



COMMISSIONERS

Essex County

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

Town of Tappahannock

Hon. Roy M. Gladding

Gloucester County

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

King and Queen County

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

King William County

*Hon. David E. Hansen
Hon. Travis J. Moskalski
(Treasurer)
Mr. Eugene J. Rivara
Ms. Bobbie Tassinari*

Town of West Point

Hon. Jack Lawson

Mathews County

*Hon. George C. Morrow
Mr. Thornton Hill
Hon. Marion C. Love
Ms. Melinda Conner*

Middlesex County

*Mr. Gordon E. White
Hon. Wayne H. Jessie, Sr.
Mr. Matthew L. Walker
Vacant*

Town of Urbanna


*Hon. Steve Hollberg
Ms. Holly Gailey*

Secretary/Director

Mr. Lewis L. Lawrence

MEMORANDUM

TO: MPPDC Board of Commissioners

FROM: Lewis Lawrence, Executive Director 

DATE: March 20, 2018

RE: March Commission Meeting

The Middle Peninsula Planning District Commission will host its monthly meeting on Wednesday, March 28, 2018 at 7:00 p.m. in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda.

Enclosed are the March 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 **March 28th**!

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

7:00 P.M.

Wednesday, March 28, 2018

125 Bowden Street

Saluda VA 23149

- I. Welcome and Introductions
- II. Approval of February Minutes
- III. Approval of February Financial Reports
- IV. Executive Director's Report on Staff Activities for the Month of March
- V. MPCBPAA Update
- VI. MPA Update
- VII. Public Comment

AGENDA ITEMS FOR DISCUSSION

- VIII. Presentation of FY19 Rural Transportation Program Scope and Adoption of Resolution
- IX. Open Discussion of Commissioners' Priorities – FY19 Work Program
- X. Update of Regional Water Supply Plan
- XI. GO Virginia Projects Updates
 - a. PamunkeyNet
 - b. Planning for a multi-regional Resilience R&D Project – Innovation & Water Economy Ecosystem: Integrating Rural, Suburban & Urban
 - c. Regional Dredging Planning Grant Discussion
- XII. Other Business
- XIII. Adjournment

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MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

February 28, 2018

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, February 28, 2018, at 7:00 p.m. MPPDC Chairman Thomas Swartzwelder welcomed everyone in attendance.

Commissioners Present

Essex County: John Magruder, John Clickener

King and Queen County: Tom Swartzwelder

King William County: Bobbie, Tassinari, Travis Moskalski, Eugene Rivara, David Hansen

Gloucester County: Ashley Chriscoe, Michael Winebarger

Mathews County: Melinda Conner, G.C. Morrow, Marion Love

Middlesex County: Gordon White, Wayne Jessie

Town of Urbanna: Holly Gailey

Commissioners Absent

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

Gloucester County: Dr. Willy Reay

Essex County: Margaret "Prue" Davis

Mathews County: Tim Hill

Middlesex County: Matt Walker

Town of West Point: Jack Lawson

Town of Urbanna: Steve Hollberg

Also in Attendance

Lewis Lawrence, MPPDC Executive Director

Beth Johnson, MPPDC Finance Director

Dawn Kirby, MPPDC Secretary

II. Approval of January Minutes

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

III. Approval of January Financial Report

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

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

Chairman Swartzwelder requested MPPDC Executive Director, Lewie Lawrence review the Executive Director's Report on Staff Activities for the month of February. 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 Commissioners' attention to several items:

- Consulted with Estie Thomas, Easement Project Manager for the Virginia Outdoors Foundation (VOF) concerning a grant application to place a public access easement on a portion of Captain Sinclair's Recreation Area waterfront in exchange for financial compensation to improve public access infrastructure. Received word that the VOF Board has approved the Middle Peninsula Chesapeake Public Access Authority application requesting financial assistance for \$180,000. Staff will meet with VOF to discuss the project concept and next steps. This was the highest ranked project in the Commonwealth.
- Met with Mathews homeowner and received application for Living Shoreline Incentive Program. Discussed next steps.
- Remaining uncommitted funds for the Living Shoreline Incentive Program is \$120,027. Mr. Lawrence expects program interest to increase and it is at that time staff will discuss with the Commission if they want to apply for additional grant funding.
- Consulted with Tony Watkinson, Chief of Habitat for the Virginia Marine Resource Commission concerning Del. Keith Hodges House Bill 1096 looking to streamline and fast-track the dredge spoil site permitting process. Mr. Lawrence said the Corp of Engineers still has to permit everything but this will fast-track the process.
- Consulted with Suzan Bulbulkaya, Office of Land Conservation, Virginia Department of Conservation and Recreation concerning land conservation tax credit matters related to a possible donation of a marina to the Middle Peninsula Chesapeake Bay Public Access Authority. Mr. Lawrence explained how this tax credit will give the opportunity to focus on running a business instead of having to focus on paying the mortgage. This arrangement will allow the business to continue functioning and bringing in tax revenue. The next step will be to meet with the marina owners and the county.
- Submitted proposal to DRPT for TDM Marketing Research and Social Media Marketing Program design. With the new proposed King and Queen Telework Center and Business Incubator, the TDM program will do market research to determine who the users might be for the telework center and design a marketing plan to reach out to them. Additionally, DRPT will be providing a new online ridematching software and database program for the

nonNOVA TDM agencies which will allow access to the combined database. The MPPDC program has been significantly impacted over the years by not having access to the ridematching databases of the regions to which MPD residents are commuting for employment. It is anticipated that this will significantly improve efficacy of this program to match commuters for carpool and vanpool formation in the future and a new marketing plan to provide outreach is needed to take advantage of this improvement. It is anticipated that the Telework Center will break ground in the late summer.

- Corresponded with Lori Dachille, Virginia Department of Emergency Management, to provide guidance regarding the development of an addendum to the Regional All Hazards Mitigation Plan that will focus on the Pamunkey Tribe.
- Mr. Lawrence pointed the Commission's attention to a table detailing the status of various House Bills that directly or indirectly affect local watermen.

V. Public Comment

None.

VI. General Assembly Update

MPPDC Executive Director, Lewie Lawrence provided a handout and reviewed the most recent legislative report from Advantus Strategies. The House Appropriations and the Senate Finance committees approved their respective budgets on February 22. The House included a budget amendment for dredging. As currently drafted, this proposed budget amendment would allocate \$1.35 million for general fund revenues to enhance and improve recreation opportunities for boaters, including but not limited to land acquisition, capital projects, maintenance, and facilities for boating access to the waters of the Commonwealth. The amounts shall be utilized specifically as grants of funds to political subdivisions or local governments to support a dredging project or projects that have been approved by the Virginia Marine Resources Commission. The Senate did not include any money for a dredging program in its proposed budget. The broader rural coastal development legislative package introduced by Delegate Hodges and supported by the MPPDC saw continued support and advancement in the General Assembly. Mr. Lawrence provided a description of each of these bills and their current standing. HB1093 Middle Peninsula Chesapeake Bay Public Access Authority duties and HB1095 Middle Peninsula Chesapeake Bay Public Access Authority regional dredging were both approved by the Senate. HB1092 Dredging projects tax increment financing has been approved by the House and Senate; HB1307 Stormwater management rural Tidewater, tiered approach to water quantity technical criteria; and HB1308 Stormwater management local plan review, acceptance of signed plan in lieu of review have all passed the House and Senate. HB1091 Virginia Resources Authority dredging projects was passed by the House and Senate, and will be communicated to the Governor's office. HB1096 Dredged material siting fast-track permitting program has been approved by the House. There were two bills, HB1094

and HB1566 which were included in the Middle Peninsula legislative package and voluntarily withdrawn by the patron. These bills will be studied in the Interim at the request of the Chair of the House Agriculture, Conservation and Natural Resources Committee. Advantus Strategies reports are distributed to County Administrators, Town Managers and Commissioners as they are received and available on the MPPDC website.

