COMMISSIONERS PRESENT:

Robert Crockett                                Accomack County
Laura Belle Gordy                               Accomack County
Donald L. Hart, Jr.                             Accomack County
Reneta Major                                    Accomack County
Gwendolyn F. Turner                            Accomack County
Bryan Smith                                     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:

Harris Phillips                                 Accomack County
Arthur Leonard                                  Town of Chincoteague

OTHERS PRESENT:

Elaine Meil                                    Curt Smith
Susan Haycox                                   John Aigner
Kat Edwards                                    Nick Pascaretti

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 January 17, 2017 Meeting**

The minutes of January 17, 2017 Meeting were presented.

Commissioner Crockett moved to approve the Minutes of the January 17, 2017 Meeting. Seconded by Commissioner Lemond, 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. **January/February Financial Status Report**

The report indicated that 59.87 percent of the FY 2017 Budget had been expended while 66.67 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 Turner, the motion carried by unanimous vote.

7. **FY 2018 Budget Requests**

On March 28th, the Accomack County Board will have a public hearing concerning their FY 2018 Proposed Budget which includes level funding of $70,703 to the A-NPDC.

Northampton County’s Budget Committee is in the process of scheduling work sessions.
8. **Election of Officers**

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

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

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

A report from the Nominating Committee consisting of Commissioner Crockett, Commissioner Duer and Commissioner Bailey was requested.

Commissioner Crockett reported that the current slate of officers had been nominated to serve another term.

Commissioner Major moved to appoint the above Commissioners as chosen by the Nominating Committee. Seconded by Commissioner Bailey, the motion carried by unanimous vote.

9. **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>
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<thead>
<tr>
<th>3002</th>
<th>Special Administrative Cost</th>
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</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>
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</table>

<table>
<thead>
<tr>
<th>3003</th>
<th>Intergovernmental Coordination and Information</th>
<th>Brennette Hinmon, ext. 100</th>
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<tbody>
<tr>
<td></td>
<td>No report</td>
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<thead>
<tr>
<th>3010</th>
<th>Planning Assistance Activities</th>
<th>Elaine Meil, ext. 116</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Staff completed and submitted the Parksley Industrial Revitalization Grant application. Staff has begun the USDA Rural Business Development Grant. The Eastern Shore of Virginia Public Library agreed to provide $10,000 in administration funds for A-NPDC to administer the grant, if received. The Town of Parksley Downtown Revitalization Grant (submitted FY2016) was awarded and staff has been completing the grant conditions.</td>
<td></td>
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<thead>
<tr>
<th>3016</th>
<th>Management Assistance Activities</th>
<th>Elaine Meil, ext. 116</th>
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<tbody>
<tr>
<td></td>
<td>Staff has begun writing the Eastville Rural Health Center CBDG grant.</td>
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</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

At the meeting the Committee:
- Confirmed new committee members and officers, all 25 member seats are now filled, a list of members can be found here: [http://www.a-npdc.org/wp-content/uploads/2016/12/ED-Committee-Member-List-3.17.pdf](http://www.a-npdc.org/wp-content/uploads/2016/12/ED-Committee-Member-List-3.17.pdf)
- Adopted a Remote Board Meeting Attendance Policy
- Discussed a staff presentation outlining the CEDS/SET merger in preparation for the CEDS rewrite due December, 2017.
- Created industry subcommittees aligned with the 2016 SET plan (Aerospace & Defense; Agribusiness & Food Processing; Arts, Entertainment, Recreation, and Visitor Industries; and Foundational & Entrepreneurship Development)
- Voted unanimously to send a letter of appreciation to the state legislators for their support of the GoVirginia initiative.
- The next committee meeting is being scheduled for June. In the interim, the industry cluster subcommittee meetings will be scheduled.

**Building Collaborative Communities Grant Activities:**
- Monthly economic development newsletters continue to be published.
- An invitation to bid (ITB) was issued on 2/2 (followed by an addendum on 2/21) for the indoor environmental risk assessment of the Northampton County Community Facilities Building. Three bids were received and recorded at the bid opening on 2/28, a fourth bid arrived after the bid opening and was declined delivery. The contract was awarded to ATC Group Services.
- Staff gave a presentation to the Northampton County Board of Supervisors on 2/27 regarding the project and outcomes.
- A public meeting of stakeholders interested in the adaptive reuse of the Northampton Co. Community Facilities Building was held at Indiantown Park in
Eastville on 3/2. Over 30 interested members from the community were in attendance including members of the Board of Supervisors and County officials.

