

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
June 15, 2015 MEETING
HELD AT THE ENTERPRISE BUILDING
ACCOMAC, VIRGINIA

COMMISSIONERS PRESENT:

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

COMMISSIONERS ABSENT:

Larry Lemond	Northampton County
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OTHERS PRESENT:

Elaine Meil	John Aigner
Kat Edwards	Melissa Matthews
Curt Smith	David Annis
Susan Haycox	

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 May 18 2015 Meeting

The minutes of May 18, 2015 Meeting were presented.

Commissioner Hart moved to approve the Minutes of the May 18, 2015 Meeting. 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 Hart, the motion carried by unanimous vote.

5. May Financial Status Report

The attached report indicated that 79.47 percent of the FY 2015 Budget had been expended while 91.67 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 2015 Budget/Annual Work Program

The Budget Committee will meet at 6:30 PM prior to the June 15 Commission meeting. All Commissioners are welcome to attend.

The major highlights/additions/changes and items for discussion are as follows:

1. Page 1---Revenues

- ✓ Level funding is included from the State and Localities.
- ✓ HUD has offered a grant award for additional funds in the current year for Housing Counseling activities (\$27,000).
- ✓ An increase is included from A-N Development Corporation for property management of the office building (from \$7,500 to \$10,000).

2. Page 2---Revenues
 - ✓ Final completion William Hughes Apartment Project will take place in FY 2015. Therefore, only management fee is included for FY 2016. In addition, a portion of developer fees accumulated by A-NRHA is included for staff time related to tax credit compliance activities.
 - ✓ The DHCD-Homeless Solutions Grant reflected under ESVHA Housing and Development Projects has not been officially offered, but is based on the previous year award.
 - ✓ A new Tax Credit Project for Pine Street Apartments in Onancock was recently approved and developer fees are included in the current budget.
 - ✓ The EDA-Regional Development-Planning Grant for the final 6 months of FY 2016 has not been submitted. However, EDA has provided the A-NPDC this funding for over 10 years.
3. Page 3---Revenues
 - ✓ Estimated remaining balances for multi-year grants from FY 2015 have been transferred into FY 2016 for Planning Projects.
4. Page 4—Personnel and Fringes
 - ✓ A 2% COLA increase is projected in the current year budget effective July 1, and a small Merit/Bonus pool is included. Accomack County included a 2.5% COLA in its FY 2016 Budget, effective July 1, and a special fund to address “compensation alignment”. Northampton County included a 2 % COLA in its FY 2016 Budget effective September 1.
 - ✓ An update of job titles and description in the Planning Department is included (with additional details under Personnel Policies Amendments) to better describe the current Planning Department responsibilities. No new staff position is recommended.
5. Page 5---Operating Expenses
 - ✓ Operating expenses have been reviewed and adjusted accordingly as compared to year-to-date expenses for FY 2015 and anticipated needs for FY 2016.
 - ✓ Excess revenues over expenditures are projected to be \$3,367.00.
6. Page 6—Indirect Cost
 - ✓ Please note that the projected indirect cost rate is projected at 35.94 % in FY16 (FY 2015 was 36.96%).
7. Pages 7-37—Budget/Annual Work Program
 - ✓ All programs managed by the A-NPDC are detailed along with the program goals, FY 2016 objectives, budgeted revenues and expenditures.

Commission adoption of the Proposed FY 2016 Budget/Annual Work Program was requested.

Commissioner Trala moved to adopt the Proposed FY 2015 Budget/Annual Work Program as presented. Seconded by Commissioner Turner, the motion carried by unanimous vote.

7. Contracts

Staff expects to receive the contract from DHCD for continuation of the Virginia Homeless Solutions Program in the next few weeks, prior to the next PDC meeting. We anticipate we will be receiving approximately \$200,543 for staff time and direct client services.

Staff requested authorization for the Executive Director to sign the contract for continuation of this program.

Commissioner Crockett moved to grant authorization for the Executive Director to sign the contract for continuation of the Virginia Homeless Solutions Program. Seconded by Commissioner Turner, the motion carried by unanimous vote.

VDOT – Technical Assistance (SPR Grant) \$58,000

This grant is to be used to support approved planning activities associated with the SPR Grant for FY 2016.

Authorization for the Executive Director to execute the contract was requested.

Commissioner Crockett moved to grant authorization for the Executive Director to execute the VDOT Technical Assistance (SPR) Grant. Seconded by Commissioner Turner, the motion carried by unanimous vote.

