



COMMISSIONERS

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*Mr. John Clickener
Hon. Margaret H. Davis
Hon. John C. MaGruder*

Town of Tappahannock

*Hon. Roy M. Gladding
Mr. James W. Sydnor*

Gloucester County

*Hon. Ashley C. Chriscoe
Dr. William G. Reay
Hon. Michael R. Winebarger*

King and Queen County

*Hon. Sherrin C. Alsop
Hon. R. F. Bailey
Mr. Thomas J. Swartzwelder
(Chairman)*

King William County

*Hon. David E. Hansen
Hon. Travis J. Moskalski
(Treasurer)
Mr. Eugene J. Rivara
Mr. Mark K. Reeter*

Town of West Point

Hon. Paul T. Kelley

Mathews County

*Hon. O. J. Cole, Jr.
(Vice Chairman)
Mr. Thornton Hill
Hon. Jack White
Ms. Melinda Conner*

Middlesex County

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

Town of Urbanna


Hon. Steve Hollberg

Secretary/Director

Mr. Lewis L. Lawrence

MEMORANDUM

TO: MPPDC Board of Commissioners

FROM: Lewis Lawrence, Executive Director 

DATE: April 19, 2017

RE: April Commission Meeting

Please join us on Wednesday, April 26, 2017, at Roma Ristorante Italiano, 1250 Tappahannock Boulevard, Tappahannock (Essex County). The Speaker for the evening will be Maria J.K. Everett, Executive Director and Senior Attorney, Virginia Freedom of Information Advisory Council. Ms. Everett will discuss the conflict of interest, freedom of information and public meeting policies of the Commonwealth and their application to local boards.

We will begin the evening with a regional networking period from 6:00-7:00 p.m. Dinner will follow at 7:00 p.m. The business meeting and presentation will begin at 8:00 p.m. The menu will consist of assorted pizzas and salad bar. Cost for the meeting is \$12.00 per person. **The deadline for reservations is April 24, 2017** You may bring a guest.

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

If you have any questions concerning material in your agenda packet, please give me a call at 804-758-2311 or email me at LLawrence@mppdc.com.

We look forward to seeing you on April 26th!

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Middle Peninsula Planning District Commission
Meeting

8:00 P.M.

Wednesday, April 26, 2017

Roma Ristorante Italiano

1250 Tappahannock Boulevard (Route 17)

Tappahannock, VA

- I. Welcome and Introductions
- II. Invocation
 - Ø Sidney Johnson, Essex County Board of Supervisors
- III. Presentation on Conflict of Interest, Freedom of Information Act, and public meeting policies of the Commonwealth and their application to local boards by Maria J.K. Everett, Executive Director and Senior Attorney, Virginia Freedom of Information Advisory Council
- IV. Approval of March Minutes
- V. Approval of March Financial Report
- VI. Executive Director's Report on Staff Activities for the Month of April
- VII. Other Business
- VIII. Adjournment

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MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

**March 22, 2017
Saluda, Virginia**

I. Welcome and Introductions

The monthly meeting of the Middle Peninsula Planning District Commission was held in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda, Virginia on Wednesday, March 22, 2017, at 7:00 p.m. MPPDC Chairman Thomas Swartzwelder welcomed everyone in attendance.

Commissioners Present

Essex County: John Clickener, Prue Davis, John Magruder

Gloucester County: Ashley Chriscoe, Dr. Willy Reay, Michael Winebarger

King and Queen County: Tom Swartzwelder

King William County: Travis Moskalski, Eugene Rivara, Mark Reeter, David Hansen

Mathews County: Tim Hill, O.J. Cole, Jr., Jack White, Melinda Conner

Middlesex County: Trudy Feigum, Wayne Jessie, Jack Miller

Town of West Point: Paul T. Kelley

Commissioners Absent

King and Queen County: Sherrin Alsop, R.F. Bailey

Town of Tappahannock: Monte "Roy" Gladding, James Sydnor

Town of Urbanna: Steve Hollberg

Also in Attendance

Lewis Lawrence, MPPDC Executive Director

Beth Johnson, MPPDC Finance Director

Dawn Kirby, MPPDC Secretary

Roger Bowers, FutureLaw

Delegate M. Keith Hodges, 98th District

Citizens

II. Approval of February Minutes

Chairman Swartzwelder asked whether there were any corrections or changes to the February Minutes. There being no corrections to the Minutes, Chairman Swartzwelder requested a motion to approve the February Minutes. Mr. White moved that the February Minutes be approved. Mr. Rivara seconded the motion; motion carried.

III. Approval of February Financial Report

Chairman Swartzwelder asked whether there were any questions regarding the February financial report before being approved subject to audit. There being no questions, Chairman Swartzwelder requested a motion to approve the February financial report subject to audit. Mr. Moskalski moved to approve the February financial report subject to audit. Mr. Hill seconded the motion; motion carried.

IV. Executive Director's Report on Staff Activities for the Month of March

Chairman Swartzwelder requested MPPDC Executive Director, Lewie Lawrence to review the Executive Director's Report on Staff Activities for the month of March. The Executive Director's Report on staff activities is developed at a monthly staff meeting, organized by PDC Service Centers, and the activities are used to report grant funding activities. Mr. Lawrence requested that, since the agenda was full, Commissioners review the Executive Director's Report on Staff Activities at their convenience and contact him if they have any questions.

V. Public Comment

Chairman Swartzwelder opened the meeting for public comment. Tom Feigum of Hartfield, Middlesex County distributed a handout to the Commissioners and spoke about the cost and efficiency of solar power. With there being no other public comments, Chairman Swartzwelder closed the public comments period.

**Note: All handouts distributed at a meeting or emailed are added to the official MPPDC record book of the minutes.*

VI. Presentation on the Deployment of Solar Operations across the Middle Peninsula

Roger Bowers, Attorney with *FutureLaw*, gave a PowerPoint presentation entitled Why Solar Now? Mr. Bowers spoke on the Virginia Energy Plan and the push for solar energy; the economics of solar power and how the cost of solar panel manufacturing (photovoltaic cells and tracking technology) has dropped dramatically; the benefits of solar development as it contributes to a Green Community; and economic development strategies such as increasing tax revenue for localities without burdens for locally provided services. According to Mr. Bowers land utilized for solar farms provides up to a 4-fold increase in real estate taxes and leave the land virtually undeveloped at the end of the process.

**A copy of the PowerPoint presentation is filed in the official MPPDC record book of the minutes.*

VII. Commission Priorities – 2018 Work Program

Lewie Lawrence, Executive Director, gave an overview of the proposed changes to federal discretionary budgets by President Trump in 2018. These proposed cuts would impact many programs that benefit the region such as housing assistance, federal flood insurance mapping, assistance to farmers, wildlife refuges, FHWA funds, dredging, disaster mitigation and homeland security projects, water and wastewater financing, and CDBG programs. If enacted, these federal program cuts could significantly impact the work of the MPPDC as its proposed draft FY18 budget has two-thirds of its proposed revenue anticipated to come from federal sources, most of which from programs identified to receive cuts or be eliminated in the President's proposed draft budget.

