



*John Edwards
Interim Executive Director*

*Hon. John Magruder
Chairman*

MEMORANDUM

TO: MPPDC Board of Commissioners
FROM: MPPDC
DATE: August 21, 2026
RE: August Commission Meeting

The Middle Peninsula Planning District Commission will host its monthly meeting on Wednesday, August 26 at 7:00 p.m. in the HUB33 Mattaponi Conference Room at the Middle Peninsula Planning District Commission office located at 4521 Lewis B. Puller Memorial Highway in Mattaponi, VA 23110.

Enclosed are the July meeting agenda and supporting materials for you to review before the meeting.

I look forward to seeing you on **August 26, 2026.**

Middle Peninsula Planning District Commission Meeting

7:00 P.M.

Wednesday, August 26, 2026

4521 Lewis B. Puller Memorial Highway

Mattaponi, VA 23110

- I. Welcome and Introductions
- II. Pledge of Allegiance
- III. Approval of Minutes
 - a. July 14, 2026, Called Meeting
 - b. July 22, 2026, Monthly Meeting
 - c. August 5, 2026, Called Meeting
- IV. Financial Update – Bobbie Tassinari
- V. Executive Director’s Report on Staff Activities for August – John Edwards
- VI. MPCBPAA Update – Lewie Lawrence
- VII. MPA Update – Ashley Chriscoe
- VIII. MPPDC Public Relations/Communications Update – Stephanie Heinatz
- IX. Public Comment

AGENDA ITEMS FOR DISCUSSION

- X. Presentation on the fightthefloodva.com Analytics Data – Stephanie Heinatz
- XI. RFP for Professional Planning and Engineering Services – Lewie Lawrence
 - a. Firms Selection
 - b. System for Assignment of Work to Selected Firms
- XII. Consulting Contracts for Senior Management and Finance Support – Karen Witherspoon
 - a. MGT – Interim Executive Director
 - b. Robert Half – Finance Support Staffing
- XIII. Closed Session to Discuss Personnel Matters pursuant to Virginia Code § 2.2-3711(A)(1) – If Required
- XIV. Other Business
- XV. Adjournment

MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

July 14, 2026

Mattaponi, Virginia

I. Welcome and Introductions

The meeting of the Middle Peninsula Planning District Commission was held in the Mattaponi Board Room at the Middle Peninsula Planning District Commission office in Mattaponi, Virginia on Wednesday, July 14, 2026, at 7:00 p.m. MPPDC Chairman Ashley Chriscoe welcomed everyone in attendance.

Commissioners Present

Essex County: J. Calvin Haile, John Magruder, Bud Smith

Gloucester County: Ashley Criscoe, Tony Nicosia, Chris Renew

King and Queen County: Mark Berry, Vivian Seay, Marie Norman

King Williams County: Sam Drewry

Mathews County: David Walsh

Middlesex County: Wayne Jessie, Reggie Williams, Kendall Webre, Kevin Gentry

Town of Tappahannock: Kay Carlton

Town of Urbanna: Robbie Wilson

Commissioners Absent

Essex County: April Rounds

Gloucester County: George Bains

King William County: Justin Catlett, Benjamin Edwards

Mathews County: Patrick Beattie, Tim Hill

Middlesex County: Kendall Webre

Town of Tappahannock: Steve Wright

Town of West Point: James Pruett

Others in Attendance

Lewie Lawrence, MPPDC Managing Director

John Edwards, MPPDC Project Manager

Jackie Rickard, Director of Regional Planning

Shelia Jaruseski, Accounting and Administrative Specialist

Karen Witherspoon, Consultant, Elevate Leadership, LLC

II. Closed Session to Discuss Personnel Matter per 2.2-3711(A)(1)

Vivian Seay made a motion to enter closed session to discuss personnel matters pursuant to Virginia Code § 2.2-3711(A)(1), the subject being the Executive Director resignation and assignment of Executive Director duties. The motion was seconded by Bud Smith and passed unanimously.

Bud Smith made a motion to reconvene in open meeting. The motion was seconded by David Walsh and passed unanimously.

Vivian Seay made a motion Certify pursuant to Va. Code § 2.2-3712 that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body. Tony Nicosia seconded the motion. The Commissioners were polled:

MPPDC Closed Session Certification

Essex County	Town of Tappahannock
J. Calvin Haile x Certify	Kay Carlton x Certify
John Magruder x Certify	Steve Wright Absent
Bud Smith x Certify	
April Rounds Absent	Town of Urbanna
	Robbie Wilson x Certify
Gloucester County	
Ashley Chriscoe X Certify	Town of West Point
Chris Renew x Certify	James Pruett Absent
Tony Nicosia x Certify	
George Bains Absent	
	MPPDC Staff
King and Queen County	Lewie x present cannot vote
Mark Berry X Certify	Karen x present cannot vote
Marie Norman x Certify	John x present cannot vote
Vivian Seay x Certify	

King William County	
Justin Catlett Absent	
Benjamin Edwards Absent	
Sam Drewry x Left meeting Prior to end of closed session.	
Mathews County	
Patrick Beattie Absent	
David Walsh x Certify	
Tim Hill Absent	
Middlesex County	
Wayne Jessie, Sr. x Certify	
Reggie Williams, Sr. x Certify	
Kendall Webre x Certify	
Kevin Gentry x Certify	

- Vivian Seay made a motion to direct staff to bring a proposal to the next Commission meeting to extend Elevate Leadership, LLC's contract with MPPDC and have Karen seek proposals from firms such as the Berkley Group, Robert Half and others with appropriate expertise to provide an Interim Executive Director and financial support services to the MPPDC. The motion was seconded by Maria Norman and passed unanimously.
- Chairman Chriscoe asked John Edwards if he would service again as Interim Executive Director on a part-time basis for a brief duration to allow the Commission

time to seek proposals from firms to provide an Executive Director. Mr. Edwards agreed to do this with the understanding that he had made other obligations of his time and could only devote approximately 24 hours per week to the Interim Executive Director duties. Vivian Seay made a motion to appoint John Edwards as Interim Director. Bud Smith seconded the motion which passed unanimously. No duration for the appointment was formally set.

- Chairman Chriscoe asked staff to provide notice that the Commission will be holding the regular July Commission meeting rather than cancelling it as previously planned.

III. Other Business

- a. The Commission discussed the Ware Cove LLC Operating Agreement. After discussion, it was the consensus of the Commission to discuss the agreement further at the regular July meeting.
- b. There was discussion about providing reimbursement to Ware Cove LLC for the Commissions Pilot grant to reimburse for expenses paid by Ware Cove LLC to date, minus the required owner's match and minus PDC expensed lumber and recuring cost (waist removal) costs. The proposed reimbursement totals \$36,782.97 for the first owner's reimbursement . A motion was made by Vivian Seay to approve the reimbursement. The motion was seconded by Bud Smith. After a lengthy discussion on the history of the project, the Chair called for a reimbursement vote which was a split vote. The Chairman asked for a showing of hands for the vote. The motion failed based on the need for more information not on the substance of the issue. The Commission requested a presentation the following week at the regular meeting to discuss how the Pilot FEMA projects are administered both financially and programmability. Many of the Commissioners are new compared to when the project was authorized.

The item will be placed on the regular July Commission meeting agenda for further discussion.

- c. Vivian Seay initiated a discussion of providing a 3.5% COLA to full-time PDC Staff and a pay adjustment to the Local Grants Writing Manager. After a brief discussion, the Interim Executive Director was asked to bring information to the regular July Commission meeting regrading the cost of the Proposed COLA and pay adjustment.

Chairman Chriscoe informed the Commission that he was stepping down from his position as Chairman at the conclusion of the meeting.

IV. Adjournment

Chairman Chriscoe requested a motion to adjourn. Mr Walsh motion to adjourn with second by Kay Carlton. The motion carried unanimously.

COPY TESTE:

(Secretary)

DRAFT

MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

July 22, 2026

Mattaponi, Virginia

I. Welcome and Introductions

The monthly meeting of the Middle Peninsula Planning District Commission was held in the Mattaponi Board Room at the Middle Peninsula Planning District Commission office in Mattaponi, Virginia on Wednesday, July 22, 2026, at 7:00 p.m. MPPDC Chairman, John Magruder welcomed everyone in attendance.

Commissioners Present

Essex County: J. Calvin Haile, John Magruder, Bud Smith

Gloucester County: Ashley Chriscoe, Chris Renew, Tony Nicosia, George Bains

King and Queen County: Mark Berry, Marie Norman, Vivian Seay

King William County: Justin Catlett, Benjamin Edwards, Sam Drewry

Mathews County: Patrick Beattie, David Walsh, Tim Hill

Middlesex County: Wayne Jessie, Sr., Reggie Williams, Sr., Kendall Webre, Kevin Gentry

Town of Tappahannock: Kay Carlton, Steve Wright

Town of Urbanna: Robbie Wilson

Town of West Point: James Pruett

Commissioners Absent

Essex County: April Rounds

Gloucester County:

King and Queen County:

King William County:

Mathews County:

Middlesex County:

Town of Tappahannock:

Town of Urbanna:

Town of West Point:

Others in Attendance

Lewie Lawrence, MPPDC Managing Director

John Edwards, MPPDC Interim Executive Director

Jackie Rickards, MPPDC Director of Regional Planning

Sheila Jaruseski, MPPDC Accounting and Administrative Specialist

Nicholas Montalbano, MPPDC Fight the Flood Project Manager

Guests

Lewis Spencer, Public Observer

Karen Witherspoon, Elevate Leadership, LLC

II. Approval of June Minutes

Mr. Gentry noted he had attended the June meeting. Chairman Magruder requested a motion to approve the June minutes as amended. Ashley Chriscoe made the motion, Kendall Webre seconded, and the motion carried unanimously.

III. Financial Update

John Edwards reported that the FY2025 financial records have been reconciled and staff would be meeting with the auditor the following day. Reconciliation of FY2026 records is nearing completion, with the goal of presenting an updated balance sheet at the next Commission meeting.

IV. MPCBPAA Update

Lewie Lawrence reported there was little new business to report. He and Vivian Seay continue coordinating with the Public Access Authority regarding dredging activities.

V. MPA Update

No report was presented.

VI. MPPDC Public Relations/Communications Update

No report was presented due to Stephanie Heinatz being on vacation.

VII. Public Comment

There was no public comment.

VIII. Discussion of Commission Leadership Structure

Ashley Chriscoe announced his resignation as Chairman following the previous week's called meeting. Wayne Jessie nominated John Magruder to serve as Chairman for the remainder of the current term ending in January. Kay Carlton seconded. Motion carried with none opposed. Vivian Seay was nominated as Vice Chair by Kay Carlton and seconded by George Bains. Motion carried with none opposed. The Commission discussed the future of the Executive Committee. Vivian Seay moved to dissolve the Executive Committee and Tim Hill seconded. Following discussion, the motion passed by a vote of 10 in favor and 8 opposed. Tim Hill requested copies of the bylaws be distributed to Commissioners.

IX. Ware Cove Project Discussion

John Edwards reviewed the project history, reimbursement timeline, accounting, and homeowner match requirements. Jackie Rickards discussed reimbursement processing and program administration. Following discussion, Vivian Seay moved to approve reimbursement of \$36,782.97 to Ware Cove LLC, seconded by Tony Nicosia. Chris Renew and George Bains abstained. Motion carried.

X. Salary Adjustments

The Commission approved a 3.5% FY27 COLA for the Director of Regional Planning, Fight the Flood Project Manager and Accounting and Administrative Specialist following a motion by Mark Berry and a second by Chris Renew. Motion carried unanimously. The discussion of pay adjustments for Local Grant Writing Program Manager, Director of Regional Planning, and Accounting and Administrative Specialist was deferred to closed session.

XI. Filling of Vacant Project Manager/Planner Positions

John Edwards requested authorization to hire one Project Manager position. Vivian Seay moved approval, Marie Norman seconded, and the motion carried unanimously.

XII. Elevate Leadership Consulting Contract

Karen Witherspoon presented the proposed consulting contract. Chris Renew moved for approval, Vivian Seay seconded, and the motion carried unanimously.

XIII. Consulting Contracts for Senior Management and Finance Support

Karen Witherspoon updated the Commission regarding executive recruitment, interim staffing, and outsourced CFO options. No action was taken.

XIV. Closed Session to Discuss Personnel Matters pursuant to Virginia Code § 2.2-3711(A)(1) – If Required

Vivian Seay moved to enter closed session pursuant to Virginia Code §2.2-3711(A)(1) to discuss the compensation of the Local Grant Writing Program Manager, Director of Regional Planning, and Accounting and Administrative Specialist Tim Hill seconded and the motion carried.

Motion to Re-enter Open Session and Certification of Closed Session

Tim Hill moved to reconvene in open session and Ashley Chriscoe seconded. Motion carried unanimously.

Ashley Chriscoe moved to certify that discussion in the closed session was in accordance with the Virginia Freedom of Information Act, and that only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body. Tony Nicosia seconded. The motion carried unanimously following a roll-call certification by all Commissioners present. The Commissioners were polled:

MPPDC

Closed Session Certification

Essex County		Kevin Gentry	Certify x
J. Calvin Haile	Certify x		
John Magruder	Certify x	Town of Tappahannock	
Bud Smith	Certify x	Kay Carlton	Certify x
April Rounds		Steve Wright	Certify x
Gloucester County		Town of Urbanna	
Ashley Chriscoe	Certify x	Robbie Wilson	Certify x
Chris Renew	Certify x		
Tony Nicosia	Certify x	Town of West Point	
George Bains	Certify x	James Pruett	Certify x
King and Queen County			
Mark Berry	Certify x		
Marie Norman	Certify x		
Vivian Seay	Certify x		
King William County			
Justin Catlett	Certify x		
Benjamin Edwards	Certify x		
Sam Drewry	Certify x		
Mathews County			
Patrick Beattie	Certify x		
David Walsh	Certify x		
Tim Hill	Certify x		
Middlesex County			
Wayne Jessie, Sr.	Certify x		
Reggie Williams, Sr.	Certify x		
Kendall Webre	Certify x		

Following the closed session the Commission approved a \$3,000 stipend for the Director of Regional Planning and the Accounting and Administrative Specialist. Tim Hill moved, Kendall Webre seconded; motion carried unanimously. Marie Norman moved to increase the salary of Clara Vaughn, Grant Writing Program Manager, to \$93,000. Kay Carlton seconded and the motion carried unanimously.

XV. Other Business

The Commission discussed holding additional August meetings on August 5, August 12, and the regular August 26 meeting.

Tim Hill requested that the Pledge of Allegiance be recited before future meetings' opening. Chairman Magruder directed staff to include it, and King and Queen County offered to provide flags for the meeting room.

XVI. Adjournment

Tony Nicosia moved to adjourn. Tim Hill seconded, and the motion carried unanimously.

*Note: All handouts distributed at a meeting are filed in the official MPPDC record book of the minutes. Copies of all PowerPoint presentations, if any, are filed with the official minutes.

COPY TESTE:

(Secretary)

MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

August 5, 2026

Mattaponi, Virginia

Called Meeting

I. Welcome and Introductions

The called meeting of the Middle Peninsula Planning District Commission was held in the Mattaponi Board Room at the Middle Peninsula Planning District Commission office in Mattaponi, Virginia on Wednesday, August 5, 2026, at 7:00 p.m. In the absence of Chairman John Magruder, MPPDC Vice Chairman Vivian Seay opened the meeting and welcomed everyone in attendance.

Commissioners Present

Essex County: J. Calvin Haile, Bud Smith

Gloucester County: Ashley Chriscoe, Chris Renew

King and Queen County: Marie Norman, Vivian Seay

King William County: Sam Drewry

Mathews County: David Walsh, Tim Hill

Town of Tappahannock: Kay Carlton

Town of Urbanna: Robbie Wilson

Town of West Point: James Pruett

Commissioners Absent

Essex County: John Magruder, April Rounds

Gloucester County: Tony Nicosia, George Bains

King and Queen County: Mark Berry

King William County: Justin Catlett, Benjamin Edwards

Mathews County: Patrick Beattie

Middlesex County: Wayne Jessie, Sr., Reggie Williams, Sr., Kendall Webre, Kevin Gentry

Town of Tappahannock: Steve Wright

Others in Attendance

Lewie Lawrence, MPPDC Managing Director

John Edwards, MPPDC Interim Executive Director

Nicholas Montalbano, MPPDC Fight the Flood Project Manager

Guests

Karen Witherspoon, Elevate Leadership, LLC

II. Consideration of Proposals for Professional Services

Karen Witherspoon presented proposals from professional search and staffing firms regarding candidates for Executive Director and financial support services.

a. Executive Director

Ms. Witherspoon reviewed two proposals, from MGT and SGR, both of which have prior experience placing candidates with government agencies and expressed confidence they could identify candidates quickly. SGR, based in Texas, offered a lower cost but had no local placement history; MGT, based in Tampa, was discussed as an option that could also transition into a corporate recruiting engagement for a permanent Executive Director. Bud Smith made a motion to work with MGT to provide an Interim Executive Director. Kay Carlton seconded the motion which passed unanimously.

b. Financial Support

Ms. Witherspoon reviewed two proposals, from MGT and Robert Half, for outsourced accounting and financial support. Robbie Wilson moved to engage Robert Half for financial support services, Kay Carlton seconded, and the motion carried unanimously. J. Calvin Haile then moved to authorize John Edwards to engage Robert Half at a rate not to exceed \$90 per hour for financial assistance. Kay Carlton seconded, and the motion carried.