VII. Adoption of Middle Peninsula CDBG Priorities

Every year Virginia's PDCs are tasked by the Virginia Department of Housing and Community Development (DHCD) to rank Community Development Block Grant (CDBG) project types for the region and to provide a list of CDBG project proposals to the Department. These regional rankings are then used by DHCD in evaluating localities' CDBG proposals. Commissioners provided the following rankings which will be communicated to DHCD:

- High Priority – Comprehensive Community Development, Development Readiness, Community Facilities
- Medium Priority – Job Creation and Retention, Site Redevelopment, Business District Revitalization
- Low Priority – Housing Rehabilitation, Housing Production Assistance, Community Service Facilities

There were no local CDBG project proposals identified or anticipated from any Middle Peninsula localities for consideration under the 2018 program.

VIII. Continuing Discussion of Committee Appointments and Election Vacancy

o OPD & Budget Committee

Chairman Swartzwelder appointed representatives to the OPD & Budget Committee. The following Board members were appointed:

Treasurer Travis Moskalski
Holly Gailey
Dr. Willy Reay
Marion Love

o Nominating Committee

Chairman Swartzwelder appointed representatives to the Nominating Committee. The following Board members were appointed:

Mindy Conner – Mathews County
Michael Winebarger – Gloucester County
John Magruder – Essex County
Wayne Jessie – Middlesex County

o Executive Committee

No appointments were made.

○ **MPPDC Treasurer/Vice-Chairman**

As Mr. O.J. Cole, Mathews was not re-elected to the Board of Supervisors, a vacancy was created for Vice-Chairman of the Commission. According to MPPDC By-Laws, a special election has to be held to elect an officer for the remaining unexpired term for four months. Chairman Swartzwelder requested nominations from the Board for Vice-Chairman of the MPPDC. Ms. Conner nominated Ashley Chriscoe as Vice-Chairman of the MPPDC. No other nominations were presented. Mr. Moskalski moved that nominations be closed. Mr. Winebarger seconded the motion; motion carried. Mr. Rivara moved that Ashley Chriscoe be elected Vice-Chairman of the MPPDC by acclamation; Mr. Moskalski seconded the motion; motion carried.

IX. Other Business

● **Contribution in Memory of Commissioner Jack Miller**

Long time Commissioner, Jack Miller passed away on February 19th. The family has asked that in lieu of flowers, memorial donations be made to the VCU Pauley Heart Center or the VCU Massey Cancer Center. Mr. Magruder made a motion for the MPPDC to contribute \$100.00 to each of those organizations in memory of Mr. Miller. Mr. Jessie seconded. Motion carried.

● **Middle Peninsula Alliance VEDP Familiarization Tour**

Mr. Moskalski, Chairman of the Middle Peninsula Alliance reported that the MPA recently hosted a VEDP Familiarization Tour of the Middle Peninsula. Ten representatives from the Virginia Economic Development Partnership's Business Investment Division, Research Division, Economic Competitiveness Division and Workforce Division participated in a driving tour through each of the Middle Peninsula localities. The MPA showcased each locality and incorporated key elements that make MPA region unique for business development.

X. Adjournment

Chairman Swartzwelder requested a motion to adjourn the meeting. Mr. Jessie motioned to adjourn; Mr. Rivara 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: 03/12/2018
 Run Time: 2:56:12 pm
 Page 1 of 1

Period Ending: 02/28/18

Expenditures

Code	Description	Budget	Curr Month	Project Total	Un/Over	% Budget	Revenues	Balance
30013	EE&CBG Project	3,975.00	-1.39	4,053.84	-78.84	101.98%	4,459.40	405.56
30109	MPEDRO Staff Support	20,800.38	1,160.92	22,948.39	-2,148.01	110.33%	22,305.68	-642.71
30111	Blue/Green Infrastructure	36,140.77	2,439.73	33,947.35	2,193.42	93.93%	29,285.41	-4,661.94
30115	VHDA Community Imp	30,000.00	787.55	4,115.33	25,884.67	13.72%	0.00	-4,115.33
30170	MPBDP Staff Support	22,213.09	33.14	20,850.71	1,362.38	93.87%	22,821.30	1,970.59
30213	FY18 TDM	84,807.00	5,294.07	43,253.94	41,553.06	51.00%	49,312.82	6,058.88
30315	FY18 Rural Transportati	72,500.00	3,447.51	29,219.88	43,280.12	40.30%	22,249.06	-6,970.82
30420	Onsite Loan Management	168,942.76	376.52	149,170.09	19,772.67	88.30%	181,512.15	32,342.06
30428	WQIF 2016, \$183500 R	216,500.00	-4,788.38	80,469.96	136,030.04	37.17%	62,528.88	-17,941.08
30429	Septic Pumpout 2017/EPA	11,082.00	-35.69	6,966.06	4,115.94	62.86%	6,973.98	7.92
30502	Water Supply Planning	168,132.45	9,414.98	150,760.35	17,372.10	89.67%	160,632.45	9,872.10
31002	GA Lobby FY09	21,450.00	10,402.34	10,402.34	11,047.66	48.50%	5,752.25	-4,650.09
31204	Regional Emergency Plan	95,000.00	6,883.30	84,323.86	10,676.14	88.76%	68,597.61	-15,726.25
31205	MSAT Phones/2016SHS	47,340.88	0.00	58,426.10	-11,085.22	123.42%	58,257.51	-168.59
31206	Regional EOP Gap Analy	82,851.00	-83.29	83,141.53	-290.53	100.35%	82,851.00	-290.53
31207	MP/NN Mass Casualty E	64,473.00	58.66	539.89	63,933.11	0.84%	0.00	-539.89
31208	MP/NN Regional Debris M	43,000.00	58.66	539.89	42,460.11	1.26%	0.00	-539.89
31500	Living Shoreline Incentiv	25,830.00	467.11	7,046.97	18,783.03	27.28%	20,910.06	13,863.09
32012	PAA Capt Sinclair Impr	0.00	-3,100.00	-3,100.00	3,100.00	0.00%	0.00	3,100.00
32015	FY17 PAA Staff Support	8,027.46	334.52	6,500.55	1,526.91	80.98%	8,027.46	1,526.91
32016	VIMS Living Shoreline/	92,636.80	70.82	34,644.28	57,992.52	37.40%	34,162.42	-481.86
32017	NAWCA PAA project	75,000.00	448.16	2,443.41	72,556.59	3.26%	75,000.00	72,556.59
32138	FY17_Coastal_TA/NOA	60,000.00	0.00	60,551.61	-551.61	100.92%	60,551.61	0.00
32139	Eco_Business - PAA Mat	47,000.00	575.94	48,361.99	-1,361.99	102.90%	47,627.90	-734.09
32140	FY18 Coastal TA	60,000.00	4,771.62	25,140.08	34,859.92	41.90%	7,518.31	-17,621.77
32141	WWF_ANPDC	10,000.00	226.03	5,223.82	4,776.18	52.24%	0.00	-5,223.82
32142	ANPDC Ecotourism	47,495.00	2,792.04	17,069.37	30,425.63	35.94%	2,153.94	-14,915.43
32210	WWF Initative/NOAAC	50,000.00	592.27	51,252.42	-1,252.42	102.50%	50,507.12	-745.30
38018	FY18 Local Projects	170,904.00	8,037.04	97,246.02	73,657.98	56.90%	171,998.97	74,752.95
Totals:		<u>1,836,101.59</u>	<u>50,664.18</u>	<u>1,135,510.03</u>	<u>700,591.56</u>	<u>61.84%</u>	<u>1,255,997.29</u>	<u>120,487.26</u>

Balance Sheet by Category

Middle Peninsula Planning District Commission

Period Ending: 02/28/18
Format: 1 Board

Run Date: 3/12/18
Run Time: 2:55:25 pm
Page 1 of 1

Assets:

Cash in Bank	560,296.64
Cash in Bank, Restricted	237,677.76
Receivables	298,849.27
Property & Equipment	7,576.17
Prepaid Pension (Deferred Outflows)	30,454.00

Total Assets:

\$1,134,853.84

Liabilities:

Accounts Payable	6,324.00
VRA Loan Payables	216,724.61
Payroll Withholdings	-0.28
Accrued Leave	45,589.34
Deferred Inflows (VRS)	220,036.00
Net Pension Liabilities	56,917.00
Cost Allocation Control	4,125.20

Total Liabilities:

\$549,715.87

Equity:

Local Initiatives/Information Resources	70,102.86
Economic Development	-4,220.68
Transportation Programs	-911.94
Emergency Management Projects	-17,265.15
Onsite Repair & Pumpout	14,411.26
Housing	-3,872.18
Coastal Community & Environmental	-22,277.32
Public Access Auth Programs	73,601.64
Mandates	9,877.41
Temporarily Restricted	182,126.96
General Fund Balance	283,565.11

Total Equity:

\$585,137.97

Total Liabilities and Equity

\$1,134,853.84

Balance:

\$0.00

Agencywide R&E by Category

Middle Peninsula Planning District Commission

Run Date: 03/12/2018
 Run Time: 2:56:57 pm
 Page 1 of 1

Period Ending: 02/28/18
 Format: 1 Agencywide R&E
 With Indirect Cost Detail

Code & Description	Budget	Current	YTD	Un/Ovr	% Bud
Revenues					
Local Match	0.00	0.00	40,454.59	-40,454.59	0.00%
Local Annual Dues	109,899.00	0.00	109,899.00	0.00	100.00%
Local Other Revenues	28,524.00	5,182.45	51,090.30	-22,566.30	179.11%
Local Other Organizations	15,000.00	0.00	12,105.70	2,894.30	80.70%
State Revenues	143,817.00	0.00	100,698.00	43,119.00	70.02%
Federal Revenues	474,620.00	79,956.19	281,982.98	192,637.02	59.41%
Miscellaneous Income	7,700.00	-4,571.20	5,441.99	2,258.01	70.68%
RevolvingLoan Program Income	9,000.00	955.63	57,205.42	-48,205.42	635.62%
Revenues	788,560.00	81,523.07	658,877.98	129,682.02	83.55%
Expenses					
Personnel	341,895.00	32,099.94	267,194.66	74,700.34	78.15%
Facilities	30,878.00	2,595.69	20,582.80	10,295.20	66.66%
Communications	4,400.00	358.09	3,287.81	1,112.19	74.72%
Equipment & Supplies	4,900.00	-3,080.37	-1,275.69	6,175.69	-26.03%
Travel	10,350.00	794.13	5,029.87	5,320.13	48.60%
Professional Development	9,950.00	1,666.25	9,251.59	698.41	92.98%
Contractual	323,574.00	13,883.48	166,868.29	156,705.71	51.57%
Miscellaneous	58,685.00	2,346.97	28,038.17	30,646.83	47.78%
Regional Share	0.00	0.00	40,454.59	-40,454.59	0.00%
Expenses	784,632.00	50,664.18	539,432.09	245,199.91	68.75%
Agency Balance	3,928.00	30,858.89	119,445.89		

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Middle Peninsula Planning District Commission



MPPDC General Fact Sheet

WHAT IS MPPDC?

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

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

BACKGROUND

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

WHAT DOES MPPDC DO?

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

HOW ARE DECISIONS MADE AT MPPDC?

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

QUICK FACTS

Region at Glance

- > Six Counties: Essex, Gloucester, King & Queen, King William, Mathews and Middlesex
- > Three Towns: West Point, Urbanna, and Tappahannock
- > 1,387 Square Miles
- > 1,055 Miles of Shoreline
- > 888,064 Acres of Land

- > 90,826 People
- > \$681 Average Weekly Wage (State=\$1063)
- > 73% Out Commute Rate

By the Numbers

- > 1.1% Total State Population
- > \$50,001 Median Household Income

For More Information:

MPPDC
P.O. Box 286
Saluda Professional Center
125 Bowden Street
Saluda, Virginia 23149
Phone: 804-758-2311
Please visit the MPPDC website at:
www.mppdc.com



Regional Profile:

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

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

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

FY18 Locality Budget Data							
Locality	Raise %	Compensation Notes	Real Property Increase	Real Property Rate	Personal Property Increase	Personal Property Rate	Other
Essex	None	Holiday bonus included	\$0.02	\$0.86	\$0.25	\$3.75	\$40 Vehicle Licenses Tax
Gloucester		1% Contingent bonus funded from FY year end operating results	None	\$0.695	None	\$2.95	
King and Queen	2%		-\$0.02	\$0.53	None	\$3.94	
King William	2%		-\$0.02	\$0.90	None	\$3.65	
Mathews	2%		\$0.035	\$0.575	None	\$3.70	
Middlesex		1.5% increase to those "County only" Salaried(not comp board) employees with a favorable evaluation	\$0.03	\$0.56	\$0.42	\$1.65	

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

MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

Staff Activities Service Summary of Regional Progress

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

Report on Mandated Initiatives

Locality	Water Supply Plan Update Support Staff: Lewie Lawrence Start Date: 7/2016 Completion Date: TBD		All-Hazards Mitigation Plan Update Support Staff: Jackie Rickards Start Date: 1/2014 Completion Date: 8/2016	
	Participating	Current Status	Participating	Current Status
Essex	✓	Access granted from DEQ for VAHydro Access	✓	Adopted
Gloucester	NA	NA	✓	Adopted
King & Queen	✓	Access granted from DEQ for VAHydro Access	✓	Adopted
King William	✓	Access granted from DEQ for VAHydro Access	✓	Adopted
Mathews	✓	Access granted from DEQ for VAHydro Access	✓	Adopted
Middlesex	✓	Access granted from DEQ for VAHydro Access	✓	Adopted
Town of Tappahannock	✓	Access granted from DEQ for VAHydro Access	✓	Adopted
Town of West Point	✓	Access granted from DEQ for VAHydro Access	✓	Adopted
Town of Urbanna	✓	Access granted from DEQ for VAHydro Access	✓	Adopted

Opportunities Identified to Implement Commission Priorities

Service Center	Project Title and Description	Funding Requested	Status
Environmental	NFWF TA Service Provider	n/a	Approved
Environmental	DEQ – NPS Septic Repair WQIF grants to homeowners	\$200,000	Funded
Environmental	CZM – ECO PAA Dragon Run	\$40,000	Funded
Environmental	CZM – Coastal Technical Assistance – FY17	\$30,000	Funded
Environmental	NFWF – PAA Living Shoreline Oyster Bag Sills & Monitoring (VIMS)	\$96,637	Funded
Environmental	DEQ – Capitalization – MP Living Shoreline Revolving Loan Program	\$250,000	Funded
Emergency Mgmt	VDEM – Homeland Security Regional Emergency Planner	\$95,000	Not funded
Emergency Mgmt	VDEM – Middle Peninsula/Northern Neck Mass Casualty Functional Exercise	\$64,473	Funded
Emergency Mgmt	VDEM – Homeland Security Middle Peninsula/Northern Neck Regional Debris Mgmt Plan	\$43,000	Funded
Environmental	DEQ – Septic Pumpout	\$17,000	Funded
Environmental	NAWCA Acquisitions	\$75,000	Funded
Economic Dev	CZM Legal Research	\$7,000	Submitted
Environmental	CZM FY18 Coastal TA	\$30,000	Funded
Environmental	NFWF – Living Shoreline Cost Share and Demo Project	\$137,000	Not Funded
Environmental	CZM ANPDC WWF	\$10,000	Funded
Housing	VHDA – Community Impact Grant	\$30,000	Funded
Environmental	CZM ANPDC Ecotourism	\$39,263	Approved
Transportation	DRPT -FY19 TDM Operating	\$67,846	Submitted
Transportation	DRPT – TDM Marketing Research and Design	\$20,000	Submitted
Environmental	CZM – Coastal Technical Assistance – FY18	\$30,000	Submitted
MPCBPAA	Virginia Outdoor Foundation – Captain Sinclair Easement/Improvements	\$180,000	Approved