Delegate Keith Hodges announced the date of the Rural Coastal Summit as May 12, 2017. The location is as yet to be determined. Representatives from the Middle Peninsula, Northern Neck and Eastern Virginia will be invited to come together to discuss the common needs and challenges of these rural coastal regions.

VIII. Rural Transportation Planning FY18 Scope of Work and Resolution

Mr. Lawrence reviewed the Rural Transportation Scope of Work and Resolution authorizing the MPPDC to contract with VDOT for rural transportation planning efforts. State Planning and Research (SPR) funds in the amount of \$58,000 are being made available to the MPPDC for FY18. The Commission has developed the Scope of Work. \$14,500 in match will be required to utilize SPR funds for the benefit of the local jurisdictions. Chairman Swartzwelder requested a motion to adopt the Resolution as presented. Mr. Clickener so moved; Mr. Rivara seconded the motion; motion carried.

IX. Other Business

- April Dinner Meeting – FOIA Council
MPPDC has invited the FOIA Council to attend the April meeting at the request of Essex County. The meeting will be held in Tappahannock on April 26th.
- Appointment to HRSD Commission
Mr. Lawrence presented the Commission with a letter to the Governor recommending the reappointment of Dr. Maurice P. Lynch to the Hampton Roads Sanitation District Commission. Chairman Swartzwelder requested a motion to approve the recommendation. Mr. Hill so moved; Mr. Rivara seconded the motion; motion carried.
- Visit to Middle Peninsula by VEDP CEO
Mr. Lawrence briefed the Commission on the itinerary, objectives and key elements to be discussed during a scheduled visit to the Middle Peninsula by VEDP CEO, Stephen Moret on March 24th. The visit was arranged by Liz Povar, Executive Director of MPEDRO. This is the first time the region has received this amount of attention from the Virginia Economic Development Partnership which will spend two days viewing the region and its assets.

X. Adjournment

Chairman Swartzwelder requested a motion to adjourn the meeting. Mr. Miller so moved; Mr. Moskalski seconded. 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 are filed with the official minutes.*

COPY TESTE:

(Secretary)

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Project Financial Report

Middle Peninsula Planning District Commission

Run Date: 04/07/2017
 Run Time: 10:49:32 am
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Period Ending: 03/31/17

		Expenditures						
Code	Description	Budget	Curr Month	Project Total	Un/Over	% Budget	Revenues	Balance
30013	EE&CBG Project	3,975.00	29.87	4,183.73	-208.73	105.25%	3,930.97	-252.76
30021	Mathews Comp Plan Upd	8,750.00	-23.38	7,547.89	1,202.11	86.26%	7,591.24	43.35
30022	Tappahannock Economic I	4,000.00	-13.43	3,860.63	139.37	96.52%	3,991.00	130.37
30109	MPEDRO Staff Support	12,800.38	-18.47	14,940.25	-2,139.87	116.72%	14,974.72	34.47
30111	Blue/Green Infrastructure I	29,998.00	2,822.22	13,517.02	16,480.98	45.06%	5,092.00	-8,425.02
30112	BCC MPEDRO \$17K ma	86,000.00	25,570.14	53,749.11	32,250.89	62.50%	24,593.76	-29,155.35
30114	Broadband/Tribe/Mathew	11,000.00	745.60	745.60	10,254.40	6.78%	0.00	-745.60
30170	MPBDP Staff Support	18,280.00	108.23	19,618.12	-1,338.12	107.32%	20,464.13	846.01
30212	FY17 Transportation Dem	84,807.00	12,631.10	66,206.61	18,600.39	78.07%	50,660.40	-15,546.21
30313	FY16 RTP	0.00	493.00	493.00	-493.00	0.00%	0.00	-493.00
30314	FY17 Rural Transporatio	72,500.00	4,402.53	56,108.27	16,391.73	77.39%	38,721.40	-17,386.87
30420	Onsite Loan Management	128,406.87	454.84	133,179.03	-4,772.16	103.72%	174,456.64	41,277.61
30424	2016 Septic Pumpout	28,600.00	-98.00	20,239.13	8,360.87	70.77%	10,328.76	-9,910.37
30428	WQIF 2016, \$183500 R	216,500.00	1,385.77	17,051.11	199,448.89	7.88%	4,305.92	-12,745.19
30429	Septic Pumpout 2017/EPA	11,082.00	0.00	0.00	11,082.00	0.00%	0.00	0.00
30502	Water Supply Planning	121,805.89	385.19	118,338.16	3,467.73	97.15%	153,950.00	35,611.84
31002	GA Lobby FY09	18,247.75	0.00	18,247.75	0.00	100.00%	24,000.00	5,752.25
31201	AHMP Update 2014	130,010.00	-199.13	129,890.34	119.66	99.91%	129,741.06	-149.28
31203	Emergency Planning/201	154,500.00	10,806.46	148,623.32	5,876.68	96.20%	90,686.57	-57,936.75
31205	MSAT Phones/2016SHS	0.00	7,530.00	7,530.00	-7,530.00	0.00%	0.00	-7,530.00
31500	Living Shoreline Incentiv	0.00	0.00	67.75	-67.75	0.00%	80.00	12.25
32014	PA Master Plan - \$2500 I	77,500.00	-402.62	77,955.17	-455.17	100.59%	77,258.59	-696.58
32015	FY17 PAA Staff Support	4,000.00	203.88	2,305.36	1,694.64	57.63%	1,786.33	-519.03
32016	VIMS Living Shoreline/	92,636.80	126.47	830.77	91,806.03	0.90%	0.00	-830.77
32133	NFWF LSIP/EPA/\$120K	222,267.00	0.00	204,238.97	18,028.03	91.89%	222,267.00	18,028.03
32135	Coastal TA FY16	60,000.00	0.00	60,222.58	-222.58	100.37%	60,000.00	-222.58
32136	Mathews SLR Adapatati	54,687.00	-232.29	55,087.56	-400.56	100.73%	54,687.00	-400.56
32137	Mathews Ditch Map Data	60,524.00	-232.25	60,841.02	-317.02	100.52%	54,471.60	-6,369.42
32138	FY17_Coastal_TA/NOA	60,000.00	4,396.25	30,026.21	29,973.79	50.04%	6,399.52	-23,626.69
32139	Eco_Business - PAA Mat	47,000.00	3,993.42	22,469.59	24,530.41	47.81%	0.00	-22,469.59
32209	WWF State Plan/NOAAC	50,000.00	-99.73	48,672.39	1,327.61	97.34%	48,405.93	-266.46
32210	WWF Inititative/NOAAC	50,000.00	3,777.54	21,259.82	28,740.18	42.52%	0.00	-21,259.82
38017	FY17 Local Projects	136,057.00	5,716.97	124,619.15	11,437.85	91.59%	170,027.53	45,408.38
Totals:		<u>2,055,934.69</u>	<u>84,260.18</u>	<u>1,542,665.41</u>	<u>513,269.28</u>	<u>75.03%</u>	<u>1,452,872.07</u>	<u>-89,793.34</u>