The Commission also received a separation agreement from former CFO Candace Harris requiring execution. Tim Hill moved to authorize John Edwards to sign the separation agreement. Kay Carlton seconded, and the motion carried unanimously.

III. Closed Session to Discuss Personnel Matters pursuant to Virginia Code § 2.2-3711(A)(1), If Needed

Closed session was not needed.

IV. Other Business

John Edwards announced the hiring of a new MPPDC employee. The Commission canceled the previously scheduled August 12 called meeting.

V. Adjournment

Bud Smith moved to adjourn. Tim Hill seconded, and the motion carried.

*Note: All handouts distributed at a meeting are filed in the official MPPDC record book of the minutes. Copies of all PowerPoint presentations, if any, are filed with the official minutes.

COPY TESTE:

(Secretary)

DRAFT

MIDDLE PENINSULA PLANNING DISTRICT COMMISSION
BALANCE SHEET ANALYSIS
Period 2024-2026

The Balance Sheet consists of three major categories; Assets, Liabilities, and Projects. The information provided to you includes the 2023/2024 Balance Sheet as audited and closed for that period. The 2024/2025 audit is being completed at this time, and the Balance Sheet reflects adjustments made to date for that purpose. The 2025/2026 Balance Sheet has been generated using GMS data though it is not a GMS document. Due to the fact 2025/2026 financials have not been closed in GMS nor audit adjustments made the document provided should be viewed as an unaudited/unadjusted Balance Sheet with the expectation it will change.

Of note, is the decrease in the Accounts Receivable category between 2023/2024 (\$978,733.12) and 2024/2025 (\$1,199,762.98) to the 2025/2026 Accounts Receivables of \$103,512.48. The major decrease in this category is due to prioritizing credit entries into the GMS system over standard processes. Acceptable documentation and verification standards were followed but due to several months of revenue being received and not entered into the GMS system of record it was imperative to address the revenue as quickly as possible.

The Assets category, which includes Accounts Receivables grew from \$2,629,678.28 (2023/2024), to \$2,907,563.26 (2024/2025) and then declined to \$2,126,980.85 in 2025/2026. Again, this reduction in the Assets category is directly related to the reduction in the Accounts Receivable section. A category within the Assets that changed dramatically as well in 2025/2026 is the LGIP-General Fund and C&F Checking Investment Fund. Many transfers to other accounts and investments did not occur in the 2025/2026 period. In other words, funds remained in the accounts where the funds were received.

In the Liabilities category there was not a dramatic increase or decrease within the 2024 and 2025 periods. In 2023/2024 Liabilities accounted for \$1,600,113.07, 2024/2025 \$1,315,237.01 yet in 2025/2026 the amount decreased to \$462,988.76. Much of this decrease is tied to the VRA activities.

The category with the largest increase was Projects. Staff shortages in project management and planning activities as well as challenges within the Finance Department are the primary drivers within this category. Current staff has taken on additional responsibilities to rectify the reimbursement lag though it will take time to catch up.

2023/2024: Projects \$1,025,161.88

2024/2025: Projects \$1,644,614.84

2025/2026: Projects \$2,410,895.41

The Net Difference increased dramatically between 2024/2025 and 2025/2026. Again, this can be tied back to lagging reimbursement requests, staff shortages, and construction delays (where applicable).

Balance Sheet

Middle Peninsula Planning District Commission
Period From : 7/1/2023 to 6/30/2024

Run Date: 8/19/26
Run Time: 12:37:09 pm
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Assets:

10001	C&F Checking_Investment_Sweep	77,458.51
10002	Small Business RLF	149,193.52
10003	Home Improvement RLF	46,594.88
10100	LGIP - General Fund	198,905.88
10104	Series 2022 Reserve Fund (LGIP LLR Fund)	58,589.11
10300	LGIP - Septic RLF	37,782.82
10700	LGIP - Living Shoreline RLF	8,918.39
10800	LGIP - Septic & LSIP RLF	42,644.67
10900	LGIP - Restricted Grant Fund	123,184.53
11000	Prepaid Exp - #30186 (Resides in LGIP Gen Fund)	100,000.00
12000	Accounts Receivable	978,733.12
12122	FY23 Contracts Receivable	34,858.89
12300	Employee Receivable	16,240.99
12400	Onsite Principal Receivable (304200)	123,634.33
12431	Living Shoreline Program Loan Receivables (31500)	148,946.05
12432	Septic & LivingShoreline Loan Receivables (33001)	416,277.53
12500	Revolving Loan Deferred/Forgiven	20,440.00
13000	Property & Equipment	9,247.75
14000	Deferred Outflows	38,027.31
Total Assets:		2,629,678.28

Liabilities:

20000	Accounts Payable	187,151.94
20101	Loan Clearing Account	6,190.16
20102	PAA Expense Reimb Clearing Account	921.48
20412	2017 VRA-C-515617G-02- LS Program	137,464.37
20413	2020 VRA-C-515655G-02 - LS Program	84,166.64
20414	2020 VRA-C-515662G Onsite Septic	115,663.02
20415	2022 VRA-C-515771 Septic & LS Program	458,829.19
20700	Deferred Revenue	330,703.52
20800	LS C-515655G-02 Forgiveness	60,698.27
20801	Septic C-515662G Forgiveness	18,260.96
20802	Septic & LS C-515771 Forgiveness	29,875.25
21415	VRS Retirement Plans 5% and 4% HB Employee Contribution	(2,029.87)
21416	(VOYA) VRS Hybrid Plan Mandatory Employee Cont. 401 Plan	978.18
21417	(VOYA) VRS Hybrid Plan Voluntary Employee Cont - 457 Plan	2,835.00
21500	Deferred Comp Withholding	(291.67)
21600	Accrued Salaries	1,950.83
21700	Accrued Annual Leave	55,092.93
21750	Accrued Sick Leave	14,689.87
22000	Net Pension Liability	75,639.00
23000	Deferred Inflows	21,324.00
Total Liabilities:		1,600,113.07

Projects

30013	Housing Loan Admin (EE&CBG)	(130,758.95)
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Balance Sheet

Middle Peninsula Planning District Commission

Period From: 7/1/2023 to 6/30/2024

Run Date: 8/19/26

Run Time: 12:37:09 pm

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30101	Davis Ck Dredg (VPA/DCR CFPF) (\$195k Mathews Match)	20,130.89
30124	FY24 MPA Admin Support (PDC)	(112.95)
30170	Sm Bus Loan Admin (MPBDP Staff Support)	5,679.43
30186	Elev Septic Pilot (DHCD) (\$10k Match-HousingEE)	40,635.07
30187	VHDA Housing Development	36,138.26
30190	Hoskins Creek (DCR/Tapp CFPF) (Tapp Match \$17k)	500.99
30191	Mill Creek Boat Ramp (DCR/Msex CFPF)	(14,406.51)
30192	FTF GIS Tool (DCR/FEMA)	(6,635.25)
30198	Gwynns Island Onsite Septic Repair	22.50
30201	VA Water Trails Website (MPPDC Maint)	4,646.25
30220	FY24 CAP Operating Program (DRPT/TDM)	17,912.05
30321	FY24 Rural Transportation Planning (VDOT)	(3,521.88)
30420	Onsite Loan Management	(1,197.82)
31002	FY25 General Assembly Lobbyist	22,860.00
31500	Living Shoreline Incentive Program	16,246.58
32021	PAA GOVA Sea Grant Resilience Economy	3,199.00
32022	PDC Staff Support for Admin of PAA - Special Assess.	(480.21)
32024	PAA VOF Get Outdoors-Trailblazer	(0.41)
32157	NFWF Mathews-(VIMS In-Kind \$20,968) CLOSED	22,377.55
32163	DEQ 319(h) BMP Res Septic \$96.2k match	6,131.52
32166	DCR FTF Homeowner Fees	15,409.80
32167	DEQ Flo Disaster (\$30k Homeowner Match) - CLOSED	(12.73)
32169	US DOT RAISE	(15.66)
32173	VDH Local SWAP	29,009.93
32174	NFWF & DEQ CZM Hog Island Restoration	(8.08)
32176	NFWF Veterans Partnership	(8.75)
32177	EDA TA (\$70k-VPA/MPA/VASG/VHDAmatch)	(12,053.25)
32178	VDH SWAP (BIG)	(29,022.90)
32179	DEQ ARPA SLPP Septic Repair(Fleet Prch)	(9.44)
32180	FEMA Ware Cove (H.Owner Match \$100k)	3,467.55
32181	FY23 Coastal TA (DEQ CZM)	45,142.80
32182	DEQ CZM Working Waterfront Assessment	174.40
32183	SCRC LDD Capacity Building	(0.32)
32184	FY24 WIP TA (DEQ)(\$14.5kMatch-LS LoanFunds)	973.87
33001	C-515771 Septic and Living Shoreline (Loan Fund)	(114,130.92)
38023	FY23 Local Projects	(28,680.01)
38024	FY24 Local Projects	(86,527.33)
38100	LGA Grants Program	55,528.59
38809	Mathews HITW Dredging (VDOT/VPA see elements)	36,953.10
38810	VPA Aberdeen Dredging	(5.97)
38811	DCR CFPF Broad Creek Dredging (Middlesex)	(37.53)
38812	DCR CFPF Whiting Crk Dredging (Middlesex)	31,413.49
38813	Broad Crk Spot Dredging (Middlesex)	(26,362.67)
38814	DEQ/NOAA/VCZMP - NPC Boardwalk	111,984.51
38815	Middlesex Comp Plan Audit - CLOSED	(46.99)
38816	DEQ IJJA Rapp Shoreline BMP Construction	(3.01)
39000	General Fund Balance	775,356.20
39101	Restricted Rural Small Business Assistance	137,221.37

Balance Sheet

Middle Peninsula Planning District Commission
 Period From : 7/1/2023 to 6/30/2024

Run Date: 8/19/26
 Run Time: 12:37:09 pm

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39102	Restricted Housing Assistance	40,085.72
	Total Projects	1,025,161.88
	Total Liabilities and Projects	2,625,274.95
	Net Difference to be Reconciled	4,403.33
	Total Adjustment	4,403.33
	Unreconciled Balance	0.00

Reconciling Items

(1)	Paid Salaries are Timesheets show Difference	608,065.65 608,065.65 0.00
(2)	Leave accrued this year	4,403.39
(3)	Fringe Pool is Fringe allocated Difference	175,052.94 175,052.91 (0.03)
(4)	Indirect Pool is Indirect Allocated Difference	218,488.32 218,488.29 (0.03)

Total adjustments	4,403.33
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Balance Sheet

Middle Peninsula Planning District Commission
Period From : 7/1/2024 to 6/30/2025

Run Date: 8/19/26
Run Time: 12:36:02 pm
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Assets:

10001	C&F Checking_0834	(951,529.47)
10002	Small Business RLF	149,751.20
10003	Home Improvement RLF	47,037.14
10004	Overnight Investment Sweep	444,454.84
10100	LGIP - General Fund	931,980.99
10104	Series 2022 Reserve Fund (LGIP LLR Fund)	60,789.97
10300	LGIP - Septic RLF	52,599.09
10700	LGIP - Living Shoreline RLF	17,447.00
10800	LGIP - Septic & LSIP RLF	76,619.97
10900	LGIP - Restricted Grant Fund	149,103.85
11000	Prepaid Exp - #30186 (Resides in LGIP Gen Fund)	100,000.00
12000	Accounts Receivable	1,199,762.98
12122	FY23 Contracts Receivable	34,858.89
12124	FY25 Contracts Receivable	81,847.31
12300	Employee Receivable	16,240.99
12400	Onsite Principal Receivable (304200)	91,191.79
12431	Living Shoreline Program Loan Receivables (31500)	140,845.45
12432	Septic & LivingShoreline Loan Receivables (33001)	198,338.24
12500	Revolving Loan Deferred/Forgiven	20,440.00
13000	Property & Equipment	7,755.72
14000	Deferred Outflows	38,027.31
Total Assets:		2,907,563.26

Liabilities:

20000	Accounts Payable	514.29
20001	bank rec	(12,910.91)
20101	Loan Clearing Account	(19,023.71)
20102	PAA Expense Reimb Clearing Account	921.48
20412	2017 VRA-C-515617G-02- LS Program	120,797.71
20413	2020 VRA-C-515655G-02 - LS Program	63,776.86
20414	2020 VRA-C-515662G Onsite Septic	115,663.02
20415	2022 VRA-C-515771 Septic & LS Program	473,201.86
20700	Deferred Revenue	330,703.52
20712	Wage Garnishment	11,548.42
20800	LS C-515655G-02 Forgiveness	60,698.27
20801	Septic C-515662G Forgiveness	18,260.96
20802	Septic & LS C-515771 Forgiveness	31,483.33
21100	Federal Tax Withholding	(36,683.09)
21200	State Withholding	(6,785.05)
21300	FICA & MED Withholding	13,711.92
21400	Health Insurance Withholding	6,780.00
21415	VRS Retirement Plans 5% and 4% HB Employee Contribution	(17,616.43)
21416	(VOYA) VRS Hybrid Plan Mandatory Employee Cont. 401 Plan	2,658.06
21417	(VOYA) VRS Hybrid Plan Voluntary Employee Cont - 457 Plan	5,904.89
21500	Deferred Comp Withholding	(12,326.53)
21600	Accrued Salaries	(7,191.06)

Balance Sheet

Middle Peninsula Planning District Commission
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21700	Accrued Annual Leave	58,249.26
21750	Accrued Sick Leave	15,936.94
22000	Net Pension Liability	75,639.00
23000	Deferred Inflows	21,324.00
Total Liabilities:		1,315,237.01

Projects

30001	CZM Coastal TA FY24	120,570.04
30002	DEQ WIP TA 2025	3,089.86
30003	DEQ Water Supply Plan	13,045.77
30005	DCR CFPF-FTF Resilience Planning	(53,284.01)
30006	LRNow Derelict Vessels (NOAA)	(1,798.31)
30007	NOAA/VCZMP Public Financing Options Dredging	(24,343.66)
30008	MP/ES Dredge Mat. Mgt & Handling	85,219.36
30009	CFPF Sinclair Flood Mitigation (Berm) (\$25,550 GoVA Match)	102,200.26
30013	Housing Loan Admin (EE&CBG)	(158,835.00)
30101	Davis Ck Dredg (VPA/DCR CFPF) (\$195k Mathews Match)	36,849.92
30124	FY24 MPA Admin Support (PDC)	(112.95)
30125	FY25 PDC Staff Support for Admin of MPA	4,474.43
30170	Sm Bus Loan Admin (MPBDP Staff Support)	6,237.11
30186	Elev Septic Pilot (DHCD) (\$10k Match-HousingEE)	21,230.15
30187	VHDA Housing Development	33,965.20
30190	Hoskins Creek (DCR/Tapp CFPF) (Tapp Match \$17k)	89,370.49
30191	Mill Creek Boat Ramp (DCR/Msex CFPF)	(36,573.25)
30192	FTF GIS Tool (DCR/FEMA)	10,030.67
30196	York (CFPF) (Parker Match \$21,473)	270,032.00
30198	Gwynns Island Onsite Septic Repair	(763.76)
30201	VA Water Trails Website (MPPDC Maint)	5,944.19
30220	FY24 CAP Operating Program (DRPT/TDM)	37,561.29
30221	FY25 CAP Operating (DRPT/TDM)	(16,262.61)
30321	FY24 Rural Transportation Planning (VDOT)	20,405.09
30420	Onsite Loan Management	4,178.44
31002	FY25 General Assembly Lobbyist	56,619.00
31005	FY25 RTP (VDOT)	3,959.24
31006	Broad Creek VPA Emergency Dredging	1,509.78
31500	Living Shoreline Incentive Program	(42,972.36)
32021	PAA GOVA Sea Grant Resilience Economy	(5,217.56)
32022	PDC Staff Support for Admin of PAA - Special Assess.	(40.71)
32024	PAA VOF Get Outdoors-Trailblazer	(2,516.20)
32025	PAA Admin - Reimb.	8,394.00
32157	NFWF Mathews-(VIMS In-Kind \$20,968) CLOSED	22,377.55
32163	DEQ 319(h) BMP Res Septic \$96.2k match	75,978.85
32166	DCR FTF Homeowner Fees	20,768.22
32167	DEQ Flo Disaster (\$30k Homeowner Match) - CLOSED	(12.73)
32169	US DOT RAISE	(120,286.74)
32171	DEQ CZM Next Gen PLANS - Yr2	3,685.82
32172	DEQ CZM ANPDC Eco 6 FY23	0.01
32173	VDH Local SWAP	45,174.80

