairman Smith introduced and gave a special welcome to newly appointed Board member Mrs. Trudy Feigum, Middlesex County citizen representative.

Commissioners in attendance were:

(Essex County) Gary Allen; (Gloucester County) Brenda Garton and Dr. Maurice Lynch; (King William County) Eugene Rivara and Otto Williams; (Mathews County) O. J. Cole Jr. and Charles Ingram; (Middlesex County) Trudy Feigum, John “Jack” Miller, and Matt Walker; (Town of Urbanna) Donald Richwine; and (Town of West Point) John Edwards, Jr.

Guests in attendance were citizens from the region. Middle Peninsula Planning District Commission staff in attendance were Executive Director Lewis Lawrence, Chief Finance Director Beth Johnson, Secretary Rose Lewis, Chief of Community Planning Marquitrice Wright, and Regional Economic Planner Harrison Bresee, III.

### **Approval of June Minutes**

Chairman Smith asked whether there were any corrections or changes to the June Minutes. There were no corrections or changes to the June Minutes. Chairman Smith requested a motion to approve the June Minutes as distributed.

O. J. Cole, Jr. moved that the June Minutes be approved as distributed. Eugene Rivara seconded the motion; motion carried.

### **Approval of June Financial Report**

Chairman Smith asked whether there were any questions regarding the June financial report before being approved subject to audit. There were no questions. Chairman Smith requested a motion to approve the June financial report subject to audit. Otto Williams moved to approve the June financial report subject to audit. Donald Richwine seconded the motion; motion carried.

### **Executive Director’s Report on Staff Activities for the Month of July**

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

- Informed King & Queen County that the Virginia Marine Resource Commission's (VMRC) application for the fishing pier would need to be supplemented with a Joint Permit Application. King & Queen County staff is currently working with VMRC staff to complete this process. Attended the VMRC Recreation Sport Fishing Fund public presentation meeting to present the proposed application requesting funding for the construction of a 65 ft public fishing pier.
- Contacted Dr. Jim Pyne, Hampton Roads Sanitation District (HRSD), regarding the Nestle Purina Pet Care facility in King William County. In the HRSD's newsletter there was mention that Nestle Purina was interested in utilizing reclaimed water from the King William County Wastewater Treatment Plant. Dr. Pyne explained that Nestle Purina will be moving forward with this project, in partnership with HRSD, to construct and implement a water reclamation project utilizing all 30,000 gallons of wastewater treated the King William County plant.
- Received a call from Adam Campbell of VDOT regarding the Park and Ride improvement and expansion recommendations that were submitted to VDOT for consideration in October 2013. There were four park & ride recommendations submitted, one each from King William, Essex and Middlesex counties and the Town of West Point. Mr. Campbell advised staff of the process and timeline for a review and decision on the recommendations which are being considered for approval into the VDOT planning projects for the FY15 cycle.
- Mr. Lawrence said the MPPDC is constantly receiving applications from Middle Peninsula homeowners regarding septic repair. Met with Vern Lockwood and Scott McNeill, Citizens and Farmers Bank, to discuss funding for heir property septic repair projects. C&F Bank interested in providing line of credit (LOC) to MPPDC for relending to Middle Peninsula residents living on "heir properties" to finance septic repairs through VA CODE § 15.2-958.6.
- Submitted a grant to VDEM for the 2014 Homeland Security Grants Program for a Regional Emergency Planning position for the Middle Peninsula. If created, the position will be responsible for working with the 6 Middle Peninsula Counties and 3 Towns on: evacuation planning; developing and maintaining a regional training calendar; coordinating and developing a working list of regional assets; and pursuing funding for a study on the cost savings for localities to locate and fund fire/EMS stations multi-jurisdictionally. The grant would be a 3-year grant, subject to yearly renewal based on federal funding, starting in the fall of 2014.

**Public Comments**

Chairman Smith opened the meeting for public comments.

There were no public comments. Chairman Smith closed the public comments period.

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

**Adoption of FY2015 Cost Allocation Plan—Beth Johnson, Finance Director, MPPDC**

Mrs. Beth Johnson, Middle Peninsula Planning District Commission Finance Director, presented the Middle Peninsula Planning District Commission's Indirect Cost Allocation Plan for FY 2014-2015.

This document is prepared each year and serves two purposes: it enables the Commission to charge funding sources for indirect personnel costs including salaries and fringe benefits by informing funders of the methodology used to charge indirect costs and serves as a planning tool for staff preparing future funding proposals. The calculated Indirect Rate for FY2014-2015 is 50% and the calculated FY2014-2015 Employee Benefit Rate is 33%.

The indirect cost estimates included in the Plan are based on the budget figures adopted by the Commission in May 2014. Mrs. Johnson reviewed the Statement of Indirect Costs, Statement of Employee Benefits, and Salary Distribution. Total Indirect Costs are estimated to be \$162,470 and total Chargeable Direct Personnel Costs at \$325,097; which provides the calculated Indirect Cost Allocation Rate of 50%. Total Employee Benefits are estimated at \$101,762 and total Chargeable Salaries at \$308,805; providing an Employee Benefit Rate of 33%.

Indirect costs associated with the operating of the Middle Peninsula Planning District Commission are shared equitably by all projects in the Commission's work program. The direct charges associated with the various programs are charged to projects as incurred.

Chairman Smith requested a motion to adopt the MPPDC Indirect Cost Allocation Plan FY2014-2015. Dr. Maurice Lynch moved to adopt the MPPDC Indirect Cost Allocation Plan FY2014-2015. Eugene Rivara seconded the motion; motion carried.

Chairman Smith requested all in favor by signifying Aye or Nay:

R. Gary Allen-Aye	O. J. Cole, Jr.-Aye	John Edwards, Jr.-Aye
Edwin Smith-Aye	Charles Ingram-Aye	
Brenda Garton-Aye	Trudy Feigum-Aye	
Dr. Maurice Lynch-Aye	Jack Miller, Jr.-Aye	
Eugene Rivara-Aye	Matt Walker-Aye	
Otto Williams-Aye	Donald Richwine-Aye	

**Report on the Aberdeen Creek Harbor Master Plan and Dredging Update—  
Harrison Bresee, III, Regional Planner, MPPDC**

Mr. Harrison Bresee, III, MPPDC Regional Planner, reported that previously working in partnership Middle Peninsula Municipal Governments, the MPPDC, and VIMS developed a definition of a working waterfront for the Middle Peninsula of Virginia. Working Waterfronts on the Middle Peninsula are defined as: “real property (including support structures over water and other facilities) that provides access to coastal waters to persons engaged in commercial fishing, recreational fishing businesses, boatbuilding, aquaculture, or other water-dependent, coastal-related business and is used for, or that supports, commercial fishing, recreational fishing businesses, boatbuilding, aquaculture, or other water-dependent, coastal-related business.”

Research identified that water access at Aberdeen Creek is provided for landing, docking, and mooring in close proximity to the public and private oyster and public crabbing grounds on the upper York River. There are very few sites in the area that provide working watermen with access. Mr. Bresee said that local watermen were interviewed and it was established that water access sites on the upper York River are vital to the businesses and that Aberdeen Creek is one of the few locations they use and would like to continue to use.

The Working Waterfront on Aberdeen Creek consists of a public landing and a former seafood processing facility. The public landing facility adjacent to Aberdeen Creek in Gloucester County has been used significantly over the years and is, like many others in the Middle Peninsula, deteriorating due to the lack of maintenance. Improvements and redesign need to be made to provide safety to the citizens. Traditionally, watermen use the public landing site for parking, boat docking, unloading daily catch, accessing the water, etc. The Gloucester Seafood, Inc. property is adjacent to the public landing and was formerly a seafood processing facility. This property was used for processing before Gloucester County adopted a zoning ordinance in 1984. The seafood company had a business license until 2010. The property is currently zoned SF-1 (single family residential) and is presently leased by local watermen specifically for the value of its access to the water in the upper York River.

Mr. Bresee said the Middle Peninsula Planning District Commission produced the 2011 *Shallow-Draft Navigation and Sediment Management Plan* (NOAA Grant #NA FY07 NOS4190178 task 2.06) and has been awarded a second grant through the Virginia Coastal Zone Management Program (CZM) (NOAA Grant #NA FY13 13NOS4190135, task 51) to explore funding mechanisms for dredging and maintenance specifically for Aberdeen Creek. Copies of the Shallow Draft Navigation and Sediment Management Plan for the Middle Peninsula Chesapeake Bay Public Access Authority were passed around to the Board members for review.

There are three issues with maintaining the current and future Working Waterfront on Aberdeen Creek. The issues are:

- (1) Shoaling of Aberdeen Creek—maintenance for Aberdeen Creek is estimated at \$93,000 a year based on an eight year cycle.
- (2) Zoning of Private Property—local government regulates permitted uses through zoning which impacts the process of establishing or re-establishing working waterfront businesses. Most of the waterfront properties around Aberdeen Creek consist of privately owned single family residences, with the exception of a small public landing and a deteriorating commercial seafood processing facility formerly known as Gloucester Seafood, Inc., both located at the end of Aberdeen Creek Road. The Commonwealth of Virginia recently acquired waterfront property on Aberdeen Creek for the future “Middle Peninsula State Park.” The zoning is consistent with the use of surrounding properties and the character of the area which includes several subdivisions as well as larger agricultural properties, but does not provide protection for working waterfront infrastructure.
- (3) Ownership and Maintenance of Public Property—public records show that in 1947 the public landing was jointly deeded to the Gloucester County Board of Supervisors, Department of Highways of the State of Virginia (now known as VA Department of Transportation), and the Commonwealth of Virginia. The deed does not state ongoing maintenance responsibility but VDOT has primarily provided maintenance.

Mr. Bresee said there are three recommendations for maintaining the current and future Working Waterfront on Aberdeen Creek. The recommendations are:

- (1) Shoaling of Aberdeen Creek—The Middle Peninsula Chesapeake Bay Public Access Authority and Gloucester County should collaborate and coordinate with stakeholders to develop and implement a plan to maintain the channel.
- (2) Zoning of Private Property (Former Gloucester Seafood, Inc.)—2 Parts:  
Part 1 is to amend the zoning ordinance to create a commercial waterfront district.

Part 2 is to have the County sponsor a county wide rezoning of existing working waterfront properties to the commercial waterfront districts that clearly document each property's by right use in the County's records.

- (3) Ownership of Public Landing/Wharf—Single ownership needs to be negotiated.

Discussion was held regarding maintaining public property, costs maintenance, public landing investment to locality, and localities allocating money for specific elements such as public property.

**Update on Middle Peninsula Park and Ride Lots—Marquitrice Wright, Chief of Community Planning, MPPDC**

Ms. Marquitrice Wright, MPPDC Chief of Community Planning, reported that ride-a-longs were conducted with participating localities in the Middle Peninsula and Sean Trapani, VDOT Saluda Resident Engineer along with other VDOT staff, during which time park and ride locations were identified and/or visited. Ms. Wright also received requests from localities that were unable to attend the ride along (Middlesex County) but were nonetheless interested in park and ride upgrades and/or expansions.

