COMMISSIONERS PRESENT:

Robert Crockett  Accomack County
Reneta Major  Accomack County
Harris Phillips  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:

Laura Belle Gordy  Accomack County
Donald L. Hart, Jr.  Accomack County
Arthur Leonard  Town of Chincoteague

OTHERS PRESENT:

Elaine Meil  Curt Smith
David Annis  Melissa Matthews

1.  Call to Order

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

2.  Invocation

Commissioner Kellam offered the Invocation.
3. **Minutes of March 20, 2017 Meeting**

The minutes of March 20, 2017 Meeting were presented.

Commissioner Crockett moved to approve the Minutes of the March 20, 2017 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 Phillips, the motion carried by unanimous vote.

6. **March Financial Status Report**

The report indicated that 67.13 percent of the FY 2017 Budget had been expended while 75 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 Kellam, the motion carried by unanimous vote.

7. **FY 2018 Budget Requests**

Accomack County adopted its FY 2018 Budget with level funding recommended to the A-NPDC and ESVHA. The Groundwater Committee’s request to fund a saltwater intrusion study in the amount of $7,500 was included in the approved Accomack County FY 2018 Budget.
Northampton County is still in deliberations concerning its FY 2018 Budget. However, the following funding was recommended to the A-NPDC programs:

<table>
<thead>
<tr>
<th>Program</th>
<th>Level</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-NPDC</td>
<td>Level</td>
<td>$32,518</td>
</tr>
<tr>
<td>GreenWorks</td>
<td>Level</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>$32,518</td>
</tr>
<tr>
<td>Groundwater</td>
<td>Level</td>
<td>$17,885+$2,500=$20,385</td>
</tr>
<tr>
<td>ESVHA</td>
<td>Level</td>
<td>$4,747</td>
</tr>
</tbody>
</table>

The request on behalf of the GreenWorks Committee in the amount of $2,834 is not included in the recommendations. The Groundwater Committee’s request to fund a saltwater intrusion study in the amount of $7,500 is recommended (Household Hazardous Waste Funds in the amount of $5,000 were not requested). A work session is scheduled next week and the BOS will meet with outside agencies on April 18.

The Town of Chincoteague has included level funding of $7,000 to the A-NPDC in its proposed FY 2018 Budget.

8. Projects

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>9970</td>
<td>Capital Expenditures</td>
<td>Elaine Meil, ext. 116</td>
</tr>
<tr>
<td></td>
<td>No activity.</td>
<td></td>
</tr>
<tr>
<td>3002</td>
<td>Special Administrative Cost</td>
<td>Elaine Meil, ext. 116</td>
</tr>
<tr>
<td></td>
<td>Invoices are being paid as they are</td>
<td></td>
</tr>
<tr>
<td></td>
<td>received for items that cannot be</td>
<td></td>
</tr>
<tr>
<td></td>
<td>directly charged to the programs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>through the indirect rate. These</td>
<td></td>
</tr>
<tr>
<td></td>
<td>include items like Commissioner</td>
<td></td>
</tr>
<tr>
<td></td>
<td>travel, certain Attorney fees and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>certain staff development items.</td>
<td></td>
</tr>
<tr>
<td>3003</td>
<td>Intergovernmental Coordination and</td>
<td>Brenette</td>
</tr>
<tr>
<td></td>
<td>Information</td>
<td>Hinmon, ext. 100</td>
</tr>
<tr>
<td></td>
<td>One application was received on</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2/06/2017 from Angler Environmental</td>
<td></td>
</tr>
<tr>
<td></td>
<td>to make improvements to the Town of</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Exmore water system, sewer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>replacements and extension in</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Northampton County. Application</td>
<td></td>
</tr>
<tr>
<td></td>
<td>was completed by 3-6-2017, with no</td>
<td></td>
</tr>
<tr>
<td></td>
<td>conflicts</td>
<td></td>
</tr>
</tbody>
</table>
Planning Assistance Activities
Elaine Meil, ext. 116

Staff is writing the USDA Rural Business Development Grant.

Management Assistance Activities
Elaine Meil, ext. 116

Staff completed and submitted the Eastville Rural Health Center CBDG grant.

COMMUNITY DEVELOPMENT PROJECTS

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.

Capacity Building Grant
Elaine Meil, ext 116

A draft plan has been submitted to staff for review and the plan will be submitted for adoption to the Commission in July.

