



COMMISSIONERS

Essex County

Vacant

Hon. Edwin E. Smith, Jr.

Hon. John C. Magruder

Mr. Michael A. Lombardo

Town of Tappahannock

Hon. Roy M. Gladding

Gloucester County

Hon. Ashley C. Chriscoe

(Vice-Chairman)

Dr. William G. Reay

Hon. Michael R.

Winebarger

King and Queen County

Hon. Sherrin C. Alsop

Hon. R. F. Bailey

Mr. Thomas J.

Swartzwelder

(Chairman)

King William County

Hon. David E. Hansen

Hon. Travis J. Moskalski

(Treasurer)

Mr. Eugene J. Rivara

Town of West Point

Hon. James Pruett

Mathews County

Hon. George C. Morrow

Mr. Thornton Hill

Mr. Michael C. Rowe

Ms. Melinda Conner

Middlesex County

Mr. Gordon E. White

Hon. Wayne H. Jessie, Sr.

Mr. Matthew L. Walker

Hon. Kathy H. Swinehart

Town of Urbanna

Hon. Diane Gravatt


Ms. Holly Gailey

Secretary/Director

Mr. Lewis L. Lawrence

MEMORANDUM

TO: MPPDC Board of Commissioners

FROM: Lewis Lawrence, Executive Director 

DATE: September 19, 2019

RE: September Commission Meeting

The Middle Peninsula Planning District Commission will host its monthly meeting on Wednesday, September 25, 2019 at 7:00 p.m. in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda.

Enclosed are the September 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 **September 25th**!

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

7:00 P.M.

Wednesday, September 25, 2019

125 Bowden Street

Saluda VA 23149

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

AGENDA ITEMS FOR DISCUSSION

- IX. Commuter Survey Results, Stephanie Heintz Consociate Media
- X. Debris Management Plan Presentation, Jessica Roy MPPDC Emergency Management Planner
- XI. General Legislative Discussion
- XII. Other Business
- XIII. Adjournment

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MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

July 24, 2019
Saluda, Virginia

I. Welcome and Introductions

The monthly meeting of the Middle Peninsula Planning District Commission was held in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda, Virginia on Wednesday, July 24, 2019, at 7:00 p.m. MPPDC Chairman Swartzwelder welcomed everyone in attendance.

Commissioners Present

Essex County: Edwin “Bud” Smith, Jr., John Magruder, Michael Lombardo
King William County: Travis Moskalski, Eugene Rivara, David Hansen
King and Queen County: Tom Swartzwelder
Gloucester County: Ashley Chriscoe, Michael Winebarger, Dr. Willy Reay
Mathews County: G.C. Morrow, Mike Rowe
Middlesex County: Wayne Jessie, Kathy Swinehart
Town of Urbanna: Holly Gailey
Town of West Point: James Pruett

Commissioners Absent

King and Queen County: Sherrin Alsop, R.F. Bailey
Mathews County: Mindy Conner, Tim Hill
Middlesex County: Matt Walker, Gordon White
Town of Tappahannock: Monte “Roy” Gladding
Town of Urbanna: Diane Gravatt

Also in Attendance

Lewis Lawrence, MPPDC Executive Director
Beth Johnson, MPPDC Finance Director
Dawn Mantell, MPPDC Secretary
Jessica Roy, MPPDC Emergency Management Planner
Guests

II. Approval of June Minutes

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

III. Approval of June Financial Report

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

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

Chairman Swartzwelder requested MPPDC Executive Director, Lewie Lawrence review the Executive Director's Report on Staff Activities for the month of July. The Executive Director's Report on staff activities is developed at a monthly staff meeting, organized by PDC Service Centers, and the activities are used to report grant funding activities.

Mr. Lawrence directed the Commissioners' attention to several items:

- Met with Philip Todd, Outside Sales Rep for Atlantic Reefmaker regarding the use of emerging shoreline stabilization technology as part of the MPPDC Fight the Flood program. MPPDC Executive Director, Lewie Lawrence provided the Commission with a scale model of the proposed adaptive technology to create biogenic reefs. This technology has already been deployed at a bridge in the Outer Banks. Local test areas are needed to put demo products in place and the MPCBPAA is exploring the possibility of using its property.
- Consulted with Elizabeth Andrews, Director, Virginia Coastal Policy Center at William & Mary School of Law regarding how Maryland defines different types of living shoreline technologies. Maryland's point of contact is Jonathan Stewart, Regional Chief of the Wetland and Waterways Program. MPPDC Executive Director, Lewie Lawrence stated Maryland's scale definition is much tighter than Virginia's and staff will continue to conduct research.
- Attended a meeting called by Del. Keith Hodges to meet with Kendall Tyree, Virginia Director of Soil and Water Conservation Districts to discuss the closing of the Tidewater SWCD VCAP program which provides grant funding for the construction of living shorelines in Gloucester, Mathews and Middlesex Counties. Was advised the Tidewater SWCD is doing all they can to hire and train so that the program can be reopened. MPPDC staff has received around a dozen calls from citizens and contractors upset by the closing of the VCAP program in these counties. MPPDC Executive Director, Lewie Lawrence stated he met with Kendall Tyree and Annette Jennings and was told there wasn't anything they could do. Mr. Lawrence stated he offered for the MPPDC to run the program. This issue is still a work in progress.
- Set July 25th as the date for the Rural Coastal Enhancement Authority Summit to be held at the Virginia Institute of Marine Science in Gloucester Point. MPPDC Executive Director, Lewie Lawrence stated over 70 people are expected to be in attendance.
- Received phone call from Gwynn's Island homeowner who was unhappy that she could not access funding from VCAP program as Tidewater SWCD was not taking applications. She learned about the MPPDC program through an article in *The Mechanicsville Local*. She was not interested in a loan for her pending living shoreline project as she could access funds at a better interest

rate through a Home Equity Line of Credit. Discussed lowering interest rates with MPPDC Executive Director when program design is revised in the Bond process with recapitalization.

- Prepared and submitted application to recapitalize MPPDC Onsite Revolving Loan Program through the Virginia Clean Water Revolving Loan Fund at DEQ. Requested \$200,000. MPPDC Executive Director, Lewie Lawrence stated staff should have a response in a couple of weeks.
- Developed and submitted a contract for professional services to update the Town of Urbanna Comprehensive Plan. MPPDC is awaiting the return of the Contract to initiate the project. MPPDC Executive Director, Lewie Lawrence asked the Town Administrator to please sign and return the contract so work may begin.
- Submitted funding proposal for satellite phone subscription renewal for the 6 Middle Peninsula localities for a period of 3 years. Due to spotty cell service and other portable modes of emergency communication (i.e. radios) being easily affected by natural, man-made and technological disasters, submitting this grant to renew the satellite phone subscription will allow the localities to have functional communication methods before, during and/or after an incident has occurred. Received letters of support from Gloucester, Mathews, Middlesex and King William Counties. MPPDC Executive Director, Lewie Lawrence explained there are 3 choices available: (1) Turn the satellite phones in (2) Each locality pay for the subscription themselves or (3) Convince VDEM to allow MPPDC to put an application in requesting to keep the satellite phones for another 3 years.

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

V. MPCBPAA Update

None.

VI. MPA Update

Travis Moskalski, MPA Chairman gave an update from the July Middle Peninsula Alliance (MPA) Board meeting. Design Nine was approved as the PamunkeyNet Vendor. MPA Principal Officer, Liz Povar and Board Chairman, Travis Moskalski attended the July Middlesex Board of Supervisors and Planning Commission meetings in support of the new campground as it aligns with the goals of the MPA and encouraged Commissioners to let the MPA know if their locality has a project they can endorse. Mr. Moskalski stated Advisory Board nominations continue to be accepted via www.mpava.com and asked the Commission to assist with getting the word out.

VII. MPPDC Public Relations/Communications Update

None.

VIII. Public Comment

None.

IX. Resilient Coastal Forests Project, Jamie Trost and Karen Firehock, Green Infrastructure Center

Robbie Lewis, Department of Forestry stated his day-to-day responsibility is to assist private landowners with forestry management. Blue-green infrastructure is great in the Middle Peninsula but the Department of Forestry realized they didn't have a response to the problems plaguing the resource protection area (RPA) buffer from climate changes that are killing trees in the buffer. Mr. Lewis introduced Karen Firehock, Executive Director of Green Infrastructure Center. Ms. Firehock informed the Commission of their new Resilient Coastal Forests Project and circulated a map of the prospective study area. The study area includes parts of New Kent, James City, York, Gloucester, Mathews and King and Queen Counties. The first step in the project will be to gather information on processes affecting forests such as pests, diseases and storm impacts on forestry land on the coast. The next step will be to discover what factors might affect risk, such as storms, salt and disease. Researchers will also be looking into the future to see what might happen down the road and look for solutions to those issues. A more detailed analysis will be performed in towns. This project is expected to serve as a model for the whole coastal region.

X. Gloucester County Continuity of Operations Plan Presentation, Jessica Roy, MPPDC Emergency Management Planner

Jessica Roy, MPPDC Emergency Management Planner assisted Gloucester County with the creation of a Continuity of Operations Plan (COOP) and circulated a copy for the Commissioners to review while providing a power point presentation which explained how a COOP allows a community to continue operations in the event of natural, technological, man-made incidents or planned events. The ultimate goal of a COOP is the continuation of Primary Mission Essential Functions (PMEFs) such as payroll, computer systems/networks, plumbing, etc. In order to achieve that goal, departments, agencies, and organizations should identify their PMEFs and ensure that those functions can be continued throughout, or resumed rapidly after, a disruption of normal activities. Jessica Roy offered the services of the MPPDC in assisting MP localities currently without a COOP plan in creating one for them.

XI. Adoption of MPPDC FY2020 Indirect Cost Allocation Plan

Beth Johnson, MPPDC Finance Director presented the draft FY2020 Indirect Cost Allocation Plan. MPPDC will again use the Modified Total Direct Cost Allocation Basis adopted in December 2018. This approach allocates indirect costs to every project based on total direct costs charged to the project. Ms. Johnson directed

Commissioners' attention to the Cost Policy Statement which describes the methodology used to determine which expenses to include and exclude from the calculations and the Indirect Cost Allocation Plan which describes the calculation of the indirect and fringe rates. The Indirect Cost Allocation Plan enables the Commission to charge funding sources for indirect costs including indirect salaries and fringe benefits as well as facility expenses, supplies, professional development, certain other shared consultant and contractual fee expenses, travel expenses and other miscellaneous expenses such as postage and printing/duplicating. The Indirect Cost Rate and Employee Benefit Rate calculated are aids used in preparing future funding proposals. The planned indirect cost rate for FY2020 is 26.34% and the fringe rate is 29.03%. Chairman Swartzwelder requested a motion to adopt the MPPDC FY2020 Indirect Cost Allocation Plan as presented. Mr. Chriscoe so moved, Mr. Rivara seconded, motion carried.

XII. Other Business

None.

XIII. Adjournment

Chairman Swartzwelder requested a motion to adjourn. Mr. Smith so moved, Mr. Chriscoe seconded, motion carried.