Four possible locations have been recommended for locations and/or improvements.

- ❖ Location #1: Intersection of Routes 17 and 360 (Essex County in Tappahannock)—New location with designation and signage. This location was identified by the Town of Tappahannock.
- ❖ Location #2: Existing Park and Ride at Route 360 and Sharon Road (King William County)—Improvements and expansion with paving and lighting. There is signage on VDOT site.
- ❖ Location #3: Existing Park and Ride at Route 33 and Twiggs Ferry (Middlesex County)—Improvements and possible expansion and/or alterations for more spaces. This site is heavily used and more spaces Are needed.
- ❖ Location #4: New Park and Ride (Town of West Point)—VDOT Road Ending at Highway 33 and Chelsea Road is VDOT owned. This is the old bridge line and VDOT has the right-of-way. This road is paved but it is not designated as a park and ride lot. West Point does not have an official park and ride lot.

Ms. Wright said that VDOT has approved funding for park and ride projects and VDOT is prioritizing lots for expansion or improvement (lighting, paving, clearly marked parking spaces, more parking spaces, etc). Ms. Wright said if there were other localities that may be of interested in potential park and ride lots, contact Sean Trapani, VDOT Saluda Resident Engineer.

**Discussion of Public Access Right of Way Issues—Lewis Lawrence, Executive Director, MPPDC**

Mr. Lewis Lawrence, MPPDC Executive Director, said there are many public access right-of-way issues in the Middle Peninsula. Local newspapers are printing articles almost on a weekly basis regarding citizens having disputes over public access right-of-ways. Ware's Wharf Beach in Dunnsville (Essex County) remains closed because of health and safety issues, and tensions between visitors and local residents because of trespassing, illegal parking, etc. Mr. Lawrence said Auburn Landing (Mathews County) had 50 feet of public access right-of-way until recently when an adjacent landowner erected posts along the road leaving only 15 feet of unrestricted public access right-of-way. Another issue is Tin Can Alley on Gwynn's Island (Mathews County). An adjacent landowner has dumped big boulders along the edge of the road to stop public access. Both of these actions have resulted in reduced public access and potential public safety issues as there is no longer space for emergency vehicles to access the road endings.

Discussion was held regarding public rights on public property.

Mr. Lawrence reported that he has been talking with VDOT and VMRC about building a public fishing pier from the old West Point bridge cutoff (King and Queen County) and aligning the pier to the unofficial park and ride lot on the West Point side. The designation of freshwater/saltwater is an issue that needs to be resolved as VMRC funding is only available for saltwater fishing piers. Construction of the new bridge downstream from the old bridge has led to the delineation line being moved downstream leaving the old bridge alignment site now being deemed freshwater and thus not available for funding.

Discussion regarding the old West Point bridge road ending and right of way, fishing pier, and saltwater and freshwater fishing licenses ensued.

Mr. Lawrence said he had talked with a realtor regarding property on the Perrin River in Gloucester County and a VDOT road ending. The realtor wanted VDOT to abandon the public property designation of the road ending in order to make room for a septic system for the lot. Mr. Lawrence said that many realtors do not understand many of the regulatory landuse issues in coastal areas. North Carolina Sea Grant is giving North Carolina realtors credit for educating coastal property owners.

**Other Business**

Chairman Smith asked if there was any other business to discuss. Mr. Lawrence reminded the Board that there will be no meeting in August.

**Adjourn**

Chairman Smith requested a motion to adjourn the meeting. Otto Williams moved to adjourn the meeting. Jack Miller seconded the motion; motion carried.

COPY TESTE:

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(Secretary)

# Project Financial Report

Middle Peninsula Planning District Commission

Run Date: 08/05/2014  
 Run Time: 2:03:23 pm  
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Period Ending: 07/31/14

## Expenditures

Code	Description	Budget	Curr Month	Project Total	Un/Over	% Budget	Revenues	Balance
30010	Local PAA Stewardship/	17,000.00	0.00	15,344.18	1,655.82	90.26%	17,000.00	1,655.82
30013	EE&CBG Project	3,894.00	70.42	2,477.40	1,416.60	63.62%	2,473.21	-4.19
30015	Tappahannock Comp Plan	11,200.00	296.28	12,961.39	-1,761.39	115.73%	13,700.00	738.61
30016	Essex Comp Plan Update	27,675.00	495.70	26,707.13	967.87	96.50%	28,700.00	1,992.87
30017	King and Queen Fishing P	2,500.00	474.85	1,471.27	1,028.73	58.85%	996.42	-474.85
30018	FY15 Local Programs	162,890.00	6,699.76	6,699.76	156,190.24	4.11%	29,649.36	22,949.60
30104	MP-VSG Univ. Partner	40,000.00	2,290.54	20,826.15	19,173.85	52.07%	18,535.61	-2,290.54
30105	EDA Broadband - In-kind	63,161.00	3,612.34	33,765.03	29,395.97	53.46%	30,152.69	-3,612.34
30170	MPBDP FY12 Staff Sup	13,830.00	281.66	11,559.32	2,270.68	83.58%	14,352.41	2,793.09
30210	FY15 Transportation Dem	94,000.00	6,988.71	6,988.71	87,011.29	7.43%	0.00	-6,988.71
30312	FY15 Rural Transportati	72,500.00	6,250.57	6,250.57	66,249.43	8.62%	0.00	-6,250.57
30420	Onsite Loan Management	118,932.85	417.47	106,925.85	12,007.00	89.90%	114,534.36	7,608.51
30423	VCWRFR Onsite Fund	82,500.00	1,750.00	73,119.21	9,380.79	88.63%	96,185.44	23,066.23
30502	Water Supply Planning	111,805.89	0.00	111,805.89	0.00	100.00%	153,950.00	42,144.11
31002	GA Lobby FY09	18,247.75	0.00	18,247.75	0.00	100.00%	24,000.00	5,752.25
31201	AHMP Update 2014	130,010.00	3,129.00	29,950.46	100,059.54	23.04%	26,821.46	-3,129.00
32010	FY15 PAA Staff Support	7,000.00	1,128.33	1,128.33	5,871.67	16.12%	0.00	-1,128.33
32127	FY14_Coastal TA	60,000.00	4,534.94	47,027.13	12,972.87	78.38%	42,492.19	-4,534.94
32128	LWQ III FY14	47,022.00	3,140.33	31,070.25	15,951.75	66.08%	27,929.92	-3,140.33
32129	Water Reuse	22,535.00	3,620.77	16,753.97	5,781.03	74.35%	13,133.20	-3,620.77
32130	Aberdeen TIF	40,000.00	2,295.49	16,626.37	23,373.63	41.57%	14,330.88	-2,295.49
32132	FY15 Coastal TA	43,602.00	0.00	0.00	43,602.00	0.00%	0.00	0.00
32207	Working Waterfronts Pl	50,000.00	0.00	0.00	50,000.00	0.00%	0.00	0.00
<b>Totals:</b>		<u>1,240,305.49</u>	<u>47,477.16</u>	<u>597,706.12</u>	<u>642,599.37</u>	<u>48.19%</u>	<u>668,937.15</u>	<u>71,231.03</u>

# Balance Sheet by Category

Middle Peninsula Planning District Commission

Period Ending: 07/31/14  
Format: 1 Board

Run Date: 8/5/14  
Run Time: 2:10:42 pm  
Page 1 of 1

## Assets:

Cash in Bank	559,049.93
Receivables	348,697.88
Property & Equipment	10,464.23

**Total Assets:**

**\$918,212.04**

## Liabilities:

Accounts Payable	2,397.47
VRA Loan Payables	139,935.44
Payroll Withholdings	151.22
Accrued Leave	43,127.56
Cost Allocation Control	(987.74)

**Total Liabilities:**

**\$184,623.95**

## Equity:

Local Initiatives/Information Resources	32,614.19
Economic Development	-3,109.83
Transportation Programs	-13,239.28
Onsite Repair & Pumpout	30,677.63
Housing	-3.64
Coastal Community & Environmental	-13,591.53
Public Access Auth Programs	-1,128.33
Mandates	39,020.42
Temporarily Restricted	188,479.87
General Fund Balance	473,868.59

**Total Equity:**

**\$733,588.09**

**Total Liabilities and Equity**

**\$918,212.04**

**Balance:**

**\$0.00**

## Agencywide R&E by Category

Middle Peninsula Planning District Commission

Run Date: 08/05/2014  
Run Time: 2:11:52 pm  
Page 1 of 1

Period Ending: 07/31/14  
Format: 1 Agencywide R&E  
With Indirect Cost Detail

Code & Description	Budget	Current	YTD	Un/Ovr	% Bud
<b>Revenues</b>					
Local Annual Dues	109,899.00	28,399.00	28,399.00	81,500.00	25.84%
Local Other Revenues	5,926.01	54,225.79	54,225.79	-48,299.78	915.05%
Local Other Organizations	7,000.00	0.00	0.00	7,000.00	0.00%
State Revenues	168,782.16	0.00	0.00	168,782.16	0.00%
Federal Revenues	291,618.00	24,816.23	24,816.23	266,801.77	8.51%
Miscellaneous Income	10,050.00	2,906.18	2,906.18	7,143.82	28.92%
RevolvingLoan Program Income	14,699.00	8,369.59	8,369.59	6,329.41	56.94%
<b>Revenues</b>	<b>607,974.17</b>	<b>118,716.79</b>	<b>118,716.79</b>	<b>489,257.38</b>	<b>19.53%</b>
<b>Expenses</b>					
Personnel	410,566.00	33,916.89	33,916.89	376,649.11	8.26%
Facilities	27,663.00	2,361.42	2,361.42	25,301.58	8.54%
Communications	3,925.00	336.48	336.48	3,588.52	8.57%
Equipment & Supplies	6,000.00	168.66	168.66	5,831.34	2.81%
Travel	6,442.00	1,263.61	1,263.61	5,178.39	19.62%
Professional Development	14,715.00	608.00	608.00	14,107.00	4.13%
Contractual	61,750.00	3,024.00	3,024.00	58,726.00	4.90%
Miscellaneous	49,535.00	5,798.10	5,798.10	43,736.90	11.71%
<b>Expenses</b>	<b>580,596.00</b>	<b>47,477.16</b>	<b>47,477.16</b>	<b>533,118.84</b>	<b>8.18%</b>
<b>Agency Balance</b>	<b>27,378.17</b>	<b>71,239.63</b>	<b>71,239.63</b>		

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# Project Financial Report

Middle Peninsula Planning District Commission

Run Date: 09/05/2014  
 Run Time: 11:24:43 am  
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Period Ending: 08/31/14

