

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION  
MINUTES OF THE  
November 16, 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
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:

John H. Tarr	Town of Chincoteague
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OTHERS PRESENT:

Elaine Meil	Melissa Matthews
Susan Haycox	Becky Christensen
Granville Hogg	Todd Christensen

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 October 19, 2015 Meeting

The minutes of October 19, 2015 Meeting were presented.

Commissioner Hart moved to approve the Minutes of the October 19, 2015. 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 Hart, the motion carried by unanimous vote.

6. October Financial Status Report

The attached report indicated that 29.57 percent of the FY 2016 Budget had been expended while 33.33 percent of the fiscal year had passed.

Commission acceptance of this report was requested.

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

7. FY 2017 Budget Requests

Northampton County has requested that FY 2017 Budget Requests be submitted to the County by December 4. In the past Accomack County has required that fiscal year Budget Requests be submitted by mid-December.

For FY 2016 Accomack County and Northampton County approved level funding in the amount of \$70,703 (General=\$65,036; Greenworks=\$5,667) and \$32,518 (General=\$32,518; Greenworks=\$0) respectively.

Commission guidance concerning FY 2017 Budget Requests to the localities was requested.

Commissioner Crockett moved to ask for level funding plus Northampton's share of Greenworks. Seconded by Commissioner Lemond, the motion carried by unanimous vote.

8. FY 2015 Audit

The draft FY 2015 Audit prepared by Dunham & Aukamp, PLC was provided. Please note the following:

- Management Discussion and Analysis (MDA) is included on pages 3-5. The MDA includes information concerning the GASB 68 changes which were effective with FY 2015 Audit. The changes required reporting additional information for Pension Plans and also required changes in financial reporting resulting in a decrease of \$277,472 in net position for June 30, 2014. The changes further required an accounting adjustment which decreased the fringes for the year by \$52,662. Additional explanation can be added by the Commission to the MDA if deemed appropriate.
- Additional reports required by the GASB 68 changes are included in Note 12--- pages 20-32, Schedule of Changes in Commission's Net Pension---Page 42, Schedule of Employer Contributions---Page 43, and Notes to Required Supplementary Information---Page 44.
- There were no findings or questioned costs (Audit Page 40)
- Audit Page 41 summarizes Budget to Actual.

The Budget Committee was scheduled to meet prior to the Commission Meeting to review the FY 2015 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 2015 Audit as prepared by Dunham & Aukamp, PLC was requested.

Commissioner Hart moved to accept the FY 2015 Audit as prepared by Dunham & Aukamp, PLC. Seconded by Commissioner Turner, the motion carried by unanimous vote.

9. Grants

Economic Development Administration Planning Program Grant \$70,000

The EDA has extended an invitation to submit a grant proposal for a three year grant cycle (FY16, FY17, FY18) for \$70,000/year. These funds support the economic development activities of the PDC, the Comprehensive Economic Development Strategy (CEDS), and current Stronger Economies Together (SET) Program. The funding amount represents level funding as from previous grant cycles and requires \$70,000 in A-NPDC matching funds.

Authorization for staff to submit an application for EDA Planning Program funding was requested.

Commissioner Hart moved to grant authorization for staff to submit an application for EDA Planning Program. Seconded by Commissioner Turner, the motion carried by unanimous vote.

Working Waterfront Master Plan Contract \$7,000

The Middle Peninsula Planning District Commission (MPPDC) is requesting the A-NPDC to develop the Eastern Shore of Virginia chapter of the Virginia Working Waterfront Master Plan and take part on the team to develop the plan.

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

Commissioner Crockett moved to grant authorization for the Executive Director to execute the Working Waterfront Master Plan Contract. Seconded by Commissioner Trala, the motion carried by unanimous vote.

10. Projects

9970 *Capital Expenditures* Elaine Meil, ext. 116

No activity.

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  

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Staff assisted Healthy Communities with a data request for an application that seeks to examine income and health outcomes.

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

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Inspections and warranty call backs for former CDBG projects continue.

## **COMMUNITY DEVELOPMENT PROJECTS**

**3061**                      ***Asset Management***                      Melissa Matthews, ext 110  

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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.

**3070**                      ***Capacity Building Grant***                      Elaine Meil, ext 116  

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The final logo has been received. Ms. Christensen will be attending the November Commission meeting and will complete the staff interviews for the succession planning.

**3320**                      ***EDA-Economic Development Planning***                      Curtis Smith, ext. 114  

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Staff held the Stronger Economies Together (SET) Civic Forum in October with nearly 50 in attendance. A summary of outcomes is being prepared and work has begun on drafting of the final report. The additional SET workshops have been scheduled for the following dates:

- January 12, 2016
- February 16, 2016
- March 15, 2016
- April 12, 2016
- May 3, 2016

**3401**                      ***VDOT Rural Transportation Planning-SPR***                      Connie Morrison, ext. 115  

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**VDOT U.S. Route 13 and Route 178 Safety Study**  
The consultant has scheduled a public meeting for Nov. 17. Staff has not seen the study results, but has contacted the consultant and VDOT to ask whether the study committee will have an opportunity to review the results before they are made public.

