

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
September 21, 2009 MEETING
HELD AT THE ENTERPRISE BUILDING
ACCOMAC, VIRGINIA

COMMISSIONERS PRESENT:

Laura Belle Gordy	Accomack County
John C. Gray	Accomack County
Donald L. Hart, Jr.	Accomack County
E. Philip McCaleb	Accomack County
Thomas E. Rienarth	Accomack County
Gwendolyn F. Turner	Accomack County
Roland Bailey	Northampton County
Rev. Charles J. Kellam	Northampton County
Richard B. Tankard	Northampton County

COMMISSIONERS ABSENT:

Grayson Chesser	Accomack County
William A. Hughes	Northampton County
H. Spencer Murray	Northampton County
John H. Tarr	Town of Chincoteague

OTHERS PRESENT:

Elaine Meil	Leslie Mason
Susan Haycox	Patricia Connolly Grove
Henry Snyder	Mark Taylor
Ray Rosenberger (RC&D)	Nancy Rosenberger

1. Call to Order

Chairman Turner called the meeting to order at 7:05 p.m.

2. Invocation

Commissioner Rienarth offered the Invocation.

3. Minutes of July 20, 2009 Meeting

The minutes of July 20, 2009 Meeting were presented.

Commissioner Gray moved to approve the Minutes of July 20, 2009 Meeting as presented. Seconded by Commissioner McCaleb, the motion carried by unanimous vote.

4. Bills Payable/Financial Statement

The August & September Bills Payable was presented. The current Financial Statement was also presented.

Commission approval of the Bills Payable and current Financial Statement was requested.

Commissioner Hart moved to approve the Bills Payable and current Financial Statement as presented. Seconded by Commissioner Bailey, the motion carried by unanimous vote.

5. June Financial Status Report

The attached report indicated that 87.08 percent of the FY 2009 Budget has been expended while 100 percent of the fiscal year had passed. If professional services are deleted, 97.98 percent had been expended.

Commission acceptance of this report was requested.

Commissioner Rienerth moved to accept the June Financial Status Report. Seconded by Commissioner Kellam, the motion carried by unanimous vote.

6. July & August Status Reports

The attached report indicated that 16.43 percent of the FY 2010 Budget had been expended while 16.67 percent of the fiscal year had passed. If professional services are deleted, 15.89 percent had been expended.

Commission acceptance of this report was requested.

Commissioner Hart moved to accept the July & August Status Reports. Seconded by Commissioner Kellam, the motion carried by unanimous vote.

7. FY 2009 Budget Amendments

Adoption of the following budget amendments was requested:

1.	3010	Planning Assistance Activities	\$ 29,000.00
			<u>+ 6,489.27</u>
			\$ 35,489.27
2.	3016	Management Assistance Activities	\$ 48,200.00
			<u>+ 9,663.97</u>
			\$ 57,863.97

ITEMS 1 and 2 represents the amendments to increase general funds allocated in order to complete unfunded or underfunded activities for the year. At the direction of the Commission and the Regional Housing Authority several applications were submitted at the end of the fiscal year applying for grants including stimulus funds. Applications included an additional year of housing counseling with HUD, a tax credit application for Mill Run, a stimulus application for "Rapid Rehousing".

In addition, review of accounts receivable indicated that the PDC was carrying receivables under "open contract" that would not likely be reimbursable. Accordingly, the financial statements reflect the necessary adjustments. Those adjustments include VCDBG projects for West Fairview and Metompkin, T21 project for Exmore, and staff time in applying for a Mill Run project that did not get funded in a previous fiscal year.

Because several elements did not require allocated general funds, it is still estimated that the A-NPDC will increase its fund balance by approximately \$20,000.

3.	3320	EDA Economic Development Planning	\$ 50,000.00
			<u>+ 20,355.73</u>
			\$ 70,355.73

ITEM 3 represents the amendment to increase Economic Development Administration funds in order to complete activities for the fiscal year. An increase from \$50,000 to \$60,000 was received for this activity. In addition, the PDC has been advised that an additional \$10,189 in stimulus funding has also been added to this project.

4.	3330	EDA Broadband Planning Grant	\$ 0.00
			<u>+ 11,078.40</u>
			\$ 11,078.40

ITEM 4 represents the amendment include a portion of the EDA Broadband Planning Grant in the FY 2009 Budget.