Balance Sheet by Category

Middle Peninsula Planning District Commission

Run Date: 4/7/17
Run Time: 10:54:35 am
Page 1 of 1

Period Ending: 03/31/17
Format: 1 Board

Assets:

Cash in Bank	404,221.46
Cash in Bank, Restricted	220,877.72
Receivables	199,793.20
Property & Equipment	10,937.83
Deferred Outflows	30,454.00

Total Assets: \$866,284.21

Liabilities:

Accounts Payable	23,295.01
VRA Loan Payables	147,682.87
Payroll Withholdings	-117.87
Accrued Leave	48,687.70
Deferred Inflows	220,036.00
Net Pension Liabilities	56,917.00
Cost Allocation Control	(5,845.86)

Total Liabilities: \$490,654.85

Equity:

Local Initiatives/Information Resources	51,334.36
Economic Development	-37,445.53
Transportation Programs	-33,426.08
Emergency Management Projects	-65,466.76
Onsite Repair & Pumpout	18,624.94
Housing	-252.51
Coastal Community & Environmental	-56,574.84
Public Access Auth Programs	-2,046.38
Mandates	35,467.87
Temporarily Restricted	178,083.69
General Fund Balance	287,330.60

Total Equity: \$375,629.36

Total Liabilities and Equity \$866,284.21

Balance: \$0.00

Agencywide R&E by Category

Run Date: 04/07/2017
Run Time: 10:55:14 am
Page 1 of 1

Middle Peninsula Planning District Commission

Period Ending: 03/31/17
Format: 1 Agencywide R&E
With Indirect Cost Detail

Code & Description	Budget	Current	YTD	Un/Ovr	% Bud
Revenues					
Local Match	0.00	0.00	68,787.84	-68,787.84	0.00%
Local Annual Dues	109,899.00	0.00	109,899.00	0.00	100.00%
Local Other Revenues	6,281.00	1,203.00	58,553.75	-52,272.75	932.24%
Local Other Organizations	34,000.00	0.00	3,960.67	30,039.33	11.65%
State Revenues	143,817.00	20,194.76	120,142.76	23,674.24	83.54%
Federal Revenues	467,618.00	0.00	177,863.25	289,754.75	38.04%
Miscellaneous Income	9,800.00	324.66	3,768.05	6,031.95	38.45%
RevolvingLoan Program Income	9,000.00	691.88	48,845.67	-39,845.67	542.73%
Revenues	780,415.00	22,414.30	591,820.99	188,594.01	75.83%
Expenses					
Personnel	417,254.00	38,850.96	374,235.89	43,018.11	89.69%
Facilities	30,887.00	2,207.18	22,563.88	8,323.12	73.05%
Communications	4,400.00	352.12	3,250.00	1,150.00	73.86%
Equipment & Supplies	3,250.00	856.37	4,043.92	-793.92	124.43%
Travel	8,202.00	853.75	6,488.17	1,713.83	79.10%
Professional Development	17,580.00	1,234.68	11,448.56	6,131.44	65.12%
Contractual	181,700.00	29,432.90	146,430.28	35,269.72	80.59%
Miscellaneous	63,928.00	10,472.19	44,307.55	19,620.45	69.31%
Regional Share	0.00	0.00	68,837.68	-68,837.68	0.00%
Expenses	727,201.00	84,260.15	681,605.93	45,595.07	93.73%
Agency Balance	53,214.00	-61,845.85	-89,784.94		

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Middle Peninsula Planning District Commission



MPPDC General Fact Sheet

WHAT IS MPPDC?

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

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

BACKGROUND

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

WHAT DOES MPPDC DO?

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

HOW ARE DECISIONS MADE AT MPPDC?

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

QUICK FACTS

Region at Glance

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

➤ 888,064 Acres of Land

➤ 90,826 People

➤ \$681 Average Weekly Wage (State=\$1063)

➤ 71% Out Commute Rate

By the Numbers

➤ 1.1% Total State Population

➤ \$50,001 Median Household Income

For More Information:

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

Please visit the MPPDC website at:

www.mppdc.com



Regional Profile:

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

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

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

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

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

MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

Staff Activities Service Summary of Regional Progress

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

Report on Mandated Initiatives

Locality	Water Supply Plan Update Support Staff: Lewie Lawrence Start Date: 7/2016 Completion Date: 12/2018		All-Hazards Mitigation Plan Update Support Staff: Jackie Rickards Start Date: 1/2014 Completion Date: 8/2016	
	Participating	Current Status	Participating	Current Status
Essex	✓	Received Service Agreement and Resolution	✓	Adopted
Gloucester	NA	NA	✓	Adopted
King & Queen	✓	Presented scope, budget, & service agreement to localities	✓	Adopted
King William	✓	Presented scope, budget, & service agreement to localities	✓	Adopted
Mathews	✓	Presented scope, budget, & service agreement to localities	✓	Adopted
Middlesex	✓	Presented scope, budget, & service agreement to localities	✓	Adopted
Town of Tappahannock	✓	Presented scope, budget, & service agreement to localities	✓	Adopted
Town of West Point	✓	Received Service Agreement and Resolution	✓	Adopted
Town of Urbanna	✓	Presented scope, budget, & service agreement to localities	✓	Adopted

Opportunities Identified to Implement Commission Priorities

Service Center	Project Title and Description	Funding Requested	Status
Environmental	NFWF TA Service Provider	n/a	Approved
Emergency Mgmt	VDEM – Homeland Security Amateur Radio Coordination Workshops	\$25,000	Funded
Emergency Mgmt	VDEM – Homeland Security Regional Emergency Planner	\$52,500	Funded
Emergency Mgmt	VDEM – Homeland Security Regional Shelter Partner List and MOUs	\$25,000	Funded
Emergency Mgmt	VDEM – Homeland Security THIRA for Mathews and Middlesex	\$21,500	Funded
Emergency Mgmt	VDEM – Homeland Security THIRA for King William, King and Queen and Essex	\$31,000	Funded
Emergency Mgmt	Dominion Foundation – Prescription & Drug Abuse – Habitat for Humanity Glouc/Mat	\$49,735	Not Funded
Environmental	DEQ – Septic Pumpout	\$28,600	Funded
Environmental	DEQ – NPS Septic Repair WQIF grants to homeowners	\$200,000	Funded
Environmental	CZM – ECO PAA Dragon Run	\$40,000	Funded
Environmental	CZM – Regulations	\$40,000	Not Funded
Environmental	CZM – Coastal Technical Assistance – FY17	\$30,000	Funded
Environmental	NFWF – PAA Living Shoreline Oyster Bag Sills & Monitoring (VIMS)	\$96,637	Funded
Economic Dev	NFWF – Economic Leverage of Blue & Green Assets in MP	\$33,000	Not Funded
Economic Dev	NFWF – Aquaculture Business Park and Oyster Hatchery	\$538,536	Not Funded
Environmental	DEQ – Capitalization – MP Living Shoreline Revolving Loan Program	\$250,000	Approved
Emergency Mgmt	VDEM – Homeland Security Regional Emergency Planner	\$95,000	Funded
Emergency Mgmt	VDEM – Homeland Security Satellite Radios	\$58,000	Funded
Emergency Mgmt	VDEM – Homeland Security EOP Gap Analysis	\$85,000	Funded
Economic Dev	VDHCD – BCC Grant – MPREDO Advisory Board and Staffing	\$78,000	Funded
Economic Dev	EDA – VASG Care4CoastalVA	\$999,000(\$19,340)	Not Funded
Economic Dev/Environ	NFWF – Harnessing the Intrinsic Value of Coastal VA Green Infrastructure	\$33,000	Not Funded
Environmental	DEQ – Septic Pumpout	\$17,000	Funded
Environmental	NAWCA Acquisitions	\$75,000	Approved
Economic Dev/Environ	CZM Project of Special Merit – Coastal Resiliency & Adaptation	\$165,000	Pulled by DEQ
Environmental	CZM Legal Research	\$7,000	Submitted
Economic Dev	VATI-FTS – Dark Fiber	\$914,760	Submitted
Economic Dev	DHCD – CDBG Planning Grant – Broadband	\$11,000	Approved
Environmental	CZM FY18 Coastal TA	\$30,000	Submitted
Environmental	CZM – Public Trust Doctrine	\$28,008	Not Funded
MPCBPAA	VEE – Land Acquisition Assistance	\$12,000	Funded
MPCBPAA	Chesapeake Bay Restoration Fund – Education & Marketing for Land Donations	\$1,500	Funded