MPPDC ACRONYMS

ACH	Automated Clearing House	MPRSC	Middle Peninsula Regional Security Center
AFG	Assistance to Firefighters Grants	NHD	Natural Heritage Data
AFID	Agricultural and Forestry Industries Development	NIMS	National Incident Management System
AHMP	All Hazards Mitigation Plan	NFWF	National Fish and Wildlife Foundation
BCC	Building Collaborative Communities Project	NOAA	National Oceanic and Atmospheric Administration
BOS	Board of Supervisors	NPS	National Park Services
CBPA	Chesapeake Bay Preservation Area	OCVA	Oyster Company of Virginia
CBSF	Chesapeake Bay Stewardship Fund	OLGA	On-line Grant Administration
CDBG	Community Development Block Grant	PAA	Public Access Authority
CEDS	Comprehensive Economic Development Strategy	RBEG	Rural Business Enterprise Grant
CIP	Capital Improvement Plan	RBOG	Rural Business Opportunity Grant
COI	Conflict of Interest	RFP	Request for Proposal
CRS	Credit Rating System	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

Middle Peninsula Planning District Commission
Executive Director's Report of Regional Progress
March 19, 2018

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)

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

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

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

Eastern Virginia Groundwater Management Advisory Committee (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.

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

MPPDC Staff and Contact Information

Executive Director: Lewis Lawrence

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

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

Finance Director: Beth Johnson

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

Programs: *Commuter/ Employer Transportation Services, Septic Repair & Pumpout Assistance, Revolving Loan Programs Administration, PDC Finance & Grants Administration, PAA staff support, MPEDRO Staff support*

Planner 2: Harrison Bresee

Contact Info: hbresee@mppdc.com (804) 758-2311x26 (757) 871-2245 (cell)

Programs: *Regional Emergency Planning*

Planner 2: Jackie Rickards

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

Programs: *Environmental Programs, Graphic Arts*

Secretary: Dawn Kirby

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

Programs: *Septic Pumpout Assistance, Facilities Scheduling*

Project 30502 Water Supply Planning

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

INFORMATION RESOURCES/ASSISTANCE

- Updated www.mppdc.com website – meeting notices, reports, news releases, GoVa meetings, MPA notices.
- Consulted with Gary Artybridge, Newport News Shipbuilding regarding number of MP residents working at the shipyard. Information was requested by Delegate Hodges. There is a formal process to obtain the information. Mr. Artybridge expedited the request and the information was forwarded to Delegate Hodges:
 - 1082 = 2.4% total MP workers
 - 824 = 5.3% Gloucester workforce
 - 105 = 3.3% Mathews workforce
 - 70 = .9% Middlesex workforce
 - 32 = .8% King and Queen workforce
 - 39 = .4% King William workforce
 - 12 = .2% Essex workforce
- Compiled and mailed FOIA request documents including invoice to citizen. Request was for documents in possession of MPPDC and MPCBPAA.
- Consulted with Sherrin Alsop, President of VACo with VACo-sponsored event to showcase Middle Peninsula region to take place at Captain Sinclairs Landing Recreational Area in April. MPPDC staff will help to organize event and procure needed equipment and refreshments.
- Provided copies of Middle Peninsula Local County and Town Salary Surveys to David Hansen, King William Board of Supervisors upon request.
- Received call concerning an elderly Middlesex County resident in need of a new well. Caller had already contacted Bay Aging and Middlesex County Health Department. Referred caller to SRCAP.
- Provided MPPDC and MPCBPAA reference materials in response to a request from King William County Deputy Clerk, Olivia Schools.

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.
- Consulted with Ginger Johnson, Virginia Interactive regarding payment discrepancy.
- Consulted with Elizabeth Faudree, C&F Bank regarding issues with cardmember services.

Project 32016 - VIMS Living Shoreline

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

Project 31500 - Living Shoreline Incentive Program RLF

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

- Consulted with Mathews homeowner regarding LSIP program and “Insurance Program” Emailed information and application.
- Consulted with Mathews client regarding “Insurance Program”. Homeowner asking about minimum loan needed for eligibility to cover plants.
- Drafted “Insurance Program” guidelines. To be eligible homeowner must have current active loan, maximum claim amount equal to the lessor of the original cost of plantings or 50% original loan amount, loss must be substantial as defined in signed Insurance Program Agreement. Prorated claims may be submitted for less than total loss. Insured project must have included best practices as defined in Insurance Program Agreement. Failures due to lack of maintenance, neglect or human caused damages (ie mowing, driving equipment over planted area, etc.) are not covered.
- Consulted with Donna Milligan, VIMS Shoreline Studies regarding best practices for Living Shoreline plantings for consideration in design of LSIP Insurance Program guidelines.

- Consulted with Gloucester homeowner regarding Living Shoreline Program. Provided contact information for Tidewater Soil and Water Conservation District for VCAP grants information and link for MPPDC loan application.
- *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 - \$120,027**

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.

- Consulted with Christina Ryder, Wildlife Biologist Chesapeake Bay Field Office U.S. Fish & Wildlife Service and Rodecia McKnight, NAWCA Small Grants Officer concerning match requirements and ability to overlay Virginia Outdoors Foundation Easement requirements on the same PAA owned parcels as U.S. Fish and Wildlife Service restrictive covenants offered for PAA match.
- Consulted with a Gloucester County landowner interested in possibly divesting ownership of waterfront property in Mathews and Gloucester County for the benefit of wildlife and public access.

Project 32140 - Virginia Coastal TA FY18

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

- Consulted with Faith Alejandro, Sands Anderson regarding potential employment options for PAA project(s) management.
- Assisted with budget preparations for several FY18-19 CZM grant proposals.
- Consulted with Robert Gray, Chief of the Pamunkey Indian Tribe concerning an inquiry of land donation to the Tribe. Discussed how the Virginia Conservation Tax Credit program works and possible concerns that the Tribe may want to research.
- Convened a meeting with Joan Salvati, Manager, Local Government Assistance Programs DEQ – Water Planning Division concerning Bay Act compliance review at the local level and the need for agricultural BMP data collection requirements for which Soil and Water Conservation Districts have, but are reluctant to provide.
- Met with Sharon Williams, new King William County Planning Director to discuss various regional planning initiatives underway across the Middle Peninsula and local and regional planning issues of concern to the county.

- Consulted with Shep Moon, Virginia Coastal Zone Management Program concerning a possible MPPDC project proposal to assist with the implementation of House Bill 1096. The Bill is intended to address coastal resiliency along Virginia's shoreline as identified in Virginia's Coastal Hazard Strategy Section III: Needs and Gaps 1) Management of Natural and Nature – based Shoreline Resources. MPPDC staff will coordinate with VMRC on matters related to each product

***HB1096 § 1.** That the Marine Resources Commission (the Commission) shall adopt regulations to establish and implement a fast-track permitting program that authorizes the selection and use of appropriate sites in Tidewater Virginia, as defined in § [28.2-100](#) of the Code of Virginia, for the disposal of material dredged in such region, with such regulations to be effective no later than July 1, 2019.*

- Contacted Scott Hardaway at the Virginia Institute of Marine Science Shoreline Studies Program to discuss potential scope of work elements related to the management of dredge spoils and placement of dredge spoils associated with House Bill 1096.
- Consulted with Elizabeth Andrews, Director of the Virginia Coastal Policy Center located at the College of William & Mary Law School about legal matters associated with the implementation of House Bill 1096.
- Consulted with Tony Watkinson, Chief of Habitat at the Virginia Marine Resources Commission concerning Living Shoreline projects across the Middle Peninsula and citizen interest in accessing MPPDC revolving loan funds as well as the required permitting process. Discussed the possible need for contractor training and certification to insure contractors are designing and building living shorelines according to the permit conditions.
- Responded to a request from Prue Davis, Essex County Board of Supervisors concerning the dumping of tires near the Brown State Forest. Contacted the Department of Forestry and arranged for the removal of the tires.
- Consulted with Suzan Bulbulkaya, Office of Land Conservation, Virginia Department of Conservation and Recreation concerning tax credit program and the definition of a non-commercial entity as it relates to business operations on properties which have accessed conservation tax credits.
- Consulted with a representative from Federal Emergency Management Agency concerning the definition of non-residential structures and accessory structures as it relates to a 600 square-foot threshold and what are the minimum FEMA requirements versus State requirements.