5.	3535	Town of Tangier VCDBG Project	\$ 30,000.00
		Health Clinic Project	<u>+ 3,070.38</u>
			\$ 33,070.38

ITEM 5 represents the amendment to increase projected VCDBG revenues for FY 2009 for the Tangier Health Clinic Project.

6.	3598	DEQ-Signs Project	\$ 1,000.00
			<u>+ 32,174.60</u>
			\$ 33,174.60

ITEM 6 represents the amendment to include pass-through funds as part of the DEQ-Signs Project. A total of \$34,055 was received to pay for the signs and administration.

7.	3762	Accomack-Makemie Park	\$ 4,600.00
		VCDBG-Administration	<u>+ 1,687.39</u>
			\$ 6,287.39

ITEM 7 represents the amendment to increase general funds allocated for this project in order to close it out before the end of the fiscal year.

8.	3823	Accomack County-VDEM/FEMA Project	\$ 75,000.00
		Elevation Administration	<u>+ 3,536.82</u>
			\$ 78,536.82

ITEM 8 represents the amendment to increase federal/state funds for administration of the elevation project for Accomack County.

The requested amendments will be reflected on the final budget and audit for FY 2009.

Commissioner Rienarth moved to accept the FY 2009 Budget Amendments. Seconded by Commissioner Tankard, the motion carried by unanimous vote.

8. Contracts

Fiscal Year 2010 PDC/DHCD Contribution Contract - Total \$77,720 (or less)

Authority for the Executive Director and Chairman to execute the Annual Financial Assistance Contract for July 1, 2009-June 30, 2010 was requested.

The contract was \$90,000 for FY 2008, reduced to \$84,218 for FY 2009, and further reduced in FY 2010 to \$77,720. In addition, the latest correspondence from the Governor's office indicates that Planning District Commissions have been cut an additional \$212,759 across the State. However, we have not been advised how that cut will be passed on to the A-NPDC.

Accomack Water Supply Planning Grant FY10 - Total \$9,000

Authority for the Executive Director to execute the Accomack Regional Water Supply Planning Grant with DEQ for July 1, 2009 – June 30, 2010 was requested.

The contract will complete water supply planning for the County including projection of water demand, drought response and contingency plan.

Northampton Water Supply Planning Grant FY10 - Total \$5,000

Authority for the Executive Director to execute the Northampton Regional Water Supply Planning Grant with DEQ for July 1, 2009 – June 30, 2010 was requested

The contract will complete water supply planning for the County including projection of water demand, drought response and contingency plan.

Homeless Intervention Rapid Rehousing - Total \$363, 631

Letters were attached which explained that the A-NRHA, which originally applied for this funding, was determined to be ineligible in the final version of this stimulus-funded program. Because the program fits within the A-NPDC housing counseling program goals, and we view this as an important service for residents of the Eastern Shore, we would like to ask the Commissioners to confirm the decision made by the staff and PDC Chair to accept this program. DHCD asked for letters of commitment from the PDC and RHA last week due to the fact their mandatory training for recipients will be held on September 21st.

Authority for the Executive Director to execute a contract between DHCD and the A-NPDC in the amount of \$363,631 was requested.

Homeward Community Information System - Staff Training

Attached, were the Homeward Community Information System (HCIS) Agency Participation Agreement and the Business Associate Agreement for review. These agreements were required in order to proceed with DHCD HMIS data entry requirements.

Authority for the Executive Director to execute the Agreements with Homeward.

Commissioner McCaleb moved that all contracts be executed. Seconded by Commissioner Kellam, the motion carried by unanimous vote.

9. Projects

General Fund Expenditures

<u>Project Element#</u>	<u>Project Description</u>
9970	<i>Capital Expenditures</i>
Project Manager:	Elaine Meil, ext 116

No activity

3002 *Special Administrative Cost*
Project Manager: Elaine Meil, ext. 116

No activity

Project Element# Project Description
3003 *Intergovernmental Coordination and
Information*
Project Manager: Leslie Mason, ext. 100

One application was completed: Police Equipment Project: for the purchase of a patrol K-9, one police vehicle and emergency vehicle equipment for Northampton County Sheriff's Office.

3010 *Planning Assistance Activities*
Project Manager: Elaine Meil, ext. 116

Staff has been spending time working on the Energy Conservation and Block Grant Program that will be offered through the Virginia Department of Mines, Minerals and Energy. Staff has taken part in conference calls regarding the program and has reviewed the draft guidelines and application.