MPPDC ACRONYMS

ACH	Automated Clearing House	MPRSC	Middle Peninsula Regional Security Center
AFG	Assistance to Firefighters Grants	NHD	Natural Heritage Data
AFID	Agricultural and Forestry Industries Development	NIMS	National Incident Management System
AHMP	All Hazards Mitigation Plan	NFWF	National Fish and Wildlife Foundation
BCC	Building Collaborative Communities Project	NOAA	National Oceanic and Atmospheric Administration
BOS	Board of Supervisors	NPS	National Park Services
CBPA	Chesapeake Bay Preservation Area	OCVA	Oyster Company of Virginia
CBSF	Chesapeake Bay Stewardship Fund	OLGA	On-line Grant Administration
CDBG	Community Development Block Grant	PAA	Public Access Authority
CEDS	Comprehensive Economic Development Strategy	RBEG	Rural Business Enterprise Grant
CIP	Capital Improvement Plan	RBOG	Rural Business Opportunity Grant
COI	Conflict of Interest	RFP	Request for Proposal
CRS	Credit Rating System	RLF	Revolving Loan Fund
CVE	Countering Violent Extremism	RTP	Rural Transportation Planning
CZMP	Coastal Zone Management Program	SERCAP	Southeast Rural Community Assistance Project
DEQ	Department of Environmental Quality	SHSG	State Homeland Security Grant
DGIF	Department of Game and Inland Fisheries	SWCD	Soil and Water Conservation District
DHR	Department of Historic Resources	SWRP	State Water Resource Plan
DHCD	Department of Housing and Community Development	THIRA	Threat & Hazard Identification & Risk Assessment
DMME	Department of Mines Minerals and Energy	TIF	Tax Increment Financing
DOC	Department of Corrections	TMDL	Total Maximum Daily Loads
DOE	Department of Energy	USDA	U.S. Department of Agriculture
DRPT	Department of Rail and Public Transportation	USFWS	U.S. Fish and Wildlife Service
EDA	Economic Development Administration	VAPA	Virginia Planning Association
EDO	Economic Development Organization	VAPDC	Virginia Association of Planning District Commissions
EECBG	Energy Efficiency and Conservation Block Grant	VASG	Virginia Sea Grant
EOC	Emergency Operation Center	VAZO	Virginia Association of Zoning Officials
EPA	Environmental Protection Agency	VCP	Virginia Coastal Program
FEMA	Federal Emergency Management Agency	VCZMP	Virginia Coastal Zone Management Program
Fracking	Hydraulic Fracturing	VCWRLF	Virginia Clean Water Revolving Loan Fund
GIS	Geographic Information System	VDEM	Virginia Department of Emergency Management
HAM	Amateur Radio	VDH	Virginia Department of Health
HRPDC	Hampton Roads Planning District Commission	VDOT	Virginia Department of Transportation
LGA	Local Government Administrators	VDMME	Virginia Department of Mines, Minerals, and Energy
LPT	Local Planning Team	VEE	Virginia Environmental Endowment
LSIP	Living Shoreline Incentive Program	Vertical Assets	"Towers or other structures that hold cell, broadband and other equipment"
MOU	Memorandum of Understanding	VHB	Vanasse Hangen Brustlin
MPBA	Middle Peninsula Broadband Authority	VIMS	Virginia Institute of Marine Science
MPCBPAA	Middle Peninsula Chesapeake Bay Public Access Authority	VMRC	Virginia Marine Resources Commission
MPEDRO	Middle Peninsula Economic Development and Resource Organization		

VOAD	Volunteer Organization Active in Disasters
VOP	Virginia Outdoors Plan
VRA	Virginia Resources Authority
VSMP	Virginia Stormwater Management Program
VTA	Virginia Transit Association
VWP	Virginia Water Protection
VWWR	Virginia Water Withdrawal Reporting
WIP	Watershed Implementation Plan
WQIF	Water Quality Improvement Fund

Middle Peninsula Planning District Commission
Executive Director's Report of Regional Progress
April 13, 2017

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 14 years +)

Congressman Robert Wittman's Fisheries Advisory Committee and Environmental Advisory Committee (MPPDC Staff 7 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 8 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 9 years+)

Middle Peninsula Northern Neck Coordinated Human Services Mobility Committee: provides direction for a unified comprehensive strategy for transportation service delivery in the Middle Peninsula and Northern Neck Planning Districts focused on unmet transportation needs of seniors, people with disabilities, and people with low incomes. (MPPDC Staff 11 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. (MPPDC staff serves as a Director)

Hurricane Evacuation Coordination Workgroup - The Hurricane Evacuation Coordination Workgroup is comprised of state and local emergency representatives tasked with finding solutions to fill in the gaps in the Commonwealth's and Locality's plans to respond to a Major Hurricane Evacuation.

Shelter Location Identification Subcommittee of the Hurricane Evacuation Coordination Workgroup -local and state experts tasked with identifying state and local shelter locations that can meet the needs of individuals with access and functional needs. A recent federal court ruling indicates that prior knowledge of shelter locations allows for more complete personal preparedness planning

Shelter Staffing Subcommittee of the Hurricane Evacuation Coordination Workgroup -local and state experts tasked with recommending solutions to alleviate staffing limitations in emergency shelters

Eastern Virginia Groundwater Management Advisory Committee (EVMAC) Workgroup #2B – EVMAC is charged with assisting the State Water Commission and DEQ in developing, revising and implementing a management strategy for groundwater in Eastern Virginia Groundwater Management Area. Group #2B will identify trading options and programs used in other states; evaluate how trading programs might help with future growth and development, and individual and regional solutions; and evaluate feasibility, data needs, cost and possible participants.