Project 32141 – Working Waterfront Zoning and Coastal Living Policy Development

MPPDC staff in partnership with Accomack-Northampton PDC and the Northern Neck PDC will work to develop a legislative brief for the 2018 General Assembly Session. Also staff will work with localities to develop working waterfront zoning and coastal living policy language. This work will then be shared with interested Board of Supervisors, Town Councils and the general public.

- Participated in a working waterfronts conference call for the three coastal PDC's to discuss potential dredging legislation and to coordinate legislative efforts.
- Received a request from the Town of Mount Pleasant in South Carolina looking to develop a working waterfront master plan. Discussed how MPPDC has approached this issue. Directed the staff to the National Working Waterfront website for more information.

Project 32142 – ANPDC Ecotourism

This project is a collaboration between rural PDCs (ANPDC, NNPDC, and MPPDC) to develop and expand watertrails within each region. MPPDC staff will focus on developing watertrails on the York River, Pamunkey River, Mattaponi River and the Mobjack. MPPDC staff will also work with PDCs to create an interactive itinerary tool and to develop an overall Rural Coastal Virginia Water Trails theme/brand.

- Met with Stephanie Heintz, Consociate Media to discuss eco-business opportunities and water trails along the York River, Guinea and Mobjack Bay.
- Discussed eco-business water trails opportunities on the York River with representatives from the Department of Game and Inland Fisheries.

TRANSPORTATION

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

Project 30212 - Transportation Demand Management (TDM) Services

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

- Updated website – www.midpenrideshare.org Telework Week notices
- Consulted with Mike Norvell, SIR regarding status of grant application for TDM Marketing project.
- Prepared and submitted database of active 2017 rideshare participants to DRPT for 2018 Placement Rate survey.
- Responded to request for review of draft RFP for new ridematching system to Chris Arabia, Manager of Mobility Programs, Department of Rail and Public Transportation.
- Received online registration from Gloucester resident commuting to Williamsburg. Commuter has unusual work schedule and therefore there was no match available for his commute at this time.
- Current commuter database – 154

Project 30314 – Rural Transportation Planning

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

- Consulted with Berkley Group regarding invoice documentation needs.
- Attended monthly teleconference discussion with VDOT and MPPDC staff and compiled meeting notes.
- Develop draft FY 2019 Rural Transportation Work Program and accompanying resolution for Commission action.
- Researched areas for SmartScale application possibilities.
- Identified potential transportation and marine transportation projects for inclusion in a skinny update to the Rural Transportation Plan.
- Researched and scheduled attendance of the VDOT Safe Transportation for Every Pedestrian (STEP)

Workshop in April in Williamsburg.

- Discussed the reactivation of the local planners group with MPPDC Executive Director.
- Discussed the approach and need for collaboration amongst all local planners.
- Contacted local planners from all Middle Peninsula localities to set Local Planners Roundtable meeting for March 28. Anticipated topics include: Discussion of skinny update for long range transportation plan; Six Year Plan public meeting; DCR Statewide Trails developments; FEMA Flood Plain Ordinance update; Chesapeake Bay Phase III WIP and other topics; various General Assembly bills related to Comprehensive Plan updates and land use planning and other topics.

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 MPDC 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.

- Consulted with Mike McMahon, Gloucester Health Department regarding MPPDC Onsite program and resources available to assist MP homeowners with failing septic systems.
- Consulted with Chris Burress, Turlingtons regarding assistance available for Gloucester homeowner.
- Consulted with Gloucester homeowner regarding Onsite Program, mailed application.
- Consulted with a Mr. Conner and emailed application.
- Consulted with Gloucester homeowner referred by Turlingtons. Mailed application.
- Consulted with Gloucester homeowner family members regarding application process.
- Consulted with Chris Burress, Turlingtons regarding ongoing Gloucester septic repair job and status of application process.
- Consulted with Gloucester homeowner regarding program. Mailed application.
- Consulted with Jamie Miller, Millers Septic regarding terms of assistance.
- Consulted with Charlotte Deal, Millers Septic regarding invoice payment.
- Consulted with loan client regarding loan payoff. Provided payoff notice.
- Consulted with Martha Lowe regarding potential loan client.
- *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 – \$115,580 in loan funds, \$103,000 in grant funds.**

ECONOMIC DEVELOPMENT

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

Project 30111 - Blue/Green Infrastructure

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

- Consulted with the Department of Housing and Community Development concerning identification of potential Opportunity Zones across the Middle Peninsula for nomination. The Federal Tax Cuts and Jobs Act of 2017 included provisions for a new revitalization tool, the Opportunity Zone and Opportunity Fund. The Zones and Funds will allow investors to receive tax benefits on currently unrealized capital gains by investing those gains in qualified census tracts (Opportunity Zones). While the federal government is responsible for defining the investment process, the Governor of each state has until May to nominate 25 percent of qualified census tracts as "Opportunity Zones." MPPDC staff coordinated and advocated for local submission of eligible zones. MPPDC also nominated regional zones of strategic importance based on the Comprehensive Economic Development Strategy document.
- Consulted with representatives from Advantus Strategies on various legislative matters important to the Middle Peninsula and Rural Coastal Virginia.
- Visited and inspected a High Pressure Processing (HPP) company with HPP equipment for oyster processing located in Topping, Virginia. HPP is a revolutionary process that simultaneously shucks the oyster and reduces the Vibrio bacteria to non-detectable levels without using any heat and does not change the taste and texture of the product.
- Participated in a water based economic development prospect visit. The client is interested in developing a technology to assist with dredging and sediment placement.
- Met with Matt Strickler, Secretary of Natural Resources for the Commonwealth of Virginia to discuss issues and opportunities related to the blue and green assets of rural coastal Virginia.
- Distributed letters to Senators in support of SB693 Virginia Waterway Maintenance Fund.

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.

- Received USDA RBDG grant application packet from B.J. Fulcher, USDA. MPA is interested in submitting a proposal to provide entrepreneur training to MP businesses at pending King and Queen Business Incubator.

- Executed ACH loan payments for MPBDP loans. All MPPDC loan funding programs require that loan recipients authorize loan payments to be made automatically from loan recipients' bank accounts. Loan clients authorize the payments at loan closing (ACH Authorizations). MPPDC staff process these payments on the 15th of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to the loan processing date of the 12th of the month to request a payment be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans.
- **Funds available – \$134,281**

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.
- Prepared MPA Board meeting minutes, printed monthly meeting materials, placed monthly reminder calls and provided Liz Povar, MPA Principal Officer with the anticipated attendance.
- Distributed press release for the continuation of the 2018 MPA "Vibrant Communities through Tourism" Workshop series to local media.
- Received call from Essex County resident wanting to register for the MPA's "Vibrant Communities through Tourism" Workshop series. Referred caller to evite website for event registration.
- Coordinated meeting date between Liz Povar, MPA Principal Officer, Ashley Chriscoe, MPA Vice-Chairman and Jason Perry, VP RCC Workforce.
- Coordinated date for New Member Orientation Webinar with Liz Povar, Principal Officer and new MPA Board members.
- Consulted with Liz Povar, MPA Principal Officer and Laura Loding, MPPDC IT concerning the creation of a master contact list for MPA.
- Received USDA RBDG grant application packet from B.J. Fulcher, USDA. MPA interested in submitting application to provide entrepreneur training to MP businesses at pending King and Queen Business Incubator.
- Assisted Liz Povar with PamunkeyNet budget for GoVirginia grant to be input into DHCD CAMS system.
- Attended contract negotiation meeting for GoVirginia grant at GWRC in Fredericksburg upon request of Liz Povar, MPA Principal Officer.
- Responded to request for verification of payment confirmation from EQR's (the contractor on the Navy contract) auditors.
- Prepared and submitted Annual report to State Corporation Commission and provided updated Director's List to Sands Anderson.

