COMMISSIONERS PRESENT:

Robert Crockett  
Laura Belle Gordy  
Donald L. Hart, Jr.  
Reneta Major  
Harris Phillips  
Bryan Smith  
Roland Bailey  
Robert Duer  
Granville Hogg  
Larry Lemond  

Accomack County  
Accomack County  
Accomack County  
Accomack County  
Accomack County  
Accomack County  
Northampton County  
Northampton County  
Northampton County  

COMMISSIONERS ABSENT:

Gwendolyn F. Turner  
Rev. Charles J. Kellam  
Arthur Leonard  

Accomack County  
Northampton County  
Town of Chincoteague  

OTHERS PRESENT:

Elaine Meil  
Susan Haycox  
Kat Edwards  
Curt Smith  
John Aigner  

1. Call to Order

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

2. Invocation

Chairman Hart offered the Invocation.
3. **Minutes of November 21, 2016 Meeting**

   The minutes of November 21, 2016 Meeting were presented.

   Commissioner Crockett moved to approve the Minutes of the November 21, 2016 Meeting. Seconded by Commissioner Smith, 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 Hogg, the motion carried by unanimous vote.

6. **December Financial Status Report**

   The report indicated that 47 percent of the FY 2017 Budget had been expended while 50 percent of the fiscal year had passed.

   Commission acceptance of this report was requested.

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

7. **FY 2017 Budget Amendments**

   **Eastern Shore of Virginia Public Library**

   *Industrial Revitalization Grant* - The Eastern Shore of Virginia Public Library has requested assistance updating the Industrial Revitalization Grant. This grant, originally written by A-NPDC last fiscal year, needs updating for resubmittal. No library staff is available to rewrite and update the grant. Staff estimates the cost to update and resubmit will be $800.
USDA Rural Business Development Grant – The Eastern Shore of Virginia Public Library has requested that a USDA grant be written. This could result in $100,000 for library construction or equipment. There are no administrative funds associated with this grant. The estimated cost to write the grant is $1,500. The estimated cost to administer the grant is $10,000.

Two part-time staff members can increase their hours and write these two grants for a combined estimated expenditure of $2,300. No source of new funds to write these grants has been identified. In past years, there have been limited funds at the end of the fiscal year that could offset the grant writing expenditures but, if these do not materialize, the cost would be a reduction of the reserves of the Commission. The budget committee will meet prior to the meeting to consider the matter and make a recommendation.

After discussion, Commissioner Phillips moved to approve staff to write the above listed grants contingent upon receiving $10,000 in administration from the library. Seconded by Commissioner Crockett, the motion carried by unanimous vote.

Adoption of the following budget amendments was requested:

GENERAL FUND PROJECTS
1. 3010 Planning Assistance Activities/Applications $84,200.00
   - 10,000.00
   $74,200.00

2. 3016 Management Assistance Activities $53,000.00
   - 10,000.00
   $43,000.00

ITEMS 1 and 2 represent the amendment to reduce the general funds required/budgeted. The FY 2017 Budget/Annual Work Program adopted in June included $20,000 in pending grant applications. The remaining budget amendments more than cover the anticipated additional funding projected at the beginning of the fiscal year.

DEVELOPMENT PROJECTS
3. 3330 DHCD-Building Collaborative Communities (BCC)
   Regional Entrepreneurial and
   Workforce Development Planning + 48,000.00

4. 3331 Southern Rural Development Center
   Match BCC, Small Business Resource Index + 5,000.00

ITEMS 3 and 4 represent the amendments to include recently awarded funds from Department of Housing and Community Development Center and match funds from the Southern Rural Development Center for the Building Collaborative Communities (BCC) project in support of regional entrepreneurial and workforce development planning. EDA funds of $7,000 will be allocated as additional match. Approximately $20,000 will be allocated for contract and direct costs with the remaining balance for staff support.
PLANNING PROJECTS
5. 3571 A-N Groundwater Committee Projects $ 24,666.00
   Contract Services + 14,000.00
   $ 38,666.00

ITEM 5 represents the amendment to include funds collected over several years from the two counties in order to contract with USGS to complete the electromagnetic-induction logging in the current fiscal year, which was compared to logging data from 2008.

ESVHA HOUSING PROJECTS
6. 3103 IP/R HOME Program Management $ 14,000.00
   Administration + 9,000.00
   $ 23,000.00

7. 4103 IP/R HOME Program Management $ 10,000.00
   Housing Specialist and Inspection + 6,000.00
   $ 16,000.00

ITEMS 6 and 7 represent the amendment to include additional funds awarded by DHCD to continue and expand the Indoor Plumbing/Rehab program.