Stakeholder Advisory Group for fees related to the consolidated Virginia Erosion and Stormwater Management Program - Item 8 of Chapters 68 and 758 of the 2016 Acts of Assembly directed Virginia Stormwater Management Program Authorities and Virginia Erosion and Sediment Control Program Authorities to submit information to DEQ by August 1, 2016 and directed DEQ to conduct its evaluation based on revenues and resource needs from July 1, 2014, to June 30, 2016.

MPPDC Staff and Contact Information

Executive Director: Lewis Lawrence

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

Finance Director: Beth Johnson

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

Planner 2: Harrison Bresee

Contact Info: hbreesee@mppdc.com (804) 758-2311x26 (757) 871-2245 (cell)
Programs: *Regional Emergency Planning*

Planner 1 : Doug Diedrichsen

Contact Info: ddiedrichsen@mppdc.com (804) 758-2311x28
Programs: *Rural Transportation Planning, General Community Planning*

Planner 2: Jackie Rickards

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

Secretary: Dawn Kirby

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

Project 30502 Water Supply Planning

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

- Provided a follow up copy of the Middle Peninsula PDC General Services Agreement to member localities interested in commissioning PDC staff to provide professional services to update the State mandated Middle Peninsula Water Supply Plan. Local Governments have until May 15 to take action on the agreement. The agreement is optional and local governments can chose to use the PDC for the update or handle compliance deficiencies recommended for the update on their own.

INFORMATION RESOURCES/ASSISTANCE

- Updated www.mppdc.com website – meeting notices, reports, news releases, septic pumpout application link.
- Consulted with Joan Salvati, DEQ regarding WIP III TMDL meeting dates and conflicts with other local meetings. PDC staff will attend meeting for local staff at King and Queen Library scheduled for May 4.
- Consulted with a Gloucester County citizen interested in learning more about the work of the MPPDC and how Commission meetings are administered as well as how the Commission’s Work Program is set.

COASTAL COMMUNITY DEVELOPMENT/ ENVIRONMENTAL

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

Project 32015 Staff Support to Middle Peninsula Chesapeake Bay Public Access Authority (MPCBPAA)

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

- Prepared vouchers, processed A/P, reconciled bank statements. Prepared monthly financial statements.
- Coordinated with VACORP for property evaluation of Captain Sinclair Landing buildings.

- Prepared VACORP property and liability insurance renewal.
- Prepared draft FY18 PAA budget for consideration by PAA Board at April meeting. Discussion of continuing property, liability and flood insurance on improvements at Sinclair’s Landing and Perrin Wharf.
- Consulted with Chris Ballard, VACorp regarding Public Access Authority property inspection.

Project 32016 VIMS Living Shoreline

MPPDC submitted a proposal to the National Fish and Wildlife Foundation for VIMS. The objective of this project is to leverage previous funding from NFWF to install oyster bag sills at two publicly-owned (MPCBPAA) properties on and monitor them for a year. In addition, existing oyster bag sill installations at four private locations will be monitored to determine overall project effectiveness. This work will provide recommendations for installations along fetch-limited shorelines of Chesapeake Bay.

- Consulted with Donna Milligan, Marine Scientist Senior, Shoreline Studies Program, Virginia Institute of Marine Science, College of William & Mary, regarding status of project and requesting invoice for services to date. NFWF would like to be billed for this project.

Project 31500 Living Shoreline Incentive Program RLF

This program provides low interest loans to homeowners to install living shorelines as defined by § 28.2-104.1 of the Code of Virginia: “Living shoreline” means a shoreline management practice that provides erosion control and water quality benefits; protects, restores or enhances natural shoreline habitat; and maintains coastal processes through the strategic placement of plants, stone, sand fill, and other structural and organic materials. Revolving loan program capitalization provided through an interest free loan from the Virginia Clean Water Revolving Loan Fund through the Virginia Resources Authority.

- Received additional documentation from Gloucester homeowner to complete application previously submitted. Project has received MRC permit and certification as a living shoreline. Homeowner has provided credit reports and mortgage statements as requested. Staff recommends approval of this project.
- Consulted with Walter Gill, Program Manager, Clean Water Financing and Assistance Program, Virginia Department of Environmental Quality regarding need for documentation certifying projects as living shorelines by MRC personnel. Prepared draft certification document template and vetted with Chip Neikirk, Deputy Chief, Habitat Management Division, Virginia Marine Resources Commission.
- Consulted with Boyd Wiley, Clean Water Financing and Assistance Program, Virginia Department of Environmental Quality regarding final MPPDC Living Shoreline Incentive Program Design. Made minor changes to document regarding internal controls and monitoring and reporting to DEQ as requested by DEQ staff.
- Convened Loan Committee to review application for Living Shoreline project in Gloucester County. \$43,000 loan approved for 10 years at 4% interest. Approval letter sent to homeowner. Information provided to attorney for loan closing.
- Consulted with Walter Gill, Program Manager, Clean Water Financing and Assistance Program, Virginia Department of Environmental Quality regarding status of first project. Invoice for first disbursement needed to close loan with VRA to MPPDC.
- Received follow-up email from Mathews homeowner regarding status of project. Project awaiting permitting.

- Consulted with Martha Lowe, Middlesex Title regarding new RLF program guidelines.
- Agreed to attend Living Shoreline Fundamentals and the Group 1 Joint Permit Application Workshop in Northern Neck to discuss MPPDC Living Shoreline Incentive Program and living shoreline financing opportunities.

Project 32017 – NAWCA PAA Acquisitions

The Wetlands Conservation on the Middle Peninsula of Virginia Phase I proposal is the first in a series of projects planned by the Middle Peninsula District Commission (MPPDC) in coordination with local, state and federal agencies, non-government organizations and landowners to protect key wetlands along the Chesapeake Bay. This project will employ a novel, creative and cost effective land conservation model in order to perpetually protect 77.05 acres of coastal habitat.

- Continued pre-contract award documentation process

Project 32137 – Mathews Ditch Map Database

Building on the NFWF Ditching project in Mathews County, MPPDC staff in contract with Draper Aden Associations will continue reducing the information gap between stakeholders and those tasked with repairing the drainage system. First, maps will be created to identify ditch locations in the target areas using associated parcel information using Mathews County tax parcel maps overlapped with aerial imagery to provide information on ditch and channel locations. Additionally Virginia Coastal Policy Clinic will conduct research, compile deeds and easement documents that identify ditch ownership responsibility, easement rights and other interests in the roadside and outfall ditches. Finally a database will be designed for the organization and illustration of legal records for property owners of failing ditches.

- Drafted and submitted the annual progress report to the Virginia Coastal Zone Management Program.
- Began to draft the final report for this project to submit to the Virginia Coastal Zone Management Program report by May 15, 2017.
- Reviewed annual progress report and prepared and submitted final reimbursement request to April Bahen, Grants Coordinator, Virginia Coastal Zone Management Program, DEQ.

