



**MIDDLE PENINSULA
PLANNING DISTRICT COMMISSION**

COMMISSIONERS

Essex County
Vacant
Hon. Edwin E. Smith, Jr.
Hon. John C. Magruder
Mr. Michael A. Lombardo

Town of Tappahannock
Hon. Roy M. Gladding

Gloucester County
Hon. Ashley C. Chriscoe
(Vice-Chairman)
Dr. William G. Reay
Hon. Michael R.
Winebarger

King and Queen County
Hon. Sherrin C. Alsop
Hon. R. F. Bailey
Mr. Thomas J.
Swartzwelder
(Chairman)

King William County
Hon. David E. Hansen
Hon. Travis J. Moskalski
(Treasurer)
Mr. Eugene J. Rivara

Town of West Point
Hon. James Pruett

Mathews County
Hon. George C. Morrow
Mr. Thornton Hill
Mr. Michael C. Rowe
Ms. Melinda Conner


Middlesex County
Mr. Gordon E. White
Hon. Wayne H. Jessie, Sr.
Mr. Matthew L. Walker
Hon. Kathy H. Swinehart

Town of Urbanna
Hon. Diane Gravatt
Ms. Holly Gailey

Secretary/Director
Mr. Lewis L. Lawrence

MEMORANDUM

TO: MPPDC Board of Commissioners

FROM: Lewis Lawrence, Executive Director 

DATE: June 19, 2019

RE: June Commission Meeting

The Middle Peninsula Planning District Commission will host its monthly meeting on Wednesday, June 26, 2019 at 7:00 p.m. in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda.

Enclosed are the June 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.

I look forward to seeing you on **June 26th**!

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

7:00 P.M.

Wednesday, June 26, 2019

125 Bowden Street

Saluda VA 23149

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

AGENDA ITEMS FOR DISCUSSION

- IX. Local Government Officials' Guide to Emergency Management Discussion
- X. Rural Coastal Summit Hold the Date
- XI. Final Housing Report Presentation: Pending VHDA response
- XII. Adoption of FY2020 Overall Program Design and Budget
- XIII. Election of Officers
- XIV. Other Business
- XV. Adjournment

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MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

May 22, 2019
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, May 22, 2019, at 7:00 p.m. In the absence of the Chairman, MPPDC Vice-Chairman, Ashley Chriscoe welcomed everyone in attendance.

Commissioners Present

Essex County: Edwin “Bud” Smith, Jr., John Magruder, Michael Lombardo

King William County: Travis Moskalski, Eugene Rivara

Gloucester County: Ashley Chriscoe

Mathews County: Tim Hill

Middlesex County: Wayne Jessie, Gordon White

Town of Urbanna: Holly Gailey

Town of West Point: James Pruett

Commissioners Absent

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

King William County: Dave Hansen

Mathews County: G.C. Morrow, Mike Rowe, Mindy Conner

Gloucester County: Dr. Willy Reay, Michael Winebarger

Middlesex County: Matt Walker, Kathy Swinehart

Town of Tappahannock: Monte “Roy” Gladding

Town of Urbanna: Diane Gravatt

Also in Attendance

Lewis Lawrence, MPPDC Executive Director

Beth Johnson, MPPDC Finance Director

Dawn Mantell, MPPDC Secretary

Jessica Roy, MPPDC Emergency Management Planner

Guests

II. Approval of April Minutes

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

III. Approval of April Financial Report

Vice-Chairman Chriscoe asked whether there were any questions regarding the March financial report before being approved subject to audit. There being no questions, Vice-Chairman Chriscoe requested a motion to approve the April financial report subject to audit. Mr. Smith moved to approve the April financial report subject to audit. Mr. Pruett seconded the motion; motion carried.

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

Vice-Chairman Chriscoe requested MPPDC Executive Director, Lewie Lawrence review the Executive Director's Report on Staff Activities for the month of May. 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 several items:

- Received notice of pumpout funding by DEQ. Approval of funds was less than in the proposal and included match that was also not in the proposal. Negotiated budget with Susan Hale, DEQ and was able to keep proposed scope (100 pumpouts) with minimal match commitment from MPPDC, majority of match to come from LMI homeowner cost-share. Contract forthcoming. Mr. Lawrence announced the contract has been signed and staff is currently in the process of updating paperwork. King William recently sent out letters with their tax bills and PDC staff will begin to send out applications to those on the waiting list. MPPDC was the only applicant to receive funding in the state.
- Consulted with New Paradigm President & CEO Evan M. Glassman regarding the use of parametric insurance to cover debris cost associated with storm events not normally covered by FEMA. Mr. Lawrence explained how parametric insurance is based on an independent parameter or index that is correlated to a client's losses. This can be used to balance risk by covering the two-thirds cost FEMA does not cover when there is a triggering event.
- In process of submitting State Homeland Security Program (SHSP) grants. The State Homeland Security Program (SHSP) provides communities funds to enhance our national resilience to absorb disruptions and rapidly recover from incidents both natural and manmade as well as to implement the goals and objectives included in state homeland security strategies and initiatives in their State Preparedness Report (SPR). Activities implemented under SHSP must support terrorism preparedness by building or enhancing capabilities that relate to the prevention of, protection from, mitigation of, response to, and recovery from terrorism in order to be considered eligible. Began drafting the following proposals for submission in June:
 1. A proposal for Regional Emergency Manager, which provides partial funding for the Regional Emergency Manager's position at the MPPDC.
 2. A proposal to create a Complex Coordinated Terrorist Attack (CCTA) plan, Annex or Threat Hazard Identification Risk Assessment (THIRA). This proposal will be discussed at the May Emergency Managers Meeting.

3. A proposal to revise King William County's Emergency Operations Plan (EOP).
- Continued to receive COOP Departmental Worksheets from localities and incorporated them into plan. Received worksheets from the following departments:

Community Engagement	Planning & Zoning
Library Services	Economic Development
VA Cooperative Extension	Information Technology
Emergency Management	Financial Services
Animal Control	
Probation/Pretrial Services	
Parks, Recreation, & Tourism	
Facilities Management	

Commissioners were encouraged to contact Mr. Lawrence with any questions regarding the staff activities reported for the month of May.

V. MPCBPAA Update

Mr. Lawrence, Executive Director, in the absence of Mindy Conner, MPCBPAA Chairman stated the Authority has not met and thus did not have anything to report. The next scheduled meeting will take place on June 14th.

VI. MPA Update

Travis Moskalski, MPA Chairman provided the Commission with an update on the recent activities of the MPA. At the May MPA Board meeting, Jenny Crittenden, Executive Director of Gloucester Main Street Preservation Trust gave a presentation on the Gloucester Main Street Preservation Trust & the Re-Birth of an Original Virginia Village. It was an impressive presentation and a lot of work has been put into Gloucester Main Street. Members from Mathews County, Towns of West Point and Tappahannock were present to share information on having a Main Street. On May 2nd four site selectors were flown in to the Middle Peninsula Regional Airport and taken on a tour of Canon and VIMS. The visit went very well and received positive feedback. The next scheduled MPA meeting will take place on June 12th and the focus will be on PamunkeyNet. Mr. Moskalski thanked the Commission for their support.

VII. MPPDC Public Relations/Communications Update

Del. Keith Hodges has been asked to testify on the impact flooding has on coastal communities at the Congressional Hearing on May 23rd.

VIII. Public Comment

None.

IX. Housing Discussion

MPPDC Executive Director, Lewie Lawrence provided the Commission with the legal section of the draft copy of a regional housing study performed by the College of William & Mary as part of the VHDA Community Impact Grant. This project began with a thorough policy analysis by William & Mary Virginia Coastal Policy Center (VCPC). VCPC's analysis detailed recommendations for addressing vacant homes and clouds on deeds including evaluating redevelopment/revitalization tools, PDC powers and legislative needs used within Virginia and beyond. A limited vacant housing survey was conducted by The Berkley Group. Mr. Lawrence highlighted areas he believes localities should be paying attention to such as Type of Housing Issues; Local Ordinances; Creating a Definition for Vacant House; Housing Delivery Solutions; Local Government Tools; Leveraging Destinations; and MPPDC Regional Action/Opportunity. The final report will be available at a later date and will be shared with the Commission when it becomes available.

X. General Budget Discussion

MPPDC Finance Director, Beth Johnson provided the Commission with handouts and informed the Commission that the Budget Committee had to postpone their meeting to review the draft FY20 Budget, but because of the delay, wanted to share a portion of the draft budget with the Commission now. Mrs. Johnson reviewed the proposed FY20 Draft Budget Overview and Revenue sections. The Budget Committee will meet in the next few weeks to review the entire draft budget which will be on the June Commission Meeting Agenda for approval and adoption.

XI. Resilience Funding Forum: A Discussion of Innovative Options for Coastal Localities – VCPC Conference Update

MPPDC Executive Director, Lewie Lawrence attended the VCPC Conference on Resiliency Flooding Funding this month at the William & Mary Law School. The Law School brought in experts on funding and insurance. Mr. Lawrence discussed vacant and elevated homes, elevated septic systems, living shorelines, reach base planning, and parametric insurance. Mr. Lawrence also announced that the region has recently been awarded \$500,000 in dredging funding to plan for and permit 2 dredging projects each in Mathews and Gloucester.

XII. Other Business

- a) Commissioner and King William Supervisor, Travis Moskalski recognized fellow Commissioner, Eugene Rivara for recently receiving the Outstanding Public Service Award from the King William County Department of Social Services.
- b) MPPDC Executive Director, Lewie Lawrence drew the Commission's attention to a fact sheet provided by DHCD on Opportunity Zones. Qualified Opportunity Zones are low-income census tracts that were nominated by the Governor of Virginia and certified by the U.S. Treasury where new investments may be eligible for preferential tax treatment if they meet

certain qualifications. A low-income census tract is defined as having an individual poverty rate of at least 20% or a median family income no greater than 80% of the area median income. The Opportunity Zones selected in the Middle Peninsula are located in the Town of Tappahannock, lower King & Queen County and lower Gloucester County. The designations are permanent until December 31, 2028. Mr. Lawrence urged the Commission to share this information with their local business leaders as opportunities for tax-sheltered investments may be available for economic development by current businesses looking to expand their businesses in these areas.

XIII. Adjournment

Vice-Chairman Chriscoe requested a motion to adjourn the meeting. Mr. Gordon motioned to adjourn; Mr. Hill seconded. The motion carried.