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

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(Secretary)

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Project Financial Report

Middle Peninsula Planning District Commission
 Period Ending: 07/31/2019

Run Date: 08/14/2019
 Run Time: 10:38:50 am
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----- Expenditures -----								
Code	Description	Budget	Curr Month	Project Total	Un/Over	% Budget	Revenues	Balance
30013	EE&CBG Project	4,565.00	130.76	4,695.76	(130.76)	102.86%	4,864.19	168.43
30109	MPEDRO Staff Support	0.00	65.40	65.40	(65.40)	0.00%	0.00	(65.40)
30111	Blue/Green Infrastructure PDC f	0.00	0.00	0.00	0.00	0.00%	0.01	0.01
30115	VHDA Community Impact Grant	30,000.00	0.00	34,882.62	(4,882.62)	116.28%	34,882.38	(0.24)
30117	Urbanna Comp Plan Update	6,000.00	0.00	0.00	6,000.00	0.00%	6,000.00	6,000.00
30118	MPA Staff Support	19,000.00	1,393.35	1,393.35	17,606.65	7.33%	0.00	(1,393.35)
30170	MPBDP Staff Support	22,374.22	221.65	22,595.88	(221.66)	100.99%	24,806.75	2,210.87
30215	TDM Marketieng	24,844.00	555.78	14,021.42	10,822.58	56.44%	13,465.52	(555.90)
30216	FY20 TDM Operating	84,807.00	4,696.22	4,696.22	80,110.78	5.54%	0.00	(4,696.22)
30317	FY20 Rural Transportation Planr	72,500.00	5,994.64	5,994.64	66,505.36	8.27%	0.00	(5,994.64)
30420	Onsite Loan Management	179,713.02	826.89	161,225.64	18,487.38	89.71%	193,794.13	32,568.49
30428	WQIF 2016, \$183500 RLF match	216,500.00	27,771.26	185,033.10	31,466.90	85.47%	157,262.33	(27,770.77)
30450	Septic Pumpout	21,804.00	1,023.08	1,177.16	20,626.84	5.40%	154.08	(1,023.08)
30502	Water Supply Planning	0.00	0.01	0.01	(0.01)	0.00%	0.00	(0.01)
31002	GA Lobby FY09	40,750.00	0.00	46,478.84	(5,728.84)	114.06%	56,527.75	10,048.91
31208	MP/NN Regional Debris Manage	43,000.00	6,653.91	37,782.84	5,217.16	87.87%	31,128.78	(6,654.06)
31209	Re-entry Plan	44,050.00	5,101.06	16,148.25	27,901.75	36.66%	11,047.10	(5,101.15)
31210	Emergency Mgmt FY19-FY20	49,500.00	4,292.12	24,177.30	25,322.70	48.84%	19,885.01	(4,292.29)
31500	Living Shoreline Incentive Progr:	26,196.92	653.16	14,808.66	11,388.26	56.53%	29,217.37	14,408.71
32015	PAA Staff Support	0.00	3,402.62	3,402.62	(3,402.62)	0.00%	1,800.00	(1,602.62)
32017	NAWCA PAA project	75,000.00	15,678.97	71,873.41	3,126.59	95.83%	75,000.00	3,126.59
32144	Coastal TA FY19	69,000.00	5,230.57	53,593.76	15,406.24	77.67%	48,362.65	(5,231.11)
32145	CZM Dredging	50,000.00	674.79	16,007.38	33,992.62	32.01%	15,332.47	(674.91)
32146	ANPDC EcoTourism II	48,263.00	3,961.89	39,137.45	9,125.55	81.09%	35,175.13	(3,962.32)
32147	ANPDC Rural Enhancement Autl	5,000.00	346.62	4,507.97	492.03	90.16%	4,161.32	(346.65)
32148	NNPDC WWF Video	4,131.00	548.76	4,785.93	(654.93)	115.85%	4,237.13	(548.80)
32149	WIP III Update	21,500.00	690.32	8,252.00	13,248.00	38.38%	7,561.62	(690.38)
32150	CZM Extraction Fee Study	15,000.00	1,290.88	9,500.02	5,499.98	63.33%	8,209.07	(1,290.95)
32151	NFWF Landowners Living Shorel	199,914.09	1,475.62	5,951.30	193,962.79	2.98%	4,475.64	(1,475.66)
32152	DCR Fight the Flood	56,345.26	1,134.33	1,134.33	55,210.93	2.01%	0.00	(1,134.33)
38020	Local Projects	221,020.00	12,889.92	12,889.92	208,130.08	5.83%	59,258.84	46,368.92
Totals:		1,650,777.51	106,704.58	806,213.18	844,564.33	48.84%	846,609.27	40,396.09

Balance Sheet by Category

Middle Peninsula Planning District Commission
 Period Ending: 07/31/2019
 Format: 1 Board

Run Date: 8/14/19
 Run Time: 10:44:16 am
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Assets:

Cash in Bank	244,665.04
Cash in Bank, Restricted	355,466.80
Receivables	497,455.41
Property & Equipment	1,102.17
Prepaid Pension (Deferred Outflows)	13,015.24

Assets:	\$1,111,704.66
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Liabilities:

Accounts Payable	21,139.68
VRA Loan Payables	275,140.08
Payroll Withholdings	(0.01)
Accrued Leave	45,754.63
Deferred Inflows (VRS)	157,347.00
Net Pension Liabilities	22,476.00
Cost Allocation Control	1,886.37

Liabilities:	\$523,743.75
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Equity:

Local Initiatives/Information Resources	56,948.93
Economic Development	1,767.49
Transportation Programs	(11,246.64)
Emergency Management Projects	(16,047.08)
Onsite Repair & Pumpout	3,777.12
Housing	(70.35)
Coastal Community & Environmental	(945.02)
Public Access Auth Programs	1,524.10
Temporarily Restricted	177,307.09
General Fund Balance	374,945.27

Equity:	\$587,960.91
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Total Liabilities and Equity	\$1,111,704.66
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Balance:	\$0.00
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Agencywide R&E by Category

Middle Peninsula Planning District Commission
 Period Ending: 07/31/2019
 Format: 1 Agencywide R&E

Run Date: 08/14/2019
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With Indirect Cost Detail

Code & Description	Budget	Current	YTD	Un/Over	% Bud
Revenues					
	262,773.00	0.00	0.00	262,773.00	0.00%
Local Match	0.00	634.90	634.90	(634.90)	0.00%
Local Annual Dues	135,099.00	57,899.00	57,899.00	77,200.00	42.86%
Local Other Revenues	40,446.00	17,528.00	17,528.00	22,918.00	43.34%
Local Other Organizations	21,044.00	0.00	0.00	21,044.00	0.00%
State Revenues	180,340.00	(634.90)	(634.90)	180,974.90	(0.35)%
Federal Revenues	524,966.00	18,805.68	18,805.68	506,160.32	3.58%
Miscellaneous Income	13,000.00	1,992.86	1,992.86	11,007.14	15.33%
RevolvingLoan Program Income	14,500.00	51,335.54	51,335.54	(36,835.54)	354.04%
Revenues	1,192,168.00	147,561.08	147,561.08	1,044,606.92	12.38 %
Expenses					
Personnel	450,844.00	35,465.61	35,465.61	415,378.39	7.87%
Facilities	34,256.00	2,620.00	2,620.00	31,636.00	7.65%
Communications	3,931.00	365.50	365.50	3,565.50	9.30%
Equipment & Supplies	4,400.00	320.25	320.25	4,079.75	7.28%
Travel	5,025.00	713.95	713.95	4,311.05	14.21%
Professional Development	13,210.00	963.42	963.42	12,246.58	7.29%
Contractual	548,015.00	58,363.00	58,363.00	489,652.00	10.65%
Miscellaneous	57,325.00	7,257.94	7,257.94	50,067.06	12.66%
Regional Share	0.00	634.90	634.90	(634.90)	0.00%
Expenses	1,117,006.00	106,704.57	106,704.57	1,010,301.43	9.55 %
Agency Balance	75,162.00	40,856.51	40,856.51		

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Project Financial Report

Middle Peninsula Planning District Commission
 Period Ending: 08/31/2019

Run Date: 09/11/2019
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Expenditures

Code	Description	Budget	Curr Month	Project Total	Un/Over	% Budget	Revenues	Balance
30013	EE&CBG Project	4,565.00	135.22	4,830.98	(265.98)	105.83%	4,919.18	88.20
30109	MPEDRO Staff Support	0.00	(65.40)	0.00	0.00	0.00%	0.00	0.00
30111	Blue/Green Infrastructure PDC f	0.00	0.00	0.00	0.00	0.00%	0.01	0.01
30115	VHDA Community Impact Grant	30,000.00	0.00	34,882.62	(4,882.62)	116.28%	34,882.38	(0.24)
30117	Urbanna Comp Plan Update	6,250.00	0.00	0.00	6,250.00	0.00%	6,000.00	6,000.00
30118	MPA Staff Support	27,574.89	1,325.43	2,718.78	24,856.11	9.86%	0.00	(2,718.78)
30170	MPBDP Staff Support	22,374.22	77.37	22,673.25	(299.03)	101.34%	25,081.61	2,408.36
30215	TDM Marketieng	24,844.00	574.66	14,596.08	10,247.92	58.75%	13,465.52	(1,130.56)
30216	FY20 TDM Operating	84,807.00	4,057.56	8,753.78	76,053.22	10.32%	0.00	(8,753.78)
30317	FY20 Rural Transportation Planr	72,391.00	6,015.36	12,010.00	60,381.00	16.59%	0.00	(12,010.00)
30420	Onsite Loan Management	179,713.02	637.05	161,862.69	17,850.33	90.07%	194,455.51	32,592.82
30428	WQIF 2016, \$183500 RLF match	216,500.00	135.22	185,168.32	31,331.68	85.53%	157,262.33	(27,905.99)
30450	Septic Pumpout	21,804.00	699.17	1,876.33	19,927.67	8.61%	154.08	(1,722.25)
30502	Water Supply Planning	0.00	0.00	0.01	(0.01)	0.00%	0.00	(0.01)
31002	GA Lobby FY09	40,750.00	0.00	46,478.84	(5,728.84)	114.06%	69,731.75	23,252.91
31208	MP/NN Regional Debris Manage	43,000.00	5,131.14	42,913.98	86.02	99.80%	31,128.78	(11,785.20)
31209	Re-entry Plan	44,050.00	5,331.93	21,480.18	22,569.82	48.76%	11,047.10	(10,433.08)
31210	Emergency Mgmt FY19-FY20	49,500.00	4,458.24	28,635.54	20,864.46	57.85%	19,885.01	(8,750.53)
31500	Living Shoreline Incentive Progr:	26,196.92	716.27	15,524.93	10,671.99	59.26%	29,468.12	13,943.19
32015	PAA Staff Support	12,200.00	1,559.67	4,962.29	7,237.71	40.67%	4,200.00	(762.29)
32017	NAWCA PAA project	75,000.00	(448.42)	71,424.99	3,575.01	95.23%	75,000.00	3,575.01
32144	Coastal TA FY19	69,000.00	6,259.93	59,853.15	9,146.85	86.74%	48,362.65	(11,490.50)
32145	CZM Dredging	50,000.00	674.59	16,681.85	33,318.15	33.36%	15,332.47	(1,349.38)
32146	ANPDC EcoTourism II	48,263.00	3,880.52	43,017.54	5,245.46	89.13%	35,175.13	(7,842.41)
32147	ANPDC Rural Enhancement Autl	5,000.00	473.71	4,981.68	18.32	99.63%	4,161.32	(820.36)
32148	NNPDC WWF Video	4,131.00	544.26	5,330.19	(1,199.19)	129.03%	4,237.13	(1,093.06)
32149	WIP III Update	21,500.00	691.42	8,943.42	12,556.58	41.60%	7,561.62	(1,381.80)
32150	CZM Extraction Fee Study	15,000.00	1,361.67	10,861.69	4,138.31	72.41%	8,209.07	(2,652.62)
32151	NFWF Landowners Living Shorel	199,914.09	1,544.98	7,496.28	192,417.81	3.75%	4,475.64	(3,020.64)
32152	DCR Fight the Flood	56,345.26	2,352.11	3,486.44	52,858.82	6.19%	0.00	(3,486.44)
38020	Local Projects	221,020.00	7,071.03	19,960.95	201,059.05	9.03%	137,732.55	117,771.60
Totals:		1,671,693.40	55,194.69	861,406.78	810,286.62	51.53%	941,928.96	80,522.18