Balance Sheet

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32174	NFWF & DEQ CZM Hog Island Restoration	1,313.14
32176	NFWF Veterans Partnership	8,795.31
32177	EDA TA (\$70k-VPA/MPA/VASG/VHDAmatch)	100,000.00
32178	VDH SWAP (BIG)	(27,931.66)
32179	DEQ ARPA SLPP Septic Repair(Fleet Prch)	23,787.86
32180	FEMA Ware Cove (H.Owner Match \$100k)	176,373.14
32181	FY23 Coastal TA (DEQ CZM)	44,132.07
32182	DEQ CZM Working Waterfront Assessment	21,842.80
32183	SCRC LDD Capacity Building	(1,762.56)
32184	FY24 WIP TA (DEQ)(\$14.5kMatch-LS LoanFunds)	37,145.96
32300	FEMA VDEM AHMP Update 2026	17,721.58
33001	C-515771 Septic and Living Shoreline (Loan Fund)	(246,608.08)
33012	2022 VRA-C-515771 Septic & LS Loan Fund	712.50
35001	CZM Ecotourism Booster	888.03
35002	VHDA CIG Housing Planning FY24	(715.87)
35003	VTC Micobusiness Marekting - Hunters Lodging	(8,041.89)
38023	FY23 Local Projects	(28,680.01)
38024	FY24 Local Projects	(79,503.53)
38025	FY25 Local Projects	294,586.63
38100	LGA Grants Program	59,197.50
38809	Mathews HITW Dredging (VDOT/VPA see elements)	45,114.48
38810	VPA Aberdeen Dredging	10,183.81
38811	DCR CFPF Broad Creek Dredging (Middlesex)	(57,847.45)
38812	DCR CFPF Whiting Crk Dredging (Middlesex)	26,220.44
38813	Broad Crk Spot Dredging (Middlesex)	(699.63)
38814	DEQ/NOAA/VCZMP - NPC Boardwalk	182,131.07
38815	Middlesex Comp Plan Audit - CLOSED	3,972.63
38816	DEQ IJJA Rapp Shoreline BMP Construction	(609,489.93)
39000	General Fund Balance	834,617.72
39101	Restricted Rural Small Business Assistance	137,221.37
39102	Restricted Housing Assistance	40,085.72
Total Projects		1,644,614.84
Total Liabilities and Projects		2,959,851.85
Net Difference to be Reconciled		(52,288.59)
Total Adjustment		(52,288.59)
Unreconciled Balance		0.00

Balance Sheet

Middle Peninsula Planning District Commission
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Reconciling Items

(1)	Paid Salaries are Timesheets show Difference	822,925.95 822,925.95 0.00
(2)	Leave accrued this year	(10,682.41)
(3)	Fringe Pool is Fringe allocated Difference	210,396.45 189,981.70 (20,414.75)
(4)	Indirect Pool is Indirect Allocated Difference	341,731.67 320,540.24 (21,191.43)

Total adjustments	<u>(52,288.59)</u>
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Balance Sheet

Middle Peninsula Planning District Commission

Period From: 7/1/2025 to 6/30/2026

Unaudited Data

Assets:

10001	C&F Checking Investment Sweep	\$ (937,284.47)
10002	Small Business RLF	\$ 106,269.00
10003	Home Improvement RLF	\$ 56,410.77
10100	LGIP - General Fund	\$ 2,565,413.30
10300	LGIP - Septic RLF	\$ 2,150.57
10700	LGIP - Living Shoreline RLF	\$ 1,831.17
10800	LGIP - Septic & LSIP RLF	\$ 10,245.32
12000	Accounts Receivables	\$ 103,512.48
12400	Onsite Principal Receivables (304200)	\$ 24,695.55
12431	Living Shoreline Program Loan Receivables (31500)	\$ 103,030.84
12432	Septic & Living Shoreline Loan Receivables (33001)	\$ 90,706.32
Total Assets:		<u>\$ 2,126,980.85</u>

Liabilities:

20000	Accounts Payables	\$ 3,000.40
20101	Loan Clearing Account	\$ (23,123.55)
20412	2017 VRA-C-515617G-02-LS Program	\$ 8,333.33
20413	2020 VRA-C-515655G-02 -LS Program	\$ 20,389.53
20415	2022 VRA-C-515771 Septic & LS Program	\$ 100.00
21000	Expense Reimbursement	\$ (2,300.61)
21100	Federal Tax Withholding	\$ 125,144.67
21200	State Withholding	\$ 40,935.16
21300	FICA & MED Withholding	\$ 76,393.53
21400	Health Insurance Withholding	\$ 3,144.00
21415	VRS Retirement Plan 5% and 4% HB Employee Contribution	\$ 41,512.45
21416	(VOYA) VRS Hybrid Plan Mandatory Employee Cont. 401 Plan	\$ 2,605.26
21417	(VOYA) VRS Hybrid Plan Voluntary Employee Cont. 457 Plan	\$ 8,629.56
21500	Deferred Comp Withholding	\$ (2,774.97)
21600	<i>Accrued Salaries (Placeholder)</i>	\$ (5,000.00)
21700	<i>Accrued Annual Leave (Placeholder)</i>	\$ 55,000.00
21750	<i>Accrued Sick Leave (Placeholder)</i>	\$ 15,000.00
22000	<i>Net Pension Liability (Placeholder)</i>	\$ 75,000.00
23000	<i>Deferred Inflow (Placeholder)</i>	\$ 21,000.00
Total Liabilities:		<u>\$ 462,988.76</u>

Balance Sheet

Middle Peninsula Planning District Commission

Period From: 7/1/2025 to 6/30/2026

Unaudited Data

Projects:

30001	CZM Coastal TA FY24	\$	39,583.83
30002	DEQ WIP TA 2025	\$	44,095.00
30003	DEQ Water Supply Plan	\$	49,357.27
30004	Coastal TA FY25	\$	15,440.46
30005	DCR CFPF-FTF Resilience Planning	\$	(37,045.35)
30006	LRNow Derelict Vessels (NOAA)	\$	2,674.03
30008	MP/ES Dredge Mat. Mgt. & Handling	\$	168,638.53
30011	Coastal TA FY26	\$	(400.00)
30012	DEQ WIP TA FY26	\$	24,550.96
30101	Davis Ck Dredge (VPA/DCR CFPF) \$195k Mathews Match)	\$	(34,900.00)
30187	VHDA Housing Development	\$	(45,620.17)
30192	FTF GIS Tool (DCR/FEMA)	\$	40,138.18
30197	Mobjack (CFPF)	\$	65,884.70
30201	VA Water Trails Website (MPPDC Maint.)	\$	656.00
30222	FY26 CAP Operating (DRPT/TDM)	\$	73,937.08
30301	DWR Guinea Marsh Design and Planning	\$	1,170.29
30420	Onsite Loan Management	\$	1,031.01
31002	FY25 General Assembly Lobbyist	\$	27,864.04
31003	Advantus Lobbying	\$	(27,083.30)
31007	FY26 RTP (VDOT)	\$	53,050.27
31500	Living Shoreline Incentive Program	\$	561.39
32026	FY26 PAA Special Assessment	\$	4,200.00
32163	DEQ 319(h) BMP Res Septic \$96.2K Match	\$	6,995.08
32169	US DOT Raise	\$	1,129,895.63
32173	VDH Local Swap	\$	(12,510.92)
32174	NFWF & DEQ CZM Hog Island Restoration	\$	84,242.25
32178	VDH SWAP (BIG)	\$	86,774.67
32179	DEQ ARPA SLPP Septic Repair (Fleet Prch)	\$	(173,650.79)
32180	FEMA Ware Cove (Homeowner Match \$100k)	\$	13,580.81
32183	SCRC LDD Capacity Building	\$	(150.00)
32185	SCRC LDD TA	\$	3,768.00
32186	CZM SAV Mitigation - Task 91.06	\$	(25,920.24)
32187	CZM BUDM V2 - Proposal	\$	(26,691.62)
32300	FEMA VDEM AHMP Update 2026	\$	(17,824.98)
33001	C-515771 Septic and Living Shoreline (Loan Fund)	\$	3,396.21
33002	Municipal Dredging Administration	\$	78,604.10
35001	CZM Ecotourism Booster	\$	635.18

Balance Sheet

Middle Peninsula Planning District Commission

Period From: 7/1/2025 to 6/30/2026

Unaudited Data

Projects:

35002	VHDA CIG Housing Planning FY24	\$	14,400.00
38026	FY26 Local Projects	\$	349,920.16
38101	FY26 LGA Grants Program	\$	157,548.71
38810	VPA Aberdeen Dredging	\$	(20,815.00)
38811	DCR CFPF Broad Creek Dredging (Middlesex)	\$	57,288.99
38812	DCR CFPF Whiting Creek Dredging (Middlesex)	\$	(71,595.30)
38813	Broad Creek Spot Dredging (Middlesex)	\$	20,974.59
38816	DEQ IJJA Rapp Shoreline BMP Construction	\$	105,769.39
38818	Aberdeen Creek Beneficial Use Project	\$	(25,070.00)
38819	EECBG - Middlesex County Energy Audit	\$	(1,862.50)
39000	General Fund Balance (Placeholder)	\$	205,408.77
Total Projects:		\$	<u>2,410,895.41</u>
Total Liabilities and Projects:		\$	2,873,884.17
Net Difference to be Reconciled:		\$	(746,903.32)
Total Adjustments: <i>Placeholder</i>		\$	(50,000.00)
Unreconciled Balance		\$	(696,903.32)

Middle Peninsula Planning District Commission
Executive Director's Report of Regional Progress
August 26, 2026

Note: On May 23, 2018, the Commission voted to direct staff to email all future documents including the Commission meeting packets to save on postage. As we strive to make this report more informative and user-friendly, some previously contained information may now be accessed by clicking on the following link(s):

- For Demographic Information: [Community Profiles \(virginiaworks.com\)](http://virginiaworks.com)
- For MPPDC Website: <https://www.mppdc.com/>

MPPDC Staff and Contact Information

Interim Executive Director: John Edwards

Contact Info: jedwards@mppdc.com (804) 785-8100 ext. 7

Programs: *All service center programs of the Commission with a focus in environmental management, resilience, dredging, and economic development.*

Chief Financial Officer: VACANT

Contact Info: (804) 785-8100 ext. 2

Programs: *Agency Finance, Treasurer, Comptroller, Septic Repair Assistance Program Management, Living Shoreline Incentive Program Management, Revolving Loan Program Management, PAA Financial Staff Support, MPA Financial Staff Support*

Director of Operations: VACANT

Contact Info: (804) 785-8100 ext. 3

Programs: *Project-level, Daily Operations, Rural Transportation Planning, Commuter/Employer Transportation Services.*

Director of Planning: Jackie Rickards

Contact Info: jrickards@mppdc.com (804) 785-8100 ext. 6

Programs: *Environmental Programs, Hazard Mitigation Planning, Water-Use Planning, Grant Writing, Graphic Arts*

Fight the Flood Project Manager: Nicholas Montalbano

Contact Info: nmontalbano@mppdc.com (804) 785-8100 ext. 5

Programs: *Fight the Flood Program, Septic and Well Assistance Programs, Living Shoreline Grant Programs*

Accounting and Administrative Specialist: Sheila Jaruseski

Contact Info: sjaruseski@mppdc.com (804) 785-8100 ext. 8

Programs: *Benefits Administration, Retirement Administration, Payroll Operations, Tax Administration, HR Benefits Support, Accounts Payable PDC, PAA & MPA; PDC, PAA & MPA financial services, Administrative Services, New Hire Onboarding, Offboarding employees, Loan closure documentation and filings, assisting with Audit details for FY 2025*

Project Manager: John Edwards

Contact Info: jedwards@mppdc.com (804) 785-8100 ext. 7

Programs: *Fight the Flood Program, EDA Partnership Planning Program*

Managing Director: Lewis Lawrence

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

Programs: *Municipal Dredge Authority and Public Access Authority Secretary*

INFORMATION RESOURCES/ASSISTANCE

- No public requests.

COASTAL COMMUNITY DEVELOPMENT/ ENVIRONMENTAL Funding – VDEQ, VIMS, VDCR, local match from MPPDC General Fund & partners

Project 30004 – VCZMP Coastal Technical Assistance FY25

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.

- Began compiling data for annual report deliverable.
- Meet with Consociate Media to discuss the annual report and deliverable expectations.
- Worked with CZM to extend this project by 3 months.
- Sent the local planners an email from DCR with 2 surveys. The first was based on Section 1 Local Parks Inventory. The second survey was based on VOP Recommendations from Section 2.1.4 of Recreation For All.
- Met with VDOT to finalize and submit two SMART scale applications for Gloucester County.

Project 30005 – DCR CFPF Resiliency Planning

This project looks to expand the capacity of the Middle Peninsula Fight the Flood program. In part, MPPDC staff will hire a FTF Administrator and will work with Consociate Media to implement a marketing strategy to promote and solicit additional participation in the FTF program.

- Managed day-to-day administration of the SLPP Septic Fleet Purchase Program (Project 32179), including ongoing communication with contractors and applicants, preparing cost-share agreements, and securing required documentation.
- Completed and submitted the Q2 2026 quarterly report and reimbursement request to DEQ for Grant #SLPP-12.
- Assisted with loan application processing and underwriting for 50/50 cost-share applicants.
- Supported the VDH BIG SWAP Chesapeake project, including attending a project review meeting and coordinating on contractor bid concerns.
- Responded to multiple resident inquiries regarding living shoreline and house-raising program options.
- Served as note-taker and prepared minutes for two MPPDC board meetings.
- Reviewed and reconciled contractor cost documentation across multiple active septic projects to ensure alignment with program and contract requirements.
- Coordinated with state agency contacts (DEQ, VDH) on program compliance and received cost-disbursement training.
- Managed Business Directory
- Delivery of quarterly report on Fight the Flood marketing and communications initiatives.
- Performed monthly website updates and maintenance.

Project 30006 – NOAA Marine Debris Removal Pilot

Project provides consulting services under a NOAA grant administered by Lynnhaven River NOW (LRNow), including conducting research, and developing recommendations for the removal of abandoned and derelict vessels in Virginia's coastal zone, as well as contributing to the formulation of an abandoned and derelict vessel (ADV) removal and prevention program tailored to Virginia's needs.

- *No Staff Assigned*

Project 30008 – VPA MP-ES Dredge Material Planning

Developing a Dredge Material Management Initiative Master Plan for the Middle Peninsula and Eastern Shore Regions.

- Coordinated with UVA Weldon Center for Public Service on a draft final white paper that outlines the legal and regulatory framework for the placement of dredged material including in-water disposal, upland placement, and associated impacts, and identifies feasible reuse pathways informed by stakeholder input and comparative research.
- Continued conducting a preliminary site assessment and mapping exercise for in-water and upland placement strategies and locations through Proof Projects to support placement site identification and assist with regional dredged material management strategies.
- Maintained alignment of DMMI initiative with Coastal Zone Management grant #NA25NOSX419C0064 for *Advancing BUDM in Coastal Virginia: Implementation Strategies and Policy Development* (CZM BUDM v2) which will support material management strategies for the municipal dredging program.
- Maintained alignment of DMMI initiative with Coastal Zone Management grant #NA25NOSX419C0064 *Exploring SAV Mitigation Strategies in the Middle Peninsula* to support BUDM for the municipal dredging program.
- Continued work on material management plans for Aberdeen Creek, Whiting Creek, Davis Creek, and Winter Harbor with consideration to future upland placement opportunities.

Project 30012 – DEQ Chesapeake Bay WIP Technical Assistance 2026

MPPDC will continue to engage localities and regional and state partners regarding Bay WIP III programmatic actions and implementation activities with funding provided by DEQ.

- Attended the Chesapeake Bay PDC Quarterly meeting hosted by DEQ.
- Scheduled a meeting to discuss additional IJA funding for the Middle Peninsula.
- Submitted the final interim report to DEQ.

Project 30197 – DCR Flood Fund – Round 3 Supplemental (Mobjack Private Property Flood Mitigation) VDCR

CFPF funding for three shoreline protection construction projects and one stormwater flood protection project. All are located on private property within the Mobjack Bay watershed.

- Met with Janice Burgess and a team of architects to discuss the exterior aesthetics of the Antioch School. The Team liked the idea of adding French drains to the property since it would not interfere with the aesthetics of the structure.