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

COPY TESTE:

(Secretary)

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Project Financial Report

Middle Peninsula Planning District Commission

Run Date: 06/20/2019

Run Time: 8:54:47 am

Page 1 of 1

Period Ending: 05/31/2019

-----Expenditures-----								
Code	Description	Budget	Curr Month	Project Total	Un/Over	% Budget	Revenues	Balance
30013	EE&CBG Project	3,987.44	(8.23)	4,572.20	(584.76)	114.67%	5,132.58	560.38
30109	MPEDRO Staff Support	20,216.00	753.84	10,878.44	9,337.56	53.81%	9,529.33	(1,349.11)
30111	Blue/Green Infrastructure PDC f	15,000.00	120.87	14,632.43	367.57	97.55%	14,102.68	(529.75)
30115	VHDA Community Impact Grant	30,000.00	2,518.36	33,177.27	(3,177.27)	110.59%	11,599.02	(21,578.25)
30170	MPBDP Staff Support	22,179.81	174.83	22,210.62	(30.81)	100.14%	26,154.22	3,943.60
30214	FY19 Transportation Demand M	84,807.00	21,317.51	74,019.62	10,787.38	87.28%	74,151.82	132.20
30215	TDM Marketieng	24,844.00	407.61	11,001.81	13,842.19	44.28%	6,167.49	(4,834.32)
30316	FY19 Rural Transportation Planr	72,500.00	5,222.60	68,463.58	4,036.42	94.43%	58,085.01	(10,378.57)
30420	Onsite Loan Management	179,713.02	1,027.09	158,794.12	20,918.90	88.36%	191,717.86	32,923.74
30428	WQIF 2016, \$183500 RLF match	216,500.00	31.48	127,464.62	89,035.38	58.88%	125,445.69	(2,018.93)
30502	Water Supply Planning	167,859.87	(127.32)	166,673.78	1,186.09	99.29%	168,132.45	1,458.67
31002	GA Lobby FY09	40,750.00	5,000.00	46,478.84	(5,728.84)	114.06%	40,750.25	(5,728.59)
31207	MP/NN Mass Casualty Exercise	64,473.00	(609.90)	56,054.06	8,418.94	86.94%	56,663.45	609.39
31208	MP/NN Regional Debris Manage	43,000.00	6,001.58	28,684.61	14,315.39	66.71%	23,559.54	(5,125.07)
31209	Re-entry Plan	44,050.00	1,811.60	7,141.27	36,908.73	16.21%	2,775.16	(4,366.11)
31210	Emergency Mgmt FY19-FY20	49,500.00	1,913.18	17,450.87	32,049.13	35.25%	6,120.21	(11,330.66)
31211	Gloucester COOP	9,000.00	3,361.50	8,502.82	497.18	94.48%	0.00	(8,502.82)
31500	Living Shoreline Incentive Progr:	26,196.92	566.88	13,830.92	12,366.00	52.80%	28,348.73	14,517.81
32015	PAA Staff Support	4,400.00	291.11	4,651.57	(251.57)	105.72%	4,200.00	(451.57)
32016	VIMS Living Shoreline/EPA9633:	92,636.80	(8.28)	92,663.74	(26.94)	100.03%	35,075.98	(57,587.76)
32017	NAWCA PAA project	75,000.00	320.53	55,241.78	19,758.22	73.66%	75,000.00	19,758.22
32140	FY18 Coastal TA	60,000.00	(62.38)	60,961.62	(961.62)	101.60%	60,781.12	(180.50)
32141	WWF_ANPDC	10,000.00	(25.43)	9,708.73	291.27	97.09%	10,000.00	291.27
32142	ANPDC Ecotourism	47,495.00	0.00	49,580.63	(2,085.63)	104.39%	47,495.00	(2,085.63)
32143	WIP III	50,000.00	(445.90)	54,654.98	(4,654.98)	109.31%	50,000.00	(4,654.98)
32144	Coastal TA FY19	69,000.00	5,426.64	42,955.24	26,044.76	62.25%	31,029.92	(11,925.32)
32145	CZM Dredging	50,000.00	2,891.53	14,557.10	35,442.90	29.11%	5,971.10	(8,586.00)
32146	ANPDC EcoTourism II	48,263.00	3,902.76	28,180.75	20,082.25	58.39%	0.00	(28,180.75)
32147	ANPDC Rural Enhancement Autl	5,000.00	226.81	3,974.49	1,025.51	79.49%	0.00	(3,974.49)
32148	NNPDC WWF Video	5,000.00	1,060.89	3,273.10	1,726.90	65.46%	0.00	(3,273.10)
32149	WIP III Update	21,500.00	935.59	2,341.93	19,158.07	10.89%	0.00	(2,341.93)
32150	CZM Extraction Fee Study	15,000.00	3,766.72	3,766.72	11,233.28	25.11%	0.00	(3,766.72)
32151	NFWF Landowners Living Shorel	199,914.09	1,423.63	3,208.93	196,705.16	1.61%	0.00	(3,208.93)
38019	FY19 Local Projects	217,617.00	5,772.20	181,793.77	35,823.23	83.54%	223,582.56	41,788.79
38800	Local Dredging Proposal TA	0.00	(84.70)	6,384.50	(6,384.50)	0.00%	0.00	(6,384.50)
Totals:		2,085,402.95	74,875.20	1,487,931.46	597,471.49	71.35%	1,391,571.17	(96,360.29)

Balance Sheet by Category

Middle Peninsula Planning District Commission

Run Date: 6/20/19
 Run Time: 8:55:38 am
 Page 1 of 1

Period Ending: 05/31/2019
 Format: 1 Board

Assets:

Cash in Bank	399,376.53
Cash in Bank, Restricted	358,810.19
Receivables	225,340.82
Property & Equipment	1,746.32
Prepaid Pension (Deferred Outflows)	13,015.24

Total Assets:	\$998,289.10
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Liabilities:

Accounts Payable	24,219.87
VRA Loan Payables	291,390.08
Payroll Withholdings	19.60
Accrued Leave	47,938.02
Deferred Inflows (VRS)	157,347.00
Net Pension Liabilities	22,476.00
Cost Allocation Control	485.05

Total Liabilities:	\$543,875.62
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Equity:

Local Initiatives/Information Resources	29,354.79
Economic Development	1,178.12
Transportation Programs	(15,080.69)
Emergency Management Projects	(28,715.27)
Onsite Repair & Pumpout	30,907.17
Housing	(21,296.60)
Coastal Community & Environmental	(57,369.27)
Public Access Auth Programs	(38,281.11)
Mandates	1,463.98
Temporarily Restricted	177,307.09
General Fund Balance	374,945.27

Total Equity:	\$454,413.48
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Total Liabilities and Equity	\$998,289.10
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Balance:	\$0.00
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Agencywide R&E by Category

Middle Peninsula Planning District Commission

Run Date: 06/20/2019

Run Time: 8:56:10 am

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Period Ending: 05/31/2019

Format: 1 Agencywide R&E

With Indirect Cost Detail

Code & Description	Budget	Current	YTD	Un/Over	% Bud
Revenues					
	23,370.00	0.00	5,194.62	18,175.38	22.23%
Local Match	94,347.00	0.00	68,033.43	26,313.57	72.11%
Local Annual Dues	135,099.00	0.00	135,099.00	0.00	100.00%
Local Other Revenues	39,948.00	0.00	35,897.47	4,050.53	89.86%
Local Other Organizations	24,900.00	0.00	10,129.33	14,770.67	40.68%
State Revenues	159,817.00	18,993.00	143,964.00	15,853.00	90.08%
Federal Revenues	637,162.00	53,050.65	294,582.27	342,579.73	46.23%
Miscellaneous Income	11,500.00	1,603.63	17,424.05	(5,924.05)	151.51%
RevolvingLoan Program Income	13,250.00	777.50	60,748.61	(47,498.61)	458.48%
Revenues	1,139,393.00	74,424.78	771,072.78	368,320.22	67.67%
Expenses					
Personnel	376,777.00	32,629.07	382,396.63	(5,619.63)	101.49%
Facilities	30,887.00	2,507.67	27,842.59	3,044.41	90.14%
Communications	3,150.00	313.92	4,341.89	(1,191.89)	137.84%
Equipment & Supplies	3,300.00	103.48	6,631.40	(3,331.40)	200.95%
Travel	6,650.00	843.07	3,564.66	3,085.34	53.60%
Professional Development	11,660.00	45.00	10,485.04	1,174.96	89.92%
Contractual	436,086.00	21,820.99	312,497.15	123,588.85	71.66%
Miscellaneous	58,430.00	16,611.98	53,118.88	5,311.12	90.91%
Regional Share	94,347.00	0.00	68,033.43	26,313.57	72.11%
Expenses	1,021,287.00	74,875.18	868,911.67	152,375.33	85.08%
Agency Balance	118,106.00	(450.40)	(97,838.89)		

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**Middle Peninsula Planning District Commission
Executive Director's Report of Regional Progress
June 19, 2019**

Note: On May 23, 2018, the Commission voted to direct staff to email all future documents including the Commission meeting packets in an effort 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:
http://virginialmi.com/report_center/community_profiles/5109000318.pdf
- For MPPDC Website: <http://www.mppdc.com/>

MPPDC Staff and Contact Information

Executive Director: Lewis Lawrence

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

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

Finance Director: Beth Johnson

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

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

Planner 1: Todd Scheid

Contact Info: tscheid@mppdc.com (804) 758-2311x28

Programs: *Rural Transportation Planning*

Planner 1: Jessica Roy

Contact Info: jroy@mppdc.com (804) 758-2311x26

Programs: *Regional Emergency Planning*

Special Projects Planner: Jackie Rickards

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

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

Secretary: Dawn Mantell

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

Programs: *Septic Pumpout Assistance, MPA Staff Support, Facilities Scheduling*

Funding – VDEM, MANDATES
VDEQ, localities, MPPDC General Fund

Project 30502 Water Supply Planning

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

INFORMATION RESOURCES/ASSISTANCE

- Updated www.mppdc.com website – meeting notices, reports, news releases, GoVA meetings, and MPA notices, survey links.

COASTAL COMMUNITY DEVELOPMENT/ ENVIRONMENTAL

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

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

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

- Prepared vouchers, processed A/P, reconciled bank statements. Prepared monthly financial statements.
- Billed Gloucester Rowing Association for pool house electric bills.

Project 32017 – NAWCA PAA Acquisitions

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

Project 32143 – WIP III (2)

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. One outcome of this project may be sustainable funding to the PDC for a designated environmental staff person to provide coordination between DEQ CBP and localities and technical assistance to local governments moving forward.

- Requested data from localities to support the Chesapeake Conservancy’s Bay High-Resolution Land Cover Update project. Data layers of interest include parcel data, local land use data, building footprints,

MS4 boundaries, sewer service areas and planned expansions, street centerlines, zoning data, federal, state and municipally owned lands or other relevant data sets. Below are localities that MPPDC staff have requested data from. The checked localities have sent the requested data and the unchecked localities have not provided data or a response to-date.

