



COMMISSIONERS

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*Hon. Edwin E. Smith, Jr.*  
*Hon. John C. Magruder*  
*Ms. Sarah Pope*

Town of Tappahannock  
*Hon. Fleet Dillard*

Gloucester County  
*Hon. Ashley C. Chriscoe*  
*(Vice-Chairman)*  
*Hon. Kenneth W. Gibson*  
*Dr. William G. Reay*  
*Ms. Carol Steele*

King and Queen County  
*Hon. Sherrin C. Alsop*  
*Hon. R. F. Bailey*  
*Mr. Thomas J.*  
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*Hon. Ed Moren, Jr.*  
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*Mr. Otto O. Williams*  
*Mr. Percy C. Ashcraft*

Town of West Point  
*Hon. James Pruett*  
*Mr. John Edwards*

Mathews County  
*Hon. David Jones*  
*Hon. Melissa Mason*  
*Mr. Harry Meeks*


Middlesex County  
*Hon. Wayne H. Jessie, Sr.*  
*Hon. Reggie Williams, Sr.*  
*Mr. Gordon E. White*

Town of Urbanna  
*Hon. Marjorie Austin*

Secretary/Director  
*Mr. Lewis L. Lawrence*

MEMORANDUM

**TO:** MPPDC Board of Commissioners

**FROM:** Lewis Lawrence, Executive Director 

**DATE:** July 21, 2022

**RE:** July Commission Meeting

The Middle Peninsula Planning District Commission will host its monthly meeting on Wednesday July 27, 2022 at 7:00 p.m. in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda.

Masking is not a requirement of the CDC or the Governor. If any Commissioner desires a mask for the meeting, staff will provide such.

Enclosed are the July 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](mailto:LLawrence@mppdc.com).

I look forward to seeing you on **July 27<sup>th</sup>**!

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

**7:00 P.M.**

**Wednesday, July 27, 2022**

**125 Bowden Street**

**Saluda VA 23149**

- I. Welcome and Introductions
- II. Approval of June Minutes
- III. Approval of Financial Report for June
- IV. Executive Director's Report on Staff Activities for the month of July
- V. MPCBPAA Update
- VI. MPA Update
- VII. MPPDC Public Relations/Communications Update
- VIII. Public Comment

**AGENDA ITEMS FOR DISCUSSION**

- IX. Sox Erosion Solution – Greg Ball, Regional Manager
- X. Governor Youngkin's Executive Order 19
- XI. Adoption of Comprehensive Economic Development Strategy Update
- XII. Adoption of MPPDC FY2023 Indirect Cost Allocation Plan
- XIII. Other Business
  - Coleman Bridge - Robert Crockett, Advantus Strategies
- IX. Adjournment

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**MIDDLE PENINSULA PLANNING DISTRICT COMMISSION**  
**June 22, 2022**  
**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, June 22, 2022 at 7:00 p.m. In the absence of MPPDC Chairman Swartzwelder, MPPDC Vice-Chairman Chriscoe welcomed everyone in attendance.

**Commissioners Present**

Essex County: Bud Smith, John Magruder  
Gloucester County: Ashley Chriscoe, Carol Steele  
King William County: Travis Moskalski, Percy Ashcraft, Otto Williams  
Mathews County: Melissa Mason, Harry Meeks  
Middlesex County: Gordon White, Wayne Jessie, Reggie Williams  
Town of West Point: James Pruett

**Commissioners Absent**

Essex County: Sarah Pope  
Gloucester County: Ken Gibson, Dr. Willy Reay  
King and Queen County: Sherrin Alsop, R.F. Bailey, Tom Swartzwelder  
King William County: Ed Moren  
Mathews County: David Jones  
Town of Tappahannock: Fleet Dillard  
Town of Urbanna: Marjorie Austin  
Town of West Point: John Edwards

**Also in Attendance**

Lewie Lawrence, MPPDC Executive Director  
Heather Modispaw, Chief Financial Officer  
Dawn Mantell, MPPDC Executive Assistant  
Guests

**II. Approval of May Minutes**

Vice-Chairman Chriscoe asked whether there were any corrections or changes to the May Minutes. There being no corrections to the Minutes, Vice-Chairman Chriscoe requested a motion to approve the May Minutes. Mr. Smith moved that the May Minutes be approved. Mr. O. Williams seconded the motion; motion carried.

**III. Approval of Financial Report for May**

MPPDC Chief Finance Officer, Heather Modispaw reported with FY22 ending, the process of closing out projects has begun. Invoices for outstanding reimbursements totaling \$43,301.17 are being sent out. Vice-Chairman Chriscoe asked whether there were any questions regarding the MPPDC financial report for May before being approved subject to audit. There being no questions, Vice-Chairman Chriscoe

requested a motion to approve the financial report for May subject to audit. Mr. Smith moved to approve the financial report for May subject to audit. Mr. O. Williams seconded the motion; motion carried.

#### **IV. Executive Director's Report on Staff Activities for the Month of June**

Vice-Chairman Chriscoe requested MPPDC Executive Director, Lewie Lawrence review the Executive Director's Report on Staff Activities occurring since the May meeting. 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 directed the Commissioners' attention to a few items:

- Met with owners of Golden Oyster, a Rural Resiliency Go VA business competition winner. Golden Oyster has purchased a commercial working waterfront property on Perrin River to establish a residential scale shallow water dredge operation and living shoreline construction company. CAPX investment in Gloucester has exceeded \$1Million.

*Mr. Lawrence reported he has met with the owners of Golden Oyster a few times and they have been successful at getting business to the Middle Peninsula. As part of the RISE competition, they will be dredging on PAA owned, Captain Sinclairs. Mr. Lawrence requested any Commissioner aware of any small creeks needing to be dredged, to submit the contact information to him and he will ensure the information gets to the owners of Golden Oyster.*

- Coordinated for the delivery and payment for the first load of NATRX structures to the project site. The project contractor will oversee the offloading and storage at the project site.

*Mr. Lawrence reported this was another business recruited to the Middle Peninsula.*

- Continued to consult with Go Virginia Region 6 staff regarding investment in the Middle Peninsula rural resiliency industry cluster. Discussed manufacturing needs of Fight the Flood businesses.

*Mr. Lawrence reported there has been significant turnover. Every application had to be appealed. The new Program Director, Ian Ginger is from an economic development background and has met with all the County Administrators in the Middle Peninsula.*

- Presented to the American Society of Landscape Architects (ASLA) on Fight the Flood and regulatory changes related to managing flood waters in coastal areas subject to recurrent flooding.

*Mr. Lawrence reported SOX Erosion Solutions company wasn't permissible until legislation was changed last session allowing berms into the RPA.*

- Continued to coordinate with US Army Corps staff regarding joint permit application. Submitted responses to questions raised by US Fish and Wildlife

Service regarding potential impacts to Tiger Beetles at Haven Beach.

*Mr. Lawrence reported he had received a set of CFR questions regarding the Mathews County dredging project and wanted to know why now after a year has passed. The reason is the fact the beetles have been there and not necessarily that they are there now. An incidental permit is possible.*

- Commuter Assistance Program (CAP) Operating FY22

*Mr. Lawrence reported on using the price of fuel to retain workers. MPPDC staff will be trying something new and pushing out a notice - Why are you driving to Richmond when you can stay in the Middle Peninsula and work from home? Starting pay \$100-\$150k annually. Can shape the hiring information from a local company. Migration of workers.*

- Staff will be working with VDOT to map and create a database for all bridges and culverts in the region which 1) are in good condition and not subject to lowered weight limits stemming from the change in federal regulations, 2) that will likely have lowered weight limits due to the federal regulation changes and are slated for repair/rehab using internal VDOT funds, and 3) have lowered weight limits which will need external and additional funding sources for repair/rehab/replacement. This work will serve as the road map for update of the LRTP for all bridge work. Staff will be reviewing those bridges that are going to have to have weight limits lowered due to the federal regulation changes with local planners during the June meeting. VDOT has requested to know if there are local operations (manufacturing, etc.) adjacent to bridges that would be impacted by the changes, to also be discussed with the local planners. Also discussed with VDOT were perceived flaws and potential improvements to the overall communications process regarding weight limit changes, to also be reviewed at the June planners meeting.

*Mr. Lawrence reported the Bridge and Culvert Study revealed discrepancies between VDOT data compared to King and Queen County data concerning local bridge and culvert locations and ratings. VDOT doesn't have a good database and was asked what they had used to create their existing database.*

- To date, MPPDC staff has received phone calls from 83 homeowners in Gloucester, Mathews, and Middlesex Counties in response to the press release for available DEQ 319h funding. The physical addresses of each of these septic systems were entered into the mapping tool to verify if their location is within the program's target areas.

(13) Homeowners remain on the Septic Pumpout list.

(6 Mathews, 7 Middlesex)

(12) Homeowners remain on the Septic Repair/Replacement list.

(1 Gloucester, 9 Mathews, 2 Middlesex)

*Mr. Lawrence drew the Commission's attention to the great amount of interest the MPPDC continues to receive for 319(h) funding. Currently, there are 83 homeowners on the waiting list. MPPDC was given only 45 days to completely*

*spend out this project and the septic companies have not been forthcoming with the information required to assist interested homeowners in obtaining 50% cost-share reimbursement from this program.*

**V. MPCBPAA Update**

The Regional Dredging Program discussion later in the meeting will serve as the PAA Update.

**VI. MPA Update**

MPA Chairman, Ashley Chriscoe reported he is still awaiting confirmation from the IRS that everything has been accepted and once that confirmation is received, the next steps can be determined.

**VII. MPPDC Public Relations/Communications Update**

MPPDC General PR & Communications – Stephanie Heintz, Consociate Media reported a big effort is currently underway in raising community awareness of the work, history, and growth of the Commission since its inception 50 years ago.

**VIII. Public Comment**

None.

**IX. Approval of VDOT Smart Scale Resolution**

MPPDC Executive Director, Lewie Lawrence directed the Commission’s attention to the Resolution Endorsing the Submission of Smart Scale Applications Requesting Transportation Funding in their meeting packet. This resolution covers all 9 of the potential smart scale projects in the Middle Peninsula. Vice-Chairman requested a motion to accept the resolution as presented. Mr. Moskalski moved that the resolution be accepted as presented. Mr. Magruder seconded the motion; motion carried.

**X. Regional Dredging Program – General Assembly Funding (Open Discussion)**

MPPDC Executive Director, Lewie Lawrence drew the Commission’s attention to their meeting packet for the General Assembly Budget Report by Advantus Strategies. The Virginia Port Authority (VPA) Waterway Maintenance Fund saw an increase in available funds. Mr. Lawrence was pleased to announce the VPA’s newly created fund for Local Dredging Projects establishes funding of \$5M in the first year of the general fund to VPA to distribute for local shovel-ready shallow-draft dredging projects in areas including Gloucester, Mathews, and Middlesex Counties and specifically references the Middle Peninsula Municipal Dredging Program. The legislative intent is to authorize a regional entity like the PAA with the ability to use these appropriated funds to purchase dredge equipment for use in the identified counties of the Middle Peninsula. Of the \$5M, it is likely the Middle Peninsula will receive \$3M and the Eastern Shore will receive \$2M. This money becomes available



July 1. Mr. Lawrence will be meeting with the VPA during the second week of July to ensure clarity regarding the intent behind the creation of this funding. The Governor has until June 16<sup>th</sup> to sign the budget.

MPPDC Executive Director, Lewie Lawrence shared a few PowerPoint Presentation slides on DredgeSOX, a patented knitted poly-ethyl lead material that can be used to hold dredge material. This product is lightweight, open-ended, and designed to stabilize earthen environments while promoting vegetation in a cost-efficient, long-lasting solution that is compliant with all BMP's of "Living Shoreline" erosion control systems. This product is 3 times cheaper than granite, solves the "soggy socks" problem, and legislation changes allow this product to be an option instead of granite.

#### **XI. Veteran Therapy Program – PAA**

MPPDC Executive Director, Lewie Lawrence reported retired veteran Lt. Col. Dan Knott purchased 130 acres adjacent to the PAA owned property, Captain Sinclairs for the purpose of developing an outreach program for veterans and expressed a need for housing and public facilities. Mr. Lawrence recognized a partnership opportunity and invited Lt. Col. Knott to the June PAA meeting where he shared that after serving 12 years in the Army as a Joint Special Operations Command Aviator, he was burned out and decided to retire. He found being on the water as a waterman was therapeutic and created a non-profit called Knott Alone – Hold Fast, Inc. to support veterans battling the effects from military service while helping them love life again through hands-on commercial fishing activities combined with integrative therapy, workforce development, and veteran assistance. This "Sanctuary" will provide an opportunity for veterans to open up and connect while harvesting seafood, forming bonds, and seeking assistance. The goal for next year is to assist over 300 veterans with a proposed \$725k VA grant. Mr. Lawrence stated that by partnering with the PAA, all resources could become circular – paying the veterans for workforce, they pay rent for housing, and the PAA can then reinvest and strengthen the program while self-sustaining the operational side of Lt. Col. Knott's vision. At their June meeting, the PAA found this to be a good and beneficial program to partner with.

#### **XII. State Budget (Open Discussion)**

MPPDC Vice-Chairman Chriscoe opened the discussion of the state budget. There was a consensus among the Commissioners that the General Assembly took too long to pass the state budget. Mr. Magruder reported the VA Department of Forestry received funding to study land use. Mr. Lawrence reported GA Lobbyist, Robert Crockett of Advantus Strategies will try to get him assigned to the Committee to add value to the discussion.

