



COMMISSIONERS

Essex County

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

Town of Tappahannock

Hon. Roy M. Gladding

Gloucester County

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(Vice-Chairman)
Dr. William G. Reay
Hon. Michael R. Winebarger*

King and Queen County

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Mr. Thomas J. Swartzwelder
(Chairman)*

King William County

*Hon. David E. Hansen
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(Treasurer)
Mr. Eugene J. Rivara
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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
Ms. Kathleen Swinehart*

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: May 15, 2018

RE: May Commission Meeting

The Middle Peninsula Planning District Commission will host its monthly meeting on Wednesday, May 23, 2018 at 7:00 p.m. in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda.

Enclosed are the May 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 **May 23rd**!

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

7:00 P.M.

Wednesday, May 23, 2018

125 Bowden Street

Saluda VA 23149

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

AGENDA ITEMS FOR DISCUSSION

- VIII. Socialnomics: Is the Middle Peninsula Ready?
- IX. Virginia Economic Development Partnership: Rural Focus (Tentative)
- X. Report from the MPPDC Budget Committee: Consideration of FY19 MPPDC Budget & OPD
- XI. Other Business
- XII. Adjournment

***Nominating Committee to briefly meet after the PDC meeting.**

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MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

April 25, 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, March 28, 2018, at 7:00 p.m. MPPDC Vice Chairman Ashley Chriscoe welcomed everyone in attendance.

Commissioners Present

Essex County: John Magruder

Gloucester County: Ashley Chriscoe, Michael Winebarger

King and Queen County:

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

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

Middlesex County: Gordon White, Wayne Jessie, Katherine Swinehart

Town of Urbanna: Holly Gailey, Steve Hollberg

Commissioners Absent

Essex County: John Clickener

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

Gloucester County: Dr. Willy Reay

Middlesex County: Matt Walker

Town of Urbanna: Steve Hollberg

Town of West Point: Jack Lawson

Also in Attendance

Lewis Lawrence, MPPDC Executive Director

Beth Johnson, MPPDC Finance Director

Harrison Bresee, Planner

Robert Crockett, Advantus Strategies

II. Approval of March Minutes

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

III. Approval of March 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 March financial report subject to audit. Mr. Moskalski moved to approve the March financial report subject to audit. Ms. Conner seconded the motion; motion carried.

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

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

- Provided a draft report to the Middle Peninsula Water Supply Planning Committee for local accuracy review. Localities have until May 7th (3 weeks) to review the draft document and submit comments. To help manage how comments are received, localities have two categories for submitting comments:

If questioning the science, provide peer-reviewed sources to validate questions of changes you are offering. The sources need to be recognized as reasonably accredited and routinely used as reference material for similar purposes.

If questioning content, provide rationale and verifiable sources that can easily be recognized and accepted by DEQ and include your suggested modification language and where you desire such to be located in the document and why.

- Consulted with a Middlesex County citizen interested in knowing more about the public trust doctrine and legal enforcement powers to deal with public access use conflicts. Advised that a request has been made to the Virginia Coastal Policy Center to conduct a study on law enforcement authority as it relates to riparian rights and the Public Trust Doctrine. IE what rights do citizens have and what duties does law enforcement have to protect said rights, and who has jurisdiction in which circumstances?
- Participated in a conference call with coastal PDC's to discuss DEQ's Phase III Watershed Implementation Plan direction and how DEQ is looking to the PDC's to coordinate local data input for Phase III. DEQ often neglects to inform localities that they have no requirement to do anything as non-regulated localities. DEQ is asking localities to work with their PDCs to provide input. This is the Middle Peninsula's opportunity to help shape direction.
- Consulted with Dr. Richard Williams, Three Rivers Health District concerning sewage handling requirements at Perrin Wharf and the implications of watermen not paying slip rent. Discussion of regulations concerning this issue, recreational vessels vs. commercial vessels.
- Discussed with local planners, the need for inclusion of dredging and water based transportation commerce issues in the Middle Peninsula Long Range Transportation Plan update as an emerging transportation issue.

- Mr. Lawrence directed Commissioners' attention to the 32 bulleted items concerning septic repair activity. For some reason there has been a huge uptick in demand for assistance for failing septic systems this month.

V. MPCBPAA Update

Mr. Lawrence, Executive Director and Ms. Conner, MPCBPAA Chairman provided the Commission with an update on the current activity of the PAA.

- Sewage-handling at Perrin Wharf
VDH notice of violation, porta-potty issue discussed earlier under Executive Director's report.
- Recognition from Governor
The Middle Peninsula Chesapeake Bay Public Access Authority earned a 2018 Governor's Environmental Excellence Award for its [Coastal Land Giving for Public Access Program](#). The unique program leverages the generosity of coastal landowners to ensure coastal residents and visitors have sufficient public access to natural resources. The MP-PAA was one of five organizations to receive a gold medal during an award ceremony held at the 29th Environment Virginia Symposium in Lexington earlier this month. Through the MP-PAA's Coastal Land Giving for Public Access Program landowners can easily donate their waterfront land for public benefit.
- Ecobusiness Initiative
Moving forward with the PAA's Ecobusiness Initiative to leverage economic development value from donated PAA properties. PAA Board determined that its focus should be to continue to obtain and manage assets and that the Middle Peninsula Alliance should focus on the business and economic development side.