Project 32138 Virginia Coastal TA FY17

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

- Consulted with April Bahen, Grants Coordinator, Virginia Coastal Zone Management Program, DEQ regarding proposed new contract language for indirect cost reimbursements.
- Responded to multiple requests for additional information regarding overmatch on previous, closed projects from CZM staff.
- Drafted a letter of support to the Virginia Department of Conservation and Recreation for the application from Essex County to the Land and Water Conservation Fund Program requesting funding for the acquisition of the June Parker Marina.
- Met with a representative from the James River Hunt Club interested in possible partnership opportunities with the Public Access Authority. Reviewed all lands owned by the PAA and suggested that the Club bring a proposal back to the PAA.
- Convened the April meeting of the Middle Peninsula Chesapeake Bay Public Access Authority. Agenda items included: authorization of construction contract for the Dragon Run nature viewing platforms; follow up from the Attorney General's Office on business operations on PAA lands; and property updates.

- Convened the local government administrators meeting. Agenda items included: Middle Peninsula FEMA workshop, DEQ water supply plan update and Rural Coastal Summit.
- Consulted with Delegate Keith Hodges concerning oyster shell shortage for oyster restoration work across the Bay. Discussed the use of fossilized shell as a substitute.
- Assisted the Federal Emergency Management Agency (FEMA) with preparation for a Middle Peninsula workshop to discuss all hazard plan amendment process, community rating system, and the process utilized by FEMA to account for construction improvements to structures a.k.a. the city of Hampton problem.
- Consulted with Elizabeth Andrews, Director for the Virginia Coastal Policy Law Center, concerning federal funding cuts and relationships to services provided by the law school to the Middle Peninsula Planning District Commission.
- Discussed VDOT Road Ending ownership issues with David Kretz, Interim Director of Planning for Middlesex County.
- Received a call from Tommy Leggett, Gloucester County Waterman, concerning a sunk vessel at Perrin Wharf. Advised Gloucester County codes compliance of the sunk vessel for corrective action, if necessary.
- Consulted with a Middlesex County resident concerning a possible speaking engagement for the Middlesex Garden Club's fall meeting regarding Potomac aquifer water supply issues.
- Prepared and submitted semiannual financial report and reimbursement request to April Bahen, Grants Coordinator, Virginia Coastal Zone Management Program, DEQ.
- Drafted and submitted the semi-annual progress report to the Virginia Coastal Zone Management Program.
- Received notification that the joint proposal with the Middle Peninsula , Northern Neck and Eastern Shore PDC to develop a water trails program has advanced forward to the next step for funding. As requested, the Town of West Point will be the hub for the effort on the York.

Project 32139 Eco-Business Framework

The PAA in partnership with MPPDC staff will explore new approaches to allow privately owned eco-business ventures to operate on publicly owned land to encourage new and innovative environmentally sensitive business that that showcases and preserves PAA land.

- Consulted with Chris Clifford, River Works Marine Contracting, concerning Army Corps of Engineers jurisdiction related to building of two nature viewing platforms on the Dragon Run in King and Queen County.
- Received a call from Catherine Shankles, Assistant Attorney General, Office of the Attorney General of the Commonwealth of Virginia, concerning how to address private businesses proposing business operations on land owned by the Middle Peninsula Chesapeake Bay Public Access Authority: Any person or entity leasing property owned by the Authority would not be subject to tax on the entirety of the property, but would be subject to tax on its leasehold interest in the property owned by the Authority (even though the Authority is not subject). (VA. Code Sections 15.2-6617; 15.2-6623; 58.1-3200; and 58.1-3203).
- Prepared and submitted semiannual financial report and reimbursement request to April Bahen, Grant Coordinator, Virginia Coastal Zone Management Program, DEQ.
- Drafted and submitted the semi-annual progress report to the Virginia Coastal Zone Management Program.

Project 32210 Working Waterfronts (Task 93.03)

During this project MPPDC staff will explore the creation of either a state sponsored uninsured “motorist” program for workboats or a self-funded insurance program. Additionally, MPPDC staff will focus on reviewing and refining legislative solutions that may benefit working waterfronts. In part, MPPDC staff will coordinate with Legislative Services and the General Assembly. Finally, MPPDC staff will contract with HRPDC to expand the working waterfront inventory to include public landings currently utilized by watermen and working waterfront locations in Richmond Regional, George Washington, and Crater PDCs.

- Completed diagram to explain Virginia boat insurance that reviews three options that working watermen have for boat insurance including (1) bank requires boat insurance if the owner has a loan for the boat, (2) voluntarily getting insurance, and (3) self-insuring.
- Organized a meeting agenda and packet and hosted a meeting of the Working Waterfront Steering Committee at the College of William and Mary on April 12. At the meeting, the Committee reviewed project updates, discussed boat insurance and options to help marinas create space at their facilities for workboats, commercial use of public landings, and reviewed legislation that was passed relating to working waterfronts in the 2017 General Assembly.
- Prepared and submitted semiannual financial report and reimbursement request to April Bahen, Grant Coordinator, Virginia Coastal Zone Management Program, DEQ.
- Drafted and submitted the semi-annual progress report to the Virginia Coastal Zone Management Program.

TRANSPORTATION

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

Project 30212 Transportation Demand Management (TDM) Services

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

- Updated website – www.midpenrideshare.org
- Consulted with Chris Chop, Michael Baker International, consultant for Central Shenandoah PDC, regarding peer review for inclusion in CSPDC’s 6 year TDM Plan update.
- Prepared ACT Telework Council Telework Week article for submission to ACT Newsletter.
- Prepared Telework Council quarterly report for submission to Association for Commuter Transportation Board.
- Submitted ad for Earth Day sponsorship to *Gloucester-Mathews Gazette Journal*
- Updated ACT Telework Council membership list.
- Telework Council leadership met via conference call to discuss quarterly report to ACT Board.
- Updated posters for billboards on Rt. 33 and Rt. 360 in King and Queen and Essex counties.
- Received online registration for Newport News resident commuting to Williamsburg. No match available. Referred to Traffix for assistance.
- Current commuter database – 146

Project 30314 Rural Transportation Planning

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

- Consulted with Linda LaSut, Assistant Planning Manager, VDOT Fredericksburg District regarding additional information requested to be included in financial report and reimbursement request.
- Provided technical assistance to Thomas Jenkins, Mathews County on the transportation section of their Comprehensive Plan update to ensure compliance and provided edits recommended by VDOT.
- Submitted the Rural Transportation Program FY18 Work Program to Darrel Johnson at the VDOT Fredericksburg office for approval.
- Finalized work on the Middlesex County Public Waterfront Access Vision Plan for delivery to the Middlesex County Board of Supervisors in May.
- Began preparation and implementation of transition plan to allow MPPDC staff to continue to facilitate RTP programming after current staff vacated the Rural Transportation Planner position on April 28, 2017. Prepared a draft of the Rural Transportation Program FY17 final Annual Report to be used by MPPDC staff to close the program year.
- Prepared and submitted 3rd quarter financial report and reimbursement request to VDOT.
- Prepared and submitted Rural Transportation Program FY17 Quarter 3 Report to Stephen Haynes at the VDOT Fredericksburg office.