3016 *Management Assistance Activities*
Project Manager: Elaine Meil, ext. 116

No activity.

Community Development Projects

Project Element# Project Description
3061 *Eastern Shore Community College
Workforce Develop.*
Project Manager: Barbara Schwenk, ext 115

The Executive Director and Economic Development Coordinator attended ribbon-cutting ceremony on September 11, 2009.

Project Element# Project Description
3201 *Rural Development-Parksley Sewer*
Project Manager: Barbara Schwenk, ext 115

The Town received the EPA-STAG funds as well as USDA Rural Development funds for construction. They are currently negotiating where the contingency funds will be applied.

3320 *EDA-Economic Development Planning*
Project Manager: Barbara Schwenk, ext. 115

Planning for a series of public meetings to revise the Comprehensive Economic Development Strategy (CEDS) is needed and will be scheduled this Fall. A yearly review and updating of the CEDS is required to retain the Economic Development District designation from EDA, making our region eligible for EDA funding. We have contacted Rob Savage, Northampton County Chamber of Commerce, to discuss how the Chamber's economic development work for the County can be applied to the CEDS. We also consulted with the Virginia Tech Office of Economic Development which assisted with the new CEDS in 2007. Ideas for how best to proceed to update the CEDS were discussed, and work is ongoing on a process for the update.

3331 *Northampton Broadband Application*
Project Manager: Barbara Schwenk, ext. 115

The closeout request was prepared in August, and closeout documents have been received.

3332 *Broadband Buildout-Joint County Initiative*
Project Manager: Barbara Schwenk, ext. 115

All financial tasks were transferred to ESVBA staff as of June 30. Our continued role is as administrators for the Parksley and Cape Charles CDBG grants, the EDA grant, and preparation of new grant applications for community networks. The Invitation for Bid for the "gap" between Cheriton and the northern toll booth of the CBBT was held on June 24. The low bidder was Cable Associates Inc. from Yorktown at \$391,785. This bid was substantially lower than the engineer's estimate of \$527,715. EDA has approved the bid process and agrees with the engineer's recommendation to award the contract to Cable Associates. The contract was awarded on July 20, but a Notice to Proceed has not yet been issued because the VDOT permit has not yet been received. ESVBA staff is investigating the hold-up of the permit and hopes to be able to start construction by September 20.

3333 *Town of Cape Charles-VCDBG
Broadband Admin.*
Project Manager: Barbara Schwenk, ext. 115

Network design is substantially complete as of 9/15. The Management Team plans to review and approve the final design at its October 20 meeting. The design was delayed because of the need to move Onancock up in engineering work in order to apply for Economic Stimulus funds.

3334 *Town of Parksley-VCDBG Broadband
Admin.*
Project Manager: Kat Edwards, ext. 120

The work proposed for the Town's broadband network has been included in a bid packet that will include work in Cape Charles and other areas as well. The bids are structured in a linear foot format and work is not to exceed \$300,000. Bids are due September 15th.

Project Element# Project Description
3535 *Town of Tangier-VCDBG Health Clinic
Project*
Project Manager: David Annis, ext. 126

Bids were opened on July 24th for construction of the Tangier Health Clinic. The low bidder was Southern Builders, Inc. from Salisbury, MD, at \$856,176.00. Since this price was over our estimates, the Tangier Health Clinic Foundation has agreed to provide the additional funds from donations they have received over the past year. A pre-construction meeting was held in White Stone last Friday where the last few issues were successfully negotiated. The construction contract will be signed by the Town this week, and construction will begin before the end of the month.

3401 *VDOT Rural Transportation Planning-
HPR*
Project Manager: Barbara Schwenk, ext 115

The Executive Director and Transportation Planner have completed the inventory of improvements to Route 13 recommended in the *Route 13 Wallops Island Access Management Study*. A prioritized list of recommended improvements will be prepared for review by the Transportation Technical Advisory Committee at its next meeting.

3521 *Town of Chincoteague T-21 Admin. –
second phase*
Project Manager: Kat Edwards, ext. 120

The cost of putting utilities underground for even the small area proposed was prohibitive based on estimates provided by ANEC and Verizon. The council will meet again with Massey Design on September 17th to discuss an alternative strategy for the first phase of the project. The goal is to have the improvements designed and out for bid prior to the December application deadline for additional Enhancement Funding.