VI. MPA Update

Travis Moskalski, Chairman of the MPA and Ashley Chriscoe, Vice Chairman of the MPA provided the Commission with an update on the current activity of the MPA. The MPA is continuing to refine the investor materials for outreach to the private sector to sponsor MPA activity. The MPA Board participated in a discussion with Linda Green, Executive Director, Southern Virginia Regional Alliance regarding the role of the regional development organization in hosting prospects. Jason Perry, RCC Workforce Development has requested that RCC needs to be involved earlier in the process for training needs.

VII. Public Comment

None.

VIII. Presentation of 2018 General Assembly by Robert Crockett, Advantus Strategies

Robert Crockett of Advantus provided a review of the Middle Peninsula PDC's General Assembly initiatives in 2018. He provided an overview of the makeup of the General Assembly's House of Delegates and Senate. He talked about the new members of the House of Delegates and the importance of education and communication on the issues important to the PDC. Here are the messages he provided to the PDC:

- Key to success is (a) engaged and active Delegate who understands and can communicate on critical issues and is a team player with other members of the General Assembly; (b) engaged and active PDC, who were willing to come to Richmond to provide critical education and testimony at the right times; (c) coordination with other members who represent rural coastal Virginia.
- Mr. Crockett provided information on the discussions and activity on dredging, which is a relatively new subject for the General Assembly. Advancing legislation required a great deal of coordinate and communication with members of key committees of the General Assembly and the delegation representing rural coastal Virginia.

The establishment of a Virginia Waterway Maintenance Fund / Grant Program was a significant effort. There were two legislative proposals -- SB 693 introduced by Sen. Lynwood Lewis and HB 575 introduced by Del. Rob Bloxom. Budget Amendments funding the program were introduced by Sen. Lewis and Del. Hodges. These bills would establish the Virginia Waterway Maintenance Grant Program and Fund, administered by the **Virginia Port Authority**, that would provide grants to local governments or other political subdivisions for dredging projects. Mr. Crockett confirmed that the House budget contains \$1.35 million, and there is no funding in the Senate version of the budget. He suggested a meeting be held with Sen. Tommy Norment before the Senate approves its version of the budget. A budget will be approved before July 1.

The other dredging bills reviewed included:

- HB1096: fast track permitting for dredging.
- HB 1093: adds dredging to purpose of Middle Peninsula Chesapeake Bay Public Access Authority
- HB1095: allows access authorities in Northern Neck, Eastern Shore and Middle Peninsula to work together on dredging projects
- HB1091: adds dredging to VRA projects
- HB 1092: establishes local option TIF for dredging

Mr. Crockett suggested the PDC proceed with the following: (1) an educational tour on dredging for VRA staff; and the development of a draft model ordinance for use when HB1092 becomes law on July 1.

He also included a brief discussion on Groundwater. Activity during the General Assembly includes the development of a permit that would extend 15 years, as

opposed to the 10-year permit currently and the development of a forum on GW. There was also a discussion of the SWIFT project currently being developed by the Hampton Roads Sanitation District.

Stormwater legislation that passed the General Assembly resulted from an off-season workgroup established to discuss outstanding. The resulting legislation resulted in consensus legislation on technically difficult matters. Included was HB 1308 that allows for the acceptance of a local stormwater plan signed by a licensed professional in lieu of review for projects under 1 acre. Another bill addressing this same concept, but for sites more than an acre, will be worked on during the off-season as a result of a letter that the Chair of the House Agriculture, Chesapeake and Natural Resource committee. This same legislative action was also done for HB 1094, directed the State Water Control Board to develop criteria to allow a landowner within the Chesapeake Bay Preservation Area to raise the base elevation of land to mitigate the effect of coastal flooding. Del. Danny Marshall's letter requests that the Virginia Institute of Marine Science (VIMS) work with Virginia Tech and analyze and make recommendations on how Virginia would accomplish the objectives set forth in HB 1094.

Mr. Crockett also discussed HB 222, which established an innovative economic development tool for targeted to the income tax for qualified localities - including those in the Middle Peninsula - should an investment meet certain threshold requirements.

Lastly, Mr. Crockett thanked the membership and staff of the Middle Peninsula PDC for their engagement, commitment to communication and presences ... and flexibility ... during the 2018 Session. He suggested that members talk about their issues, the legislative activity and successes this Session to their peers in other rural coastal communities.

IX. Socialnomics: Is the Middle Peninsula Ready?

Mr. Lawrence directed the Commissioners' attention to an article by Robert Gallardo, Robert Bell and Norman Jacknis entitled *When It Comes to Broadband, Millennials Vote With Their Feet* which discusses the fact that millennials are not necessarily opposed to living in rural areas, but absolutely require broadband access. Ironically, discussion was tabled until next month when the YouTube video could not be accessed due to the internet going down.

X. Other Business

Vice Chairman Chriscoe recognized Katherine Swinehart as the new Commissioner from Middlesex County.

XI. Adjournment

Vice Chairman Chriscoe requested a motion to adjourn the meeting. Mr. Love motioned to adjourn; Mr. White seconded. The motion carried.