		Expenditures						
Code	Description	Budget	Curr Month	Project Total	Un/Over	% Budget	Revenues	Balance
30010	Local PAA Stewardship/	17,000.00	0.00	15,344.18	1,655.82	90.26%	17,000.00	1,655.82
30013	EE&CBG Project	3,894.00	73.23	2,550.63	1,343.37	65.50%	2,528.25	-22.38
30015	Tappahannock Comp Plan	11,200.00	-25.94	12,935.45	-1,735.45	115.50%	13,700.00	764.55
30016	Essex Comp Plan Update	27,675.00	651.22	27,358.35	316.65	98.86%	28,700.00	1,341.65
30017	King and Queen Fishing P	2,500.00	502.05	1,973.32	526.68	78.93%	996.42	-976.90
30018	FY15 Local Programs	162,890.00	8,365.69	15,065.45	147,824.55	9.25%	111,299.11	96,233.66
30104	MP-VSG Univ. Partner	40,000.00	2,113.39	22,939.54	17,060.46	57.35%	18,535.61	-4,403.93
30105	EDA Broadband - In-kind	63,161.00	2,583.05	36,348.08	26,812.92	57.55%	30,152.69	-6,195.39
30170	MPBDP FY12 Staff Sup	13,830.00	225.33	11,784.65	2,045.35	85.21%	14,619.61	2,834.96
30210	FY15 Transportation Dem	94,000.00	6,269.79	13,258.50	80,741.50	14.10%	0.00	-13,258.50
30312	FY15 Rural Transportati	72,500.00	5,377.86	11,628.43	60,871.57	16.04%	0.00	-11,628.43
30420	Onsite Loan Management	118,932.85	287.46	107,213.31	11,719.54	90.15%	114,884.46	7,671.15
30423	VCWRFR Onsite Fund	82,500.00	0.00	73,119.21	9,380.79	88.63%	96,185.44	23,066.23
30502	Water Supply Planning	111,805.89	0.00	111,805.89	0.00	100.00%	153,950.00	42,144.11
31002	GA Lobby FY09	18,247.75	0.00	18,247.75	0.00	100.00%	24,000.00	5,752.25
31201	AHMP Update 2014	130,010.00	2,401.45	32,351.91	97,658.09	24.88%	26,821.46	-5,530.45
32010	FY15 PAA Staff Support	7,000.00	1,060.39	2,188.72	4,811.28	31.27%	1,198.83	-989.89
32127	FY14_Coastal TA	60,000.00	5,034.52	52,061.65	7,938.35	86.77%	42,492.19	-9,569.46
32128	LWQ III FY14	47,022.00	2,889.83	33,960.08	13,061.92	72.22%	27,929.92	-6,030.16
32129	Water Reuse	22,535.00	3,980.43	20,734.40	1,800.60	92.01%	13,133.20	-7,601.20
32130	Aberdeen TIF	40,000.00	1,858.19	18,484.56	21,515.44	46.21%	14,330.88	-4,153.68
32132	FY15 Coastal TA	43,602.00	0.00	0.00	43,602.00	0.00%	0.00	0.00
32207	Working Waterfronts Pl	50,000.00	0.00	0.00	50,000.00	0.00%	0.00	0.00
<b>Totals:</b>		<u>1,240,305.49</u>	<u>43,647.94</u>	<u>641,354.06</u>	<u>598,951.43</u>	<u>51.71%</u>	<u>752,458.07</u>	<u>111,104.01</u>

# Balance Sheet by Category

Middle Peninsula Planning District Commission

Run Date: 9/5/14  
Run Time: 11:26:03 am  
Page 1 of 1

Period Ending: 08/31/14  
Format: 1 Board

**Assets:**

Cash in Bank	619,506.42
Receivables	326,489.40
Property & Equipment	10,464.23

**Total Assets:**

**\$956,460.05**

**Liabilities:**

Accounts Payable	3,208.61
VRA Loan Payables	139,935.44
Payroll Withholdings	-1,184.66
Accrued Leave	43,127.56
Cost Allocation Control	(2,087.97)

**Total Liabilities:**

**\$182,998.98**

**Equity:**

Local Initiatives/Information Resources	104,770.92
Economic Development	-7,764.40
Transportation Programs	-24,886.93
Onsite Repair & Pumpout	30,740.27
Housing	-21.83
Coastal Community & Environmental	-27,354.50
Public Access Auth Programs	-989.89
Mandates	36,618.97
Temporarily Restricted	188,479.87
General Fund Balance	473,868.59

**Total Equity:**

**\$773,461.07**

**Total Liabilities and Equity**

**\$956,460.05**

**Balance:**

**\$0.00**

## Agencywide R&E by Category

Middle Peninsula Planning District Commission

Run Date: 09/05/2014  
 Run Time: 11:27:16 am  
 Page 1 of 1

Period Ending: 08/31/14  
 Format: 1 Agencywide R&E  
 With Indirect Cost Detail

Code & Description	Budget	Current	YTD	Un/Ovr	% Bud
<b>Revenues</b>					
Local Annual Dues	109,899.00	81,500.00	109,899.00	0.00	100.00%
Local Other Revenues	5,926.01	0.00	54,225.79	-48,299.78	915.05%
Local Other Organizations	7,000.00	1,198.83	1,198.83	5,801.17	17.13%
State Revenues	168,782.16	0.00	0.00	168,782.16	0.00%
Federal Revenues	291,618.00	0.00	24,816.23	266,801.77	8.51%
Miscellaneous Income	10,050.00	151.94	3,058.12	6,991.88	30.43%
Revolving Loan Program Income	14,699.00	670.15	9,039.74	5,659.26	61.50%
<b>Revenues</b>	<b>607,974.17</b>	<b>83,520.92</b>	<b>202,237.71</b>	<b>405,736.46</b>	<b>33.26%</b>
<b>Expenses</b>					
Personnel	410,566.00	33,170.21	67,087.10	343,478.90	16.34%
Facilities	27,663.00	2,311.92	4,673.34	22,989.66	16.89%
Communications	3,925.00	304.35	640.83	3,284.17	16.33%
Equipment & Supplies	6,000.00	153.01	321.67	5,678.33	5.36%
Travel	6,442.00	290.38	1,553.99	4,888.01	24.12%
Professional Development	14,715.00	2,944.58	3,552.58	11,162.42	24.14%
Contractual	61,750.00	1,142.90	4,166.90	57,583.10	6.75%
Miscellaneous	49,535.00	3,318.10	9,116.20	40,418.80	18.40%
Regional Share	0.00	12.49	12.49	-12.49	0.00%
<b>Expenses</b>	<b>580,596.00</b>	<b>43,647.94</b>	<b>91,125.10</b>	<b>489,470.90</b>	<b>15.70%</b>
<b>Agency Balance</b>	<b>27,378.17</b>	<b>39,872.98</b>	<b>111,112.61</b>		

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# Middle Peninsula Planning District Commission



## MPPDC General Fact Sheet

### WHAT IS MPPDC?

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

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

### BACKGROUND

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

### WHAT DOES MPPDC DO?

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

### HOW ARE DECISIONS MADE AT MPPDC?

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

### QUICK FACTS

#### Region at Glance

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

➤ 888,064 Acres of Land

➤ 90,826 People

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

➤ 71% Out Commute Rate

#### By the Numbers

➤ 1.1% Total State Population

➤ \$50,001 Median Household Income



#### For More Information:

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

Please visit the MPPDC website at:

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

# Regional Profile:

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

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

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

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

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

**MIDDLE PENINSULA PLANNING DISTRICT COMMISSION**  
Staff Activities Service Summary of Regional Progress

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

**Report on Mandated Initiatives**

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

## New Opportunities Identified to Implement Commission Priorities

Service Center	Project Title and Description	Funding Requested	Status
Transportation	DRPT – Update Long Range TDM Plan	\$16,000	Funded
Environmental	CZM – Working Waterfronts Plan	\$50,000	Funded
Environmental	CZM –FY15 Coastal Technical Assistance	\$30,000	Funded
Environmental	River Counties Community Foundation Septic Repair Assistance Grant to LMI homeowners	\$5,000	Submitted
Environmental	NFWF – CBSF – SWG - Septic Repair Funding	\$115,753	Submitted
Environmental	NFWF –CBSF – SWG - Living Shorelines Incentive Program	\$200,000	Submitted
Environmental	NFWF – CBSF - SWG	\$170,000	Submitted
Environmental	NFWF TA Service Provider	n/a	Submitted
Environmental	CZM – Sinclair Landing Improvements – Pier & Landscaping	\$40,000	Approved
Environmental	USDA RD HPG –Septic Repair Funding	\$150,000	Submitted
Economic Dev	USDA – Farmers Market Marketing Plan	\$48,016	Submitted
Emergency Mgmt	VDEM – Regional Emergency Planner	\$110,000	Submitted
Environmental	VMRC – King and Queen Fishing Pier	\$136,853.25	Submitted
Environmental	Dominion Foundation – Urbanna Creek Living Shoreline	\$25,000	Approved
Economic Dev	USDA RBEG – Flash Freeze Program – MPRJA	\$90,000	Submitted
Environmental	CZM – Altruistic Giving	\$40,000	Approved
Environmental	DEQ – CWFAP - Septic Repair Revolving Loan Capitalization	\$200,000	Submitted
MPCBPAA	River Counties Community Foundation - Land Acquisition Assistance	\$4,000	Submitted

**Middle Peninsula Planning District Commission  
Executive Director's Report of Regional Progress  
August 19, 2014**

**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 11 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 8 years +)

**Congressman Robert Wittman's Fisheries Advisory Committee and Environmental Advisory Committee** (MPPDC Staff 4 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 5 years+)

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

**The Association for Commuter Transportation (ACT) (Telework Council Secretary):** ACT is the premier association for professionals and organizations whose focus is the delivery of commuting options and solutions for an efficient transportation system. The Telework Council is composed of employer representatives, regional transportation, air quality and planning officials, as well as state and local government officials concerned with promoting telework and providing telework information and technical assistance to employers (MPPDC Staff 6 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 4 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 8 years)

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

## MPPDC Staff and Contact Information

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

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

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

Contact Info: [bjohnson@mppdc.com](mailto:bjohnson@mppdc.com) (804) 758-2311x22  
Programs: *Commuter/ Employer Transportation Services, Septic Repair & Pumpout Assistance, Revolving Loan Programs Administration, PDC Finance & Grants Administration*

### **Chief of Community Planning : Marquitrice Wright**

Contact Info: [mwright@mppdc.com](mailto:mwright@mppdc.com) (804) 758-2311x28  
Programs: *Rural Transportation Planning, Local Community Planning Assistance*

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

Contact Info: [hbresee@mppdc.com](mailto:hbresee@mppdc.com) (804) 758-2311x26 (757) 871-2245 cell  
Programs: *Comprehensive Economic Development Strategy, Public Access Authority, Working Waterfronts*

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

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

### **Secretary: Rose Lewis**

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

**Project 30502 Water Supply Planning**

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

**Project 31201 Middle Peninsula All-Hazards Mitigation Plan Update**

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

All Hazards Mitigation Plan Update Locality Meeting Attendance Roster

Meetings	King William	King and Queen	Mathews	Middlesex	Essex Tappahannock	Gloucester	West Point	Urbanna
Meeting 1: 13-Mar-14	Y	No*	Y	Y	Y	Y	Y	Y
Meeting 2: 10-Apr-14	No**	No	No	Y	Y	Y	Y	Y
Meeting 3: 8-May-14	Y	No	Y	Y	Y	Y	Y	Y
Meeting 4: 12-June-14 (Worksheets Due)	Y	No	No	Y	Y	No***	Y	Y
<b>NO MEETING IN JULY</b>								
Meeting 5: 14-August-14			No	No	Y	Y	Y	Y
Meeting 6:								
Y =Present								
No=Absent	**Staff Change	*Met on 3-Mar-14 and 21-April-14				*** Vacation Sheets turned in		

- Held meeting 5 of the Local Planning Team (LPT) on August 14, 2014. Items on the agenda were: Complete Hazard Rankings on the Prioritization Worksheet; Updates on the worksheets submitted by localities; Update on the HAZUS (a nationally applicable standardized methodology that contains models for estimating potential losses from earthquakes, floods, and hurricanes). Discussion of the public meeting process; and Discussion on the extended timeline for the 2014 Homeland Security Grant Program. Attending were: Trent Funkhouser, King William County; Debbie Messmer, Virginia Department of Emergency Management (VDEM); Creig Moore, Gloucester County; Holly McGowan, Town of West Point; Bobby Mawyer, Town of West Point; John Gill, Town of Urbanna; Larry Smith, Essex County and Town of Tappahannock; and Harrison Bresee, MPPDC.
- Toured the Gloucester County Emergency Operations Center (EOC) with Congressman Rob Wittman and John Meyer of the Gloucester Board of Supervisors on August 6, 2014. Mr. Creig Moore, Gloucester County Emergency Coordinator, gave a tour of the newly renovated facility.
- Continued updating the All Hazards Mitigation Plan (AHMP) with the Inventory of Available Resources worksheets submitted by the Local Planning Team.