3522 *Town of Exmore, T-21 Enhancement,
Phase III*
Project Manager: Kat Edwards, ext. 120

No activity.

Project Element# Project Description
3523 *Town of Exmore, T-21 Enhancement
Phase IV & V*
Project Manager: Kat Edwards, ext. 120

No Activity

3524 *County of Northampton T-21-
Enhancement #2*
Project Manager: Barbara Schwenk, ext. 115

With the help of Bobby Isdell, VDOT finally agreed that the sign material (sign foam) was acceptable. They did insist that the center post for each sign be removed. This was promptly accomplished by the County's maintenance staff.

The southern Nassawadox sign has still not been installed because the grass shoulder between the highway and the railroad is not wide enough to accommodate the required setbacks. Therefore, permission to install it on private property east of the railroad was sought. Baxley Tankard gave us permission to place the sign on his property. Unfortunately, because it is heavily treed, there was no good place to put it. We then approached a landowner on the west side of the highway south of Franktown Road. She refused to have the sign placed on her property. The next step will be to view an aerial map along with the tax parcels and approach the owner of the property south of the treed section on the east side of the railroad right of way.

Cape Charles requested that their sign be moved from north of Stone Road to south of it.

VDOT staff approved this change, and the sign is scheduled to be installed on September 16.

Research into VDOT's requirements for a median sign was completed. A new median sign was designed and a cost estimate was obtained. Another estimate was requested for a smaller sign made of aluminum. Parksley Sign Company has not been able to source the specified aluminum. VDOT was contacted for and supplied a source; however, the distributor only sells bulk quantities. More research is needed to source the material.

3525 *County of Northampton T-21-Bicycle Plan*
Project Manager: Barbara Schwenk, ext. 115

US F&W Services contracting personnel refused to include state procurement standards in the bid documents for trail construction, which would effectively halt the project because F&W would also not accept anyone else preparing the bid forms when their funding is included in the project. This led Bob Leffel, ESNWR, to call several people in the course of trying to resolve the impasse. He discovered that Federal Highway Administration funds in the Enhancement Program can be passed directly from FHWA to another federal agency if the sponsor of the grant agrees to transfer sponsorship. Northampton County's Board of Supervisors agreed on September 8, 2009, to transfer sponsorship, saving the County \$72,600 in matching grant funds. F&W's funds will be used as match, and it will now move forward with the project using its funds and \$290,400 in Enhancement Grant funds awarded to Northampton County. This was a "win-win" for F&W and Northampton County.

Planning Projects

<u>Project Element#</u>	<u>Project Description</u>
3533	<i>Town of Eastville Rezoning Project</i>
Project Manager:	Elaine Meil, ext 116

No activity. Staff will be contacting them to determine if they are now ready to proceed or discuss canceling the project.

3541 *A-N CRMP Technical Assistance, FY 09—
2nd-4th Qtr*
Project Manager: Curtis Smith

A Ground Water Workshop was held on June 16th. Over 30 people attended and the materials presented are now on the Groundwater Committee's portion of the Accomack-Northampton Planning District Commission's website. Staff held Ground Water Committee meetings in August and September.

3572 *USGS Groundwater Calibration Project*
Project Manager: Curtis Smith

No activity

3573 *Household Hazardous Waste Collection*
Project Manager: Curtis Smith

Pesticide Cleanup Days were held in Northampton and Accomack on September 14 and 15. The Ground Water Committee partnered with the Virginia Department of Agriculture and Consumer Services and the Extension Service.

3591 *Town of Wachapreague-DCR Project-
Park Develop.*
Project Manager: Kat Edwards, ext. 120

The Town has appointed a steering committee to work on the design and implementation of the park. PDC staff will provide assistance and direction as needed.

3592 *DEQ-Accomack County Water Supply
Plan*
Project Manager: Curtis Smith

Staff is working with DEQ on completing this activity. The Ground Water Committee Consultant is preparing an estimate to finish the work.

3593 *DEQ-Northampton County Water Supply
Plan*
Project Manager: Curtis Smith

Same as Project Element 3592.

Project Element# Project Description
3599 *General Assembly-Northampton Southern
Rivers*
Project Manager: Curtis Smith

The management team met twice and selected an area around Oyster. The team is scheduling a meeting with representatives from Oyster to discuss future waste water issues. A draft RFP is being drafted for a needs assessment engineering study.

