

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
June 20, 2016 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
Reneta Major	Accomack County
Harris Phillips	Accomack County
Bryan Smith	Accomack County
Gwendolyn F. Turner	Accomack County
Roland Bailey	Northampton County
Robert Duer	Northampton County
Granville Hogg	Northampton County
Rev. Charles J. Kellam	Northampton County
Larry Lemond	Northampton County

COMMISSIONERS ABSENT:

John H. Tarr	Town of Chincoteague
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OTHERS PRESENT:

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

1. Call to Order

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

2. Invocation

Chairman offered the Invocation after a moment of silence honoring the late Thomas Reinerth.

3. Minutes of May 16, 2016 Meeting

The minutes of May 16, 2016 Meeting were presented.

Commissioner Crockett moved to approve the Minutes of the May 16, 2016 Meeting. 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 Major, the motion carried by unanimous vote.

6. May Financial Status Report

The report indicated that 85.48 percent of the FY 2016 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 Major, the motion carried by unanimous vote.

7. FY 2017 Budget/Annual Work Program

The Budget Committee met at 6:30 PM prior to the June 20 Commission meeting to review the attached proposed FY 2017 Budget/Annual Work Program. All Commissioners were welcome to attend.

The major highlights and items for discussion were as follows:

1. Page 1-Projected Revenues, General Funds and Housing Projects
 - ✓ Level funding is included from the State and Localities.

- ✓ HUD Housing Counseling, HOME Downpayment Assistance, VHDA REACH Foreclosure, Housing Counseling and Homeless Solutions Management (DHCD) have not been officially offered, but are based on the previous year awards.
 - ✓ Multi-year projects such as Housing Project Development and VDEM Project for Accomack County reflect the projected remaining balances as of June 30, 2016.
2. Page 2-Projected Revenues, A-NRHA and ESVHA Housing and Other Community Projects
- ✓ HUD Section 8/Housing Choice Voucher program (A-NRHA) reflects the increase in the number of units currently managed.
 - ✓ The DHCD-Homeless Solutions Grant reflected under ESVHA Housing and Development Projects has not been officially offered, but is based on the previous year awards and grant application.
 - ✓ The highlighted 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 3a-Projected Revenues, Planning Projects
- ✓ Estimated remaining balances for multi-year grants from FY 2016 have been transferred into FY 2017 for Planning Projects.
4. Page 3b-Projected Expenditures, Personnel and Fringes
- ✓ As directed by A-NPDC Commissioners to follow Accomack County guidelines established in their budget and Personnel Policies, a 3% salary increase is projected in the current year budget effective November 1. This is contingent upon the proposed increase remaining in Accomack County's budget.
 - ✓ An update in salary range for the position of Community Development Coordinator which is the title currently for four staff members is included under Personnel Policies Amendments.
 - ✓ Fringes reflect the overall decrease from 31.15% to 27.44% for FY 2017, primarily due to the actuarial reduction in Employer VRS Retirement percentage from 8.53% to 3.96% .
5. Page 3c-Projected Expenditures, Operating Expenses
- ✓ Operating expenses have been reviewed and adjusted accordingly as compared to current estimates and year-to-date expenses for May 2016.
 - ✓ Excess revenues over expenditures were projected to be \$1,017.00.

- 6. Page 6—Indirect Cost
 - ✓ Please note that the projected indirect cost rate is projected at 36.10 % for FY 2017 while the indirect cost rate was estimated at 36.72 % for FY 2016.
- 7. Pages 7-37—Budget/Annual Work Program
 - ✓ All programs managed by the A-NPDC are detailed along with the program goals, FY 2017 objectives, budgeted revenues and expenditures.

Commission adoption of the Proposed FY 2017 Budget/Annual Work Program was requested.

Commissioner Crockett moved to approve the Proposed FY 2017 Budget/Annual Work Program as requested. Seconded by Commissioner Turner, the motion carried by unanimous vote.

8. Personnel Policies Amendments

Commission adoption of the following Personnel Policies amendments was requested:

Update the following pay scale:

Job Title	Current Pay Scale	Revised Pay Scale
Community Devel. Coord. (5)	\$32,000-\$58,000	\$32,000-\$65,000

Commissioner Major moved to adopt the Personnel Policies amendment as requested. Seconded by Commissioner Lemond, the motion carried by unanimous vote.