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 380181 - Local & Regional Technical Assistance

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

- Led Commission in determining 2018 CDBG project priorities and emailed results to Michael Allen, DHCD as requested.

Project 31002 – GA Lobby

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

- Received legislative report updates #4 through #7 from Advantus Strategies. Focus has been on coordinating bills important to rural coastal Virginia with other legislators who have similar needs. A copy of each update was distributed electronically to MPPDC Commissioners, MP County Administrators and Town Managers as they were received.

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 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 which has significantly reduced defaults and delinquent repayments of MPPDC loans.*
- **Funds available = \$39,929**

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.

- Consulted with Anita Powell, External Affairs Representative with Dominion Power concerning residential accounts with power turned off for more than a year as a possible indicator of a vacant or dilapidated residential structure. Dominion will research and determine if they can provide a data set.

- Received a letter of research engagement from the Virginia Coastal Policy Center for the legal research phase of the Middle Peninsula Vacant Housing study. Executed and returned the document.

EMERGENCY SERVICES

Funding - Pending

Project 31204 – Regional Emergency Management Planner

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

- Met with Christi A. Lewis and Brett Major, Gloucester County to plan a workshop between the *Middle Neck* (Middle Peninsula/Northern Neck) *Community Resource Network*, which consist of representatives from the 10-county resource groups and other regional organizations that meet quarterly to share info/updates and discuss regional items of interest and local Emergency Managers. The meeting will be held in the Gloucester EOC on May 23.
- Participated in the FEMA Individual Assistance and National Disaster Recovery Framework (NDRF) workshop in Hampton. The first two-days of this three-day workshop explored a wide range of FEMA Individual Assistance programs, procedures, and responsibilities to help state and local emergency management professionals plan, prepare, and put into action disaster recovery best-practices. Topics included: disaster recovery centers; functional and access needs; preliminary damage assessments (PDA); temporary housing; the Individual Assistance (IA) sequence of delivery, including Small Business Association (SBA) practices; disaster survivor assistance (DSA); IA programs such as Crisis Counseling, Disaster Case Management, secure data sharing policies (e.g. Routine Use Requests), and Other Needs Assistance (ONA). The focus of the third day of the workshop was on the National Disaster Recovery Framework (NDRF), the Virginia Recovery Annex, and Pre-disaster Recovery Planning for state and local governments. . Also attending were the Emergency Coordinators from Mathews and Middlesex Counties.
- Assisted Debbie Messmer, VDEM with compliance audit of several VDEM grants.

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.

- Met with Mr. Mathew Carpentier, Three Rivers Health District Emergency Coordinator, to discuss planning for a joint exercise. The Exercise, a combination of the Full Scale statewide Health Department “FLUEX” and a Middle Peninsula/Northern Neck Functional Exercise and Drill, will be held on Saturday, September 22 at the Three Rivers Health District in Middlesex County. The Exercise simulates a response to a Pandemic and will test, for the Middle Peninsula and Northern Neck localities, sheltering and communications.

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.

- Contacted VDEM Region I and VDEM Region 5 planners to discuss Debris Management planning. Received a copy of the Colonial Heights Debris Management Plan and began reviewing the FEMA Debris Management Plan job aids and fact sheets.

AGENCY ADMINISTRATION

Funding - Indirect cost reimbursements from all PDC projects

MPPDC Administration

Administrative services provided to MPPDC programs. Planned FY18 Indirect Cost rate =58.9%.

- Met with Elizabeth Faudree and Anita Hazelwood for annual C&F Bank Relationship Review meeting. C&F will increase interest rates on all MPPDC, MPA and MPCBPAA interest-bearing accounts to 1.0%. This is a 25% increase over last year's rates, but still significantly less than the rate currently being provided by LGIP. MPPDC will continue to do business with C&F, but maintain higher deposits with LGIP than previously to maximize both income and productivity.
- Continued preparation of FY19 draft budget.
- Consulted with Faith Alejandra, MPPDC legal staff from Sands Anderson concerning employment classification approaches for possible MPPDC hourly workers.
- Berkley Group coordinated with MPPDC staff to gain remote access to email and server login for project administration.

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Middle Peninsula Planning District Commission

FY-2019 Rural Transportation Planning Work Program

July 01, 2018 – June 30, 2019

Purpose and Objective

The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 307(c) (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In FY-2019 each planning district commission / regional commission that has rural area will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding planning district commission / regional commission will provide a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval and other coordination in the Transportation & Mobility Planning Division's (TMPD) administrative work programs.

The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.

FY 2019 - Program Administration (\$6,170.00)

Background and Objective: The purpose of this work element is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated planning process.

1. Provide quarterly and final reports on Rural Transportation Planning activities to VDOT - \$1,675.00
2. Processing all letters of authorization and amending scope of work as necessary - \$685.00
3. Developing future scope of work for the RTP program - \$685.00
4. Attending Technical Committee Meetings and other transportation planning meetings - \$3,125.00

SPR Funds (80%)	\$4,963.00
PDC Funds (20%)	\$1,234.00
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Total Budgeted Expenditure for Program Administration	\$6,170.00

FY 2019 - Program Activities (\$66,330.00)

Background and Objective: Address regionalized transportation issues that are identified by the Transportation Technical Advisory Committee and the Planning District Commission. Individual projects and work elements are described below:

1. Continue with FY2018 Activity: Prioritize recommendations from the Rural Long Range Plans (RLRP) into two categories: 1) by jurisdiction and 2) by region. These lists will be provided to VDOT (District Planning Manager) to be used for consideration in developing the draft Six-Year Improvement Program. - **\$7,500.00**

Continue with FY2018 Activity: Identify possible strategies, funding, development opportunities, etc. for implementing the top 3 recommendations in each of the two categories 1) by jurisdiction and 2) by region. - **\$7,500.00**

Continue with FY2018 Activity: To meet one of the goals in the Statewide Pedestrian Policy Plan, identify gaps in pedestrian infrastructures such as missing sidewalk segments. Provide data to include whether the gap is located adjacent to the roadway. - **\$3,500.00**

Continue with FY2018 Activity: To meet goals in the Virginia Strategic Highway Safety Plan, conduct a high level corridor study / analysis of a roadway segment and identify potential improvements (including access management) to the corridor for safety and/or congestion. - **\$8,000.00**

Continue with FY2018 Activity: Compilation of all available current and future land use GIS layers / attribute data from local comprehensive plans within the Planning District Commission boundaries. The GIS tool is to be provided by VDOT-TMPD to geo-reference local transportation plan recommendations. VDOT-TMPD will provide technical assistance on an as needed basis in accomplishing this task. Information gathered will be used to update existing land use data within the Statewide Planning System and will be used to augment data for the Statewide Travel Demand Model that is currently under development. For localities that do not have GIS layers / attribute data for the current and future land use plans, a schedule will be developed to identify resources needed that would allow this data to be captured via GIS. VDOT-TMPD will provide detail instructions and templates to be used to provide consistency across the state. - **\$4,500.00**

2. Participate in outreach meetings and provide/review data as requested by VDOT throughout the fiscal year pertaining to:
 - a. Long Range Transportation Planning Efforts
 - b. Prioritization of recommendations or projects
 - c. Park and Ride Lots Inventory / Study
 - d. Bicycle and Pedestrian planning

e. Freight planning

Participate in the Fall Transportation Meeting held in the Fredericksburg district and provide a display to serve as outreach.