**XIII. Other Business**

MPPDC Executive Director, Lewie Lawrence provided a handout pertaining to Chapter 1289, Item 430M, of the 2020 Acts of Assembly with regards to the Evaluation of Drainage Outfalls. The law prescribes that the entity responsible for maintenance is the owner of the land, or holder of a drainage easement, at the site of the outfall. Thus, in a strict legal sense, there are no outfalls without an assigned maintaining entity. As the subject outfalls are beyond state ownership, the maintenance responsibility necessarily rests with other entities such as the private landowner, homeowners' association, developer, or county. Recommendations were discussed with the Commission.

**XIV. Adjournment**

Vice-Chairman Chriscoe requested a motion to adjourn. Mr. O. Williams so moved, Mr. Moskalski seconded; 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:

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**(Secretary)**

## Project Financial Report

Middle Peninsula Planning District Commission  
 Period Ending: 06/30/2022

Run Date: 07/21/2022  
 Run Time: 2:17:45 pm  
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### Expenditures

Code	Description	Budget	Curr Month	Project Total	Un/Over	% Budget	Revenues	Balance
30013	Housing Loan Admin - EE&CBG I	250.00	84.62	313.13	(63.13)	125.25%	234.87	(78.26)
30122	FY22 PDC Staff Support for Adm	0.00	212.08	4,286.98	(4,286.98)	0.00%	3,640.53	(646.45)
30170	Sm Bus Loan Admin - MPBDP St	23,867.21	68.10	23,881.13	(13.92)	100.06%	27,846.54	3,965.41
30184	Tappahannock Comp Plan	25,279.00	(14.40)	23,987.68	1,291.32	94.89%	11,139.50	(12,848.18)
30186	DHCD Elevated Septic Pilot (\$10	120,000.00	231.30	4,557.16	115,442.84	3.80%	120,000.00	115,442.84
30187	VHDA Housing Development	971,290.00	(832.62)	99,757.65	871,532.35	10.27%	62,281.77	(37,475.88)
30218	DRPT CAP Operating FY22	82,402.00	9,995.51	83,512.25	(1,110.25)	101.35%	65,550.17	(17,962.08)
30319	FY22 Rural Transportation Planr	72,500.00	4,970.41	73,551.61	(1,051.61)	101.45%	57,957.87	(15,593.74)
30420	Onsite Loan Management	167,058.11	7,159.25	178,532.36	(11,474.25)	106.87%	196,383.07	17,850.71
31002	GA Lobby	30,000.00	0.00	30,000.00	0.00	100.00%	30,000.00	0.00
31212	Mid Pen AHMP Update	142,863.00	3,561.22	141,697.10	1,165.90	99.18%	140,692.09	(1,005.01)
31500	Living Shoreline Incentive Progr	31,950.96	24.18	25,975.90	5,975.06	81.30%	44,978.94	19,003.04
32015	PDC Staff Support for Admin of	8,000.00	220.77	8,606.84	(606.84)	107.59%	4,617.01	(3,989.83)
32019	PAA - VMRC Public Fishing Pier/	10,000.00	155.60	10,357.94	(357.94)	103.58%	10,000.00	(357.94)
32021	PAA GOVA Sea Grant Resilience	88,413.50	2,084.54	39,166.67	49,246.83	44.30%	33,937.73	(5,228.94)
32022	PDC Staff Support for Admin of	4,200.00	303.46	4,028.12	171.88	95.91%	4,200.00	171.88
32023	VLCF Tapp Hoskins Creek	2,500.00	44.45	459.38	2,040.62	18.38%	184.83	(274.55)
32151	NFWF Ware River LS & SL Mgmt	199,914.09	0.00	201,444.68	(1,530.59)	100.77%	165,695.68	(35,749.00)
32157	NFWF Mathews-(VIMS In-Kind \$	289,409.80	37,549.47	76,455.19	212,954.61	26.42%	86,029.39	9,574.20
32158	DEQ CZM Coastal TA 21	129,000.00	0.00	130,433.50	(1,433.50)	101.11%	129,000.00	(1,433.50)
32159	DEQ Planner Yr2	72,500.00	0.00	72,500.00	0.00	100.00%	72,500.00	0.00
32160	DEQ CZM ANPDC EcoTourism 4	28,500.00	0.00	28,500.00	0.00	100.00%	28,500.00	0.00
32161	DEQ CZM Coastal TA FY22	129,000.00	15,469.17	91,006.92	37,993.08	70.55%	72,527.93	(18,478.99)
32162	DEQ Planner WIP Yr3	36,250.00	4,019.70	31,558.30	4,691.70	87.06%	6,460.14	(25,098.16)
32163	DEQ 319(h) BMP Res Septic \$57	205,008.94	16,754.88	30,476.17	174,532.77	14.87%	11,126.99	(19,349.18)
32164	DEQ Next Gen SL Yr1 (\$50k VPA	50,000.00	1,221.47	5,986.15	44,013.85	11.97%	3,758.28	(2,227.87)
32165	DEQ CZM ANPDC EcoTourism 5	27,200.00	903.28	12,391.06	14,808.94	45.56%	10,107.13	(2,283.93)
32166	DCR FTF Applications	14,647.20	(131.57)	14,647.20	0.00	100.00%	14,000.00	(647.20)
32167	DEQ Flo Disaster (\$30k VPA HIT)	120,000.00	212.71	3,752.82	116,247.18	3.13%	1,468.56	(2,284.26)
32168	DEQ CBPA Support Septic Pump	15,000.00	150.69	15,069.24	(69.24)	100.46%	11,646.05	(3,423.19)
38022	FY22 Local Projects	232,340.24	49,801.37	209,035.87	23,304.37	89.97%	231,863.36	22,827.49
38805	PAA - VPA Dredging Bus Plan	59,524.00	359.70	59,330.39	193.61	99.67%	50,408.05	(8,922.34)
38806	VPA Cedarbush (Gloucester)	175,000.00	0.00	175,076.54	(76.54)	100.04%	175,000.00	(76.54)
38807	VPA Parrots Creek (Middlesex)	150,000.00	0.00	150,065.60	(65.60)	100.04%	150,055.43	(10.17)
38808	VPA Winter Harbor (Mathews)	150,000.00	0.00	150,052.90	(52.90)	100.04%	150,000.00	(52.90)
38809	Mathews HITW Dredging (VDOT	174,364.00	9,650.43	105,486.27	68,877.73	60.50%	87,975.27	(17,511.00)
<b>Totals:</b>		<b>4,038,232.05</b>	<b>164,229.77</b>	<b>2,315,940.70</b>	<b>1,722,291.35</b>	<b>57.35%</b>	<b>2,271,767.18</b>	<b>(44,173.52)</b>

## Balance Sheet by Category

Middle Peninsula Planning District Commission  
 Period Ending: 06/30/2022  
 Format: 1 Board

Run Date: 7/21/22  
 Run Time: 2:18:37 pm  
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**Assets:**

Cash in Bank	523,922.79
Cash in Bank, Restricted	400,264.09
Receivables	268,171.57
Property & Equipment	1,011.59
Prepaid Pension (Deferred Outflows)	51,732.29

<b>Assets:</b>	<b>\$1,245,102.33</b>
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**Liabilities:**

Accounts Payable	39,072.37
VRA Loan Payables	366,036.23
Accrued Leave	50,655.65
Deferred Revenue	5,641.02
Deferred Inflows (VRS)	4,039.00
Net Pension Liabilities	93,437.00
Cost Allocation Control	11,397.81

<b>Liabilities:</b>	<b>\$570,279.08</b>
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**Equity:**

Local Initiatives/Information Resources	143,158.38
Economic Development	4,334.34
Transportation Programs	(33,555.82)
Emergency Management Projects	(1,005.01)
Onsite Repair & Pumpout	18,254.59
Housing	(78.26)
Coastal Community & Environmental	(96,187.61)
Public Access Auth Programs	(18,601.72)
Temporarily Restricted	177,307.09
General Fund Balance	481,197.27

<b>Equity:</b>	<b>\$674,823.25</b>
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<b>Total Liabilities and Equity</b>	<b>\$1,245,102.33</b>
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<b>Balance:</b>	<b>\$0.00</b>
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## Agencywide R&E by Category

Middle Peninsula Planning District Commission  
 Period Ending: 06/30/2022  
 Format: 1 Agencywide R&E

Run Date: 07/21/2022  
 Run Time: 2:19:40 pm  
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**With Indirect Cost Detail**

Code & Description	Budget	Current	YTD	Un/Over	% Bud
<b>Revenues</b>					
<b>Local Match</b>	<b>119,141.00</b>	<b>35,555.72</b>	<b>192,684.15</b>	<b>(73,543.15)</b>	<b>161.73 %</b>
40000 Regional Share	119,141.00	35,555.72	122,684.15	(3,543.15)	102.97 %
44906 Betty Case Match Funds-East River/NFWI	0.00	0.00	70,000.00	(70,000.00)	0.00 %
<b>Local Annual Dues</b>	<b>135,099.00</b>	<b>0.00</b>	<b>135,099.00</b>	<b>0.00</b>	<b>100.00 %</b>
40100 Essex County	19,300.00	0.00	19,300.00	0.00	100.00 %
40200 Gloucester County	19,300.00	0.00	19,300.00	0.00	100.00 %
40300 King & Queen County	19,300.00	0.00	19,300.00	0.00	100.00 %
40400 King William County	19,300.00	0.00	19,300.00	0.00	100.00 %
40500 Mathews County	19,300.00	0.00	19,300.00	0.00	100.00 %
40600 Middlesex County	19,300.00	0.00	19,300.00	0.00	100.00 %
40700 Urbanna	6,433.00	0.00	6,433.00	0.00	100.00 %
40800 Tappahannock	6,433.00	0.00	6,433.00	0.00	100.00 %
40900 West Point	6,433.00	0.00	6,433.00	0.00	100.00 %
<b>Local Other Revenues</b>	<b>228,758.06</b>	<b>2,618.00</b>	<b>137,769.84</b>	<b>90,988.22</b>	<b>60.23 %</b>
40101 Essex County Other	4,587.58	715.00	6,496.12	(1,908.54)	141.60 %
40201 Gloucester County Other	4,587.58	0.00	4,886.00	(298.42)	106.50 %
40301 King & Queen County Other	4,587.58	715.00	5,936.00	(1,348.42)	129.39 %
40401 King William County Other	4,587.58	0.00	4,886.00	(298.42)	106.50 %
40501 Mathews County Other	178,951.58	0.00	92,861.27	86,090.31	51.89 %
40601 Middlesex County Other	4,587.58	715.00	4,886.00	(298.42)	106.50 %
40701 Urbanna Other	1,529.86	0.00	1,628.00	(98.14)	106.41 %
40801 Tappahannock Other	23,808.86	236.00	14,562.45	9,246.41	61.16 %
40901 West Point Other	1,529.86	237.00	1,628.00	(98.14)	106.41 %
<b>Local Other Organizations</b>	<b>68,000.00</b>	<b>(913.50)</b>	<b>57,849.00</b>	<b>10,151.00</b>	<b>85.07 %</b>
43002 MPCBPAA Other	30,000.00	0.00	0.00	30,000.00	0.00 %
43003 MPCBPAA	38,000.00	(913.50)	54,208.47	(16,208.47)	142.65 %
43004 MPEDRO	0.00	0.00	3,640.53	(3,640.53)	0.00 %
<b>State Revenues</b>	<b>1,255,963.00</b>	<b>33,483.29</b>	<b>418,041.96</b>	<b>837,921.04</b>	<b>33.28 %</b>
41100 VDHCD	189,971.00	0.00	209,971.00	(20,000.00)	110.53 %
41102 VHDA	1,000,000.00	0.00	0.00	1,000,000.00	0.00 %
41103 Virginia Port Authority	0.00	0.00	95,805.52	(95,805.52)	0.00 %
41104 VHDA Grant #148473	0.00	32,569.79	62,281.77	(62,281.77)	0.00 %
41200 VDRPT	65,992.00	0.00	49,070.17	16,921.83	74.36 %
41800 VIMS	0.00	913.50	913.50	(913.50)	0.00 %
<b>Federal Revenues</b>	<b>675,215.00</b>	<b>4,396.95</b>	<b>391,403.68</b>	<b>283,811.32</b>	<b>57.97 %</b>
41300 VDEQ	217,680.00	(11,126.99)	152,386.29	65,293.71	70.00 %
41301 DEQ-By 6/30/22	0.00	11,126.99	11,126.99	(11,126.99)	0.00 %
41500 VDEM	58,311.00	0.00	73,484.15	(15,173.15)	126.02 %
41600 VDOT	58,000.00	0.00	43,457.87	14,542.13	74.93 %
42010 NFWF	341,224.00	4,396.95	102,939.09	238,284.91	30.17 %
43024 ANPDC	0.00	0.00	7,399.69	(7,399.69)	0.00 %
43026 ANPDC Misc.	0.00	0.00	609.60	(609.60)	0.00 %
<b>Miscellaneous Income</b>	<b>3,000.00</b>	<b>841.92</b>	<b>17,540.81</b>	<b>(14,540.81)</b>	<b>584.69 %</b>
44200 Interest Income	2,400.00	841.92	3,540.81	(1,140.81)	147.53 %
44900 Miscellaneous Income	600.00	0.00	0.00	600.00	0.00 %
44905 Miscellaneous - FTF Applicants	0.00	0.00	14,000.00	(14,000.00)	0.00 %
<b>Revolving Loan Program Income</b>	<b>9,500.00</b>	<b>772.70</b>	<b>58,214.08</b>	<b>(48,714.08)</b>	<b>612.78 %</b>
45010 Loan Application Fees	0.00	0.00	30.00	(30.00)	0.00 %
45020 Revolving Loan Interest	9,500.00	755.33	10,097.33	(597.33)	106.29 %

