

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
November 21, 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
Arthur Leonard	Town of Chincoteague

COMMISSIONERS ABSENT:

None

OTHERS PRESENT:

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

1. Call to Order

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

2. Invocation

Commissioner Kellam offered the Invocation.

3. Minutes of October 17, 2016 Meeting

The minutes of October 17, 2016 Meeting were presented.

An error was noted in the attendance of Commissioner Bailey. He was marked as absent, but was present at the October Meeting.

Commissioner Crockett moved to approve the Minutes of the October 17, 2016 Meeting after correction of Commissioner Bailey's attendance. Seconded by Commissioner Major, 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. October Financial Status Report

The report indicated that 30.28 percent of the FY 2017 Budget had been expended while 33.33 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 Lemond, the motion carried by unanimous vote.

7. FY 2018 Budget Requests

Northampton County had requested that FY 2018 Budget Requests be submitted to the County by December 2. In the past Accomack County has required that fiscal year Budget Requests be submitted by mid-December.

For FY 2017 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 2018 Budget Requests to the localities was requested.

The Board suggested to ask Northampton County to assist in funding Greenworks when requesting level funding.

Commissioner Major moved to request level funding from both Counties with the addition of Northampton County also funding Greenworks. Seconded by Commissioner Crockett, the motion carried by unanimous vote.

8. FY 2016 Audit

The Budget Committee was scheduled to meet prior to the Commission Meeting to review the FY 2016 Draft Audit prepared by Dunham & Aukamp, PLC. In addition, a conference call was scheduled with the auditor. Commissioners who would like to attend the Budget Committee meeting were welcome.

Please note the following:

- Management Discussion and Analysis (MDA) is included on pages 3-5. Additional explanation can be added by the Commission to the MDA if deemed appropriate.
- There were no findings or questioned costs.
- Audit Page 36 summarizes Budget to Actual.

Pending Budget Committee recommendations, acceptance of the FY 2016 Audit as prepared by Dunham & Aukamp, PLC was requested.

The Budget Committee recommended approval of the FY 2016 Audit as prepared by Dunham & Aukamp, PLC.

Commissioner Harris moved to approve the FY 2016 Audit as prepared by Dunham & Aukamp, PLC. Seconded by Commissioner Turner, the motion carried by unanimous vote.

9. 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 was scheduled for Tuesday, January 17, 2017.

10. Grants

HMGP DR-4262 Elevation Grant Applications

An application for 10 homes in Accomack County and an application for 2 homes in Northampton County were submitted to VDEM. It will be several months before any response is anticipated.

11. Projects

9970	Capital Expenditures	Elaine Meil, ext. 116
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No activity.		

3002	Special Administrative Cost	Elaine Meil, ext. 116
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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.100
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No activity for this month.		

3010	Planning Assistance Activities	Elaine Meil, ext. 116
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No activity.		

3016 ***Management Assistance Activities*** Elaine Meil, ext. 116
Staff has obtained updated assessment data from Accomack County and Northampton County.

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.

3070 ***Capacity Building Grant*** Elaine Meil, ext 116
Ms. Christensen is working on the draft plan.

3320 ***EDA-Economic Development Planning*** Caroline Bott, ext. 111
Staff met with VDHCD representatives to discuss the Building Collaborative Communities grant. The project work plan has been submitted and once the contract is finalized, the project is project to commence in December and conclude in June.

Staff submitted the final SET plan edits to the Southern Rural Development Center to certify the plan as a national high-quality plan, the edits were approved and the plan was given the "High-Quality" designation on November 11. Along with this designation comes a \$5,000 "seed money" grant award which will be used as match for the recently awarded Building Collaborative Communities grant.

A workshop for prospective entrepreneurs led by VT Knowledgeworks took place on October 27 at the ESCC. Although over 30 people signed up in advance, there were less than 20 attendees.

A new Economic Development e-newsletter was developed to share news and information as it relates to the ESVA. The first issue was sent on October 26 and future issues will be sent to interested parties on a regular basis.

Staff met with members of the SET Arts, Entertainment, Recreation and Tourism Focus Group to advance regional strategies for synthesizing art in local tourism development efforts.

Staff attended the Delmarva Public Innovators meeting in Salisbury to collaborate on regional efforts to advance economic development across the Delmarva peninsula. One of the immediate outcomes of this meeting is the development of a Facebook group page where members will share economic development ideas and issues with other public and non-profit organizations from across the tri-state area.

Staff plan to convene the A-N Economic Development Committee before the end of the year to discuss and amend the committee's bylaws in preparation for a regular work meeting to be scheduled in January.

Staff requested that the Commission discuss and consider adoption of an amended resolution establishing the Accomack-Northampton Economic Development Committee.

Commissioner Crockett moved to adopt the amended resolution establishing the Accomack-Northampton Economic Development Committee as presented. Seconded by Commissioner Gordy, the motion carried by unanimous vote.

3401 ***VDOT Rural Transportation Planning-SPR*** Barb Schwenk, ext. 127

Staff has contacted VDOT personnel at the Accomack Residency and at the Hampton Roads District to determine the best methodology for researching and presenting the results of the Sidewalk Gap study so that the towns can easily prioritize gaps and so VDOT can easily identify each area in its Centerline Data. Discussion is ongoing and a decision has not yet been made.

VDOT has requested review and comment of its 2016 Rural Transportation Cooperation Processes draft by December 7, 2016. The Transportation Committee meets on November 22, and will also review the document.

Commission review was requested, and Commission approval for Transportation Committee to comment was also requested.

Commissioner Crockett moved to grant authorization for the Transportation Committee to comment on VDOT's 2016 Rural Transportation Cooperation Processes. Seconded by Commissioner Turner, the motion carried by unanimous vote.