Participate in VTrans webinars regarding Needs Consolidation/Recommendations and Smart Scale Regional Meetings.

Participate in meetings with VDOT staff regarding Title VI and Environmental Justice compliance

Participate with the MPOs and VDOT on setting performance measure goals.

Participate in any additional outreach meetings that may arise and provide / review data as requested by VDOT throughout the fiscal year.

Other meetings as requested. - **\$11,330.00**

3. General technical assistance to localities for rural transportation planning activities (i.e. grant applications, technical questions, etc.) +/- unused funds from activities 1-5

a. Specific Projects Identified to begin in FY2019:

- i. Research Public Rights and Interests Public Landings in the region
- ii. Research and Identify funding Opportunities for Local Transportation Projects
- iii. Technical Assistance for other Road Ending Transfers and Wharves in the Region;
- iv. Research requirements for Share Roads signage for Gloucester County and provide technical assistance during preparation of a County Pedestrian & Bicycle Plan
- v. “Land to Water Interface” – channel dredging plan
- vi. Convene Middle Peninsula local planners bimonthly local meeting

-\$17,500.00

4. Professional Development: Conference, Workshops, Training fees. - **\$2,300.00**

5. Hardware, Software and/or Licenses for transportation planning projects - **\$2,700.00**

6. Direct Expenses: office supplies, meeting supplies, postage, public relations (advertising/website fees), dues/memberships, conferences and workshop expenses (lodging/staff expense, travel expense, private mileage). - **\$1,500.00**

SPR Funds (80%)	\$53,064.00
PDC Funds (20%)	\$13,266.00
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Total Budgeted Expenditure for Program Activities	\$66,330.00

Tasks	VDOT (SPR) 80%	PDC (Match) 20%	Total
<u>Program Administration</u>			
1. Providing quarterly & final reports on Rural Transportation Planning activities to VDOT	\$1,340.00	\$335.00	\$1,675.00
2. Processing letters of authorization and amending scope of work as necessary	\$548.00	\$137.00	\$685.00
3. Developing future scope of work for the RTP program	\$548.00	\$137.00	\$685.00
4. Attending Technical Committee Meetings & other transportation planning meetings	\$2,500.00	\$625.00	\$3,125.00
Total Budgeted Expenditure for Program Administration	\$4,935.00	\$1,231.00	\$6,170.00
<u>Program Activities</u>			
1. Continue with FY2018 Activity: Prioritize recommendations from the RLRP into two categories: 1) by jurisdiction and 2) by region. These lists will be provided to VDOT (District Planning Manager) to be used for consideration in developing the draft Six-Year Improvement Program.	\$6,000.00	\$1,500.00	\$7,500.00
Continue with FY2018 Activity: Identify possible strategies, funding, development opportunities, etc. for implementing the top 3 recommendations in each of the two categories 1) by jurisdiction and 2) by region.	\$6,000.00	\$1,500.00	\$7,500.00
Continue with FY2018 Activity: To meet the goals in the Statewide Pedestrian Policy Plan, identify gaps in pedestrian infrastructures such as missing sidewalk segments. Provide data to include whether the gap is located adjacent to the roadway.	\$2,800.00	\$700.00	\$3,500.00
Continue with FY2018 Activity: To meet goals in the Virginia Strategic Highway Safety Plan, conduct a high level corridor study / analysis of a roadway segment and identify potential improvements (including access management) to the corridor for safety and/or congestion.	\$6,400.00	\$1,600.00	\$8,000.00

Continue with FY2018 Activity: Compilation of all available current and future land use GIS layers / attribute data from local comprehensive plans within the Planning District Commission boundaries. The GIS tool is to be provided by VDOT-TMPD to geo-reference local transportation plan recommendations. VDOT-TMPD will provide technical assistance on an as needed basis in accomplishing this task. Information gathered will be used to update existing land use data within the Statewide Planning System and will be used to augment data for the Statewide Travel Demand Model that is currently under development. For localities that do not have GIS layers / attribute data for the current and future land use plans, a schedule will be developed to identify resources needed that would allow this data to be captured via GIS. VDOT-TMPD will provide detail instructions and templates to be used to provide consistency across the state	\$3,600.00	\$900.00	\$4,500.00
2. Participate in outreach meetings and provide/review data as requested by VDOT throughout the fiscal year pertaining to:			
a. Long Range Transportation Planning Efforts			
b. Prioritization of recommendations or projects			
c. Park and Ride Lots Inventory / Study			
d. Bicycle and Pedestrian planning			
e. Freight planning			
Participate in the Fall Transportation Meeting held in the Fredericksburg district and provide a display to serve as outreach.			
Participate in VTrans webinars regarding Needs Consolidation/Recommendations and Smart Scale Regional Meetings.			
Participate in meetings with VDOT staff regarding Title VI and Environmental Justice compliance			
Participate with the MPOs and VDOT on setting performance measure goals.			

Participate in any additional outreach meetings that may arise and provide / review data as requested by VDOT throughout the fiscal year.			
Other meetings as requested.	\$9,064.00	\$2,266.00	\$11,330.00
1. General technical assistance to localities for rural transportation planning activities (i.e. grant applications, technical questions, etc.) +/- unused funds from activities 1-5			
a. Specific Projects Identified to begin in FY2019:			
i. Research Public Rights and Interests Public Landings in the region			
ii Research and Identify funding Opportunities for Local Transportation Projects			
iii. Technical Assistance for other Road Ending Transfers and Wharves in the Region;			
iv. Research requirements for Share Roads signage for Gloucester County and with the preparation of a Pedestrian & Bicycle Plan			
v. "Land to Water Interface" – channel dredging plan			
vi. Convene Middle Peninsula local planners bimonthly local meeting	\$14,000.00	\$3,500.00	\$17,500.00
4. Professional Development: Conference, Workshops, Training fees.	\$1,840.00	\$460.00	\$2,300.00
5. Hardware, Software and/or Licenses for transportation planning projects	\$2,160.00	\$540.00	\$2,700.00
6. Direct Expenses: office supplies, meeting supplies, postage, public relations (advertising/website fees), dues/memberships, conferences and workshop expenses (lodging/staff expense, travel expense, private mileage).	\$1,200.00	\$300.00	\$1,500.00
Total Budgeted Expenditure for Program Activities	\$53,064.00	\$13,266.00	\$66,330.00
Total Budgeted Expenditure for Program Administration and Program Activities	\$58,000.00	\$14,500.00	\$72,500.00

Signed PDC Resolution

Tasks for the FY-19 Rural Work Program: (detailed guidance or data resources will be provided by TMPD on new efforts)

Required:

- Complete any unfinished tasks from FY-18 Rural Work Program. Please outline the tasks that you will be completing.
- Participate in VTrans webinars and Smart Scale Regional Meetings
- Participate in meetings with VDOT staff regarding Title VI and Environmental Justice compliance
- Participate in the Fall Transportation Meeting held in your region and provide a display to serve as outreach to the region's citizens.
- Participate in any additional outreach meetings that may arise and provide / review data as requested by VDOT throughout the fiscal year.
- Participate with the MPOs and VDOT on meeting performance measure goals.
- Provide VDOT's Transportation Mobility and Planning Division – Central Office with updated Travel Demand Management Plans when submitted to DRPT.

Coordinate the following task with your VDOT District Planner, as this will vary by district:

- Include any other activities that the PDC will be completing which are appropriate with the given funding source and approved by VDOT District Planner.