- Essex County
- Town of Tappahannock
- Gloucester County
- King & Queen County
- King William County
- Town of West Point
- Mathews County
- Middlesex County
- Town of Urbanna

- Attended the DEQ BMP Warehouse Training:
<https://www.deq.virginia.gov/Programs/Water/ChesapeakeBay/ChesapeakeBayTMDL/BMPVerification.aspx>.
- Created spreadsheets for project partners to complete with progress updates.
- Sent a BMP Survey to locality planners for completion by July 12th. The survey is a request by DEQ to compile data, identify data gaps, and determine resource needs.
- Drafted a Watershed Implementation Program Sustainability Program which proposes to contract with the Virginia Department of Environmental Quality (DEQ) to provide annual technical and administrative assistance to local governments of the Chesapeake Bay Watershed Area.

Project 32144 – Virginia Coastal TA FY19

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.

- Convened the June Local Government Administrators Meeting. Meeting focused on the need for Go Virginia projects. Received a presentation from Go Virginia Region 6 staff.
- Sent GIS floodplain data to Holly McGowan, Town of West Point.
- Coordinated a conference call with Robert Crockett, President of Advantus Strategies regarding Army Corps of Engineers permitting process for the development of a regional permit to address Section 408 permit requirements. Scott Hardaway, Virginia Institute of Marine Science Shoreline Studies Program and Elaine Meil, Executive Director for the Accomack North Hampton PDC participated in the call.
- Attended the spring Coastal PDC Planners Meeting held at the new VMRC office at Fort Monroe. Agenda items included CZMA funding and future NOAA Section 309 and Focal Areas of Need.
- Attended the Virginia Sea Grant Go Virginia Water Adaptation, Resilience and Management Economy Meeting held at the College of William & Mary.
- Received notification from the Department of Conservation and Recreation that the MPPDC proposal for the “Fight the Flood” campaign has been funded. This project will create an online marketplace to promote business solutions to consumer needs related to flooding.
- Consulted with Evan Glassman, President of New Paradigm Insurance regarding the use of parametric insurance for living shorelines and engineered septic systems.

- Consulted with Janice Moore, Friends of Dragon Run regarding a land dedication ceremony to celebrate a new acquisition in Gloucester County on the Dragon Run.
- Consulted with Jim Smith, Mathews Land Conservancy regarding various types of insurance for the rowing center in Mathews.
- Consulted with Evan Glassman, President of New Paradigm Insurance regarding parametric insurance for Hurricane debris coverage not covered by FEMA.
- Consulted with Joe Lerch, Virginia Association of Counties (VACo) regarding local government's authority to regulate utility scale solar through land-use zoning authority.
- Convened the June meeting of the Middle Peninsula Chesapeake Bay Public Access Authority (MPCBPAA) at a Marina in Gloucester County.
- Consulted with Senior Management at Premier Tech regarding the company's interest in designing, engineering and elevating a septic system out of the floodplain as a coastal resiliency strategy to help both water quality and protection of public health from systems that are currently flooded. Received a corporate commitment letter from Premier Tech Aqua to help develop a solution.
- Consulted with the Virginia Department of Game and Inland Fisheries (DGIF) regarding dredging issues at the Wake boat landing in Middlesex County. Provided information on various sources of funding for possible dredging of the landing.
- Consulted with Christi Robbins, Recreational Planner in Washington, NC concerning the recent bidding of a public fishing pier. Requested design and engineering specifications for the project.
- Consulted with representative from the Berkley Group on a draft proposal to update the Town of Urbanna's Comprehensive Plan.
- Consulted with Del. Keith Hodges regarding dual enrollment issues for high school students across the Middle Peninsula and the inability to access classes necessary to obtain college credit.
- Consulted with Chris and Ed Davis, Owners of Ready Reef regarding a missing check to close out a completed living shoreline project.
- Consulted with a Mathews County resident regarding a living shoreline project and funding opportunities.
- Consulted with a member of the Middlesex County Board of Supervisors regarding stormwater regulations and tiered approach. Discussed background and history for the Bill and potential cost savings.

Project 32145 – Dredged Material Siting: Fast-Track Permitting and Beneficial Use Program

This project will help to help localities begin to use their new authority and resources for local dredging projects by identifying opportunities for beneficial use of dredged material. In part, a channel analysis will be conducted by Virginia Institute of Marine Science (VIMS) Shoreline Studies Program to determine the best locations for dredged material. Additionally, the Virginia Coastal Policy Center (VCPC) will conduct legal research associated with HR 1096.

- Used ArcGIS to display tax exempt parcel data.
- Below are localities that MPPDC staff has requested tax exempt parcel data from. The checked localities have sent the requested data and the unchecked localities have not provided data or a response. MPPDC staff will work to map data collected to-date.

Northern Neck	Middle Peninsula	Eastern Shore
<input checked="" type="checkbox"/> Lancaster County	<input checked="" type="checkbox"/> Essex County	<input checked="" type="checkbox"/> Accomack County
<input checked="" type="checkbox"/> Northumberland County	<input checked="" type="checkbox"/> Gloucester County	<input checked="" type="checkbox"/> Northampton County
<input checked="" type="checkbox"/> Richmond County	<input checked="" type="checkbox"/> King & Queen County	
<input type="checkbox"/> Westmoreland County	<input checked="" type="checkbox"/> King William County	
	<input checked="" type="checkbox"/> Mathews County	
	<input type="checkbox"/> Middlesex County	

Project 32146 – ANPDC Ecotourism II

This project will build on efforts from the first year and extend Middle Peninsula Watertrails into the Mobjack Bay and the Severn River. The Rural coastal Virginia Ecotourism Steering Committee will refine the Virginia Watertrails website and will focus on marketing watertrails and eco-tourism in rural coastal Virginia.

- Reached out to Katey Legg, Gloucester County to inform her that MPPDC staff is available to help the Gloucester Blueway group expand water trails and to share information, outreach material, etc. on the Virginia Water Trails website (VirginiaWatertrails.org). There has been no response, to-date.
- Reached out to Marcy Benouameur of Mathews County to inform her that the MPPDC staff is available to help the Mathews Blueway group expand water trails and to share information, outreach material, etc. on the Virginia Water Trails website (VirginiaWatertrails.org) Marcy responded and staff worked to organize information on available parcels for water access. Upon research, 2 Middle Peninsula Chesapeake Bay Public Access sites were identified as potential locations within the Mobjack area to add to the Mathews Blueways.
- Attended the EcoTourism Steering Committee Meeting on June 6th. Agenda items included regional water trail updates, a status update of the Virginia Oyster Trail, Timeline Discussion, and an update on the Middle Peninsula marketing successes and analytics for the Water Trails website and Middle Peninsula Facebook page.
- Contacted Virginia Outdoor Foundation (VOF) to inquire about access to VOF easement property. Based on their response, while easements are held by VOF, the properties are still privately owned which means that the public can not access the property.

Project 32147 – ANPDC Rural Enhancement Authority

ANPDC and MPPDC will host a Summit to engage interested localities towards their participation and membership in the Rural Coastal Virginia Community Enhancement Authority to further legislative advancements in Working Waterfront and other rural coastal Virginia policy.

- Set July 25th for the Rural Coastal Enhancement Authority Summit to be held at the Virginia Institute of Marine Science in Gloucester Point.

Project 32148 – NNPDC WWF Video

This project proposes to expand available tools that help promote and ensure the sustainability of working waterfronts and related industries. Specifically, StoryMaps will be created for the Coastal Region that detail the locations and histories of selected working waterfronts and a video will be produced to capture the most important working waterfront stories of the coastal region of Virginia.

- Discussed the StoryMaps with John Bateman, NNPDC. The StoryMaps of each rural PDC will showcase 8-10 working waterfront businesses. The StoryMaps will be used in the Virginia Water Trails website as well as Coastal GEMS.

- Provided Nick Meade with a .kmz file of working waterfronts within the Middle Peninsula and provided him with a spreadsheet of working waterfront infrastructure within the region (i.e. coordinates, industry type, name, etc.).

Project 32150 – CZM Extraction Fee Study

This project will explore the inequalities between different natural resource extractive industries in Coastal Virginia and beyond. MPPDC staff will review Virginia’s current severance taxing framework and relation to existing natural resources extractive industries, and offer recommendations for next steps.

- Reviewed a paper from the Essex County Conservation Alliance titled “Industrial Solar Farms: An In-Depth Look at How Industrial Solar Farms Impact the Rural Tidewater Counties of the Middle Peninsula and Northern Neck.”
- Created a list of extractive industries in the Middle Peninsula, including oil and gas, silviculture, agriculture, fisheries, minerals, dredging, wind and solar energy.

Project 32151 – NFWF Landowners Living Shorelines & Shoreline Management

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.

- Hosted the kick-off meeting for this project on May 22nd at Virginia Coastal Policy Center at the College of William and Mary Law School to improve coastal resiliency through nature-based solutions. Agenda items included the review of the project scope, timeline and current lead in coastal landowners interested in participating in this project.
- Received the signed subcontract from VIMS Shoreline Studies Program.

Project 31500 - Living Shoreline Incentive Program RLF

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

- Consulted with homeowner regarding payment to contractor for completed project and requested photos.
- Executed ACH loan payments for 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.
- **Remaining uncommitted funds - \$208,866.**

TRANSPORTATION

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

Project 30214 - Transportation Demand Management (TDM) Services

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

- Updated website – www.midpenrideshare.org . Posted link for commuter survey.
- Registered for DRPT Grantee Workshop Seminar.
- Consulted with Matt Getty, Agilemile regarding vanpool registrations.
- Consulted with Ridefinders and Agilemile staff regarding registration follow-up emails sent by Ridefinders to Middle Peninsula registrants in error.
- Received inquiries from 2 separate vanpool operators running to Newport News Shipyard as to how they can be included in searchable database. Provided information as requested.
- Responded to inquiry from Enterprise vanpool regarding subsidy for vanpools coming out of Northern Neck. Sent contact information to NNPDC.
- Consulted with Ken Pollock, Bay Transit regarding bus wrappers.
- Consulted with Stephanie Heinatz, Consociate Media regarding bus wrapper update.
- Consulted with Chris Arabia, DRPT regarding proposal that was not recommended for funding for FY20. DRPT felt that there was no real good transportation solution to the Middle Peninsula problem of a 74% out commute rate and the economic issues that causes. They sent the proposal over to the Office of Intermodal Planning and Investment who agreed to consider solutions after the VTrans 2040 process is completed. Proposal also sent to DHCD.
- ***Current commuter database – 331***
- ***Number of Commuters with logged alt mode trips – 88***
- ***Number of logged alt trips – 612 (since January)***
- ***Reduced miles (VMT) – 12,476***
- ***Commuter Savings - \$7,236***

Project 30215 - Transportation Demand Management (TDM) Marketing Plan

MPPDC proposes to engage the services of a marketing firm to assist it's TDM program to update its marketing plan. Special emphasis will be placed on developing a social marketing plan to target regional out commuters and introduce the new Telework Center being constructed in King & Queen County. This is anticipated to be a 2-year project with the first year providing market research and design of the marketing plan and the second year, if funded, implementation of the plan.