ONSITE REPAIR & PUMPOUT

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

Projects 30420/30428/30429 On-Site Technical Guidance Assistance and Revolving Loan and Septic Pumpout Programs

*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. **30429** – This project will provide grants to 30-40 LMI Middle Peninsula homeowners to assist them in complying with the Chesapeake Bay Act requirement to have their septic tanks pumped out or inspected every 5 years. Eligible homeowners will receive a voucher equal to 50% of pumpout cost (maximum value \$150).*

- Received phone call from Gloucester homeowner requesting septic repair program application. Homeowner directed to website to download application.
- Consulted with son of elderly Mathews County homeowner regarding septic repair program. Application mailed to homeowner.
- Received phone call from Mathews homeowner regarding septic repair program. Application mailed to homeowner.
- Received phone call from the niece of a deceased septic repair client informing us of death of homeowner and closure of bank account. Consulted with attorney regarding next steps. There is a deed of trust on this property.

- Consulted with Allen Farmer, Farmers Septic regarding assistance for low income homeowner.
- Consulted with Jamie Miller, Millers Septic regarding 2 pending septic repairs.
- Received phone call from Gloucester homeowner regarding pending septic repair. Homeowner has been unable to contact contractor. Called Chris Burress, Turlingtons Septic to discuss status of project. Had to leave message. No call returned.
- Prepared and submitted quarterly report, financial report and reimbursement request for WQIF grant to Katie Ranger, DEQ.
- Consulted with Katie Ranger, DEQ regarding financial report and staff salaries questions.
- Executed Septic Pumpout Contract # 16486 to aid LMI homeowners to comply with CBPA requirement to pump septic systems every 5 years. This project will allow MPPDC to assist 30-40 homeowners at 50% cost share.
- Received phone call from King and Queen homeowner. Her husband took septic pumpout application to county courthouse and was informed that the County no longer will certify properties as to whether they are in the CBPA. Told her to send in application with note and we would follow-up with county staff.
- Consulted with daughter of elderly septic repair client in Mathews. Client had previous loan for septic repair and is now having problems. Previous account closed in good standing. Called contractor to discuss options for repair. Homeowner provided updated financial information. Awaiting permit and estimates.
- Convened MPPDC Septic Repair Loan Committee to approve grant only financing for King and Queen septic repair. Homeowner not interested in loan and will provide remainder of funds from other sources. Sent paperwork to homeowner for signatures. Discussed project with contractor and requested documentation of payments provided by homeowner to be used as matching funds for grant (cost-share) prior to disbursing grant funds.
- Sent requests for additional information to homeowners with incomplete applications on file (from septic pumpout waiting list).
- Sent memo to local septic haulers announcing septic pumpout funding and requesting interest in participating in program.
- Updated septic pumpout application and vouchers with new funding information.
- Sent announcement of septic pumpout funding to local government administrators.
- Sent letters and applications to homeowners on septic pumpout waiting list.
- Executed ACH loan payments for septic repair loans. All MPPDC loan funding programs require that loan recipients authorize loan payments to be made automatically from loan recipients' bank accounts. Loan clients authorize the payments at loan closing (ACH Authorizations). These payments occur on the 15th of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to loan processing date of the 12th of the month to request a payment be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans as well as collections efforts.

- Septic Pumpouts as of April 20, 2017

Applications Mailed	22
Approved Vouchers	8
Completions	00

Pumpout Vouchers by County

Essex	01
Gloucester	00
King and Queen	01
King William	00
Mathews	03
Middlesex	03

- *Remaining uncommitted septic repair funding – \$152,678 in loan funds, \$160,640 in grant funds.*

ECONOMIC DEVELOPMENT

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

Project 30108 Building Collaborative Communities EDO Implementation

With funding from DHCD, this project will allow for staffing of the Middle Peninsula Economic Development Resource Organization, training for the Advisory Board members on operating a regional economic development organization and managing regional projects, and creation of a long term sustainability plan for the organization.

- Discussed BCC grant budget and need for budget amendment with Liz Povar, MPEDRO Executive Director. Agreed that budget amendment request should be made after reimbursement is processed. This project will be ending mid-June.
- Discussed CEDS/EDA work to be completed by MPPDC staff with Lewie Lawrence, Executive Director.
- Participated in a tour of the Middle Peninsula initiated by Stephen Moret, President and CEO for the Virginia Economic Development Partnership. Liz Povar, Executive Director for the Middle Peninsula Alliance, coordinated for the tour which had stops and meetings in Middlesex, Mathews and King and Queen.
- Consulted with Delegate Keith Hodges concerning potential agenda items for the Rural Coastal Summit to be held in early May.
- Submitted reimbursement request through CAMS system.

Project 30109 MPEDRO Staff Support

The Middle Peninsula Economic Development Resource Organization is a 501(c)(3) corporation reorganized from the Tidewater RC&DC, Inc to secure resources and services to carry out a plan of action for the orderly development and full utilization of the area's human and natural resources to improve economic conditions and create a general awareness of the need for improvement of the environment by consideration of orderly development of resources for the area.

- Prepared vouchers, processed A/P, processed deposits and balanced bank account. Prepared monthly financial statements.
- Consulted with Scott Blossom, Blossom Consulting & Engineering regarding Navy contract, contract for services, invoice for services to date.
- Consulted with Dan Proctor regarding Stantec invoices for Navy contract.
- Updated SAM.gov registration for Tidewater RC&D, updating name change. New corporate name dictates changes to be made in numerous government websites. Updated DUNS information, updated grants.gov information, updated DLA CAGE code information.

- Responded to request for legal documentation of name change from DLA and need to amend Navy contract. Name change form filled out and emailed to Navy administrative contact for processing. This will have to be completed before CAGE code information can be updated which is required to complete updated SAM.gov registration.
- Consulted with Mike Aust, Regional Project Manager, Environmental Quality Resources, L.L.C. regarding contract for construction for Navy contract.

Project 30111 Blue/Green Infrastructure

Commission's effort to promote compatible economic development across the Middle Peninsula looking to leverage blue and green assets.

- Coordinated with Delegate Keith Hodges for the Rural Coastal Virginia Summit to be held on May 12th at VIMS. All elected officials from the Middle Peninsula, Northern Neck and Eastern Shore have been invited to attend. The summit will focus on the purpose of House Bill 2055, Rural Coastal Virginia Community Enhancement Authority. The Summit will be the largest gathering of rural coastal leaders assembled in recent memory to focus on new approaches to economic development across the rural coastal areas of Virginia.

Project 301702 Small Business Revolving Loan Fund

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

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

Project 30114 CDBG Planning Grant – Pamunkey Tribe Broadband Project

This project looks to conceptually link the six counties of the Middle Peninsula using the Microwave- E911 Communication systems (or other technology approaches) to create a regional broadband network to deliver broadband services across the Middle Peninsula region under one unified platform. Localities for evaluation include: Essex, Gloucester, King & Queen, King William, Mathews, and Middlesex Counties.