A-NPDC Housing Projects

Project Element# Project Description
3601 *DHCD- Lead Assessment VCDBG Admin*
Project Manager: John Simpkins, ext 119

DHCD has reviewed and approved the final close-out documents for the lead paint CDBG project. The project is now closed.

3602 *DHCD-Lead Assessment VCDBG
Inspection*
Project Manager: John Simpkins, ext 119

See above.

3603 *DHCD-Lead Assessment VCDBG Housing
Spec.*
Project Manager: John Simpkins, ext 119

See above.

3621 *Virginia Lead Safe Homes Program*
Project Manager: John Simpkins, ext. 119

Lead hazard control measures were completed for three units in Parksley. Risk Assessments, scopes of work, and a pre-bid conference are complete on five dwellings in Accomack and Northampton Counties. The bid opening is Friday, Sept. 18 with contracts soon to follow. Completion of these 5 units in addition to the 3 in Parksley will complete the current VLSHP Contract. Applicant intake continues with the possibility of a new grant anticipated.

3622 *Virginia Lead Safe Homes PASS-THROUGH*
Project Manager: John Simpkins, ext. 119

See above.

3630 *Management Services for Regional Home
Maintenance*
Project Manager: Kat Edwards, ext. 120

No activity.

HMIS Grant Program
Project Manager: Bobbie Jo Wert, ext. 125

Homeward, the lead agency hired by DHCD to administer the Balance of State HMIS contract, has provided training and technical assistance to Staff members as we begin to implement the HPRP program. Staff attended training on September 18, 2009 at the PDC.

3661 *HUD-Housing Counseling Services*
Project Manager: Bobbie Jo Wert, ext. 125

Staff continues to counsel families needing assistance with those seeking help with resolving or preventing mortgage delinquency; seeking help in locating, securing, or maintaining residence in rental housing; and seeking shelter or services for the homeless or on the verge of homelessness. In most cases, families will obtain counseling in financial management that includes matters such as predatory lending and budget counseling issues. Staff has attached the most recent HUD reporting form 9902 that includes client activity from October 1, 2008 to June 30, 2009. Note to date, 1,485 clients have been served with 128 clients receiving education/group sessions; 250 clients received assistance seeking help with resolving or preventing mortgage delinquency; 593 clients received assistance seeking help in locating, securing, or maintaining residence in rental housing; and 464 clients received assistance seeking shelter or services for the homeless.

HUD has released the NOFA for Housing Counseling funds. Staff has prepared and submitted the grant on July 17, 2009 requesting level funding. Staff awaits award notification.

*CDBG Program Income
Administration*

Project Manager: Melissa Matthews, ext. 110

Payments are being processed as they are received.

*3771 Accomack-Metompkin VCDBG
Administration*

Project Manager: John Simpkins, ext. 119

Staff met with the owner of the property needed to widen the streets in Metompkin, and her attorney, in July. The owner has signed the conveyance deed that is being held by her attorney until staff can issue a check in the amount of the appraised value of the takings. The project attorney is drafting the settlement statement and required resolutions that will allow staff to order and disperse the funds.

*3772 Accomack-Metompkin VCDBG
Inspection*

Project Manager: John Simpkins, ext. 119

Staff continues its efforts to identify eligible households and owners who would like to participate in the Project.

*3773 Accomack-Metompkin VCDBG Housing
Spec.*

Project Manager: John Simpkins, ext. 119

See above.

*3781 Northampton-East Fairview VCDBG
Administration*

Project Manager: David Annis, ext. 126

The power poles on Honeysuckle Lane have been relocated. An additional drainage easement requested by VDOT has been obtained. The right-of-ways have been staked, along with the ditch profiles and elevations. VDOT has been notified that everything they have requested has been completed or obtained. It is hoped that construction will begin soon.

Staff was notified on Tuesday that the contractor who is scheduled to construct the improvements to Jackson Lane is requesting an additional \$9,300.00 to complete the erosion and sediment control measures required by the land disturbance permit. Staff is exploring ideas as to how to obtain the additional funds.

4501 *Northampton-East Fairview VCDBG
Inspection*

Project Manager: David Annis, ext. 126

Responding to call-backs and request for warranty inspections from families who have received housing assistance.

4510 *Northampton-East Fairview VCDBG
Housing Spec.*

Project Manager: David Annis, ext. 126

Responding to call-backs and request for warranty work from families who have received housing assistance.