The net change to the FY 2017 budget is $62,000.

The requested amendments will be reflected on the next financial status report.

Commissioner Harris moved to adopt the General Fund, Development, Planning & Housing Project budget amendments as requested. Seconded by Commissioner Hogg, the motion carried by unanimous vote.

8. FY 2018 Budget Requests

The FY 2018 budget request was submitted to Accomack County for level funding in the amount of $70,703 ($65,036 PDC and $5,667 GreenWorks Committee). The FY 2018 budget request was submitted to Northampton County with the addition of GreenWorks, as recommended by the A-NPDC Commissioners, in the amount of $35,352 ($32,518 PDC and $2,834 GreenWorks). A request for level funding in the amount of $7,000 will be submitted later this month to the Town of Chincoteague.

Commissioner Crockett moved to approve the FY 2018 budget requests. Seconded by Commissioner Harris, the motion carried by unanimous vote.
9. **Nominating Committee**

The following officer terms are up for election effective March 1:

- Chairman, Donald L. Hart, Jr.
- Vice Chairman, Larry Lemond
- Executive Committee Member, Gwendolyn Turner

Since Commission By-Laws state that a Nominating Committee of two Accomack Commissioners and one Northampton Commissioner be appointed at the meeting prior to the elections, staff requested that Chairman Hart appoint the Nominating Committee for elections to be held at the next scheduled meeting.

Having served one term, the officers are eligible for re-election.

Chairman Hart appointed Commissioners Crockett, Duer & Bailey to the Nominating Committee.

10. **Projects**

<table>
<thead>
<tr>
<th>9970</th>
<th>Capital Expenditures</th>
<th>Elaine Meil, ext. 116</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No activity.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3002</th>
<th>Special Administrative Cost</th>
<th>Elaine Meil, ext. 116</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3003</th>
<th>Intergovernmental Coordination and Information</th>
<th>Brenette Hinmon, ext. 100</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No activity for this month.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3010</th>
<th>Planning Assistance Activities</th>
<th>Elaine Meil, ext. 116</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No activity.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3016</th>
<th>Management Assistance Activities</th>
<th>Elaine Meil, ext. 116</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Staff has obtained updated assessment data from Accomack County and Northampton County.</td>
<td></td>
</tr>
</tbody>
</table>
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
The A-N Economic Development Committee met on December 8. At the meeting the Committee:

- Discussed and adopted bylaws.
- Designated the $5,000 Rural Development Center (SET High Quality Plan) grant to be used to develop a small business resource index as part of the Building Collaborative Communities grant.
- Elected a Nominating Committee (there are currently 10 vacancies on the Committee).
- Made a motion to endorse the Wallops Build-Out as a high priority project for GO Virginia funding.

The next committee meeting is being scheduled for mid-February.

The Commission currently has two vacant seats on the ED Committee, one representative from Accomack and one from Northampton. Staff requested the Commission discuss and appoint two members to serve a 3-year term from January 2017 to January 2020.

After discussion among the Board, Commissioner Crockett moved to appoint Commissioners Hart & Bailey to serve on the ED Committee. Seconded by Commissioner Bailey, the motion carried by unanimous vote.

During its December meeting, the ED Committee moved to request that the Commission consider a motion supporting the Wallops Build-Out as a high priority project for GO Virginia funding. Staff suggested the Commission consider the request put forth by the ED Committee regarding A-NPDC support for the proposed Wallops Build-Out Project consisting of the construction of a payload processing facility, an UVS hanger, and a deep water UVS dock as a local priority for GO Virginia funding.

Commissioner Crockett moved to support the Wallops Build-Out as a high priority project for GO Virginia funding. Seconded by Commissioner Smith, the motion carried by unanimous vote.
Staff further requested the Commission discusses and determines an appropriate method for considering and prioritizing regional projects which may be proposed to the Hampton Roads Go Virginia Committee.

After discussion, Commissioner Major moved that the ED Committee prioritize and bring back before the A-NPDC Board for approval. Seconded by Commissioner Lemond, the motion carried by unanimous vote.

**Building Collaborative Communities Grant Activities:**
- Monthly economic development newsletters continue to be published.
- The Rural Development Center approved the Small Business Resource Index project for the seed grant program.
- Work has begun on the Economic Development area of the A-NPDC website to build out the project and index pages.
- Staff anticipates the first project stakeholder meeting will be scheduled in January.