- Submitted public notice regarding request for proposal for broadband service to *Richmond Times Dispatch*.
- Posted Broadband Services RFP on MPPDC website.
- Dealt with numerous DHCD CAMS system issues.
- Prepared and submitted request for reimbursement for Chief Gray's expenses to attend Broadband workshop in CAMS system.
- Discussed problems with CAMS log-in with Doug Ellis, DHCD.
- Convened the first project management team meeting held at MPPDC. Attendees included representatives from DHCD, Pamunkey Tribe and King and Queen County Administration. Discussed overall project direction and time table. Staff advertised a request for proposals for professional services

to assess and inventory the technology needs to replicate the King and Queen broadband system across Rural Coastal VA. Two responses were received.

LOCAL INITIATIVES

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

Project 380171 Local & Regional Technical Assistance

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

- Consulted with a Gloucester County citizen interested in learning more about the work of the MPPDC and how Commission meetings are administered as well as how the Commission's Work Program is set.

HOUSING

Funding –Housing Loan Program Income

Project 300132 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.

- Consulted with law office of Sidney Speight, LLC regarding client in default who had promised payment in full in March. Client promises payment in full to be postmarked by April 18.
- Consulted with Barbara Simcoe, VDMME regarding use of principal repayments for attorney's fees to pursue collections on defaults. Also requested information on other allowable uses of repaid funds.
- Executed ACH loan payments for septic repair loans. All MPPDC loan funding programs require that loan recipients authorize loan payments to be made automatically from loan recipients' bank accounts. Loan clients authorize the payments at loan closing (ACH Authorizations). These payments occur on the 15th of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to loan processing date of the 12th of the month to request a payment be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans as well as collections efforts.

EMERGENCY SERVICES

Funding - Pending

Project 31203 Regional Emergency Management Planner 2016

Regional Emergency Planner position housed at the Middle Peninsula Planning District Commission (MPPDC) in Saluda. The Middle Peninsula crosses VDEM Region 1&5 boundaries. Position will support local Emergency Coordinators by assisting/coordinating homeland security & disaster response preparedness; Rt. 17 evacuation planning; & resource data collection.

- Consulted with PDC staff regarding project close-out requirements.
- The spring meeting of the Middle Peninsula Emergency Managers was held in Essex County. Representatives from Essex, Gloucester, Mathews, Middlesex Counties, the Olson Group and the Middle Peninsula Planning District Commission were present. The need to formally develop the Association, including by-laws, voting members, and non-voting members was discussed. The MPPDC Regional Emergency Planner was tasked with developing draft documents to be discussed at the next

meeting. Also, a discussion of Regional Priorities for 2017 was on the agenda. Regional Priorities for 2017 are:

- a. Gap Analysis – move forward with addressing gaps found
- b. Volunteer Recruitment, Retention and Training
- c. Mass Care Functional Exercise
- d. Recovery Capability Enhancement

The results of this discussion will be utilized to develop Grant Applications for the 2017 SHSP. The next meeting will be on June 20 at a location to be determined.

- A meeting on the EOP Gap Analysis project (coordinated by the Olson Group) took place in Essex County. The first part of the project, the EOP gap analysis is complete. The EOP Gap Analysis found the following gaps among and between the localities:
 - e. Lack of Access and Functional Needs Details in plans
 - f. No mention of how to integrate as a Region
 - g. Region Wide Resource Listing
 - h. Regional Point of Dispensing or Point of Distribution
 - i. Debris Reduction Sites

The second part of the project will involve developing a draft Regional EOP for the group to review. The next meeting will be June 20 in Gloucester County.

- Attended the 2017 VEMA conference in Williamsburg. At the Awards Dinner, Mr. Willie Love, Mathews County Emergency Services Coordinator, received two awards: “Outstanding new Emergency Management Professional” AND the “Grace Tressler VEMA Symposium Scholarship”. Both awards recognize Mr. Love for his significant contributions to the field of emergency management, his commitment to community and overall professionalism. Speaker highlights included:
 1. The Criticality of Virginia’s Dams and Harnessing Technology to Provide Situational Awareness
 2. Hurricane Matthew - Virginia Beach and Their “Rain Event”
 3. FEMA Region III and Virginia – Policy, Program, and Issues Update
 4. Situational Awareness: What the Science Says
 5. February 2016 Tornado Response and Recovery
 6. Orlando Pulse Nightclub
 7. Transportation Family Assistance Operations
 8. Keynote – First Responder Stress Psychology
- Organized an Amateur Radio workshop to be held at Rappahannock Community College campus in Glens, Virginia on April 27. The workshop is designed to educate Emergency Managers, local government officials, local volunteers, and other interested emergency personnel on the capabilities and processes of amateur radio operations during and after an event.
- Prepared and submitted financial report and reimbursement request via EGMS system.

Project 31205 MSAT Phones

This project will procure and deploy one satellite phone for each locality’s Emergency Manager, total of 6, to develop a redundant level of satellite based communications to regionally assist the localities in the event of a catastrophic event. The participating localities will share a local Middle Peninsula Emergency Management coordination talkgroup to facilitate local support. The phones are compatible with the statewide VDEM/Virginia EOC talkgroup, the Urban Search and Rescue Program, and federal level assets through use of the SMART talkgroups deployed nationwide in the satellite phones.

- Reviewed contract to purchase equipment.

- Procure and deploy one satellite phone for each locality’s Emergency Manager, total of 6, to develop a redundant level of satellite based communications to regionally assist the localities in the event of a catastrophic event. The participating localities will share a local Middle Peninsula Emergency Management coordination talkgroup to facilitate local support. The phones are compatible with the statewide VDEM/Virginia EOC talkgroup, the Urban Search and Rescue Program, and federal level assets through use of the SMART talkgroups deployed nationwide in the satellite phones.

AGENCY ADMINISTRATION

Funding - Indirect cost reimbursements from all PDC projects

MPPDC Administration

Administrative services provided to MPPDC programs. Planned FY16 Indirect Cost rate =49.8%.

- Prepared vouchers, processed A/P, processed payroll, processed deposits and balanced bank accounts. Prepared MPPDC monthly financial statements.
- Consulted with Bobbie Washington, C&F Bank regarding issues with Positive Pay files submitted to bank.
- Attended VAPDC sponsored workshop on OMB’s “Super Circular” CFR Title 2 Part 200 training for grantees and funders.
- Consulted with ABC Computer regarding issues with website and need to upgrade to more secure platform so website does not get infected again.
- Prepared 2 draft FY18 budgets – full funding and federal cuts.
- Scheduled MPPDC budget committee meeting for May 9.

CLOSED FY17 PROJECTS

Project 30021 Mathews County Comprehensive Plan Update

32135 Coastal TA

32133 NFWF Living Shorelines PAA

32136 - Mathews SLR Adaptation

32014 Public Access Master Plan

31201 AHMP Update

32014 Middle Peninsula Public Access Master Plan

Project 32209 Virginia Working Waterfront Master Plan and 2nd Virginia Working Waterfront Summit