- Consulted with Stephanie Heinatz, Consociate Media regarding advertising and promotion budget. Discussed utilizing remaining FY19 funding for social media campaign to promote new ridematching platform in lieu of continuing bus wrapper promotion on Bay Transit vehicles. Decided to continue bus wrapper promotion through FY20. Will also do a smaller social media campaign with remaining FY19 promotion budget.

- Reviewed survey questions, edited and added questions for commuter survey.
- Posted Commuter Survey link on MPPDC and Midpenrideshare websites. Survey opened on June 19 for input from commuters.
- Added additional questions to the survey regarding spending habits of commuters to better understand economic leakage associated with each commuting corridor.

Project 30316 – Rural Transportation Planning

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

- Drafted the Minutes from the April Planner’s Round-Table Meeting.
- Conducted research on Biosolid Storage Pad regulations requested by Donna Sprouse, King and Queen County Assistant Zoning Administrator.
- Attended Resiliency Forum at the College of William & Mary. Topics included: Environmental Impact Bonds; Shoreline Resilience Funding; Parametric Insurance Coverage; Catastrophe & Resilience Bonds; The North Carolina Insurance Underwriting Association (NCIUA); and a new policy that would buy properties considered to be in a hazardous area.
- Registered for the Floodplain Management Training Course.
- Corresponded with Scott Gagnon, VDOT inquiring as to the progress being made on the Middle Peninsula Rural Long-Range Transportation Plan.
- Emailed local planners with details of monthly Local Planners Round-Table Meeting and asked for topics.
- Reviewed the Monthly Local Planners Round-Table Meeting notes and drafted the agenda for the next meeting. Sent out multiple emails and had discussions with PDC Staff on expectations and preparation for this meeting.
- Convened monthly Local Planners Round-Table Meeting. Discussed the Long-Range Transportation Plan; Vacant Housing Study; Resiliency Forum; and Update on Regional Training needs.
- Drafted meeting notes for the Local Planners Round-Table Meeting.
- Conducted research on Federal Transit Administration’s (FTA) Integrated Mobility Innovation (IMI) Program to see about the possibility of proposing a rural “Uber on Demand” system for the Middle Peninsula and submitted findings.
- Consulted with Darrel Johnson, Virginia Department of Transportation (VDOT) Rural Planning Program Manager, regarding submitted scope of work and contract signing packet for the July 1 start of the Middle Peninsula Rural Transportation Planning program. Received contract packet, reviewed, signed and returned to VDOT.
- Coordinated with Robert Crockett, President of Advantus Strategies regarding a called meeting by Del. Keith Hodges with Senior staff from the Virginia Department of Transportation (VDOT). Agenda includes:
 - HB2314, Transportation and Economic Development
 - HB2315, At-Risk Infrastructure – Transportation
 - Special Structures (Middle Peninsula)
 - Coleman Bridge, Tolling

ONSITE REPAIR & PUMPOUT

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

Project 30420/30428 - On-Site Technical Guidance Assistance and Revolving Loan Program

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

- Continuing to receive phone calls from homeowners and contractors regarding assistance for septic repairs.
- Completed 2 Gloucester County repairs.
- Participated in phone conference with Tahne Corcutt, Northridge Environmental Management, who wanted information on the MPPDC Septic Repair Program for a project she is doing for EPA. Kelly Ward, DEQ referred her as MPPDC's program is the only one in the state. Discussed history of program, funding sources, number of systems installed, and sustainability of program. Discussed the "secret sauce" of MPPDC's program – the ability to offer combination of grants and low interest loans to LMI homeowners and the ability to tweak the program as conditions change over the years (regulations, markets, contractors, types of systems available, etc.).
- Consulted with Chris Beatly, After Sales Service Coordinator for Premier Tech Aqua regarding elevated septic systems project conference call follow-up questions.
- *Executed ACH loan payments for septic repair loans. All MPPDC loan funding programs require that loan recipients authorize loan payments to be made automatically from loan recipients' bank accounts. Loan clients authorize the payments at loan closing (ACH Authorizations). These payments occur on the 15th of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to the loan processing date of the 12th of the month to request a payment to be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans as well as collection efforts.*
- **Remaining uncommitted septic repair funding \$11,549 in loan funds – \$0 in grant funds.**

Project 30450 – Septic Pumpout Program

This project will provide grants to 100 LMI Middle Peninsula homeowners to assist them in complying with the Chesapeake Bay Act requirement to have their septic tanks pumped out or inspected every 5 years. Eligible homeowners will receive a voucher equal to 50% of pumpout cost (maximum value \$150).

- Executed Septic Pumpout Contract #16832 to aid LMI homeowners to comply with CBPA requirement to pump septic systems every 5 years. This project will allow MPPDC to assist 100 homeowners at 50% cost share.
- Consulted with V'Lent Lassiter, DEQ regarding reporting schedule.
- Updated septic pumpout application and vouchers with new funding information and sent to V'Lent Lassiter and Susan Hale at DEQ for approval.
- Sent announcement of septic pumpout funding to local County Administrators, Departments of Social Services, Jennifer Beck, Director of Community Living Programs at Bay Aging, and David Fridley, Environmental Health Manager at Virginia Department of Health.

- Sent memo to local septic haulers announcing septic pumpout funding and requesting interest in participating in program.
- Received phone call from Essex County resident stating she has had to pump out her septic tank yearly. Resident received septic pumpout assistance from MPPDC in 2016 and does not qualify for assistance until 2021. Referred to SERCAP.
- Sent letters and applications to 9 homeowners on septic pumpout waiting list.
- Sent letter requesting updated income information to Gloucester homeowner on septic pumpout waiting list.
- Received several phone calls from King William County residents with questions concerning the septic pumpout notice they received with their County tax bill. Contacted Kristi Gibson in King William County Planning Office and requested a copy of the septic pumpout notice their office sent with the County tax bills.
- Received septic pumpout applications from 5 King William County residents in response to the septic pumpout notices the county sent with their tax bills. Four applications were approved, 1 was incomplete and a follow-up letter requesting additional documentation was sent to the homeowner.
- Followed up with local septic haulers concerning interest in participating in the Septic Pumpout Program. Received signed and verbal agreements from Essex Concrete, CB's/Turlington & Sons, Inc., Brownley, Miller's and Church View Septic.
- Received phone calls from King William and Essex County residents verifying the information needed to apply for septic pumpout assistance.
- Received phone call from King William County resident with questions regarding income limits and the process after a septic pumpout application is received.
- Received phone call from a King & Queen resident who was sent an application from the septic pumpout waiting list. Resident does not own the home and asked what information can be furnished in place of the county tax bill. Applicants renting their residence are asked to provide a letter from the property owner stating the tenant is responsible for the maintenance of the septic system.
- Received phone call from an Essex County resident whose completed septic pumpout application was received in 2018 when funds were unavailable. Applicant was sent a letter requesting to contact our office if still interested in having their septic pumped out. Required information was received and application was processed and approved.
- Received and approved septic pumpout application from Gloucester resident.
- Received and approved septic pumpout application from King & Queen resident.
- Received phone call from Middlesex County resident requesting septic pumpout application.
- Middlesex resident picked up an application in the MPPDC office and inquired about assistance with electric and water bills. Referred resident to the local Department of Social Services and Cryer Center for assistance.

- **Septic Pumpouts as of June 19, 2019**

Applications Mailed	10
Incomplete Applications	01
Approved Applications	08
Vouchers Issued	08
Completions	00

Pumpout Vouchers by County

Essex	01
Gloucester	01
King and Queen	01
King William	05
Mathews	00
Middlesex	00

ECONOMIC DEVELOPMENT

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

Project 30109 – Staff Support to Middle Peninsula Alliance (MPA)

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

- Prepared vouchers, processed A/P, processed deposits and balanced bank account. Prepared monthly financial statements.
- Met with Liz Povar, Principal Officer of MPA to discuss grant budgets. Discussed GoVA projects, VTC grant and MPPDC budgeting process. Recommended that MPA purchase a GMS directory to help with accounting for multiple grant funded projects.
- Met with Jennifer Morgan, Go Virginia Region 6 planning staff regarding applications and financial reimbursement process issues.

Project 30115 - Blue/Green Infrastructure

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

- Consulted with Christian Noel, Director of Corporate Development for Premier Tech regarding a partnership to elevate septic systems out of the flood hazard area. Received a letter of corporate commitment to partner with the Middle Peninsula.

Project 301093 – PamunkeyNet

PamunkeyNet, a proposed wireless internet system which would harness the Middle Peninsula's existing emergency services radio infrastructure to create a regional internet service in Middle Peninsula localities. This project proposes to address the business structure necessary for the Pamunkey Nation to operate and become a wireless provider.

- Responded to constituent questions regarding the progress of the PamunkeyNet study.

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 23

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 – \$140,725**

LOCAL INITIATIVES

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

Project 380191 - Local & Regional Technical Assistance

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

- Developed and submitted the full proposal for the 2021 All-Hazard Mitigation Plan update to Virginia Department of Emergency Management.
- Developed and submitted the full proposal for the Mitigation Reconstruction of Captain Sinclair's Pool House to Virginia Department of Emergency Management.
- Developed and submitted the full proposal for the Mitigation Reconstruction of the Ware Cove, LLC residential structure to Virginia Department of Emergency Management.
- Developed and submitted a proposal to the Virginia Environmental Endowment to elevate a septic system out of the floodplain – without any connection to the ground.
- Reviewed multiple grant proposals and prepared project proposal budgets.
- Provided demographic information to Mindy Conner, Mathews County Administrator.
- Scheduled meeting location for VDOT/Hodges meeting.

Project 38800 - Local Dredging Technical Assistance Projects

MPPDC staff are providing technical assistance to localities to prepare and submit proposals to the Virginia Port Authority for financing local dredging projects in Mathews and Gloucester Counties.

- Received notification from the Virginia Port Authority of next steps for grant award. Applicants await an MOU from the Port Authority.

Project 31002 – GA Lobby

This program provides professional services to represent Middle Peninsula interests at the General Assembly during the current session.