MPPDC Minutes

April 25, 2018

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**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)

Project Financial Report

Middle Peninsula Planning District Commission

Run Date: 05/07/2018
 Run Time: 10:16:47 am
 Page 1 of 1

Period Ending: 04/30/18

		Expenditures						
Code	Description	Budget	Curr Month	Project Total	Un/Over	% Budget	Revenues	Balance
30013	EE&CBG Project	3,975.00	-0.65	4,052.56	-77.56	101.95%	4,526.20	473.64
30109	MPEDRO Staff Support	20,800.38	747.00	24,664.03	-3,863.65	118.57%	24,517.03	-147.00
30111	Blue/Green Infrastructure	36,140.77	587.27	35,746.81	393.96	98.91%	35,155.64	-591.17
30115	VHDA Community Imp	30,000.00	559.20	5,513.60	24,486.40	18.38%	0.00	-5,513.60
30170	MPBDP Staff Support	22,213.09	67.02	21,029.35	1,183.74	94.67%	23,467.21	2,437.86
30213	FY18 TDM	84,807.00	4,233.65	53,246.99	31,560.01	62.79%	74,101.27	20,854.28
30315	FY18 Rural Transportati	72,500.00	8,942.92	45,999.95	26,500.05	63.45%	25,216.47	-20,783.48
30420	Onsite Loan Management	168,942.76	513.77	150,170.13	18,772.63	88.89%	182,935.12	32,764.99
30428	WQIF 2016, \$183500 R	216,500.00	-6,393.80	79,210.38	137,289.62	36.59%	77,909.62	-1,300.76
30429	Septic Pumpout 2017/EPA	11,082.00	-25.89	6,917.47	4,164.53	62.42%	6,973.98	56.51
30502	Water Supply Planning	168,132.45	332.54	151,469.54	16,662.91	90.09%	160,632.45	9,162.91
31002	GA Lobby FY09	21,450.00	0.00	15,431.34	6,018.66	71.94%	5,752.25	-9,679.09
31204	Regional Emergency Plan	95,000.00	-658.48	94,259.74	740.26	99.22%	68,597.61	-25,662.13
31205	MSAT Phones/2016SHS	58,409.00	0.00	58,426.10	-17.10	100.03%	58,257.51	-168.59
31206	Regional EOP Gap Analy	82,851.00	-40.86	83,062.45	-211.45	100.26%	82,851.00	-211.45
31207	MP/NN Mass Casualty E	64,473.00	6,131.83	6,667.06	57,805.94	10.34%	0.00	-6,667.06
31208	MP/NN Regional Debris M	43,000.00	4,441.39	4,976.62	38,023.38	11.57%	0.00	-4,976.62
31500	Living Shoreline Incentiv	25,830.00	410.02	7,889.62	17,940.38	30.54%	21,718.80	13,829.18
32012	PAA Capt Sinclair Impr	0.00	3,100.00	0.00	0.00	0.00%	0.00	0.00
32015	FY17 PAA Staff Support	8,027.46	525.94	7,268.07	759.39	90.54%	8,027.46	759.39
32016	VIMS Living Shoreline/	92,636.80	149.62	34,787.22	57,849.58	37.55%	34,162.42	-624.80
32017	NAWCA PAA project	75,000.00	426.39	3,358.67	71,641.33	4.48%	75,000.00	71,641.33
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	565.99	49,572.71	-2,572.71	105.47%	47,627.90	-1,944.81
32140	FY18 Coastal TA	60,000.00	3,969.07	33,742.41	26,257.59	56.24%	14,878.37	-18,864.04
32141	WWF_ANPDC	10,000.00	147.95	5,542.52	4,457.48	55.43%	0.00	-5,542.52
32142	ANPDC Ecotourism	47,495.00	2,077.28	21,972.22	25,522.78	46.26%	4,425.18	-17,547.04
32210	WWF Initative/NOAAC	50,000.00	577.26	52,486.26	-2,486.26	104.97%	50,507.12	-1,979.14
38018	FY18 Local Projects	170,904.00	7,660.62	139,090.48	31,813.52	81.39%	193,802.82	54,712.34
Totals:		<u>1,847,169.71</u>	<u>39,047.05</u>	<u>1,257,105.91</u>	<u>590,063.80</u>	<u>68.06%</u>	<u>1,341,595.04</u>	<u>84,489.13</u>

Balance Sheet by Category

Middle Peninsula Planning District Commission

Run Date: 5/7/18
Run Time: 10:16:10 am
Page 1 of 1

Period Ending: 04/30/18
Format: 1 Board

Assets:

Cash in Bank	572,479.77
Cash in Bank, Restricted	248,148.35
Receivables	290,029.41
Property & Equipment	6,743.44
Prepaid Pension (Deferred Outflows)	30,454.00

Total Assets: \$1,147,854.97

Liabilities:

Accounts Payable	1,412.84
VRA Loan Payables	271,624.61
Payroll Withholdings	-0.40
Accrued Leave	45,589.34
Deferred Inflows (VRS)	220,036.00
Net Pension Liabilities	56,917.00
Cost Allocation Control	3,135.74

Total Liabilities: \$598,715.13

Equity:

Local Initiatives/Information Resources	45,033.25
Economic Development	813.07
Transportation Programs	70.80
Emergency Management Projects	-37,685.85
Onsite Repair & Pumpout	31,523.10
Housing	-5,202.37
Coastal Community & Environmental	-32,048.37
Public Access Auth Programs	71,775.92
Mandates	9,168.22
Temporarily Restricted	182,126.96
General Fund Balance	283,565.11

