

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
November 17, 2014 MEETING
HELD AT THE ENTERPRISE BUILDING
ACCOMAC, VIRGINIA

COMMISSIONERS PRESENT:

Robert Crockett	Accomack County
Laura Belle Gordy	Accomack County
Donald L. Hart, Jr.	Accomack County
Kay W. Lewis	Accomack County
Thomas E. Riennerth	Accomack County
Gwendolyn F. Turner	Accomack County
Roland Bailey	Northampton County
Richard L. Hubbard	Northampton County
Rev. Charles J. Kellam	Northampton County
Larry Lemond	Northampton County
Laurence J. Trala	Northampton County
John H. Tarr	Town of Chincoteague

COMMISSIONERS ABSENT:

John C. Gray	Accomack County
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OTHERS PRESENT:

Elaine Meil	David Annis
Susan Haycox	Kat Edwards
Curt Smith	Brenette Hinmon

1. Call to Order

Chairman Hubbard called the meeting to order at 7:00 p.m.

2. Invocation

Commissioner Crockett offered the Invocation.

3. Minutes of October 20, 2014 Meeting

The minutes of October 20, 2014 Meeting were presented.

Commissioner Hart moved to approve the Minutes of the October 20, 2014 Meeting as presented. Seconded by Commissioner Turner, the motion carried by unanimous vote.

4. Bills Payable/Financial Statement

The current Bills Payable was presented. The current Financial Statement was also presented.

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

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

5. October Financial Status Report

The attached report indicates that 30.33 percent of the FY 2015 Budget had been expended while 33.33 percent of the fiscal year had passed.

Commission acceptance of this report was requested.

Commissioner Crockett moved to accept the Financial Status Report as presented. Seconded by Commissioner Hart, the motion carried by unanimous vote.

6. FY 2016 Budget Requests

Northampton County has requested that FY 2016 Budget Requests be submitted to the County by December 1. In the past Accomack County has required that fiscal year Budget Requests be submitted by mid-December.

For FY 2015 Accomack County and Northampton County approved level funding in the amount of \$65,036 and \$32,518 respectively.

Commission guidance concerning FY 2016 Budget Requests to the localities was requested.

Commissioner Crockett recommended staff request level funding the localities for the FY 2016 Budget. Seconded by Commissioner Lemond, the motion carried by unanimous vote.

7. FY 2014 Audit

The draft FY 2014 Audit prepared by Dunham & Aukamp, PLC was provided. Please note the following:

- Management Discussion and Analysis is included on pages 3-5. Additional explanation can be added by the Commission if deemed appropriate.
- There were no findings or questioned costs (Audit Page 35)
- Audit Page 36 summarizes Budget to Actual.

The Budget Committee was scheduled to meet prior to the Commission Meeting to review the FY 2014 Draft Audit. In addition, a conference call was scheduled with the auditor. Commissioners who would like to attend were welcome.

Pending Budget Committee recommendations, acceptance of the FY 2014 Audit as prepared by Dunham & Aukamp, PLC was requested.

The Budget Committee recommended accepting the FY 2014 Audit as prepared by Dunham & Aukamp, PLC.

Commissioner Hart moved to accept the FY 2014 Audit per the recommendation of the Budget Committee. Seconded by Commissioner Turner, the motion carried by unanimous vote.

8. Next Meeting

The following By-Laws Amendment to Article IV, Section 1, Regular Meetings, was approved in March 2011:

Regular monthly meetings of the Commission shall be held at 7:00 p.m. on the third Monday of each month, except January, February and December, at a place to be determined by the Commission. The regular January meeting will be held at 7:00 p.m. on the third Tuesday. No regular meetings will be held in February and December. The Commission may change the date and time of any regular meeting at any prior meeting and may adjourn any meeting from time to time or to another place.

Therefore, the next regular meeting was scheduled for Tuesday, January 20, 2015.