HOUSING

Funding –Housing Loan Program Income

Project 300132 – Energy Efficiency and Conservation Block Grant (EECBG) Revolving Loan Fund

The program emphasizes a community-based approach to help meet energy and climate protection goals. MPPDC was awarded a contract to provide weatherization renovations to 12 homeowners ineligible for LMI weatherization programs in each of the 6 counties. MPPDC subcontracted the promotion and construction portions of this project to Bay Aging but was tasked with administering the overall project. MPPDC is administering the revolving loan program per DMME.

- Executed ACH loan payments for MPBDP loans. All MPPDC loan funding programs require that loan 24

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 = \$40,379**

Project 30115 – VHDA Community Impact Grant

This project will consider new approaches to address vacant homes and clouds on deeds within the Middle Peninsula. Using recommendations derived from VCPC's extensive policy analysis, MPPDC will identify feasible strategies to address housing issues in the region. This work will also include a limited field inventory which will help MPPDC better evaluate how many vacant homes are in the Middle Peninsula. The short-term objective of Phase I is to identify tools available to address housing vacancies and determine how many vacant homes are in the Middle Peninsula. MPPDC will contract with VCPC and the Berkley Group to provide needed analysis and footwork.

- Began drafting the report for the Vacant Housing Study including introduction, analysis and recommendations.
- Organized the graphs and tables to better represent the information received from the Vacant Housing Survey.
- Attended the Floodplain Management Training Course.
- Finalized the analysis section of the Vacant Housing Report.
- Conducted research on multiple grant programs that could assist in alleviating the vacant housing issue within the Middle Peninsula. Programs such as FEMA Hazard Mitigation Grant Program, FEMA Flood Mitigation Assistance Program, and Repetitive Flood Claims Grant Program.
- Began to collect Middle Peninsula census data from American FactFinder that pertains to the vacant housing problem such as number of vacant residential structures, in order to get an idea on how much of an impact vacant houses have on the region.
- Collected additional census data from American FactFinder on the demographics of the Middle Peninsula. Specifically, information pertaining to the poverty and median income of the counties within the Middle Peninsula.
- Produced graphs and tables to represent demographic data pertaining to the median income and poverty level for the Vacant Housing Study. Converted the tables into a more compatible format in ArcGIS.
- Created maps in ArcGIS to visually reflect the median income and poverty rates of the region.
- Revised and submitted the final Vacant Housing Report.
- Completed maps to be presented at the May MPPDC Commission Meeting. These maps displayed the census tracts that are eligible for financing through the HDA Housing Revitalization Area Program.
- Consulted with Andrew McRoberts, Sands Anderson regarding a legal question related to establishing a Land Bank and whether or not the enabling legislation for Planning District Commissions can serve as a proxy for a land bank.

EMERGENCY SERVICES

Funding – VDEM/FEMA/Homeland Security

Project 31207 – MP/NN Mass Casualty Exercise

The 2017 Gap Analysis of the Middle Peninsula/Northern Neck's Emergency Operations Plans (EOPs), identified the need of integrating as a region, including the need for a regional exercise that would require multiple jurisdictions to carry out a coordinated response to an incident. This functional exercise will include the Middle Peninsula, will invite the Northern Neck, and will provide jurisdictions that recently purchased regional support trailers, the opportunity to deploy and use that gear in a simulated real-world event.

Project 31208 – MP/NN Regional Debris Management Plan

The Middle Peninsula/Northern Neck Debris Management Plan improves and supports the jurisdictions within the Middle Peninsula/Northern Neck's Operational Coordination, Information Sharing and Recovery Planning. The 2017 Gap Analysis of the Middle Peninsula/Northern Neck's Emergency Operations Plans (EOPs) identified the need to develop a Regional Debris Removal Plan that would engage the 10 county area in a joint planning process.

- Consulted with Stephen Geissler, VPPSA regarding identifying gaps in debris contracts. One major gap identified was the location of temporary debris removal sites (solely for vegetative debris).
- Continued to review localities' EOP's for designation of the appropriate roles/responsibilities before, during and after incidents that spread significant amounts of debris. Local personnel responsible for debris management at most localities are the County Administrator, Zoning/Building Officials and Public Works personnel.
- Incorporated maps of major waterways, railroads and highways in the Middle Peninsula that identify the popular routes for ingress/egress to the region. MPPDC Rural Transportation Planner also provided maps of the Middle Peninsula/Northern Neck Region. These maps will be incorporated into the report following the General Approach section, which contains the demographics, population, and hazards that affect the Middle Peninsula.
- Consulted with Lewie Lawrence, MPPDC Executive Director concerning incorporating parametric insurance into the Debris Management Plan. Parametric insurance is a different approach for mitigating risk, especially for environmental hazards and has been utilized in Florida for some time.

Project 31209 – Re-Entry Plan

The Middle Peninsula/Northern Neck Debris Re-Entry and Access Authorization Plans will improve and support the jurisdictions within the Middle Peninsula/Northern Neck with Operational Coordination, Terrorism Planning, Information Sharing, and Recovery Planning. Re-entry planning is critical to ensure the safe return of citizens to their homes and businesses following an evacuation from a terrorist or natural disaster, while developing a strategy to screen out potential terrorists from infiltrating and taking advantage of a recovery operation.

- Incorporated maps of major waterways, railroads and highways in the Middle Peninsula that identify the popular routes for ingress/egress to the region. MPPDC Rural Transportation Planner also provided maps of the Middle Peninsula/Northern Neck Region to be incorporated into the report after the General Approach section, which contains demographics, population, and hazards that affect the Middle Peninsula.
- Reviewed Gloucester, King William, Essex, Lancaster, Mathews and Middlesex Counties EOP's to establish the roles/responsibilities for law enforcement agencies, fire/rescue squads, county administration offices, etc. before, during and after re-entry and evacuation processes.

Project 31210 – Emergency Management

Provides funding for the Regional Emergency Planner position based at the Middle Peninsula Planning District Commission (MPPDC). The Regional Emergency Planner supports the Emergency Managers, who do not have planners on staff, in each locality with planning.

- Convened monthly local Emergency Managers meeting to discuss the National Hurricane Conference and grant proposal ideas for the State Homeland Security Program (SHSP).
- Emergency Managers from Gloucester County, Lancaster County and MPPDC were in attendance at the National Hurricane Conference. Sessions attended included: Functional Assessment Support Teams (FAST), Mental Health during and after natural disasters, best practices in cyber-security and debris monitoring.
- In process of submitting the following State Homeland Security Program (SHSP) grants:
 - 1) Renewing the satellite phone subscription will allow the localities to have functional communication methods before, during and/or after an incident has occurred.
 - 2) Update the 2015 Regional Resource Guide as locations, pieces of equipment/resources have changed. Will incorporate King & Queen County, and upon the request of its Emergency Manager, Lancaster County.
 - 3) The Regional Emergency Management grant will provide funding to continue to house a Regional Emergency Planner at the PDC to assist localities with necessary emergency plans that help set forth guidance during response and recovery efforts and allow for regional plans.
 - 4) Incorporating a COOP annex into Mathews, Middlesex and King William County's EOP will allow senior leadership and departments to successfully understand and identify essential functions/vital records. Further, a COOP annex will allow key personnel to maintain those Primary Essential Mission Functions (PMEF's) during and/or after an incident.

These proposals will allow the PDC to make plans on how to efficiently respond/recover from man-made (terrorism) attacks.

- Sent draft sample letters of support to Local Emergency Managers to consider for the MPPDC's SHSP grant proposals to demonstrate enthusiasm and support by the participating Middle Peninsula localities for regional emergency management projects.

Project 31211 – Gloucester Continuity of Operations Plan (COOP)

The Middle Peninsula/Northern Neck Debris Management Plan improves and supports the jurisdictions within the Middle Peninsula/Northern Neck's Operational Coordination, Information Sharing and Recovery Planning. The 2017 Gap Analysis of the Middle Peninsula/Northern Neck's Emergency Operations Plans (EOPs) identified the need to develop a Regional Debris Removal Plan that would engage the 10 county area in a joint planning process.

- Contacted Gloucester County department heads regarding any additional assistance needed to complete the COOP worksheets. None were required.
- Submitted draft COOP to Brett Major, Gloucester County Emergency Manager. Components in the draft included: Appendices of departmental worksheets (alternative locations, alternative modes of communication, delegation of authority, orders of succession, and essential functions/vital records), COOP Leadership Team members, acronyms, organizational charts of Gloucester's government structure, etc.

AGENCY ADMINISTRATION

Funding - Indirect cost reimbursements from all PDC projects

MPPDC Administration

Administrative services provided to MPPDC programs. Planned FY19 Indirect Cost rate =54.86%.

- Convened MPPDC Budget Committee to review draft FY2020 budget.
- Assisted MPPDC staff with multiple proposal budgets and reviewed proposals prior to being sent out.
- Reviewed and edited staff reports for Berkley Group planners.

Closed Projects

Project 32016 - VIMS Living Shoreline

Project 32140 – Virginia Coastal TA FY18

Project 32141 – Working Waterfront Zoning and Coastal Living Policy Development

Project 32142 – ANPDC Ecotourism

Project 32143 – WIP III

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 +)

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+)

Middle Peninsula Northern Neck Coordinated Human Services Mobility Committee: Provides direction for a unified comprehensive strategy for transportation service delivery in the Middle Peninsula and Northern Neck Planning Districts focused on unmet transportation needs of seniors, people with disabilities, and people with low incomes. (MPPDC Staff 12 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)

