

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
July 18, 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
Melissa Matthews	

1. Call to Order

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

2. Invocation

Commissioner Turner offered the Invocation.

3. Minutes of June 20, 2016 Meeting

The minutes of June 20, 2016 Meeting were presented.

Commissioner Major moved to approve the Minutes of the June 20, 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 Gordy moved to approve the Bills Payable and current Financial Statement as presented. Seconded by Commissioner Lemond, the motion carried by unanimous vote.

6. June Financial Status Report

The report indicated that 95.65 percent of the FY 2016 Budget had been expended while 100 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 Duer, the motion carried by unanimous vote.

7. FY 2016 Budget Amendments

Adoption of the following FY 2016 budget amendments was requested:

1.	3531	VDEM Hazard Mitigation Plan Update	\$54,000.00
		Administrative Services	+ 2,805.29
			<u>\$56,805.29</u>

ITEM 1 represents the amendment to include additional funds from VDEM to complete the Hazard Mitigation planning activities for FY 2016.

2.	3573	Household Hazardous Waste (HHW) Collection and Administrative Services	\$ 7,000.00 + 3,022.11 <u>\$10,022.11</u>
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ITEM 2 represents the amendment to include additional funds from the locality to complete the HHW activities for FY 2016.

3.	3580	DEQ Septic Pump Out Project and Painter Project (NEW) Direct and Administrative Services	\$ 2,179.59
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ITEM 3 represents the amendment to include the award from DEQ for the new septic pump-out project. Funds were also allocated to assist the Town of Painter.

4.	3591	Coastal Zone Mgmt-Wind Energy Project Administrative Services	\$10,330.00 + 1,370.00 <u>\$11,700.00</u>
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ITEM 4 represents the amendment to include additional funds awarded from DEQ to complete the Wind Energy Project activities and close the project for FY 2016.

5.	3661	HUD-Housing Counseling Services Counseling and Administrative Services	\$27,000.00 + 489.00 <u>\$27,489.00</u>
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ITEM 5 represents the amendment to include total funds awarded from HUD to complete for FY 2016 Housing Counseling activities.

6.	366121	HOME-DPA Pass-through Down Payment Assistance to Client	\$ 6,400.00 +15,499.00 <u>\$21,899.00</u>
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ITEM 6 represents the amendment to include total funds received from DHCD for down payment assistance awarded to clients in FY 2016.

7.	3157	A-NRHA Section 8 Management Administrative Services	\$245,000.00 + 7,347.97 <u>\$252,347.97</u>
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ITEM 7 represents the amendment to include additional funds from A-NRHA (pending approval on July 27) to complete Section 8 Management activities for FY 2016. Additional funds were awarded by HUD to A-NRHA due to increase in leasing.

The requested amendments will be reflected on the final budget and audit for FY 2016.

Commissioner Crockett moved to adopt the FY 2016 Budget Amendments as requested. Seconded by Commissioner Turner, the motion carried by unanimous vote.

8. Projects

<u>9970</u>	<u>Capital Expenditures</u>	Elaine Meil, ext. 116
No activity.		

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

The Climate Adaptation Working Group newsletter was distributed mid-July. The next is scheduled to be distributed in September. The next Climate Adaptation Work Group meeting will be substituted with the next NFWF Coastal Resilience Tool Workshop. The group will be invited to a FEMA training opportunity and presentation from Marcia Berman of VIMS to discuss the AdaptVA portal.

Staff is finalizing the rough draft of the Regional Dredging Needs Assessment with input from the United States Army Corps of Engineers, Virginia Marine Resources Commission, and the Eastern Shore Regional Navigable Waterways Committee. Staff will present the draft at the next Eastern Shore Regional Navigable Waterways Committee meeting, probably in August.

Staff has been coordinating with Department of Conservation and Recreation to discuss the Virginia Outdoor Plan with local stakeholders and is taking the lead role in organizing and inviting potential participants to the session. The session will be held in the A-NPDC Conference Room from 2:00 p.m. to 4:00 p.m. on Tuesday, August 23rd.

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 June 21, 2016 and will meet again on August 16. Staff is working with the Consultant to finalize the FY16 work plan. 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.

3573 Household Hazardous Waste Collection Shannon Alexander, ext.115

No new updates.

3580 *Septic Pump-out and Phase III Ordinance*
Town of Painter TA

Curtis Smith, ext. 114

Approximately 7 pump-out assistance program applicants have approved for pump out and have paid their 50% portion of the cost. Their names and addresses have been forwarded to Bundick Well and Pump to schedule for pump out.

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*
Virginia’s Eastern Shore

Shannon Alexander, ext.115

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. The next phase of training for the tool was postponed and will now be held in the late summer or early fall and will review Coastal Defense and Barrier Island modeling.

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		

366250 Continuum of Care (CoC)

Bobbie Jo Wert, ext 125

A Grant Agreement has been entered into between the Virginia Department of Housing and Community Development (DHCD), and the Accomack-Northampton Planning District Commission (A-NPDC) for the period of July 1, 2016 to June 30, 2017 in the amount of \$27, 109. Included in this amount is state general funds to be expended for shelter operations, prevention/diversion activities, rapid re-housing activities, centralized/coordinated entry, CoC planning, HMIS, and/or administration as indicated in the DHCD approved budget.

CoC Planning activities will include:

- Planning activities including implementation of the CPES Strategic Plan, development of a 10-year plan to end homelessness, goal setting and success metrics for the CPES Crisis Response System
- Outreach and capacity building activities designed to increase community awareness, of CPES as a community resource and issues related to homelessness, expansion of partnerships contributing to CPES and the Rapid Response Team (RRT) and, participation in training in crisis response and/or other relevant training
- General operation of the CPES community network

**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.

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

John Aigner, ext. 118

The house in Wachapreague is complete except for installing a handicap lift for accessibility. The delay to the project in Hacks Neck has been resolved. The owner is installing a new septic system this week and the project can move forward after it is approved by the Health Department. The house in Quinby is 90% complete and should be done in about 30 days. The final house was bid and the bid opening will be July 13. Efforts will be made to get under contract with the low bidder by the end of July.

9. Executive Directors Report

GO Virginia Coalition

No additional updates.

Grant Applications Approval Policy

As requested, staff has developed a policy to govern grant applications.

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.

Adoption was requested.

Commissioner Crockett moved to adopt the Grant Applications Approval Policy as presented. Seconded by Commissioner Major, the motion carried by unanimous vote.

Title VI Implementation Plan

The Virginia Department of Transportation requires that every agency receiving federal assistance have an adopted Title VI Implementation Plan. A-NPDC has been informed that, along with all other PDCs in the state, they will be reviewed this year for compliance. VDOT, at their June training, indicated that they expect entities to adopt and plan and they will review and provide recommendations once one has been developed. VDOT also stated that they intend to conduct these reviews on counties next year. A draft Title VI Plan is attached and adoption is requested. It is based on the Town of Chincoteague's Title VI Plan.

Adoption was requested.

Commissioner Crockett moved to adopt the Title VI Implementation Plan as presented. Seconded by Commissioner Turner, the motion carried by unanimous vote.

Request for Assistance

None.

10. Chairman's Report

Chairman Hart asked all Board Members if they would be able to attend the August Board Meeting. It was determined that enough members would be present to have a quorum, so the scheduled meeting of August 15th was upheld.

11. Other Matters

Commissioner Gordy asked if Commissioner Tarr's seat on the Commission had been filled since his retirement last month. Executive Director Meil stated that staff was told the spot had been filled by another Chincoteague resident, we just hadn't been informed of who was appointed.

12. 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