3016

Management Assistance Activities

Elaine Meil, ext. 116

Inspections and warranty call backs for former CDBG projects continue. Coordination of the indoor plumbing rehabilitation in the Culls community continues. Portions of the training of the new staff person will be charged to this program.

COMMUNITY DEVELOPMENT PROJECTS

3061

Asset Management

Melissa Matthews, ext 110

All Asset Management files are kept current. Deeds of Trust are recorded as received, and expired Deeds of Trust are released twice a year. Staff works diligently to assure all properties have and maintain homeowner's insurance.

3320

EDA-Economic Development Planning

Sue Simon, ext. 115

A-NPDC met with Eastern Shore Community College (ESCC) representatives at the end of October to plan a white paper for EDA public works grant funds to support construction of a new administration and workforce development facility for the college. A-NPDC will draft the white paper on the project and plans to submit in order to submit it to EDA in early December for consideration.

A-NPDC received a response from EDA regarding the "Natural Gas Pipeline Project Evaluation: Critical Factors and Preliminary Review" white paper. A-NPDC continues to explore a grant and loan options for the \$4.5 million project to extend Somerset Utilities' natural gas pipeline south beyond the Perdue plant endpoint. The extension to Four Corners would provide natural gas to the new hospital as well as numerous small- and medium-sized businesses.

A-NPDC collaborated with Accomack County's manager of Wallops Research Park to submit a no-match grant request of \$500,000 for feasibility study and planning monies to develop the science and research park at Wallops. The grant deadline was November 3, and a response is expected after 90 days.

A-NPDC will host an Economic Development Committee meeting on Monday, November 24 to identify project priorities and next steps. One of the documents that will be provided to the attendees is an October 2014 report on "*Economic Activity Associated with Commercial Fisheries and Shellfish Aquaculture in Northampton County, Virginia*" prepared by Thomas Murray of the Virginia Institute of Marine Science; Virginia Sea Grant-Affiliated Extension. The report shows that Northampton County unloaded almost \$42.5 million of seafood products in 2013.

A-NPDC will submit an application for Fiscal Year (FY) 2015 Federal Assistance for a Partnership Planning Program investment request of \$70,000 to support our Comprehensive Economic Development Strategy (CEDS) grant work due on November 21, 2014. A-NPDC is to provide \$70,000 in matching funds for the grant.

A-NPDC is executing its FY-15 contract with VDOT for the Rural Transportation Planning Work Program covering July 1, 2014 through June 30, 2015. A-NPDC's Transportation Technical Advisory Committee (TTAC) conveys transportation information generated by VDOT to the counties and towns, and collects and reports comments to VDOT. A-NPDC staff continues to compile information and field-verify the sidewalk gap information collected from 19 Eastern Shore towns to present in a booklet to the TTAC for approval. A-NPDC is also identifying "unofficial" park and ride locations along the Eastern Shore to make recommendations for official Park and Ride sites in a brief report to VDOT.

A-NPDC staff and the TTAC defined prioritization criteria and methodologies, and finalized data to identify the mid- and long-term priority projects from the 2035 Rural Transportation Plan to recommend to the Accomack and Northampton Counties' Boards of Supervisors for approval in November and December, respectively. The assessed prioritization criteria included: safety, seasonal traffic variations, and traffic volume; economic development, political support, and future growth; inclusion in the Bike Plan, Day Ride, and Six Year Improvement Plan (SYIP); and critical infrastructure.

A-NPDC worked with VDOT and got citizens' input from the community to finalize the 2014 Bike Plan update with new routes and maps, bicycle accommodations, and recommendations. The TTAC approved the Bike Plan in June; the Planning District Commission approved and adopted the 2014 Bike Plan Update in September; and both the Accomack and Northampton Boards of Supervisors approved and adopted the Bike Plan at their October meetings.