## INFORMATION RESOURCES/ASSISTANCE

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

- Updated [www.mppdc.com](http://www.mppdc.com) website –meeting notices, reports.
- Received phone call from Mathews County resident and onsite loan client requesting information on assistance available for a new well for low income family with severely disabled child. Referred to Southeast Rural Community Assistance Project (SERCAP) and Bay Aging for assistance.
- Provided information on National Flood Insurance Program to Juanita Sydnor, Essex County, for dissemination to citizen who requested the information from the County.
- Consulted with Stephanie Brown, VACorp, regarding property insurance coverage for piers.

## COASTAL COMMUNITY DEVELOPMENT/ ENVIRONMENTAL

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

### **30017 King & Queen Fishing Pier Funding**

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

- Consulted with Delegate Keith Hodges concerning the agency division line between the jurisdiction of the Virginia Marine Resource Commission (VMRC) and the Virginia Department of Game and Inland Fisheries (DGIF) on the Mattaponi River along the old Route 30 bridge alignment. King and Queen County submitted a request for financial assistance to VMRC to build a recreational fishing pier, but the request was delayed as the project location was located on an agency division line. Delegate Hodges reports the interagency agreement between VMRC and DGIF has been resolved and the proposal can be submitted for consideration.

## **Projects 32010 Staff Support to 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.*

- Added the Clay Tract, Captain Sinclair’s Recreational Area, and Perrin Wharf to the PAA online reservation website. Property descriptions, hunting zones, and slips were added to the site for reservation.
- Tested the reservation site and provided Virginia Interaction with recommendations to improve the site to be more intuitive for the public.
- Convened the Middle Peninsula Chesapeake Bay Public Access Authority (MPCBPAA) Board meeting on August 8, 2014 in the MPPDC Board Room in Saluda, Virginia. Attending were: Pru Davis and Reese Peck of Essex County; Chis Hutson and Louise Theberge of Gloucester County; Bret Schardein of King William County; Mindy Moran of Mathews County; Matt Walker of Middlesex County; Jimmy Sydnor of Town of Tappahannock; Holly McGowan of Town of West Point; and MPPDC Staff, Harrison Bresee, Lewie Lawrence, and Beth Johnson. Agenda items included: Update on the Virginia Interactive Reservation System web page; update on timbering contracts; Prince Street Landing resolution in the Town of Tappahannock; Capt. Sinclair and Perrin Wharf updates in Gloucester County; Mathews Heritage Park and Rt. 633 (Tin Can Alley) updates for Mathews County; and Stampers Bay grant application to Virginia Department of Game and Inland Fisheries (VDGIF) update for Middlesex County. The next meeting is scheduled for October 10, 2014.
- Began drafting Memorandum of Understanding (MOU) between Middlesex County and the MPCBPAA to define the relationship between the two parties for managing the public access properties in Middlesex County. At a Board of Supervisors meeting earlier, the Middlesex County Board of Supervisors requested that the MPCBPAA develop a plan to manage Middlesex County’s public access properties.
- Prepared and presented a briefing on the Aberdeen Creek Harbor Master Plan at the July 23, 2014 MPPDC Board Meeting and at the August 5, 2014 Gloucester County Board of Supervisors meeting.
- Prepared vouchers, processed A/P, reconciled bank statements. Prepared monthly and annual financial statements.
- Invoiced Gloucester Rowing Association for utility bills at Lands End.
- Received notice of funding from Coastal Zone Management Program for 2 MPPDC projects that will provide services to the PAA. One project will provide for the construction of a dock and native landscaping at the Captain Sinclair’s Landing Recreation Area. The other project will provide new public access policy and procedures necessary to encourage the private donation of waterfront land for public benefit.

- Consulted with Michael Aukamp, Dunham, Aukamp and Rhodes, LLC, regarding FY14 audit and to request a quote for audit services.

**Project 32127 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.*

- Received a call from Shannon Hulst of Wetlands Watch requesting assistance with creating a statewide data source on funding opportunities that could be used to assist localities with taking steps to meet the criteria required for Community Rating System certification through the National Flood Insurance Program.
- Attended the Climate Adaptation Workshop July 29-31 in Newport News, VA presented by NOAA, Coastal Management, and Hampton Roads Planning District Commission. The workshop provided detailed training on the issues surrounding climate change, performing vulnerability assessments, adaptation planning, communicating with local residents on the issues of flooding and sea level rise, and provided various tools for researching and addressing the issues on the local level. The workshop provided collaboration and interaction with Virginia coastal localities on the issues and how they are addressing repetitive flooding in their communities.
- Consulted with Sean Trapani, VDOT Saluda Resident Engineer, concerning the administrative process used to record ditch maintenance calls from constituents which result in VDOT Work Order numbers. Developed a flow chart of how Work Order requests are received by VDOT staff, decisions on work actions, and the closing of Work Orders.
- Researched technical and financial assistance available to assist the Town of West Point with phragmites eradication. Provided background material on invasive species control and permit special conditions information. Provided contact information for Lisa Moss, Virginia Fisheries Coordinator Office U.S. Fish and Wildlife Service, who may have limited financial assistance for eradication efforts.
- Contacted John Davy, Outdoor Recreation Planner with the National Park Services (NPS), about Federal review for local land use projects that could impact the view shed of the National Captain John Smith Water Trail. Any project requesting federal funding or a federal permit is subject to NPS review, however, the review and comments are advisory.
- Discussed the September 19<sup>th</sup> Fracking meeting to be held at the Old Beal Memorial Church in Essex County with elected officials from Pennsylvania with Richard Moncure, Friends of the Rappahannock, who is coordinating the meeting. Distributed save-the-date cards to all Middle Peninsula elected officials, Planning Commission Chairs, and Planning Directors.
- Consulted with U.S. Department of Agriculture Virginia Rural Development Specialist BJ Fulcher concerning a proposal to explore establishing a flash freeze operation at the Middle Peninsula Regional Security Center. Discussed application and project components.
- Discussed Mathews County ditching and drainage issues with Mindy Moran, Mathews County Administrator, and G.C. Marrow, Mathews County citizen member serving on the Mathews Ditching Committee. Discussed outstanding VDOT work orders and how VDOT processes work order requests.
- Contacted Bay Aging Inc. concerning a citizen in King and Queen County needing financial assistance for a failed well on behalf of Tom Swartzwelder, King and Queen County Administrator. Pat Frere Director of Single Family Housing at Bay Aging Inc. will contact the county to obtain client information and need.

- Received a conceptual draft plan for the future use of the Mathews Heritage Park from a citizen in Mathews County for review and comment.
- Discussed improvements to real property and how local assessors value engineered septic systems across the Middle Peninsula. Estimates range from \$50,000,000 to \$100,000,000 of improvement to real property across the Middle Peninsula that are not being valued by the assessors and or the Commissioner of Revenue
- Discussed Federal Flood Insurance premium notification changes with Dave Bollinger of FEMA who will be the guest speaker at the MPPDC September meeting.

### **Project 32128 Land and Water Quality Protection**

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

- Reviewed whitepaper prepared by the Virginia Coastal Policy Clinic at William and Mary Law School to identify the legal and financial aspects of sustaining permanent funding sources to address septic repairs and rural stormwater ditch maintenance.

### **Project 32129 Water Reuse**

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

- Corresponded with Dr. Jim Pyne, Hampton Roads Sanitation District, regarding updates about the water reclamation project they are pursuing with Nestle Purina Tidy Cat Litter Company in King William County. Nestle Purina will be moving forward with the project. HRSD will construct a water reuse pipe from the King William Wastewater Treatment Plant (2.5 miles away) to the property line of the Nestle Purina.
- Held a meeting with Carole Hamner, RockTenn Environmental Manager; Nina Butler, Senior Vice President of Environmental Affairs; and Dr. Jim Pyne, Hampton Roads Sanitation District (HRSD) regarding water reuse and supply. As the RockTenn facility in the Town of West Point is the largest groundwater user in the Middle Peninsula region, there was interest in understanding if RockTenn has plans to reduce their water use and what their thoughts were about water reuse. RockTenn mentioned that while they are looking into water reuse within their facility, utilizing HRSD reclaimed water is less

feasible due to limited amount of water available, the quality and the distance which it would need to travel.

- Sent invitations to local and state stakeholders for a meeting a meeting at the Middle Peninsula PDC on August 26, 2014 to discuss water reuse and the water supply. Currently Scott Kudlus, Virginia Department of Environmental Quality, is scheduled to attend the meeting to present water supply within the region.
- Corresponded with Dr. Jim Pyne about a recent HRSD Board action to approve a feasibility study focused on an aquifer replenishment concept to utilize effluent from nine major treatment plants (150MGD+ total).
- Developed a diagram depicting how Virginia Department of Transportation handles work orders and how this system may be improved by the state and constituents.

### **Project 32130 Aberdeen TIF**

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

- Reviewed and revised a preliminary draft of the Aberdeen Tax Increment Financing report and discussed the outline, content, formatting and timeline of the report with Sea Grants program intern, Thomas Wysong.
- Received a draft analysis of revenue potential by establishing a Tax Incremental Financing district as a strategy to fund local dredging costs from Thomas Wysong, Virginia Sea Grant Fellow assisting with the project.

## **TRANSPORTATION**

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

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

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

- Updated website – [www.midpenrideshare.org](http://www.midpenrideshare.org) – Bay Transit Circulator notice and link; Statewide Transportation Survey notice and link.
- Consulted with Ken Pollock, Director of Bay Transit, regarding new fixed route service in Gloucester Courthouse area.
- Consulted with Ken Pollock, Director of Bay Transit, regarding missing information on Middle Peninsula Rideshare on Bay Transit website.
- Attended webinar on Try Transit Week – a project of Department of Rail and Public Transportation (DRPT) to encourage Virginians to try public transportation. Residents who pledge to try transit at least

once during the designated week in September will be eligible to win prizes including free passes to Bay Transit and the grand prize drawing of a full year of transit passes and 2 round trip Amtrak tickets.