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

Staff has been in contact with VDOT personnel to discuss the environmental reporting requirements for the segments of the trail that will follow the abandoned railroad ROW. Further work is needed to determine where the trail will cross Route 13 near Cape Charles. That decision is predicated on the results of a traffic study VDOT will conduct of the Food Lion shopping center access from Route 13 and potential changes to that access. Two options are being considered: to build an access road from the shopping center south to Seaview Road and installation of a traffic signal; or building an access road from the north side of the shopping center to connect with Business Route 13 at a proper distance from the existing traffic signal.

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

The Town met with VDOT representatives this month to discuss next steps to be taken for final closeout of phase 2C and for final reimbursement of phase 2D. Staff continues to assist in assembling necessary documents.

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

For the Sponsor-a-Highway Pilot Program (SAHPP), staff has aided the GreenWorks Vice Chairman in coordinating with Accomack County Public Works, VDOT, and entities who have already ‘Adopted-A-Highway’ to create an inventory of roads of need. The first few signs for the SAHPP should be installed within the next month. The last GreenWorks meeting was July 13. The next meeting will be in January of 2017.

PLANNING PROJECTS

3531 ***VDEM Hazard Mitigation Plan Revision*** Shannon Alexander, ext.115

Staff has been promoting for the public Open House and FEMA training opportunity for 0 Thursday, December 1, 2016 at The Hermitage in Onancock. Staff will be sending posting final chapter drafts on the A-NPDC website over the next couple of weeks. Staff has begun coordinating with the Counties and Town to have the Plan adopted during their respective January meetings.

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

The Climate Adaptation Working Group newsletter was changed to a more social media-friendly, more easily navigated, biweekly format and distribution method. Two in this new format have been distributed and have been well received. The next Climate Adaptation Work Group meeting will be substituted with the next NFWF Coastal Resilience Tool Workshop. The group has been invited to a FEMA training opportunity on December 1 as well.

Staff has completed the Regional Dredging Needs Assessment and circulated to various stakeholders. It is available on the A-NPDC web site.

Staff is working with the University of Maryland’s Environmental Finance Center on a project to be completed in the next year that will provide resilience finance strategies on the Eastern Shore.

Staff completed and submitted the Annual Report to VCZMP.

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 in October, 2016 and will meet again on November 15, but will not meet in December. 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 is working with the Town of Tangier, Tyson Foods, Inc., the Nutrient Credit Exchange, and the Augusta County Service Authority concerning Tangier’s participation in Virginia’s Nutrient Trading Credit Exchange. Staff hosted a booth focusing on groundwater on the Eastern Shore at the Accomack Watershed Festival October 26 at Makemie Monument Park where about 400 6th graders from the public school system. Staff has begun promoting a public education event focused on Wells & Septic system maintenance, permitting, and care. Staff is coordinating with VDH and Boggs to hold this event at the ESCC Tuesday, December 6 at 6pm. Staff is working with the Consultant and VDEQ staff to begin the updates to the Water Supply Plans for both Counties.

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

No new updates.

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

Staff has scheduled stakeholder training sessions for the Coastline Change app for January 19 and 24. A capstone public workshop has also been scheduled for February 16. Promotion and invitations for these events are coming in the near future. Staff presented the Tool on November 16 at the Virginia Coastal Partners Workshop in Richmond.

A-NPDC HOUSING PROJECTS

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

Pre-Purchase Counseling	Current Month: October		
# of orientations held	0		
Orientation attendees	0		
Client Intakes	4		
Additional Counseling Sessions Held	7		
# of final workshops held	0		
Mortgage submissions	2		
Mortgage closings	0		
Financing leveraged	\$0		

Growing Your Money Financial Literacy	Current Month: October		
New GYM participants	1		
GYM graduates	0		

Default and Foreclosure Counseling	Current Month: October		
Intake sessions	2		
Additional Foreclosure Sessions	4		
Positive Foreclosure Prevention Outcomes	2		
Homeowner Budget/Predatory lending Counseling	1		

New VHSP 1
Follow Up VHSP/Rental 2
Lease/Purchase 1

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

The annual Point-In-Time count will be held in January. Final numbers will not be available until February.

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

The project in Hacks Neck is 90% complete. The final house in Greenbackville has started construction and the footings are being installed this week.

12. Executive Directors Report

GO Virginia Coalition

Draft guidelines have been sent out and three nominations were sent to Reinvent Hampton Roads. Staff is monitoring the status of the initiative and working with Senator Lewis and Delegate Bloxom to hold a regional meeting to set priorities when the appropriate time presents itself.

Eastern Shore of Virginia Ground Water Committee

The Eastern Shore of Virginia Ground Water Committee has received the USGS presentation regarding the saltwater intrusion monitoring work funded by the counties. Although it was unexpected, all eleven wells sampled had changes in salinity. In Northampton County, most of the wells showed a slight freshening (reduced salinity) of the water and every tested well in Accomack County demonstrated increased salinity in some portion of the cross section.

USGS Hydrogeologist Randy McFarland indicated this is not a crises but the results appear to show a regional impact. Upon discussion, the Committee made a motion to request in the FY18 budget request that the counties reschedule the Household Hazardous Waste Collection funds to support further research and express the need that salinity should be monitored for at least five years annually. While the Household Hazardous Waste Collection is very important, the Committee recommends that monitoring and understanding saltwater intrusion is a more pressing priority at this time. The Committee intends to ask for an increase so the wells can be sampled annually but without an increase it could only be sampled every other year. The USGS presentation is attached.

Request for Assistance

None.

13. Chairman's Report

Chairman Hart complimented the Board and staff and stated it was a pleasure serving as Chairman.

14. Other Matters

No other matters were discussed at this time.

15. 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