Project 30301 – Guinea Marsh Restoration

The project will preliminarily design and advance nature-based coastal resilience solutions that protect more than 1,000 acres of tidal marshes, dunes, and beaches in Gloucester County, Virginia, while strengthening community resilience and honoring local cultural and historical connections to the landscape. This project is funded by the National Fish and Wildlife Foundation's (NFWF) National Coastal Resilience Fund and administered by the Virginia Department of Wildlife Resources (DWR) with subaward to MPPDC.

- Conducted various community outreach activities including engagement with steering committee, development of fall community outreach meeting, drafted core communications for project for public outreach to include website messaging, social media channels, press outreach and printed materials.
- Tribal outreach and engagement continued to determine which tribes may want to contribute to resilience concept development. Mattaponi have requested follow-up after preliminary desktop data collection.
- Conducted kick-off meeting with Straughan Environmental for engineering support. Desktop data collection beginning while overall project schedule updated.
- Continued program and grant management coordination with DWR.

Project 32026 – Staff Support to Middle Peninsula Chesapeake Bay Public Access Authority (MPCBPAA)

This program is for PDC staff to provide financial and accounting services.

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Project 32186 – VCZMP SAV Mitigation

This project is for the development of a planning document to support the establishment of a Submerged Aquatic Vegetation (SAV) mitigation program for the Middle Peninsula. The project is funded with federal funding from NOAA via the Virginia Coastal Zone Management Program.

- Anchor QEA submitted the final of the second deliverable, and draft of the third deliverable to evaluate mitigation approaches associated with impacting SAV to support dredging and restoration projects within the current regulatory framework and mitigation pathways.
- Began stakeholder coordination with DWR, VMRC, and USACE to assess feasibility of mitigation strategies.
- Aligned with the DMMI initiative to support SAV mitigation strategies in support of the municipal dredging program.
- Continued project and grant management with the status of this project, budget and tasks.

Project 32187 – VCZMP Advancing BUDM in Coastal Virginia: Implementation Strategies & Policy Development

This project will advance technical implementation of BUDM by conducting a comprehensive literature review and refining sediment testing protocols and developing a planning and implementation document to standardize regulatory approvals and streamline project execution for municipal dredging programs. Additionally, the project will update the inventory of sites needing material, conduct targeted research, and engage stakeholders to address regulatory and economic challenges. The project is funded with federal funding from NOAA via the Virginia Coastal Zone Management Program.

- Carlexson Consulting provided grant oversight and coordination in addition to report development for sediment science to inform beneficial use of dredged material supported by Dr. Lee Daniels for sediment testing protocols based on his research and experience with Weanack Land at Shirley Plantation.

- Conducted progress meetings with DWR and CZM for stakeholder engagement outlining the potential need for a DEQ BUDM guidance document for upland placement strategies.
- Drafted and submitted Deliverable 2 supporting recommendations for DEQ to consider in developing guidance and policy revisions supporting upland uses of BUDM.
- Connected with regional stakeholders such as VIMS CBNERR, USACE, TNC, and various state agencies to determine recommendations for advancement of BUDM as a resource for municipal dredging.
- Aligned with the DMMI initiative to support BUDM implementation strategies in support of the municipal dredging program.

Project 35001 – VCZMP Ecotourism Booster

The project will add the George Washington Regional Commission to the Virginia Water Trails website, hold a planning process to develop a sustainable solution for the Virginia Certified Ecotour Guide Course (VCEG), hire a consultant to lead the 2025 VCEG, and to pilot the development of an experiential water trail video to promote recreation, tourism and history of Urbanna Creek in Middlesex County.

- Completed filming and editing of four videos that showcase the Guinea Marshes area available for recreation activities, specifically paddling.

TRANSPORTATION

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

Project 30222 – VDRPT Commuter Assistance Program (CAP) Operating FY26

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.

- Finalized design of the rack card promoting HUB33.
- Finalized design of the telework policy template.
- Finalized design of the telework how-to document.
- Designed and delivered email to database on how to utilize HUB33.
- Designed and delivered email to database on how to carpool.
- Finalized design of a rack card describing how to use the program, step by step.
- Performed monthly website updates and maintenance.
- Monitored social media messaging.
- Working on project closeout

Project 31007 – VDOT Rural Transportation Planning FY26

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.

- Working on project closeout.

Project 32169 – USDOT RAISE Public Working Waterfront Designs

Project is to conduct a region-wide planning project that will result in a suite of shovel-ready, high-priority multi-

modal transportation infrastructure improvements intended to address critical needs related to the region's publicly owned working waterfronts in order to meet the modern and future needs of the region's growing commercial seafood and maritime industries. The project will involve three distinct tasks: 1) State of Good Repair Condition Assessments, 2) Multimodal Working Waterfront Needs Assessment and Improvement Strategies, and 3) Multimodal Working Waterfront Improvement Plan Development.

- Waiting on final deliverables from the contractor so we can close the project out.

Project 301012 – DCR Community Flood Preparedness Fund (CFPF)/VMRC Waterway Maintenance Fund (WMF) Davis Creek (Mathews) Dredging.

Project is for finalizing dredged material disposal solution obtaining appropriate permits and implementing dredging of Davis Creek.

- Participated in bi-weekly USACE project delivery team meetings along with Mathews County and the MPPDC to discuss potential hybrid placement alternatives which may include marsh elevation enhancement, nearshore placement, and/or upland placement utilizing hydraulic and/or mechanical dredging methods either via governmental owned equipment or contract services.
- Continued work with the USACE, Mathews County, and the MPPDC in defining the appropriate federal standard for dredge material.
- Continued coordination efforts with the USACE regarding Section 408 and channel setback requirements.

Project 38810 – VPA Waterway Maintenance Fund (WMF) Aberdeen Creek (Gloucester) Dredging

Gloucester County was awarded VA Port Authority Waterway Maintenance Funding to dredge the Aberdeen Creek channel to -7 feet Mean Low Water and place the dredged material at an appropriate location. MPPDC is administering the grant on behalf of the County with procurement and permitting assistance and project oversight.

- Continued assessing various phasing strategies and dredging phases to manage up to the revised 70,000 cy of material to be dredged within budget and within potential placement strategies.
- Continued coordination with Gloucester County PM to assess viability of utilizing and existing county contract to more cost effectively manage the technical support for the dredging permits and placement concepts.

Project 38812 – DCR Flood Fund – Whiting Creek (Middlesex) Dredging

Project is for designing and developing a draft permit application for dredging and beneficial reuse of disposal of dredged material at Whiting Creek.

- Completed a Section 408 permissions package and coordinated it with the MPPDC. Section 408 originates from Section 14 of the Rivers and Harbors Act of 1899 and is codified at 33 U.S.C. 408. It requires USACE permission before any non-USACE entity alters, occupies, or affects a USACE Civil Works project to include federal navigation channels (FNC). Whiting Creek is a FNC. The package includes a permissions request, the 50-year deed of easement signed on May 2, 1987 by Middlesex County and the USACE, the local cooperation agreement signed on November 2, 1987 by Middlesex County and the USACE, prior real estate plats and associated maps, the pre and post dredging survey from the most recent dredging event (2003), a copy of the latest hydrographic survey, and In-Progress-Review summary notes. Two companion documents; the design report and draft joint permit application (JPA), were prepared by the Virginia Institute of Marine Science. The draft permissions package, design report, and draft JPA are available for use at such time as funding is procured for the next phase of the project.

- This completes this phase of work and a final invoice has been submitted by Shore Consulting Group.

Project 38818 – DCR CFPF Aberdeen Spit Restoration

MPPDC was awarded a Coastal Flood Preparedness Fund grant for the design and construction of a living shoreline at the mouth of Aberdeen Creek in Gloucester County. t

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ONSITE REPAIR & PUMPOUT

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

Project 32173 VDH Septic Well Assistance Program (SWAP)

This project will provide grant funding to assist VDH approved low-income Middle Peninsula homeowners with costs associated with septic repair/installation, private well installation/abandonment, and connecting to public water and sewer for the purposes of wastewater/water improvements.

- No activities to report on this grant.

Project 32178 VDH Septic Well Assistance Program (SWAP) Direct to Partner Initiative (D2PI)

This project will utilize American Rescue Plan Act Funding (ARPA) through the SWAP Program to expedite the installation and completion of ~5 VDH approved Middle Peninsula low-income homeowner's shovel-ready septic, sewer, and well installation projects for the purposes of wastewater/water improvements.

- Private well abandonment and private well installation completed at 3505 Enfield Road (King William County) for Ms. Mildred Berkley in July. We will pay for the work in August and then request the funds from VDH prior to the program deadline of Oct. 15, 2026.
- The bid for the Alternative Onsite Discharging System at 940 Indian Creek Road in Chesapeake for Mr. Peery is under consideration. The design services were bid, awarded, and completed previously. Design services were paid for in July. Construction services were bid in July and cancelled due to an error in the bid documents. Construction was rebid in July, and one bid was received by the deadline. There may not be enough funding in the VDH contract to pay for the work that was bid at a much higher price than estimated. VDH is reviewing the bid cost.

Project 32179 DEQ ARPA Septic Local Partner Program

This project will utilize American Rescue Plan Act Funding (ARPA) through the Virginia Department of Environmental Quality to utilize a new and more cost-effective septic repair pilot program approach for participating Middle Peninsula homeowners with failing septic systems.

- Managed applicants and contractor for Fleet Purchase Program:
 - Mr. Spight's house (Essex): Work is complete.
 - Mr. Benson's house (Mathews): Work is complete.
 - Ms. William's house (King William): Work is underway.
 - Mr. Watt's house (King William): Work is underway.
 - Mr. Moss's house (Gloucester): Work is underway (tree removal).
 - Ms. Bass's house (Mathews): Work is underway.
 - Ms. Johnson's house (King and Queen): Design nearing completion.
 - Ms. Lane's house (Middlesex): Cancelled – no habitable structure on site.
 - Mr. Mitchem / Ms. West's house (Gloucester): Waiting on permit.

- Ms. Callis's house (Mathews): Design in progress.
- Mr. Schroeder's house (Mathews): Design in process.
- Ms. Chalk's house (Gloucester): Boundary Issue. This is the last project for the FP program.
- Managed applicants for 50/50 Cost Share Program:
 - Mr. Revere's house (Middlesex): Work is complete.
 - Mrs. Ramsey's house (Mathews): Work is complete.
 - Mr. Livingston's house (Gloucester): Work is complete.
 - Ms. Taylor's house (Middlesex): Waiting on applicant to schedule install.
 - Mr. Lopes's house (Mathews): Waiting on applicant to schedule install.
 - Mr. Schaefer's house (Gloucester): Waiting on loan paperwork.
 - Rainbow Acres (King and Queen): Cancelled – applicant needs more time.
 - Mr. Wilson's house (Mathews): Cancelled – applicant needs more time.
 - Ms. Brown's house (Mathews): Work is complete.
 - Mr. Zabicki's house (Gloucester): Waiting on final estimate from applicant.
- Overall program stats:
 - Twelve of the required 10-20 FP projects are complete or in the works.
 - Eleven cost share projects are complete or in the works.

Project 32188 DEQ 319 Lower Mattaponi Residential Septic

This project will utilize funds from the Virginia Department of Environmental Quality to addresses exceedances of Virginia's water quality standard for fecal coliform bacteria in the Mattaponi River Implementation Plan watershed, specifically, Maracossic Creek and Chapel Creek in King & Queen County and Reedy Creek in King William County. It is a 50/50 cost share fund for residential septic improvements.

- Updated MPPDC program guidelines for current BMP rates and set up project files.

Project 301250 – Staff Support to Middle Peninsula Alliance (MPA) FY26

MPPDC staff are providing clerical and fiscal assistance to the Middle Peninsula Alliance.

- No update at this point.

Project 38816 – DEQ IJA Living Shoreline BMP Construction

MPPDC staff are constructing living shorelines within and outside of defined Most Effective Basin areas and submitting the projects to the DEQ BMP warehouse to help the Commonwealth meet its federally-mandated requirements to reduce nutrients and sediment pollution within the Chesapeake Bay.

- Waiting on Extension and additional funding from DEQ.

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.

- No funding for staff to work on this effort.

Project 35004– EDA Partnership Planning Program

The project will enable the Economic Development District (EDD) to provide comprehensive economic

development planning services to the EDD region and will enable the EDD to successfully manage and coordinate the development and implementation of a Comprehensive Economic Development Strategy to address the unique needs of our region and support the region's economic development and growth.

- A revised timeline for completion and adoption of the CEDS document was submitted and approved by EDA. The completion and adoption of the CEDS - 2026 is on track for the end of the calendar year. Work has progressed smoothly based on the revised schedule with the demographic and economic data analysis, SWOT analysis, and Vision, Goals, and Objectives have been prepared along with other sections of the document. A presentation of the status of the project and draft materials to date was delivered to the LGA meeting on June 12th. The comments and suggestions received have been incorporated into the draft CEDS. The Action Plan and other sections of the document are under development. It is planned that the draft of the CEDS document will be ready for review during late September to October timeframe.
- Coordinated graphic design and communication work for the CEDS 2026 update.

LOCAL INITIATIVES

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

Project 302010 – FY25 VA Water Trails Website Maintenance

MPPDC partners with PlanRVA, Accomack-Northampton PDC, and Northern Neck PDC to host and maintain the VA Water Trails website as a recreational, tourism, and public access resource to water trails within the partner regions – www.VirginiaWaterTrails.org

- Performed monthly website updates and maintenance.

Project 38026 – FY26 Local & Regional Technical Assistance

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

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Project 30003–DEQ Water Supply Plan Update

This project addresses the Virginia General Assembly mandate to develop a water supply plan. Research, write, secure, and monitor federal, state, local, and foundational grants for participating Middle Peninsula local governments based on needs identified by Local Government Administrators.

- Reviewed the final draft plan from WSSI.
- Applied for DEQ's Water Supply Planning Grant to help complete the work of WSSI and to cover expenses associated with the public participation process.

Project 38101 – LGA Grants Program

Research, write, secure, and monitor federal, state, local, and foundational grants for participating Middle Peninsula local governments based on needs identified by Local Government Administrators.

- Awarded \$1.6 million USDOT BUILD grant for Middlesex County's Broad Creek-Chesapeake Bay Access site to develop shovel-ready site plans including boat ramp, pier, parking, etc.
 - Coordinating to add project to Virginia STIP before grant funds can be obligated.
- Submitted USDA Rural Business Development Grant (RBDG) proposal for \$85,000 to develop Gloucester County Community Center and Sports Complex feasibility study & conceptual designs at former Page Middle School.
 - Coordinating with County staff to provide demographic & accessibility information and meet other

USDA requirements for project scoring.

- Submitted VDOT Ready, Set, Go! proposal for technical assistance to assist King & Queen County developing trail designs, cost estimates, and sketches to support future trail construction adjacent to County library.
- Submitted application to release \$506,000 FY26 Congressionally Directed Spending (earmark) award to MPPDC to purchase & install generators at Essex County's administration building, Middlesex County's Cooks Corner Office Complex, and Gloucester County's Building 1 (IT & registrar).
 - o FEMA conducting environmental review of 3 sites.
- Contracts executed for 2 VDEM Emergency Shelter Upgrade Assistance Grant awards:
 - o \$223,466 for generator upgrades to relocate Mathews County's emergency shelter to Thomas Hunter Middle School.
 - o \$78,361 for new pump station generator and extension of existing generator service area at emergency shelter at Gloucester High School.
 - o Met with County staff & transferred project for project management.
- Contract executed for \$253,643 DCR Community Flood Preparedness Fund grant to develop Gloucester Point Beach Resilience Master Plan.
 - o Met with County staff & transferred project for project management
- Coordinating with VIMS to develop application to release \$802,000 FY26 Congressionally Directed Spending (earmark) award to MPPDC to purchase, deploy, and operate for one-year water-level monitoring stations across the Middle Peninsula, focused in Mobjack Bay.
- Coordinating with MPCBPAA to develop application & initiate Environmental Review to release \$810,000 FY26 Community Project Funding (earmark) award to acquire upland dredged material storage sites that support regional dredging program.
- Organized Rep. Wittman visit on Aug. 7 to meet with USACE Norfolk, MPCBPAA, Mathews County, and Virginia Waterman's Association stakeholders to advocate for two FY27 dredging earmarks (detailed below).
- U.S. Representative Wittman selected 3 Community Project Funding (earmark) requests to support for inclusion in the FY27 federal budget:
 - o \$1,288,608 to Essex County to construct new Joint Maintenance Facility & access road to support County emergency services, public schools, and other vehicles in Essex County's fleet.
 - Coordinating with Essex to identify 45% required matching funds.
 - o \$2 million to MPCBPAA to acquire uplands sites for storage of dredged materials to support regional dredging program.
 - o \$4 million in pass-through funding to USACE to develop a dredge material management plan & conduct site maintenance required to support full dredging of Winter Harbor channel in Mathews County.
 - o House Appropriations Committee will determine final funding awards in fall 2026.
- U.S. Senators Kainer & Warner selected 1 Congressionally Directed Spending (earmark) request to support for inclusion in the FY27 federal budget:
 - o \$976,000 to Town of Tappahannock for Prince Street water and sewer main upgrades.
 - o Senate Appropriation Committee will determine final funding award in fall 2026.
- Continuing to coordinate with DOW, NPS, and DCR to execute contract for \$350,000 Readiness and Environmental Protection Integration Program grant award to MPCBPAA to acquire 513 acres near Middle Peninsula Regional Airport for conservation and public recreation:
 - o \$276,000 NPS Readiness and Recreation Initiative matching fund award secured & will be executed after appraisal is updated, est. September 2026.
- Researched funding sources for action items to be included in Middle Peninsula CEDS plan update, including Regional Business Park Site Identification Study; Regional Infrastructure Development Plan; Regional Economic Development Organization Recreation (REDO) via Middle Peninsula Alliance;

Project 38819 – EECBG Middlesex Energy Audits

Middlesex County was awarded Energy Efficiency and Conservation Block Grant (EECBG) funding from the Virginia Department of Energy to conduct residential & business energy audits, public education events, and marketing/outreach activities. MPPDC is administering the grant on behalf of the County and providing legal support for procurement and contracting.