- Consulted with Ken Pollock, Director of Bay Transit, regarding Try Transit Week and donation of free passes for Middle Peninsula participants. Discussed possible assistance Middle Peninsula Rideshare can offer for promotion of the event in concert with Bay Transit.
- Received online registration from Gloucester County resident commuting to Fort Belvoir. Provided contact information for 2 possible matches. Consulted with Alex Eguiguren, Neck Ride, regarding vanpools going to Fort Belvoir.
- Continued online ads on local newspaper websites.
- Consulted with Pat Collins, WXGM radio, regarding changes to radio spots and Try Transit Week promotion.
- Consulted with Lisa DuMetz, DRPT, regarding problems with inputting data into DRPT On-line Grant Administration (OLGA) website.

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

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

- Consulted with Chris Arabia, Virginia Department of Rail and Public Transportation (DRPT), regarding Transportation Demand Management (TDM) 6 Year Plan Update. DRPT has requested TDM agencies hold work on TDM Plan Updates until consultation with DRPT. MPPDC has been given permission to proceed on the Plan update.
- Began updating demographic and other information in Middle Peninsula Rideshare Long Range Plan.

### **Project 30312 Rural Transportation Planning**

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

- Researched the deeds and titles to properties adjacent to the beach at the end of Rt. 633 on Gwynn's Island in Mathews County for the purposes of clarifying if the public has a right to access the beach. The results of the research show some discrepancies between the deeds and the survey plats. This information was given to Mathews County and Virginia Department of Transportation (VDOT). Discussed the research results at the August 8, 2014 MPCBPAA Board Meeting. VDOT recently finished its determination and marked where their interest is on the right of way, showing the prescriptive easement right of way where the public can access the beach.
- Discussed the availability of funding resources with Jimmy Sydnor, Tappahannock Assistant Town Manager, regarding improvements to Prince Street Road ending. Mr. Sydnor expressed interest in applying for the Transportation Alternative Program grant to allow for improvements to the road ending.

- Attended the Transportation Alternative Program workshop on August 6<sup>th</sup> in Smithfield, Virginia. The workshop outlined the available funding, the application process and requirements for proposed projects under the program.

#### ONSITE REPAIR & PUMPOUT

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

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

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

- Consulted with Jamie Miller, Millers Septic, regarding Gloucester County septic repair.
- Received phone call from Middlesex County resident regarding assistance available for septic repair. Resident is living in an “heir situation”. Discussed potential funding that may allow for assistance in the near future. Informed him that he will be notified if/when funding becomes available.
- Received phone call from Gloucester County resident regarding assistance available for septic repair. Mailed application.
- Consulted with Walter Gills and Boyd Wiley, Department of Environmental Quality (DEQ), regarding reimbursement request for VRA funds.
- Received phone call from Mathews County resident regarding septic repair assistance. Mailed application.
- Consulted with Allen Farmer, Farmer Septic, regarding Gloucester County septic repair.
- Received phone call from Mathews County client regarding status of septic repair. Contacted contractor and requested timeline.
- Received phone call from disabled King William County homeowner searching for assistance for septic and well repairs. Discussed MPPDC program and mailed application. Referred homeowner to Southeast Rural Community Assistance Project (SERCAP) for assistance for both well and septic system repairs.
- Met with Middlesex County homeowner referred by Bill Rosenbaum, Progress Engineers, for assistance for septic repair. Provided application and referred to Gary Wood, Virginia Department of Health (VDH), for grant funding.
- Consulted with Gary Wood, VDH, regarding status of National Fish and Wildlife Foundation (NFWF) grant extension. MPPDC is utilizing VDH grant funds when possible (i.e. alternative septic system installations) as MPPDC program is currently out of grant funds and without grant funding, many homeowners are unable to afford to repair their failing septic systems.
- Received phone call from Mathews County client regarding delayed status of repair. Contractor has not begun work and has not returned phone calls. Called contractor to discuss. Jackie Turlington explained that they have several jobs pending. Wet conditions this spring led to several jobs being delayed. Contractor is struggling to catch-up. Called homeowner and explained the situation letting her know

that she is not alone and that several local contractors have the same problem due to the extremely wet spring weather.

- Received phone call from loan client with serious medical issues requesting loan forgiveness. Client has been hospitalized for several months and is having difficulty paying medical bills. MPPDC has no funding to honor such a request, but staff worked with client to restructure existing loan to provide for a longer payback period at no interest. Client was very appreciative of effort which will allow him to free up monthly income to assist with medical bills. This particular client has expressed appreciation numerous times for assistance provided to him over the entire relationship with MPPDC.
- Received phone call from King William County homeowner with questions about the loan application and process. Homeowner states that he cannot afford to pay more than \$20/month. Homeowner has not had anyone come out to diagnose problems with septic system and thus has no idea as to the cost of the needed repairs therefore a realistic discussion as to monthly payments for a septic repair loan are not feasible. Recommended that he submit application and contact either the health department or a local contractor for estimated costs of needed repair. Homeowner also needs assistance with a new well. Referred to SERCAP for both well and septic assistance.
- Executed Automated Clearing House (ACH) loan payments for septic loans. All MPPDC loan funding programs require that loan recipients authorize loan payments to be made automatically from loan recipients' bank accounts. Loan clients authorize the payments at loan closing (ACH Authorizations). MPPDC staff process these payments on the 15<sup>th</sup> of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to the loan processing date of the 12<sup>th</sup> of the month to request a payment be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans.

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

***Remaining uncommitted funding - \$11,499 loan funds.***

## ECONOMIC DEVELOPMENT

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

### **Project 301702 Small Business Revolving Loan Fund**

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

- Consulted with Bonnie Hogge, CPA, regarding information needed for small business loan account for tax preparation purposes. Provided needed information at request of client.
- Executed ACH loan payments for Middle Peninsula Business Development Partnership (MPBDP) loans. All MPPDC loan funding programs require that loan recipients authorize loan payments to be made automatically from loan recipients' bank accounts. Loan clients authorize the payments at loan closing (ACH Authorizations). MPPDC staff process these payments on the 15<sup>th</sup> of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to the loan processing date of the 12<sup>th</sup> of the month to request a payment be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans.

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

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

- Drafted GIS maps with layers identifying the number and location of the various businesses and institutions throughout the Middle Peninsula. The businesses are identified on the map using the NAISCODE provided by the Virginia Employment Commission.
- Contacted by Michelle Covi, Assistant Professor with Old Dominion University's Mitigation and Adaptation Research Institute and Virginia Sea Grants Program, regarding collaboration on a flooding and sea level rise workshop for realtors working with coastal communities.
- Participated in a meeting called by Delegate Keith Hodges to plan a Middle Peninsula Economic Development Summit. The meeting will build from the work of the Middle Peninsula Comprehensive Economic Development strategy for the Middle Peninsula and the in progress results from the Private Industry University Partnership study under way.

### **Project 30105 Middle Peninsula Broadband Study**

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

- Prepared and submitted the 1<sup>st</sup> annual Comprehensive Economic Development Strategy (CEDS) update to the Department of Commerce's Economic Development Administration (EDA) on August 1, 2014.
- Reviewed the King William Vertical Asset (aka "towers") files to assess the Lat & Long; the height; the height(s) at which equipment could be mounted on the asset; and the current mechanism that connects that asset to others in the area (fiber, microwave, copper, etc...) with, John Bull, King William Building Inspector, on July 15, 2014.
- Spoke with Scott Varner of Gloucester County to discuss his progress on finding Lat & Long; the height; the height(s) at which equipment could be mounted on the asset; and the current mechanism that connects that asset to others in the area (fiber, microwave, copper, etc...) on the Vertical Assets (aka "towers") in Gloucester County. Mr. Varner is continuing to work on acquiring the information and stated that the County owned towers have excess capacity.
- Scheduled a Middle Peninsula Broadband Authority (MPBA) Board meeting for August 28, 2014. Items for discussion will be: ability of partners to provide match requirements for the EDA grant; results of the vertical asset research; development of MOU's among Counties for developing a regional broadband system; and discussion of the progress of the broadband planning between Middlesex and King and Queen Counties.
- Attended the Friday Economic Session of the Virginia Association of Planning District Commissions (VAPDC) summer conference on July 25, 2014 in Williamsburg, VA. Participated in discussions on preserving and protecting Virginia's natural and cultural assets; the Virginia Outdoors Plan as a tool for local and regional planning; Virginia's Statewide Comprehensive Preservation Plan to ensure that

Virginia's Historic Places remain a vital part of our communities future; Regional tourism initiatives across the Commonwealth; and strategies for securing Virginia's workforce.

#### 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 30018 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, many activities such as the monthly meetings of the local government administrators have been shifted away from using local funds).*

- Attended the August 18, 2014 Urbanna Town Council meeting. Delegate Keith Hodges spoke about Economic Development in the 98<sup>th</sup> District. He specifically spoke about his new Middle Peninsula Economic Development Summit scheduled for 9/3/14. Each locality is represented at the invitation only kickoff event at the Middle Peninsula Regional Airport in King and Queen County.
- Received a request from Donna Pugh Johnson, International Consulting Services, for assistance with obtaining information on economic impacts of the commercial and industrial sectors to Essex County. International Consulting Services, LLC has been obtained by Essex County to assist the Agriculture & Forestry Industries Development (AFID) Advisory Board with drafting a strategic plan for economic development in Essex County.
- Researched and provided information to John Gill, Town of Urbanna, on funding available through the Community Development Block Grant (CDBG) offered by the Department of Housing and Community Development to assist with possible new construction of a Town Hall facility.
- Provided notice to Middle Peninsula elected officials of a visit by Senator Mark Warner to the Middle Peninsula and a social event held at Merrior in Topping, Virginia to discuss aquaculture as a innovative business model and other national issues important to Senator Warner.

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

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

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

investment and to focus limited resources on strategically targeted areas. A proposal will be submitted on behalf of the locality by the deadline of June 28<sup>th</sup>, 2013 using the Department of Housing and Community Development Centralized Application Management System (CAMS).

- Attended the Town of Tappahannock Planning Commission meeting on August 4<sup>th</sup> to present information and answer questions regarding the Comprehensive Plan update. The Planning Commission reviewed and discussed the contents of updated Comprehensive Plan and recommended that the plan be placed on the Tappahannock Town Council meeting agenda for public hearing.
- Discussed proposed changes to the Environmental Protection section of the Comprehensive Plan regarding hydraulic fracturing with Jeff Hodges, Essex County Zoning Administrator. The discussion pertained to issues and concerns expressed through public comment by Essex County residents at the July Planning Commission meeting.
- Consulted with Jeff Hodges, Essex County Planning Director, regarding next steps for Capital Improvement Plan (CIP) process.