**Regional Navigable Waterways Committee**
Using the Regional Dredging Needs Assessment, staff is continuing to work with Accomack County staff and members of the Eastern Shore Regional Navigable Waterways Committee on next steps in addressing dredging needs on the Eastern Shore.

<table>
<thead>
<tr>
<th>3401</th>
<th>VDOT Rural Transportation Planning-SPR</th>
<th>Barb Schwenk, ext. 127</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff has contacted VDOT personnel at the Accomac 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. A methodology has now been developed and a test file for the Town of Onancock is being completed. If that meets VDOT’s needs, the other town files will also be developed to show where there are sidewalk gaps, where the sidewalks are not ADA compliant, or where the sidewalk needs to be repaired. Locations for new crosswalks will also be included in the files.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3402</th>
<th>VDOT-Southern Tip Bike Trail Phase III Feasibility Assessment</th>
<th>Barb Schwenk, ext. 127</th>
</tr>
</thead>
<tbody>
<tr>
<td>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. Several options will be explored, and deciding on the trail terminus in Cape Charles also needs to be discussed. The first meeting of the stakeholder group that includes the Tourism Commission, the Nature Conservancy, the Northampton Chamber of Commerce, CBES, Baycoast Railroad, Kiptopeke State Park, the Town of Cape Charles, Eastern Shore National Wildlife Refuge, VDOT, and Northampton County Planning staff will be held on Thursday, January 12.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
No new information. The Town is waiting for a response from VDOT.

**PLANNING PROJECTS**

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

Staff is planning a press release and additional publicity for the Sponsor-a-Highway Pilot Program (SAHPP). The first few signs for the SAHPP should be installed within the next month and so far, one sponsor has been contracted. The GreenWorks Committee met January 11. The next meeting will be July 12, 2017 at the Eastern Shore Chamber of Commerce at 2pm.

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

The public Open House and FEMA training opportunity was held Thursday, December 1, 2016 at The Hermitage in Onancock. Staff has sent the final draft Plan to VDEM for review prior to meeting with the Counties and Towns to have the Plan adopted during their respective meetings once the draft is approved by VDEM/FEMA.

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

The Climate Adaptation Working Group newsletters are distributed biweekly and are all now available online. The next Climate Adaptation Work Group meeting will be substituted with the next NFWF Coastal Resilience Tool Workshop in January. The group was invited to a FEMA resilience training opportunity on December 1. The spring meeting will most likely be held in May.

Staff has begun the update of the Walking & Biking Tour of Historic Chincoteague and will be meeting with stakeholders in February.

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.

**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 November, 2016 and will meet again on January 18. 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, AquaLaw, and the Augusta County Service Authority concerning Tangier’s participation in Virginia’s Nutrient Trading Credit Exchange. Eighteen attended the Wells & Septic Forum held at the ESCC Tuesday, December 6 at 6pm. Staff (Shannon Alexander), Jon Richardson (VDH), and Jimmy Bundick Sr. presented. Staff will be presenting to the Master Gardeners on February 1. 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
Event will be held either April 29 or May 6. After this year, the ESVA Ground Water Committee intends to focus energies on conductivity (salinity) well logging over the next several years and is pursuing various funding options to ensure that this event can continue in the future.

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

<table>
<thead>
<tr>
<th>Pre-Purchase Counseling</th>
<th>Current Month: Nov &amp; Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td># of orientations held</td>
<td>0</td>
</tr>
<tr>
<td>Orientation attendees</td>
<td>0</td>
</tr>
<tr>
<td>Client Intakes</td>
<td>7</td>
</tr>
<tr>
<td>Additional Counseling Sessions Held</td>
<td>7</td>
</tr>
<tr>
<td># of final workshops held</td>
<td>1</td>
</tr>
<tr>
<td>Mortgage submissions</td>
<td>3</td>
</tr>
<tr>
<td>Mortgage closings</td>
<td>1</td>
</tr>
<tr>
<td>Financing leveraged</td>
<td>$199,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Growing Your Money Financial Literacy</th>
<th>Current Month: Nov &amp; Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>New GYM participants</td>
<td>23</td>
</tr>
<tr>
<td>GYM graduates</td>
<td>23</td>
</tr>
</tbody>
</table>
Default and Foreclosure Counseling

<table>
<thead>
<tr>
<th>Current Month: Nov &amp; Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intake sessions</td>
</tr>
<tr>
<td>Additional Foreclosure Sessions</td>
</tr>
<tr>
<td>Positive Foreclosure Prevention Outcomes</td>
</tr>
<tr>
<td>Homeowner Budget/Predatory lending Counseling</td>
</tr>
</tbody>
</table>

Facilitated a two night Pre-Purchase Workshop at ESCC Nov 16 & 17th with 24 people in attendance-largest group to date

Met with the new Outreach Pastor, Antoine Brown, from Cape Charles Baptist Church. Pastor Brown has a vision for organized outreach on the Shore and was anxious to learn more about the programs and services through the A-NPDC.