### **HB2**

The HB2 applications that were submitted are under review by VDOT. The annual VDOT fall meeting for the Hampton Roads region is in Chesapeake on Nov. 10 at 4:30 p.m. The format will be different this year, as it will display a list of all proposed HB2 projects that will be scored, and the public is invited to discuss and ask questions about the projects. Staff will attend the session.

Transportation Technical Advisory Committee (TTAC)

TTAC is scheduled to meet again on Nov. 24. Director Meil asked the Accomack-Northampton Transportation District Commission for two appointments at its November meeting. The first is to replace Mr. Larry Trala, who was the ANTDC's appointee to the TTACc, but no longer serves on the ANTDC. The second is to replace Mr. Larry LeMond, who was the railroad's representative to TTAC. Mr. Trala's seat representing the ANTDC was a voting member; Mr. LeMond's was as a non-voting member.

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

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Staff will meet with VDOT representatives on Nov. 12 to review state and federal administrative paperwork and project management requirements, including procurement requirements for hiring a consultant for the engineering aspects of the project. Staff will also explore whether partnering with VDOT for the engineering work is a possibility.

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

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The Town is still stepping through the pre-bid requirements and they anticipate receiving authorization to advertise this week.

**3583**                    ***GreenWorks***                    Hillary Essig, ext. 115

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Only one application was received for the Sponsor-A-Highway Request for Proposal. The application is currently being reviewed by a review committee consisting of three persons. Once the review is completed a contract will be drafted and negotiated with the accepted firm. Staff is currently scheduling and organizing the meeting for early next year.

**PLANNING PROJECTS**

**301350**                    ***Cape Charles Town Plan Revision***                    Elaine Meil, ext. 116

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Final edits have been made and staff is coordinating the plan update adoption.

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

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The Hazard Mitigation Steering Committee met at the Eastern Shore Community College on November 4. It was the first time the committee was able to review output from the HAZUS flood model. Staff has now been able to successfully run both countywide models and the model for the town of Chincoteague. Staff is examining the results to see where additional information might be needed, or where the model can be modified.

Staff has also been able to run the hurricane part of HAZUS and review preliminary results for wind damage. Staff met with the Town of Keller to begin reviewing the data and hazards it wishes to include in its chapter of the plan. More meetings will be scheduled with towns in the next two months.

**3541 & 3551 A-N VCZM Technical Assistance, FY 14**  
***1st Qtr1***

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Hillary Essig, ext. 115

Shore Big Tree is currently researching funding opportunities and private donations to plant trees and obtain educational plaques. Accomack County Public Schools did agree to plant one to two trees per school as long as they did not have to extend any additional funding or maintenance for the tree. This has been a limitation on the project due to state grants requiring a maintenance plan. Parksley is interested in planting a tree at Parksley Park as long as no additional funding is expended by the Town. Exmore has decided to use their own funds to plant trees rather than waiting on funding resources.

The next Climate Adaptation Working Group Meeting is scheduled for November 10. A newsletter will be sent in November.

Staff are coordinating a meeting between the US Army Corps of Engineers and the Town of Saxis to discuss a potential funding opportunity for the construction of a living seawall along the western shore of the island.

Staff are attending the VCZMP Coastal PDC Quarterly Meeting in Port Royal on November 12<sup>th</sup>.

Staff are attending the third annual climate change conference, “Show Me the Money – The Economic Realities of Responding to Coastal Change and Adaptation in Virginia,” on November 13<sup>th</sup>.

Staff attended the first steering committee meeting for developing an economic impact study of conservation lands on the Eastern Shore on November 5<sup>th</sup>.

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**3554 VIMS – Northern Seaside SAMP**

Curtis Smith, ext. 114

Staff worked with VIMS personnel to finalize the project summary report, which are available upon request. The project has been closed out.

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**3555 Virginia Working Waterfronts Plan**

Curtis Smith, ext. 114

Staff has been contacted by Middle Peninsula PDC to arrange the subcontract and the project will be kicked off in late November or December.

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**3571 A-N Ground Water Committee Projects**

Hillary Essig, ext. 115

The Northern Accomack Ground Water Summit was held on October 22 at the NASA-Wallops Visitor Center and was attended by 8 people. The next Ground Water meeting is set for November 17, 2015. The Committee is currently developing a Ground Water Model simulation to analyze areas in the region where ground water supplies are ample or limited, developing a contract with the USGS to conduct saltwater intrusion monitoring around the region, redeveloping the Committee website and creating new educational resources.