Total Equity: \$549,139.84

Total Liabilities and Equity \$1,147,854.97

Balance: \$0.00

Agencywide R&E by Category

Middle Peninsula Planning District Commission

Run Date: 05/07/2018
 Run Time: 10:19:20 am
 Page 1 of 1

Period Ending: 04/30/18
 Format: 1 Agencywide R&E
 With Indirect Cost Detail

Code & Description	Budget	Current	YTD	Un/Ovr	% Bud
Revenues					
Local Match	0.00	0.00	63,926.06	-63,926.06	0.00%
Local Annual Dues	109,899.00	0.00	109,899.00	0.00	100.00%
Local Other Revenues	28,524.00	0.00	51,090.30	-22,566.30	179.11%
Local Other Organizations	15,000.00	2,211.35	14,317.05	682.95	95.45%
State Revenues	143,817.00	40,478.00	141,176.00	2,641.00	98.16%
Federal Revenues	474,620.00	13,681.66	295,664.64	178,955.36	62.30%
Miscellaneous Income	7,700.00	2,097.15	8,684.46	-984.46	112.79%
RevolvingLoan Program Income	9,000.00	1,496.19	59,718.22	-50,718.22	663.54%
Revenues	788,560.00	59,964.35	744,475.73	44,084.27	94.41%
Expenses					
Personnel	341,895.00	31,918.74	332,684.08	9,210.92	97.31%
Facilities	29,678.00	2,316.34	25,518.87	4,159.13	85.99%
Communications	5,600.00	341.56	4,162.76	1,437.24	74.34%
Equipment & Supplies	4,900.00	1,661.14	742.86	4,157.14	15.16%
Travel	10,350.00	151.42	5,526.87	4,823.13	53.40%
Professional Development	9,950.00	1,435.03	10,757.99	-807.99	108.12%
Contractual	323,574.00	492.27	183,617.24	139,956.76	56.75%
Miscellaneous	58,685.00	730.50	34,091.23	24,593.77	58.09%
Regional Share	0.00	0.00	63,926.06	-63,926.06	0.00%
Expenses	784,632.00	39,047.00	661,027.96	123,604.04	84.25%
Agency Balance	3,928.00	20,917.35	83,447.77		

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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	Funded
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
Environmental	CZM ANPDC Ecotourism	\$38,263	Submitted
Environmental	CZM NNPDC WWF	\$5000	Submitted
Environmental	CZM Dredging	\$50,000	Submitted
Environmental	CZM Rural Enhancement Authority	\$10,000	Submitted
Transportation	VDOT – RTP FY19	\$58,000	Submitted
Local	Urbanna Comp Plan Update	\$15,000	Submitted

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
May 15, 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*

**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.

- Reviewed Water Supply Plan update requirements. Corresponded with Tammy Stevenson at DEQ and reviewed outstanding requirements.
- Developed a template for Existing Resource Information in each locality. The template addressed 9 VAC 25-780-90 requirements for the Water Supply Plan update.
- Reached out to U.S. Fish and Wildlife Service regarding their SARP Riparian Assessment. Data from this assessment may be used to address 9 VAC 25-780-90 B.7.
- Provided the Middle Peninsula Water Supply Planning Committee with a copy of the draft partial 5 year update regarding water supply, use and projections and alternatives analysis as required by DEQ. Committee members were given until May 7th to submit comments.

Locality	Attended Meeting 1 (Oct 25th)	Submitted VA Hydro Request Access Form to DEQ	Submitted Data to e3 Consultants
Essex County	No	Yes	Yes
King & Queen County	Yes	Yes	Yes
King William County	Yes	Yes	Yes
Mathews County	Yes	Yes	Yes
Middlesex County	Yes	Yes	Yes
Town of Urbanna	No	Yes	NA
Town of Tappahannock	Yes	Yes	NA
Town of West Point	Yes	Yes	NA

INFORMATION RESOURCES/ASSISTANCE

- Updated www.mppdc.com website – meeting notices, reports, news releases, GoVa meetings, MPA notices.

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.
- Participated in meeting with Virginia Department of Health staff to discuss VDH regulations in regards to sanitary infrastructure requirements at Perrin Wharf.

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 Gloucester homeowner regarding LSIP program and provided application. Homeowner has been approved for a VCAP grant through the Tidewater Soil and Conservation District, but would like a loan for the entire project and will repay portion when grant money is received.
- Responded to question regarding LSIP certification form. Discussed certification needs with Tony Watkinson, VMRC.
- Met with Gloucester homeowner to receive LSIP application. Waiting on contractor to provide estimate before convening loan committee to review 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 - \$129,277***

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 staff from the USFWS concerning documentation of land closing, recordation requirements and match requirements. Received guidance on match documentation and acreage documentation.
- Requested settlement services from Middlesex Title for the Carneal acquisition parcels adjoining the Captain Sinclair’s Recreational Area in Gloucester. Provided USFWS deed requirements and guidance on payment for settlement services.

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.