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**With Indirect Cost Detail**

Code & Description	Budget	Current	YTD	Un/Over	% Bud
45030 Loan Penalties	0.00	17.37	185.56	(185.56)	0.00 %
45100 Retained Program Income	0.00	0.00	47,901.19	(47,901.19)	0.00 %
<b>Revenues</b>	<b>2,494,676.06</b>	<b>76,755.08</b>	<b>1,408,602.52</b>	<b>1,086,073.54</b>	<b>0.00 %</b>
<b>Expenses</b>					
<b>Personnel</b>	<b>559,925.87</b>	<b>47,219.66</b>	<b>562,420.55</b>	<b>(2,494.68)</b>	<b>100.45 %</b>
50000 SALARIES	443,644.50	37,145.44	449,929.18	(6,284.68)	101.42 %
50500 FRINGE BENEFITS	116,281.37	10,074.22	112,491.37	3,790.00	96.74 %
<b>Facilities</b>	<b>34,975.50</b>	<b>2,827.12</b>	<b>32,349.06</b>	<b>2,626.44</b>	<b>92.49 %</b>
52100 Rent	27,243.50	2,388.40	27,911.70	(668.20)	102.45 %
52200 Utilities	4,000.00	241.72	3,825.36	174.64	95.63 %
52300 Facility Insurance	132.00	132.00	132.00	0.00	100.00 %
52400 Facility Maintenance	3,600.00	65.00	480.00	3,120.00	13.33 %
<b>Communications</b>	<b>8,443.00</b>	<b>503.62</b>	<b>11,254.01</b>	<b>(2,811.01)</b>	<b>133.29 %</b>
52250 Telephone	3,750.00	325.39	4,327.38	(577.38)	115.40 %
52255 Internet Access/Website	4,693.00	178.23	6,926.63	(2,233.63)	147.59 %
<b>Equipment &amp; Supplies</b>	<b>4,700.00</b>	<b>853.78</b>	<b>7,710.88</b>	<b>(3,010.88)</b>	<b>164.06 %</b>
53101 Equipment Maintenance/Repairs	0.00	0.00	465.00	(465.00)	0.00 %
53200 Data Processing Equipment/Supplies	0.00	0.00	2,157.98	(2,157.98)	0.00 %
53400 Office Supplies	3,000.00	606.85	2,925.41	74.59	97.51 %
53500 Meeting Supplies	1,200.00	200.93	1,210.20	(10.20)	100.85 %
53900 Equipment/Supply Expense Other	500.00	46.00	952.29	(452.29)	190.46 %
<b>Travel</b>	<b>5,531.00</b>	<b>2,670.02</b>	<b>4,422.87</b>	<b>1,108.13</b>	<b>79.97 %</b>
54100 Private Mileage	1,000.00	153.62	1,276.63	(276.63)	127.66 %
54200 Vehicle Operating Costs	1,000.00	0.00	0.00	1,000.00	0.00 %
54300 Vehicle Insurance	531.00	534.00	534.00	(3.00)	100.56 %
54500 Lodging/ Staff Expense	2,000.00	1,757.85	2,063.06	(63.06)	103.15 %
54900 Travel Expense Other	1,000.00	224.55	549.18	450.82	54.92 %
<b>Professional Development</b>	<b>14,029.00</b>	<b>425.61</b>	<b>13,311.15</b>	<b>717.85</b>	<b>94.88 %</b>
55100 Dues/Memberships	5,529.00	0.00	5,827.00	(298.00)	105.39 %
55150 Subscriptions/Publications	300.00	32.00	263.31	36.69	87.77 %
55200 Workshops	1,000.00	0.00	330.00	670.00	33.00 %
55300 Conferences	7,200.00	393.61	6,767.97	432.03	94.00 %
55900 Professional Development Expense Other	0.00	0.00	122.87	(122.87)	0.00 %
<b>Contractual</b>	<b>1,385,100.41</b>	<b>66,583.92</b>	<b>676,256.57</b>	<b>708,843.84</b>	<b>48.82 %</b>
56100 Accounting/Audit Expenses	8,500.00	245.30	9,193.25	(693.25)	108.16 %
56300 Legal Services	11,000.00	4,256.50	33,272.00	(22,272.00)	302.47 %
56400 Consulting/Contractual Services	283,791.14	33,827.60	119,568.48	164,222.66	42.13 %
56401 Contractor Expenses	0.00	150.00	150.00	(150.00)	0.00 %
56402 Contractual - Berkley Group	0.00	6,262.59	73,726.99	(73,726.99)	0.00 %
56403 Contractual - Consociate Media	0.00	9,110.50	52,406.50	(52,406.50)	0.00 %
56404 Contractual - Dewberry	0.00	0.00	20,670.00	(20,670.00)	0.00 %
56406 Contractual - VIMS	0.00	877.58	144,777.67	(144,777.67)	0.00 %
56450 Engineering Services	0.00	(3,146.15)	249.41	(249.41)	0.00 %
56451 Engineer-VHDA \$50k	0.00	0.00	50,000.00	(50,000.00)	0.00 %
56600 Construction	1,065,000.27	0.00	154,950.27	910,050.00	14.55 %
56601 Construction Downpayment/Deposit	15,000.00	15,000.00	15,000.00	0.00	100.00 %
56700 Contractual Other	1,809.00	0.00	2,292.00	(483.00)	126.70 %
<b>Miscellaneous</b>	<b>11,782.00</b>	<b>7,590.33</b>	<b>17,086.50</b>	<b>(5,304.50)</b>	<b>145.02 %</b>
57100 Postage	1,000.00	71.53	902.41	97.59	90.24 %

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**With Indirect Cost Detail**

Code & Description	Budget	Current	YTD	Un/Over	% Bud
57200 Printing/Duplicating	7,290.00	545.11	7,512.62	(222.62)	103.05 %
57300 Promotion/Advertising	500.00	0.00	125.00	375.00	25.00 %
57400 Public Officials Insurance	502.00	0.00	0.00	502.00	0.00 %
57401 General Liability Insurance	716.00	716.00	716.00	0.00	100.00 %
57402 Crime Insurance	674.00	675.00	675.00	(1.00)	100.15 %
57500 Miscellaneous Other	1,100.00	(77.54)	1,275.00	(175.00)	115.91 %
57550 Bad Debt Expense	0.00	5,552.61	5,557.61	(5,557.61)	0.00 %
57900 Depreciation	0.00	107.62	322.86	(322.86)	0.00 %
<b>Regional Share</b>	<b>119,141.00</b>	<b>35,555.72</b>	<b>122,684.15</b>	<b>(3,543.15)</b>	<b>102.97 %</b>
57999 Local Match	119,141.00	35,555.72	122,684.15	(3,543.15)	102.97 %
<b>Expenses</b>	<b>2,143,627.78</b>	<b>164,229.78</b>	<b>1,447,495.74</b>	<b>696,132.04</b>	<b>102.97 %</b>
<b>Agency Balance</b>	<b>351,048.28</b>	<b>(87,474.70)</b>	<b>(38,893.22)</b>		

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**Middle Peninsula Planning District Commission**  
**Executive Director's Report of Regional Progress**  
**July 18, 2022**

**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 \(viriniaworks.com\)](http://viriniaworks.com)
- For MPPDC Website: <http://www.mppdc.com/>

**MPPDC Staff and Contact Information**

**Executive Director: Lewis Lawrence**

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

Programs: *Coastal Zone Technical Assistance, Local Initiatives, Public Access Authority*

**Deputy Director: Curt Smith**

Contact Info: [csmith@mppdc.com](mailto:csmith@mppdc.com) (804) 758-2311x28 (804) 384-7509 (cell)

Programs: *Rural Transportation Planning, Dredging Coordination, General Environmental and Community Development Management*

**Chief Financial Officer: Heather Modispaw**

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

Programs: *Commuter/Employer Transportation Services, Septic Repair Assistance, Living Shoreline Incentive Program, Revolving Loan Programs Administration, PDC Finance & Grants Administration, PAA Staff Support, MPA Staff Support*

**Special Projects Planner: Jackie Rickards**

Contact Info: [jrickards@mppdc.com](mailto:jrickards@mppdc.com) (215) 264-6451 (cell)

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

**Executive Assistant: Dawn Mantell**

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

Programs: *Septic Pumpout, Repair/Replacement Assistance Programs, PDC Staff Support, MPA Staff Support, PAA Staff Support, Facilities Scheduling, Website Management*

## INFORMATION RESOURCES/ASSISTANCE

- Updated [www.mppdc.com](http://www.mppdc.com) website – meeting notices, reports, news releases, GO Va meetings, and MPA notices, etc.

## COASTAL COMMUNITY DEVELOPMENT/ ENVIRONMENTAL

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

### **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.*

- Contract negotiations with selected company, Triangle Environmental, under the RISE competition continued.

### **Project 30188 – VTC Water Trails Marketing**

*Consociate Media will produce blog and social media posts to drive traffic and activity to the Middle Peninsula page of the Virginia Water Trails website ([www.Virginiawatertrails.org](http://www.Virginiawatertrails.org)) to increase outdoor recreation and tourism for the Middle Peninsula.*

- Executed contracts and prepared to kickoff development of outreach materials.

### **Project 30190 – DCR CFPF 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.*

- Executed contracts and prepared to kickoff project activities.

### **Project 30191 – DCR CFPF Carlton Road Boat Ramp (Middlesex)**

*Project is to design and develop a draft Joint Permit Application for the shoreline and structures adjacent to the boat ramp at the Carlton Road (Mill Creek) public wharf in Middlesex. The designed solution will help mitigate the shoaling of the boat ramp and enhance the overall resilience of the public wharf.*

- Executed contracts and prepared to kickoff project activities.

### **Project 30192 – DCR CFPF 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.*

- Executed contracts.
- Met with the GIS consultant to initiate scope of work for GIS technical assistance.

### **Project 30193 – DCR CFPF 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.*

- Executed contract.

### **Project 32019 – Sinclair’s Public Fishing Pier**

*The MPCBPAA has contracted the MPPDC to administer a grant from the VA Saltwater Recreational Fishing Development Fund to rehabilitate the public fishing pier at the Captain Sinclair’s Recreational Area, which had fallen into a state of disrepair. The project will consist of procuring a qualified contractor to rebuild a traditional wooden framed open pile 400-foot long public use fishing pier that will provide year-round opportunities for saltwater fishing and recreational viewing.*

- Continued to consult with Balzer Engineering on the Construction Plans for the public fishing pier as part of the building official review process required by Gloucester County. Received second set of drawings from Balzer.

### **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.*

- Participated in the monthly project management call.
- Continued the discussion with Gloucester County regarding the permitting processes necessary to advance economic water management solutions at Captain Sinclair, specifically for the use of Smart Walls.
- Due to RISE contract complications under the Urban Challenge, coupled with the inability to obtain clear answers regarding the required permits associated with the installation of Smart Walls, the company has resigned from the RISE program and is now working with a New York Company on financing and fast tracking of permits.

### **Project 32151 – NFWF Landowners Living Shorelines & Shoreline Management – Ware River Yr2**

*This is a two-part project that focused on continuing coastal resiliency and mitigation efforts, while simultaneously improving water quality, managing shoreline erosion and marsh loss. First, MPPDC staff will work directly with FEMA National Flood Insurance repetitive loss property owners to offer grant and loan funds through the MPPDC Living Shorelines Incentives Revolving loan to install living shorelines. Second, MPPDC will contract with VIMS to create a grant template to be used by localities to receive funding through the Virginia Waterway Maintenance Fund.*

- Coordinated a NFWF project site visit as part of the grant process. Homeowner has agreed to meet with the grant funder to discuss how the process worked.
- Project closeout continued.

### **Project 32157 – NFWF Mathews – East River Yr2**

*This project will design, permit, construct and monitor living shoreline in targeted shorelines on the East River.*

- All permitting has been completed.
- Coordinated for the final delivery and payment of the second and third load of NATRX structures to the project site. The project contractor will oversee offloading and storage at the project site.

### **Project 32159 – DEQ Chesapeake Bay WIP Technical Assistance (Yr2)**

*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 closed out successfully as of 12/31/2021.