**3573**                      **Household Hazardous Waste Collection**                      Hillary Essig, ext. 115  
 The Household Hazardous Waste Collection for 2016 has been set for May 7 from 10 AM to 2 PM.

**3585**                      **NFWF Enhancing Coastal Resilience on Virginia's Eastern Shore**                      Hillary Essig, ext. 115

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. Members of the project team will be trained on November 18<sup>th</sup> and then will conduct focused trainings for local stakeholders. A public workshop to rollout the application and discuss implications related to flooding will be held during March 2016.

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

Staff is winding down its participation on this project. The best management practices (BMPs) assigned to A-NPDC were revised and returned to the project coordinator. Once all five BMPs have been finalized, staff will alert fishermen to their availability for review. The only task left after fishermen review is review of the draft report.

**A-NPDC HOUSING PROJECTS**

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

<b>Pre-Purchase Counseling</b>	<b>Current Month: October</b>	<b>Cumulative FY 2015</b>	<b>Total RIF Cumulative</b>
# of orientations held	0	0	11
Orientation attendees	0	0	39
Client Intakes	3	49	179
Additional Counseling Sessions Held	0	40	147
# of final workshops held	0	4	10
Mortgage submissions	0	9	29
Mortgage closings	2	5	18
Financing leveraged	\$292,000	\$334,000	\$2,024,514

<b>Growing Your Money Financial Literacy</b>	<b>Current Month: October</b>	<b>Cumulative FY 2015</b>	<b>Total Cumulative</b>
New GYM participants	0	88	119
GYM graduates	0	0	20



<b>Default and Foreclosure Counseling</b>	<b>Current Month: October</b>	<b>Cumulative FY 2015</b>	<b>Total Cumulative</b>
Intake sessions	3	30	101
Additional Foreclosure Sessions	5	48	240
Positive Foreclosure Prevention Outcomes	0	9	37
Homeowner Budget/Predatory lending Counseling	5		

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

Bobbie Jo Wert, ext 125

No report.

*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 has been officially closed out by FEMA. The closeout letter sent to Steve Miner was date October 27, 2015.

*Accomack County VA HMGP 4024-012*  
*Elevation Project*

John Aigner, ext. 118

Contracts were written and executed for the three elevations. Two of them have been lifted and are ready to be set down on their new foundations. The third one will be ready to set down by the 15<sup>th</sup> of November. Plans and specs have been received from the engineer on the other four houses in the Project. These will be bid by the end of December.

11. 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 is scheduled for Tuesday, January 19, 2016.

Commissioner Crockett moved to nominate Commissioner Hart as Chair Pro Tem and Commissioner Lemond as Vice-Chair Pro Tem for the January and March meetings until official elections can be held. Seconded by Commissioner Trala, the motion carried by unanimous vote.

12. Executive Directors Report

Eastern Shore of Virginia Revolving Loan Fund

All loans are current. A-NPDC Attorney Rowan is preparing the documents to close on the new loan offered to Declaration Networks Group.

RC&D Council

No activity.

Local Government Investment Pool (LGIP) vs. Virginia Investment Pool (VIP)

As indicated on the most recent Financial Statement included with this packet the LGIP account has grown to over \$400k while the checking account is over \$200k. September annualized interest rate earned for the LGIP account is .17%. The fund is designed to be liquid.

In reference to VIP, staff contacted both Accomack and Northampton Counties to inquire if either County had invested in VIP. Accomack has adopted the resolution, but has not yet invested and Northampton still relies on LGIP when investing funds. The current yield for the VIP account is .96% with a 1-year investment required. Staff received communication from Public Trust Advisors that states there is no penalty, if funds are withdrawn within the first year.

Commission guidance was requested.

Commissioner Crockett moved to get a Resolution to invest in VIP vs. LGIP. Seconded by Commissioner Hart, the motion carried by unanimous vote.

Legislative Proposals from the Virginia Department of Health

An email is attached detailing four draft proposals for the legislature this year. In the past, the Eastern Shore of Virginia Ground Water Committee and Accomack County, as well, have submitted comments opposing further privatization of soil evaluations and design services. The Commission has not been identified as a stakeholder. Staff will continue to monitor the proposals.

Commissioner Hart made the motion to have staff write a letter opposing further privatization of soil evaluations and design services. Seconded by Commissioner Trala, the motion carried by unanimous vote.

Request for Assistance

None

13. Strategic Retreat

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

14. Chairman's Report

No report was given at this time.

15. Other Matters

No other matters were discussed at this time.

16. Adjournment

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

Copy Teste:

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Richard L. Hubbard  
Chairman

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Elaine K. N. Meil  
Executive Director