## HOUSING

### Funding –Housing Loan Program Income

#### **Project 300132 Energy Efficiency and Conservation Block Grant (EECBG)**

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

- Received phone call from client requesting August payment to be held as client has been in hospital and does not have sufficient funds in account to cover loan payment. Request approved.
- Received phone call from Barbara Simcoe, Virginia Department of Mines, Minerals, and Energy (VDMME), regarding continued Energy Efficiency and Conservation Block Grant (EECBG) reporting requirements. VMME just received guidance from DOE regarding reporting requirements which was just forwarded to sub-recipients of EECBG funding. VMME will provide additional information in September. No funding is included to comply with this new requirement.
- Executed ACH loan payments for EECBG loans. All MPPDC loan funding programs require that loan recipients authorize loan payments to be made automatically from loan recipients' bank accounts. Loan clients authorize the payments at loan closing (ACH Authorizations). MPPDC staff process these payments on the 15<sup>th</sup> of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to the loan processing date of the 12<sup>th</sup> of the month to request a payment be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans.

## EMERGENCY SERVICES

### Funding - Pending

*In response to the Commission's work plan to address emerging emergency management issues, MPPDC staff prepared an application to the Federal Emergency Management Agency for a proposal for Staffing for Adequate Fire and Emergency Response Grants (SAFER). Unfortunately, only King and Queen County was able to provide the required information for submittal. Each locality identified a reason for not being able to respond. Two of the local Emergency Coordinators and MPPDC staff had a difference of opinion as to submittal eligibility. MPPDC staff contacted the SAFER RFP staff and was advised that "As long as the locality was not duplicating efforts they could participate in another proposed project". Some localities were unable to respond. MPPDC amended the proposal and submitted singularly for King and Queen County.*

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

## AGENCY ADMINISTRATION

### Funding - Indirect cost reimbursements from all PDC projects

### **300181 MPPDC Administration**

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

- Prepared vouchers, processed A/P, processed payroll, processed deposits and balanced bank accounts. Prepared MPPDC monthly and annual financial statements.
- Consulted with Michael Aukamp, Dunham, Aukamp and Rhodes, LLC, regarding FY14 audit visit schedule.
- Attended the VAPDC Summer Conference in Williamsburg. Sessions attended included: VAPDC Directors and Executive Directors Board Meeting, Addressing Virginia's Environmental Challenges on a Regional Basis, a session on Broadband Connectivity, and a Professional Development Workshop on Cloud Based Technology.

## CLOSED FY15 PROJECTS

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# Middle Peninsula Planning District Commission



## MPPDC General Fact Sheet

### WHAT IS MPPDC?

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

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

### BACKGROUND

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

### WHAT DOES MPPDC DO?

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

### HOW ARE DECISIONS MADE AT MPPDC?

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

### QUICK FACTS

#### Region at Glance

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

➤ 888,064 Acres of Land

➤ 90,826 People

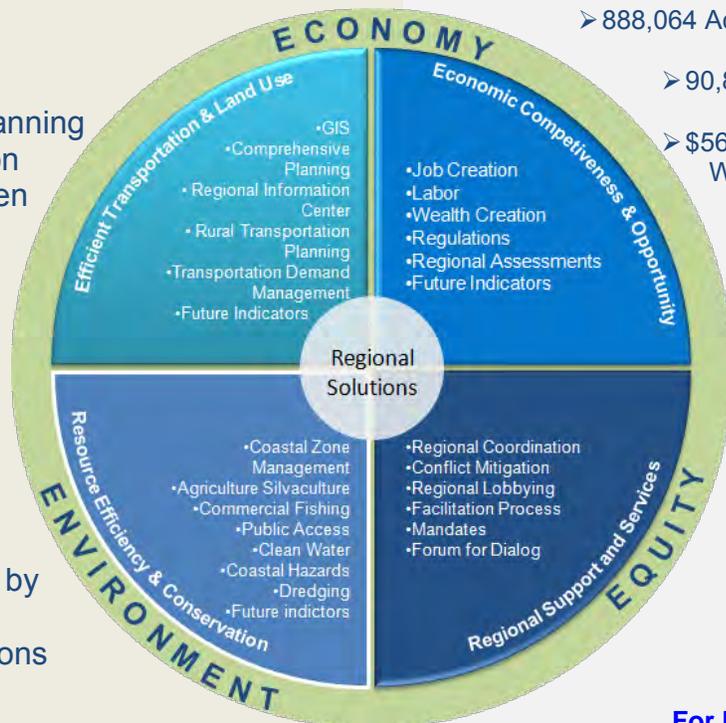
➤ \$567 Average Weekly Wage (State=\$952)

➤ 71% Out Commute Rate

#### By the Numbers

➤ 1.1% Total State Population

➤ \$50,001 Median Household Income



#### For More Information:

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

Please visit the MPPDC website at:

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

# Regional Profile:

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

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

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

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

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

## MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

### Staff Activities Service Summary of Regional Progress

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

### Report on Mandated Initiatives

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

## New Opportunities Identified to Implement Commission Priorities

Service Center	Project Title and Description	Funding Requested	Status
Transportation	DRPT – Update Long Range TDM Plan	\$16,000	Funded
Environmental	CZM – Working Waterfronts Coalition	\$50,000	Funded
Environmental	CZM –FY15 Coastal Technical Assistance	\$30,000	Funded
Environmental	River Counties Community Foundation Septic Repair Assistance Grant to LMI homeowners	\$5,000	Not Funded
Environmental	NFWF – CBSF – SWG - Septic Repair Funding	\$115,753	Not Funded
Environmental	NFWF –CBSF – SWG - Living Shorelines Incentive Program	\$200,000	Funded
Environmental	NFWF – CBSF - SWG	\$170,000	Not Funded
Environmental	NFWF TA Service Provider	n/a	Submitted
Environmental	CZM – Sinclair Landing Improvements – Pier & Landscaping	\$40,000	Funded
Environmental	USDA RD HPG –Septic Repair Funding	\$150,000	Submitted
Economic Dev	USDA – Farmers Market Marketing Plan	\$48,016	Submitted
Emergency Mgmt	VDEM – Regional Emergency Planner	\$110,000	Submitted
Environmental	VMRC – King and Queen Fishing Pier	\$136,853.25	Submitted
Environmental	Dominion Foundation – Urbanna Creek Living Shoreline	\$25,000	Funded
Economic Dev	USDA RBEG – Flash Freeze Program – MPRJA	\$90,000	Submitted
Environmental	VASG/ODU/MPPDC – Real Estate Training	n/a	Submitted
Economic Dev	DHCD – BCC – Middle Peninsula Regional Economic Development Organization	\$30,000	Submitted
MPCBPAA	River Counties Community Foundation - Land Acquisition Assistance	\$4,000	Not Funded

AFID	Agricultural and Forestry Industries Development	NPS	National Park Services
AHMP	All Hazards Mitigation Plan	OLGA	On-line Grant Administration
BOS	Board of Supervisors	PAA	Public Access Authority
CDBG	Community Development Block Grant	RBEG	Rural Business Enterprise Grant
CEDS	Comprehensive Economic Development Strategy	RBOG	Rural Business Opportunity Grant
CIP	Capital Improvement Plan	RTP	Rural Transportation Planning
CZM	Coastal Management Program	SERCAP	Southeast Rural Community Assistance Project
DEQ	Department of Environmental Quality	TIF	Tax Increment Financing
DGIF	Department of Game and Inland Fisheries	TMDL	Total Maximum Daily Loads
DHCD	Department of Housing and Community Development	USDA	Department of Agriculture
DMME	Department of Mines Minerals and Energy	VAPA	Virginia Planning Association
DOE	Department of Energy	VAPDC	Virginia Association of Planning District Commissions
DRPT	Department of Rail and Public Transportation	VAZO	Virginia Association of Zoning Officials
EDA	Economic Development Administration	VCP	Virginia Coastal Program
EECBG	Energy Efficiency and Conservation Block Grant	VCZMP	Virginia Coastal Zone Management Program
EPA	Environmental Protection Agency	VDEM	Department of Emergency Management
FEMA	Federal Emergency Management Agency	VDH	Virginia Department of Health
Fracking	Hydraulic Fracturing	VDOT	Virginia Department of Transportation
GIS	Geographic Information System	Vertical Assets	"Towers or other structures that hold cell, broadband and other equipment"
LPT	Local Planning Team	VIMS	Virginia Institute of Marine Science
MOU	Memorandum of Understanding	VMRC	Virginia Outdoors Plan
MPBA	Middle Peninsula Broadband Authority	VOP	Virginia Marine Resources Commission
MPCBPAA	Middle Peninsula Chesapeake Bay Public Access Authority	VRA	Virginia Resources Authority
MPPDC	Middle Peninsula Planning District Commission	VRS	Virginia Retirement System
NFWF	National Fish and Wildlife Foundation	WQIF	Water Quality Improvement Fund
NNPDC	Northern Neck Planning District Commission		
NOAA	National Oceanic and Atmospheric Administration		

**Middle Peninsula Planning District Commission  
Executive Director's Report of Regional Progress  
September 15, 2014**

**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 11 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 8 years +)

**Congressman Robert Wittman's Fisheries Advisory Committee and Environmental Advisory Committee** (MPPDC Staff 4 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 5 years+)

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

**The Association for Commuter Transportation (ACT) (Telework Council Secretary)**: ACT is the premier association for professionals and organizations whose focus is the delivery of commuting options and solutions for an efficient transportation system. The Telework Council is composed of employer representatives, regional transportation, air quality and planning officials, as well as state and local government officials concerned with promoting telework and providing telework information and technical assistance to employers (MPPDC Staff 6 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 4 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 8 years)

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

## MPPDC Staff and Contact Information

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

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

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

Contact Info: [bjohnson@mppdc.com](mailto:bjohnson@mppdc.com) (804) 758-2311x22  
Programs: *Commuter/ Employer Transportation Services, Septic Repair & Pumpout Assistance, Revolving Loan Programs Administration, PDC Finance & Grants Administration*

### **Chief of Community Planning: Marquitrice Wright**

Contact Info: [mwright@mppdc.com](mailto:mwright@mppdc.com) (804) 758-2311x28  
Programs: *Rural Transportation Planning, Local Community Planning Assistance*

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

Contact Info: [hbresee@mppdc.com](mailto:hbresee@mppdc.com) (804) 758-2311x26 (757) 871-2245 cell  
Programs: *Comprehensive Economic Development Strategy, Public Access Authority, Working Waterfronts*

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

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

### **Secretary: Rose Lewis**

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

**Project 30502 Water Supply Planning**

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

**Project 31201 Middle Peninsula All-Hazards Mitigation Plan Update**

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

All Hazards Mitigation Plan Update Locality Meeting Attendance Roster

Meetings	King William	King and Queen	Mathews	Middlesex	Essex Tappahannock	Gloucester	West Point	Urbanna
Meeting 1: 13-Mar-14	Y	No*	Y	Y	Y	Y	Y	Y
Meeting 2: 10-Apr-14	No**	No	No	Y	Y	Y	Y	Y
Meeting 3: 8-May-14	Y	No	Y	Y	Y	Y	Y	Y
Meeting 4: 12-June-14 (Worksheets Due)	Y	No	No	Y	Y	No***	Y	Y
<b>NO MEETING IN JULY</b>								
Meeting 5: 14-August-14	Y	No	No	No	Y	Y	Y	Y
Meeting 6: September 18								
Y =Present								
No=Absent	**Staff Change	*Met on 3-Mar-14 and 21-April-14				*** Vacation, Sheets turned in		

- Continued updating the All Hazards Mitigation Plan (AHMP) with the Inventory of Available Resources worksheets submitted by the Local Planning Team. Next meeting of the Local Planning Team is September 18<sup>th</sup>.