- Amended budgets for several FY18-19 CZM grant proposals per CZMA requests.
- Consulted with Joan Salvati, DEQ regarding content for letters of participation from localities to participate in PDC led WIP III process that could be approved within the funding window.
- Received phone call from Mathews citizen regarding proposed “Oyster Coffins” to be permitted off his shoreline and how he could be involved in the permit process. Referred him to local planning department, VMRC, Wetlands Board, and/or Mathews Board of Supervisors for additional information and opportunities to comment on proposed project.
- Received phone call from Lancaster County citizen serving on their Broadband Committee regarding Design 9 costs and PamunkeyNet project. Discussed PamunkeyNet project and referred her to MPPDC Executive Director for additional information.
- Finished updating brochures for the Chesapeake Bay Restoration Fund Marketing Project.
- Received a call from Mike Italiano, President & Chief Executive Officer for Market Transformation to Sustainability (MTS) and Capital Markets Partnership, U.S. Green Building Council (USGBC), Risk-Based Corrective Action (RBCA) Leadership Council, and American Society of Testing & Materials (ASTM) Committee E50 on Environmental Assessment. Mr. Italiano is inquiring about locality interests in bringing a lawsuit against big oil companies for Virginia’s estimated share of \$300,000,000,000 to address sea level rise costs. Asked Mr. Italiano to send information if this initiative moves forward for review.
- Consulted with a Mathews County citizen concerning community rating system voluntary measures versus codified requirements to construction standards to address flooding and sea level rise.
- Consulted with Carol Steele, Gloucester County Assistant County Administrator concerning various sewage handling issues for public access sites across the Middle Peninsula.
- Consulted with Dr. Rich Williams, Three Rivers Health District concerning various Virginia Department of Health Regulations as they relate (in time) to Perrin Wharf. Many of the VDH regulations are tied to when the facility was first permitted. Perrin Wharf came into the VDOT system under the Byrd Act in the 1930’s.

- Consulted with Tony Watkinson, Chief of Habitat for the Virginia Marine Resources Commission concerning how VMRC addresses permitting issues for “Other Places Where Boats are Moored” as it relates to sewage handling and commercial watermen.
- Consulted with Jo Lerch from the Virginia Association of Counties concerning the economic impact of the Morris Bridge replacement effort on marinas if the bridge height was lowered. Advised that significant impact would be realized locally if the bridge was lowered to a height that impacted marine traffic. Additionally, discussed the increasing applications for solar operations across the Commonwealth. Currently 74 notices have been filed covering 30,000 acres in 40 different counties.
- Convened a meeting with representatives from the Three Rivers Health District, Gloucester County Staff, and the Middle Peninsula Chesapeake Bay public Access Authority to discuss options for addressing sewage requirements for other places where boats are moored and Perrin Wharf.
- Consulted with Mike Vernon, Flood Insurance Hampton Roads concerning flood insurance estimates for Captain Sinclair’s Recreational Area in Gloucester.
- Attended the VAPDC Executive Directors meeting held in Charlottesville. Representatives from DEQ were in attendance to discuss PDC participation in the Phase III Watershed Implementation Plan Process. Provided an update to all Middle Peninsula local government administrators on the effort and local request to participate.
- Participated in an Army Corps of Engineers conference call to review the Chesapeake Bay Resource Comprehensive plan and its relations to the Middle Peninsula.
- Provided information to a King William County resident concerning conservation easements and how that land is generally managed going forward. Advised the resident to locate the easement in the King William County Court records for specifics.
- Consulted with Joe Schumacher from Congressman Robert Wittman’s office concerning multiple requests for a database from the U.S. Coast Guard regarding aids to navigation scheduled to be removed within the Middle Peninsula and beyond.
- Consulted with Andrew Larkin and Bruce Voight, NOAA employees regarding ways that NOAA can engage within the Piankatank, Mobjack and York River Basin more constructively. Suggested more fishing reefs to support recreational fishing.
- Consulted with several Mathews County residents concerning an aquaculture operation proposed off of Gwynn’s Island. Most citizens are curious about use conflict resolution and the perception of property value impacts.
- Provided all Middle Peninsula localities with updated population projection information from the Weldon Cooper Center located at UVA.

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.

- Discussed project steps with Accomack-Northampton staff coordinating the project. Awaiting next steps for guidance.

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.

- Reviewed meeting minutes from the Rural Coastal Virginia Ecotourism Planning Meeting that took place on April 10th.
- Prepared outreach letters to various State and Federal landowners along the York River to better understand how each manages eco-based recreational activities.

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
- Received online application from Middlesex resident commuting to Chesterfield. No match available. Referred to Ridefinders for additional assistance.
- Received phone call from wife of Mathews resident commuting to Newport News Shipyard via Newton's Bus. Bus driver is retiring and Newtons is considering no longer offering commuter bus to Shipyard. Provided carpool partners contact information.
- Consulted with Diana Utz, GW Rideconnect regarding vanpool providers.
- Consulted with Mike Stevens and Ken Pollock, Bay Transit regarding bus wrappers, 2018 contract.
- Registered for ACT Conference to be held July 29-August 4.
- Consulted with Stephanie Heinatz, Consociate Media regarding TDM marketing proposal.
- Consulted with Ken Pollock, Bay Transit regarding vanpools for commuters going to Shipyard.
- Consulted with Stephanie Heinatz, Consociate Media regarding assistance with bus wrapper/billboard concepts.
- Received phone call from King and Queen resident regarding information for West Point vanpool to Richmond. Provided contact information for vanpool coordinator.
- Attended ACT Chesapeake Chapter webinar on Changes to Commuter Tax Benefits resulting from the Tax Act of 2017. Included in the bill is a provision that effectively provides that the unrelated business taxable income of an organization is to be increased by the amount of the benefit paid to employees as either a subsidy or pre-tax. This will cause a problem for non-profits as they may now have to pay an unrelated business income tax equal to 21% of the benefits provided to employees or funded through pretax payroll deduction which is likely to put in jeopardy their provision of this benefit to their employees.
- Consulted with Middlesex resident regarding transportation options to RIC airport.
- Current commuter database – 155

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.