- Staff are in the process of developing a survey to help identify potential aquatic workforce development needs.

Regional Navigable Waterways Committee
No activity. Committee is scheduling next meeting for spring/summer.

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

In response to the Commission’s request during its January meeting to return an update regarding potential options for future planning efforts to address growing traffic safety along the Route 13 corridor, Staff took the matter before the Transportation Technical Advisory Committee at its last meeting. The TTAC will be reviewing the recent traffic projections and requesting VDOT assistance in the form of a presentation and discussion on the recent Route 13 Safety Study.

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

Minutes of the January 12 meeting were distributed to the Stakeholder group and a list of next steps was developed. Since then, staff and Jim McGowan (TNC) have met with
the new owners of Sting-Rays restaurant, and staff has researched and prepared a list of all landowners contiguous to the abandoned railroad right-of-way. VDOT’s plans for access changes at the Food Lion were reviewed, and both plans would serve the trail depending upon where it crosses Route 13. Several options for crossing the highway and for the final route need to be developed and evaluated in the feasibility study. Staff also prepared an RFP for design services which is currently being reviewed by VDOT personnel.

Next steps are environmental analysis, mapping of several route options, and public meetings to gather feedback on options.

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

No new information. The Town is waiting for a response from VDOT.

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 signs for the SAHPP should be installed within the week with the Eastern Shore Watershed Roundtable on the sign for the ESRC&D. Additionally two sponsors are working with the vendor on their contracts and several more signs are in the permitting process with VDOT.

The GreenWorks Committee met January 11. The next meeting will be July 12, 2017 at the Eastern Shore Chamber of Commerce at 2pm.

Staff is assisting with an Operation Our Clean Roads initiative with monthly road clean up events. The first is March 19th at 2pm on Merry Branch Rd, Onancock.

**PLANNING PROJECTS**

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

VDEM and FEMA have reviewed the draft Plan, and a conference call is scheduled for Monday 3/20 with representatives from both agencies to discuss the plan review. Once the draft has been updated and approved pending adoption, staff will meet with the Counties and Towns to have the Plan adopted during their respective meetings.

3541 & 3551  
**A-N VCZM Technical Assistance, FY 14 1st Qtr**  
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 Tuesday, May 9 at 1pm. Meetings will continue quarterly, August 8 and November 14, all at the VIMS Eastern Shore Laboratory in Wachapreague.

Staff has begun the update of the Walking & Biking Tour of Historic Chincoteague and will be meeting with stakeholders in April.
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 travelled to Tangier with representatives from the US Army Corps of Engineers and Christopher Newport University to work with the Mayor and Town Council on developing a prioritized list of shoreline protection projects and a short-term implementation plan focusing on using primarily non-federal funding sources.

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 February, 2017 and will meet again on March 21. 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. Staff (Shannon Alexander) is working with the VT extension service to combine the annual Well & Septic Forum with the Drinking Clinic to be held in October. Planning will commence in earnest following the April 6 Well Water Testing In-Service training that staff will complete. Staff will be presenting to the Master Gardeners on July 11. 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 on May 6 from 10am to 2pm at the Fishers Corner, Painter, and Eastville Convenience Centers. Signs have been distributed to these locations and marketing efforts have been initiated. 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 held three stakeholder training sessions for the Coastal Resilience Tool on January 19 and 24. A capstone public workshop and open house was held on February 16. As requested during the January PDC meeting, staff will provide a brief presentation of the Coastal Resilience Tool and apps during the March meeting.

**A-NPDC HOUSING PROJECTS**
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<th>Pre-Purchase Counseling</th>
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<tbody>
<tr>
<td># of orientations held</td>
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<tr>
<td>Orientation attendees</td>
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<tr>
<td>Client Intakes</td>
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<td></td>
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<tr>
<td>Additional Counseling Sessions Held</td>
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<tr>
<td># of final workshops held</td>
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<tr>
<td>Mortgage submissions</td>
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<tr>
<td>Mortgage closings</td>
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<tr>
<td>Financing leveraged</td>
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<tr>
<th>Growing Your Money Financial Literacy</th>
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<tbody>
<tr>
<td>New GYM participants</td>
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<td></td>
</tr>
<tr>
<td>GYM graduates</td>
<td>23</td>
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<table>
<thead>
<tr>
<th>Default and Foreclosure Counseling</th>
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<td>Intake sessions</td>
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<tr>
<td>Additional Foreclosure Sessions</td>
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<td>Positive Foreclosure Prevention Outcomes</td>
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<td>Homeowner Budget/Predatory lending Counseling</td>
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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.
2004 Elevation Project

Last correspondence January 15, 2013.