## INFORMATION RESOURCES/ASSISTANCE

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

- Received notice of funding from National Fish and Wildlife Foundation (NFWF) for a grant to design a living shoreline incentive program; if approved by MPPDC Board and capitalized by the state, will provide financial assistance to Middle Peninsula homeowners who opt to install living shorelines on waterfront properties in lieu of shoreline hardening. Project will also design a waterfront master plan for the property, design and construct a demonstration living shoreline at the Captain Sinclair Landing site in Gloucester County and establish a Living Shoreline Education exhibit at the main house on the property. MPPDC will partner with Virginia Institute of Marine Sciences (VIMS) on design of waterfront master plan and installation of living shoreline demo project.
- Consulted with Darren Coffey, Berkley Group, regarding staffing assistance they could provide PDC and/or localities in instances where MPPDC does not have sufficient staffing to provide services requested by a locality.
- Updated [www.mppdc.com](http://www.mppdc.com) website –meeting notices, reports
- Received phone call from Middlesex County resident looking for septic repair assistance for White Stone homeowner. Referred to Northern Neck Planning District Commission (NNPDC) and Southeast Rural Community Assistance Project (SERCAP).
- Received phone call from Town of Urbanna resident looking for assistance to scan and email 11X17 plans. Agreed to provide service for 25 cents/page.
- Received phone call from Mathews County resident looking for assistance for installation of new septic system. MPPDC septic repair program can only provide assistance for repairing failing systems. Referred to SERCAP.
- Received phone call from elderly Mathews County resident looking for septic pumpout assistance. Discussed issues she is having with septic system. Referred to Bay Aging for assistance.
- Received phone call from elderly King and Queen County resident looking for septic repair and pumpout assistance. Homeowner was very distraught and admitted to being illiterate and destitute. Discussed her situation with local contractor to see if they could make a site visit for free. Contractor was unable to do so. Called Social Service for assistance.
- Provided information to Virginia Association of Planning District Commissions (VAPDC) Finance Committee regarding process for downloading monthly contribution files from Virginia Retirement System (VRS) website.

### **30017 King & Queen Fishing Pier Funding**

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

- Drafted a grant application to Virginia Department of Game and Inland Fisheries (DGIF) for the design of a non-power boating access launch to the fishing pier project in lower King and Queen County.
- Contacted Vanasse Hangen Brustlin (VHB) to receive design estimates to add a non-power boating access launch to the current fishing pier site plans for lower King and Queen County.
- Drafted a resolution for the King and Queen County Board of Supervisors in support of the DGIF grant application.
- Corresponded with Tom Swartzwelder, King and Queen County Administrator, to request county specific information to supplement the grant application.
- Received an adopted resolution from King and Queen County Board of Supervisors in support of the grant application.
- Registered for the Virginia Department of Historic Resources to submit project information reading the King and Queen Fishing Pier and Non-power boat launch project.
- Attended the VMRC Recreation Sport Fishing Advisory Fund public hearing to discuss the King and Queen application requesting financial assistance to construct a 65ft. public fishing pier along the old bride alignment on the Mattaponi.

### **Projects 32010 Staff Support to Middle Peninsula Chesapeake Bay Public Access Authority (MPCBPAA)**

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

- Tested the reservation site and provided Virginia Interaction with recommendations to make the site more intuitive for the public.
- Edited text for the Brown Tract, Perrin Wharf, and the Thurston Hayworth Tract property boundaries to add a reservation disclaimer.
- Received notice of funding from National Fish and Wildlife Foundation (NFWF) for a grant that will install a demonstration living shoreline at the Captain Sinclair Landing site in Gloucester County and establish a Living Shoreline Education exhibit at the main house on the property. Project to also design

a living shoreline incentive program; if approved by MPPDC board and capitalized by the state, will provide financial assistance to Middle Peninsula homeowners who opt to install living shorelines on waterfront properties in lieu of shoreline hardening.

- Consulted with a Gloucester County citizen interested in donating 100 acres of waterfront land to the Middle Peninsula Chesapeake Bay Public Access Authority.
- Drafted a Memorandum of Understanding (MOU) between Middlesex County and the MPCBPAA to define the relationship between the two parties for managing Public Access properties in Middlesex County. At a Board of Supervisors (BOS) meeting earlier, Middlesex County BOS requested that the MPCBPAA develop a plan to manage the public access properties in the County.
- Prepared and distributed draft memo of understanding for Middlesex County to utilize PDC staff to explore VDOT road ending ownership issues and other land use concerns specific to landing of local concern.
- Attended the September Essex County Rotary Club meeting to discuss the upcoming Essex County Altruistic Giving for public benefit program intended to increase public water access to the water of Essex County. The Middle Peninsula Chesapeake Bay Public Access Authority was awarded grant funds to design a media outreach campaign.
- Developed and posted boundary signs for the new hunting areas on the bow hunting only Thurston Haworth property.
- Consulted with Michael Aukamp, Dunham, Aukamp and Rhodes, LLC, regarding FY14 audit and to request a quote for audit services.
- Consulted with Kirk Whiting and Ginger Johnson, Virginia Interactive, regarding banking information needed for PAA Registration Website Portal. Requested letter from C&F Bank as required for ACH payment processing.
- Prepared vouchers, processed A/P, reconciled bank statements. Prepared monthly financial statements.
- Invoiced Gloucester Rowing Association for utility bills at Lands End.

#### **Project 32127 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.*

- At the request of Virginia Department of Conservation and Recreation (DCR), worked with Janit Llewellyn to schedule a meeting to review the Virginia Outdoors Plan. The meeting will be held at the Middle Peninsula Planning District Commission on November 18<sup>th</sup> to discuss the revisions made to the Virginia Outdoors Plan under the state five year Comprehensive Plan update with local planners
- Researched phragmites removal and financial assistance programs for the Town of West Point.
- Consulted with a Gloucester County citizen interested in donating 100 acres of waterfront land to the Middle Peninsula Chesapeake Bay Public Access Authority.

- Consulted with Beth Polak, Coastal Planner with the Virginia Coastal Zone Management Program, concerning Endangered Species Act and State Historic Preservation Clearance for construction activities associated with the proposed canoe and kayak launch/pier at Captain Sinclair’s Recreation area.
- Discussed land donation and tax abatement possibilities with Tara Thomas, Treasurer for Gloucester County. Received an inquiry of donation in exchange for abatement of tax due. Researched tax code and determined legislation would be needed to forgive tax due in exchange for public donation for public benefit.
- Developed a draft public access Memorandum of Understanding between the Middle Peninsula Chesapeake Bay Public Access Authority and Middlesex County for review by the Middlesex County Administrator. The MOU explains options available, approaches and costs for the Access Authority to actively manage public access sites within Middlesex County.
- Consulted with Michelle Jones, Department of Housing and Community Development (DHCD) Building Collaborative Communities Coordinator, concerning Delegate Keith Hodges Economic Development Summit held at Fulcrum Concepts at the Middle Peninsula Regional Airport. Utilized the Middle Peninsula Comprehensive Economic Development Strategy (CEDS) plan as a foundation to discuss issues impacting growth within the Middle Peninsula.
- Discussed flood plain management, flood insurance, community rating system and free board construction standards with Jack White, Mathews County Board of Supervisor. Provided contact information for Roy Hoagland, Director for the William and Mary Coastal Law Policy Clinic, for follow up discussions.
- Issued a reminder to Middle Peninsula local government officials of the upcoming visit with elected officials from Washington County, Pennsylvania. Pennsylvania elected officials will be visiting Virginia’s Middle Peninsula on Friday, September 19<sup>th</sup> at 1:00 pm --Old Beale Memorial Church 202 S. Church Lane, Tappahannock, VA 22560 to discuss their observations and the impacts of hydraulic fracturing in their mostly rural county.
- Provided background information to Scott Van Der Hyde, Virginia Coastal Program Law Fellow, who has been assigned to help Coastal PDC’s with emerging or ongoing legal issues. Scott is researching the process of handling vessels left unattended and “squatting” at public wharfs.
- Received an update from Nancy Miller, Virginia Department of Environmental Quality Chesapeake Bay Act Liaison, assigned to the Middle Peninsula. Ms. Miller reports that Chesapeake Bay Act compliance reviews will resume. Additionally, information was provided that funding for septic pumpout will soon be available under a DEQ RFP.
- Met with Pete Mansfield, Middlesex County Board of Supervisor, to discuss water reuse and other issues impacting the Potomac aquifer.
- Convened the September meeting of the Local Government Administrators. Agenda items included Chesapeake Bay Act Compliances; FEMA Flood Insurance; Secure Commonwealth Panel report and other matters.

**Project 32128 Land and Water Quality Protection**

*In light of changing Federal and State regulations associated with Bay clean up-nutrient loading, nutrient goals, clean water, OSDS management, storm water management, TMDLs, etc, staff from the Middle Peninsula*

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

- Consulted with Roy A. Hoagland, Esq. Virginia Coastal Policy Clinic Managing Attorney and Visiting Professor of the Practice of Law and Mary School of Law, concerning tax revenue unaccounted for during the local real-estate assessment process. Engineered septic systems across the Middle Peninsula total ~\$100,000,000 of improvements to real property that are not currently reported. The Virginia Coastal Policy Clinic is interested in assisting the MPPDC in understanding way to improve the taxing framework as well as new revenue to help address failed septic systems.
- Began preparation of final report on funding for septic repair and ditch maintenance.

#### **Project 32129 Water Reuse**

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

- Developed a diagram to show Virginia Department of Transportation's response to work orders developed from road and drainage issues identified by citizens.
- Hosted and facilitated a Water Reuse and Water Supply meeting on August 26, 2014. Agenda items included an overview of the Coastal Zone Management Program Water Reuse Project, Groundwater Supply in the Middle Peninsula, and a discussion of how to move forward with implementing technology solutions to the groundwater supply. Meeting outcomes and recommendation included the following: (1) Local governments may need to implement water conservation measures as identified in the Regional Water Supply Plan; (2) Develop a model/ plan for an exchange program/trading program for groundwater; (3) Explore the idea of developing a funding opportunities for public infrastructure improvements; (4) Identify issues that Virginia Department of Health has with water reclamation and assuming risk, in light of the dwindling water supply; (5) Research surface water rights and how these rights can be relinquished; and (6) Develop cost estimates of water reuse, aquifer recharge, and other technologies to present to General Assembly so that funds could be allocated.
- Followed up with Delegate Keith Hodges regarding the meeting and the outcomes. He mentioned that he believes there's an opportunity to insert recommendations from the Water Reuse and Water Supply Meeting into the outcomes of the Recurrent Flooding Committee. Delegate Hodges also mentioned that he is working with the Joint Legislative Audit and Review Commission to find the proper path to address groundwater supply.