A-NPDC received a U.S. Department of Transportation (DOT) Federal Lands Access Project (FLAP) grant for an \$80,000 feasibility study for Phase III of the Southern Tip Bike and Hike Trail (the Trail) in mid-March. The Phase III feasibility study seeks to extend the Trail from Capeville Drive at Stingray's Restaurant, to Stone Road at the entrance to Cape Charles. Phase III would link amenities in Cape Charles to the existing shared bike path, which originates at the Eastern Shore of Virginia's Natural Wildlife Refuge (ESVNWR) Visitors Center and its 1,100 acres of marsh maritime forest, views of Chesapeake Bay, and boat launches. Phase III will enhance quality of life and the region's economic vitality by promoting exercise, increasing wildlife appreciation, educating about historical context, building community spirit, and attracting bicycling, nature-loving tourists to the region.

The USDOT finalized agreements with the Commonwealth Transportation (CTB) Board and VDOT and is drafting a Memorandum of Agreement (MOA) with VDOT and A-NPDC. USDOT provides \$62,000, and A-NPDC matches with \$18,000 for the study.

Staff requested that the Commission grant authority for the Executive Director to enter into a MOA with USDOT and VDOT for the Southern Tip Trail Feasibility Study.

Commissioner Trala moved to grant authority for the Executive Director to enter into a MOA with USDOT and VDOT for the Southern Tip Trail Feasibility Study. Seconded by Commissioner Turner, the motion carried by unanimous vote.

3521 ***Town of Chincoteague T-21 Admin. –*** Kat Edwards, ext. 119
Second phase

The timeline for Phase 2D has been extended due to the number of steps to be completed prior to advertising and the time needed for VDOT processing during those steps. VDOT's timeline would have construction starting in June and going through the summer. The Town has proposed a late summer contract award with construction beginning in September.

3583 ***GreenWorks*** Sue Simon, ext. 115

A-NPDC worked with Eastern Shore of Virginia GreenWorks Committee to approve bylaws, set the scope of work, and create a budget. GreenWorks was established under a Memorandum of Understanding (MOU) between the A-NPDC Waste Watchers of the Eastern Shore, the Keep America Beautiful affiliate on the Eastern Shore. The mission is to promote and support volunteer stewardship of public spaces, create a cleaner, greener environment, and measure success in litter reduction. A-NPDC plans to process budget requests to the counties to help GreenWorks accomplish its mission and advance its goals. The Northampton County budget request is due December 1.

PLANNING PROJECTS

3333 ***Cape Charles Town Plan Revision*** Elaine Meil, ext. 116

The next meeting is scheduled for September 22, 2014. This will be the meeting where a recommendation of a draft text is expected as well as potentially setting the public hearing date.

3334 ***Exmore Town Plan Revision*** Connie Morrison, ext. 127

Town officials report that although approximately 18 additional surveys were picked up from town offices, no completed surveys were returned. Therefore only the public involvement from the October 6 session will be compiled into a report for the Compiled Exmore Planning Commission in early December.

3531 ***VDEM Hazard Mitigation Plan Revision*** Connie Morrison, ext. 127

Kickoff meeting on Nov 6 was attended by representatives of local, federal, and state government, and a broad range of stakeholders including local businesses, non-profits, social services, environmental interests, and three A-NPDC staff members. Participants were acquainted participants with the process, briefed on the Eastern Shore hazard history

and changing hazard conditions, and they input to A-NPDC on hazard prioritization. The first local government steering committee meeting will be scheduled in December, and analysis of hazards and their implications for the Shore (risk assessment) is expected to begin in January. This project is on schedule for completion with full adoption by participating local governments by December of 2016.

3540 ***VCZM Transportation Infrastructure
Inundation Vulnerability Assessment*** Curtis Smith, ext. 114

Staff are currently drafting a final report. A summary presentation is planned to be given to the A-NPDC in January.

3541 & 3551 ***A-N VCZM Technical Assistance, FY 13
1st Qtr1*** Curtis Smith, ext. 114

Consultants conducted the indoor plumbing windshield survey for the Bayside during the week of October 6-10. Staff are working on developing a strategic plan for conducting the survey on the Seaside, All data is being processed and will be presented during a strategic planning meeting during the winter months.