8. Personnel Policies Amendments

Commission adoption of the following Personnel Policies amendments was requested:

With the resignation of Susan Simon, Economic Development Coordinator, the Planning Department has reviewed job responsibilities and recommended making the following changes:

1. Add the position of Coastal Resource Program Manager.
2. Change the title of the Regional Planner position to Transportation Program Manager, and update responsibilities and duties.

grant. The Extension and USDA-RD representatives met with a committee of local representatives that A-NPDC identified from the various private sector industries, local government, workforce development, and business chambers of commerce on June. Grant awards will be announced in late July. A-NPDC will conduct an Economic Development Committee (EDC) meeting on June 18th.

3401 ***VDOT Rural Transportation Planning-SPR*** Sue Simon, ext. 115

A-NPDC's grant request to VDOT for the FY-16 Rural Transportation Planning Work Program, covering the period July 1, 2015 through June 30 2016, was approved by VDOT and is pending the PDC's authorization for the Executive Director to execute the contract (see authorization request in "Contracts" section). The PDC authorized continuation of the FY-15 Rural Work Program in January.

A-NPDC staff is completing a sidewalk gap study of Eastern Shore towns, and a short study of park and ride locations along the Eastern Shore to make recommendations for official Park and Ride sites, as requested by VDOT.

At VDOT's request, and in response to new legislation, House Bill 2, A-NPDC staff and the TTAC defined prioritization criteria and methodologies, finalized mid- and long-term project data from the 2035 Rural Transportation Plan, and presented priority projects to both Accomack and Northampton Counties' Boards of Supervisors in November and December, respectively. Prioritization criteria assessed 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. At Northampton County's request, VDOT prepared color-coded charts and maps of both counties to clearly elucidate the project segments. In April, A-NPDC presented a revised Prioritization Report with color-coded maps to Northampton's Board of Supervisors, and will present the report and maps to the Accomack BOS at their meeting in June.

A-NPDC collaborated with Accomack County, the Town of Chincoteague, and the Chincoteague Wildlife Refuge to submit a U.S. DOT Federal Lands Access Program (FLAP) proposal for grant monies for shoulder improvements that would also provide a safer and seamless bicycle pedestrian path along the Route 175 causeway from the NASA Visitors' Center to the Town entrance, and from the Town entrance to the Chincoteague Museum near the National Wildlife Refuge entrance. Recent Route 175 shoulder improvements for bicycle and vehicle safety accommodation in front of the NASA Visitor Center and near bridge structures along the 5-mile causeway to Chincoteague Island allowed unsafe gaps for combined bicycle and vehicular traffic use to remain between the bridges.

A-NPDC and Accomack County requested preliminary engineering and a feasibility study to prepare the actual project improvements, project scope, and cost estimates. The project would fulfill projects cited in the 2014 Bicycle Plan Update, the Town of Chincoteague's Bicycle Plan, and needs identified at a 2008 U.S. Fish and Wildlife Service and National Park Service workshop to enhance connectivity from the Town of Chincoteague to Federal Lands.

3402

***VDOT-Southern Tip Bike Trail Phase III
Feasibility Assessment***

Sue Simon, ext. 115

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. Once completed, Phase III would link amenities in Cape Charles to an existing shared bike path that originates at the Eastern Shore of Virginia's National Wildlife Refuge (ESVNR) Visitors Center. Phase III would enhance residents' quality of life and advance regional economic development.

A-NPDC finalized a Memorandum of Agreement (MOA) with USDOT and VDOT in December, 2014 for the feasibility study in which USDOT provides \$62,000 and A-NPDC matches with \$18,000 for the study. The PDC approved the VDOT Southern Tip Bike and Hike Trail Phase III Feasibility assessment at its March meeting and the PDC's April Minutes were sent to VDOT to verify the approval. A-NPDC and VDOT are finalizing the standard project administration agreement, and the project is expected to begin in July.

3521

***Town of Chincoteague T-21 Admin. –
Second phase***

Kat Edwards, ext. 119

VDOT comments are still being addressed for re-submission.

3583

GreenWorks

Sue Simon, ext. 115

A-NPDC continues to work with the Eastern Shore of Virginia GreenWorks Committee, established under a Memorandum of Understanding (MOU) between the A-NPDC and Waste Watchers of the Eastern Shore, the Keep America Beautiful affiliate on the Eastern Shore. GreenWorks promotes and supports volunteer stewardship of public spaces, creates a cleaner, greener environment, educates the community, and measures success in litter reduction. A-NPDC's FY2016 budget request to Accomack County to help GreenWorks accomplish its mission and goals was approved in April, however the budget request to Northampton County was not approved. GreenWorks Scope of Work remains unchanged from FY2015.