## **Project 32161 – 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.*

- Consulted with a King and Queen County property owner regarding flood protection and septic repair needs.
- Met with staff from First Earth and Wetlands Watch regarding the prospects for monetizing natural resources on PAA properties for carbon credits. First Earth agreed to conduct inventory of PAA properties and provide a report of the potential for utilizing the properties as carbon credit generators.
- Coordinated with the VA Director of the Chesapeake Bay Commission regarding a request for giving a presentation to the VA Delegation of the CBC on the Eastern Shore in August.
- Completed FY2022 Fight the Flood annual report to summarize program participation, successes, and progress.
- Review the proposed Chesapeake Bay National Recreation Area priorities statement and continue monitoring for release of draft legislation.
- Consulted with a Mathews County resident affiliated with a non-profit organization and is interested in providing funding to MPPDC to assist with the work of the Middle Peninsula Planning District Commission in repairing failing septic systems.
- Consulted with MPPDC legal counsel, Sands Anderson regarding Chesapeake Bay Preservation Act Intensely Developed Area (IDA) designation and requirements under which a Town may exercise this designation. Coordinated with DEQ CBPA leadership to discuss IDA process.
- Consulted with the DredgeSox leadership team, a Fight the Flood program business, regarding the permitting changes enabled by the General Assembly and enacted on July 1, 2022. This change provides for the use of this company's product as part of a living shoreline.
- Consulted with Sarah Dunnigan, Deputy Director of GO Virginia and Economic Development Dept. of Housing and Community Development regarding repurposing dredge material as a raw material and the use of this material in the manufacturing process of living shoreline technology. Discussed the significance of accessing Go Virginia funds to assist with the manufacturing process.
- Coordinated the loan closing of the combined living shoreline and septic repair \$3 million line of credit from VRA/DEQ.
- Consulted with numerous homeowners and waterfront businesses interested in learning more about DredgeSox and their ability to both dredge a creek and build a living shoreline utilizing dredge socks filled with reused dredge material.
- Consulted with Virginia Department of Health (VDH) regarding the Federal Infrastructure funding becoming available for septic repair assistance under the upcoming SWAP program.
- Received numerous phone calls from citizens awaiting news of the grant award under the DCR Community Flood Preparedness Fund. Advised citizens that DCR has missed its internal deadline for announcements.
- Consulted with Robert Crockett, Advantus Strategies regarding funding from the General Assembly to establish a Middle Peninsula Dredging Authority and the need to meet with the Virginia Port Authority to discuss approaches for accessing this funding.
- Consulted with a Gloucester County citizen on completing a FEMA grant application to elevate a repetitive loss structure on the Ware River. The home is within the ongoing NFWF FEMA target area for a living shoreline restoration project. MPPDC will explore submitting the application on their behalf.

- Convened the July meeting of the local government administrators. Discussed the availability of Federal Infrastructure funding, septic system repair funding, and several coastal resiliency issues.
- Attended the VIMS Tidal Wetlands workshop. Received updates on the latest science and permitting associated with wetland regulations.
- Produced map showing conserved properties in Essex County for the Essex County Conservation Alliance.
- Developed communications plan to announce the start and completion of the new public fishing pier at Capt. Sinclair's, MPCBPAA property.
- Implemented a cash donation tool on the Virginia's Coastal Wilds website.  
<https://vacoastalwilds.com/support-the-coastal-wilds/>
- Updated the directory with new participating businesses in the Fight the Flood program.  
<https://fightthefloodva.com/directory>
- Began coordination with High and Dry for potential sponsorship of Virginia's Coastal Wilds and specifically the new public fishing pier.
- Began coordination with Dan Knott to photograph and document his coastal organization on the Middle Peninsula. This content marketing effort is meant to help showcase how organizations are creatively using access to the Middle Peninsula's coast.

#### **Project 32162 – DEQ Chesapeake Bay WIP Technical Assistance (Yr3)**

*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.*

- Managed the Fight-the-Flood geodatabase and consulted with multiple local property owners regarding their submission of needs and in-take forms related to shoreline erosion and other resilience needs. Completed an annual report on the Fight-the-Flood program to track key program metrics and monitor program progress.
- Participated in the Community Climate Resilience: Nature Based Solutions in FEMA funding webinar on July 12.
- Participated in the Infrastructure Investment and Jobs Act: Opportunities to Invest in Water Infrastructure webinar on July 12.
- Participated in the VA Council on Environmental Justice meeting on July 20.
- Submitted four Letters of Intent for NOAA Habitat Restoration projects in Gloucester, West Point/King and Queen, and Tappahannock.
- Submitted the Interim Report on June 30, 2022.

#### **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.*

- Continued to develop white paper literature review.
- Continued to coordinate with VIMS staff regarding methodology for next generation shoreline designs.

- Completed field work involving LiDAR surveys, bathymetric surveys, and sediment core sampling slated to begin at New Point Comfort Natural Area Preserve.
- Updated schedule for key project milestones.

#### **Project 32165 – DEQ CZM ANPDC Ecotourism V**

*This project will build on the efforts completed between 2020-2021. During this project, PDC's will focus on implementing actions identified in the 36-month Marketing Strategy and Action Plan. PDC's will also focus on Public Access Site Resiliency for public access locations within the region, including assessments, implementation strategies, and signage.*

- Worked to finalize sign designs for PAA properties along the Virginia Water Trails.
- Photographed the Guinea Marshes.
- Photographed Capt. Sinclair's.
- Reviewed the historical locations identified by the Town of Urbanna. Such historical sites will be added to the water trail regional map.

#### **Project 32166 – Fight the Flood Participant Grant Application Development**

*MPPDC staff work regularly to develop and oversee grant applications for property owners who have submitted flooding-related needs and projects to the Fight the Flood program.*

- Continued to monitor Round 3 notice of awards from DCR. Original notice date was announced as June 17<sup>th</sup>, but no notice has been published to date.

#### **Project 32167 – DEQ Florence Disaster**

*This project will offer grant funds as micro-grants to property owners in the Piankatank River, Gwynns Island, Milford Haven Implementation Plan area to install living shorelines and other eligible BMPs to improve water quality and coastal resilience. It is estimated that four micro-grants of \$20,000 each will be accomplished under this project.*

- Contractor has finalized all permits and devised a construction schedule for the five projects.
- Submitted quarterly report.

#### **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, processed deposits, reconciled bank statements. Prepared monthly financial statements. Billed Gloucester Rowing Club for PAA pool electric bill.
- Instructed Bobbie Washington of C&F Bank to change checking account settings from “block” to “filter” to allow ACH Debits to trigger an exception email allowing to choose to pay or return an item rather than automatically return.
- Requested missing past due invoices totaling \$7,763 from Sands Anderson.
- Submitted three Letters of Intent for NOAA Habitat Restoration funding regarding enhancing resilience of PAA properties.

### **Project 38809 – VPA Hole-in-the-Wall Dredging Implementation**

*Mathews County was awarded VA Port Authority Waterway Maintenance Funding to dredge the Hole in the Wall channel to –7 feet Mean Low Water and place the dredged sand at the county-owned Haven Beach property. MPPDC is administering the grant on behalf of the County with procurement and permitting assistance and project oversight.*

- Continued to coordinate with US Army Corps staff regarding joint permit application.
- Met with VIMS Shoreline Studies Program regarding activity logistics to be incorporated into information requested by the US Fish and Wildlife Service as part of the biological assessment regarding potential impacts to the Northeastern Tiger Beetles at Haven Beach.
- Met with USFWS and USACE staff regarding a request for pre- and post-monitoring of shoreline changes and Northeastern Tiger Beetle counts at Haven Beach. Awaiting response from USFWS regarding these matters.
- Provided updates to US Coast Guard and VDOT staff regarding permitting process and general project updates.
- Maintained procurement documents. Awaiting permit approval prior to putting the project out to bid.
- US Fish and Wildlife Service completion of biological assessment remains the outstanding task prior to expected permit issuance.

### **Project 38810 – VPA Aberdeen 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 upland disposal site. MPPDC is administering the grant on behalf of the County with procurement and permitting assistance and project oversight.*

- Awaiting contract from VPA and will execute Service Agreement with Gloucester once VPA contract is executed.

### **Project 38811 – DCR CFPF Deltaville Dredging (Middlesex)**

*Project is for designing and developing draft permit applications for dredging and beneficial reuse or disposal of dredged material and flood/shoaling protection structures at Broad and Jackson Creeks in Middlesex County.*

- Met with Middlesex County Supervisor and marine business owner regarding dredging needs at Broad Creek.
- Middlesex County has provided notice that a recent bathymetric survey of Jackson Creek indicated that dredging is not currently needed nor is the County in need of design for shoreline protection structures adjacent to the mouth of Jackson Creek. However, it was reported that Broad Creek has shoaled drastically since the original proposal was submitted and the County wishes to explore the possibility of reworking the grant award scope of work so that more resources be put towards the urgent needs at Broad Creek.
- A request is under development and will be submitted to DCR to see if the County's request is acceptable.

## **TRANSPORTATION**

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

### **Project 30218 – Commuter Assistance Program (CAP) Operating FY22**

*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.*

- Monthly conference call with Kathy Molin of DRPT postponed to next month; topics had already been discussed with Kathy via email.
- Participated in Commute!VA Partners coordination meeting and presented Commuter Survey results. Shared a PDF of the presentation that compares and contracts results and a list of survey questions with participants for use in their areas.
- Received FY23 Commuter Assistance Operating Program contract for review and signature. Once complete, will submit subaward contract to Consociate Media for review/signature.
- Participated in ACT Telework and Alternative Work Arrangements Council meeting discussing telework terminology.
- Submitted Strategic Plan Timeline to Kathy Molin of DRPT. This is the first step in updating the 5-year plan which is due to DRPT by November 2024.
- Updated Performance Data in Olga with Agile Mile Dashboard details.
- Participated in DRPT FY23 Transit Grantee Workshop: CAP Webinar
- Distributed monthly email newsletter.
- Published new blog post/content marketing on website: “Your boss not convinced you can do your job remotely? Here's how you build a case.”
- Distributed marketing materials (print) to area businesses.
- Development of final report for grant year close out.
- ***Current commuter database – 416***
- ***Number of Commuters with logged alt mode trips in June – 11***
- ***Number of logged alt trips in June - 393***
- ***Reduced miles (VMT) in June – 6,969***
- ***Commuter Savings in June - \$4,113***

### **Project 30319 – Rural Transportation Planning FY22**

*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.*

- Bridge and Culvert Study:
  - Staff continued working with VDOT to map and create a database for all bridges and culverts in the region which 1) are in good condition and not subject to lowered weight limits stemming from the change in federal regulations, 2) that will likely have lowered weight limits due to the federal regulation changes and are slated for repair/rehab using internal VDOT funds, and 3) have lowered weight limits which will need external and additional funding sources for repair/rehab/replacement. This work will serve as the road map for update of the LRTP for all bridge work. Staff will be reviewing those bridges that are going to have to have weight limits lowered due to the federal regulation changes with local planners during the June meeting. VDOT has requested to know if there are local operations (manufacturing, etc.) adjacent to bridges which would be impacted by the changes, to also be discussed with the local planners. Also discussed with VDOT were perceived flaws and potential improvements to the overall communications process regarding weight limit changes, to also be reviewed at the June planners meeting.
- Smart Scale Round 5:
  - All 17 Preapplications (15 from counties, 2 from MPPDC) were screened through to the next phase for final application.



- Staff are coordinating with local planners and VDOT staff to develop required resolutions of support and finalize final application details before the upcoming August 1 deadline.
- Coordinated the Local Government Planners meeting on June 29 with topics covering Smart Scale Round 5, Bridge Condition and Inventory, and resilience/environmental matters.
- Participated in the FY24-27 TIP/STIP meeting on June 28.
- Participated in the Reconnecting Communities Grant webinar on July 14.
- Completed and submitted VDOT Truck Freight Planning Survey.
- Met with Middlesex County Supervisor and marine business owner regarding dredging needs at Broad Creek.
- Communicated with the US Army Corps regarding complete closure of the mouth of Winter Harbor channel in Mathews.
- Finalize fourth quarter report and annual report. Submitted to VDOT and initiated 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.*

- Awaiting contract from MARAD who is administering the grant on behalf of USDOT.
- Conducted meetings with MARAD staff regarding contract documents and National Environmental Protection Act review requirements.

**ONSITE REPAIR & PUMPOUT**

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

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

*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.*

- To date, MPPDC staff has received phone calls from 93 homeowners in Gloucester, Mathews, and Middlesex Counties in response to the press release for available 319(h) funding. The physical addresses of each of these septic systems were entered into the mapping tool to verify whether or not their location is within the program’s target areas. (19) homeowners had miscellaneous requests, declined moving forward, requested ineligible practices such as voluntary upgrades and reimbursement for work completed prior to program launch; (3) Mathews County homeowners placed their project on hold; and (42) homeowners’ septic system isn’t located in the program’s target area. In this quarter, (1) Alternative Septic System in Mathews County was installed and (2) Septic Systems in Middlesex County were pumped out. All 3 homeowners were approved and reimbursed 50% of the average practice cost set by DEQ.
  - (10) Homeowners remain on the Septic Pumpout list. (6 Mathews, 4 Middlesex)
  - (16) Homeowners remain on the Septic Repair/Replacement list. (1 Gloucester, 13 Mathews, 2 Middlesex)
- Emailed local septic contractors a second request to certify their credentials on the 319(h) Funding Announcement and Affirmation of Licensure and Certification Form. Explained the need and the urgency as there were approved applicants waiting to have their septic systems pumped out before the current cycle of funding expired on June 30<sup>th</sup>. The signed forms will be kept on file to accompany the homeowner’s requests for reimbursement once their job has been completed.

