

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
August 17, 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
Bryan Smith	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

COMMISSIONERS ABSENT:

Kay W. Lewis	Accomack County
John H. Tarr	Town of Chincoteague

OTHERS PRESENT:

Elaine Meil	Kat Edwards
Susan Haycox	Bob Adams
Brenette Hinmon	Keith Montgomery

1. Call to Order

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

2. Invocation

Commissioner Kellam offered the Invocation.

3. Minutes of July 20, 2015 Meeting

The minutes of July 20, 2015 Meeting were presented.

It was noted that Commissioner Smith was left off the list of Commissioners who were present at the July meeting.

Commissioner Hart moved to approve the Minutes of the July 20, 2015 Meeting after the above correction was made. Seconded by Commissioner Turner, the motion carried by unanimous vote.

4. Public Participation

No Public Participation took place at this time.

5. 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 Turner, the motion carried by unanimous vote.

6. July Financial Status Report

The attached report indicated that 6.81 percent of the FY 2016 Budget had been expended while 8.33 percent of the fiscal year had passed.

Commission acceptance of this report was requested.

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

7. Projects

9970 *Capital Expenditures*

Elaine Meil, ext. 116

The copier has been installed.

3002 ***Special Administrative Cost*** Elaine Meil, ext. 116

Invoices are being paid as they are received for items that cannot be directly charged to the programs through the indirect rate. These include items like Commissioner travel, certain Attorney fees and certain staff development items.

3003 ***Intergovernmental Coordination and Information*** Brenette Hinmon, ext. 110

One A-95 application was received. Northampton County requested additional information and staff is coordinating one review.

3010 ***Planning Assistance Activities*** Elaine Meil, ext. 116

The survey for the Capacity Grant and Regional Plan is underway. The staff has worked very effectively together to get the survey out to a large number of folks in the community. Over 300 surveys have now been returned. The survey will end in mid-September. On July 24, 2015 staff submitted a project update and VHDA expressed amazement that at that time there were already had 151 responses. Executive Director Meil, Housing Specialist Kurzbard (collected the most individual responses to date, 70+), Community Development Coordinator Hope (took it to Rita's restaurant and drafted family to help collect individual responses), and Transportation Program Manager Morrison (the sparkplug to get the survey designed, and the initial feedback to make changes at the first event where it was collected, and placement on local news websites) have especially contributed.

Additionally, other staff members have shared it with friends on Facebook or collected individual responses and these include, Director of Administration Haycox (her facebook friends as well as getting her daughter to share with her friends as well), Community Development Coordinator Aigner (arranged Tangier collection and collected individual responses), Director of Planning Smith (shared with facebook friends), Administrative Assistance Hinmon (shared with facebook friends and collected individual responses), Director of Housing Development Annis (collected individual responses), and Grant Accountant Matthews (collected individual responses).

3016 ***Management Assistance Activities*** Elaine Meil, ext. 116

Inspections and warranty call backs for former CDBG projects continue.

Staff is developing the proposals and applications for the HUD - National Resiliency Competition for Accomack County and Town of Saxis. The deadline for the state's application to be sent is late October. The state has indicated A-NPDC should track the time to develop this application as the Department of Housing and Community Development will examine methods to reimburse staff expenses.

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* Curtis Smith, ext. 114

The Stronger Economies Together (SET) application submitted in May prompted a regional field visit of representatives from the Virginia Cooperative Extension division and the USDA Rural Development to discuss the purpose and expectations of a SET 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* Connie Morrison, ext. 115

A-NPDC's grant from VDOT for the FY-16 Rural Transportation Planning Work Program, covering the period July 1, 2015 through June 30 2016 is in place. The study of potential park and ride locations was submitted by Sue Simon before her departure, but staff is still working to complete the sidewalk gap study of Eastern Shore towns.

Staff has attended two training sessions related to HB2 funding: the first explained eligibility for funding, the funding categories and, in detail, how projects in each of those categories would be scored by VDOT staff. The second was a technical walk-through of the application process and requirements. Both counties also had staff in attendance, and A-NPDC is available to assist towns that were not able to attend with the technical aspects of application process if they wish to submit projects.

The other class was about the revised Transportation Alternatives process. VDOT has changed some aspects of the program, including eligibility and the application process itself. One item of note: some of the funds are allocated for distribution by population. VDOT is having a hard time spending all the money in the "under 5,000 population." Could be a good time to get some Eastern Shore projects submitted.

There is no word yet on funding for the two Federal Lands Access Grant applications that were made earlier this year.