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

Opportunities Identified to Implement Commission Priorities - \$13,154,283

Service Center	Project Title and Description	Funding Requested	Status
MPCBPAA	Virginia Outdoor Foundation – Captain Sinclair Easement/Improvements	\$180,000	Funded
Environmental	CZM ANPDC Ecotourism II	\$38,263	Funded
Environmental	CZM NNPDC WWF	\$5000	Funded
Environmental	CZM Dredging	\$50,000	Funded
Environmental	CZM Rural Enhancement Authority	\$10,000	Funded
Emergency Mgmt	Re-Entry and Access Authorization Plans	\$44,050	Funded
Emergency Mgmt	Regional Emergency Planner Position	\$49,500	Funded
Environmental	Virginia CWF Funding – Living Shoreline Capitalization	\$250,000	Approved
Emergency Mgmt	VDH RSAF – Middle Peninsula RMS Recruitment/Retention Plan	\$17,500	Not funded
Emergency Mgmt	Gloucester County – COOP Plan	\$10,000	Funded
Environ/Emergency	VDEM – Pre-Disaster Mitigation - Gloucester County Capt Sinclair Residential Property Mitigation	\$103,098	Submitted
Environ/Emergency	VDEM – Flood Mitigation - Gloucester County Capt Sinclair Property Mitigation	\$103,098	Submitted
Environ/Emergency	VDEM – Pre-Disaster Mitigation – Gloucester County – Nature Based Resiliency Solutions	\$132,001	Submitted
Environ/Emergency	VDEM – Flood Mitigation - Gloucester County – Nature Based Resiliency Solutions	\$132,001	Submitted
Environ/Emergency	VDEM – Pre-Disaster Mitigation – MP Reducing Flooding Impact of Repetitive Loss Structures	\$269,914	Submitted
Environ/Emergency	VDEM – Flood Mitigation - MP Reducing Flooding Impact of Repetitive Loss Structures	\$269,914	Not Funded
Environmental	NFWF – Resiliency Planning and Design for Hog Island Restoration	\$132,012	Not funded
Environmental	NFWF – Improving Coastal Resiliency Through Nature Based Solutions	\$269,914	Funded
MPCBPAA	CBT – Hog Island Assessment and Development of Living Shoreline Strategies	\$50,000	Not Funded
Environmental	CBT – Social Marketing to Improve Shoreline Management	\$75,000	Not Funded
Local	VPA Dredging Proposals – Mathews -2 proposals	\$261,523	Funded
Local	VPA Dredging Proposals – Gloucester -2 proposals	\$232,856	FundedFunded
Transportation	DRPT – FY20 Operating	\$67,846	Submitted
Transportation	DRPT – Technical Assistance – Telecommuting as a Solution to Reduce Outcommuting	\$30,000	Not Funded
Transportation	VDOT – RTP FY20	\$58,000	Submitted
Environmental	DEQ – Septic Pump Out Assistance	\$17,600	Funded
Environmental	CZM - Coastal Technical Assistance – FY20	\$34,500	Submitted
Environmental	CZM – Ecotourism III	\$25,000	Submitted
Environmental	CZM – Extraction Fee Study	\$15,000	Funded
Environmental	DCR – Flood Prevention	\$28,173	Funded
Environmental	DEQ – WIP III Part 2	\$21,500	Funded
Emergency Mgmt	VDEM Update to MP All Hazard Mitigation Plan	\$93,750	Submitted
Environmental	NFWF – Elevating Septic Case Study	\$83,478	Submitted
Emergency Mgmt	VDEM – Emergency Mgmt Planning	\$49,500	Submitted
Emergency Mgmt	VDEM – Resource Typing	\$36,055	Submitted
Emergency Mgmt	VDEM – MSAT Service	\$17,000	Submitted
Environmental	VEE – Elevated Septic Case Study	\$75001	Submitted
Emergency Mgmt	VDEM – COOP Annexes	\$30,000	Submitted

ACRONYMS

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

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



LOCAL GOVERNMENT OFFICIAL'S GUIDE

to Emergency Management



The Virginia Department of Emergency Management (VDEM) developed this guide as a resource for local government officials to use before, during, and after a natural or human-made disaster. VDEM is the lead state agency charged with coordinating the prevention, protection, mitigation, response, and recovery efforts across the Commonwealth, and we stand ready to assist wherever and whenever needed.

This guide will introduce you to local emergency management concerns, and will outline your responsibilities and those of your emergency manager. Creating a relationship with your local emergency manager is the first – and the most important – step in this process.

As a local government official, **your response to a disaster** will influence how citizens, government, the private sector, volunteer organizations, and the media perceive and respond to the event.

Some of the responsibilities of your emergency management agency include:

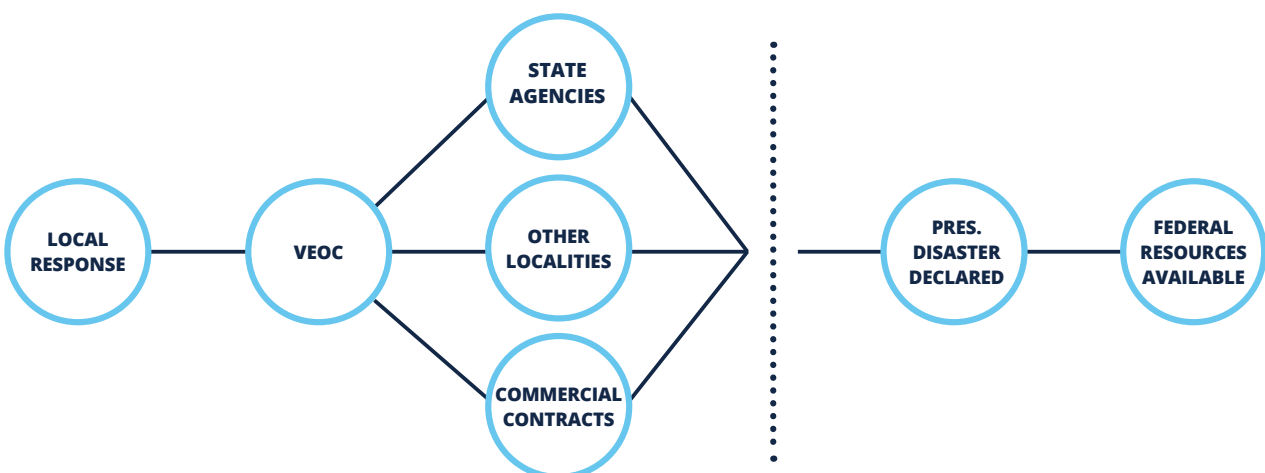
- » identifying hazards and evaluating risk;
- » developing emergency operations plans;
- » testing emergency operations plans through drills and exercises;
- » connecting representatives from internal and external agencies;
- » building relationships with nearby localities;
- » communicating critical information to the public; and
- » coordinating all local resources before, during, and after an event.



Understanding the Disaster Process

Although VDEM is a state agency, all emergencies and disasters start at the local level, which is why your role is so important. If your locality does not already have mutual aid agreements, we highly encourage you to begin that process, since neighboring localities will often be your first resource before, during, or after a disaster. When mutual aid agreements with neighboring localities and other local resources become overwhelmed, a locality can call the Virginia Emergency Operations Center (VEOC) for assistance at (804) 674-2400 or (800) 468-8892.

From there, the VEOC will reach out to state agencies and other localities first, and then to commercial contracts to fill requests. Federal resources are available only if the president declares a federal disaster, which may happen days or weeks after the emergency. Federal declarations are discussed to the right.



FIVE OVERLAPPING STAGES OF EMERGENCY MANAGEMENT

VDEM works with local, state and federal entities and volunteer organizations to provide resources and expertise through the following five mission areas of emergency management.

Prevention & Protection

Prevention and protection involve the capabilities needed to avoid, prevent or stop a natural or human-made disaster. Capabilities include planning, public information and warning, risk management, operations coordination, intelligence gathering, and information sharing.

As a local government official, there are several important steps you can take to prepare yourself and your community for emergencies and disasters, such as:

- » Understand the National Incident Management System (NIMS). Localities are not eligible for federal funds if they do not meet specific state and federal requirements, such as NIMS compliance. The Department of Homeland Security (DHS) created NIMS to provide a comprehensive and consistent approach to incident management.
- » Participate in NIMS classroom training from VDEM, including ICS-402: ICS Overview for Executive and Senior Officials.
- » Get involved with your local emergency operations plan. The Code of Virginia requires each jurisdiction to maintain and keep current an emergency operations plan that should be revisited and exercised frequently.

Code of Virginia Related to Prevention & Protection

§ 44-146-19 P. 25

(D) "The director ... may, in collaboration with (i) other public and private agencies within the Commonwealth or (ii) other state or localities within other states, develop mutual aid arrangements for reciprocal assistance in case of a disaster too great to be dealt with [alone]. Such arrangements should be consistent with state plans and programs, and it shall be the duty of each local organization for emergency management to render assistance in accordance with the provisions of such mutual aid arrangements."

(E) "Each local and interjurisdictional agency shall prepare and keep current a local or interjurisdictional emergency operations plan for its area. The plan shall include, but not be limited to, responsibilities of all local agencies and shall establish a chain of command ... "

"... Each political subdivision having a nuclear power station or other nuclear facility within 10 miles of its boundaries shall, if so directed by the Department of Emergency Management, prepare and keep current an appropriate emergency plan for its area for response to nuclear accidents at such station or facility."

Mitigation

Mitigation involves the capabilities necessary to reduce the loss of life and property by lessening the impact of disasters. Capabilities are similar to prevention and protection and include planning, public information and warning, operations coordination, community resilience, long-term vulnerability reduction, risk and disaster resilience assessment, and threats and hazards identification.

As a local government official, you should be aware of the mitigation issues in your community. Learn about the high-risk areas, the existing or potential mitigation projects, and how they are funded.

Response

During a disaster your locality may declare a local emergency, which gives your emergency manager and first responders more tools and resources to manage the event. In addition, the Governor may declare a state of emergency to activate additional state agency assistance. In some cases, the Governor may make an emergency declaration prior to a disaster, such as a hurricane, which allows the Governor to pre-deploy resources. A Governor's declaration of emergency is required in order to pursue a federal disaster declaration, which opens up federal financial assistance.

Code of Virginia Related to Response

§ 44-146-21 P. 27

(c1) "Whenever a local emergency has been declared, the director of emergency management ... may control, restrict, allocate or regulate the use, sale, production and distribution of food, fuel, clothing and other commodities, materials, goods, services and resource systems which fall only within the boundaries of that jurisdiction and which do not impact systems affecting adjoining or other political subdivisions..."

Recovery

Recovery involves all of the cleanup, repair, and financial assistance needed to return an area back to pre-disaster conditions. It will take time and a community-wide effort to recover from a disaster. The main priorities following a disaster are:

1. Ensuring life safety;
2. Addressing the needs of critical infrastructure; and
3. Assessing damage.

After initial response efforts, your community must determine the scope and magnitude of damage caused by the event. Typically, damage assessments must be submitted to the Virginia Emergency Operations Center within 72 hours. As a local government official, you should get regular briefings on the extent of damage and status of the recovery process from your local emergency manager. These briefings will help you answer questions from your constituents and the media, and will help ensure that your locality is meeting the 72-hour timeline.

VDEM has 7 regional offices located across the Commonwealth, and we are here to answer questions and walk you through the process. If the damage appears significant, then a team of state and federal personnel may visit the area to perform additional assessments.

If the damages appear to meet state and federal criteria, the Governor may request a federal declaration. Only the President of the United States has the authority to approve the request, and an approval is not automatic.

A federal declaration will identify localities eligible to receive federal assistance. There are two main types of federal disaster assistance: individual assistance and public assistance.

Public Assistance for state and local governments and certain non-profits

Public Assistance reimburses local and state governments and certain private non-profits for the expenses involved in response and recovery efforts.