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

The Community Partners of the Eastern Shore (CPES) will be participating in the annual statewide Homeless Point in Time (PIT) count. This annual count is a 24 hour snapshot of homeless individuals/families in Accomack and Northampton Counties. It will be conducted on January 25, 2017.

Attached is the flier to distribute about the count and volunteer training. The volunteer training will be held on January 12th from 9 to 11 at the CPES General Membership meeting held at the Eastern Shore Community College Workforce Development Center.

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 95% complete. The final house in Greenbackville is 70% complete. Project closeout is scheduled for March 31, 2017.
11. **Grants**

Virginia Coastal Zone Management Program Section 306 PDC Competitive Grant for Updating the Seaside Water Trail

The project would complete necessary improvements for accuracy (safety) and ease of use of the now decade old Seaside Water Trail. The project would also serve as a template for future creation of a sister Bayside Water Trail. The application is due in mid-February.

It was requested that the Commission consider granting approval to submit an application for VCZMP 306 PDC Competitive funding for updating and enhancing the Seaside Water Trail.

Commissioner Duer moved to grant approval to submit an application for VCZMP 306 PDC Competitive funding for updating and enhancing the Seaside Water Trail. Seconded by Commissioner Bailey, the motion carried by unanimous vote.

Virginia Coastal Zone Management Program Technical Assistance Grant – Special Project

Permission to apply for this annual grant is already established, however, support for the special project designation is requested. The proposed special project would facilitate discussions between Accomack and Northampton Counties and the A-NPDC focused on the development of the Eastern Shore Water Access Authority (ESWAA). Staff will develop and present draft Operating Agreement and draft By-Laws to the Counties for their consideration and, if these are agreed upon and adopted by the Counties via joint resolution, the ESWAA would convene as the third Access Authority in existence in coastal Virginia. The application is due in mid-March.

It was requested that the Commission consider granting approval to designate the development of draft Operating Agreement and By-Laws for the ESWAA as the special project in the annual VCZMP TA grant proposal.

Commissioner Crockett moved to grant approval to designate the development of draft Operating Agreement and By-Laws for the ESWAA as the special project in the annual VCZMP TA grant proposal. Seconded by Commissioner Bailey, the motion carried by unanimous vote.
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 Monday, March 20, 2017.

Executive Directors Report

Lack of Indoor Plumbing Study
The count of homes without indoor plumbing on the seaside of Northampton County is complete. A cursory count of addresses shows 13 homes without indoor plumbing. The Eastern Shore of Virginia Housing Alliance is already working to assist homeowners with the Indoor Plumbing Rehabilitation Program. One home has been listed by the Virginia Department of Historic Resources as a contributing structure to a historic district. This means that it cannot be demolished but must be repaired and the structure is in very bad shape. Staff is trying to work with the Virginia Department of Housing and Community Development to increase the expenditure limits so that these homeowners may be helped.

Cape Charles Town Plan Update
The Town Council adopted the updated plan on December 15, 2016.

Eastern Shore of Virginia Broadband Authority Update
A short presentation will update the Commission on the efforts and work that has been accomplished in the past two years while Executive Director Meil has been a Board member.

Legislation Update
Rural Coastal Virginia Development Authority - There is a piece of legislation proposed to create the Rural Coastal Virginia Development Authority. The draft legislation is attached. The purpose is to create an authority that would function for the 12 coastal rural counties (Accomack-Northampton, Middle Peninsula and Northern Neck) in a manner similar to the Tobacco Commission and Appalachian Regional Commission. One of the main purposes will be to obtain funding from the state and also compete in the large national federal grant programs for planning and project implementation funding. Staff will continue to monitor and report on this initiative.
Request for Assistance
Two requests were received. The Eastern Shore of Virginia Public Library is addressed under budget amendments. The Northampton County has indicated they are requesting a grant to be written to support construction of the Rural Health Center. Staff requested and received general authority to write grants for all PDC members, upon their request, in August 2016.

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.

---------------------------------
Donald L. Hart, Jr.
Chairman

Copy Teste:

---------------------------------
Elaine K. N. Meil
Executive Director