### **Project 32130 Aberdeen TIF**

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

- Reviewed the report on shoreline change and infrastructure maintenance along Aberdeen Creek submitted by Scott Hardaway, Director of Virginia Institute of Marine Science (VIMS) Shoreline Studies program. The information from the report is being consolidated with a Tax Increment Financing feasibility study for the Aberdeen Creek Tax Increment Financing report.
- Received a call from a Gloucester County citizen who lives on Aberdeen Creek thanking the MPPDC for the work of preserving working waterfront infrastructure in Aberdeen Creek.
- Provided a draft copy of the fiscal analysis for the Aberdeen Creek Dredging Tax Incremental Financing report to Tom Ankerson, Dredging Economist at the Levin College of Law at the University of Florida, and Tom Murray, Associate Director for Advisory Services at the Virginia Institute of Marine Science, for review and comment.
- Initiated discussion with Tom Murray, Associate Director for Advisory Services at the Virginia Institute of Marine Science, about the need for an economic impact study for Aberdeen Creek focusing on the value of the Commercial Seafood landings. Preliminary data collection is underway for the study.

### **TRANSPORTATION**

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

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

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

- Updated website – [www.midpenrideshare.org](http://www.midpenrideshare.org) –Try Transit Week.
- Received online registration from Gloucester County resident commuting to Norfolk. Match contact information provided via email.
- Received online registration from Gloucester County resident commuting to Washington, DC. Match contact information provided via email.
- Received online registration from King William County resident commuting to West End of Richmond. No match available. Referred to Ridefinders.
- Received online registration from Mathews County resident commuting to Williamsburg. Match contact information provided via email.

- Received online registration from Gloucester County resident commuting to Newport News. Match contact information provided via email.
- Received online registration from Gloucester County resident commuting to Williamsburg. Match contact information provided via email.
- Received email from Gloucester County resident asking if there was transportation available to Newport News shipyard. Sent email that several potential carpools were available for his commute as well as commuter bus service. Encouraged him to register for ridematching services and provided phone number to Newton's Bus.
- Received email from Middlesex County resident commuting to West End Richmond requesting to remain in database and requesting new match list. Contact information for matches emailed.
- Consulted with Pat Collins, WXGM Radio, regarding Try Transit Week promotion. Try Transit Week is Department of Rail and Public Transportation (DRPT) promotion whereby commuters who register to try transit during week of September 15-19 are eligible to win up to a year free transit from provider of their choice as well as 2 free roundtrip AMTRAK tickets. Midpenrideshare will advertise Try Transit Week on weather sponsorship radio spots until end of promotion.
- Provided information on Try Transit Week promotion to Bill Nachman, *Gloucester-Mathews Gazette Journal*.
- Sent email to current database asking them to update their information including indication as to their current commute mod and providing link to VTRANS 2040 Vision Survey.
- Updated commuter database with information received in response to mass email information request.
- Current commuter database – 154.

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

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

- Continued updating demographic and employer information in Middle Peninsula Rideshare Six-Year Plan Update.

#### **Project 30312 Rural Transportation Planning**

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

- Met with Jean Nelson, citizen, concerning the research completed on the Rt. 633/Tin Can Alley Road ending. Ms. Nelson was advised that VDOT and the County are in discussions regarding the prescriptive easement and management considerations.

- Provided Matt Walker, Middlesex County Administrator, with information regarding a request for services by staff on road endings research in the county. Road endings research is a service provided to Middle Peninsula localities under the Rural Transportation Program (RTP) funded through the Virginia Department of Transportation. The response to Mr. Walker's request included a scope of work on Middlesex road endings that could be completed under this year's RTP program.
- Attended the VTrans 2040 statewide forum on September 8<sup>th</sup> in Richmond, Virginia. The purpose of the forum was to gather ideas from transportation program administrators on the plan's vision, goals, and objectives and share information about the major trends that could affect transportation in the coming years.
- Received a request from Adam Campbell of VDOT to obtain proposed timelines for localities in the Middle Peninsula on updating the Transportation element of their Comprehensive Plan. Responses received from the localities were forwarded to Mr. Campbell.

#### ONSITE REPAIR & PUMPOUT

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

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

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

- Received notice from National Fish and Wildlife Foundation that the proposal submitted in June for septic repair financing was not approved for funding.
- Received phone call from Gloucester County homeowner regarding septic repair application. Referred to Gary Woods, VDH regarding NFWF grant for up to ½ cost of nitrogen reducing septic system.
- Received phone call from Gloucester County client regarding letter sent discussing missed loan payments. Homeowner advised that check to catch up loan was in the mail and requested loan coupons. Coupons mailed and check received.
- Received phone call from Mathews County client. Repair was approved in June, but client is still waiting on repairs to commence. Contacted contractor who relayed that the repair is on the list but that due to wet spring weather, jobs are backed up. Relayed information to homeowner. Confirmed that funding is secure.
- Consulted with Gary Woods, VDH, regarding status of NFWF funding. He confirmed that grant was extended until 9/30/2015.
- Met with Elizabeth Faudree, Branch Manager C&F Bank, as follow up to June meeting with C&F officials regarding line of credit to fund septic repairs for low income homeowners in heir situations. C&F expressed continued interest in assisting MPPDC with these projects as a Community Reinvestment Act (CRA) project. Information regarding loan terms to be provided prior to the September Commission meeting for possible consideration by the Commission.

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

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

***Remaining uncommitted funding - \$2,129 loan funds.***

## ECONOMIC DEVELOPMENT

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

### **Project 301702 Small Business Revolving Loan Fund**

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

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

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

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

- Spoke with and provided suggestions to Michelle Covi, Assistant Professor with Old Dominion University's Mitigation and Adaptation Research Institute and Virginia Sea Grants Program, regarding a proposed scope of work for a workshop for realtors on climate change and its impact on real estate in coastal communities. Ms. Covi has asked staff for collaboration on the effort once funding is approved.
- Met with Troy Hartley, Director for Virginia Sea Grant, to discuss a process for prioritizing 40 pages of local industry issues identified during the industry cluster local outreach meeting as well as set a date to meet with representatives for the Virginia Seafood industry. Virginia Sea Grant will initiate work prioritizing issues which Virginia Sea Grant Universities can align with. MPPDC staff will convene the DHCD CEDS Planning Grant team to further narrow what issues are the most pressing.
- Consulted with Michelle Jones, Department of Housing and Community Development (DHCD) Building Collaborative Communities Coordinator, concerning Delegate Keith Hodges Economic Development Summit held at Fulcrum Concepts at the Middle Peninsula Regional Airport. Utilized the Middle Peninsula Comprehensive Economic Development Strategy (CEDS) plan as a foundation to discuss issues impacting growth within the Middle Peninsula. Representatives from Gloucester,

Mathews, Essex, Middlesex, King and Queen, King William, Town of West Point, Urbanna and Tappahannock were present and participated in the discussion.

### **Project 30105 Middle Peninsula Broadband Study**

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

- Convened a Middle Peninsula Broadband Authority (MPBA) Board meeting on August 28. Attending were: A. Reese Peck, Essex County; Trent Funkhouser, King William County; Melinda Moran, Mathews County; Garrey Curry, Gloucester County; Chuck Huntley, Essex County; Tony Anderson, Essex County Intern; Matt Walker, Middlesex County; and Harrison Bresee, MPPDC. Items discussed included: the match requirement for the EDA Broadband grant; the vertical asset research that showed that the region has adequate towers to begin establishing a microwave, wireless broadband system though towers may be needed in the future depending on the room available in the future; models of development and costs associated; and preparation of a draft MOU for the next meeting. The next meeting is scheduled for September 30<sup>th</sup> where a draft MOU, showing each locality's commitment to establishing a wireless broadband system in the Middle Peninsula will be available for review.

### **LOCAL INITIATIVES**

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

### **Project 30018 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, many activities such as the monthly meetings of the local government administrators have been shifted away from using local funds).*

- Received a request from Bret Schardein and Sarah Richards of King William County Planning Department, for information on drafting a sign ordinance with provisions on electronic signage. Staff provided them with an example of a sign ordinance with language on electronic signage and discussed what may need to be regulating when addressing electronic signage.
- Discussed a proposed funding opportunity and project with Director of Planning John Shaw and Planner Thomas Jenkins, Mathews County Planning Department, and Director of Planning Anne Ducey-Ortiz, Gloucester County Planning Department. Staff obtained information and recommendations on proposed properties in the respective localities that would benefit from assessment and redevelopment plan under the Environmental Protection Agency's Brownfield Area Wide Planning Program.
- Submitted a proposal for the Department of Housing and Community Development's Building Collaborative Communities funding opportunity. The proposal requests funding to allow for capacity building through the structural organization of a regional economic development entity whose primary purpose would be implementing the economic goals of the region outlined in the Comprehensive Economic Development Plan.

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

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

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

- Met with Hill Wellford, Richard Moncure of Friends of the Rappahannock, and Trent Taliaferro of the Essex County Planning Commission on August 29<sup>th</sup> to discuss proposed changes to the Essex County Comprehensive Plan section on Oil and Gas Exploration. Their recommended changes were discussed and revised at the meeting. The revised language was made a part of the Comprehensive Plan Update to be reviewed and voted on by the Planning Commission at the September meeting.

## **HOUSING**

### **Funding –Housing Loan Program Income**

### **Project 300132 Energy Efficiency and Conservation Block Grant (EECBG)**

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

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

## EMERGENCY SERVICES

### Funding - Pending

*In response to the Commission's work plan to address emerging emergency management issues, MPPDC staff prepared an application to the Federal Emergency Management Agency for a proposal for Staffing for Adequate Fire and Emergency Response Grants (SAFER). Unfortunately, only King and Queen County was able to provide the required information for submittal. Each locality identified a reason for not being able to respond. Two of the local Emergency Coordinators and MPPDC staff had a difference of opinion as to submittal eligibility. MPPDC staff contacted the SAFER RFP staff and was advised that "As long as the locality was not duplicating efforts they could participate in another proposed project". Some localities were unable to respond. MPPDC amended the proposal and submitted singularly for King and Queen County.*

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

## AGENCY ADMINISTRATION

### Funding - Indirect cost reimbursements from all PDC projects

### **300181 MPPDC Administration**

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

- Prepared vouchers, processed A/P, processed payroll, processed deposits and balanced bank accounts. Prepared MPPDC monthly and annual financial statements.
- Designed database to house all future funding proposals for easy access by staff.
- Prepared FY15Q2 staff allocations.
- Made arrangements for October Quarterly Dinner Meeting to be held at Sandpiper Reef Restaurant in Mathews County.
- Participated in VAPDC Finance Committee conference call. Discussions included Virginia Retirement System website issues, ICMARC and hybrid employees, VRS reports, auditors and using QuickBooks accounting system for PDC financials.

## CLOSED FY15 PROJECTS