A Shore Big Tree was dedicated at Onancock School on November 1. Staff held a second meeting between local governments and agencies involved in land conservation to discuss land conservation issues in the region.

3571 ***A-N Ground Water Committee Projects*** Curtis Smith, ext. 114

Staff held a public workshop focusing on ground water conditions in central and southern Accomack County (Accomac to Belle Haven) on October 30 that was attended by over 30 local residents.

3573 ***Household Hazardous Waste Collection*** Curtis Smith, ext. 114

Staff has set the next collection date for May 2, 2015 at the Chincoteague and Tasley convenience centers in Accomack and a site to be determined in Northampton. Staff explored options for establishing a permanent regional hazardous waste collection site and operating framework by contacting other localities who have attempted to do so only to learn that a regional collection was not recommendable based off previous experiences from these localities.

3581 ***Seaside SAMP Commercial Fishing Use
Survey*** Connie Morrison, ext. 127

Met with watermen in Oyster to review MARCO fisheries maps. They validated maps indicating areas used for pot/trap fishing, and are eager to talk about pot/trap fishing in the wind energy area. All other local watermen interviews are expected to be complete by mid-December.

3591 ***Collaborative Fisheries Planning Project
for Virginia's Wind Energy Area*** Connie Morrison, ext. 127

This is a new project not yet under contract. A-NPDC will serve as subcontractor to produce fine-scale maps of important commercial and recreational fishing areas in and around the Virginia Wind Energy Area. The maps will be used in collaboration with the fishing industry to create best management practices for the communication, design, operation, and environmental monitoring of a commercial wind facility offshore Virginia. A-NPDC's role will be to provide recreation fishing data and engage the Eastern Shore commercial fishing community in the process. Project kicks off in January and will build off on work done under the seaside SAMP project.

3592 ***DEQ-Accomack Co. SWMP Development*** Curtis Smith, ext. 114

Project is complete and in the process of being closed out.

A-NPDC HOUSING PROJECTS

3661 ***HUD-Housing Counseling Services*** Patricia Connolly Grove, ext124

Patricia Grove attended a Train the Trainer Class held at ESCC in order to receive a certificate of completion to become a qualified trainer for VHDA's Homeownership Education Program. Some of the objectives of this course were to learn tips on marketing and outreach to increase awareness of the program, establishing partnerships in order to share resources, and lastly, to build on facilitation techniques to keep participants actively engaged. Several local realtors also attended the class.

A Homeownership Education Workshop was conducted in October at ESCC. The class was held on two evenings from 6:00pm to 9:00pm. The course covered personal finance and credit and speakers were present to cover the roles of a realtor, home inspector, and loan closer. The class was well attended and the follow up comments were very positive. The next class will probably be held in January.

We are still exploring course options for Financial Literacy Classes, but will be conducting some workshops in November and December.

There are currently approximately ten pre-purchase clients in the "ready to buy" category. Some are still working on increasing assets, and several have been actively looking. Many of the homes in the low to moderate price range have major structural issues making them ineligible in most cases for government loan programs such as FHA, VA, and USDA. New construction is often just out of the affordability reach for most of the first time homebuyers on the Shore, creating a challenge to find decent, affordable housing. Some of these clients may be eligible for the 502 Direct Program which would increase their affordability, but realtors are often hesitant to encourage their buyers with that option due to the historically long processing time. Perhaps utilizing FAHE will help to expedite the process and allow for more potential buyers to have access to that loan option.