- Discussed staffing options and budget implications with Lewie Lawrence, MPPDC Executive Director.
- Requested all business contacts between VDOT and Middle Peninsula localities from July 1, 2017 to current, as per legislative requirements initiated by Delegate Keith Hodges. VDOT reports the following business contacts: Gloucester (1), King William (3), Mathews (2), and Middlesex (1).
- Prepared for Planners Roundtable monthly meeting preparation; agenda prep; outreach to communities for priorities for LRTP update.
- Convened May Planners Roundtable Meeting to discuss LRTP update process. Local partners had questions regarding process for adding new projects/removing existing ones. Determined VDOT should attend next roundtable meeting to field questions/concerns the whole group has.
- Coordinate with VDOT Fredericksburg District to schedule Planners Roundtable meeting.

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.

- Mailed application to Gloucester homeowner.
- Consulted with loan client regarding loan payoff.
- Consulted with Gloucester homeowner regarding MPPDC Septic Repair program, provided link to application via MPPDC website.
- Consulted with Gloucester homeowner regarding MPPDC Septic Repair program, mailed application.
- Consulted with loan client, provided loan pay-off amount.
- Consulted with Bill Rosenbaum, Progress Engineers regarding Gloucester septic repair.
- Consulted with Middlesex homeowner regarding MPPDC Septic Repair program, mailed application.
- Consulted with Essex homeowner regarding MPPDC Septic Repair program, mailed application.
- Consulted with daughter of Middlesex homeowner regarding MPPDC Septic Repair program, provided application. Received application. Discussed next steps.
- Consulted with Tammy Faulkner, Gloucester Health Department regarding septic repair application.

- 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 – \$123,223 in loan funds, \$130,723 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.

- Coordinated with Tom Swartzwelder, King and Queen County Administrator and Liz Povar, Middle Peninsula Alliance concerning a corporate visit from a Canadian company with international business holdings looking to possibly expand business operations in the Middle Peninsula. This business venture utilizes natural resource waste products in its manufacturing process.
- Consulted with a reporter from *The Virginian-Pilot* interested in learning more about the Pamunkey Indian Tribe's economic development initiatives and the Tribes interest in becoming members of the Middle Peninsula Planning District Commission.
- Consulted with Joe Schumacher from Congressman Robert Wittman's office regarding coordination with various federally recognized Tribes across the Middle Peninsula.
- Attended and presented at the Introducing Green Infrastructure for Coastal Resilience workshop held at VIMS. Spoke on numerous blue and green infrastructure initiatives underway by MPPDC: Living Shorelines revolving loan program, stormwater regulations, dredge spoil management, and bay act elevation for flooding.

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.

- Consulted with Liz Povar, Middle Peninsula Alliance and Nicole Talton, Virginia Community Capital regarding Small Business Revolving Loan Program, history of program, programmatic requirements to relending RLF funds per USDA guidelines. MPA may be interested in taking on this program. MPPDC could still provide loan servicing as well as loan funds, if needed.
- 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 to be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans.
- **Funds available – \$138,245**

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.
- Prepared invoices and mailed with memo to PamunkeyNet participants to provide local match funds.
- Prepared draft FY19 budget for consideration by MPA Board of Directors.
- Discussed potential VTC grant and match requirements with Liz Povar, MPA Principal Officer.
- Submitted press release for final session of MPA “Vibrant Communities through Tourism” Workshop to local media.

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.

- Coordinated April 21 VACO event at PAA’s Captain Sinclairs Landing Recreation Area. Procured tent, tables, chairs, caterer, portapotty, entertainment and education. Approximately 35 elected officials from around the state attended the event.

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.

- Prepared and submitted financial report and reimbursement request via VHDA grants to VHDA.
- 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 = \$40,020**

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.

- Submitted reimbursement request via online VHDA grants system.
- Consulted with Delegate Keith Hodges regarding housing tax credit and new approaches for the retention of public workers in rural coastal Virginia. Explored the question of can housing tax credit be used as incentives to retain public workers.
- Attended a called meeting by the Virginia Coastal Policy Law Center, located at the College of William and Mary Law School to review a draft report titled: *No Vacancy Defining the Problem and Proposing Solutions to Vacant Housing in the Middle Peninsula*. The paper (1) proposes a definition of “vacant housing” to encourage uniformity in an area where uniformity is much needed, (2) identifies issues with the marketability of such property, (3) summarizes the current legal framework within which the Commission can function, (4) evaluates helpful case studies from other localities facing a similar problem, and (5) suggests specific policy changes.

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.

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.

- Completed L0102 and L0103, Science of Disasters and Planning: Emergency Operations respectively. These two courses completed the Emergency Management Basic Academy requirements for the Regional Planner at the MPPDC.
- Attended the VDEM SHSP 18 workshop in Chesapeake, Virginia to learn about grant opportunities through VDEM. The SHSP 18 grant is due by the end of May.
- Met with Mr. Mathew Carpentier, Emergency Planner at the Three Rivers Health District to discuss the draft exercise goals and objectives. The exercise is planned for September 22 in Saluda, VA.

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.

- Participated as the Controller and Evaluator for Mathews County for the National Level exercise: “Atlantic Fury” on May 7. The scenario was re-entry and recovery in Mathews County two days after a Category 4 hurricane passed over Hampton Roads, over Mathews County and through New England. Mathews County was able to assess strengths and weaknesses in their Emergency Operations, including discussing the need for a Debris Management Plan and Strategy.
- Reviewed several Debris Management Plans from various Virginia localities.