3402 ***VDOT-Southern Tip Bike Trail Phase III*** Connie Morrison, ext. 115
Feasibility Assessment

Staff has been working to provide additional documentation to VDOT so that the agreement for the \$80,000 awarded for the Phase III Feasibility Study of the Southern Tip Bike and Hike Trail can be finalized. USDOT reduced its own administration costs, which resulted in a slightly higher award (\$6,000), but the agreement documents had to be re-signed and re-submitted, and VDOT requested some additional documentation. Even so, the agreement is expected to be in place, with federal authorization, in the next month.

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

All comments have been addressed. VDOT is reviewing the final plans, cost estimates and environmental documents. The Town is still obtaining easements.

3583 ***GreenWorks*** Curtis Smith, ext. 114

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

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

Staff met with Cape Charles and is incorporating Town Council edits into the draft.

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

Town Council adopted the new Comprehensive Plan August 3. Staff is finalizing the products and preparing a technical memorandum, which explains how the data were compiled, which will accompany the final plan transmittal.

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. Staff met via videoconference with FEMA officials to learn more about how the HAZUS model operates and how it can be used in conjunction with other projects, such as Coastal Resiliency.

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*** Curtis Smith, ext. 114

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 Accomack 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

The team is bringing in a commercial fisherman from Rhode Island and two from the United Kingdom, all of whom have been part of similar collaborative fisheries projects near their home ports, so that Eastern Shore and Hampton Roads fishermen will be able to ask their questions directly about how issues were resolved and what the long-term results have been in protecting fisheries and minimizing conflicts between commercial fishermen and wind energy interests.

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: June	Cumulative FY 2015	Total RIF Cumulative
# of orientations held	0	0	11
Orientation attendees	0	0	39
Client Intakes	6	34	164
Additional Counseling Sessions Held	3	30	137
# of final workshops held	0	3	9
Mortgage submissions	0	4	24
Mortgage closings	0	2	15
Financing leveraged	\$0	\$ 0	\$1,690,514

Growing Your Money Financial Literacy	Current Month: June	Cumulative FY 2015	Total Cumulative
New GYM participants	0	88	119
GYM graduates	0	0	20

Default and Foreclosure Counseling	Current Month: June	Cumulative FY 2015	Total Cumulative
Intake sessions	3	14	85
Additional Foreclosure Sessions	4	29	218
Positive Foreclosure Prevention Outcomes	0	3	31
Homeowner Budget/Predatory lending Counseling	0	5	15

1 Post Purchase Class was held-7 in attendance.

The Post Purchase Class was a success. We had a demonstration on repairing drywall as well as a presentation on what not to do to keep your septic system in good condition. We also had a speaker for maintaining your appliances. A financial piece was also part of the agenda. The attendees were given tool bags and other give-aways from the local hardware store and the local utility company.

366250 ***Continuum of Care (CoC)***

Bobbie Jo Wert, ext 125

An update was given at the meeting

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.

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.

8. Executive Directors Report

Eastern Shore of Virginia Revolving Loan Fund

All loans are current. The applicant has indicated he will be in attendance at the 6:30 pm Loan Fun Subcommittee meeting, prior to the A-NPDC meeting. Staff will update the Commission on the application at the meeting.

Loan Fund Committee Member Hubbard moved to approve the loan to DNG. The amount is \$100,000 for a 5-year term, 4.25% interest rate, using equipment purchased as collateral. There will be no pre-payment penalty and the funds will be held in escrow until the draw is made. Seconded by Commissioner Crockett, the motion carried by unanimous vote.

RC&D Council

Ms. Ursula Deitch, A-NPDC representative, has resigned effective in September. Her letter is attached. If there are any suggestions on potential appointees from the Commission, staff will seek to obtain interest from those in serving otherwise staff will work with the Council to find a replacement.

Request for Assistance

Virginia Coastal Zone Management Program

The Virginia Coastal Zone Management Program, part of the Department of Environmental Quality, is conducting a study on the Positive and Negative Impacts of Land Protection. They are forming a project team to outline study elements, develop a request for proposals and select a qualified institution to conduct the study. The work will begin in September 2015. They have invited the A-NPDC to appoint two representatives. These representatives could be county residents, elected official or PDC staff members. The letter is attached.

Guidance was requested.

Commissioner Hart recommended appointing Director of Planning, Curtis Smith and Executive Director, Elaine Meil, to the DEQ Project Team. Seconded by Commissioner Crockett, the motion carried by unanimous vote.

9. Strategic Retreat

The Board met for the Strategic Retreat. Notes will be provided at a later date.

10. Chairman's Report

No report was given at this time.

11. Other Matters

No other matters were discussed at this time.

12. 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