Pre-Purchase Counseling	Current Month: October	Cumulative FY 2014	Total RIF Cumulative
# of orientations held	0	4	11
Orientation attendees	0	11	39
Client Intakes	5	61	135
Additional Counseling Sessions Held	3	48	110
# of final workshops held	1	4	7
Mortgage submissions	0	11	20
Mortgage closings	0	8	15
Financing leveraged	0	\$ 879,557	\$ 1,472,257
Growing Your Money Financial Literacy	Current Month: October	Cumulative FY 2014	Total Cumulative
New GYM participants	0	7	31
GYM graduates	0	3	20
Default and Foreclosure Counseling	Current Month: October	Cumulative FY 2014	Total Cumulative
Intake sessions	0	27	72
Additional Foreclosure Sessions	4	81	193
Positive Foreclosure Prevention Outcomes	0	9	28
Homeowner Budget/Predatory lending Counseling	0	2	10

366250 *Continuum of Care (CoC)*

Bobbie Jo Wert, ext 125

The Community Partners of the Eastern Shore (CPES) is the local Continuum of Care (CoC) whose mission is to develop, sustain and coordinate a comprehensive CoC for the homeless and near homeless citizens of the Eastern Shore of Virginia. Our CPES is a member of the Department of Housing and Community Development (DHCD) Balance of State (BoS) Continuum of Care (CoC).

CPES continues to work on Strategic Planning in efforts to make homelessness rare, brief and non-reoccurring. Current projects include the development of a website, updating the electronic CPES Resource Directory, updating the CPES Pocket Pal (resource guide), and branding.

As a member of the BoS, the CPES is pleased to announce that **DHCD BoS CoC** has been selected, along with 68 other U.S. communities, to participate in Zero: 2016, a national campaign to end veteran and chronic homelessness in the next two years.

The Campaign is being spearheaded by Community Solutions, a national non-profit based in New York City. The organization said it would work intensively with **DHCD BoS CoC** to meet the federal goals set by President Obama to end veteran homelessness by Dec. 2015 and chronic homelessness by Dec. 2016. The initiative is a rigorous follow-on to the group's successful 100,000 Homes Campaign, which announced in June that it had helped communities house 105,000 chronically homeless Americans in under four years.

CPES will be hosting the annual Point In Time (PIT) count Team Building Training on November 19, 2014 from 9AM until 11AM at the Eastern Shore Community College Workforce Center Room 170/180. This training will educate and prepare our community for the January 28, 2015 PIT count. The PIT is a 24 hour snap shot of our community needs. The data collected provides statistical evidence used by our CPES members as they seek funding for community resources and services for persons/families living within Accomack and Northampton County's.

Opening Doors: Federal Strategic Plan to Prevent and End Homelessness set a bold and audacious goal to end Veteran homelessness in the United States before the end of 2015. Over the last three years, the Obama Administration and our partners in states and communities across the country have achieved a 24 percent decrease in homelessness among Veterans, during a time when our country was facing the worst recession since the Great Depression. Several communities, such as Phoenix, Salt Lake City, Houston, New Orleans and others are already on track to meet or beat this goal. On June 4, 2014, as part of the Joining Forces initiative, First Lady Michelle Obama announced that a growing coalition of mayors, governors, and county officials are committed to ending Veteran homelessness in their communities by the end of 2015, and called on additional mayors and local leaders to join this effort.

Through the Mayors Challenge to End Veteran Homelessness, mayors and other state and local leaders across the country will marshal Federal, local, and nonprofit efforts to end Veteran homelessness in their communities. Ending Veteran homelessness means reaching the point where there are no Veterans sleeping on our streets and every Veteran has access to permanent housing. Should Veterans become homeless or be at-risk of becoming homeless, communities will have the capacity to quickly connect them to the help they need to achieve housing stability. When those things are accomplished, our nation will achieve its goal.

The CPES will be working with DHCD BoS to participate with the Mayors Challenge.

376201 ***Town of Chincoteague-Mitigation SRL*** John Aigner, ext. 118
Project closed out. This Project will be removed from future memos.

3822 ***Northampton County DR-1905 HMGP
Elevation Project*** John Aigner, ext. 118
The house has been set down and will be substantially complete by the end of November.