Balance Sheet by Category

Middle Peninsula Planning District Commission
 Period Ending: 08/31/2019
 Format: 1 Board

Run Date: 9/11/19
 Run Time: 2:47:17 pm
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Assets:

Cash in Bank	475,919.82
Cash in Bank, Restricted	376,421.73
Receivables	338,777.46
Property & Equipment	1,102.17
Prepaid Pension (Deferred Outflows)	13,015.24

Assets:	\$1,205,236.42
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Liabilities:

Accounts Payable	10,700.70
VRA Loan Payables	337,451.33
Payroll Withholdings	(0.02)
Accrued Leave	45,754.63
Deferred Inflows (VRS)	157,347.00
Net Pension Liabilities	22,476.00
Cost Allocation Control	3,420.87

Liabilities:	\$577,150.51
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Equity:

Local Initiatives/Information Resources	141,555.61
Economic Development	704.95
Transportation Programs	(21,894.22)
Emergency Management Projects	(30,968.39)
Onsite Repair & Pumpout	2,967.06
Housing	(150.58)
Coastal Community & Environmental	(19,193.73)
Public Access Auth Programs	2,812.85
Temporarily Restricted	177,307.09
General Fund Balance	374,945.27

Equity:	\$628,085.91
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Total Liabilities and Equity	\$1,205,236.42
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Balance:	\$0.00
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Agencywide R&E by Category

Middle Peninsula Planning District Commission
 Period Ending: 08/31/2019
 Format: 1 Agencywide R&E

Run Date: 09/11/2019
 Run Time: 2:48:19 pm
 Page 1 of 1

With Indirect Cost Detail

Code & Description	Budget	Current	YTD	Un/Over	% Bud
Revenues					
Local Match	0.00	0.00	634.90	(634.90)	0.00%
Local Annual Dues	135,099.00	77,200.00	135,099.00	0.00	100.00%
Local Other Revenues	40,446.00	15,604.00	33,132.00	7,314.00	81.92%
Local Other Organizations	21,044.00	0.00	0.00	21,044.00	0.00%
State Revenues	441,863.00	0.00	(634.90)	442,497.90	(0.14)%
Federal Revenues	526,216.00	0.00	18,805.68	507,410.32	3.57%
Miscellaneous Income	13,000.00	1,595.67	3,588.53	9,411.47	27.60%
RevolvingLoan Program Income	14,500.00	920.02	52,255.56	(37,755.56)	360.38%
Revenues	1,192,168.00	95,319.69	242,880.77	949,287.23	20.37 %
Expenses					
Personnel	450,844.00	34,694.96	70,160.57	380,683.43	15.56%
Facilities	34,256.00	2,535.26	5,155.26	29,100.74	15.05%
Communications	3,931.00	450.75	816.25	3,114.75	20.76%
Equipment & Supplies	4,400.00	108.03	428.28	3,971.72	9.73%
Travel	5,025.00	111.69	825.64	4,199.36	16.43%
Professional Development	13,210.00	3,966.25	4,929.67	8,280.33	37.32%
Contractual	548,015.00	11,166.35	69,529.35	478,485.65	12.69%
Miscellaneous	57,325.00	2,161.37	9,419.31	47,905.69	16.43%
Regional Share	0.00	0.00	634.90	(634.90)	0.00%
Expenses	1,117,006.00	55,194.66	161,899.23	955,106.77	14.49 %
Agency Balance	75,162.00	40,125.03	80,981.54		

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

Note: On May 23, 2018, the Commission voted to direct staff to email all future documents including the Commission meeting packets in an effort to save on postage. As we strive to make this report more informative and user friendly, some previously contained information may now be accessed by clicking on the following link(s):

- For Demographic Information:
http://virginalmi.com/report_center/community_profiles/5109000318.pdf
- For MPPDC Website: <http://www.mppdc.com/>

MPPDC Staff and Contact Information

Executive Director: Lewis Lawrence

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

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

Finance Director: Beth Johnson

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

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

Planner 1: Todd Scheid

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

Programs: *Rural Transportation Planning*

Planner 1: Jessica Roy

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

Programs: *Regional Emergency Planning*

Special Projects Planner: Jackie Rickards

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

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

Secretary: Dawn Mantell

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

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

INFORMATION RESOURCES/ASSISTANCE

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

COASTAL COMMUNITY DEVELOPMENT/ ENVIRONMENTAL

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

Project 31500 - Living Shoreline Incentive Program RLF

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

- Prepared and submitted reimbursement request to DEQ for VRA funds.
- Consulted with Charlie Forbes, Fairfax County regarding MPPDC LSIP program. Fairfax is looking into starting an LSIP program for Fairfax homeowners and as MPPDC has the only LSIP program in the state, they were interested in how our program operates. Discussed follow-up questions including discussion of MPPDC providing loan payment processing services to the County for a fee.
- *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 - \$195,651.**

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.

- Coordinated recordation of the final acquisition documentation for the last fee simple purchase under the grant for a parcel located in lower Guinea.

Project 32144 – Virginia Coastal TA FY19

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

- Designed signs for the Captain Sinclair Recreational Area and the Perrin Wharf for the Middle Peninsula Chesapeake Bay Public Access Authority.
- Consulted with Tom Murray, Marine Economist concerning various commercial seafood operations in and around Gloucester County.
- Consulted with Jennifer Morgan, Coordinator of Go Virginia Region 6 regarding functional consolidation and cost savings of governmental projects such as dredging and regional reassessment for eligibility under Go Virginia.

- Consulted with staff of the Chesapeake Bay Foundation regarding water quality impacts related to solar operations within or near the RPA.
- Consulted with Mark Mansfield, President and CEO of Shore Consulting Group LLC and retired U.S. Army Corps of Engineers Shallow Water Dredging Project Manager regarding dredging issues across Rural Coastal Virginia.
- Consulted with Andy Lacatell, The Nature Conservancy regarding a site visit meeting with a team from New Zealand interested in learning about Virginia Coastal Zone Management. Agreed to host a meeting in September with the New Zealand team to discuss land conservation management and coastal planning.
- Consulted with Joe Schumacher of Congressman Robert Wittman’s staff regarding various federal legislative proposals to fund living shoreline and resiliency projects. Convened a meeting with the Department of Game and Inland Fisheries public access management staff regarding dredging needs around state facilities and discussed concept proposals to collaboratively fund dredging costs.
- Consulted with Andrew Larkin, Senior Program Analyst for NOAA Chesapeake Bay Office regarding an invitation for a speaking engagement at a NOAA sponsored Middle Peninsula Nearshore Habitat Restoration Symposium.
- Consulted with Jutta Schneider, Director of the Water Planning Division of Virginia Department of Environmental Quality regarding challenges of addressing flood control within the Chesapeake Bay Preservation Act resource protection area. Coordinated for a meeting in October to visit various Middle Peninsula sites that routinely and recurrently flood.
- Consulted with Bruce Vogt of Big Island Aquaculture Company regarding management and oversight of the Virginia Oyster Trail tourism project. Mr. Voigt is now Project Manager for the Oyster Trail Initiative.
- Convened the August meeting of the Local Government Administrators. Agenda topics included: General discussion on the proliferation of solar; Rural Coastal Summit; Essex County’s need for a shared planner and a general discussion about Organizational and Management Review.
- Attended the August meeting of the Joint Subcommittee on Recurrent Flooding held at the State Capital.

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

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

- Consulted with Scott Hardaway, Shoreline Studies Program at VIMS. Discussed dredging projects in Mathews and Gloucester Counties including different types of dredge material and storage location.
- Below are localities that MPPDC staff has requested tax exempt parcel data from. The checked localities have sent the requested data and the unchecked localities have not provided data or a response. MPPDC staff will work to map data collected to-date.

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

- Received updated public land data from Gloucester County. This data was added to the public land GIS database and maps were updated to reflect the additions.

Project 32146 – ANPDC Ecotourism II

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

- Contacted Kate Legg, Director at Gloucester Parks, Recreation & Tourism regarding Gloucester Blueways and how Gloucester can utilize the Virginia Water Trails website. Scheduled meeting for Friday, August 16th to discuss whether there is interest in expanding the Blueways. Based on discussions at the meeting, there is interest and Gloucester staff will organize a kayak trip in the near future to explore new creeks and tributaries.

Project 32147 – ANPDC Rural Enhancement Authority

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

- Met with James Windsor and Greg Davis of Kaufman and Canoles who have offered to develop bylaws for local consideration of the member localities to stand up the Authority.

Project 32148 – NNPDC WWF Video

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

- Drafted StoryMaps of public working waterfront locations. Also drafted a list of questions for a private working waterfront business.

Project 32149 – WIP III (2)

MPPDC will continue to engage localities and regional and state partners regarding Bay WIP III programmatic actions and implementation activities with funding provided by DEQ. One outcome of this project may be sustainable funding to the PDC for a designated environmental staff person to provide coordination between DEQ CBP and localities and technical assistance to local governments moving forward.

- Requested data from localities to support the Chesapeake Conservancy’s Bay High-Resolution Land Cover Update project. Data layers of interest include parcel data, local land use data, building footprints, MS4 boundaries, sewer service areas and planned expansions, street centerlines, zoning data, federal, state and municipally owned lands or other relevant data sets. Below are localities that MPPDC staff has requested data from. The checked localities have sent the requested data and the unchecked localities

have not provided data or a response to-date.

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

- Sent localities information regarding The National Fish and Wildlife Foundation’s Emergency Coastal Resilience Request for Proposals (RFP) (<https://www.nfwf.org/coastalresilience/emergency/Pages/home.aspx>). This funding comes directly from the Supplemental Appropriations Act of 2019 (P.L. 116-20) to support projects that increase the resilience of coastal communities impacted by hurricanes Florence and Michael, Typhoon Yutu, and wildfires in 2018. In part, a webinar is scheduled for Wednesday, September 4th at 1 p.m. EDT (To register, visit <https://attendee.gotowebinar.com/register/1011951320324698882>).

Project 32150 – CZM Extraction Fee Study

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

- Executed contract with CZM program.
- Researched mining and mineral processing, excise taxes, agricultural product assessments as well as the forest project tax.

Project 32151 – NFWF Landowners Living Shorelines & Shoreline Management

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

- Sent the Quality Assurance Project Plan (QAPP) to National Fish and Wildlife Foundation for review and reviewed comments received on August 8th. VIMS is currently in the process of updating the QAPP.
- Convened a project team meeting with interested homeowners on the Ware River for discussion about shoreline resiliency design needs. Homeowners were able to discuss questions with Scott Hardaway of VIMS Shoreline Studies Program as to possible shoreline plan elements for consideration.

Project 32152 – DCR Flooding

*The Middle Peninsula **Fight the Flood** program will educate Middle Peninsula property owners on the benefits of and need for flood insurance (including how to reduce premiums); how to protect waterfront land from storm surge and repetitive flooding using building and financing nature-based flood mitigation solutions designed for FEMA’s 10-year storm event at a minimum. The MPPDC efforts will target both rural coastal buildings and lands at risk of flooding which threaten the tax base and public safety within the region. This program will comprehensively address flood mitigation risk using a combination of new and innovative approaches including partnering with private sector mitigation experts.*

- Consulted with Jeryl Phillips, Project Manager of Building Resilient Solutions, LLC concerning partnering with the MPPDC and PAA to bring flooding management solutions to the Middle Peninsula. 21

Set date to meet to discuss business needs and to visit sites owned by the Middle Peninsula Chesapeake Bay Public Access Authority that could be used for resiliency testing.