3821 *Town of Tangier-FEMA Elevation
Project*

Project Manager: John Aigner, ext. 118

The Tangier contractor completed the eleven original elevations. Staff is continuing to follow up with homeowners on completion paperwork.

3822 *Northampton County-FEMA Elevation
Project*

Project Manager: John Aigner, ext. 118

Three houses in Oyster were re-bid this month. These were jobs that had been bid several years ago and since they were the lowest priority, secondary A-zone houses, were not ready to be done until recently. New County building requirements were now in place that necessitated the use of an engineer to design the foundations. All three of the homeowners wished to do additional work at their own expense on these houses. They all wanted to build the walls higher than actually required by the flood code. The owners also wanted to have the space under the house for storage with a concrete slab, windows, doors, etc. The houses were originally bid as single contracts.

Recent bidding has relied on the house lifting separate from the general contracting. This is beneficial to the project as it decreases the amount of time to complete a job and

also has been more cost effective. The VDEM representative has advised staff to re-bid any old jobs in hopes of getting better prices.

<u>Project Element#</u>	<u>Project Description</u>
3823	<i>Accomack County-FEMA Elevation Project</i>
Project Manager:	John Aigner, ext. 118

On Saxis, two houses have been approved for construction and the contracts have been sent to the owners for signatures. Construction is 90% completion on the second V-zone house. FEMA has completed its' assessment, for the time being, of the Crystal Beach project and has given approval to resume that project with a reduction in the scope of work and in the approved funds for that project. The County and the property owner are working to resolve the issues. The job near Parksley is substantially complete. Two more jobs in Wachapreague have been given approval to begin and contracts are in the mail. VDEM has indicated that only one more house will be approved for construction on Tangier. The County is talking with Snyder House Moving about doing this last job. Snyder has expressed a willingness to do the job, but is questioning the fact that the others will not be funded. Matt Wall of VDEM, the funding agency, has indicated that VDEM will not be funding the other jobs on Tangier. The County is conducting inspections on the jobs in progress on Tangier, to determine what items are left unfinished. These projects with 90-day contracts have been under construction for one year. The County has been trying to work with Snyder to complete these houses before any others were started. Now all but one of the remaining jobs will not be done, due to cost over runs.

10. Executive Director's Report

Building Maintenance

Construction activities are complete except for one remaining item. Even with the improvements not being fully complete in August staff has noticed a drop in the building's energy consumption.

Snyder House Moving

Mr. Henry Snyder of Snyder House Moving has requested to speak to the Commission regarding bids and contracts on Tangier and Oyster.

These bids and contracts are for the Northampton FEMA Elevation project and the Accomack FEMA Elevation project that are overseen by a management team chosen by the County of Accomack, Northampton and Town of Tangier. The package of information regarding this subject, prepared by A-NPDC staff for the Management Team, was attached for reference.

Oyster ASJ Elevations:

Originally Bid January 2006: The lowest bid on all three elevations was Ran-Kel Construction. The 90-day construction contracts were never drafted because the Oyster V-zone elevations were higher in priority as outlined in the original Hazard Mitigation Grant Program application and contract.

By November 15, 2007: Ran-Kel had ceased operations as the owner had retired and the Oyster ASJ elevations had not been started. The second lowest bidder on the Oyster ASJ elevations was Mr. Snyder.

At the time it was unfeasible for Mr. Snyder to begin work on these jobs as he was completing four V-zone jobs in Oyster and also had 11 unfinished jobs on Tangier from May, 2006 and he also had the lowest bids on 12 additional jobs on Tangier that had not been started. Completing construction in the spring on the 11 unfinished Tangier jobs was the priority because the grant to pay for the work needed to be closed out by October 31, 2008.

In the spring, Mr. Snyder was nearing completion of the Oyster V-zone houses. John Aigner bid out an additional Oyster V-zone house and Mr. Snyder was the lowest bidder. After discussion, Mr. Snyder and Mr. Aigner agreed that since the crew and the pile driver for V-zone foundations was already in Oyster completing one additional job would be better than leaving for Tangier to come back for one V-zone job in Oyster later.

July 2008: Northampton County begins to require an engineer to design any foundations for houses within A-zones. This is unknown to Mr. Aigner until the fall of 2008.