- Received a phone call from Middlesex County homeowner requesting the status of their submitted application so they could confirm their septic pumpout appointment with Brownley's Septic. Staff will contact Brownley's to request the required executed certification and licensure information needed to process the homeowner's reimbursement request.
- Contacted Brownley's Septic to obtain signature attesting certification and licensure as required for reimbursement from 319(h) funding. No one answered and voicemail was not available.
- Received a phone call from another Middlesex County homeowner requesting the status of their submitted application. Homeowner stated they will be using Brownley's Septic. Explained licensure request.
- Contacted Brownley's Septic to obtain signature attesting certification and licensure as required for reimbursement from 319(h) funding. No one answered and voicemail was not available.
- Received a voicemail from Miller's Septic regarding 319(h) questions and deadline to have all work completed.
- Contacted Middlesex County homeowner informing them of the 3 unsuccessful attempts to contact Brownley's Septic to obtain required signature. Homeowner was asked to have Brownley's respond to the sent email or call the MPPDC office.
- Received a phone call from Brownley's Septic. Requested signature attesting to certification and licensure. Ms. Brownly requested the form be emailed again. The form was emailed as requested.
- On June 21<sup>st</sup>, signed form attesting Licensure and Certification was received by Miller's and Brownley's septic via email.
- Issued 1 septic pumpout voucher packet in person and 2 via email to 3 eligible Middlesex County homeowners requesting reimbursement.
- Received the signed form attesting Licensure and Certification via email from Farmer's Septic.
- Contacted Blake's and Smith's Septic to obtain signature attesting Licensure and Certification as required for reimbursement from 319(h) funding. No one answered and voicemail was not available.
- Contacted Turlington's Septic to request signature attesting Licensure and Certification as required for reimbursement from 319(h) funding. Staff will remind Chris Turlington to sign and return the form.
- Received complete documentation and receipt from Middlesex County homeowner for reimbursement of having their septic pumped out as part of maintenance of the septic system. Created DEQ NPS Cost-Share BMP Contract to begin the reimbursement process in the amount of \$175.
- Farmer's Septic referred a Mathews County homeowner with repair permit in hand and assures work can be completed before the June 30<sup>th</sup> deadline.
- Received complete application including VDH issued permit for septic repair/replacement of an Alternative System from Mathews County homeowner referred by Farmer's Septic via email. Created DEQ NPS Cost-Share BMP Contract to begin the reimbursement process in the amount of \$12,000.
- Received Condition Assessment, VDH issued permit and invoice from soil analyst from Mathews County homeowner via email. Unfortunately, the permit was issued for a Voluntary Upgrade which is not eligible for reimbursement under the program guidelines set by DEQ. Homeowner was mailed a determination letter of ineligible practice.
- Received complete documentation and receipt from Middlesex County homeowner for reimbursement of having their septic pumped out as part of maintenance of the septic system. Created DEQ NPS Cost-Share BMP Contract to begin the reimbursement process in the amount of \$175.

- Convened committee to review the 1 Alternative Septic System Installation and 2 Septic Pumpout 319(h) applications for reimbursement. All 3 applications were reviewed and approved for reimbursement.
- Finalized executed DEQ NPS Cost-Share BMP Contracts for 1 Alternative Septic System Installation and 2 Septic Pumpout and submitted to MPPDC CFO, Heather Modispaw for reimbursement payment.
- Uploaded and submitted technical information on the 1 Alternative Septic System Installation and the 2 Septic Pumpout to the BMP Warehouse as part of the reimbursement and reporting requirements.
- Received email confirmation and acceptance of submission of the completed BMP's to the DEQ BMP Warehouse as part of the reimbursement and reporting requirements.
- MPPDC CFO issued checks in the total amount of \$12,350 to 3 homeowners who had completed their septic projects and were approved for reimbursement.
- Updated the DEQ NPS Cost-Share BMP Contracts with BMP Warehouse tracking and payment information for the 3 homeowners who had completed their septic projects and were approved for reimbursement.
- Submitted quarterly report and all required accompanying documentation to DEQ.

### **Project 32168 – Septic Pumpout Program**

*This project will provide grants to 32 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.*

- Project closed out during June 2022.

## **ECONOMIC DEVELOPMENT**

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

### **Project 30122 – Staff Support to Middle Peninsula Alliance (MPA) FY22**

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

- Prepared vouchers, processed A/P, processed deposits, and reconciled bank statements. Prepared monthly financial statements.
- Received letter from the IRS dated July 5, 2022, stating that it has been determined that the MPA is exempt from income tax. Also, the request for reinstatement has been approved effective November 15, 2018. Received letter from the IRS dated July 12, 2022, stating that the 2018 Form 990 (federal tax return) has been returned due to not receiving all required information. Now that the MPA has been reinstated and found exempt from income tax, a Schedule O is required to be sent along with the 2018 tax return. Both letters have been forwarded to David Gundlach of Sands Anderson and Shantel Eilenfield, CPA.

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

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

- Executed ACH loan payments for MPBDP loans. All MPPDC loan funding programs require that loan recipients authorize loan payments to be made automatically from loan recipients' bank accounts. Loan clients authorize the payments at loan closing (ACH Authorizations). MPPDC staff process these payments on the 15th of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to the loan processing date of the 12th of the month to request a payment be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans.
- ***Funds available – \$145,290***

## 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 380221 – FY22 Local & Regional Technical Assistance**

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

- Reviewed numerous new funding programs announced or forthcoming from the Infrastructure Investment and Jobs Act.

### **Project 38023 – FY23 Local & Regional Technical Assistance**

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

- Updated the CEDS plan with new project ideas and 2022 regional priorities.

### **Project 30184 – Tappahannock Comprehensive Plan & GIS Mapping**

*Technical assistance for reviewing and updating data in the Town Plan and digitizing with GIS and printing the Town Zoning and Land Use maps.*

- Finalized Comprehensive Plan update.
- Modified Zoning Map to include recent changes to two separate parcels.
- Project extended to accommodate Town determination of Intensely Developed Area process. IDA map will be developed once Town finalizes process.

## HOUSING

Funding – Housing Loan Program Income

### **Project 30187 – VHDA Affordable Workforce Housing Development**

*The three-year project will involve 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.*

- Received necessary paperwork to place a qualified tenant in the Margaret Lyell house owned by the middle peninsula Chesapeake Bay Public Access Authority. Coordinated with the nonprofit for lease signing rental rate and electricity transfer.
- Consulted with Gloucester County building office regarding permitting processes for containerized home and the ability to utilize a third-party inspector and or an engineer stamp to ensure that the containerized home meets building code requirements. Received approval for using containerized housing.
- Consulted with the Department of Housing and Community Development (DHCD) staff regarding the industrial revitalization fund and the applicability of accessing funding for rehab of commercial uses at the Captain Sinclairs complex. An application will be submitted for funding to upgrade commercial and public uses at the site.
- Submitted quarterly and annual report.

### **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.*

- **Funds available – \$45,375**

## EMERGENCY SERVICES

Funding – VDEM/FEMA/Homeland Security

### **Project 31212 – Middle Peninsula All-Hazards Mitigation Plan Update Yr2**

*MPPDC staff will work with participating localities to update the 2016 All-Hazards Mitigation Plan. The plan will address mitigation of several natural hazards impacting the region.*

- Below is a table that lists the localities and when the AHMP was locally adopted:

<b>Locality</b>	<b>Local Adoption Date of the AHMP</b>
Essex County	4/12/22
Town of Tappahannock	5/9/22
Gloucester County	4/19/22
King & Queen County	5/9/22
King William County	5/23/22
Town of West Point	4/25/22
Mathews County	4/26/22
Middlesex County	5/3/22
Town of Urbanna	5/12/22

- Assisted the Upper Mattaponi and the Rappahannock Tribes in the development of AHMP adoption resolutions. Each tribe brought the resolutions to their Tribal Councils, and they have been approved and signed. The signed copies have been sent to FEMA.
- Updated and submitted the quarterly report to VDEM. The next step for this project to look at project close out. VDEM will provide a list of needed documents to close out the project.

## LOAN FUNDS FOR SEPTIC AND LIVING SHORELINES

Funding – VRA

### **Project 30420/30428 – 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.*

- Received request from loan recipient to skip their July payment due to financial difficulties. Granted the request and explained that interest will accrue accordingly, and the payment will be added to the end of their loan.
- ***Remaining uncommitted septic repair funds: \$187,418 in loan funds – \$41,644 in grant funds.***

### **Project 31500 – Living Shoreline Loan Program**

*The MPPDC Living Shoreline Incentive Program Loan Fund provides low interest loans to local homeowners to implement living shorelines. These funds will be used for erosion prevention and water quality control and to protect and enhance natural shoreline habitats using strategically placed plants, stone, sand fill and other structural and organic materials.*

- ***Remaining uncommitted living shoreline funds: \$0***

## **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.*

- Submitted loan prepayments to VRA from Septic and Living Shoreline borrower payments held in LGIP.
- Established required loan loss reserve account in the amount of \$53,333.66 at LGIP.
- Finalized VRA/DEQ loan closing for \$3,000,000.
- Received multiple requests for loan funds. Initiated pre-qualifying process for applicants waiting for loan funds.
- ***Remaining uncommitted funds: \$2,980,325 in loan funds - \$300,000 in grant funds.***

## **AGENCY ADMINISTRATION**

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

### **MPPDC Administration**

*Administrative services provided to MPPDC programs. Planned FY22 Indirect Cost rate = 27.92%.*

- Prepared vouchers, processed A/P, processed deposits, and reconciled bank statements. Prepared monthly payroll run. Prepared monthly financial statements.
- Prepared financial reports and/or reimbursement requests for all projects requiring them.
- Updated quarterly staff allocations.
- Reminded staff to complete timesheets and update award/grant Master File.
- Replenished office supplies.
- Invoiced localities for FY23 dues.
- Updated and distributed to staff agency expense/mileage report with IRS increased mileage rate of 0.625 cents per mile effective July 1, 2022.
- Provided report of scope and cash flow of project history to Kasey Law of C&F Bank regarding lines of credit.
- Provided copy of May 2021 invoice Covid Vaccination Communication Strategy to Ashley Hubbard of Mathews County for documentation related to their audit.
- Registered Executive Director and Deputy Director for annual Tidal Wetlands Workshop held on July 14<sup>th</sup> at VIMS.
- Cancelled Chief Financial Officers attendance at 2022 ACT International Conference being held July 31-August 3 in Chicago.
- Consulted with auditor the need to continue receiving annual financial CDs from C&F bank and then instructed Bobbie Washington at C&F bank that we would like to discontinue receiving them because as accounts are reconciled monthly, we retain statements on site.
- Held interview with prospective hire for new Planner Position.

## **Closed Projects**

### **Project 30121 – Staff Support to Middle Peninsula Alliance (MPA) FY21**

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

### **Project 30217 – Transportation Demand Management (TDM) Operating FY21**

*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 30318 – Rural Transportation Planning FY21**

*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 32018 – GoVA Bay Direct**

*This project is a special COVID economic development project that will facilitate electronic commerce between those who want to purchase “local” seafood/agricultural products and those who can sell “local” seafood/agricultural products by customizing an established mobile and web application to address the unique economic pandemic challenges facing the Middle Peninsula.*

### **Project 32158 – Virginia Coastal TA FY21**

*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 32160 – ANPDC Eco Tourism IV Promoting Ecotourism to Support Conservation of Conserved Lands and Resilient Communities**

*This project will build on the efforts completed between 2017 – 2019. During this project PDC’s will focus on implementing actions identified in the 36-month Marketing Strategy and Action Plan. PDC’s will also organize a business resiliency training for local businesses. Finally, PDCs will create a tiered priority list for paddling launch sites that need signage enhancements and will begin the development of graphic design content for the selected launch sites.*

### **Project 38805 – VPA Local Government Dredging Implementation Business Plan Development**

*This project will study and determine the most cost effective and efficient alternative for local government dredging operations using existing and new channel survey information.*

### **Project 38806 – VPA Cedarbush Creek Dredging Design**

*This project will focus on the pre-planning activities to dredging Cedarbush Creek in Gloucester County. Pre-planning includes surveying the channel, conducting sediment sampling, and a benthic, marine and fishery assessment as well as gathering information for the permitting of the dredging project.*

### **Project 38807 – VPA Parrots Creek Dredging Design**

*This project will focus on the pre-planning activities to dredging Parrots Creek in Middlesex County. Pre-planning includes surveying the channel, conducting sediment sampling, and a benthic, marine and fishery assessment as well as gathering information for the permitting of the dredging project.*

### **Project 38808 – VPA Winter Harbor Dredging Design**

*This project will focus on the pre-planning activities to dredging Winter Harbor in Mathews County. Pre-planning includes surveying the channel, conducting sediment sampling, and a benthic, marine and fishery assessment as well as gathering information for the permitting of the dredging project.*

## 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 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. (MPPDC staff serves as a Director)

**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)

**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 2 years)



**Opportunities Identified to Implement Commission Priorities**  
*Proposals Status for Grant Applications Submitted During FY2022*