9. Grants

USDA Seed Grant \$5,000

Authorization to apply for \$5,000 of seed money from USDA to implement an entrepreneurship workshop and also develop a regional small business resource index. This continues the Stronger Economies Together work.

VAHC Housing Counseling Certification

Staff would like to request permission to submit an application to the Virginia Housing Development Authority for renewal funding of the program formerly call REACH. The new program title is Virginia Housing Development Housing Counseling and Education Program. This program has provided approximately \$40,000 in housing counseling and education funding each year. The new fiscal year for this program is July 1, 2016.

Staff would like to request authorization for the Executive Director to submit the applications referenced above and to execute contract documents for the funding received.

3320

EDA-Economic Development Planning

Curtis Smith, ext. 114

Staff has submitted the final SET plan for review as a high-quality plan. Staff are currently preparing to reconvene the Economic Development Committee and begin the process of implementing the SET plan and continue implementation of the CEDS.

3401

VDOT Rural Transportation Planning-SPR

Connie Morrison, ext. 127

VDOT U.S. Route 13 and Route 178 Safety Study

This study is still under review by VDOT. There is no estimate on when it might be released. VDOT staff is prioritizing improvements. At the Transportation Technical Advisory Committee meeting, PDC staff offered to weigh in on the prioritization, and suggested VDOT coordinate with the counties. Both suggestions were declined.

HB2

VDOT advertised its proposed 2017 project list, and it does not include any of the HB2 applications submitted by Northampton or Accomack Counties. Out of \$1.6 billion allocated to projects statewide by HB2, the Eastern Shore will not have any projects funded. There are projects (large projects) that scored lower than the Accomack County project application that were funded, so it was not strictly scoring that eliminated the project. It was a policy decision by the Commonwealth Transportation Board having to do with scoring and weighting of projects.

VDOT has suggested that agencies should have already begun to coordinate with VDOT on HB2 applications. VDOT has said it intends to conduct workshops to help strengthen applications in the next round, and has suggested pulling from the U.S. Route 13 Safety Study. This puts applicants in a difficult position. How does one coordinate projects with VDOT when they are contained a study that VDOT has yet to be released? Further, VDOT is prioritizing projects that may or may not reflect local priorities.

Transportation Technical Advisory Committee (TTAC)

TTAC met on May 24. The main items of discussion were the HB2 program and the State of Good Repair program, neither of which appear to be poised to return much in the form of transportation funding to the Eastern Shore. As explained by VDOT representative Jerry Pauley, the State of Good Repair program, like HB2, is a competitive program. In short, with the exception of U.S. 13 and Chincoteague, the Eastern Shore secondary roads will be maintained exactly as they are using maintenance funds.

FY 2017 Program

VDOT has authorized the expenditure of funds of \$58,000 for 2017, as requested by the A-NPDC application dated March 12. The required local match is \$14,500. These amounts are unchanged from 2016.

This grant provides rural transportation planning assistance to local jurisdictions, and to support approved transportation planning activities within the planning district, such as VDOT long-range planning, studies, and programming.

Staff requested authorization for the Executive Director to execute the contract with VDOT to provide transportation funding for FY 2017.

Commissioner Crockett moved to grant authorization to execute the contract with VDOT to provide transportation funding for FY 2017. Seconded by Commissioner Turner, the motion carried by unanimous vote.

Chincoteague NWR/Town of Chincoteague TIGER Grant Application

Accomack County submitted an application for USDOT TIGER Discretionary Grant funds to facilitate construction of the access road to the proposed relocated beach parking access at the Chincoteague NWR and to facilitate construction of bike facilities within the Town of Chincoteague. If the request is funded, 5% of the project budget will go towards A-NPDC staff administering the grant and a Memorandum of Understanding or contract will need to be developed for administration.

3402 ***VDOT-Southern Tip Bike Trail Phase III*** Connie Morrison, ext. 127
Feasibility Assessment

Staff has finally ironed out the difficulties with VDOT staff in the billing process, and apparently successfully processed an invoice for this project. No other activity.