- Met with Chris Davis, President of Ready Reef regarding various shoreline technologies not currently classified as living shorelines. Mr. Davis has an interest in having his clients being eligible to utilize revolving loan funds for installation of these new technologies.

Project 320152 - 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.

- Updated www.virginiacoastalaccess.net website – meeting notices, reports and minutes.
- Prepared vouchers, processed A/P, reconciled bank statements. Prepared monthly financial statements.
- Billed Gloucester Rowing Association for pool house electric bills.
- Received call from Gloucester resident asking for information and directions to Captain Sinclair’s Recreation Area. Provided directions and referred caller to the website www.virginiacoastalaccess.net for further information.
- Consulted with Zoe Cobb, Virginia Department of Taxation regarding missing Income Taxpayer donations.
- Received call from Mathews resident asking for access information on Dutchman’s Point property. Caller also had maintenance questions. Referred caller to the website www.virginiacoastalaccess.net and provided Lewie Lawrence’s email address to discuss maintenance.
- Received call from citizen with questions concerning canoe access, parking and duck blind information at Captain Sinclair’s Recreation Area. Provided caller with requested information, referred to the website www.virginiacoastalaccess.net and provided Lewie Lawrence’s email address for additional assistance.

TRANSPORTATION

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

Project 30215 - Transportation Demand Management (TDM) Marketing Plan

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

- Consulted with Stephanie Heinatz, Consociate Media regarding meeting to discuss marketing survey results and initial marketing plan information.
- Consulted with Kathy Molin, DRPT and Stephanie Heinatz, Consociate Media regarding back-up documentation for reimbursement request.

Project 30216 - 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.
- Updated performance data into DRPT OLGA website for FY19
- Received email from Northern Neck commuter requesting ridematch. Commuter had been carpooling with Middle Peninsula resident for several years who had recently passed away. Looked in statewide database to determine that there were 5 potential matches in Middlesex County and emailed link to registration in AgileMile.
- Participated DRPT TDM Grant Application process survey.
- Consulted with Miriam Webster, DRPT regarding Try Transit Week ad on AgileMile Site.
- Contacted Bay Transit regarding photos for Try Transit Week ads.
- ***Current commuter database – 337***
- ***Number of Commuters with logged alt mode trips – 90***
- ***Number of logged alt trips – 353***
- ***Reduced miles (VMT) – 8,590***
- ***Commuter Savings - \$4,982***

Project 30317 – 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 Marc Longest, Environmental Planner and David Kretz, Planning Director of Middlesex County regarding the Deltaville Multimodal Transportation Project regarding the TA Grant application process and deadline. Additionally, they wanted to make sure that the plan for the project included the second part of the plan that included the addition of a shared lane in Deltaville. Finally, David Kretz requested that he be sent a copy of what has been submitted for the TA Grant to have the application on file at the Middlesex County Planning Department.
- Prepared a presentation for the Middlesex Board of Supervisors meeting that included a brief handout with a project description of the Deltaville Multi-Modal Project.
- Attended the Middlesex Board of Supervisors meeting with Andrew Williams, Berkley Group and presented a project overview of the Deltaville Multi-Modal Project.
- Participated in training webinars for the ESRI Online ArcGIS Program to better understand the program and become more fluent in the services that the program provides.
- Composed and submitted Fourth Quarterly Report to Stephen Haynes, District Planning Manager, Virginia Department of Transportation.
- Received phone call from a concerned King William resident in regards to the safety of the following

roads: Globe, Smokey and Upshaw Roads. A recent fatality prompted the resident's call. The caller believes there have been multiple crashes on these roads due to the width and posted speed limit. Information and concern was forwarded to Joyce McGowan, Residency Administrator and Scott Gagnon, Assistant Resident Engineer, Virginia Department of Transportation.

- Began organizing the GIS file structure in the Middle Peninsula ArcGIS online database so that MPPDC staff has access to important layers and map files for future use. Many of these layers were related to transportation such as roadways, VDOT roadway improvement projects, public transportation routes/stops, current/future land use, and VDOT snow removal routes.
- Requested agenda items for the Monthly Planners Round-Table Meeting.
- Began creating a table for Essex County illustrating the ECCA Protected Lands within the county and their relationship to main transportation routes.
- Met with Michael Norvell, Vice President of Business Development and Marketing, Bay Transit to discuss how Bay Transit and the MPPDC can collaborate to improve the public transportation system within the Middle Peninsula.
- Convened July Planner's Round-Table Meeting. Topics discussed were: Rural Transportation Update – VDOT status update on recommendations for priority intersections and road segments; Gloucester Comprehensive Plan – Camping on personal property and the placement of portable restrooms in the locality; Questions regarding an onboarding/comprehensive introduction for newly elected Board of Supervisors; The creation of a table or chart with State/Federal regulations related to zoning and planning.
- Completed the Essex County ECCA Protected Lands Map and submitted to Virginia de Landevoisin and Sterling Thompson.
- Resubmitted final FY19 quarterly financial report and reimbursement request to Stephen Haynes and Linda LaSut, VDOT.

ONSITE REPAIR & PUMPOUT

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

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

The On-Site Technical Guidance Program aids the Middle Peninsula localities and residents in the technical understanding and implementation of approaches to address On-Site Disposal Systems and improve water quality by assisting local homeowners with repairing failing septic systems through low-interest loans and/or grants. In addition MPPDC received funding under the Water Quality Improvement Fund (WQIF) to provide grants to low to moderate income Middle Peninsula and New Kent County homeowners to repair failing septic systems impacting water quality and health in the region. Grants can be paired with loans from the MPPDC Onsite Wastewater Revolving Loan Fund to provide matching funds as required. It is anticipated this funding will be used to provide assistance to 20-27 homeowners.

- Continuing to receive phone calls from homeowners and contractors regarding assistance for septic repairs.
- Consulted with contractor regarding downpayment for Gloucester repair.
- Consulted with Pat Duttry, Mathews Health Department regarding Operating permits for 2 completed septic repairs. Received one OP, but still waiting on 2nd. Contractor has been waiting over a month for payment.
- Participated in DEQ Water Projects Survey.

- 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 \$32,558 in loan funds – \$0 in grant funds.

Project 30450 – Septic Pumpout Program

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

- Received phone call from King William County applicant with questions regarding the pumpout voucher they received.
- Completed 2 Essex County septic pumpouts.
- Received phone call from Gloucester County resident in response to receiving a request for updated income information. Gloucester County Department of Social Services faxed the requested income verification information to the MPPDC office. Application is pending receipt of real estate tax bill.
- Received septic pumpout application from King & Queen County resident. Application was approved and a voucher was mailed to the applicant.
- Completed Gloucester County septic pumpout.
- Received phone call from King William County septic pumpout voucher recipient asking for an extension. Voucher was extended and a replacement mailed to applicant.
- Received incomplete septic pumpout application from Middlesex County resident. Sent letter requesting application be signed by Middlesex County staff certifying the property is located in a designated Chesapeake Bay Preservation Area.
- Completed 2 King & Queen County septic pumpouts.
- Received septic pumpout application from Middlesex County resident. Application was approved and a voucher was mailed to the applicant.
- Received phone call from Middlesex County applicant inquiring as to the letter she received requesting signature by Middlesex County staff. Applicant was instructed to take the septic pumpout application to the old Middlesex County Courthouse and have the highlighted areas signed by someone in the Zoning office to verify septic tank is in the CBPA.
- Completed King William County septic pumpout.
- Received phone call from a Gloucester County applicant in response to receiving a request for a copy of real estate tax bill. Resident does not own the home but has lifetime rights. Applicants with lifetime rights to their residence are asked to provide a letter from the property owner stating the tenant is responsible for the maintenance of the septic system.
- Received phone call from Middlesex County applicant requesting her septic pumpout application be placed on hold while determining whether or not her septic system needs to be pumped out.

- Notified approved Middlesex County applicant of expired septic pumpout voucher. To date, MPPDC has not received a response to extend the expired voucher.
- Received phone call from approved Essex County applicant with questions regarding the septic pumpout voucher she received. Applicant was instructed to choose a hauler from the list she received and would be responsible for paying half of the cost.
- Received phone call from King & Queen County resident with questions regarding septic pumpout program.
- Received phone call from approved Essex County applicant stating Essex Concrete couldn't locate her septic to perform pumpout. Applicant will hire a company to locate her septic and follow up with Essex Concrete to perform her pumpout. Applicant was advised the cost to hire a locating service was not covered by the voucher.

- **Septic Pumpouts as of August 20, 2019**

Applications Mailed	22
Incomplete Applications	01
Approved Applications	13
Vouchers Issued	13
Completions	08

Pumpout Vouchers by County

Essex	02
Gloucester	02
King and Queen	02
King William	05
Mathews	00
Middlesex	02

ECONOMIC DEVELOPMENT

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

Project 301180 – 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.
- Notified MPA Officers of next meeting on September 5th.
- Notified MPA Board members of next meeting on October 9th.
- Set-up GMS Company Directory to track MPA financials and input all FY20 items.
- Consulted with Sara Drury, GMS regarding problems with invoices.

Project 301181 – PamunkeyNet

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

Project 301702 - Small Business Revolving Loan Fund

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

- *Executed ACH loan payments for MPBDP loans. All MPPDC loan funding programs require that loan recipients authorize loan payments to be made automatically from loan recipients' bank accounts. Loan clients authorize the payments at loan closing (ACH Authorizations). MPPDC staff process these payments on the 15th of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to the loan processing date of the 12th of the month to request a payment be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans.*
- **Funds available – \$141,800**

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 380201 - Local & Regional Technical Assistance

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

- Began drafting a Middle Peninsula Chesapeake Bay Public Access Authority application to the Virginia Land Conservation Fund to acquire two parcels of land from South Garden International, LLC in Gloucester County. This included drafting a match letter, a template letter for the landowner, a list of questions about the land, and research on the ecological integrity of the land.
- Wrote a support letter for the Economic Development Authority of King & Queen and their proposal to Department of Housing and Community Development (DHCD) to help in developing a marketing strategy for their Opportunity Zone.
- Consulted with a commercial property owner from the Town of Urbanna regarding vacant commercial structures. Provided owner with contact information for Liz Povar, Principal Officer for the Middle Peninsula Alliance.
- Met with Neal Barber, Contractor for Region 6 Go Virginia to discuss intermediate lending opportunities to advance economic development projects identified within the Region 6 strategic plan.

Project 30117 – Urbanna Comprehensive Plan Update

MPPDC will provide the Town of Urbanna with a Comprehensive Plan that contains all the required sections of a plan that can be considered compliant, but not updated. The purpose of phase one is to reassemble all the necessary parts to form a compliant plan. Phase 1 anticipated completion is within 90 days (or sooner) after such date that the MPPDC team is given notice to proceed with the signing of the service agreement. The full update of the plan will happen under a separate Phase 2 proposal.

- Executed contract with Berkley Group to provide services in support of updating Town of Urbanna Comp Plan phase 1.

Project 31002 – GA Lobby

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

Project 38800 - Local Dredging Technical Assistance Projects

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

- Consulted with Virginia Port Authority staff and Gloucester County staff regarding Gloucester's submission of required documentation to accept the terms of the VPA grant. Action by the Board of Supervisors is planned for the next meeting.