- Needs to be assigned to a staff member.

HOUSING

Funding – Housing Loan Program Income

EMERGENCY SERVICES

Funding – VDEM/FEMA/Homeland Security

Project 30192 – DCR/FEMA - Fight the Flood GIS Tool Enhancements

Improvements will be made to the FTF online and GIS tools which are intended to enhance the GIS data tool capabilities and the overall management of the program. Improvements will include automated programs to expedite and streamline the grant application process, programs for identifying needs and advancing projects which align with available funding resources, improvements which will help feature products and services for participating FTF businesses, and training for MPPDC staff.

- Submitted all paperwork to FEMA associated with this project.

Project 32180 – FEMA Ware Cove LLC

This project is for the mitigation reconstruction of a residential structure in Gloucester County. The current structure will be demolished and a smaller, more code-compliant and more hazard-resistant structure on an elevated foundation system will be constructed. The mitigation reconstruction project will mitigate flood risk and the associated costs.

- Submitted reimbursement request #8 for this project.
- Scheduled a meeting with VDEM to discuss the project budget and timeline.
- Continued to reconcile expenses associated with this project.

Project 32300 - FEMA VDEM AHMP

This project will guide Middle Peninsula localities through the updating of the regional All Hazards Mitigation Plan (AHMP). The Plan evaluates all hazards that may affect the region and proposes mitigation strategies to reduce the impacts of future hazardous events.

- MPPDC staff hosted Local Planning Team meetings and below is the meeting attendance.

Locality	Meeting Attendance ✓ = attended meeting ✗ = did not attend meeting
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	LPT Meeting 1 (4/23/25)	LPT Meeting 2 (5/5/25)	LPT Meeting 3 (5/19/25)	LPT Meeting 4 (6/9/25)	LPT Meeting 5 (6/23/25)	LPT Meeting 6 (12/8/25)
Essex	✓	✓	--	✓	✓	--
Gloucester	✓	✓	✓	✓	✓	✓
King William	✓	✓	✓	✓	✓	
King & Queen	✓	✓	✓	✓	✓	✓
Mathews County	✓	✓	✓	✓	✓	✓
Middlesex County	✓	✓	✓	✓	✓	✓
Town of Urbanna	✓	✓	--	✓	✓	✓
Tappahannock	✓	--	--	--	--	✓
West Point	✓	✓	✓	✓	✓	--

- Continued to work gather comments associated with Chapter 4 of the AHMP.
- MPPDC staff is continuing to work on organizing information to update this plan.

LOAN FUNDS FOR SEPTIC AND LIVING SHORELINES

Funding – VRA

Project 30420 – On-Site Technical Guidance Assistance and 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. In addition, MPPDC received funding under the Water Quality Improvement Fund (WQIF) to provide grants to low-to-moderate income Middle Peninsula and New Kent County homeowners to repair failing septic systems impacting water quality and health in the region. Grants can be paired with loans from the MPPDC Onsite Wastewater Revolving Loan Fund to provide matching funds as required. It is anticipated this funding will be used to provide assistance to 20-27 homeowners.

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Project 33001 – Loan Fund Program for Septic and Living Shoreline

During 2022, the MPPDC received a \$3M line of credit for living shoreline and septic repair projects from the VA Resources Authority. The fund provides a single financing program for activities historically covered by the MPPDC's On-Site Technical Guidance and Living Shoreline Incentive Programs.

- Continue to work with applicants on loan funds to repair septic systems and living shoreline projects

Project 31500 – Living Shoreline Loan Program

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AGENCY ADMINISTRATION

Funding - Indirect cost reimbursements from all PDC projects

MPPDC Administration

Administrative services provided to MPPDC programs. Planned FY26 Indirect Cost rate = 27.93%.

Closed Projects

Project 38814 – NOAA/VCZMP New Point Comfort Observation Deck Rehab

Project 32182 – VCZMP Working Waterfront Resilience Assessments

Project 30191 – DCR Flood Fund – Mill Creek Boat Ramp (Middlesex)

Project 30124 – Staff Support to Middle Peninsula Alliance (MPA) FY24

MPPDC staff are providing clerical and fiscal assistance to the Middle Peninsula Alliance.

Project 30195 – Community Flood Preparedness Fund (CFPF) – Round 3 Supplemental (Piankatank) VDCR CFPF

funding for one shoreline protection construction project on private property within the Piankatank River watershed.

Project 30198 – Gwynn’s Island Septic

To support the MPPDC Regional On-Site Wastewater Treatment and Disposal Funding Program, this grant from Mathews Community Foundation provides septic repair assistance to LMI homeowners on Gwynn’s Island.

Project 30220 – Commuter Assistance Program (CAP) Operating FY24

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.

Project 30321 – Rural Transportation Planning FY24

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.

Project 32164 – CZM 306 Next Generation Shoreline Plan (Pilot Project – Yr1)

VIMS Shoreline Studies Program will develop a whitepaper to examine the use of technology, modeling, alternative materials, proprietary products, and innovative nature-based mitigation measures in the planning process for “next generation shorelines” which are intended to provide an enhanced level of shoreline resilience and water quality in response to more frequent and severe flooding and accelerated sea-level rise. One design of a next generation shoreline for a publicly owned property in a high energy wave environment will be completed. Year 2 will involve further development of the whitepaper and a next generation shoreline design for a moderate wave energy publicly owned site.

Project 32170 – Virginia Coastal TA FY22

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.

Project 32171 – CZM 306 Next Generation Shoreline Plan Yr2

VIMS Shoreline Studies Program will continue to develop a whitepaper to examine the use of technology, modeling, alternative materials, proprietary products, and innovative nature-based mitigation measures in the planning process for “next generation shorelines” which are intended to provide an enhanced level of shoreline resilience and water quality in response to more frequent and severe flooding and accelerated sea-level rise.

One design of a next generation shoreline for a publicly owned property in a moderate energy wave environment publicly owned site will be completed.

Project 32172 – DEQ CZM ANPDC Ecotourism VI FY23

This project will build on the efforts completed between 2020-2021. During this project, PDCs will focus on implementing actions identified in the 36-month Marketing Strategy and Action Plan. MPPDC staff will also develop a grant application to seek funds which address resilience needs identified in the 2022 resilience assessment of MPCBPAA properties. PDCs will also collaborate to identify a long-term sustainability plan for maintaining the site for years to come.

Project 32175 – DEQ Chesapeake Bay WIP Technical Assistance 2023

MPPDC will continue to engage localities and regional and state partners regarding Bay WIP III programmatic actions and implementation activities with funding provided by DEQ.

Project 32176 – NFWF Veterans Partnership

MPPDC will develop and formalize an operating agreement between the MP-PAA and Knott Alone-Hold Fast, Inc,

a nonprofit organization providing counseling and coastal eco and restoration workforce development services focusing on leveraging Chesapeake Bay coastal environs for veterans. The project will build capacity to address a known gap in local workforce for resilience and restoration activities.

Project 32021 – PAA GO VA Sea Grant Resilience Economy

Virginia Sea Grant was awarded a GO Virginia award to assist the Middle Peninsula and other coastal areas with developing a water management economy to combat flooding and sea-level rise. This project will utilize land owned by the MPCBPAA as field stations to encourage business innovation in the flood resiliency space.

Project 30221 – VDRPT Commuter Assistance Program (CAP) Operating FY25

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.

Project 31005 – VDOT Rural Transportation Planning FY25

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.

Project 32024 – MPPDC Virginia Outdoors Foundation (VOF) Get Outdoors

This project will provide the Middle Peninsula Chesapeake Bay Public Access Authority with nature trail demarcation and location services on the Captain Sinclair's complex in Gloucester by partnering with Knott Alone Hold Fast, a veteran support program.

Project 30001 – VCZMP Coastal Technical Assistance FY24

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.

Project 30009 – CFPF Captain Sinclairs Berm/Road Flood Mitigation

Project is to design and develop a draft permit application for construction of a flood mitigation berm to address recurrent flooding at the MPCBPAA Captain Sinclairs Recreation Area in Gloucester. The project also involves elevation of the public road at the site for flood mitigation purposes.

Project 35002 – VHDA CIG Housing Planning FY24

VHDA awarded MPPDC a \$50,000 Community Impact Grant – Innovation Planning to scope out three innovation building systems, floating moisture barrier system (FMBS) – Home Mechanix, onsite wastewater treatment & reuse system (OWTRS) – Triangle Environmental, and structural steel insulated panel system (SSIP) – ThermaSteel. The grant was for the preparation of three “white papers” that would mirror the application for a VHDA Housing Innovation Implementation Grant. These three innovative housing systems can significantly improve the resiliency of housing, allow for the development of resilient housing in low-lying coastal areas, and reduce the overall cost of housing, particularly for lower-income households. The purpose of the project was to test demonstrate each innovative building system at the Captain Sinclair property with the objective increasing the deployment of each system in coastal Virginia.

Project 32177 – EDA Technical Assistance Program 2023

MPPDC will facilitate the maintenance, update, and implementation of the Middle Peninsula Comprehensive Economic Development Strategy (CEDS) utilizing existing regional partnerships and building upon recent and ongoing regional initiatives focusing on fostering economic growth within the region.

Project 32181 – VCZMP Coastal Technical Assistance FY23

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.

Project 32183 – FY2023 SCRC Local Development District Capacity Building

MPPDC received funding from the Southeast Crescent Regional Commission to provide technical assistance for economic and community development activities within the region. This year's grant will focus on partnering with the Middle Peninsula Alliance to hire a trainer who can relaunch a business development course which is a requisite for accessing available MPPDC small business loan funding.

Project 38024 – FY24 Local & Regional Technical Assistance

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

Project 38815 – Middlesex County Comp Plan Audit – Feb 2024

A diagnostic review and analysis of the Middlesex County Comprehensive Plan will be conducted to identify areas in need of improvement or addition to ensure compliance with state requirements.

Project 321771- GO Virginia – West Point Adjacent Land Airport Study

Project studies the needs for moving the land adjacent to the airport to the next tier under the VEDP site readiness program.

Project 321772 – DCR Flood Fund - West Point Bridge Study

Project is to conduct a Hydrologic and Hydraulic Study and Structural Design and Level of Service Study to address ongoing flooding for a Town owned bridge adjacent to the Middle Peninsula Regional Airport.

Project 30190 – DCR Flood Fund - Hoskins Creek (Tappahannock)

Project is to design, obtain permits for, and construct a living shoreline on the Town-owned property adjacent to the Rte. 17 bridge over Hoskins Creek in Tappahannock.

Project 30196 – DCR Flood Fund – Round 3 Supplemental (York Private Property Shorelines)

VDCR CFPF funding for two shoreline protection construction projects on private properties within the York River watershed.

Project 30186 – Elevated Septic Pilot FY22

Construction of a vertically elevated septic system will occur at the King & Queen Telehealth and Business Development Center as part of a three-year pilot program to analyze an engineered septic unit that houses and treats all sewage effluent in a vertically elevated, self-contained unit suitable for areas with high water tables and flooding in Coastal Virginia.

Project 38811 – DCR Flood Fund – Broad Creek (Middlesex) Dredging and Jetty Design

Project is for designing and dredging Broad Creek while concurrently designing and developing a draft joint permit application for the construction of shoaling protection structures along the mouth of the channel to ensure long-term navigability.

Project 38813 – Broad Creek Spot Dredging (Middlesex) VPA Emergency Dredging

Project is for emergency dredging of the federal navigation channel and placement of dredging material in the federal upland placement site adjacent to Broad Creek.

Project 301981 – FY25 Gwynn's Island Septic

To support the MPPDC Regional On-Site Wastewater Treatment and Disposal Funding Program, this grant from Mathews Community Foundation provides septic repair assistance to LMI homeowners on Gwynn's Island.

Project 32163 – DEQ 319(h) NPS IP for BMP Residential Septic 2021

This project provides cost-share assistance to landowners, homeowners, and agricultural operators as an incentive to voluntarily install nonpoint source (NPS) best management practices (BMPs) in designated watersheds.

Project 30187 – VHDA Affordable Workforce Housing Development

The three-year project involves planning, designing, and constructing approximately ten affordable workforce housing units on property owned by the Middle Peninsula Public Access Authority. The project goals involve creating resilient and safe housing for citizens who need to live and work on or near the water. The designs will involve long-range planning for increased flooding and sea-level rise where the units can be readily moved once a site becomes unsafe for continued residential use.

Project 30013 – Energy Efficiency and Conservation Block Grant (EECBG) Revolving Loan Fund

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 was tasked with administering the overall project. MPPDC is administering the revolving loan program per DMME.

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 15 years +)

Virginia Coastal Resilience Master Plan Technical Advisory Committee: As appointed by the Governor in EO-71, a Technical Advisory Committee (TAC) with representatives of state agencies, coastal planning districts and regional commissions, and academic advisors, among others will facilitate the coordination and the development of the Virginia Coastal Resilience Master Plan. The Commonwealth's Chief Resilience Officer, Special Assistant to the Governor for Coastal Adaptation and Protection, and TAC will work with localities, regional entities, citizens, and stakeholder groups to identify critical infrastructure, at-risk communities, adaptation strategies, and specific resilience projects for inclusion in the Plan.

Congressman Robert Wittman's Fisheries Advisory Committee and Environmental Advisory Committee: (MPPDC Staff 8 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 9 years+)

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 concerned with promoting telework and providing telework information and technical assistance to employers (MPPDC Staff 10 years+)

The Coastal Society: The Coastal Society is an organization of private sector, academic, and government professionals and students. The Society is dedicated to actively addressing emerging coastal issues by fostering dialogue, forging partnerships, and promoting communications and education.

Virginia Shoreline Working Group: The Virginia Coastal Zone Management Program launched the working group in 2022 to focus in on complex regulatory and legal matters pertaining to shoreline management and to help advance shoreline protection and habitat restoration projects that can compete for federal funding.

Virginia Bay Enhancement Working Group (BEWG): The Northam Administration and VMRC launched BEWG in 2020 as result of administration policy of no future overboard discharge of dredged material. The group is tasked with identifying beneficial reuse opportunities for the 1 Million cubic yards of material that is dredged every 3-5 years from the York Spit Navigation Channel which is the primary shipping channel for the Baltimore Harbor in the southern section of the middle of the Chesapeake Bay. MPPDC staff were requested to serve to evaluate alternatives from around the Bay and including the Middle Peninsula.

Government Finance Officers Association (GFOA): The Government Finance Officers Association (GFOA), founded in 1906, represents public finance officials throughout the United States and Canada. The association's more than 20,000 members are federal, state/provincial, and local finance officials deeply involved in planning, financing, and implementing thousands of governmental operations in each of their jurisdictions. GFOA's mission is to advance excellence in public finance. (MPPDC Staff 9 years). No longer a member of this organization.