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

Construction is moving along well. Brick pavers have been installed in most areas. Paving has been completed and the crosswalks are being installed this week.

3583 ***GreenWorks*** Shannon Alexander, ext.115

The draft Sponsor-a-Highway Pilot Program next steps include creating an inventory of roads of need and coordinating with Accomack County Public Works, VDOT, and entities who have already ‘Adopted-A-Highway.’ Waste Watchers Vice President is leading in these efforts, and met with staff and Accomack County representatives May 23. The next GreenWorks meeting is scheduled to follow the July Waste Watcher’s meeting at the Eastern Shore Chamber of Commerce building conference room in Melfa.

PLANNING PROJECTS

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

The public input session in February had four in attendance and two public comments were received. Minor changes were made and resubmitted to the Planning Commission for recommendation to the Town Council. No activity.

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

Staff has held initial meetings with all the towns except for Eastville. Local chapters are about 50% complete. The hazard chapters are 90% complete. The Steering Committee met June 1 to review findings and consider mitigation actions. A July or August public meeting is still likely.

3541 & 3551 ***A-N VCZM Technical Assistance, FY 14*** Shannon Alexander,
1st Qtr1 ext.115

The Climate Adaptation Working Group newsletter was distributed March 10th. The next is scheduled to be distributed in late June. The next Climate Adaptation Work Group meeting will be in August. The May meeting is being substituted for the NFWF Coastal Resilience Tool Workshop.

Staff are currently coordinating with archaeologists on the preservation and recovery of shipwrecks on the Barrier Islands.

Staff has been in communication with the United States Army Corps of Engineers, who have provided essential dredging survey and condition data and with the Virginia Marine Resources Commission, who have provided local economic data. Staff attended the U.S. Coast Guard briefing on removing the Virginia Inside Passage Aids to Navigation May 26 at the Eastern Shore Community College. The Eastern Shore Regional Navigable Waterways Committee is to meet next in July.

3554 ***VIMS – Northern Seaside SAMP*** Curtis Smith, ext. 114

The project has been closed out.

3555 ***Virginia Working Waterfronts Plan*** Curtis Smith, ext. 114

The project has been closed out.

3571 ***A-N Ground Water Committee Projects*** Shannon Alexander, ext.115

The Ground Water Committee met on May 18, 2016 and will meet again on June 21. The Committee will be presenting the 2015 Ground Water Award to Mr. Fitchett, representing both the Home and Fitchett Farms, for their use of the Columbia aquifer for 100% of their water needs. Staff has and continues to reach out to DEQ, the U.S. EPA, and private companies to acquire requested data and policy information concerning underground storage tanks, poultry water use, instances of discharge non-compliance, enforcement, etc. Staff has discussed strategies for collaborations with DEQ and enhancing the consultant scope of work in order to be an effective group.

3573 ***Household Hazardous Waste Collection*** Shannon Alexander, ext.115

The Household Hazardous Waste Collection (HHWC) was Saturday, May 7 from 10 AM to 2 PM. The three locations were Birdsnest in Northampton County, and Grangeville and Horntown in Accomack County. The event protected our ground and surface waters from the improper disposal of over 2,100 pounds of hazardous waste. Staff prepared a reference table to aid residents in properly disposing of questionable items, including those which must be saved for the annual HHWC event.

3580 *Septic Pump-out and Phase III Ordinance* Curtis Smith, ext. 114
Town of Painter TA

Approximately 12 pump-out assistance program applicants have been screened for income eligibility and verification that their property is within the Chesapeake Bay watershed. Staff are currently contacting applicants to discuss payment then plans to coordinate with the contractor within the next 30 days.

Staff is coordinating needed updates to Painter’s ordinances and has completed new digital maps. The Town Planning Committee is currently reviewing the drafts which will then be presented to the Town Council.

3585 *NFWF Enhancing Coastal Resilience on* Shannon Alexander, ext.115
Virginia’s Eastern Shore

Staff is assisting with the two remaining applications and the associated training sessions. Staff is also working on the final product, the report on the two sets of tool training workshops. Staff will continue to assist in the promotion of the Tool and distribution of the digital and printed Manual. Staff presented the tool to the Accomack County Planning Commission at their June 8 meeting. The next phase of training for the tool will be held in the spring or early summer and will review Coastal Defense and Barrier Island modeling.