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

Elevation Project

The project in Hacks Neck is complete. The final house in Greenbackville is 99% complete. Project closeout is scheduled for March 31, 2017.

10. Grants

Virginia Coastal Zone Management Program Section 309 Enforceable Policy Grant for Working Waterfront Language and Policy $27,500

The project would subcontract the NNPDC and the MPPDC to develop and implement the tools and policies needed to ensure sustainability of working waterfronts and related industry. Collaboration with the other PDCs, elected officials, localities (including zoning administrators) will be necessary to develop these draft policies, draft language, and develop a Century Waterfront program as part of the Virginia Century Farm Program. The application was due in mid-February.

It was requested that the Commission retroactively grant approval to submit an application for VCZMP 309 funding for developing working waterfronts language and policies.

Commissioner Crockett moved to grant approval to submit an application for VCZMP 309 funding for developing working waterfronts language and policies. Seconded by Commissioner Turner, the motion carried by unanimous vote.

11. Contracts

Enhancing Coastal Resilience and Environmental Education at Saxis Island

The Chincoteague Bay Field Station has awarded a $5,000 sub-grant to be used for construction of a living breakwater adjacent to the Saxis Fishing Pier. These funds will be used in tandem with funds from Saxis and a private fundraising campaign to construct an array of a concrete structures intended to support oyster growth to mitigate wave damage at the pier and improve water and habitat quality. No matching funds are required and the funds must be expended prior to September 5, 2017.

It was requested that the Commission consider granting approval for the Executive Director to execute the contract.

Commissioner Crockett moved to grant approval for the Executive Director to execute the Enhancing Coastal Resilience and Environmental Education at Saxis Island contract. Seconded by Commissioner Major, the motion carried by unanimous vote.
12. **Executive Directors Report**

Lack of Indoor Plumbing Study
Some confusion was reported regarding the last update to the Indoor Plumbing study. The 13 homes without indoor plumbing in Northampton County were only on the seaside of the county and are additions to the 100+ homes found last year that were identified on the bayside of both Accomack and Northampton Counties.

Legislation Update
*Rural Coastal Virginia Community Enhancement Authority* – The final legislation is attached. It has been sent to the Governor and his deadline to act is March 27, 2017. The name has been modified and before a locality will be included as a member the respective governing body will need to approve. Both Accomack and Northampton are identified localities. The text is attached.

FY2018 Budget Concerns
Several programs have been identified for potential federal spending reductions; VCZM Technical Assistance, Section 8 Housing Choice Voucher Program, HOME funds (partially funds the Indoor Plumbing Rehabilitation Program), Community Development Block Grant program, and some FEMA funds. Staff is monitoring and will continue to report. Any cuts would be for the next federal fiscal year. No specific information is available.

The Executive Director has asked staff to use existing grant writing authorities to submit the following grants for current federal year funding; Eastville Rural Health CDBG, two Federal Home Loan Bank applications for affordable housing, VCZM Competitive Grant for Working Waterfronts (in partnership with Middle Peninsula and Northern Neck PDCs), VCZM 309 Policies grant, and a FEMA elevation project. Staff will continue to examine potential grant opportunities that match existing grant writing authorities and seek those funds.

Additional general grant writing authority was requested to complete infrastructure and planning grant applications that are supported by local subdivisions and local jurisdictions.

Commissioner Crockett moved to grant authority to complete infrastructure and planning grant applications that are supported by local subdivisions and local jurisdictions. Seconded by Commissioner Turner, the motion carried by unanimous vote.

Request for Assistance
None received.

13. **Chairman’s Report**

No report was given at this time.
14. **Other Matters**

   Eastern Shore of Virginia Broadband Authority Executive Director, Nick Pascaretti, updated the Board on recent ESVBA activities.

   Director of Planning, Curt Smith, mentioned to the Board that he hoped to be able to host a college intern. This intern would be paid directly by VIMS and the Virginia Sea Grant.

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