PLANNING PROJECTS

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Cape Charles Town Plan Revision

Elaine Meil, ext. 116

A final draft was submitted to the town in January and minor changes made in February. Staff expects the public hearing on the draft plan to occur in late March or April. The transportation section was submitted to VDOT for Chapter 729 review and VDOT indicated they would have their comments back by the week of March 9th.

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

Staff is completing a first draft of the Comprehensive Plan for a June 22 Planning Commission meeting, followed by a Town Council meeting and hearing.

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

The Hazard Mitigation Steering Committee is taking a summer hiatus while awaiting FEMA's HAZUS model run (the model that will estimate flood damages). When the modeling is complete, staff will schedule a meeting with the Steering Committee and a public meeting to share some of the modeling results and products produced from the results.

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

The project closed out on May 15, 2015.

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

A strategic planning meeting building off of the indoor plumbing windshield survey for the Bayside was held May 26. The meeting selected rehabilitation projects that can be implemented using NFWF funding.

Staff continues working with local governments to gauge interest in participation in the Shore Big Trees Program. Staff plan to work with all interested localities during the remainder of the summer to develop necessary plans required for various grant programs.

Staff distributed the quarterly Climate Adaptation Working Group (CAWG) Newsletter and hosted a CAWG meeting on May 12 where the group received presentations from FEMA and The Nature Conservancy regarding new available data for the region.

Staff attended a meeting to develop a strategic prioritization for the Virginia Coastal Zone Management Program's Section 309 program over the next five years.

3554 ***VIMS Working Waterfront Case Study*** Sue Simon, ext. 115

Staff collected pertinent zoning and land-use information for Willis Wharf and submitted a case study report for the Virginia Institute of Marine Science (VIMS). The report summarized institutional impediments and legacy constraints to retaining working waterfront-related infrastructure in Willis Wharf, and recommended planning tools to help retain such facilities. A-NPDC is awaiting information on next steps from VIMS.

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

The Committee met on May 19 and won't meet again until August 18. A public workshop, Central Accomack County Ground Water Summit, has been scheduled for June 16 6:30-8:00pm at Metompkin Elementary School in Parksley. The workshop will provide an overview of what is known about ground water in communities spanning from Accomac north to Hallwood. The Committee continues considering options for amending the joint resolution to include surface water quality, natural hazards, and land stewardship in addition to groundwater. The Committee continues developing a work plan for FY15.

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

No new updates.

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

Staff completed the report, and sent all final products to Virginia Coastal Zone Management Program office by the May 15, 2015 deadline.

3585 ***NFWF Enhancing Coastal Resilience on Virginia's Eastern Shore*** Curtis Smith, ext. 114

Staff is working with TNC staff and the modelers to develop regional models that will be included in the Coastal Resilience application, which will simulate sea-level rise, tidal marsh migration, storm surge, and barrier island-inlet evolution. The models are planned to include sea-level rise scenarios at 6-inch increments, which will be the first of its type to do so. This will allow for consideration of near-term (10-25 year) planning horizons for the Eastern Shore.

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

Funding for this project was divided into state and federal funding. The state funded section was focused on reaching Eastern Shore commercial and recreational fishermen and identifying those who work in and around the Wind Energy Area. Those funds had a May 31 spending deadline, and ANPDC submitted a billing June 1 showing all of those funds were spent by May 31. The federally funded segment began June 1 and its purpose will be to develop, collaboratively with fishermen, best management practices for the development, management, and operation of the wind energy area. The project runs through February 29, 2016.

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

Project is closed out.

A-NPDC HOUSING PROJECTS

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

Pre-Purchase Counseling	Current Month: April	Cumulative FY 2015	Total RIF Cumulative
# of orientations held	0	0	11
Orientation attendees	0	0	39
Client Intakes	1	24	154
Additional Counseling Sessions Held	6	25	132
# of final workshops held	0	2	8
Mortgage submissions	0	4	24
Mortgage closings	1	1	14
Financing leveraged	\$108,007	\$ 0	\$1,580.264

Growing Your Money Financial Literacy	Current Month: April	Cumulative FY 2015	Total Cumulative
New GYM participants	0	8	39
GYM graduates	0	0	20

Default and Foreclosure Counseling	Current Month: April	Cumulative FY 2015	Total Cumulative
Intake sessions	3	10	81
Additional Foreclosure Sessions	5	23	212
Positive Foreclosure Prevention Outcomes	0	2	30
Homeowner Budget/Predatory lending Counseling	2	4	14

Homeless Solutions Counseling: 1

There was a Money Management Overview Presentation given at the Jerusalem Baptist Church

The one purchase was a white female over 100% AMI

366250 *Continuum of Care (CoC)* Bobbie Jo Wert, ext 125

An update was given at the meeting

3340 *Northampton-Culls VCDBG Grant* John Aigner, ext. 118

Project has been closed out.