In Virginia, state and local governments will combine funds to match 25 percent of the federal reimbursement amount. How much the local government will contribute depends on its fiscal stress.

To be eligible, the work must (1) be the result of the disaster, (2) be located within the designated disaster area, and (3) be the legal responsibility of the applicant. Projects that may be reimbursed include:

- » Debris removal from public roads and rights of way and from private property when determined to be in the public interest. Encourage your locality to develop a debris-removal plan in advance of an emergency. Note: debris removal on private property is the property owner's responsibility, unless the debris poses a hazard to the community at large.
- » Emergency protective measures, including search and rescue, hazard warnings, and unsafe structure demolition. Proactive zoning and ordinance issues can play pivotal roles in the success of recovery and rebuilding efforts.
- » Public infrastructure repair, including roads, bridges, water control facilities and public utility distribution systems.

Individual Assistance for citizens and businesses

By law, federal assistance to individuals cannot duplicate any coverage provided by private insurance. For those without insurance, there are two primary routes for assistance: low-interest loans and "individual assistance." Individual assistance must also be approved by the President of the United States, but historically is reserved for the most devastating of incidents.

Therefore, the majority of assistance to individuals comes through low-interest loans from the Small Business Administration (SBA). There are other federal assistance programs that may be activated subsequent to an event, and VDEM can help provide information when those become available.

If individual assistance is available, VDEM will work with your locality and will help coordinate federal resources to ensure the timely and accurate communication of information.



Virginia Emergency Laws

There are a number of sections in the Code of Virginia that pertain to emergency management. The most relevant are located in Title 44 starting at § 44-146.13. This section is known as the Emergency Services and Disaster Laws, and the two following subsections are critical for local government officials:

Authority §44-146.19

(A) "Each political subdivision in the Commonwealth shall be within the jurisdiction of and served by the Virginia Department of Emergency Management and be responsible for local disaster mitigation, preparedness, response and recovery. Each political subdivision shall maintain in accordance with state disaster preparedness plans and programs an agency of emergency management which, except as otherwise provided under this chapter, has jurisdiction over and services the entire political subdivision."

Declaration of local emergency §44-146.21

(A) "A local emergency may be declared by the local director of emergency management with the consent of the governing body of the political subdivision. In the event the governing body cannot convene due to the disaster or other exigent circumstances, the director, or in his absence, the deputy director, or in the absence of both the director and deputy director, any member of the governing body may declare the existence of a local emergency, subject to confirmation by the governing body at its next regularly scheduled meeting or at a special meeting within 45 days of the declaration, whichever occurs first. The governing body, when in its judgment all emergency actions have been taken, shall take appropriate action to end the declared emergency."



Public and Media Inquiries

One of your primary responsibilities as a local government official is to help manage public expectation regarding your locality's role during or after a disaster. Your ability to quickly communicate accurate information is imperative, and knowing your locality's emergency operations plan will help you answer questions more confidently throughout the process.

What you say to the media, or share through social media, can significantly impact the public's perception of response and recovery efforts, as well as the public's actions following a local or state directive. You can support response agencies and reassure the public by communicating:

- » Confirmed facts;
- » Actions taken by emergency responders and community leaders;
- » How the public can help; and
- » What to expect next (hours, days, weeks).

Citizen Preparedness

Emergency officials will respond quickly after a disaster, but they cannot reach everyone right away. You should encourage your citizens to be prepared to be self-sufficient for at least 72 hours after a disaster. Pertinent information should be shared via various media platforms to reach the widest possible audience. Accordingly, social media can be incredibly useful before, during, and after a disaster.

For more information about how your citizens can prepare, visit: VAemergency.gov [f VAemergency](https://www.facebook.com/VAemergency) [@VDEM](https://twitter.com/VDEM)

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SAVE THE DATE:

Rural Coastal Virginia Summit

Launching the Community Enhancement Authority for economic enhancement solutions in the region.

***July 25, 2019
Virginia Institute of Marine Science
Gloucester Point, VA***

Purpose of the Summit:

The Rural Coastal Virginia Community Enhancement Authority Summit brings together federal, state, and local policymakers to collaborate and explore opportunities for economic enhancement in the Middle Peninsula, Northern Neck, and Eastern Shore of Virginia. The launch of the Authority gives the region a way to address shared challenges in Rural Coastal Virginia and a unified voice to compete for financial opportunities that promote economic development while preserving the unique culture, economy and environment that makes Coastal Virginia a treasured place.

More information on agenda and key speakers coming soon!

Hosted by Delegate Keith Hodges, 98th District

Rural Coastal Virginia Community Enhancement Authority Legislative Summary: House Bill 2055 establishes the Rural Coastal Virginia Community Enhancement Authority, consisting of the 12 counties within the Northern Neck, Middle Peninsula, and Accomack-Northampton planning districts, if approved by the respective governing bodies. The Authority is created for the purpose of serving as a regional economic development body and represents a partnership of the Commonwealth, the planning districts, and the 12 counties of the coastal region. The Authority shall be governed by a board of up to 15 members. The Authority may seek and approve loans and solicit donations, grants, and any other funding from the Commonwealth, the federal government, and regional, local government, and private entities to carry out its purposes, powers, and duties. Also, the Authority will (i) assist the region in obtaining necessary job training or employment-related education, leadership and civic development, and business development, especially entrepreneurship for the coastal region; (ii) provide special assistance to distressed and underdeveloped counties within the coastal region; and (iii) fund demonstration projects, and conduct research, evaluations, and assessments of the coastal region's assets and needs.

Table 1. Cost Analysis of Shacklefords Dollar General Comparing Actual Costs with Tiered Approach

Description Permit Type	Dollar General Site (>1 acre) <5 acre General Construction Permit	Dollar General Site (<1 acre) MS-19/Tiered Approach (Lowest Tier)
Stormwater BMP Construction Costs		
Engineering	\$29,427	N/A
Plan Design, Review, & Fees	\$6,291	N/A
Construction	\$89,207	\$51,645.00
Administrative & Meetings	\$1,673	N/A
Total BMP Construction Costs	\$126,598	\$51,645.00
Post Construction O&M Costs	5% of construction cost	5% of construction cost
Annual O&M Cost (Annualized over 20 years 3% interest rate)	\$8,509.36	\$3,471.36
Other Costs		
Virginia Stormwater Management Program		Avoided
Engineer on staff	\$75,000.00	Avoided
Impervious Surface Map Development (Annually)	N/A	Provided in-kind by VIMS

MEMORANDUM

TO: Middle Peninsula Planning District Commissioners

FROM: Lewie Lawrence, Executive Director

DATE: June 19, 2019

SUBJECT: Report on the FY'20 Draft Budget and Overall Program Design

Enclosed please find the Overall Program Design and Budget Committee's recommendations for the FY20 Budget and Overall Program Design (OPD). The Committee met on May 31, 2019 and respectfully submits the attached for your consideration. The full budget document is available on the Commission's website www.mppdc.com and will be at your place for review at the Commission meeting on June 26.

Comments on the Overall Program Design

For FY 2020, the Commission's OPD is more certain than last year and represents a best guess estimate of the resources that will be available to fund the work program. This was a very challenging year for budget preparation due to a revolving door of funding opportunities, last minute proposals, a new methodology used to calculate indirect costs, and staffing changes. Nevertheless, staff have identified new resources to fully fund the work of the Commission.

Staff anticipate Federal funding of approximately \$526,000, a decrease of \$111,000 over FY19. Last year included federal funding for several projects, such as septic repair grant funds and PAA property acquisitions that included only minimal staffing funds that will not continue into FY20. Anticipated State funding committed to the MPPDC of \$442,000 shows an increase of 276% mainly due to 2 (or possibly 4) dredging projects.

Currently for FY20, staff has obtained funding commitments to fully fund all current PDC staff positions with a recommended salary adjustment of 3% across the board. It is being recommended that the position of Director of Regional Planning (Deputy Director) that has been vacant since the retirement of the previous Executive Director be filled. DEQ has indicated that \$45,000 (with a 20% match requirement) will be available annually to fund a Chesapeake Bay Environmental planner at each PDC which will partially fund this position. In addition, with the pending retirement of the Finance Director at the end of December, it is anticipated to have that position filled by November 1 at the latest to allow for a period for training the new hire. Finally, as part of the reorganization of staff, the draft budget includes returning the Secretary Position to full-time status.

Management recommends continuing the use of a combination of professional service arrangements to cover some of the Commission's specialized work program and filling the

positions of planners for transportation and regional emergency management planning services. Services from the Berkley Group will be utilized to provide professional skills needed to complete the work program as required. The flexibility this arrangement offers has proved beneficial to the Commission.

The enclosed Overall Program Design and Budget documents offer updated, easier to read traditional budget spreadsheets and the PDC Service Center budget spreadsheet which further identifies and explains the work of your staff under the proposed PDC Service Centers. Viewing the agency budget from a Service Center perspective affords Commissioners the ability to compare the importance of the work of the Commission viewed against the resources available for each Service Center. In other words, the Commission's resources and work plan can be viewed against the needs of the region and availability of funding opportunities identified by staff.

For the FY2020 the Commission will operate the following Service Centers:

- Service Center #1 Administrative Support
- Service Center #2 Environmental Coastal Community Development
- Service Center #3 Transportation
- Service Center #4 Local Projects/Staff Support
- Service Center #5 Local/Regional Planning
- Service Center #6 Direct Constituent Service
- Service Center #7 Mandates
- Service Center #8 Emergency & Hazard Management
- Service Center#9 ****Housing****

****Housing** is proposed as a new service center. Housing issues such as increased vacancy, dilapidated structures, failing sewage systems, FEMA elevation, resiliency approaches to protect localities tax base are becoming more central to the work of the region.

This package contains the following documents which support the recommendations of the Committee:

1. FY20 Draft Overall Program Design & Project List
2. FY20 Proposed Budget that includes an overall summary page
3. FY20 Fiscal Analysis of PDC Service Centers

Comments on the Budget

In reviewing the anticipated revenues, two significant points must be kept in mind:

1. Most of the agency's revenues are received on a reimbursable basis and require the Commission to maintain a general fund balance to cover cash flow expenses until reimbursement arrives. Funds are only available if expended and cannot be banked.

2. Receipt of revenues often does not coincide with the Commission's July 1- June 30 fiscal year.

Anticipated total revenues for this draft budget are \$1,192,170 an increase of 12.3% over FY19's budget.