Virginia Government Finance Officers Association (VGFOA): The Virginia Municipal Finance Officers' Association was organized on January 12, 1968. The name of the organization was changed to The Virginia Government Finance Officers Association on October 5, 1984. The VGFOA provides educational opportunities to members through the VGFOA Certification Program, provides networking and educational opportunities through two annual conferences, provides legislative updates and updates from standard-setting bodies such as GASB, OMB, etc. (MPPDC Staff 15+ years and Certified)

National Grants Management Association (NGMA): NGMA provides national and international leadership, helping its members achieve success in the grants management community through the advocacy of best practices and the promotion of professional excellence. (MPPDC Staff 3 months)

ACRONYMS

ACH	Automated Clearing House	OLGA	Online Grant Administration
AFID	Agricultural and Forestry Industries Development	PAA	Public Access Authority
AHMP	All Hazards Mitigation Plan	RBOG	Rural Business Opportunity Grant
BCC	Building Collaborative Communities Project	RFP	Request for Proposal
BOS	Board of Supervisors	RFQ	Request for Qualifications
CBPA	Chesapeake Bay Preservation Area	RLF	Revolving Loan Fund
CDBG	Community Development Block Grant	RTP	Rural Transportation Planning
CEDS	Comprehensive Economic Development Strategy	SERCAP	Southeast Rural Community Assistance Project
CIP	Capital Improvement Plan	SHSG	State Homeland Security Grant
COI	Conflict of Interest	SWCD	Soil and Water Conservation District
CZMP	Coastal Zone Management Program	SWM	Storm Water Management
DEQ	Department of Environmental Quality	SWRP	State Water Resource Plan
DCR	Department of Conservation & Recreation	THIRA	Threat & Hazard Identification & Risk Assessment
DGIF	Department of Game and Inland Fisheries	TMDL	Total Maximum Daily Loads
DHR	Department of Historic Resources	USACE	U.S. Army Corps of Engineers
DHCD	Department of Housing and Community Development	USDA	U.S. Department of Agriculture
DMME	Department of Mines Minerals and Energy	USFWS	U.S. Fish and Wildlife Service
DOE	Department of Energy	VACORP	Virginia Association of Counties Risk Pool
DRPT	Department of Rail and Public Transportation	VAPA	Virginia Planning Association
EDA	Economic Development Administration	VAPDC	Virginia Association of Planning District Commissions
EDO	Economic Development Organization	VASG	Virginia Sea Grant
EECBG	Energy Efficiency and Conservation Block Grant	VCP	Virginia Coastal Program
EOC	Emergency Operation Center	VCRMP	Virginia Coastal Resilience Master Plan
EPA	Environmental Protection Agency	VCWRLF	Virginia Clean Water Revolving Loan Fund
FEMA	Federal Emergency Management Agency	VCZMP	Virginia Coastal Zone Management Program
Fracking	Hydraulic Fracturing	VDEM	Virginia Department of Emergency Management
GIS	Geographic Information System	VDH	Virginia Department of Health
HRPDC	Hampton Roads Planning District Commission	VDOT	Virginia Department of Transportation
LGA	Local Government Administrators	VEE	Virginia Environmental Endowment
LPT	Local Planning Team	VIMS	Virginia Institute of Marine Science
LSIP	Living Shoreline Incentive Program	VLCF	Virginia Land Conservation Fund
MOU	Memorandum of Understanding	VMRC	Virginia Marine Resource Commission
MPA	Middle Peninsula Alliance	VOAD	Volunteer Organization Active in Disasters
MPBA	Middle Peninsula Broadband Authority	VOP	Virginia Outdoors Plan
MPCBPAA	Middle Peninsula Chesapeake Bay Public Access Authority	VRA	Virginia Resources Authority
MPEDRO	Middle Peninsula Economic Development and Resource Organization	VSMP	Virginia Stormwater Management Program
NIMS	National Incident Management System	VTa	Virginia Tourism Association
NFWF	National Fish and Wildlife Foundation	VTC	Virginia Tourism Corporation
NOAA	National Oceanic and Atmospheric Administration	VWP	Virginia Water Protection
NPS	National Park Services	VWWR	Virginia Water Withdrawal Reporting
OCVA	Oyster Company of Virginia	WIP	Watershed Implementation Plan
OIPI	VA Office of Intermodal Planning and Investment	WQIF	Water Quality Improvement Fund

Clause / Topic	Suggested Language	Purpose / How to Use
Default Assignment Framework	The Authority/Commission may use the Lifecycle Matrix as the primary assignment framework, the Service Matrix as supporting detail, the Decision Tree as a practical assignment tool, and the Primary Purpose Test for mixed-scope assignments. These procedures are intended to promote transparency, consistency, and alignment between task order needs and each firm's demonstrated qualifications.	Use as opening language for adopted procedures.
No Guaranteed Workload	Nothing in these procedures guarantees any selected firm a minimum number of task orders, minimum dollar value of work, exclusive service area, or preferential right to perform any category of work.	Prevents the matrix from becoming a workload entitlement.
Authority Discretion & Best Interest Determination	The Authority/Commission retains discretion to assign any task order to any awarded firm when the Authority/Commission determines that such assignment is in the best interest of the project, program, locality, or public body.	Provides flexibility if the default assignment does not fit the task.
Permitted Discretion Factors	Relevant factors may include specialized expertise, prior project experience, continuity with ongoing work, staff availability, workload balance, schedule requirements, funding deadlines, performance on prior assignments, responsiveness, conflicts, local knowledge, regulatory familiarity, the need for an alternative technical approach, or any other factor reasonably related to successful project delivery.	Use as the list of documented reasons for deviating from the default.
Performance and Capacity Exception	If an awarded firm is unavailable, over capacity, unable to meet schedule requirements, underperforming, or otherwise not well suited to a particular assignment, the Authority/Commission may assign that task order to another qualified awarded firm without conducting price-based competition for the individual project.	Directly addresses your example where Firm B has multiple projects or performance concerns and the PAA wants to assign work to another qualified firm.
Mixed Scope Assignments	For assignments involving both programmatic and engineering components, the Authority/Commission may assign the task order based on the primary purpose of the work or may divide the assignment into separate task orders or subtasks among awarded firms when doing so improves delivery, accountability, or technical quality.	Useful for dredging projects that include planning, grants, permitting, design, construction, and monitoring.
Specialty Support	The Authority/Commission may assign a task order or subtask to a specialty firm when the dominant need involves specialized services such as public communications, stakeholder engagement, ecological monitoring, soil science, environmental science, GIS/mapping, vessel operations, economic analysis, financial analysis, legal coordination, or other targeted expertise.	Allows specialty firms to be assigned directly without forcing the work through Firm A or Firm B.
Documentation Requirement	For each task order, the Authority/Commission should document the assignment basis in the project file, including the primary purpose of the assignment and any discretion factors used to select the assigned firm.	Creates a defensible administrative record.
Assignment of Task Orders	Task orders should generally be assigned using the adopted assignment procedures and documented selection rationale. Project lifecycle phase, service requirements, qualifications, specialized expertise, continuity, performance, and other relevant factors may be considered when determining the most appropriate assignment.	Reflects the attorney guidance shown in the screenshots without trying to provide legal advice.
Periodic Review	The Authority/Commission may periodically review task order distribution to evaluate workload balance, performance, responsiveness, project outcomes, and whether the assignment procedures remain appropriate for the municipal dredging program.	Supports transparency without requiring strict rotation.
Legal Review Caveat	This language is intended as a working administrative framework and should be reviewed by the Authority/Commission's procurement counsel before adoption or incorporation into procurement policies, contracts, or task order procedures.	Important caveat because contract assignment procedures have procurement/legal implications.
Continuity of Services Exception	The Authority/Commission may assign subsequent phases of a project to a consultant already supporting that project when continuity of services is determined to be beneficial to project delivery, schedule, coordination, regulatory compliance, funding administration, or implementation efficiency.	Supports assignment continuity from planning through implementation.

EMPLOYEE LEASING AGREEMENT

THIS EMPLOYEE LEASING AGREEMENT (this "Agreement") is made by **MGT Impact Solutions, LLC** ("MGT"), and **Middle Peninsula Planning District Commission** (the "Client"). MGT and the Client can be individually identified as a ("Party") and collectively as the ("Parties"). MGT and the Client agree as follows:

SECTION 1 SCOPE OF AGREEMENT

Section 1.01. Assigned Employee. The Client will lease certain employees of MGT, and MGT will lease to the Client, the personnel identified in attached Exhibit A, (the "Assigned Employee"). **Exhibit A** identifies the temporary position and/or assignment (the "Assignment") each Assigned Employee will fill at the Client, and it further identifies the base compensation for each Assigned Employee, as of the effective date of this Agreement. **Exhibit A** may be modified from time to time by an amended Exhibit A signed by both MGT and the Client. MGT has the sole authority to assign and/or remove the Assigned Employee, provided however, that the Client may request, in writing, that MGT remove or reassign the Assigned Employee which removal or reassignment shall not be unreasonably withheld by MGT. The Parties understand and acknowledge that the Assigned Employee is subject to the Client's day-to-day supervision.

Section 1.02. Independent Contractor. MGT is and remains an independent contractor, and not an employee, agent, partner of, or joint venturer with, the Client. MGT has no authority to bind the Client to any commitment, contract, agreement or other obligation without the Client's express written consent.

SECTION 2 SERVICES AND OBLIGATIONS OF MGT AND CLIENT

Section 2.01. Payment of Wages. MGT will, to the extent applicable and /or required by law, timely pay the wages and related payroll taxes of the Assigned Employee from MGT's own account in accordance with federal and state law and MGT's standard payroll practices. MGT will withhold from such wages all applicable taxes and other deductions elected by the Assigned Employee. The Client acknowledges that MGT may engage a financial entity to maintain its financing and record keeping services, which may include the payment of wages and related payroll taxes in accordance with this Section 2.01. The Client agrees to cooperate with MGT and any such financial entity to ensure timely payment of wages, related payroll taxes, and any applicable fees pursuant to this Section 2.01. As to Assigned Employees, MGT will comply with the Immigration Reform and Control Act of 1986, Title VII of the Civil Rights Act of 1964, as amended, (Title VII), the Americans With Disabilities Act of 1990 (ADA), the Age Discrimination in Employment Act (ADEA), the Equal Pay Act of 1963, the Civil Rights Acts of 1866 and 1871 (42 U.S.C. § 1981), the Family and Medical Leave Act of 1993, the Fair Labor Standards Act of 1938, the National Labor Relations Act, the Employee Retirement Income Security Act ("ERISA") of 1974, and any other federal, state or local statute, state constitution, ordinance, order, regulation, policy or decision regulating wages and the payment of wages, prohibiting employment discrimination or otherwise establishing or relating to rights of Assigned Employee.

Section 2.02. Workers' Compensation. To the extent required by applicable law, MGT will maintain in effect workers' compensation coverage covering its Assigned Employee's work in an Assignment. Any applicable coverage under this Agreement terminates on the Termination Date of this Agreement. It is understood and agreed that the Client shall be under no obligation to reimburse or indemnify MGT for the workers compensation claims of the Assigned Employee(s) and MGT agrees to



not seek any such reimbursement and/or indemnification; provided, however, that, this provision shall not apply and the Client shall be obligated to reimburse and hold MGT harmless for all loss and expense incurred as a result of such workers compensation claims in the event the Client engaged in intentional, reckless or grossly negligent misconduct relating thereto.

Section 2.03. Employee Benefits. MGT will provide to Assigned Employee those employee benefits identified in the attached **Exhibit B**. MGT may amend or terminate any of its employee benefit plans according to their terms. All employee benefits, including severance benefits for Assigned Employee will be included in Fees payable to MGT under Section 3.01 of this Agreement.

Section 2.04. Maintenance and Retention of Payroll and Benefit Records. MGT will maintain records of all wages and benefits paid and personnel actions taken by MGT in connection with any of the Assigned Employees. MGT will retain control of such records and make them available for inspection as required by applicable federal, state or local laws.

Section 2.05. Other Obligations of MGT. MGT will comply with any federal, state and local law applicable to its Assigned Employee(s).

Section 2.06. Direction and Control. The Parties agree and acknowledge that, with relation to the work to be performed by the Assigned Employee for Client hereunder, the Client has the right of direction and control over the Assigned Employee, including matters of discipline, excluding removal or reassignment, as provided for by Section 1.01. The Assigned Employee(s) will be supervised, directly and indirectly, and exclusively with regard thereto by the Client's supervisory and managerial employees with respect to the work performed for the Client hereunder.

Section 2.07. Obligations of the Client. Pursuant to this Agreement the Client covenants, agrees and acknowledges:

(a) The Client will provide the Assigned Employee with a suitable workplace, that complies with US Occupational Safety and Health Administration ("OSHA") statutes and regulations, and all other health and safety laws, regulations, ordinances, directives, and rules applicable to the Assigned Employee and the Assigned Employee's workplace. The Client agrees to comply, at its expense, with all health and safety directives from MGT's internal and external loss control specialists, MGT's workers' compensation carrier, or any government agency having jurisdiction over the place of work. The Client will provide and ensure use of all functional personal protective equipment as required by any federal, state or local law, regulation, ordinance, directive, or rule or as deemed necessary by MGT's workers' compensation carrier. MGT and/or its insurance carriers have the right to inspect the Client's premises to ensure that the Assigned Employee is not exposed to an unsafe workplace. MGT's rights under this paragraph do not diminish or alter the Client's obligations to the Assigned Employee under applicable law, or its obligations to MGT under this Agreement;

(b) With respect to the Assigned Employee, the Client will comply with all applicable labor and employment-related laws and regulations, and any other federal, state or local statute, state constitution, ordinance, order, regulation, policy or decision, prohibiting employment discrimination, or otherwise establishing or relating to the terms and conditions of Assigned Employee's Assignment;

(c) The Client retains the right to exert sufficient direction and control over the Assigned Employee as is necessary to conduct the Client's business and operations, without which, the Client would be unable to conduct its business, operation or to comply with any applicable licensure, regulatory or statutory requirements;



(d) The Client cannot remove or reassign the Assigned Employee unless mutually agreed to in writing by MGT and the Client in accordance with Section 1.01 of this Agreement. Client will timely confer with MGT regarding any concern or complaint regarding Assigned Employee's performance or conduct under this Agreement;

(e) The Client will not pay wages, salaries or other forms of direct or indirect compensation, including employee benefits, to Assigned Employee. Client represents that its actions under this Agreement do not violate its obligations it may have under any collective bargaining agreement;

(f) The Client must report to MGT any injury to any Assigned Employee of which it has knowledge within twenty-four (24) hours of acquiring such knowledge. If any Assigned Employee is injured in the course of performing services for the Client, the Client must follow the procedures and practices regarding injury claims and reporting; and

(g) The Client must report all on the job illnesses, accidents and injuries of the Assigned Employee to MGT within twenty-four (24) hours following notification of said injury by Assigned Employee or Assigned Employee's representative.

SECTION 3 FEES PAYABLE TO MGT

Section 3.01. Fees. The Client will pay MGT fees for the services provided under this Agreement as follows:

(a) The base compensation as fully identified on **Exhibit A**, as amended; plus

(b) Any employee benefits MGT paid to the Assigned Employee as identified on **Exhibit B** (if applicable), including, but not limited to, salary; wages; commissions; bonuses; sick pay; workers' compensation, health and other insurance premiums; payroll, unemployment, FICA and other taxes; vacation pay; overtime pay; severance pay; monthly automobile allowances, and any other compensation or benefits payable under any applicable MGT pension and welfare benefit plan or federal, state or local laws covering the Assigned Employee.

Section 3.02. Payment Method. Every two (2) weeks during the term of this Agreement, MGT will invoice in writing the Client for the fees owed under this Agreement. Within thirty (30) days following receipt of such invoice, the Client must pay all invoiced amounts by check, wire transfer or electronic funds transfer to MGT to an account or lockbox as designated on the invoice. Late payments will be subject to all applicable interest payments or service charges provided by state or local law. In addition to charging interest or service charges provided by applicable law, MGT may, upon written notice to Client, suspend performance of services under this Agreement while any amount due is past due and remains unpaid.

SECTION 4 INSURANCE

Section 4.01. General and Professional Liability Insurance.

(a) The Client must maintain in full force and effect at all times during the term of this Agreement a Comprehensive (or Commercial) General Liability policy and Professional Liability insurance policy or policies (the "Policies") insuring the Client, its officials, and employees, with minimum coverage in the amount of \$1,000,000 per occurrence, \$3,000,000 aggregate. In the alternative, as applicable, the



Client may maintain in full force and effect at all times during the term of this Agreement a self-insured retention ("SIR") which provides the same minimum coverage limits as set forth above. In the event such SIR exists and applies to this Agreement, the Client agrees to fully discuss the SIR's parameters with MGT and its relationship to the Policies. At a minimum, the Policies must insure the Client its officials and employees against bodily injury and property damage liability caused by on-premises business operations, completed operations and/or products or professional service and non-owned automobile coverage. The non-owned automobile coverage shall not include the Assigned Employee's personal vehicle.

(b) MGT shall use its best efforts to obtain general liability and professional liability insurance naming the Client as an additional insured for Losses (as defined in Section 7 of this Agreement) to the Client arising out of the wrongful conduct of the Assigned Employee(s). To the extent that such coverage is available, responds to or defends against any such Losses, the Client shall have no further rights against MGT with relation thereto.

Section 4.02. Certificate of Insurance. Upon request, the Client will promptly issue to MGT one or more Certificates of Insurance, verifying the Client's compliance with the provisions of Section 4.01. It is understood and agreed that the commencement of work by an Assigned Employee hereunder prior to the issuance of any required Certificate of Insurance shall not constitute nor be deemed a waiver of the obligation of the Client under this provision nor the enforceability hereof.