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 MPPDC Budget Committee to discuss draft FY19 budget and proposed salary adjustments.
- Finalized preparation of FY19 draft budget incorporating Budget Committee recommendations and direction from Executive Director.
- Consulted with Ann Dragoo, GMS regarding software conversion. Made appointment to upgrade and convert MPPDC and PAA GMS software to new platform on June 5.
- Attended VAPDC workshop on Supercircular guidance. Bob Lloyd, VAPDC consultant was hired to review submitted contracts with state pass-through entities to look at their adherence to new supercircular guidelines. Many discrepancies were discovered. Discussed issues with indirect cost rates, reimbursements vs. advance payments, other issues of concern. Reviewed memo to VDEM from Mr. Lloyd regarding issues with acceptance of VDOT indirect rate agreements.



Dear Local Elected Official:

On behalf of the Virginia delegation of the *Local Government Advisory Committee to the Chesapeake Executive Council* (LGAC), I invite you to join me and other local elected officials in the region for a discussion about protecting and restoring local waterways.

The meeting will be held from 8:30 – 10:0 AM on Thursday, June 26, 2018 at the Beale Building, located at 202 S. Church Lane, Tappahannock, VA 22560.

LGAC's purpose is to advise the Chesapeake Executive Council, including Virginia's Governor, on how to effectively implement projects and engage the support of local governments to achieve the goals of the Bay Agreement. We provide a local government voice to the Chesapeake Bay Program and want to bring as many leaders to the table to share in that voice.

During our time together, we will have an open discussion about the challenges YOUR community faces in addressing water resource goals and share examples of successes and obstacles faced by other local officials. The information you provide will be shared with Virginia's leadership in order to foster a better understanding of the connection between local issues and priorities and the state's commitments to protecting downstream waters.

To RSVP, please fill out the following [form](#) if you are able to join us. If you are unable to attend the roundtable in your region, you are welcome to join us at any of the eight roundtables being held in the Commonwealth during June 2018. If you have any questions, please contact Jennifer Starr at 512-228-2552 or e-mail lgac@allianceforthebay.org.

I hope to see you at the Beale Building on June 26.

Sincerely,

The Hon. Charles C. Jones
Director, Northern Neck Soil & Water Conservation District
Virginia Delegation, Local Government Advisory Committee

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MEMORANDUM

TO: Middle Peninsula Planning District Commissioners

FROM: Lewie Lawrence, Executive Director

DATE: May 16, 2018

SUBJECT: Report on the FY' 19 Draft Budget and Overall Program Design

Enclosed please find the Overall Program Design and Budget Committee's recommendations for the FY19 Budget and Overall Program Design (OPD). The Committee met on April 24, 2018 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 May 23.

Comments on the Overall Program Design

For FY 19, 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. Remaining uncertainty over changes to the Federal Budget by Congress juxtaposed against an, as yet, uncertain state budget continues to create unusual budgetary challenges for the Commission as well as its localities. Nevertheless, staff has identified new resources to fund the work of the Commission.

Staff anticipate Federal funding of approximately \$637,000, an increase of \$162,000 over FY18. This represents an increase in federal funding of 34% mainly due to funding to assist the state with WIP III planning and for dredging studies. Anticipated State funding committed to the MPPDC shows an increase of 11% as staff has identified funding for research to promote the new King and Queen Telework Center/Business Incubator.

Currently for FY 19, staff has obtained funding commitments to fully fund all current PDC staff positions with a recommended salary adjustment of 6% across the board. The Commission has not provided staff COLAs since 2008 and staff salaries have continued to decrease relative to market values with some positions now more than 20% below average. One planner position is proposed to be re-classified to more accurately reflect the requirements of the position.

Management recommends using a combination of professional service arraignments to cover some of the Commissions specialized work program and if possible filling a generalist planner later in the year. Much of the funded work requires the expertise of a more experienced planner than the Executive Director believes can be recruited and sustained with current resources. Services from the Berkley Group will be utilized to provide professional skills needed to complete the work program.

Additionally, the Commission and Budget Committee also expressed some need to address outreach on the work of the Commission to other elected officials and in limited cases, the general public. NOAA, through Congressional action has provided limited additional funding under the Coastal Technical Assistance Grant. Staff will use these funds to develop specific messaging about the work and value of investment in the Middle Peninsula as a new outreach initiative.

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 percent of agency staff time dedicated to, and 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 FY2019 the Commission will operate the following Service Centers:

- Service Center #1 Administrative Support (staff time 23%)
- Service Center #2 Environmental Coastal Community Development (staff time 23%)
- Service Center #3 Transportation (staff time 8%)
- Service Center #4 Local Projects/Staff Support (staff time 5%)
- Service Center #5 Local/Regional Planning (staff time 12%)
- Service Center #6 Direct Constituent Service (2%)
- Service Center #7 Mandates (3%)
- Service Center #8 Emergency & Hazard Management (staff time 22%)
- Service Center#9 Blue/Green Environmental Economic Dev (staff time 2%)

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

1. FY19 Draft Overall Program Design & Project List
2. FY19 Proposed Budget that includes an overall summary page
3. FY19 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 \$1,046,046 an increase of 33% over FY18'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 \$94,347 which includes funds to continue the Blue Green Economic Development program. This constitutes a leverage ratio of 11:1.