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. This has significantly reduced defaults and delinquent repayments of MPPDC loans.*
- **Funds available = \$40,561**

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.

- Completed the Table of Contents for the Vacant Housing Study Report to ensure page numbers aligned with the enclosed tables and graphs.

EMERGENCY SERVICES

Funding – VDEM/FEMA/Homeland Security

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.

- Incorporated aerial photographs and addresses of possible temporary debris management sites into plan. Possible debris site locations provided by localities are as follows:
 1. **Essex:** Abandoned Tappahannock Municipal Airport.
 2. **Gloucester:** Sand and gravel pits off of Short Lane (across from Gloucester High School) and old Page Middle School site.

3. **Mathews:** Sandpits off of Ridge Road (public property).
 4. **King William:** Property behind the closed landfill – 24562 King William Road (public property) and Industrial Park in West Point (private property and owned by the Town of West Point).
 5. **Middlesex:** Bryan Thacker property – 372 Faraway Road, Saluda (public property).
- Added information to the “Public Information Strategy” section regarding American Sign Language (ASL) and other foreign language interpreters. It is important to address this as some residents in the Middle Peninsula are non-English speaking, know limited English or are deaf/extremely hard of hearing.
 - Finalized a contact information list. This contact list will allow the localities to contact the key players that are responsible for debris removal processes:
 1. Emergency Managers
 2. Police/Sheriff’s Offices
 3. Volunteer fire departments
 4. County Administrators
 5. Finance/Procurement/Purchasing Agents
 6. Public Works personnel
 7. Parks & Recreation personnel
 8. Engineering personnel
 9. Building & Zoning personnel
 10. Virginia Department of Health (VDH) Middle Peninsula Superintendent
 11. Virginia Department of Transportation (VDOT) Middle Peninsula Residential Engineer
 12. Virginia Peninsula Public Service Authority (VPPSA) Executive Director
 - Incorporated the debris removal and debris monitoring contractors contact information as well as a matrix detailing which localities do or do not have contractors in place. This is one of the Federal Emergency Management Agency’s (FEMA) requirements for debris management planning.
 - Added a permitting section to the plan. Per FEMA guidelines, because the temporary debris management sites will solely be used for vegetative debris, no permit will be issued. However, per the debris removal contracts, closure of air curtain burner (ACB) sites shall be within 60 days of removing the last load of debris or reduction products. If site operations will be necessary beyond this time frame, permitting of the site may be required. Added an appendix that illustrates the environmental requirements for ACB’s.
 - Added a “Next Steps” section that details what the Middle Peninsula localities, as well as Lancaster County, should do in the future to maintain and participate in debris removal/monitoring contracts. For example, it is the responsibility of the localities to have pre-positioned debris removal and monitoring contractor(s) with VPPSA or another company before a disaster strikes. Further, Gloucester County should not only have pre-positioned VPPSA debris removal contracts in place, but should also consider possessing pre-positioned debris monitoring contracts with VPPSA as well. In order for both Gloucester and Lancaster Counties to do this, they should contact VPPSA/s Executive Director for further information. Currently, there have been ongoing discussions between the VPPSA Board and Gloucester and Lancaster Counties regarding contractual participation. The signed service agreements which prove and document contractual participation from the Middle Peninsula localities should be kept and maintained by both VPPSSA and the Middle Peninsula localities. The Middle Peninsula localities that have not signed these services agreements are highly encouraged to do so.
 - Sent draft Debris Plan to participating localities (Essex, Gloucester, King & Queen, King William, Lancaster, Mathews and Middlesex) for review. Received comments and suggestions from Essex, Gloucester, King William and Middlesex Counties. Comments included: clarification of personnel responsible for debris management and formatting/spacing edits.

Project 31209 – Re-Entry Plan

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

- Incorporated section on how to assess individuals who are a part of vulnerable populations (i.e. jail/prison inmates, people who live in retirement/nursing homes, individuals who have cognitive/physical disabilities, women who are pregnant, people who are homeless, public and private schools, etc.) Although many of these institutions legally have plans in place on how to address evacuation/re-entry procedures, they may request further assistance from their locality.
- Added a section regarding what the general population should do and not do after they return to their community. For example, depending on the incident, residents should not come in contact with down power lines after they return. Further, residents, depending on the incident, should examine damage(s) to their homes/businesses upon return. Thus, it is important for residents to find reliable and valid housing contractors to fix the structural damages, if necessary.
- Added sections regarding short and long-term recovery. Short-term recovery includes restoring the affected area(s) economy. It is important to address this because many local businesses (i.e. farmers markets, local grocery/drug stores, etc.) drive the localities' economy. These businesses may contain appropriate supplies such as bottled water and medical supplies for resident and emergency personnel upon return. Long-term recovery included psychological recovery. Many residents and emergency personnel experience psychological damage after an incident or even a planned event. Thus, these individuals should consider getting psychological counseling. This could be because they lost their home/business, pets, valuables, jobs etc.
- Incorporated information from the "*Crisis Event Response and Recover Access (CERRA) Framework: An Emergency Preparedness Access Implementation and Best Practice Guide*" because it provides federal guidance/recommendations for checkpoints, curfews, access authorization, etc. Graphics included:
 1. Access level matrix
 2. Re-entry and access authorization checklist

However, it is important to note that the CERRA information presented in this plan will be used as a recommended approach for re-entry procedures as the CERRA program is not operable in the state of Virginia. The localities will use their current methods of re-entry (using vehicle placards and encouraging residents to bring a form of identification as well as proof of residence) for the Regional Re-Entry Plan.

Project 31210 – Emergency Management

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

- Presented Gloucester Continuity of Operations Plan (COOP) at the July MPPDC Commission Meeting. Reviewed why COOP planning is critical to a community. Explained that incorporating a COOP would allow county officials and department heads to identify critical/vital records, functions (i.e. IT systems/networks, public utilities equipment, etc.) and pieces of critical infrastructure, such as alternate facilities/locations that must be operational and identified before, during and/or after a catastrophic incident and/or event has occurred. Further, a COOP would ensure that county officials establish alternative modes of communication (i.e., pagers, ham radios, etc.) prior to a catastrophic incident/event. Explained the process of developing a COOP encourages a large number of county officials who rarely venture out of their comfort zone. Thus, providing them with the opportunity to work together in an improved response before an event/incident.

- Hosted monthly Local Emergency Manager’s meeting. Localities in attendance were: Essex, Gloucester, King William, Lancaster, Mathews and Middlesex Counties. Discussion items were as follows:
 1. Identifying the parties responsible for waterway access and/or re-entry. It is important to identify the appropriate party responsible for waterway access/re-entry because some individuals on the Middle Peninsula travel to and/or from their locality via boat. Localities discussed the US Coast Guard would be the primary point of contact for waterway re-entry/access.
 2. Identification of major transit routes in the Middle Peninsula and Lancaster County for the re-entry plan. Routes included:
 1. Route 17
 2. Route 14
 3. US-360
 4. Route 33
 5. Route 30
 6. Route 301
 7. Railroads that pass through the Town of West Point in King William County.

It was important to note: 2 draw bridges are present in the Town of West Point. If these draw bridges were closed due to unforeseen circumstances, authorized and/or unauthorized individuals are encouraged to shelter in place for at least 72 hours per the localities Emergency Operations Plan (EOPs).

3. Establishing effective/efficient modes of communication (i.e. ham radios, radio caches with surrounding jurisdictions, satellite phones, etc.) during re-entry efforts.
4. The next steps for FEMA reimbursement regarding debris removal. Harrison Bresee, VDEM Region 5 All Hazards Planner, sent MPPDC staff a FEMA contact specializing in Public Assistance and debris removal. This contact will assist the localities regarding the process for debris removal reimbursement provided by FEMA.
5. Grant opportunities for next grant cycle for the State Homeland Security Program (SHSP). The SHSP is a core assistance program that provides funds to build capabilities at the State, local, tribal and territorial levels, to enhance our national resilience to absorb disruptions and rapidly recover from incidents both natural and manmade. Localities expressed interest in having MPPDC staff submit a grant to strengthen infrastructure against terrorist attacks. This grant would assist localities in purchasing equipment, such as road barricades, to prevent vehicle rampages. Localities also expressed interest in applying for funding through the FM Fire Global Prevention Program. The goal of this grant would be to educate the general populous about fire-related incidents through the use of factsheets, flyers and potential websites. Grant applications are reviewed four times per year through the FM Fire Global Prevention Program. Deadlines for receipt of applications are September 30th and December 31st.

AGENCY ADMINISTRATION

Funding - Indirect cost reimbursements from all PDC projects

MPPDC Administration

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

- Assisted Michael Aukamp, Dunham, Aukamp & Rhodes and staff with FY19 Audit Site visit.
- Completed Workers’ Compensation audit via email.
- Provided ACA Creditable Coverage Disclosure to Centers for Medicare and Medicare Services.
- Began preparation of FY19 Annual Report to DHCD. Forwarded report to Executive Director for input.

- Resubmitted reimbursement request to NFWF for completed project with QAPP holdup.
- Received call from Donna Tiller at Three Rivers Health confirming an invitation to the Monthly Local Planner's Round-Table Meeting hosted by MPPDC Rural Transportation Planner, Todd Scheid. Provided Ms. Tiller with Todd Scheid's email address to request an Agenda.

Closed Projects

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.

Project 31211 – Gloucester Continuity of Operations Plan (COOP)

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

Project 32016 - VIMS Living Shoreline

MPPDC: Membership, Appointments, Committee Assignments, and Networks

Coastal Policy Team (CPT): The CPT, whose members and alternates represent the Virginia Coastal Zone Management Program's key partners and eight planning district commissions, provides a forum for discussion and resolution of cross-cutting coastal resource management issues. Members serve on the team at the discretion of their agency or planning district commission director. The CPT recommends funding levels to the DEQ Director for coastal zone management projects. (MPPDC Staff 15 years +)

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

Virginia Sea Grant Program External Advisory Committee (EAC): The EAC provides stakeholder input on the strategic planning process, the research proposal review process, and on Commonwealth-wide trends and needs. The EAC is a diverse group of end-users including representatives from state agencies, the education community, coastal planning and management, the private sector, and NGOs. (MPPDC Staff 9 years+)

The Association for Commuter Transportation (ACT) (Telework Council Secretary): ACT is the premier association for professionals and organizations whose focus is the delivery of commuting options and solutions for an efficient transportation system. The Telework Council is concerned with promoting telework and providing telework information and technical assistance to employers (MPPDC Staff 10 years+)

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

The Coastal Society: The Coastal Society is an organization of private sector, academic, and government professionals and students. The Society is dedicated to actively addressing emerging coastal issues by fostering dialogue, forging partnerships, and promoting communications and education. (MPPDC staff serves as a Director)