***Accomack County VA HMGP 1491-001-037
2004 Elevation Project*** John Aigner, ext. 118
We have no new information concerning the resolution of the issues surrounding the Coleman project on Crystal Beach Road.

3823 ***Accomack County DR-1905 HMGP Elevation
Project*** John Aigner, ext. 118
Construction is substantially complete on the last house in the project. The punch list is being completed this week.

***Accomack County VA HMGP 4024-012
Elevation Project*** John Aigner, ext. 118
Accomack County has executed an agreement with VDEM for the newest elevation project (DR-4024) which will provide the funds to elevate 8 more houses. In July, staff drafted and delivered a contract to provide the grant administration and construction management for the project. The County is currently reviewing the agreement. VDEM has recommended that the preliminary work like title searches and engineering, be initiated so that work can be bid after the first of the year.

11. Executive Directors Report

October 28, 2014 Collision

Housing Inspector Kurzbard was involved in a serious collision at the light in Painter. According to the accident report, the other driver was at fault for running a red light. The truck impacted the SUV driver side door and it was ripped from the SUV. The airbags in the truck deployed. Mr. Kurzbard had a sprained wrist. He has since been able to return to work handling his previous responsibilities. The other driver at last report is in critical condition at the hospital with a shattered pelvis. His passenger had lacerations but has been released. Fortunately, no one was killed.

Staff notified VML of the accident and two claims are being processed, a worker's compensation claim and a vehicle insurance claim. The truck had a total of 92 items that needed to be repaired or replaced and has been declared a total loss. VML has notified us

that, if State Farm accepts liability, they will reimburse us the Actual Cash Value of \$12,975 minus the \$250 deductible. Staff is satisfied with this amount since in 2010, the Ranger was purchased for \$13,640.

The Management Team has discussed the use of the vehicle and the staffs' current needs. In the past, there was need for a vehicle that could haul ladders and other larger pieces of equipment. Now, a more useful vehicle would be one that can hold people and items like easels, poster paper, projectors and computers. Staff looked at four vehicle options, the Ford F150 truck, the Jeep Compass, a Ford Explorer and the Chevrolet Suburban. After reviewing price and gas mileage, Executive Director Meil recommends the replacement purchase of the smallest SUV available offered through the state contract. This year that is the Jeep Compass and the final price would be \$19,845.20. On the state contract, this vehicle comes standard with 4WD and this is a bonus since it will address the staffs' need to complete multiple projects and inspections on Parallel Road in Northampton County. It also has better expected gas mileage and a lower price than the smallest truck available. A-NDC would purchase the vehicle and it would be financed by the proceeds of the insurance and funds the A-NDC has on hand and leased back to the A-NPDC.

Staff requests permission to lease a Jeep Compass from the A-NDC.

Commissioner Crockett moved to grant permission to lease a Jeep Compass from the A-NDC. Seconded by Commissioner Hart, the motion carried by unanimous vote.

Wetland Mitigation Bank Presentation

Staff has attached presentation materials. The presentation was reviewed at the meeting.

Eastern Shore Land Protection Report

The Eastern Shore Land Protection Report: A Description of Virginia Local Land Protection Authorities, previously the Uniform Land Conservation Report, final draft is complete. The report will be available at the meeting. A short presentation of the highlights is attached.

VRS Hybrid Plan Employee Policy

No activity is expected until the next General Assembly.

Eastern Shore of Virginia Revolving Loan Fund

All loans are current. The USDA will be here November 19, 2014 for a site visit and will be visiting the Communications Company's business location. There has been no activity on the two potential loan applicants.

RC&D Council

Staff is working with the Council to find applicants for the council.

Request for Assistance

None received.

12. Chairman's Report

No report was given at this time.

13. Public Participation

No public participation occurred at this time.

14. Other Matters

No other matters were discussed at this time.

15. Adjournment

There being no further business brought before the Commission, the meeting was adjourned.

Copy Teste:

Richard L. Hubbard
Chairman

Elaine K. N. Meil
Executive Director