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

This project was sent to the printer on May 23, and is now complete.

A-NPDC HOUSING PROJECTS

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

Pre-Purchase Counseling	Current Month: May		
# of orientations held	0		
Orientation attendees	0		
Client Intakes	7		
Additional Counseling Sessions Held	3		
# of final workshops held	1		
Mortgage submissions	0		
Mortgage closings	1		
Financing leveraged	\$405,956		

Growing Your Money Financial Literacy	Current Month: May		
New GYM participants	0		
GYM graduates	0		

Default and Foreclosure Counseling	Current Month: May		
Intake sessions	0		
Additional Foreclosure Sessions	3		
Positive Foreclosure Prevention Outcomes	0		
Homeowner Budget/Predatory lending Counseling	1		

New VHSP 0
Follow Up VHSP 2

The Pre-Purchase Workshop held at ESCC had 18 in attendance-several have already followed up with face to face appointments

The first of three construction loans closed this month. The remaining two are expected to close in June

Patricia Grove and Bobbie Wert attended the Virginia Association of Housing Counselors Conference in Chesapeake from May 2-5 to update their CEU's

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

No report at this time.

Accomack County VA HMGP 1491-001-037 John Aigner, ext. 118
2004 Elevation Project

We have no new information concerning the resolution of the issues surrounding the Coleman project on Crystal Beach Road.

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

An update was given at the meeting.

11. Executive Directors Report

RC&D Council

Staff continues to seek applicants for the membership vacancy.

A-NPDC RC&D Members

Art Schwarzchild (Northampton County)

Lynn Custis Thornton (Northampton County)

E. Wayne Haycox (Accomack County)

Vacant (Accomack County)

GO Virginia Coalition

No additional updates.

Discussion regarding Retroactive Approval of Grant Applications

Each spring we generally receive several requests for assistance in writing grant applications. Many times, these applications have public participation requirements and/or extensive writing needs that result in Commission staff having to begin working on the grant prior to a Commission meeting. This also results in a request to retroactively approve the Commission work. Staff would like to further clarify the Commission's wishes concerning this situation and have prepared several potential options for consideration.

A. No Policy

Commission staff would continue to evaluate projects and begin work in advance of Commission approval on projects that appear to fit previous projects approved by the Commission.

B. Commission approval is required prior to Commission staff preparing grant applications.

This policy would likely cause several missed opportunities but would also increase the responsibility of the requesting parties to plan in advance for projects they would like to pursue.

C. Commission approval is required prior to Commission staff preparing grant applications for new projects. Commission staff, with approval of the Executive Director, are allowed to prepare grant applications for ongoing or previously approved projects that enhance the project in anticipation of Commission approval at the next regular meeting.

This policy would also cause some missed opportunities but would let Commission staff start work on grant applications for projects that have previously had approval from the Commission. An example of this might be approval to develop a purchase of parkland such as the annex to the Chincoteague Downtown Park and seeing an opportunity to request a grant for native plants that would enhance the existing project.

Staff would recommend this one over the previous since it is actually quite common in the process of a project to be offered other opportunities.

D. While not encouraged, Commission staff, with approval of the Chairman, are allowed to prepare grant applications in anticipation of Commission approval at the next regular meeting.

This policy would have Commission staff ask the Commission Chairman for approval prior to starting work on grant applications and continuing to ask for retroactive approval from the Commission at the next meeting.

E. Dollar Amount Trigger

Any of the policies could also be adopted with a statement that the policy is in effect when the anticipated costs are greater than a specified dollar amount. Most grants cost between \$2,000 (grants requiring no formal public participation) to \$10,000 (grants having significant formal public participation and pre-development) in staff time to develop.

Guidance is requested.

The Commission, by consensus, indicated that staff should develop a policy based on Item C.

Request for Assistance

None.

12. Chairman's Report

No report was given 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.

Donald L. Hart, Jr.
Chairman

Copy Teste:

Elaine K. N. Meil
Executive Director