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

Marion "Pepper" Love, Mathews County

Willy Reay, Gloucester County

Holly Gailey, Town of Urbanna

**DRAFT OVERALL PROGRAM DESIGN
FY '19**

THE DESIGN OF THE OVERALL PROGRAM OF THE MIDDLE PENINSULA PLANNING DISTRICT COMMISSION FOR FY '19 ASSUMES A STAFFING LEVEL AS FOLLOWS:

1. EXECUTIVE DIRECTOR
2. (LEFT VACANT)- DIRECTOR OF REGIONAL PLANNING
3. REGIONAL PROJECTS PLANNER (2 FTE, 1 vacant)
 - a. Senior Planning Project Manager
 - b. Emergency Planner
 - c. Transportation Planner (Contract Planning Services)
 - d. Planner 1 (Vacant/TBD)
4. FINANCE DIRECTOR
5. SECRETARY/PT
6. CONTRACTED SERVICES AGREEMENT FOR PLANNING STAFF

MPPDC SERVICES WILL BE PROVIDED IN THE FOLLOWING AREAS:

- Service Center #1 Administrative Support (staff time 23%)
- Service Center #2 Environmental Coastal Community Development (staff time 23%)
- Service Center #3 Transportation (staff time 8%)
- Service Center #4 Local Projects/Staff Support (staff time 5%)
- Service Center #5 Local/Regional Planning (staff time 12%)
- Service Center #6 Direct Constituent Service (2%)
- Service Center #7 Mandates (3%)
- Service Center #8 Emergency & Hazard Management (staff time 22%)
- Service Center#9 Blue/Green Environmental Economic Dev (staff time 2%)

(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, 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, 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

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 Regional Water Supply Plan.

Responsibility: Executive Director, Regional Projects Planners.

Support: Retained funds, 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

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

(9) Service Center: Blue/Green Environmental Economic Development

Description: This service center responds to the needs of local government by providing solutions and services necessary to carry out economic development and job creation/retention activities.

Activities: Legislative and Policy Development centered on Environmental Regulations and Commoditizing Blue and Green infrastructure across the region; Middle Peninsula Alliance, CEDS and Go Virginia Water Based Economy and WIP III.

Responsibility: Executive Director, Regional Projects Planners, Finance Director

Support: Virginia Department of Housing and Community Development, EDA, Virginia Sea Grant, DEQ and General Funds.

MPPDC FY 19 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 – 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 – Pamunkey New Support - GoVirginia

(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

- Water Supply Plan Update- Local and retained funds

(8) Service Center: Emergency & Hazard Management

- TBD local assistance and grants applications
- Homeland Security Regional Emergency Planning
- (9) Service Center: Economic Development**
 - CEDS Implementation – EDA?
 - WIP III – EPA/DEQ
 - Blue/Green Environmental Economic Development – Local Dues/General Fund

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**Anticipated
MPPDC
Service Centers
FY 2019**

Agency Administration	Environmental Coastal Community Development	Transportation	Local Projects/Staff Support	Local/Regional Planning	Direct Constituent Services	Mandates	Emergency & Hazard Management	Blue/Green Model Economic Development
<p>Agency Administration</p> <ul style="list-style-type: none"> •Overhead •PDC Grants Management •Financial Management •IT Services •Communication 	<ul style="list-style-type: none"> • WWF •Eco Water Trails •Coastal TA •Eco PAA •NFWF VIMS •NAWCA •Septic Repair Grants 	<ul style="list-style-type: none"> •RTP •TDM •TDM Mktg/Telework 	<p>Provide technical services and staff support</p> <ul style="list-style-type: none"> •MPCB PAA Staff Support •MPEDRO Staff Support •GoVirginia/MPA PamunkeyNet 	<p>Provide Critical Analysis Locality Staff Support for</p> <ul style="list-style-type: none"> • VHDA Community Impact – Housing Study •GA Lobby 	<p>Revolving Loan Programs</p> <ul style="list-style-type: none"> •Septic Repair Revolving Loan •Small Septic Repairs LMI •Living Shoreline Revolving Loan 	<p>Local/Regional Compliance State and Federal Requirements</p> <ul style="list-style-type: none"> •Water Supply Plan Update 	<p>Hazard and Emergency services needs</p> <ul style="list-style-type: none"> •Reg Emergency Mgmt •Debris Mgmt •Mass Casualty Planning 	<p>Address local/regional Economic Issues</p> <ul style="list-style-type: none"> •CEDS implementation •Blue/Green Environmental Economic Development Model •University Partnership •MP Alliance •Dredging
<p>~\$165,546 shared costs (indirect)</p>	<p>~\$320,424</p>	<p>~\$177,307</p>	<p>~\$72,470</p>	<p>~\$223,570</p>	<p>~\$13,250</p>	<p>~\$15,751</p>	<p>~\$113,257</p>	<p>~\$50,000 Plus \$15K Gen Fd</p>

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Middle Peninsula Planning District Commission
FY19 Budget Overview

FY19 DRAFT BUDGET

Revenues

LOCAL (annual contributions)	\$159,297.00
LOCAL (other)	\$40,650.00
STATE	\$159,817.00
FEDERAL	\$637,162.00
OTHER	\$49,120.00
	\$1,046,046.00

Expenses

PERSONNEL EXPENSE	\$284,619.00
FRINGE BENEFITS	\$92,952.79
FACILITY EXPENSE	\$34,037.00
EQUIPMENT AND SUPPLIES EXPENSE	\$2,500.00
TRAVEL EXPENSE	\$9,650.00
PROFESSIONAL DEVELOPMENT EXPENSE	\$11,660.00
CONSULTANT/CONTRACTUAL EXPENSE	\$421,386.00
MISCELLANEOUS EXPENSE	\$73,930.00
	\$930,734.79

General Fund Increase (Decrease) \$115,311.21

Matching Funds Required \$94,347.00

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