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

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

Service Center	Project Title and Description	Funding Requested	Status
MPCBPAA	Virginia Outdoor Foundation – Captain Sinclair Easement/Improvements	\$180,000	Funded
Environmental	CZM ANPDC Ecotourism II	\$38,263	Funded
Environmental	CZM NNPDC WWF	\$5,000	Funded
Environmental	CZM Dredging	\$50,000	Funded
Environmental	CZM Rural Enhancement Authority	\$10,000	Funded
Emergency Mgmt	Re-Entry and Access Authorization Plans	\$44,050	Funded
Emergency Mgmt	Regional Emergency Planner Position	\$49,500	Funded
Environmental	Virginia CWF Funding – Living Shoreline Capitalization	\$250,000	Approved
Environmental	NFWF – Improving Coastal Resiliency Through Nature Based Solutions	\$269,914	Funded
Local	VPA Dredging Proposals – Mathews -2 proposals	\$261,523	Funded
Local	VPA Dredging Proposals – Gloucester -2 proposals	\$232,856	Funded
Transportation	DRPT – FY20 Operating	\$67,846	Funded
Transportation	DRPT – Technical Assistance – Telecommuting as a Solution to Reduce Outcommuting	\$30,000	Not Funded
Transportation	VDOT – RTP FY20	\$58,000	Funded
Environmental	DEQ – Septic Pump Out Assistance	\$17,600	Funded
Environmental	CZM - Coastal Technical Assistance – FY20	\$34,500	Submitted
Environmental	CZM – Ecotourism III	\$25,000	Submitted
Environmental	CZM – Extraction Fee Study	\$15,000	Funded
Environmental	DCR – Flood Prevention	\$28,173	Funded
Environmental	DEQ – WIP III Part 2	\$21,500	Funded
Emergency Mgmt	VDEM Update to MP All Hazard Mitigation Plan	\$93,750	Submitted
Environmental	NFWF – Elevating Septic Case Study	\$83,478	Submitted
Emergency Mgmt	VDEM – Emergency Mgmt Planning	\$49,500	Submitted
Emergency Mgmt	VDEM – Resource Typing	\$36,055	Submitted
Emergency Mgmt	VDEM – MSAT Service	\$17,000	Submitted
Environmental	VEE – Elevated Septic Case Study	\$75,001	Submitted
Emergency Mgmt	VDEM – COOP Annexes	\$30,000	Submitted

ACRONYMS

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

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

**Middle Peninsula Planning District Commission
Executive Director's Report of Regional Progress
September 18, 2019**

Note: On May 23, 2018, the Commission voted to direct staff to email all future documents including the Commission meeting packets in an effort to save on postage. As we strive to make this report more informative and user friendly, some previously contained information may now be accessed by clicking on the following link(s):

- For Demographic Information:
http://virinialmi.com/report_center/community_profiles/5109000318.pdf
- For MPPDC Website: <http://www.mppdc.com/>

MPPDC Staff and Contact Information

Executive Director: Lewis Lawrence

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

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

Finance Director: Beth Johnson

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

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

Planner 1: Vacant

Contact Info: (804) 758-2311x28

Programs: *Rural Transportation Planning*

Planner 1: Jessica Roy

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

Programs: *Regional Emergency Planning*

Special Projects Planner: Jackie Rickards

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

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

Secretary: Dawn Mantell

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

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

INFORMATION RESOURCES/ASSISTANCE

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

COASTAL COMMUNITY DEVELOPMENT/ ENVIRONMENTAL

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

Project 31500 - Living Shoreline Incentive Program RLF

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

- Received phone call from Mathews homeowner regarding MPPDC Living Shoreline program. The Chesapeake Shore community is looking to install living shorelines on several waterfront properties.
- Consulted with loan recipient regarding restructuring of loan in light of recent large repayment ties to VCAP grant and seasonal nature of homeowner's employment. Agreed to lower monthly payments to \$200. Original loan terms were 5% for 120 months. Restructure will result in repayment in 38 months at the same interest rate.
- Consulted with a Mathews County citizen representing 15 waterfront landowners near New Point looking for funding to repair shoreline suffering from significant erosion. Directed the citizen to Soil and Water Conservation District for VCAP Program grant funding. Also provided MPPDC loan applications and program information for the MPPDC Living Shoreline Revolving Loan Program.
- *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 - \$230,012.**

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 Rodecia McKnight, NAWCA Small Grants Officer and Christina Ryder, Wildlife Biologist for Chesapeake Bay Field Office U.S. Fish & Wildlife Service concerning final acreage acquisition and the need to record additional notice of grant restrictions of MPCBPAA lands as the last part of the project. The project protected an additional 75 acres of land for public access and black duck habitat.
- Consulted with Glenda Brooks, from Middlesex Title regarding recordation of grant restrictions on several parcels under the U.S. Fish and Wildlife NAWCA Grant.

Project 32144 – Virginia Coastal TA FY19

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

- Attended the Virginia Coastal Policy Team meeting to discuss and vote for the next three-year focal area. Climate Resiliency was selected and the PDC's will be the primary delivery entities.
- Consulted with Allen Knapp, VDH Director Office of Environmental Health Services regarding elevation of septic systems within the Floodplain. Discussed the need for a matrix of policy and regulatory barriers limiting or prohibiting the elevation of septic systems and drain fields. Coordinated a meeting in November to discuss further.
- Consulted with Hal Bourke, Mathews County EDA regarding broadband financing and the role an EDA might play as a middle mile owner of fiber.
- Coordinated a meeting with Jutta Schnieder, Director of Water Planning Division Virginia Department of Environmental Quality and Senior DEQ leadership team to visit Middle Peninsula RPA flooding sites and to attend the November LCA meeting to discuss the matter with locality staff.
- Consulted with Debbie Messmer, VDEM regarding funding for nature-based flood mitigation projects. Also discussed the MPCBPAA applications submitted under the FEMA Deconstruction – Reconstruction Program.
- Consulted with a GMU student interested in providing research assistance on managing flooding within the riparian area as part of the development for a Masters Degree. Agreed to work with the student on the project that will assist rural coastal localities to better understand options.
- Participated in the NFWF Emergency Coastal Resiliency Grant Program webinar to better understand what MPPDC may want to apply for under the grant program.
- Participated in multiple Hurricane Dorian conference calls to monitor potential coastal flooding associated with the storm.
- Designed signs to be placed at the Captain Sinclair Recreational Area and the Perrin Wharf. Sign designs, sizes and locations were sent to Gloucester County for review.
- Wrote support letters to King and Queen and Gloucester Counties for their applications to the 2010 Virginia Telecommunications Initiative Fund through the Department of Housing and Community Development.
- Attended a NFWF webinar to review requirements for the Emergency Coastal Resilience Fund. Applications are due November 12th.

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

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

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

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

- Finished maps of government owned parcels in rural coastal PDC’s. This information will be added to the final report.
- Deliverables have been received from the Virginia Coastal Policy Clinic (VCPC). VCPC conducted legal research focused on (1) permitting challenges for agencies that could accelerate permitting processes associated with establishing a dredge material holiday site; (2) ownership rights for dredged material; and (3) uses of dredged material at publicly owned dredge material upland sites.

Project 32146 – ANPDC Ecotourism II

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

- Consulted with Andy Lacatell of The Nature Conservancy regarding recordation of the final Deed of Gift for the Guinea Marsh Island donation. Worked with Middlesex Title to record required documents according to grant requirements.
- Contacted Gloucester County for updates regarding the expansion of blueways in the County. According to the Parks and Recreation Department, they will take on this effort when the weather warms up again.
- Organized historical locations to add to the map.
- Attended the quarterly meeting of the Rural Coastal Virginia Alliance on September 6th. The meeting entailed a review of PDC deliverables and a timeline discussion relating to press releases and marketing of the website.

Project 32147 – ANPDC Rural Enhancement Authority

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

- Continued discussion with stakeholder on the development of by-laws to enact the Authority.

Project 32148 – NNPDC WWF Video

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

- Drafted StoryMaps of 3 public working waterfront locations and one private business location. Drafts were sent to Consociate Media for review and to assist with streamlining the Middle Peninsula story.

- Attended a conference call hosted by John Bateman, Northern Neck Planning District Commission to review updates on the video and to create a plan to move this project to completion.

Project 32149 – WIP III (2)

MPPDC will continue to engage localities and regional and state partners regarding Bay WIP III programmatic actions and implementation activities with funding provided by DEQ. One outcome of this project may be sustainable funding to the PDC for a designated environmental staff person to provide coordination between DEQ CBP and localities and technical assistance to local governments moving forward.

- Requested data from localities to support the Chesapeake Conservancy’s Bay High-Resolution Land Cover Update project. Data layers of interest include parcel data, local land use data, building footprints, MS4 boundaries, sewer service areas and planned expansions, street centerlines, zoning data, federal, state and municipally owned lands or other relevant data sets. Below are localities that MPPDC staff has requested data from. The checked localities have sent the requested data and the unchecked localities have not provided data or a response to-date. WIP III does not mandate that a locality provide any GIS data.

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

- Requested project updates from project partners in preparation to submit a final report to DEQ on September 30th.
- Participated in a coastal PDC call to discuss HB1322, transition of septic pumpout program responsibility to the Virginia Department of Health. Discussed data collection needs, authority, enforcement and overall septic storage capacity.

Project 32150 – CZM Extraction Fee Study

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

- Researched nutrient banks and wetland banks.
- Organized research into a final report.

Project 32151 – NFWF Landowners Living Shorelines & Shoreline Management

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

- Coordinated with Jutta Schneider Director, Water Planning Division Virginia Department of Environmental Quality for a site visit to view flood areas within the RPA.

Project 32152 – DCR Flooding

*The Middle Peninsula **Fight the Flood** program will educate Middle Peninsula property owners on the benefits of and need for flood insurance (including how to reduce premiums); how to protect waterfront land from storm surge and repetitive flooding using building and financing nature-based flood mitigation solutions designed for FEMA's 10-year storm event at a minimum. The MPPDC efforts will target both rural coastal buildings and lands at risk of flooding which threaten the tax base and public safety within the region. This program will comprehensively address flood mitigation risk using a combination of new and innovative approaches including partnering with private sector mitigation experts.*

- Consulted with a Mathews County citizen representing 15 waterfront landowners near New Point looking for funding to repair shoreline suffering from significant erosion. Directed the citizen to Soil and Water Conservation District for VCAP Program grant funding. Also provided MPPDC loan applications and program information for the MPPDC Living Shoreline Revolving Loan Program.
- Drafted an application to the Chesapeake Bay Restoration Licenses Fund. If funded, this project will offer six (6) \$500 grants to homeowners who finance a living shoreline project as part of the MPPDC Fight the Flood Program.

Project 320152 - 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.

- Updated www.virginiacoastalaccess.net website – meeting notices, reports and minutes.
- Prepared vouchers, processed A/P, reconciled bank statements. Prepared monthly financial statements.
- Billed Gloucester Rowing Association for pool house electric bills.
- Consulted with Zoe Cobb, Virginia Department of Taxation regarding individual Virginia income tax donations. Received check mailed to proper address (P.O. Box). It appears that this ongoing (3 year) problem has finally been resolved. A total of \$8683 has been donated since April 2017.

TRANSPORTATION

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

Project 30215 - Transportation Demand Management (TDM) Marketing Plan

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

- Met with Stephanie Heintz, Consociate Media to discuss marketing survey results and initial marketing plan information.
- Set date for follow-up meeting with Consociate Media to discuss Marketing Plan.
- Scheduled presentation by Consociate Media at September Commission meeting to present commuter survey results.

- Met with Stephanie Heintz, Consociate Media to discuss final commuter survey results and approve marketing plan recommendations. Next steps – formalize and implement marketing plan for remainder of FY20 and draft a FY21 marketing plan for inclusion in the FY21 TDM operating grant proposal due in January, 2021.