Section 4.03. Automobile Liability Insurance. The Client shall maintain in effect automobile liability insurance which shall insure the Client and the Assigned Employee if the Assigned Employee operates a Client vehicle for any reason in connection with his or her Assignment hereunder. Such coverage shall insure against liability for bodily injury, death and property damage.

SECTION 5 DURATION AND TERMINATION OF AGREEMENT

Section 5.01. Term and Effective Date. The Effective Date of this Agreement is the date that this Agreement is last signed by MGT on the signature page (the "Effective Date"). The period during which the Assigned Employee works at the Client is defined as the ("Term"). The Term commences on the Effective Date and will continue for the period identified on the attached Exhibit A, or until it is terminated in accordance with the remaining provisions of this Section 5. For the purposes of this Agreement, the date on which this Agreement expires and/or is terminated is the ("Termination Date").

Section 5.02. Termination of Agreement for Failure to Pay Fees. If the Client fails to timely pay the fees required under this Agreement, MGT may give the Client notice of its intent to terminate this Agreement for such failure and if such failure is remedied within ten (10) days, the notice will be of no further effect. If such failure is not remedied within the ten (10) day period, MGT has the right to terminate the Agreement upon expiration of such remedy period.

Section 5.03. Termination of Agreement for Material Breach. If either Party materially breaches this Agreement, the non-breaching Party must give the breaching Party written notice of its intent to terminate this Agreement for such breach and if such breach is remedied within ten (10) days, the notice will be of no further effect. If such breach is not remedied within the ten (10) day period, the non-breaching Party has the right to immediately terminate the Agreement upon expiration of such remedy period.

Section 5.04. Termination of Agreement to execute Temp-to-Hire Option. The Client may hire the Assigned Employee as a permanent or temporary employee of the Client at any time during the Term. Recognizing the substantial investment of time and resources by MGT under this Agreement to place its



Assigned Employee with Client, Client agrees to pay to MGT a conversion fee calculated as a percentage of the annual salary offered to the Assigned Employee by Client. Said conversion fees shall be paid according to the following schedule:

Time on Assignment	Conversion Fee
3 Months	25.00%
4-6 Months	20.00%
7-12 Months	15.00%
13-24 Months	5.00%
25+ Months	No Fee

The conversion fee shall be paid to MGT no later than thirty (30) days after the date the Assigned Employee becomes the Client's employee.

SECTION 6 NON-SOLICITATION

Section 6.01. Non-Solicitation. The Client acknowledges MGT's legitimate interest in protecting its business for a reasonable time following the termination of this Agreement. Accordingly, the Client agrees that during the Term of this Agreement and for a period of two (2) years thereafter, the Client will not solicit, request, entice or induce Assigned Employee to terminate their employment with MGT, and the Client will not hire Assigned Employee as a permanent or temporary employee. If a Temp-to-Hire option provided for in Section 5.04 is properly exercised by the Client, then this Section 6.01 will not apply.

Section 6.02. Injunctive Relief. The Client recognizes that the rights and privileges granted by this Agreement are of a special, unique, and extraordinary character, the loss of which cannot reasonably or adequately be compensated for in damages in any action at law. Accordingly, the Client understands and agrees that MGT is entitled to equitable relief, including a temporary restraining order and preliminary and permanent injunctive relief, to prevent or enjoin a breach of Section 6.01 of this Agreement. The Client also understands and agrees that any such equitable relief is in addition to, and not in substitution for, any other relief to which MGT can recover.

Section 6.03. Survival. The provisions of Section 6 survive the expiration or termination of this Agreement.

SECTION 7 DISCLOSURE AND INDEMNIFICATION PROVISIONS

Section 7.01. Indemnification by MGT. MGT agrees to indemnify, defend and hold the Client and its related entities or their agents, representatives or employees (the "Client Parties") harmless from and against all claims, liabilities, damages, costs and expenses ("Losses") arising out of any of the following: (a) MGT's breach of its obligations under this Agreement; (b) actions or conduct of MGT and its related business entities, their agents, representatives, and employees (the "MGT Parties"), taken or not taken with respect to the Assigned Employees that relate to events or incidents occurring prior or subsequent to the term of this Agreement; or (c) acts or omissions of MGT or any of the MGT Parties including the Assigned Employee, that are the direct and proximate cause of any such Loss.

Section 7.02. Indemnification by the Client. The Client agrees to indemnify, defend and hold the MGT Parties harmless from and against all Losses arising out of any of the following: (a) Client's breach of its obligations under this Agreement; (b) activities or conditions associated with the



Assignment, including without limitation, the Assigned Employee workers' compensation claims, but only as specifically provided in Section 2.02 of this Agreement; or (c) acts or omissions of Client that are the direct and proximate cause of any such Loss. Notwithstanding the foregoing, the Client shall have no obligation to the MGT parties under this Section with respect to Losses arising out of events or incidents occurring before or after the term of this Agreement.

Section 7.03. Indemnification Procedures. The Party seeking indemnity (the "Indemnified Party") from the other Party (the "Indemnifying Party") pursuant to this Section 7, must give the Indemnifying Party prompt notice of any such claim, allow the Indemnifying Party to control the defense or settlement of such claim and cooperate with the Indemnifying Party in all matters related thereto. However, prior to the Indemnifying Party assuming such defense and upon the request of the Indemnified Party, the Indemnifying Party must demonstrate to the reasonable satisfaction of the Indemnified Party that the Indemnifying Party (a) is able to fully pay the reasonably anticipated indemnity amounts under this Section 7 and (b) will take steps satisfactory to the Indemnified Party to ensure its continued ability to pay such amounts. In the event the Indemnifying Party does not control the defense, the Indemnified Party may defend against any such claim at the Indemnifying Party's cost and expense, and the Indemnifying Party must fully cooperate with the Indemnified Party, at no charge to the Indemnified Party, in defending such potential Loss, including, without limitation, using reasonable commercial efforts to keep the relevant Assigned Employee available. In the event the Indemnifying Party controls the defense, the Indemnified Party is entitled, at its own expense, to participate in, but not control, such defense. The failure to promptly notify the Indemnifying Party of any claim pursuant to this Section will not relieve such Indemnifying Party of any indemnification obligation that it may have to the Indemnified Party, except that the Indemnifying Party shall have no obligation to reimburse the Indemnified Party for fees and costs incurred and any settlements made by the Indemnified Party without the prior written consent of the Indemnifying Party prior to such notice or to the extent that the Indemnifying Party demonstrates that the defense of such action was materially prejudiced by the Indemnified Party's failure to timely give such notice.

Section 7.04. Survival of Indemnification Provisions. The provisions of Section 7 survive the expiration or termination of this Agreement.

SECTION 8 MISCELLANEOUS PROVISIONS

Section 8.01. Amendments. This Agreement may be amended at any time and from time to time, but any amendment must be in writing and signed by all the Parties to this Agreement, except for changes to the fees provided for in Section 3.

Section 8.02. Binding Effect. This Agreement inures to the benefit of and binds the Parties and their respective heirs, successors, representatives and assigns. Neither Party may assign its rights or delegate its duties under this Agreement without the express written consent of the other Party, which consent will not be unreasonably withheld.

Section 8.03. Counterpart Execution. This Agreement may be executed and delivered in any number of counterparts, each of which will be an original, but all of which together constitutes one and the same instrument. This Agreement may be executed and delivered via facsimile or electronic mail.

Section 8.04. Entire Agreement. This Agreement constitutes the entire agreement between the Parties regarding MGT's placement of the Assigned Employee with the Client, and contains all of the terms, conditions, covenants, stipulations, understandings and provisions agreed upon by the Parties. This Agreement supersedes and takes precedence over all proposals, memorandum agreements, tentative agreements, and oral agreements between the Parties, made prior to and including the Effective



Date of this Agreement not specifically identified and incorporated in writing into this Agreement. No agent or representative of either Party has the authority to make, and the Parties will not be bound by or liable for, any statement, representation, promise, or agreement not specifically set forth in this Agreement.

Section 8.05. Further Assurances. The Parties will execute and deliver any and all additional papers, documents, and other assurances and do any and all acts and things reasonably necessary in connection with the performances of their obligations under this Agreement.

Section 8.06. Gender. Whenever the context herein so requires, the masculine, feminine or neuter gender and the singular and plural number include the other.

Section 8.07. Section Headings. Section and other headings contained in this Agreement are for reference purposes only and do not affect in any way the meaning or interpretation of this Agreement.

Section 8.08. Severability. If any part or condition of this Agreement is held to be void, invalid or inoperative, such shall not affect any other provision hereof, which will continue to be effective as though such void, invalid or inoperative part, clause or condition had not been made.

Section 8.09. Waiver of Provisions. The failure by one Party to require performance by the other Party shall not be deemed to be a waiver of any such breach, nor of any subsequent breach by the other Party of any provision of this Agreement, and shall not affect the validity of this Agreement, nor prejudice either Party's rights in connection with any subsequent action. Any provision of this Agreement may be waived if, but only if, such waiver is in writing signed by the Party against whom the waiver is to be effective.

Section 8.10. Confidentiality. Each Party will protect the confidentiality of the other's records and information and must not disclose confidential information without the prior written consent of the other Party. Each Party must reasonably cooperate with the other Party regarding any Freedom of Information Act (FOIA) request calling for production of documents related to this Agreement.

Section 8.11. Governing Law. This Agreement will be governed by and construed in accordance with the laws of the State of Florida applicable to contracts made and to be performed entirely within such state, except the law of conflicts.

Section 8.12. Force Majeure. MGT will not be responsible for failure or delay in assigning its Assigned Employee to Client if the failure or delay is caused by labor disputes and strikes, fire, riot, terrorism, acts of nature or of God, or any other causes beyond the control of MGT.

Section 8.13. Assignment. Neither party may assign any rights nor delegate any duties or obligations under this Agreement without the express written consent of the other party. Notwithstanding the foregoing, MGT, or its permitted successive assignees or transferees, may assign or transfer this Agreement or delegate any rights or obligations hereunder without consent: (i) to any entity controlled by, or under common control with, MGT, or its permitted successive assignees or transferees; or (ii) in connection with a merger, reorganization, transfer, sale of assets or change of control or ownership of MGT, or its permitted successive assignees or transferees.

SECTION 9 DISPUTE RESOLUTION



Section 9.01. Good Faith Attempt to Settle. The Parties will attempt to settle any dispute arising out of or relating to this Agreement, or the breach thereof, through good faith negotiation between the Parties.

Section 9.02. Governing Law/Jurisdiction. If a dispute cannot be settled through good faith negotiation within thirty (30) days after the initial receipt by the allegedly offending party of written notice of the dispute, then the controversy or claim may be adjudicated by a federal or state court sitting in Florida. Venue and jurisdiction for any action under this Agreement is Tampa, Florida. This Agreement and any amendments hereto will be governed by and construed in accordance with the laws of the State of Florida.

Section 9.03. Attorneys' Fees. The Parties agree that, in the event of litigation under this Agreement, each Party is liable for only those attorneys' fees and costs incurred by that Party.

SECTION 10 NOTICES

Section 10.01. Notices. All Notices given under this Agreement must be written and may be given by personal delivery, first class U.S. Mail, registered or certified mail return receipt requested, overnight delivery service, or electronic mail.

Notices will be deemed received at the earlier of actual receipt or three (3) days from mailing date. Notices must be sent to the Parties at their respective addresses shown below. A Party may change its address for notice by giving written notice to the other Party.

If to MGT:

MGT Impact Solutions, LLC
4320 W Kennedy Blvd.
Tampa, FL 33609
Attention: Legal Notice/Contracts
Telephone: (813) 327-4717
Electronic Mail: contracts@mgt.us

If to the Client:

Middle Peninsula Planning District Commission
4521 E Lewis B Puller Memorial Highway, Suite 100
Shacklefords, VA 23156
Attention: John Magruder, Board Chair
Vivian Seay, Vice Chair
Telephone: (804) 758-2311
Electronic Mail: _____

[Signatures on following page]



IN WITNESS WHEREOF, the Parties executed this Agreement on the Effective Date, which is the date this Agreement is last signed by MGT.

MGT IMPACT SOLUTIONS, LLC

By _____
Name: A. Trey Traviesa
Title: CEO

Effective Date: August 31, 2026

**MIDDLE PENINSULA PLANNING DISTRICT
COMMISSION**

By: _____
Name: John Magruder
Title: Board Chair

By: _____
Name: Vivian Seay
Title: Vice Chair



EXHIBIT A
Assigned Employee and Base Compensation

As of August 31, 2026 ("Effective Date"), **MGT Impact Solutions, LLC** ("MGT") and **Middle Peninsula Planning District Commission** ("Client") execute this Exhibit A pursuant to the Employee Leasing Agreement between the Parties dated August 31, 2026 ("Agreement").

ASSIGNED EMPLOYEE: Lakeisha Wright

POSITION/ASSIGNMENT: Interim Executive Director

POSITION TERM: August 31, 2026 through May 25 - 2027. Upon mutual agreement of the parties, the term may be extended to August 30, 2027. Either party may terminate the agreement at any time by providing fourteen (14) days advance written notice.

BASE COMPENSATION: Bill Rate: \$90.14/hr. Work hours will vary but are anticipated to be 40 hours per week. Employee will coordinate any leave requests with the client. Time off for paid leave shall be administered in accordance with state law.

Other rates pursuant to Section 3.01(b) of the Agreement:

Overtime: Bill Rate: \$135.21 per hour

After hours/Weekend hours: N/A

Sick leave: N/A

Holiday pay: Client will be responsible for holiday pay for applicable federal holidays.

EXPENSES: MGT must obtain prior written authorization from Client for reimbursement of actual expenses, and Client shall reimburse MGT for all such approved expenses.

The parties hereby represent and warrant that the individuals whose signatures appear below are authorized by resolution or by their position with that party to enter into and execute this Exhibit A and any amendment thereto on that party's behalf.

MGT IMPACT SOLUTIONS, LLC

By: _____

Name: A. Trey Traviesa
Title: Chief Executive Officer

Date: _____

**MIDDLE PENINSULA PLANNING DISTRICT
COMMISSION**

By: _____

Name: John Magruder
Title: Board Chair

Date: _____

By: _____

Name: Vivian Seay
Title: Vice Chair

Date: _____



This Exhibit A amends and supplements but does not replace all Exhibits A dated prior to the Effective Date of this Agreement.



EXHIBIT B
Summary of Benefits

LAKESHIA W, AICP, PMP, MCIP-I

August 10, 2026

Angela Bianco, Talent Solutions Specialist MGT

Re: Interim Executive Director, Middle Peninsula Planning District Commission

Dear Ms. Bianco and Members of the MPPDC Board:

An interim executive assignment is, at its core, a change management assignment — and that is precisely how I would approach leading the Middle Peninsula Planning District Commission. I write to express my strong interest in the Interim Executive Director role. Because the Board has been specific about what this transition requires, I want to be equally specific about how I would meet each need.

Ten or more years of large-scale government management and nonprofit experience.

I bring more than fifteen years of progressive management across regional government, transit, and national nonprofits. As Deputy Executive Director of Housing & Community Development at the South Suburban Mayors and Managers Association — a council of governments serving more than forty Cook County municipalities — I directed a federally funded community investment program (CDBG) through its full lifecycle, supervised an interdisciplinary staff, built consensus among mayors, managers, and village boards with competing interests, and served publicly as spokesperson to councils, funders, media, and residents. My nonprofit leadership includes Senior Program Officer at the Institute for Sustainable Communities, evaluation consulting for the Metropolitan Planning Council, and building the data and reporting function for a statewide membership association.

A regional body serving small, rural, and economically challenged towns and counties.

That is where I have spent my career. Planning district commissions exist to be the capacity that small jurisdictions cannot build alone — and the south suburban communities I served were among the most economically stressed in Cook County. I know the mechanics of a regional organization holding shared capacity for under-resourced members: the intergovernmental agreements, the federal funding rules, the competing local interests, and the trust-building that makes any of it work.

An immediate finance need — fund accounting, government accounting, and budget development, with no one currently in the seat.

My understanding of finance comes from doing it. As founder and principal of my own consulting practice, I carry full profit-and-loss accountability — pricing, margin, backlog, contracts, and cash flow are my daily responsibility, not someone else's report to me. In prior positions I developed and managed concurrent multi-million-dollar operational and capital budgets in a government-funded environment — forecasting, expenditure monitoring, draw approvals, and mid-cycle adjustments — and personally ran the oversight function: annual monitoring plans, risk-based site visits, and subrecipient contract and financial review to federal audit standard. My first weeks in West Point would include a financial triage — cash position, grant drawdown status, reporting deadlines, and audit exposure — because in a grant-funded organization, financial visibility is the foundation every other stabilization effort stands on. I would then help build the budget alongside staff so the process is documented and repeatable.

Stabilizing a staff of seven to eight, clarifying roles, and improving consistency.