August 2008: The lifting crew is sent to Tangier and Mr. Snyder starts four new jobs on the island leaving the 11 still incomplete. Mr. Aigner advises Mr. Snyder he has to finish those jobs by October 31, 2008.

Fall 2008: Mr. Aigner learns that the Oyster ASJ Elevations will need engineered foundations. He speaks to the homeowners and all of them want to do additional work to their homes instead of an elevation to base flood height plus one foot they wanted to add garages. Mr. Aigner spoke to the Virginia Department of Emergency Management representative who advised him to have the engineering design done with the owner's paying all the additional costs to build the garage portions.

Fall 2008: Mr. Snyder lifts a FEMA-funded house in Wachapreague.

December 2008: FEMA officials come and the 11 elevations were close enough to completion that the grant could be closed. At that time, punch list items were outstanding as well the homes having no certificates of occupancy. Mr. Snyder left the island for the winter.

Spring 2009: Mr. Snyder lifts a FEMA-funded house in Saxis.

June 2009: The final Oyster ASJ elevations foundation design is complete.

June 2009: The Virginia Department of Emergency Management representative changes and halts all FEMA elevation construction activities.

July 2009: The Virginia Department of Emergency Management begins approving individual jobs for construction. The Virginia Department of Emergency Management (VDEM) advises Mr. Aigner to re-bid the Oyster ASJ elevations to determine if enough funds remain to complete the work as recent bids have been lower than expected.

August 2009: The Oyster ASJ Elevation are re-bid and Mr. Snyder is low bidder on two of the three elevations. The three re-bids yield a savings of \$19,823.00 from the older bids allowing all three elevations to go forward.

Tangier 2009 Elevations:

June 2009: All FEMA work is halted by VDEM representative.

July 2009: After review, the VDEM representative approved one project to move forward. The VDEM representative indicated that the two other projects would not be funded by FEMA. (Mr. Taylor, attorney for Accomack County, has provided a letter of the County's position and it is attached.)

Summary of Mr. Snyder's work from A-NPDC:

Mr. Snyder is low bidder on two new jobs in Oyster and also one new job on Tangier. Currently, he also has four unfinished jobs on Tangier, one abandoned job on Tangier, one issue with damage to a neighboring property on Tangier and another issue with damage to a neighboring property in Wachapreague.

Mr. Henry Snyder spoke about his concerns with the Tangier FEMA Project. Discussion ensued. The Board discussed creating a policy regarding FEMA Elevation projects that state we will work to complete projects that have already been bid prior to bidding new projects.

Commissioner McCaleb moved that the Executive Director make resolving this a priority issue, and asked for a full report at the next A-NPDC Commission Meeting. Seconded by Commissioner Riennerth, the motion carried by unanimous vote.

Requests for Assistance

The Town of Exmore has requested assistance with the potential for improvements to their sewer system. The letter is attached. It is anticipated that Exmore will need to complete some pre-application activities before they can request any application assistance from the A-NPDC.

Staff requests approval to offer Exmore limited technical assistance to determine what the Town will need to pursue a USDA Rural Development grant and loan for sewer improvements.

Commissioner McCaleb moved to deny offering Exmore limited technical assistance to determine what the Town will need to pursue a USDA Rural Development grant and loan for sewer improvements. Seconded by Commissioner Rienenrth, the motion carried by unanimous vote.

11. Public Participation

No public participation took place at this time.

12. Other Matters

No Other matters were discussed at this time.

13. Closed Session: Personnel Matters

In order to discuss Personnel Matters, Vice Chairman Tankard moved that the Commission enter Closed Session according to Virginia Code 2.2-3711 for the purpose of:

Discussion, consideration or interviews of perspective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body;

Seconded by Commissioner Rienenrth, the motion carried by unanimous vote.

After Closed Session, the Chairman reconvened the meeting and said that the Commission had entered the closed session for those purposes as set out in paragraphs 3 and 7 of Section 2.2-3711 of the Code of Virginia of 1950, as amended. Upon being polled individually, each member confirmed that these were the only matters of discussion during the closed session.

14. Adjournment

There being no further business brought before the Commission, Commissioner McCaleb moved to adjourn the meeting. Seconded by Commissioner Rienerth, the motion carried by unanimous vote. Chairman Turner adjourned the meeting.

Copy Teste:

Gwendolyn F. Turner
Chairman

Elaine K. N. Meil
Executive Director