Project 30216 - 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.
- Updated performance data into DRPT OLGA website for July and August.
- Posted DRPT Try Transit Week press release on websites.
- Consulted with Miriam Webster, DRPT and Tracy Roe, Agilemile regarding Try Transit Week ads.
- Received phone call from Williamsburg resident commuting to D.C. Referred to Traffix for assistance.
- Posted Try Transit Week banner on Facebook page.
- Received phone call from Gloucester commuter looking for transportation options for new job in Hampton. Commuter does not have a car. Referred to website to see potential carpool partners.
- Received phone call from Gloucester Point resident looking for one-time ride to emergency doctor appointment in Hampton. Referred to Bay Transit for assistance.
- ***Current commuter database – 341***
- ***Number of Commuters with logged alt mode trips – 16***
- ***Number of logged alt trips – 208***
- ***Reduced miles (VMT) – 6,250***
- ***Commuter Savings - \$3,625***

Project 30317 – 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.

- Reviewed recommendations for primary intersections and road segments received from Scott Gagnon, Assistance Resident Engineer - Land Development Saluda Residency, Virginia Department of Transportation (VDOT) to be included in the Long-Range Transportation Plan (LRTP).
- Communicated with Scott Gagnon, VDOT with questions concerning the intersections and road segments recommendations received from VDOT for the LRTP.
- Received a request from Bette Dillehay, Mathews County to show support for the Mathews Courthouse-Historic Gateway to the Chesapeake Project. This project would increase the safety of pedestrians and bicycle safety in the area. Drafted a Letter of Support for Mathews County to assist them with getting the Transportation Alternative (TA) Grant from VDOT. To be eligible for TA funding, a project must relate to surface transportation and qualify under one or more of the TA or Safe Routes to School (SRTS)

activities. Submitted a Letter of Support for Mathews County to Julie Brown, Director of Local Assistance, VDOT.

- Drafted a table to represent the commuter rate in the Middle Peninsula and measure the out-commuter and in-commuter rate for each individual Middle Peninsula county and the Middle Peninsula as a region.
- Implemented the recommendations received from Scott Gagnon, VDOT for the Long Range Transportation Plan on primary intersections and road segments.
- Convened discussion with Jan Briede, Training Specialist, Virginia Department of Environmental Quality (VDEQ) concerning the possibility of getting VDEQ to host a certification class or continued education class in the Middle Peninsula to assist planning professionals with either stormwater management or soil and erosion control.
- Submitted a request to Rappahannock Community College and VDOT Saluda Residency Office in regards to using their meeting room to host VDEQ certification class.
- Finalized the details for a VDEQ training course to be hosted in late September.
- Devised a State and Federal regulations table that will assist local planners with timelines/guidelines on permits for various items such as wetland permits, subdivision applications, plat submission etc.
- Created materials for the August Local Planner's Roundtable Meeting. Distributed Local Planners Roundtable Meeting Agenda and Minutes to all local planners. Items on the Agenda included: Long-Range Transportation Plan update; Table that will serve as a reference to local planners for State and Federal regulations on zoning/planning deadlines; and Virginia Department of Environmental Quality (VDEQ) course.
- Resubmitted amended final FY19 quarterly financial report and reimbursement request to Stephen Haynes and Linda LaSutt, Virginia Department of Transportation.
- Researched 2 CFR 200 federal reimbursement requirements to inform discussions with VDOT regarding onerous documentation requirements that appear to be outside the 2 CFR 200 requirements.

ONSITE REPAIR & PUMPOUT

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

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

The On-Site Technical Guidance Program aids the Middle Peninsula localities and residents in the technical understanding and implementation of approaches to address On-Site Disposal Systems and improve water quality by assisting local homeowners with repairing failing septic systems through low-interest loans and/or grants. In addition MPPDC received funding under the Water Quality Improvement Fund (WQIF) to provide grants to low to moderate income Middle Peninsula and New Kent County homeowners to repair failing septic systems impacting water quality and health in the region. Grants can be paired with loans from the MPPDC Onsite Wastewater Revolving Loan Fund to provide matching funds as required. It is anticipated this funding will be used to provide assistance to 20-27 homeowners.

- Continuing to receive phone calls from homeowners and contractors regarding assistance for septic repairs.
- Consulted with contractor regarding payment for completed repair.
- Discussed OP insurance requirements with VDH personnel.
- Discussed MPPDC Septic Repair program with Greg Wichelns, Culpeper Soil and Water Conservation 44

District. Discussed grant funding issues. Emailed MPPDC Septic Repair Program Design.

- Requested copy of draft Mattaponi TMDL Implementation Plan from DEQ.
- Reviewed 319 funding RFP.
- Discussed application timeline with David Fridley, Three Rivers Health District for septic repair application that was not funded due to lack of grant funds availability. Applicants are unhappy that they were unable to receive grant funds.
- Consulted with contractor regarding status of pending grant-funded septic repairs in Gloucester County.
- 2 septic repairs were completed.
- *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 \$32,581 in loan funds – \$0 in grant funds.**

Project 30450 – Septic Pumpout Program

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

- Began to organize a database for localities to place data, files and other important information pertaining to HB2322 – Septic Pumpout. This is in reference to the Department of Health being directed to develop a plan for the oversight and enforcement by the Department of requirements related to the inspection and pump-out of onsite sewage treatment systems that do not require a Virginia Pollutant Discharge Elimination System permit established pursuant to the Chesapeake Bay Preservation Act and are located in counties eligible for participation in the Rural Coastal Virginia Community Enhancement Authority. The bill requires the Department to present such plan to the Chairmen of the House Committee on Health, Welfare and Institutions and the Senate Committee on Education and Health prior to implementing the plan.
- Received phone call from King & Queen County resident requesting a septic pumpout application.
- Received phone call from King & Queen County resident with questions regarding the verifications required to accompany a septic pumpout application for her parents.
- Received incomplete septic pumpout application from King and Queen County resident. Sent letter requesting application be signed by King and Queen County staff certifying the property is located in a designated Chesapeake Bay Preservation Area as well as a copy of their Real Estate Tax bill.
- Drafted a list of septic pumpout FAQ's.
- Received phone call from Essex County resident requesting a septic pumpout application.
- Received phone call from Gloucester Housing Partnership staff with questions concerning septic pumpout program. Referred caller to www.mppdc.com to download an application for their clients and provided information on verifications required to process their application.

- Received phone call from staff at Bay Aging with questions regarding septic pumpout program. Referred caller to www.mppdc.com to download application for their clients and provided information on verifications required to process their application.
- Received phone call from Essex County resident with questions regarding required verifications needed to accompany the septic pumpout application she received.
- Received phone call from King William County resident who hasn't had his septic tank pumped out in almost 5 yrs and was looking for maintenance advice. Informed caller of the septic pumpout program and referred caller to his local health department and septic hauler for maintenance advice.
- Received septic pumpout application from King & Queen County resident. Application was approved and a voucher was mailed to the applicant.
- Received phone call from King and Queen County resident with questions regarding required verifications needed to accompany the septic pumpout application she received.
- Completed Essex County septic pumpout.
- Received septic pumpout application from Essex County resident. Application was approved and a voucher was mailed to the applicant.
- Received septic pumpout application from King & Queen County resident. Application was approved and a voucher was mailed to the applicant.
- Received phone call from King & Queen County resident with questions regarding required verifications needed to accompany her elderly parents septic pumpout application.
- Received phone call from approved Essex County applicant stating her voucher was missing from the approval letter she recently received from our office. Applicant had overlooked the voucher as she was looking for it to be in the form of a coupon/ticket.
- Notified approved Middlesex County applicant of expired septic pumpout voucher.
- Completed King & Queen County septic pumpout.
- Received phone call from approved Middlesex County applicant in response to the letter she received concerning her septic pumpout voucher's expiration. Applicant requested voucher be withdrawn as a pumpout was performed in 2016. Voucher was voided at the recipient's request.
- Consulted with septic hauler regarding payment for septic pumpout.
- Drafted an informational announcement for local publications in regards to septic pumpout funding availability.
- Drafted septic pumpout funding availability announcement and will submit a request to Local Government Administrators to share this information on their localities websites.
- Provided PR notice to Stephanie Heintz, Consociate Media for distribution.

• **Septic Pumpouts as of September 18, 2019**

Applications Mailed	26
Incomplete Applications	00
Approved Applications	16
Vouchers Issued	16
Completions	10

Pumpout Vouchers by County

Essex	03
Gloucester	02
King and Queen	04
King William	05
Mathews	00
Middlesex	02

ECONOMIC DEVELOPMENT

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

Project 301180 – 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 Officers meeting materials, emailed meeting materials to Officers, received response to email invite for meeting and provided Liz Povar, MPA Principal Officer with the anticipated attendance.
- Attended MPA Officers meeting and scribed meeting Minutes.
- Maintained RSVP spreadsheet for the Middle Peninsula Alliance & Virginia Bankers Association’s “Breakfast with Bankers” event to be held on October 4th. Provided Liz Povar, MPA Principal Officer with the anticipated attendance.

Project 301181 – PamunkeyNet

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

Project 301702 - Small Business Revolving Loan Fund

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

- *Executed ACH loan payments for MPBDP loans. All MPPDC loan funding programs require that loan recipients authorize loan payments to be made automatically from loan recipients’ bank accounts. Loan clients authorize the payments at loan closing (ACH Authorizations). MPPDC staff process these payments on the 15th of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to the loan processing date of the 12th of the month to request a payment be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans.*
- ***Funds available – \$142,068***

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 380201 - Local & Regional Technical Assistance

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

- Consulted with Carol Steele, Assistant County Administrator for Gloucester County regarding submission of a Letter of Support from MPPDC for a VATI grant to expand broadband services within Gloucester County.
- Drafted and submitted an application to the Virginia Land Conservation Fund to acquire two parcels of land amounting to 125.59 acres in Abingdon, Gloucester County.
- Drafted an application to the Chesapeake Bay Restoration Licenses Fund. If funded, this project will offer six (6) \$500 grants to homeowners who finance a living shoreline project as part of the MPPDC Fight the Flood Program.

Project 30117 – Urbanna Comprehensive Plan Update

MPPDC will provide the Town of Urbanna with a Comprehensive Plan that contains all the required sections of a plan that can be considered compliant, but not updated. The purpose of phase one is to reassemble all the necessary parts to form a compliant plan. Phase 1 anticipated completion is within 90 days (or sooner) after such date that the MPPDC team is given notice to proceed with the signing of the service agreement. The full update of the plan will happen under a separate Phase 2 proposal.

- Consulted with staff from Berkley Group and Town of Urbanna to assemble various planning documents and Chesapeake Bay Act Program compliance documents needed for review and assembly into a compliant Comp Plan for the Town to review.

Project 31002 – GA Lobby

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

Project 38800 - Local Dredging Technical Assistance Projects

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

- Coordinated with VIMS Shoreline Studies program staff and Mathews County staff for a project kick off meeting for the Mathews County dredging VPA grants.

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.

- Responded to request from DMME regarding new loans made in 2019. There were none.
- *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 = \$44,658.39**

EMERGENCY SERVICES

Funding – VDEM/FEMA/Homeland Security

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.