<b>Service Center</b>	<b>Project Title and Description</b>	<b>Date Applied</b>	<b>Funding Requested</b>	<b>Status</b>
Environmental	NFWF Coastal Resilience – Hog Island Shoreline Protection	Jun. 2022	\$814,400	Submitted
Transportation	VDOT Rural Transportation Planning	Apr. 2022	\$72,500	Awarded
Environmental	VDH SWAP Well and Septic	Apr. 2022	\$299,980	Awarded
Community Development	EDA Economic Development Technical Assistance	Apr. 2022	\$140,000	Submitted
Community Development	VTC Marketing Assistance – VA Water Trails	Apr. 2022	\$2,500	Awarded
MPCBPAA	VTC Marketing Assistance – Paddlers Gone Wild	Apr. 2022	\$20,000	Awarded
Environmental	NFWF Coastal Resilience – VMRC Living Shoreline Construction (preapplication)	Apr. 2022	~\$3,000,000	Not Awarded
Environmental	NFWF Coastal Resilience – Fight the Flood Staffing Capacity (preapplication)	Apr. 2022	~\$1,000,000	Not Awarded
Environmental	NFWF SWG Captain Sinclairs Veterans Resilience Workforce Program Development	Apr. 2022	\$75,000	Submitted
Environmental	NFWF SWG Ware River Shoreline Protection Phase 2	Apr. 2022	\$500,000	Submitted
Environmental	NFWF SWG Hog Island Shoreline Protection	Apr. 2022	\$500,000	Submitted
Environmental	DCR CFPF Round 3 – Resubmittal of 35 Round 2 Proposals	Apr. 2022	Sum \$1,660,570	Submitted
Environmental	DCR CFPF Round 3 – Mathews Davis Creek Dredging	Apr. 2022	\$2,132,102	Submitted
Environmental	DCR CFPF Round 3 – Mathews East River Boat Yard Resilience Improvements	Apr. 2022	\$966,987	Submitted
Environmental	DCR CFPF Round 3 – Mathews Whites Creek Landing Resilience Improvements	Apr. 2022	\$213,740	Submitted
Environmental	DCR CFPF Round 3 – Middlesex Whiting Creek Resilience Improvements	Apr. 2022	\$174,312	Submitted
Environmental	DCR CFPF Round 3 – Gloucester Point Beach Park Improvements	Apr. 2022	\$1,276,332	Submitted
Transportation	USDOT RAISE Tappahannock/Essex Multimodal Master Plan	Apr. 2022	\$1,500,000	Submitted
Transportation	VPA Aberdeen Creek Dredging Implementation	Feb. 2022	\$1,434,000	Awarded
MPCBPAA	VPA Dredging Technical Assistance	Feb. 2022	\$357,500	Not Awarded
Environmental	VCZMP Coastal Technical Assistance FY23	Feb. 2022	\$129,000	Submitted
Environmental	VCZMP Next Generation Shoreline Yr. 2	Feb. 2022	\$100,000	Submitted
Community Development	VCZMP ANPDC Ecotourism Year 6	Feb. 2022	\$26,000	Submitted
Transportation	DRPT Commuter Assistance Program FY23	Feb. 2022	\$84,171	Awarded
Community Development	US EDA King & Queen Telework/Telehealth Center	Jun. 2021	\$2,000,000	Awarded
Environmental	VHDA Community Impact Grant – Captain Sinclairs Housing Assessments	Nov. 2021	\$50,000	Awarded
Environmental	DCR CFPF Round 2 – Fight the Flood Tools	Nov. 2021	\$35,250	Awarded
Environmental	DCR CFPF Round 2 - West Point Road Study (K&Q Co)	Nov. 2021	\$22,800	Awarded
Environmental	DCR CFPF Round 2 - Bowditch Shoreline Design (GC - resubmittal)	Nov. 2021	\$17,399	Not Scored
Environmental	DCR CFPF Round 2 - Childress Shoreline Design (GC - resubmittal)	Nov. 2021	\$6,807	Not Scored
Environmental	DCR CFPF Round 2 - Jones Shoreline Design (GC - resubmittal)	Nov. 2021	\$17,399	Not Scored
Environmental	DCR CFPF Round 2 - Karyn Harvey Shoreline Construction (GC - resubmittal)	Nov. 2021	\$204,718	Not Scored
Environmental	DCR CFPF Round 2 - Lawrence Shoreline Design (GC - resubmittal)	Nov. 2021	\$9,836	Not Scored
Environmental	DCR CFPF Round 2 - Parker Shoreline Construction (GC - resubmittal)	Nov. 2021	\$93,569	Not Scored
Environmental	DCR CFPF Round 2 - Roddy Shoreline Design (GC - resubmittal)	Nov. 2021	\$17,399	Not Scored
Environmental	DCR CFPF Round 2 - Tabb Shoreline Design (GC - resubmittal)	Nov. 2021	\$6,807	Not Scored
Environmental	DCR CFPF Round 2 - Vida Shoreline Design (GC - resubmittal)	Nov. 2021	\$17,399	Not Scored
Environmental	DCR CFPF Round 2 - Hodges Multiparcel Shoreline Construction (KQ- resubmittal)	Nov. 2021	\$156,264	Not Scored
Environmental	DCR CFPF Round 2 - Carr Shoreline Design (MatCo - resubmittal)	Nov. 2021	\$17,399	Not Scored
Environmental	DCR CFPF Round 2 - Gray Keeling Shoreline Design (MatCo - resubmittal)	Nov. 2021	\$17,399	Not Scored
Environmental	DCR CFPF Round 2 - Long Green Plains Shoreline Design (MatCo - resubmittal)	Nov. 2021	\$24,923	Not Scored
Environmental	DCR CFPF Round 2 - Robinson Shoreline Construction (MatCo - resubmittal)	Nov. 2021	\$65,281	Not Scored
Environmental	DCR CFPF Round 2 - Wuckovich Shoreline Design (MatCo - resubmittal)	Nov. 2021	\$6,807	Not Scored

Environmental	DCR CFPF Round 2 - Kimbrough Shoreline Design (MidCo - resubmittal)	Nov. 2021	\$17,399	Not Scored
Environmental	DCR CFPF Round 2 - PAA Sinclairs Road Elevation and Berm construction (Glo Co)	Nov. 2021	\$180,993	Not Scored
Environmental	DCR CFPF Round 2 - Altemus Shoreline Design (Glo Co)	Nov. 2021	\$17,399	Not Scored
Environmental	DCR CFPF Round 2 - Abbassi Shoreline Design (Mat Co)	Nov. 2021	\$17,399	Not Scored
Environmental	DCR CFPF Round 2 - Antioch Rosenwald School Construction (Mat Co)	Nov. 2021	\$141,438	Not Scored
Environmental	DCR CFPF Round 2 - Blackburn Shoreline Design (Glo Co)	Nov. 2021	\$19,671	Not Scored
Environmental	DCR CFPF Round 2 - Doyel Shoreline Design (Glo Co)	Nov. 2021	\$17,399	Not Scored
Environmental	DCR CFPF Round 2 - Meeker Shoreline Design (Glo Co)	Nov. 2021	\$17,399	Not Scored
Environmental	DCR CFPF Round 2 - Fletcher Shoreline Design (Mat Co)	Nov. 2021	\$17,399	Not Scored
Environmental	DCR CFPF Round 2 - Morgan Shoreline Design (Glo Co)	Nov. 2021	\$17,399	Not Scored
Environmental	DCR CFPF Round 2 - Morley Shoreline Design (Mat Co)	Nov. 2021	\$17,399	Not Scored
Environmental	DCR CFPF Round 2 - Stanley Shoreline Design (Mat Co)	Nov. 2021	\$24,963	Not Scored
Environmental	DCR CFPF Round 2 - Gallimore Shoreline Design (Mid Co)	Nov. 2021	\$17,399	Not Scored
Environmental	DCR CFPF Round 2 - Lively Shoreline Design (Mid Co)	Nov. 2021	\$17,399	Not Scored
Environmental	DCR CFPF Round 2 - Sandbach Shoreline Design (Mid Co)	Nov. 2021	\$24,963	Not Scored
Environmental	DCR CFPF Round 2 - Stone Shoreline Design (Mid Co)	Nov. 2021	\$24,963	Not Scored
Environmental	DCR CFPF Round 2 - Tappahannock Hoskins Creek Shoreline Design (Essex Co)	Nov. 2021	\$69,920	Awarded
Environmental	DCR CFPF Round 2 - Marron Shoreline Construction (Mid Co)	Nov. 2021	\$86,652	Not Scored
Environmental	DCR CFPF Round 2 - Wuckovich Shoreline Construction (Mat Co)	Nov. 2021	\$125,715	Not Scored
Environmental	DCR CFPF Round 2 - Rhodes Shoreline Design (Glo Co)	Nov. 2021	\$16,090	Not Scored
Environmental	DCR CFPF Round 2 - Robens Shoreline Construction (Glo Co)	Nov. 2021	\$161,686	Not Scored
Environmental	DCR CFPF Round 2 - Deltaville Dredging Design (Mid Co)	Nov. 2021	\$336,000	Awarded
Environmental	DCR Flood Fund Round 1 – Fight the Flood Tools & Staff Capacity	Sep. 2021	\$180,000	Awarded
Environmental	DCR Flood Fund Round 1 – Mathews Co. Shoreline Project Designs (4)	Sep. 2021	\$66,226	Not Scored
Environmental	DCR Flood Fund Round 1 – Middlesex Co. Shoreline Designs (2)	Sep. 2021	\$76,160	1 of 2 Awarded
Environmental	DCR Flood Fund Round 1 – Gloucester Co. Shoreline Designs (7)	Sep. 2021	\$92,565	Not Scored
Environmental	DCR Flood Fund Round 1 – Shoreline Construction – Brednin/Karny-Harvey	Sep. 2021	\$202,629	Not Scored
Environmental	DCR Flood Fund Round 1 – Shoreline Construction - Parker	Sep. 2021	\$91,564	Not Scored
Environmental	DCR Flood Fund Round 1 – Shoreline Construction - Hodges	Sep. 2021	\$154,210	Not Scored
Environmental	DCR Flood Fund Round 1 – Shoreline Construction - Robinson	Sep. 2021	\$63,279	Not Scored
Environmental	DCR Flood Fund Round 1 – Gloucester Co. Shoreline Designs (7)	Sep. 2021	\$92,565	Not Scored
Environmental	DEQ Chesapeake Bay WIP Technical Assistance	Sep. 2021	\$72,500	Awarded
Environmental	DEQ 319(h) Residential Septic Repair	July 2021	\$205,008	Awarded
Community Development	VHDA Affordable Workforce Housing	July 2021	\$1,000,000	Awarded
MPCBPAA	VTC Virginia Coastal Wilds Marketing	June 2021	\$12,500	Not Awarded
Transportation	UDOT RAISE WWF Enhancement (Try 2)	July 2021	\$2,018,000	Awarded
Emergency	VDEM SHSP – Cybersecurity	April 2021	\$246,556	Not Awarded
Community	VCZMP ANPDC Ecotourism Year 5	Mar. 2021	\$13,600	Awarded
Environmental	FEMA BRIC Fight the Flood Project Scoping	Nov. 2020	\$100,000	Awarded
<b>FY 2022 Awarded Total (July 2021 through June 2022)</b>			<b>\$8,092,389</b>	<i>(An additional \$10,208,443 has been requested with award notices still pending)</i>

**Opportunities Identified to Implement Commission Priorities**  
*Proposals Status for Grant Applications Submitted During FY2023*

<b>Service Center</b>	<b>Project Title and Description</b>	<b>Date Applied</b>	<b>Funding Requested</b>	<b>Status</b>
MPCBPAA	NOAA IJJA West Point Airport Acquisition Letter of Intent	Jul. 2022	\$579,000	Submitted
MPCBPAA	NOAA IJJA Hog Island Letter of Intent	Jul. 2022	\$905,000	Submitted
MPCBPAA	NOAA IJJA Sinclairs Addition Design Letter of Intent	Jul. 2022	\$213,000	Submitted
MPCBPAA	NOAA IJJA Tappahannock Acquisition Letter of Intent	Jul. 2022	\$520,100	Submitted
<b>FY 2023 Awarded Total (July 2022)</b>			<b>\$0</b> <i>(\$2,217,100 has been requested during FY23 with award notices pending)</i>	
<b>Status of Pending Applications Submitted during FY2022</b>				
Environmental	NFWF Coastal Resilience – Hog Island Shoreline Protection	Jun. 2022	\$814,400	Submitted
Community Development	EDA Economic Development Technical Assistance	Apr. 2022	\$140,000	Submitted
Environmental	NFWF SWG Captain Sinclairs Veterans Resilience Workforce Program Development	Apr. 2022	\$75,000	Submitted
Environmental	NFWF SWG Ware River Shoreline Protection Phase 2	Apr. 2022	\$500,000	Submitted
Environmental	NFWF SWG Hog Island Shoreline Protection	Apr. 2022	\$500,000	Submitted
Environmental	DCR CFPF Round 3 – Resubmittal of 35 Round 2 Proposals	Apr. 2022	Sum \$1,660,570	Submitted
Environmental	DCR CFPF Round 3 – Mathews Davis Creek Dredging	Apr. 2022	\$2,132,102	Submitted
Environmental	DCR CFPF Round 3 – Mathews East River Boat Yard Resilience Improvements	Apr. 2022	\$966,987	Submitted
Environmental	DCR CFPF Round 3 – Mathews Whites Creek Landing Resilience Improvements	Apr. 2022	\$213,740	Submitted
Environmental	DCR CFPF Round 3 – Middlesex Whiting Creek Resilience Improvements	Apr. 2022	\$174,312	Submitted
Environmental	DCR CFPF Round 3 – Gloucester Point Beach Park Improvements	Apr. 2022	\$1,276,332	Submitted
Transportation	USDOT RAISE Tappahannock/Essex Multimodal Master Plan	Apr. 2022	\$1,500,000	Submitted
Environmental	VCZMP Coastal Technical Assistance FY23	Feb. 2022	\$129,000	Submitted
Environmental	VCZMP Next Generation Shoreline Yr. 2	Feb. 2022	\$100,000	Submitted
Community Development	VCZMP ANPDC Ecotourism Year 6	Feb. 2022	\$26,000	Submitted
<b>FY 2022 Awarded Total (July 2021 through June 2022)</b>			<b>\$8,092,389</b> <i>(An additional \$10,208,443 has been requested with award notices still pending)</i>	