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Secretary/Director

Mr. Lewis L. Lawrence

MARCH 28, 2018

**RESOLUTION DIRECTING STAFF TO ASSIST THE
VA DEPT. OF TRANSPORTATION IN TRANSPORTATION
RELATED MATTERS FOR THE MIDDLE PENINSULA
PLANNING DISTRICT AS NECESSARY IN COMPLIANCE
WITH THE PROVISIONS OF 23 U.S.C. 135**

WHEREAS the Middle Peninsula Planning District Commission (“the Commission”) is the Planning District Commission that serves Essex, Gloucester, King and Queen, King William, Mathews, and Middlesex counties, and the towns of Tappahannock, Urbanna, and West Point.

WHEREAS the Virginia Department of Transportation and the Commission have entered in an agreement, dated March 24, 1993, to guide this partnership; and

WHEREAS State Planning and Research (SPR) funds in the amount of \$58,000 are being made available to the Middle Peninsula Planning District Commission for the period July 1, 2018 through June 30, 2019; and

WHEREAS the Commission has developed the Scope of Work and \$14,500 to utilize SPR funds for the benefit of the local jurisdictions comprising the Commission.

THEREFORE BE IT RESOLVED by the Commission that the Executive Director is directed, for and on behalf of the Commission, to furnish such documents and other information as may be required to qualify for authorization under the agreement with the Department and to administer such SPR funds made available, certifying that they shall be administered in accordance with the provisions of 23 U.S.C. 307(c), Highway Planning and Research Program Administration.

(Secretary)

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Memo

To: Lewie Lawrence, MPPDC
From: Suzie Richert, 3e
CC: Andy Kassoff, 3e
 Jackie Rickards, MPPDC
Date: 3/6/2018
Re: Status of Work on MPPDC Water Supply Plan 5-year Compliance Evaluation

This memo is to provide a status of the work that 3e is completing for the Middle Peninsula Planning District Commission (MPPDC) to provide professional services for the MPPDC Water Supply Plan 5-year Compliance Evaluation. The text shown in the “DEQ Comment” and “Alternatives Assessment Task” columns in the table below is the text included in the contract between MPPDC and 3e.

Task I: Address Comments Regarding the 2011 Water Supply Plan Narrative

DEQ Comment No.	DEQ Comment	Status of 3e’s Work
C-4-a-5	Referring to Section 8.2: Water usage rates range from 40 gpcd to 300 gpcd- please provide some narrative context the better explains this variation (i.e. are there any signals in the disaggregated data that could explain the outliers?).	COMPLETE. DEQ’s comments appear to have been made on the 2009 version of the WSP; this DEQ comment appeared to be addressed already in the 2011 version of the WSP.
C-4-a-5	Referring to Section 8.2: The 4 th paragraph discusses three ‘per person usage rates’: Town folks are 150 gpcd; County folks on public water at 75.9gpcd, and domestic wells are 75 gpcd. And then there are references to the 2002 report that says 110.56 gpcd. The first rate for residential self-supplied it may be incorrectly presented as 75.0, shouldn’t it be 76 gpcd (USGS water use factor)? Is there a reference or basis for the 150 gpd/person rate used for Town systems? The narrative is a bit confusing here – please clarify these assumptions and the correlation to the 2002 MPPDC report.	COMPLETE. DEQ’s comments appear to have been made on the 2009 version of the WSP; it appears that the specific values mentioned in DEQ’s comment were removed from the WSP prior to the July 2011 version and that entire fourth paragraph was deleted and the text no longer discusses different per person usage rates.

DEQ Comment No.	DEQ Comment	Status of 3e's Work
C-4-a-13	99. 13) Section 8.6, page 19 states that the estimates of available supplies include the development of up to 7.0 mgd of surface water. Does this figure include the development of KWR? If so, it should be updated.	COMPLETE. Because the King William Reservoir project is no longer being pursued by the City of Newport News or other municipalities, updating the text of the current WSP to include the reservoir is not warranted or appropriate. Text was added to describe this.
C-4-f-1	108. Include a projection of the amount of water use on an annual average basis for each existing an any projected self-supplied agricultural user of more than 300,000 gallons per month of surface and ground water located outside the service areas of community water systems. Section 8.3.4 (Phase II: pg 16) demand of 2.23 MGD assumed constant for 2007-2040.	PENDING INSTRUCTION FROM MPPDC ABOUT WHETHER TO INCLUDE KING AND QUEEN GIS DATA. A spatial model was created to approximate self-supplied agricultural users within the MPPDC that use more than 300,000 gallons per month of surface and ground water outside of the service areas of community water systems. We received GIS parcel data from all localities but King and Queen; however, due to the limitations of the existing data (not a large enough data set) and other factors outside of the model, 3e noted that inclusion of King and Queen data would not make any meaningful differences in the model results.

Task II: Conduct Alternatives Assessment

DEQ Comment No.	DEQ Comment	Status of 3e's Work
C-6-b	136. If the determination is that the existing source(s) is inadequate to meet projected demands during the planning period, the program shall include an alternative analysis of potential sources that includes the following information: Sect 11.2 (phase II: pp 65-68); Sect 11	COMPLETE. Alternatives analysis is included in the WSP report. MPPDC provided guidance on which alternatives should be included in the 5year compliance update.
C-6-b-i	137. A description of potential water savings from water demand management actions including an estimated volume for each action. Sect 11.3.1 (Phase II: p 68) only refers reader to section 9.0, it does not specifically list water	COMPLETE. A water savings analysis has been included in the WSP report including estimated volumes. Limitations of the

DEQ Comment No.	DEQ Comment	Status of 3e's Work
	demand management alternatives or an estimated volume for each action.	data and results are discussed in the report.
C-6-b-ii-1	138. A description of potential sources for new supplies including an estimated volume from each source. 1) Sects 11.3.1 & 11.3.2 only vaguely mentions new water supply wells, water purchase, surface water withdrawal/reservoir development, & non-traditional alternatives (e.g. water reuse, desal, etc.). The narrative does not specify potential sources for new supplies nor does it provide an estimated volume for each source. At the least there should be some estimation of source volume for King William and West Point & explanation of which aquifer(s) will be targeted with these potential new well sources.	COMPLETE. Because the King William Reservoir project is no longer being pursued by the City of Newport News or other municipalities, updating the text of the current WSP to include the reservoir is not warranted. Two of the alternatives evaluated, the Chesapeake Bay impact crater super saline water and the drilling into deep basement rock, addressed potential new well sources.
C-7-c	141. An alternatives analysis that identifies potential alternatives to address projected deficits in water supplies in accordance with the requirements of 9 VAC 25-780-130;	COMPLETE. Alternatives analysis is included in the WSP report.
n/a	c.) Potential alternatives considered shall include water demand management alternatives, as well as more traditional means of increasing supply, such as wells, reservoirs, impoundments and stream intakes. Where appropriate, the program shall consider nontraditional means of increasing supplies, such as interconnection, desalination, recycling and reuse. The analysis of potential alternatives may include a combination of short-term and long-term alternatives. Sect 11.3.1 = short term alternatives; Sect 11.3.2 = long term alternatives. However, neither section clearly describes with any specificity how these alternatives will help king William and West Point meet their future deficits nor provides any justification as to why these are the preferred alternatives to meet these deficits (i.e. see the comments in 6.b above).	95% COMPLETE. Submitted latest draft on 3/2/18 and waiting for final MPPDC review of additional text under the ditch water alternative before alternatives assessment write-up is final. MPPDC provided guidance on which alternatives should be included in the 5year compliance update. Per that guidance, 3e evaluated the following alternatives, which are discussed in the WSP report: <ol style="list-style-type: none"> 1. Basement drilling for groundwater. 2. Industrial use of super salt water in Chesapeake Bay impact crater. 3. Use of borrow pits as a water source. 4. Impounding ditch water for other uses.

Task III: Professional Support for the Verification and Updating of VA Hydro (optional)

Task III has not been exercised by MPPDC, and per discussion with Jackie Rickards, MPPDC and the localities will likely be handling the data entry into VA Hydro.

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