- Built 3 maps from ArcGIS for the Regional Debris Management Plan. These maps illustrate additional debris site locations in the Middle Peninsula, specifically in King William County. A debris management site is a temporary, permitted site to manage disaster debris, ideally identified prior to the disaster event. A debris management site allows for more efficient debris collection and allows a jurisdiction to stage debris for volume reduction, reuse, or recycling.
- Continued to incorporate aerial photographs and addresses of possible temporary debris management sites into the plan. Newly identified possible debris site locations are as follows:
 1. King William: Property behind the closed landfill – 24562 King William Road, King William, VA 23086 (Public property)
 2. J. Saunders Brush Recycling Company (Private property)
- Contacted Leanne Vanderveer, Virginia Department of Emergency Management (VDEM), Region 5 Public Assistance Manager regarding submittal of Regional Debris Management Plan. Once completed, the plan will be submitted for initial review and then on to the Federal Emergency Management Agency (FEMA) for final review.
- Submitted the Regional Debris Management Plan to Leanne Vanderveer, VDEM Region 5 Public Assistance Manager for review.
- Informed Lancaster County via email about 2 of their expired contracts. Their reciprocal agreement with the Middle Peninsula landfill in Glens, VA (Gloucester County) expired on July 18, 2018. Additionally, their contract with RL Self Timber Company in Lively, VA expired on July 1. Lancaster County is currently in the process of re-executing these contracts.
- Began to develop a presentation regarding the Regional Debris Management Plan to be presented at the September MPPDC Commission meeting. Contents include:
 1. The purpose of a debris management plan.
 2. Individuals/organizations roles/responsibilities for debris removal processes.
 3. The purpose of debris management sites.
 4. The importance of having pre-positioned and qualified contractors in place before an incident (that generates a large amount of debris) occurs.

Project 31209 – Re-Entry Plan

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

- Sent finalized roles/responsibilities matrix to participating localities (Essex, Gloucester, King & Queen, 49

King William, Middlesex, Mathews and Lancaster Counties) for review. Edits made included: change of name of personnel (ex. Chief of Emergency Services for Essex County was referred to as Chief of Emergency Services/Emergency Services Coordinator). Localities who reviewed the matrix were: Essex, Gloucester, King & Queen, King William and Lancaster Counties.

- Added an appendix explaining the key businesses and industries located throughout the Middle Peninsula and Lancaster County (a locality of the Northern Neck). The appendix identifies both critical infrastructure sectors as defined by the Department of Homeland Security (DHS) and the key businesses and industries within each locality that are important to restoring the economic and social stability of the jurisdiction. The businesses and industries included:
 1. Transportation Systems provided by the Virginia Department of Transportation (VDOT).
 2. Water and Wastewater Systems provided by the Virginia Department of Health (VDH) and the Virginia Department of Environmental Quality (DEQ).
 3. Emergency Services provided by the locality's Fire/Rescue/EMS, law enforcement officials, Search and Rescue personnel (SAR), etc.
 4. Energy provided by Dominion, Phillips Energy, Quarles Petroleum, Inc. (Revere Gas), AmeriGas, etc.
 5. Healthcare and Public Health provided by Riverside Walter Reed Hospital and the Virginia Department of Health (VDH).
 6. Communications provided by AT&T, Verizon Wireless, Cox, etc.
- Added the following appendices:
 1. Evacuation Routes – These will let the localities and reviewers identify the key evacuation routes in the State of Virginia. Routes included: Interstates 95/64 and Routes 17, 30, 33, 14, etc.
 2. Public Messaging – This will allow the localities' Public Information Officer(s) to have a script during pre-incident, evacuation and re-entry procedures.
 3. Re-entry permits/forms – This identifies the locality specific re-entry forms the localities use during re-entry procedures. Individuals/organizations will use this form when they go through checkpoints. Law enforcement officers will review their form/permit and confirm/verify their identification at the checkpoint. The form asks basic questions such as: reason for re-entry, vehicle type, telephone & address of individual/organization, etc. Each form has a waiver of liability that confirms that individuals/organizations understand the requirements and safety regulations upon and during re-entry.

Project 31210 – Emergency Management

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

- Accepted as a peer reviewer for the Hazard Mitigation Grant Program (HMGP) offered through FEMA and VDEM.
- Attended a webinar hosted by Robbie Coates, VDEM Grants Manager for Disaster Programs to learn about the instructions for the peer review process. The purpose of HMGP is to help communities implement hazard mitigation measures following a Presidential Major Disaster Declaration in the areas of the state, tribe, or territory requested by the Governor or Tribal Executive. The HMGP's ultimate objective is to enact mitigation measures that reduce the risk of loss of life and property from future disasters. Projects for review included:
 1. Hazard Mitigation Plan Updates (by federal law these plans need to be updated once every 5 years)
A grant application was submitted by the MPPDC for this project.

2. Floodplain Management
3. Demolition & Acquisition (this idea derives from homes/businesses that are located near or on beaches and need to be high-rise due to severe flooding)
4. Hurricane/tornado shelters
5. Tornado alert systems

Submitted peer review scores to VDEM for approval/completion.

- Convened Local Emergency Managers Meeting. Localities in attendance are as follows: Essex, Gloucester, King William, Lancaster and Middlesex Counties. Topics included: Establishing identifications tokens (paper and/or mobile/electronic) for the Regional Re-Entry Plan. Identification included: vehicle registration, government issued ID credentials, homeowners/renters insurance paperwork, tax forms, utility bills, vehicle registration, voter registration, etc.; Establishing the key businesses and industries within the Middle Peninsula and Lancaster County (a locality of the Northern Neck). Financial institutions were added (ex. Banks). Discussions regarding the creation and upkeep of a Regional Cyber-Security Task Force. This task force's ultimate goal is to educate the Middle Peninsula and Northern Neck localities of the various cyber-attacks that include but not limited to: malware attacks, Distributed-Denial-of-Service (DDoS) attacks, etc. that have the potential to damage a community's social, health and economic infrastructure and way of life. Reached out to Cyber-Security Task Force point of contact, Charles Huntley, Mathews County Director of Information Technologies to see if he would like to organize another meeting with the task force participants.
- Localities have expressed their desire to apply for funding through the FM Fire Global Prevention Program. The goal of this grant would be to provide Middlesex, Gloucester, Essex and King & Queen Counties with a fire extinguisher training system. Through this grant, residents and employees of these localities will receive hands-on, realistic training in how to handle/use a fire extinguisher. The next deadline for receipt of application is September 30th. Additional information may be found at <https://www.fmglobal.com/about-us/our-business/corporate-responsibility/fm-global-fire-prevention-grant-program>.
- Assisted in identifying the Middle Peninsula localities that are within federally declared counties impacted by Hurricanes Florence and Michael for the purpose of applying for funding under the Emergency Coastal Resilience Fund provided by the National Fish and Wildlife Foundation (NFWF). The Emergency Coastal Resilience Fund aims to increase the resilience of coastal communities within federally declared counties impacted by Hurricanes Florence and Michael, Typhoon Yutu and wildfires in 2018. It is important to note that only the incidents of Hurricanes Florence and Michael pertain to this grant program, as the Middle Peninsula was not affected by Typhoon Yutu or wildfires in 2018. It is important to stress that disaster funding opportunities are shifting and when localities are reporting damage assessments, they are left out of the funding eligibility game. For example, Gloucester County has been excluded from the Nationwide Emergency Coastal Resilience Fund Request for Funding Proposal (RFP) but almost all other localities surrounding Gloucester County are included. Further, quantifying damage numbers for an incident and/or even a planned event are submitted for the locality by multiple entities such as Dominion Power, and not just the locality. This means that either Gloucester County and its participating entities (ex. Dominion Power) did a very comprehensive job on reporting damage and truly didn't cross the threshold or Gloucester County and/or partnering entities (ex. Dominion Power) did not do as comprehensive of a job of reporting damages. Nonetheless, Gloucester County is not eligible for Coastal Resiliency Funding, which is unsettling given that coastal flooding issues are highly prevalent in the Middle Peninsula. Thus, it is highly recommended that local staff who are responsible for totaling damages be made aware of the new importance of accurate accounting. This has been added as a topic of discussion to the next monthly Local Emergency Managers Meeting to be held September 12th.

AGENCY ADMINISTRATION

Funding - Indirect cost reimbursements from all PDC projects

MPPDC Administration

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

- Completed FY19 Annual Report to DHCD and submitted via DHCD CAMS system.

Closed Projects

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.

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.

Project 31211 – Gloucester Continuity of Operations Plan (COOP)

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

Project 32016 - VIMS Living Shoreline

MPPDC: Membership, Appointments, Committee Assignments, and Networks

Coastal Policy Team (CPT): The CPT, whose members and alternates represent the Virginia Coastal Zone Management Program's key partners and eight planning district commissions, provides a forum for discussion and resolution of cross-cutting coastal resource management issues. Members serve on the team at the discretion of their agency or planning district commission director. The CPT recommends funding levels to the DEQ Director for coastal zone management projects. (MPPDC Staff 15 years +)

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

Virginia Sea Grant Program External Advisory Committee (EAC): The EAC provides stakeholder input on the strategic planning process, the research proposal review process, and on Commonwealth-wide trends and needs. The EAC is a diverse group of end-users including representatives from state agencies, the education community, coastal planning and management, the private sector, and NGOs. (MPPDC Staff 9 years+)

The Association for Commuter Transportation (ACT) (Telework Council Secretary): ACT is the premier association for professionals and organizations whose focus is the delivery of commuting options and solutions for an efficient transportation system. The Telework Council is concerned with promoting telework and providing telework information and technical assistance to employers (MPPDC Staff 10 years+)

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

The Coastal Society: The Coastal Society is an organization of private sector, academic, and government professionals and students. The Society is dedicated to actively addressing emerging coastal issues by fostering dialogue, forging partnerships, and promoting communications and education. (MPPDC staff serves as a Director)

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

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

Service Center	Project Title and Description	Funding Requested	Status
MPCBPAA	Virginia Outdoor Foundation – Captain Sinclair Easement/Improvements	\$180,000	Funded
Environmental	CZM ANPDC Ecotourism II	\$38,263	Funded
Environmental	CZM NNPDC WWF	\$5000	Funded
Environmental	CZM Dredging	\$50,000	Funded
Environmental	CZM Rural Enhancement Authority	\$10,000	Funded
Emergency Mgmt	Re-Entry and Access Authorization Plans	\$44,050	Funded
Emergency Mgmt	Regional Emergency Planner Position	\$49,500	Funded
Environmental	Virginia CWF Funding – Living Shoreline Capitalization	\$250,000	Approved
Environmental	NFWF – Improving Coastal Resiliency Through Nature Based Solutions	\$269,914	Funded
Local	VPA Dredging Proposals – Mathews -2 proposals	\$261,523	Funded
Local	VPA Dredging Proposals – Gloucester -2 proposals	\$232,856	Funded
Transportation	DRPT – FY20 Operating	\$67,846	Funded
Transportation	DRPT – Technical Assistance – Telecommuting as a Solution to Reduce Outcommuting	\$30,000	Not Funded
Transportation	VDOT – RTP FY20	\$58,000	Funded
Environmental	DEQ – Septic Pump Out Assistance	\$17,600	Funded
Environmental	CZM - Coastal Technical Assistance – FY20	\$34,500	Submitted
Environmental	CZM – Ecotourism III	\$25,000	Submitted
Environmental	CZM – Extraction Fee Study	\$15,000	Funded
Environmental	DCR – Flood Prevention	\$28,173	Funded
Environmental	DEQ – WIP III Part 2	\$21,500	Funded
Emergency Mgmt	VDEM Update to MP All Hazard Mitigation Plan	\$93,750	Submitted
Environmental	NFWF – Elevating Septic Case Study	\$83,478	Submitted
Emergency Mgmt	VDEM – Emergency Mgmt Planning	\$49,500	Submitted
Emergency Mgmt	VDEM – Resource Typing	\$36,055	Submitted
Emergency Mgmt	VDEM – MSAT Service	\$17,000	Submitted
Environmental	VEE – Elevated Septic Case Study	\$75001	Submitted
Emergency Mgmt	VDEM – COOP Annexes	\$30,000	Submitted
Environmental	CB License Fund – Fight the Flood	\$3,000	Submitted
MPCBPAA	DCR Virginia Land Conservation Foundation – Land Acquisition	\$455,470	Submitted

ACRONYMS

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

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