The Commission provides matching funds for grant-funded projects from the local dues, DHCD base funding and, when necessary and considered appropriate, from the PDC General Fund. This allows the Commission to maximize leverage of additional federal, state and other funds. The proposed draft budget requires matching funds in the amount of \$138,112. This constitutes a leverage ratio of 9:1 meaning for every one dollar invested by the Commission, staff has returned \$9 dollars to the region

In reviewing the draft budget, two significant points must be kept in mind

1. By providing a Service Centers budget, the Commission can better recognize how policies such as rate of pay, fringe benefit levels, equipment upgrades, travel, staff professional development and access to consultants are funded and expensed.
2. The true cost of agency administration and indirect cost allocation can more easily be identified.

As always, much of the expenditure is dictated by individual project budgets approved by the funders and revenues to offset the costs are only received by the Commission on a reimbursable basis. As usual, it is anticipated that several additional projects may be funded by end of the fiscal year as opportunities are identified and taken advantage of off-cycle.

Overall, this budget proposal proportionally responds to the priorities expressed by the Commissioners and maximum utilization of available grant funding while maintaining the Commission's conservative fiscal philosophy.

MPPDC Budget & OPD Committee:

Tom Swartzwelder, King and Queen County and MPPDC Chair
Travis Moskalski, King William County and MPPDC Treasurer
Willy Reay, Gloucester County
Wayne Jessie, Middlesex County
Holly Gailey, Town of Urbanna

**DRAFT OVERALL PROGRAM DESIGN
FY '20**

THE DESIGN OF THE OVERALL PROGRAM OF THE MIDDLE PENINSULA PLANNING DISTRICT COMMISSION FOR FY '20 ASSUMES A STAFFING LEVEL AS FOLLOWS:

1. EXECUTIVE DIRECTOR
2. DIRECTOR OF REGIONAL PLANNING
3. REGIONAL PROJECTS PLANNERS (3 FTE)
 - a. Senior Planning Project Manager
 - b. Emergency Planner (Contract Planning Services)
 - c. Transportation Planner (Contract Planning Services)
4. FINANCE DIRECTOR
5. SECRETARY
6. CONTRACTED SERVICES AGREEMENT FOR PLANNING STAFF

MPPDC SERVICES WILL BE PROVIDED IN THE FOLLOWING AREAS:

- Service Center #1 Administrative Support
- Service Center #2 Environmental Coastal Community Development
- Service Center #3 Transportation
- Service Center #4 Local Projects/Staff Support
- Service Center #5 Local/Regional Planning
- Service Center #6 Direct Constituent Service
- Service Center #7 Mandates
- Service Center #8 Emergency & Hazard Management
- Service Center #9 **Housing

(1) Service Center: Administrative Support

Description: This Service Center allows the Overall Program to function by supporting the agency as a whole and the individual projects.

Activities: Personnel administration; financial management; maintenance and equipping of office, files, and library; audit; grants administration and reporting, and other general office functions; Administration of the MPPDC Intergovernmental Review Process to determine proposed projects' conformity with local and regional planning efforts and the physical environment and to eliminate duplication of services.

Responsibility: Executive Director, Finance Director, and Secretary.

Support: Indirect cost reimbursements by funders/base funding if disallowed by funders.

(2) Service Center: Environmental/Coastal Community Development

Description: This service center responds to local planning needs for major projects, such as comprehensive plan updates, other land use plans, zoning and subdivision ordinances, management studies, and minor technical assistance for grant applications. The center also provides for the collection, organization, and dissemination of technical, socio-economic, and geographic data to local governments, market analysts, financial institutions, the general public, and others. The Middle Peninsula Planning District Commission is designated as a Regional Data Center with the responsibility of being the official repository for all U. S. Census data for the District. Lastly, the center responds to daily requests for assistance from local government staff. In order to properly manage the workload, requests should be channeled through the County Administrators and Town Manager offices to the Executive Director.

Activities: Consultation on review of development proposals; consultation on individual rezoning and special exception applications; minor review of zoning, subdivision, and other land use ordinances; development of local planning work programs; preparation of brief written reports in relation to these activities; preparation of grant proposals; training and support for local GIS implementation; continued system administration and database maintenance of the MPGIS; continued technical assistance regarding emerging coastal zone management issues impacting member localities.

Responsibility: Executive Director, Director of Regional Planning, Regional Projects Planners, Finance Director, Contracted Services.

Support: Virginia Coastal Program Technical Assistance Program, Rural Transportation Program, Virginia Coastal Program, other CZM grants, National Fish and Wildlife Foundation, VDCR, Local dues.

(3) Service Center: Transportation Planning

Description: This program includes transportation activities of general interest to the District. It involves special studies, collection and analysis of data, and coordination and advocacy activities and commuter services to constituents.

Activities: Middle Peninsula Rural Transportation Planning Program, Transportation Demand Management Services.

Responsibility: Executive Director, Finance Director, Contracted Services.

Support: VDOT Rural Transportation Planning Assistance Program, VDRPT Transportation Demand Management Program, Local dues.

(4) Service Center: Local Projects/ Staff Support to External Entities

Description: This program provides planning assistance to localities and staff support to external entities.

Activities: Middle Peninsula Chesapeake Bay Public Access Authority staff support; Middle Peninsula Alliance staff support, new project development and evaluation of the PDC services and structure, local planning assistance.

Responsibility: Executive Director, Finance Director.

Support: Virginia Coastal Program, Special Local Assessment (MPCBPAA), Middle Peninsula Alliance, Local funds.

(5) Service Center: Local/Regional Planning

Description: This service center responds to and encourages the sponsorship of meetings, seminars and workshops for local elected and appointed officials, local government administrators, local economic developers, and local opinion leaders covering such subjects as economic development, planning commission functions and activities, leadership techniques, local government operations, environmental management. This program also includes initial development activities of programs that would utilize the economies of scale and the inherent efficiency of a larger service delivery area in order to produce cost savings to local government and/or deliver better service to users.

Activities: Planning Commissioners Training Program, Boards of Zoning Appeals Members' Training Program, PDC dinner meetings, monthly Local Government Administrators Meetings, monthly Local Planners Meetings, as well as special infrastructure planning and development; community development studies; project coordination.

Responsibility: Executive Director, Regional Projects Planners, Finance Director, Contracted Services as required.

Support: PDC Base Funding (DHCD), Local dues.

(6) Service Center: Direct Constituent Services

Description: This service center responds to the needs of Middle Peninsula constituents for onsite septic repair; Small Business Revolving Loan Program; Housing Improvements Revolving loan program and the Living Shoreline Incentive revolving loan program.

Activities: Assistance to homeowners for septic repair, pump out, small business loans, housing loans and living shoreline construction loans. Most of the staff time is dedicated to servicing existing loans under these long-standing programs and qualifying new applicants requesting financial assistance for septic repairs and living shoreline projects.

Responsibility: Finance Director, Executive Director, Secretary.

Support: Virginia Resources Authority/Virginia Department of Environmental Quality.

(7) Service Center: Mandates

Description: This service center provides assistance and responses to local and regional government needs associated with mandates issued from the state legislature or the federal government.

Activities: Update to the Middle Peninsula All Hazard Mitigation Plan.

Responsibility: Executive Director, Regional Projects Planners.

Support: VDEM (FEMA), Local funds.

(8) Service Center: Emergency & Hazard Management

Description: This service center provides assistance and responses to local and regional government needs associated with emergency management.

Activities: Development of new programs and services to assist with public education, safety, evacuation planning, as well as local fire and rescue programs focusing on staff retention and grant program development. New opportunities include evacuation planning and State Homeland Securities Grant Program; FEMA Community Rating System to help offset premium increase under the Federal Flood Insurance program. Special focus will be given in FY18 to substance abuse and prevention.

Responsibility: Regional Projects Planners, Contracted Services.

Support: Federal, State and other Local funds, FEMA and VDEM.

(9) Service Center: Housing

Description: This service center will focus on housing issues such as increased vacancy, dilapidated structures, failing sewage systems, FEMA elevation, resiliency approaches to protect localities tax base. More capacity is needed to help address both structures and land which, if left un managed negatively impact local revenue.

Activities: TBD as well as possible legislative need.

Responsibility: Executive Director, Regional Projects Planners, Finance Director.

Support: TBD

MPPDC FY20 PROJECT LIST

(1) Service Center: Administrative Support

Agency Administration: Indirect Cost Sharing/ PDC Base Funding/General Fund

(2) Service Center: Environmental/Coastal Community Development

FY 18: Limited, Reduced or Eliminated Services

- Coastal Technical Assistance – CZM/DEQ
- Working Waterfronts – CZM/DEQ
- Eco Business Planning – CZM/DEQ
- Dredging Funding – CZM/DEQ
- Rural Enhancement Center – CZM/DEQ
- WIP III (2) – EPA/DEQ

(3) Service Center: Transportation Planning

- Transportation Demand Management – DRPT
- Telework Center Marketing Plan – DRPT
- Rural Transportation Planning – VDOT

(4) Service Center: Local Projects/Staff Support

- Housing – Community Impact Grant – VHDA
- GA Lobbying – Local Funds
- MPCBPAA – PAA
 - General PAA Administration
 - Grants Management
 - Infrastructure Improvements Mgmt – VOF
- MPA
 - Fiscal Agent
 - Clerical Support
 - Grants Management – GoVirginia, VTC

(5) Service Center: Local/Regional Planning

- TBD Local Initiatives
- Regional Meetings

(6) Service Center: Direct Constituent Services

- Loan Processing and homeowner assistance – Program Income
 - Onsite Septic Repair RLF – DEQ
 - Housing RLF
 - Small Business RLF
 - Living Shoreline RLF
- Small Septic Repairs/Maintenance – Retained Onsite Program Income

(7) Service Center: Mandates

- Hazard Mitigation Update – Local and VDEM (FEMA)

(8) Service Center: Emergency & Hazard Management

- TBD local assistance and grants applications
- Homeland Security Regional Emergency Planning

(9) Service Center: Housing

- DCR – Fight the Flood Program
- TBD

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**Middle Peninsula Planning District Commission
FY20 Budget Overview**

Revenues

LOCAL (annual contributions)	\$159,297.00
LOCAL (other)	\$37,294.00
STATE	\$441,863.00
FEDERAL	\$526,216.00
OTHER	\$27,500.00

TOTAL REVENUES \$1,192,170.00

Expenses

PERSONNEL EXPENSE	\$349,410.00
FRINGE BENEFITS	\$101,433.50
FACILITY EXPENSE	\$37,056.00
EQUIPMENT AND SUPPLIES EXPENSE	\$3,000.00
TRAVEL EXPENSE	\$5,025.00
PROFESSIONAL DEVELOPMENT EXPENSE	\$13,210.00
CONSULTANT/CONTRACTUAL EXPENSE	\$519,565.00
MISCELLANEOUS EXPENSE	\$88,306.00

TOTAL EXPENDITURES \$1,117,005.50

Balance - Available Resources \$75,164.50

Matching Funds Required \$138,112.00

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