3822 ***Northampton County DR-1905 HMGP
Elevation Project*** John Aigner, ext. 118

Project closeout paperwork is being compiled for submission to VDEM. One final item is being completed at Red Bank.

***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

Project paperwork has been submitted to VDEM. Amy Howard is scheduled for a site visit this week.

***Accomack County VA HMGP 4024-012
Elevation Project*** John Aigner, ext. 118

The title searches are done and all site visits have been made by the engineer. The engineer called last week to tell me that he was two weeks behind on having the first group of designs ready. I will put that group out to bid as soon as I receive the documents. Staff is still looking for two or three volunteers to serve on a Hazard Mitigation Program Advisory Committee. The purpose of this committee is to provide oversight and develop a policy for determining eligibility and priorities as far as future Projects are concerned. There are more than 70 homeowners that are interested in participating in future HMGP funding opportunities and Projects are limited to 10 homes per Project Manager. We now have a funding opportunity for homes that have been declared repetitive damaged. There is a list of 43 Accomack County properties that meet the definition of repetitive damage that may be eligible for funding.

10. Executive Directors Report

Wetlands Mitigation Bank

No activity.

Eastern Shore of Virginia Revolving Loan Fund

All loans are current. One potential applicant has called and stated that an application is being sent. Since Executive Director Meil is recusing herself from developing the recommendation on whether or not to recommend the loan since she is a member of the Board of the Eastern Shore of Virginia Broadband Authority and wants to avoid any potential conflicts of interest. Executive Director Meil has assigned the review and recommendation to Director of Services Kat Edwards with assistance from Grant Accountant Matthews to assist the Loan Fund Committee with the review and development of the recommendation. Staff will update the Commission at the meeting.

Public Participation Bylaws Amendment – First Reading

A bylaws amendment has been prepared to include public participation earlier in the meeting for the first reading to the Commission as required by the bylaws. The text of the bylaw amendment process in italics has been attached as well to assist the Commission. The bylaws amendment can be modified and will need acceptance to move to a second reading prior to Commission adoption. The first reading occurred at the May 18, 2015 regular meeting.

BY-LAWS AMENDMENT

Add the following section and text after Article IV, Section 5:

Section 6. ORDER OF BUSINESS

The order of business is:

1. Call to Order
2. Invocation
3. Reading of the Minutes
4. Public Participation
5. Standing Committee Reports
6. Select Committee Reports
7. Special Orders
8. Unfinished Business
9. New Business
10. Closed Session
11. Adjournment

Commission review and final approval was requested.

ARTICLE X

AMENDMENTS

SECTION 1. AMENDMENT

Any proposed amendment, repeal, or alteration, in whole or in part, of these By-Laws shall be presented in writing and read for a first time at a regular meeting of the Commission. Such proposal may be considered and amended at such meeting, but shall not be acted upon by the Commission until a subsequent regular meeting or a special meeting called for the purpose. At such subsequent meeting such proposal shall be read a second time, shall be subject to further consideration and amendment germane to the section or sections affected by such proposal, and shall thereafter be acted upon.

Commissioner Crocket moved to approve the By-Laws Amendment as presented. Seconded by Commissioner Hart, the motion carried by unanimous vote.

Information Items

Eastern Shore of Virginia Broadband Authority - Executive Director Meil attended the May 21, 2015 regular meeting. The ESVBA rates will be reduced taking effect two months from the meeting. The new incentive program for wireless broadband deployment has already had two sites sign up. A special meeting of the Eastern Shore of Virginia Broadband Authority is scheduled for June 18, 2015.

11. Chairman's Report

No report was given at this time.

12. Public Participation

No public participation took place at this time.

13. Other Matters

No other matters were discussed at this time.

14. Adjournment

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

Richard L. Hubbard
Chairman

Elaine K. N. Meil
Executive Director

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