## ACRONYMS

ACH	Automated Clearing House	RBOG	Rural Business Opportunity Grant
AFID	Agricultural and Forestry Industries Development	RFP	Request for Proposal
AHMP	All Hazards Mitigation Plan	RFQ	Request for Qualifications
BCC	Building Collaborative Communities Project	RLF	Revolving Loan Fund
BOS	Board of Supervisors	RTP	Rural Transportation Planning
CBPA	Chesapeake Bay Preservation Area	SERCAP	Southeast Rural Community Assistance Project
CDBG	Community Development Block Grant	SHSG	State Homeland Security Grant
CEDS	Comprehensive Economic Development Strategy	SWCD	Soil and Water Conservation District
CIP	Capital Improvement Plan	SWM	Storm Water Management
COI	Conflict of Interest	SWRP	State Water Resource Plan
CZMP	Coastal Zone Management Program	THIRA	Threat & Hazard Identification & Risk Assessment
DEQ	Department of Environmental Quality	TMDL	Total Maximum Daily Loads
DCR	Department of Conservation & Recreation	USACE	U.S. Army Corps of Engineers
DGIF	Department of Game and Inland Fisheries	USDA	U.S. Department of Agriculture
DHR	Department of Historic Resources	USFWS	U.S. Fish and Wildlife Service
DHCD	Department of Housing and Community	VACORP	Virginia Association of Counties Risk Pool
DMME	Department of Mines Minerals and Energy	VAPA	Virginia Planning Association
DOE	Department of Energy	VAPDC	Virginia Association of Planning District Commissions
DRPT	Department of Rail and Public Transportation	VASG	Virginia Sea Grant
EDA	Economic Development Administration	VAZO	Virginia Association of Zoning Officials
EDO	Economic Development Organization	VCP	Virginia Coastal Program
EECBG	Energy Efficiency and Conservation Block Grant	VCRMP	Virginia Coastal Resilience Master Plan
EOC	Emergency Operation Center	VCWRLF	Virginia Clean Water Revolving Loan Fund
EPA	Environmental Protection Agency	VCZMP	Virginia Coastal Zone Management Program
FEMA	Federal Emergency Management Agency	VDEM	Virginia Department of Emergency Management
Fracking	Hydraulic Fracturing	VDH	Virginia Department of Health
GIS	Geographic Information System	VDOT	Virginia Department of Transportation
HRPDC	Hampton Roads Planning District Commission	VEE	Virginia Environmental Endowment
LGA	Local Government Administrators	Vertical	“Towers or other structures that hold cell, broadband and other equipment”
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	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	VVWR	Virginia Water Withdrawal Reporting
OCVA	Oyster Company of Virginia	WIP	Watershed Implementation Plan
OLGA	Online Grant Administration	WQIF	Water Quality Improvement Fund
PAA	Public Access Authority		
RBEG	Rural Business Enterprise Grant		



Commonwealth of Virginia  
Office of the Governor

## Executive Order

NUMBER 19 (2022)

### DEVELOPMENT AND REVIEW OF STATE AGENCY REGULATIONS

#### **Importance of the Initiative**

By virtue of the authority vested in me as Governor under Article V of the Constitution of the Commonwealth of Virginia and under the laws of the Commonwealth, including, but not limited to, §§ 2.2-103, 2.2-4013, and 2.2-4017 of the *Code of Virginia*, and subject to my continuing and ultimate authority and responsibility to act in such matters, I hereby establish policies and procedures in this Executive Order for all rulemakings and other regulatory activity. These policies and procedures shall apply in addition to those already specified in the Administrative Process Act (§ 2.2-4000 *et seq.* of the *Code of Virginia*), agencies' public participation guidelines, and agencies' basic authorizing statutes.

Nothing in this Executive Order shall be construed to limit my authority under the *Code of Virginia*, including to require an additional 30-day public comment period, file a formal objection to a regulation, suspend the effective date of a regulation with the concurrence of the applicable body of the General Assembly, or to exercise any other rights and prerogatives existing under Virginia law. Any failure to comply with the requirements set forth herein shall in no way affect the validity of a regulation, create any cause of action, provide standing for any person under Article 5 of the Administrative Process Act, or otherwise challenge the actions of a government entity responsible for adopting or reviewing regulations.

#### **Preamble**

Regulations are essential to a best in class state government. They are necessary to provide needed explanation and direction of our Commonwealth's laws to our citizens and businesses. Without regulations, the legislature would be forced to draft even more complex laws. However, our regulatory requirements have expanded to encompass almost every facet of our daily lives. Oftentimes these requirements are layered upon the citizens of the Commonwealth without regard to the existing regulatory burdens imposed by prior regulations from the issuing agency or other agencies. Additionally the regulatory process has grown

cumbersome, taking on average two to three years to issue a new regulation.

Currently, many regulatory agencies are exempt from the Virginia Administrative Process Act review process and approximately half of all regulatory actions are also exempt. While the Commonwealth operates a Regulatory Town Hall for regulatory information, not all agencies utilize the website. Most importantly, no standard cost/benefit analysis is conducted on proposed regulations to ensure that our citizens are receiving the best in class government they deserve. Instead, a more limited economic impact analysis is conducted within an abbreviated timeframe.

In order to provide a consistent regulatory approach and review across the entire government, I am creating an Office of Regulatory Management within the Office of the Governor. This new Office will work to ensure that all regulations are reviewed for their impact on local governments, and regulated community and most importantly the private citizens of our Commonwealth. The Office will work to help streamline the regulatory process and provide important institutional controls. An important function of the Office will be to work with each regulatory agency to review all existing regulations, which is required once every four years but has not been consistently or uniformly achieved, to reduce the overall regulatory burden on the public.

### **Applicability**

The policies and procedures in this Executive Order apply to state agencies in the manner described herein.

Rulemakings initiated by executive branch agencies in accordance with Article 2 of the Administrative Process Act shall follow the procedures in the Executive Branch Review process set forth by the Office of Regulatory Management as directed below.

Executive branch rulemakings that are exempt from Article 2 of the Administrative Process Act are required to use the Executive Branch Review process, and all such exempt rulemakings must be posted on the Virginia Regulatory Town Hall according to instructions issued by the Department of Planning and Budget.

All executive branch agencies, including agencies and regulations with a full or partial exemption from either Article 1 or Article 2 of the Administrative Process Act, must comply with the requirements of this Executive Order pertaining to other regulatory activity, including petitions for rulemaking; meeting notices, agendas and minutes; the periodic review of existing regulations; and guidance documents. These other regulatory activities must be posted on the Virginia Regulatory Town Hall.

### **Actions**

As Governor of Virginia, I hereby instruct and delegate:

1. The Office of Regulatory Management should establish its own policies and procedures for regulatory review consistent with the laws of Virginia and as approved by the Chief of Staff and Governor by July 30<sup>th</sup> 2022.
2. These policies and procedures from the ORM should include:
  - a. The oversight and implementation of a 25% reduction in regulatory requirements;

- b. The oversight and implementation of the streamlining of the regulatory/permitting approval processes of all agencies to achieve a substantial shortening of the time required for an approval [or rejection]; and
  - c. The increased transparency of all state executive branch regulations by requiring the posting on Townhall.Virginia.Gov of all regulatory stages and an enhanced regulatory package including benefit-cost analysis and other impact analysis.
3. All executive branch agencies shall prepare a unified regulatory plan by July 1<sup>st</sup> of each year that lists all anticipated rulemaking activities during the subsequent state fiscal year.

**Effective Date of the Executive Order**

This executive order replaces EO 14 (as amended, July 16, 2018) issued by Governor Ralph S. Northam, which expires on today’s date. The policies and procedures which are adopted by the Office of Regulatory Management shall establish the regulatory review process. Executive Directive 1 issued by Governor Glenn Youngkin on January 15, 2022 is hereby amended and reenacted to require a 25 percent reduction in regulatory requirements instead of a reduction in regulations. This Executive Order shall become effective on July 1, 2022, and shall remain in full force and effect until June 30, 2026, unless amended or rescinded by further executive order. These policies and procedures shall apply to all rulemaking actions and other regulatory activity initiated on or after July 1, 2022.

Given under my hand and under the Seal of the Commonwealth of Virginia on this 30th day of June, 2022.



Handwritten signature of Glenn Youngkin in black ink.

Glenn Youngkin, Governor

Attest:

Handwritten signature of Kay Coles James in black ink.

Kay Coles James, Secretary of the Commonwealth

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**2022**  
**Middle Peninsula**  
**Comprehensive**  
**Economic Development**  
**Strategy**

Commission Approval 7/27/22

Project Description	Location/Lead Organization	Source of Funding (federal = grants.gov)	Jobs Created/Updates
<p><b>Redevelopment of publicly owned vacant and blighted waterfront properties</b></p>	<p>Region wide / MPPDC / MPCBPAA</p>	<p>DHCD</p>	<p>To accelerate and expand economic restructuring and development activities, this project will focus on the redevelopment of publicly owned vacant and blighted waterfront properties. For instance, the Captain Sinclair’s Recreation Area is a candidate to support eco business, tourism, working waterfronts, and other related outdoor recreational activities important to the regional economy.</p>

**CEDS Public Meetings**

The CEDS Strategy Committee requested that MPPDC staff hold public meetings to give the public the opportunity to ask questions and provide project ideas for discussion in the CEDS process. In October 2012, the MPPDC staff held four public meetings, one in each of the following counties: Gloucester; Essex; Middlesex; and King and Queen. A total of forty-eight members of the public attended these meetings. The last facet of the Public Process to satisfy CFR part303.6 (b) (2) was to make the draft CEDS plan available for review and comment. This was done from May 15 to June 16, 2013, and, during June 2013, the MPPDC staff held four public meetings to accept comments on the draft CEDS, one in each of the following counties: Gloucester; Essex; Middlesex; and King and Queen. A total of twelve members of the public attended these meetings.

**C. MPPDC CEDS Plan of Action**

Upon receiving public comments, the CEDS Strategy Committee spent a considerable amount of time considering what the next steps should be to advance the CEDS plan of action forward. The consensus was a recommendation of the following multi-part, concurrent plan of action.

- 1) Assemble a District Organization that meets the requirements of CFR Part 304.2 and is charged with: a) the responsibility of implementing the goals and objectives of the Middle Peninsula CEDS report, and b) pursuing EDD designation.

- 2) Find funding (State, Federal and/or Local) for a full time Regional Economic Development Director at the MPPDC.
- 3) Implement this CEDS plan by encouraging the MPPDC, private industry, state and local governments to: a) promote economic development and opportunity; b) foster effective transportation access; c) enhance and protect the environment; d) maximize effective development and the use of the workforce consistent with any applicable State or local workforce investment strategy; e) promote the use of technology in economic development, including access to high-speed telecommunications; f) balance resources through sound management of physical development; and g) obtain and utilize adequate funds and other resources.
- 4) The District Organization will report annually on the success of implementing the CEDS plan.

### **2022 Baseline Update:**

In order to align the Middle Peninsula CEDS with state economic development priorities, annually, the MPPDC Board of Commissioners aligns the CEDS Vital Projects in the Community Development Block Grant (CDBG) program's regional prioritization process (Appendix H). The prioritization is important to the Middle Peninsula because CDBG funding, which local governments can utilize for community development improvement projects, receive proposal points during the proposal review process, based on need. To receive maximum proposal points, potential local projects identified as the highest priority receive a higher score.

### **The MPPDC Board of Commissioners ranked the 2022 Regional Priorities as follows:**

This year, DHCD supplied five items to be ranked. Commissioners provided the following rankings which will be communicated to DHCD:

- High Priority: Comprehensive Community Development, Public Infrastructure (including Housing Production), and Economic Development – Business District Revitalization.
- Intermediate Priority: Housing – Housing Rehabilitation and Community Service Facility
- Low Priority – None

There are no CDBG project proposal identified from Middle Peninsula localities, but this is subject to change given the Federal Infrastructure Investment forthcoming.

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COMMISSIONERS

Essex County

*Hon. Edwin E. Smith, Jr.*  
*Hon. John C. Magruder*  
*Ms. Sarah Pope*

Town of Tappahannock

*Hon. Fleet Dillard*

Gloucester County

*Hon. Ashley C. Chriscoe*  
*(Vice-Chairman)*  
*Hon. Kenneth W. Gibson*  
*Dr. William G. Reay*  
*Ms. Carol Steele*

King and Queen County

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

King William County

*Hon. Ed Moren, Jr.*  
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*(Treasurer)*  
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*Hon. James Pruett*  
*Mr. John Edwards*

Mathews County

*Hon. David Jones*  
*Hon. Melissa Mason*  
*Mr. Harry Meeks*

Middlesex County

*Hon. Wayne H. Jessie, Sr.*  
*Hon. Reggie Williams, Sr.*  
*Mr. Gordon E. White*

Town of Urbanna

*Hon. Marjorie Austin*

Secretary/Director

*Mr. Lewis L. Lawrence*

To Whom It May Concern:

The Middle Peninsula Planning District Commission (MPPDC) desires to establish an indirect cost rate per 2 CFR 200 for year ending June 30,2023. Our federal cognizant agency is the U.S. Department of Commerce which has informed us that they have entered into a working relationship with US Department of Interior to issue indirect cost rates.

Contact Person Information

Entity Name and mailing address: Middle Peninsula Planning District Commission  
PO Box 286, Saluda VA 23149-0286  
EIN: 54-0937411  
POC: Heather Modispaw, Chief Financial Officer  
Email Address: [hmodispaw@mppdc.com](mailto:hmodispaw@mppdc.com)  
Phone & Fax: 804 758-2311 804 758-3221 (fax)  
Entity's Website URL: [www.mppdc.com](http://www.mppdc.com)

Please do not hesitate to contact me with any questions or needed additional documentation.