This is where my Prosci Certified Change Practitioner credential becomes a working tool. I would apply the ADKAR model across the six-to-nine-month arc: building Awareness among staff and Commissioners of why changes are needed; cultivating Desire by involving staff in assessing their own processes rather than imposing solutions on them; providing Knowledge through documented procedures and clarified role descriptions; developing Ability through coaching and realistic pacing; and securing Reinforcement through performance measures and review cadences that outlast the interim period. At a staff of seven to eight, role clarity is personal — and I have exercised the full range of supervisory responsibility, from selection and training to evaluation, coaching, and professional development.

Diving into processes, developing SOPs, and applying analysis and best practices.

My PMP certification supplies the operational discipline: the stabilization effort broken into a sequenced plan with owners, milestones, and risk registers, and SOP development managed as a project rather than an open-ended aspiration. In my consulting practice today, I direct multi-year plan implementation for two municipal governments using exactly these methods — prioritization frameworks, performance measures, and live dashboards tracking hundreds of funded actions by owner, timeline, budget, and status, reviewed on a standing cadence and reported publicly to boards. That is the transparency and consistency infrastructure the Board is asking its interim leader to build.

Coastal issues and capitalizing on federal grants — flooding, septic systems, and infrastructure funding.

This agenda sits at the intersection of my professional and academic life. I am a geographer by training, and as Adjunct Professor of Physical Geography at Roosevelt University I teach the coastal and hydrologic systems at the heart of the Middle Peninsula's challenges — shoreline processes, flooding, watersheds, and the relationship between physical landscape and community risk. On the funding side, I have worked both chairs: administering federal infrastructure dollars as a program director, and writing competitive state and federal applications as a consultant — including a complete IDOT ITEP justification package for a 4.2-mile regional trail and IDNR OSLAD park applications — then managing post-award budgets, compliance, and funder reporting. Whether the asset is a trail, a flood mitigation project, or a septic program, the funding case, compliance architecture, and reporting discipline work the same way; I would lean on MPPDC's technical staff for engineering substance while providing the funding strategy and stewardship an executive should.

A structured knowledge transfer with the retiring Executive Director, who will remain separate from operations.

I would manage the transfer as a project in its own right: documented interview sessions, a knowledge inventory spanning funder relationships, member-jurisdiction history, and program commitments, and sign-offs as each area is captured. That converts institutional memory into documentation the organization keeps — and preserves the independent leadership the Board has asked its interim director to provide.

A full-time, onsite assignment in West Point, Virginia, with an immediate start.

I am prepared to commit to those terms for the duration of the engagement. The timeline works strongly in my favor: I am available for an immediate start, and I welcome the pace — a six-to-nine-month stabilization assignment rewards a leader who moves quickly from assessment to action, and that is how I work. My AICP credential grounds all of the above in the profession MPPDC exists to serve: a certified planner leading planners, credible with both technical staff and member jurisdictions. I would also bring genuine interest to a conversation about the permanent role should the fit prove mutual.

Thank you for your consideration.

Sincerely,

Lakeshia W, AICP, PMP, MCIP-I
Prosci Certified Change Practitioner

Lakeshia W., AICP, MCIP-I, PMP

ECONOMIC DEVELOPMENT · GRANTS & CDBG ADMINISTRATION · COMMUNITY DEVELOPMENT

Urban Planner · Grants Strategist · Community-Centered Economic Development Professional

PROFILE

Economic and community development professional with 15+ years advancing grants, planning, and place-based investment across Chicago Southland and Cook County municipalities. Credentialed urban planner (AICP) and certified project manager (PMP) with direct experience administering CDBG-funded community development and housing programs, leading grant strategy and funder engagement, and translating federal and local funding into tangible neighborhood and downtown outcomes.

Skilled at partnering with business owners, contractors, residents, and elected officials to strengthen local economies and guide planning and zoning priorities. Combines rigorous spatial and financial analysis with the marketing, communications, and facilitation skills that move economic development from strategy to results—and knows the south suburban Cook County landscape from the inside.

AREAS OF EXPERTISE

Economic Development Business retention & expansion (BRE) · Business attraction · Downtown revitalization · Economic incentive & feasibility analysis · Tax increment financing (TIF) Commercial corridor & small-business support

Grants & Funding CDBG program administration · Grant research, writing & applications · Capital improvement funding · Funder & agency engagement · Compliance, reporting & program monitoring

Planning, Zoning & Housing Comprehensive & master planning · Zoning & land-use review · Site & feasibility analysis · Housing programs & rehabilitation · Community development

Engagement & Partnerships Stakeholder & business engagement · Public–private partnerships · Chamber & task-force collaboration · Community relations · Facilitation & cross-sector convening

Analysis & Communications GIS (ArcGIS) & spatial analysis · Data analysis & reporting · Marketing collateral (Adobe InDesign, Photoshop, Canva) Microsoft 365 & SharePoint

Management Project Management Professional (PMP) · Prosci change management · Program & implementation delivery

PROFESSIONAL EXPERIENCE

Founder & Principal Jan 2024 – Present

Guided By Community | Chicago, IL — community & economic development advisory studio

- Advise municipal, park district, and philanthropic clients on community development strategy, funding priorities, and implementation—turning plans into accountable, trackable action.

- Lead funding and grant-aligned planning: research funding sources, shape fundable program strategy, and build implementation-tracking systems (including a 300+ item master-plan tracker) that keep capital and community projects on schedule and audit-ready.

Design and produce professional marketing and communications collateral—capabilities materials, case studies, and print/digital

assets in Adobe Creative Suite and Canva—supporting outreach, positioning, and stakeholder communication.

Facilitate stakeholder engagement, workshops, and cross-sector convenings that align residents, businesses, boards, and staff around shared priorities.

Serve as a multi-year advisor to the Environmental Defense Fund's Justice & Equity department on data practice and equitable investment.

Adjunct Professor, Physical Geography Aug 2025 – Present

Roosevelt University | Chicago, IL

Teach undergraduate geography with emphasis on the built environment, housing, and community systems; selected as incoming University Trustee, contributing to institutional governance and strategy.

Senior UX Researcher & Strategist Apr 2022 – Jan 2024

Happy Cog | Remote

Led stakeholder research and community engagement for civic, education, and nonprofit clients; synthesized findings into strategy and implementation plans and coordinated cross-functional delivery.

Senior Manager, Streets & Equity May 2021 – Mar 2022

Spin (Ford Motor Company) | Chicago, IL

Partnered with municipal agencies, business districts, advocates, and residents to develop programs in the public right-of-way; facilitated engagement and produced materials aligning partners around shared, measurable goals.

Strategic Planner Nov 2018 – May 2020

Chicago Transit Authority | Chicago, IL

Partnered with public officials, business, and community stakeholders to identify service gaps and improvement opportunities through spatial and data analysis; led outreach building support for major regional programs.

Managed multiple high-visibility projects—engagement, evaluation, and reporting—and prepared concise briefings supporting executive decision-making.

Deputy Executive Director, Housing & Community Development Oct 2014 – Jul 2017

South Suburban Mayors and Managers Association | East Hazel Crest, IL

Directed CDBG-funded community development and housing programs serving 40+ south suburban Cook County municipalities, including housing rehabilitation and neighborhood improvement—converting federal funding into on-the-ground results.

Led grant strategy, applications, and funder engagement; translated complex federal requirements into compliant, fundable programs; and oversaw reporting, monitoring, and compliance.

Advised municipal and executive leadership on community and economic development priorities; supervised interdisciplinary teams and managed concurrent projects, budgets, and outcomes.

GIS Analyst & Urban Planner

South Suburban Mayors and Managers Association | East Hazel Crest, IL

Performed GIS mapping and spatial analysis supporting regional planning, grant applications, and community-development decisions across the Chicago Southland.

Strengthened grant applications and funder narratives with data and mapping; produced planning documents and briefings that made technical analysis accessible to local officials and residents.

AWARDS & RECOGNITION

Best Placemaking Activation, 2021 — Leadership in equity-centered community development and place-based practice.

SAGE Innovation Award, 2026 — Distinguished contributions to applied geography and spatial equity.

EDUCATION

Doctor of Geographic Education (PhD Candidate) — Texas State University, San Marcos, TX

Expected May 2029

Master of Urban Planning & Policy — University of Illinois at Chicago

Graduate Certificate, Geospatial Analysis & Visualization — University of Illinois at Chicago

Bachelor of Arts in Geography — Northeastern Illinois University, Chicago, IL

CREDENTIALS & AFFILIATIONS

American Institute of Certified Planners (AICP) — Member

Canadian Institute of Planners (MCIP-I)

Project Management Professional (PMP)

Prosci Certified Change Practitioner

Construction Management Project Manager Certification — In progress

Incoming Trustee, Roosevelt University

Rosamari Gonzalez Vazquez

Full Time Engagement Professional

Areas of Practice

Accounts Receivable
Accounts Payables
General Ledger
Journal Entries
Month End Financials
Reconciliations
Accrual Acct
Cash Basis Acct
Accurate Forecasting
Variance analysis
Cost Accounting
Grant Accounting
Chart of Accounts
Business Proposals
Personal Tax Prep
Corporate Tax Prep
Audit Prep
Year End

Industry Experience

Construction
Tax Prep
Financial Services
Event Planning
Food Services
Logistics
Non-Profit
Public Education
Manufacturing

**Computer
Applications**

Excel

QBO**Robert Half Assignments -****United Jewish Community of the Virginia Peninsula****Senior Accountant/Interim Controller**

- Serve as the lead accounting professional and interim controller, providing oversight of day-to-day accounting operations, financial controls, month -end activities, and financial reporting for a nonprofit organization.
- Manage grant accounting activities, including preparing grant invoices, reimbursement requests, and supporting documentation to ensure compliance with funding agency requirements and timely recovery of funds.
- Oversee endowment accounting and administration, including gift recording, investment transfers, distributions, and reconciliation of endowment activity with investment managers and custodians.
- Prepare and maintain quarterly fund statements and detailed fund schedules, providing leadership with accurate reporting on endowed, restricted, and unrestricted funds.
- Administer fund accounting for donor -restricted funds, endowments, and grants, ensuring proper classification, tracking, and recognition of revenue in accordance with nonprofit accounting standards and donor requirements.
- Partner with executive leadership on financial stewardship, grant compliance, fund management, and reporting processes to support organizational objectives and strengthen financial oversight.

Advanced Electrical Services**Senior Accountant**

- Led an Accounts Receivable audit and cleanup in QuickBooks Desktop, reconciling AR aging to open invoices, resolving duplicate and unapplied payments, chargebacks, overpayments, and discrepancies across ACH, checks, and credit cards.
- Performed revenue, bank deposit, and credit card reconciliations, investigating variances, correcting payment applications, and maintaining a clean audit trail through detailed transaction reviews.
- Managed day -to-day AP and master data maintenance, including vendor bill processing, expense entry, check runs, and creation/maintenance of customer and vendor records.
- Processed weekly payroll for 23 employees and one subcontractor, ensuring compliance with federal and state reporting (Forms 941, 940, year-end filings, and Virginia VEC).

WKE Accounting**Staff Accountant**

- Prepared and reviewed complex individual and business tax returns (Forms 1040, 1120 -S, and 1065) within a high-volume public accounting environment, managing a portfolio of 20 assigned clients.
- Reviewed and validated tax documentation and financial data, including W-2s, 1099s, officer compensation, and business financial statements, using inputs from QuickBooks reports, spreadsheets, and client-provided records.
- Tracked return progress from intake through e-file, coordinating documentation via a secure client portal, communicating with clients on status and requirements, and escalating billing or administrative items as needed.

The City of Chesapeake**Staff Accountant**

- Supervised and provided oversight for multiple accounting roles, including:
 - o Temp Accountant I
 - o Accounting Specialist
 - o Accountant I
- Reviewed purchase requests to ensure compliance with program division budgets
- Prepared monthly financial statements for internal and external reporting
- Analyzed and reviewed the year-end P-Card Program Manager Report
- Conducted petty cash audits for the months of June and July
- Created budget approval reports aligned with the new fiscal year requirements
- Executed budget transfers to maintain fiscal alignment across programs
- Completed and submitted grant funding requests to the Department of Criminal Justice Services (DCJS)
- Conducted requisition analysis and resolution using PeopleSoft (PS)
- Prepared Capital Improvement Project (CIP) reports with supporting documentation
- Analyzed DMV grant reports for 3rd quarter compliance and accuracy
- Reviewed semi-monthly payroll exception sheets to ensure payroll integrity
- Documented accounting procedures to support consistency and compliance across functions

BMZ, USA**Staff Accountant**

- Accounts Payable:
 - o Entered vendor invoices and credit memos into QuickBooks Desktop,
 - o posted credit card transactions,
 - o processed payments through Bill Pay,
 - o posted transactions after payment,
 - o attached invoices as supporting evidence and marked invoices as paid.
- Accounts Receivable:

- o Updated daily customer payments,
- o maintained accurate records
- o sent open invoice statements to customers.
- Performed monthly bank reconciliations to ensure alignment between bank statements and company records.
- Analyzed accounts payable and developed a tracking system to prevent duplicate invoices and payments.
- Year-End Audit Prep
- Reconciliations of physical inventory in QB to identify and repair double charges
- o Identified & resolved double charges exceeding \$115,000.00
- Fixed Assets tracking
- Bank Reconciliations, to include repair or clean-up of non-reconciled line items.
- Vendor relationship management through the process of reconciling vendor AP to BMZ AR (to identify which vendor payments should be tied to which invoices)

Norfolk Public Schools**Staff/Sr Accountant**

- Year-End Audit Prep
- Monthly reconciliations of Operating Account, AP Account, and Payroll Account
- Capital Assets Reporting, Addition, Deletion
- Preparation of Fiduciary Schedules
- Trial Balance Reporting
- Year-End Process and Reporting
- Assistance with AP, as needed
- Cleared/Processed/Entered checks for AP and Payroll
- Reconciliation of cleared, outstanding, and voided checks
- Financial Reporting as needed
- Journal Entries
- Fund Reconciliations against internal records for all funds received from DOE through fiscal year, making note of any discrepancies
- SOP Development and authorship

Freelance / Self Employed Accountant**Owner**

- Provide a full spectrum of accounting services to a diverse client base, including but not limited to month & quarter end financial reporting, GL/Account/Bank reconciliations, budget proposals and budget-to-actual w/variance analysis, cost reporting/cost accounting, Journal Entries, JE Amendments and Reclasses , Accrual Accounting, Cash Basis Accounting, Fixed Assets and Depreciation (straight line), payroll processing , setup of Chart of Accounts, Profitability Analysis and Recommendations, tax prep, payroll taxes.
- Served 6 -8 clients at any one time , in industries including construction, event planning,

business services, restaurants, realtors, truckers, and non -profit org's, with revenues up to \$200k/yr

- Prepare and review financial statements, ensuring accuracy and compliance with GAAP.
- Handle all aspects of tax preparation and filing, including individual, corporate, and sales tax returns.
- Develop and manage budgets, forecasts, and financial models to aid clients in decision - making.
- Oversee accounts payable & receivable processes, ensuring timely and accurate invoicing and payments.
- Conduct thorough audits and internal reviews to ensure financial integrity and compliance.
- Implement and optimize accounting software solutions to streamline client operations and improve data accuracy.
- Maintain strong client relationships through effective communication, personalized service, and timely support. Manage and reconcile accounting transactions
- Assist in implementation, maintenance and adherence to internal controls under QuickBooks, WaveApp , and accounting procedures.

El Centro, Inc

VITA Site Coordinator / Business Advisor

- Prepared and filed tax returns
- Handled advanced tax inquiries such as filing Schedule C for self-employed.
- Managed the various status of tax returns such as accepted, incomplete and rejected returns.
- Managing data tracking, record keeping and writing reports
- Trained multiple teams of 3 to handle various aspects of client life, from cradle-to-grave tax prep.
- Delegated responsibilities to volunteers based on capabilities presented. Managing program infrastructure, marketing, and communication strategy.
- Develop successful launch of Initial VITA Site program.
- Responsible for recruiting and training volunteers.
- Responsible for program reporting and providing technical assistance in addition to the preparation of tax returns.

Jireh Construction Group

Bookkeeping Assistant

- Reconciliation of receipts for company expenses
- Monthly reconciliation of bank statements to GL
- Filed/Paid payroll taxes
- Check Run / Printing Checks
- Full Cycle AP and AR, as a costing function (tied to individual construction project)
- Prepared invoices
- Updated QuickBooks accounting software to reflect accurate financial records

- Reconciled bank statements and monitored cash flow to ensure accurate financial records.

Hispanic Resource Center of Coastal Virginia

Staff Accountant

- Prepared and paid both annual and quarterly taxes
- Prepared and paid payroll taxes
- Full cycle accounting, to include AP, AR, Journal Entries, General Ledger Accounting, and month-end close with financial reporting
- Grant Accounting (had to account around drawdowns and validity of submitted charges)