Sincerely,

Heather Modispaw  
CFO

Enclosures

COST POLICY STATEMENT  
MIDDLE PENINSULA PLANNING DISTRICT COMMISSON  
MPPDC  
PO Box 286, Saluda VA 21349  
804 758-2311

**I. General Accounting Policies**

A. Basis of Accounting -Modified Accrual Basis

B. Fiscal Period - July 1 through June 30

C. Allocation Basis for Individual Cost Elements - Direct Allocation Basis

D. Indirect Cost Rate Allocation Base – Modified Total Direct Costs.

E. Fringe benefit expense is allocated using the percentage of benefits to total salaries. Fringe benefits include Group Health Insurance, Retirement and Pension, FICA and Medicare, Unemployment, Group Life Insurance and Workers Compensation.

F. MPPDC maintains adequate internal controls to ensure that no cost is charged both directly and indirectly to Federal contracts or grants. MPPDC uses the GMS accounting system for its agencywide and project accounting needs. GMS is designed to meet the highly specialized requirements of non-profit and public organizations accounting for contracts and grants by program activity and providing indirect cost, leave and fringe pool allocations.

G. MPPDC accumulates all indirect costs and revenues in an indirect cost pool for allocation to all programs.

**II. Description of Cost Allocation Methodology**

**A. Salaries and Wages**

1. Direct Costs - The majority of MPPDC's employees direct charge their salary costs since their work is specifically identifiable to specific grants, contracts, or other activities of the organization such as providing services to members. The charges are supported by auditable labor distribution reports which reflect the actual activities of employees.

2. Mixed Charges - The following employees may charge their salary costs to both direct and indirect activities:

- Executive Director
- Deputy Director
- Chief Financial Officer
- Executive Assistant

The distinction between direct and indirect is primarily based on functions performed. For example, when the positions shown are performing functions that are necessary and beneficial to all programs, they are indirect. When functions are specific to one or more programs, they are direct because they do not benefit all programs. Auditable labor distribution records which reflect the actual activities of employees are maintained to support the mix of direct/indirect charges. The time records are certified by the Executive Director or designee.

**B. Fringe Benefits**

MPPDC contributes to the following fringe benefits for its employees:

1. Health Insurance
2. Worker's compensation,
3. F.I.C.A., Medicare
4. Unemployment
5. Group Life Insurance
6. Matching contributions to a 457 plan
7. Virginia Retirement System

Treatment of Fringe Benefits: MPPDC's accounting system tracks fringe benefit costs by agency and allocates to individual programs through a Fringe pool based on salary and leave charges to the programs.

Treatment of Paid Absences - Release time costs (vacation leave earned, sick leave used, and holiday pay) are considered part of salary costs. Consequently, separate claims for release time costs are not made. MPPDC's accounting system records release time as a direct or indirect cost through a leave pool. Costs are allocated based on salary charges to the programs. Leave earned but not used during each fiscal period is recorded as a cost in the period earned.

### **C. Travel**

Travel costs may be charged as either direct or indirect costs depending on the purpose of the trip. For example: If the Executive Director travels to perform a specific task for a contract or grant, the trip would be considered a direct cost. If the Executive Director travels to a venue to learn information of value to the agency as a whole, the trip would be considered an indirect cost.

### **D. Board Expenses**

Board expenses are not charged indirectly.

### **E. Supplies and Material**

To the maximum extent possible, office supplies and materials are direct charged to the contract/grant which uses the supplies or materials. Supplies and materials used by staff who are engaged in indirect activities are charged to the indirect cost pool.

### **F. Occupancy Expenses**

MPPDC occupies space it leases. The lease provides for equal monthly payments during the term of the lease. Monthly lease and facility maintenance costs are charged to the indirect cost pool.

### **G. Utilities**

The cost of electricity is charged to the indirect cost pool.

### **H. Communications**

Local, long distance and mobile telephone service as well as internet access services are charged to the indirect cost pool. Postage is charged to the indirect cost pool. Express mail costs are specifically identified to the program or activity incurring the cost.

### **I. Photocopying and Printing**

Printing and copying services are generally charged to the indirect cost pool unless very large reports are being printed for a particular project. These exceptional printing costs are charged to the project incurring the cost and subtracted from the indirect cost pool. Outside printing costs are direct charged to the program incurring the cost.

### **J. Outside Services**

MPPDC incurs outside services for its annual audit, legal fees, and for IT services.

1. The cost of the annual audit is charged indirectly.
2. In general, legal fees are charged directly to the benefiting program or activity.
3. IT service fees are charged indirectly.

**K. Capital Items**

Capital expenditures are charged directly to programs only in cases where a contract or grant specifically authorizes such charges. No capital item is charged indirectly. The cost of capital items purchased with non-Federal funds are recovered through depreciation charges. MPPDC's capitalization threshold is \$1,000.

**L. Depreciation**

The cost of capital items purchased with non-Federal funds which are used in a manner which benefits Federal programs is recovered through depreciation charged. The cost of capital items purchased with direct Federal funds are not depreciated for indirect cost recovery purposes. MPPDC recovers the cost of capital items using straight line depreciation methods in accordance with generally accepted accounting principles. Depreciation is charged indirectly except for special equipment used solely for a specific program.

**M. Service to Members**

The cost of activities performed primarily as a service to members, clients, or the general public are classified as direct costs and bear their fair share of indirect costs. These activities include publications, and related functions, providing services and information to members, legislative or administrative bodies, or the public; promotion, lobbying, and other forms of public relations; meetings and conferences; and maintenance, protection, and investment of special funds not used in operation of the MPPDC.

**N. Unallowable Costs**

MPPDC recognizes that unallowable costs, as defined in 2 CFR Part 200, Subpart E, or the FAR (Subpart 31.205), cannot be charged to Federal awards and has internal controls in place to ensure that this is followed. Examples of unallowable costs are:

- 1. advertising and public relations,
- 2. entertainment/alcoholic beverages,
- 3. capital expenditures,
- 4. defense claims by or against the Federal Government,
- 5. interest,
- 6. lobbying and fund raising.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Executive Director  
Title

Middle Peninsula Planning District Commission  
125 Bowden Street  
PO Box 286  
Saluda VA 23149  
804 758-2311



## **MIDDLE PENINSULA PLANNING DISTRICT COMMISSION**

### **INDIRECT COST ALLOCATION PLAN**

**FY 2022-2023 (July-June)**

The FY 2022-2023 Indirect Cost Allocation Plan is based on the final approved budget figures adopted by the Commission.

The Indirect Cost Allocation Plan enables the Commission to charge funding sources for indirect personnel costs including salaries and fringe benefits as well as facility expenses, supplies, professional development, certain shared consultant and contractual fee expenses, travel expenses and other miscellaneous expenses such as postage and printing/duplicating. The Indirect Cost Rate and Employee Benefit Rate are aids used in preparing future funding proposals.

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

Attached is the Statement of Indirect Costs and the calculation for the FY23 Indirect Cost Allocation rate of **25.25%**. The Statement of Employee Benefits and the Salary Distribution are supporting documents used to calculate the employee benefit rate of **27.76%** and, ultimately, the indirect cost allocation rate.

**MIDDLE PENINSULA PLANNING DISTRICT COMMISSION  
STATEMENT OF INDIRECT COSTS FY 2022-2023 BUDGET**

Indirect Personnel Costs

Indirect Salaries	85,946	
Employee Benefit Rate at 27.76%	23,859	
Total Indirect Personnel Costs.....		\$109,805

Facility Expense

Rental	28,061	
Facilities Maintenance	1,500	
Utilities	4,000	
Telephone	4,600	
Facility Insurance	132	
Total Facility Expense.....		\$38,293

Equipment and Supplies Expense

Office Supplies	3,500	
Total Supplies Expense.....		\$3,500

Consultant/Contractual Expense

Accounting/Auditing Expense	8,500	
Legal	31,638	
Total Consultant/Contractual Expense.....		\$40,138

Travel Expense

Vehicle Insurance	531	
Vehicle Operating Costs	1,000	
Travel Expense Other	9,900	
Total Travel Expense.....		\$11,431

Miscellaneous Expense

Postage	1,000	
Printing/Duplicating	8,177	
IT Costs	20,693	
Pub Officials Insurance	1,892	
Dues	5,800	
Other	1,100	
Total Miscellaneous Expense.....		\$38,662

TOTAL INDIRECT COSTS .....\$241,829

**MIDDLE PENINSULA PLANNING DISTRICT COMMISSION  
STATEMENT OF INDIRECT COSTS FY 2022-2023 BUDGET**

Modified Total Direct Project Costs (MTDC = salary/fringe/subs up to \$25k each)

<b>Project</b>	<b>Name</b>	<b>Grant</b>	<b>MTDC</b>	<b>Federal ?</b>	<b>Funder</b>
30122	PDC Staff Support for Admin of MPA	\$ 5,000	\$ 5,000		
30170	BDP RLF	\$ 750	\$ 750		
30186	DHCD/GA Elevated Septic Pilot FY22	\$ 20,000	\$ 20,000		
30187	VHDA Housing Development	\$ 947,602	\$ 161,769		
30189	DCR CFPF Deltaville Dredging (Middlesex)	\$ 336,000	\$ 36,000		
30190	DCR CFPF Hoskins Creek (Tappahannock)	\$ 83,030	\$ 13,110		
30191	DCR CFPF Carlton Road Boat Ramp (Middlesex)	\$ 26,400	\$ 6,600		
30219	DRPT CAP Operating	\$ 67,337	\$ 47,867		
30320	VDOT RTP FY23	\$ 58,000	\$ 72,500	Yes	FHWA
30420	Onsite RLF	\$ 4,620	\$ 4,620		
31212	VDEM AHMP All Hazard Update Yr 2	\$ 4,185	\$ 4,185	Yes	FEMA
31500	LSIP RLF	\$ 5,000	\$ 5,000		
32021	VA Sea Grant GOVA Resilience Economy (PAA)	\$ 43,750	\$ 43,750		
32157	NFWF Living Shoreline Mathews County Yr2	\$ 174,997	\$ 24,997	Yes	NFWF
32161	DEQ CZM Coastal TA FY22	\$ 16,125	\$ 25,238	Yes	NOAA
32162	DEQ Planner WIP Yr3	\$ 29,000	\$ 23,339	Yes	EPA
32163	DEQ 319(h) NPS IP for BMP Res Septic 2021	\$ 41,900	\$ 39,400	Yes	EPA
32164	DEQ CZM Next Gen Shoreline DESIGNS - Yr 1	\$ 12,500	\$ 3,750	Yes	NOAA
32165	DEQ CZM ANPDC Ecotourism 5 FY22	\$ 3,400	\$ 4,613	Yes	NOAA
32167	DEQ 106 Florence Disaster-Mathews BMP	\$ 110,000	\$ 10,000	Yes	EPA
32169	USDOT RAISE WWF Enhancement	\$ 1,345,651	\$ 131,335	Yes	EPA
32170	VDEM FEMA MidPen FTF Scoping (BRIC)	\$ 75,000	\$ 100,000	Yes	FEMA
38810	VPA Aberdeen Dredging (Gloucester Co.) (PAA)	\$ 136,364	\$ 136,364		
320153	PDC Staff Support for Admin of PAA	\$ 8,000	\$ 8,000		
320230	PDC Staff Supp/Admin of PAA-Sp Assess.	\$ 4,200	\$ 4,200		
388092	VPA HITW Dredging Implementation (Mathews	\$ 77,682	\$ 77,682		
TBD	VDH SWAP Septic & Well	\$ 141,568	\$ 39,414		
TBD	DEQ CZM Next Gen Shoreline PLANS - Yr2	\$ 12,500	\$ 3,750	Yes	NOAA
TBD	DEQ CZM ANPDC Ecotourism 6 FY23	\$ 9,750	\$ 16,950	Yes	NOAA
TBD	DEQ CZM Coastal TA FY23	\$ 48,375	\$ 93,113	Yes	NOAA
TBD	DEQ Planner WIP Yr4	\$ 29,000	\$ 36,250	Yes	EPA
		\$ 3,887,185	\$ 1,199,544		
		<b>Indirect costs</b>	\$ 241,829		
		<b>Total MTDC</b>	\$ 957,720		
		<b>FY23 Indirect Rate</b>	<b>25.25%</b>		

Total Indirect Costs \$241,829  
= 25.25%

Total Modified Direct Costs \$957,720

**STATEMENT OF EMPLOYEE BENEFITS**

Benefits

Health Insurance	\$73,728	
Retirement	25,117	
Workmen’s Compensation	387	
Social Security	39,130	
Life Insurance	6,161	
Unemployment	159	
Total Employee Benefits.....		\$144,682

Basis for Allocation of Employee Benefits

Total Chargeable Salaries.....	\$521,150
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Employee Benefit Rate

Total Employee Benefits	\$144,682	
<hr/>		= <b>27.76%</b>
Total Chargeable Salaries	\$521,150	

**FY 2022-2023 SALARY DISTRIBUTION**

<u>Position</u>	<u>Salaries</u>	<u>Indirect Salaries</u>	<u>% Indirect</u>
Executive Director	\$160,075	\$34,976	22%
Deputy Director	\$ 90,229		
Chief Financial Officer	\$ 78,950	\$17,655	22%
Special Project Planner	\$ 73,781		
Planner I	\$ 55,000	\$ 5,000	9%
Executive Assistant	\$ 44,315	\$28,315	64%
Part-time (no benefits)	\$ 18,800		
	<b>\$521,150</b>	<b>\$85,946</b>	