EDA-Economic Development Planning
Caroline Bott, ext. 111

Economic Development Committee Activities
The four newly created standing subcommittees of the A-N EDC will be meeting in April:

- Agribusiness and Food Processing – April 12 at 2:30 PM at the Agriculture Research and Extension Center in Painter
- Arts, Entertainment, Recreation, and Visitor Industries – April 12 at 9:30 AM at the Onley Town Center
- Foundational and Entrepreneurial – April 20 at 9:00 AM at the Onley Town Center
- Aerospace and Defense – April 25 at noon at Sentinel Robotic Solutions in Wallops Island

The subcommittees will review the current SET and CEDS projects specific to their industry cluster areas and begin the CEDS rewrite process.

Building Collaborative Communities Grant Activities:

- Monthly economic development newsletters continue to be published.
- Staff are currently interviewing marine-industry stakeholders to determine their workforce and facility needs. This information will be complied during the development of the strategic vision plan.
- The indoor environmental risk assessment and wastewater study of the Northampton County Community Facilities Building will be concluded in mid-April, the reports along with any adaptive reuse business plans will be presented to the Northampton County Board of Supervisors in May.
- Staff continue to meet with stakeholder groups aligned with potential adaptive reuses of the former school site. The group interested in developing a
community/commercial kitchen met on April 6. The group interested in a multi-use community center is meeting on April 18 at 5:30 PM at the Nassawadox Free Library.

- Staff are researching regional small business incubator models including HATCH, LaunchPad, and hotDesk for potential collaboration and or expansion on the Shore.
- Staff are developing a small business resource index based on feedback from community stakeholders. The Index will include links to organizations and resources at the local, state, and federal levels as well as a dashboard of relevant-regional data, and will be maintained on the A-NPDC website.

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

Go Virginia Economic Development Initiative
The Hampton Roads Regional Council held its initial meeting in April and the Shore’s sole representative, Roland Bailey, was in attendance. A GoVA orientation conference is scheduled for April 20 in Richmond. The A-N Economic Development Committee had agreed to forward the recommendation of funding to the Hampton Roads Regional Council for the Wallops Buildout Project. A new project will need to be identified as the VA General Assembly included funding for the project for the upcoming fiscal year. This will be a main point of discussion during the Committee’s upcoming meeting to be scheduled for May or June.

3401 VDOT Rural Transportation Planning-SPR Barb Schwenk, ext. 127
Staff experienced difficulties with the methodology for mapping the sidewalks in Onancock from aerial imagery for the Sidewalk Gap Study. After the TTAC meeting on March 28, VDOT staff reviewed the process and suggested an alternate way to conduct the study. Keisha Wilkins, VDOT, already had a nearly complete data set for sidewalks on the Eastern Shore based on previous work by Sue Simon. Ms. Wilkins sent the data set and staff reviewed it and confirmed that it could be used to complete this project by June 30.

Also at the TTAC meeting in March, staff presented research on the number of trucks that cross the CBBT and the Maryland line. Numbers between CBBT and VDOT differed because trucks are classified differently by each organization. However, northbound traffic proved to be much higher than southbound across the CBBT. Further research is being conducted to learn why a 2015 VTRANS2040 Freight Trends report predicts a sixteen-fold increase in tonnage through Northampton County by 2040, but only a four-fold increase in Accomack County.

The FY2018 Rural Transportation Planning Contract is up for renewal. Staff has prepared a draft work program of projects approved by the TTAC. A resolution authorizing the A-NPDC to apply for this funding ($58,000) is a yellow sheet enclosed in the packet.
Commission approval of enclosed Resolution was requested.

Commissioner Crockett moved to approve the Resolution as requested. Seconded by Commissioner Major, the motion carried by unanimous vote.

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.

While researching railroad right-of-way parcels, staff discovered that a section of the ROW was recorded as belonging to a private citizen and not The Nature Conservancy. TNC contacted Northampton County and corrected the record, as it was an error.

Staff and James McGowan, TNC, met with the new owners of Stingray’s Restaurant to apprise them of plans for the trail. They were very supportive and look forward to completion of Phase II from Cedar Grove Road to Capeville Drive, which has now been funded. US Fish & Wildlife Services are the construction managers for Phase II and will provide maintenance for that section. They have informally declined to maintain the Phase III section, which will add another layer of complexity to the project.

Next steps are environmental analysis, mapping of several route options, and public meetings to gather feedback on options.
The Town has a meeting with VDOT on Friday, April 14th to outline steps for documenting compliance with Buy America requirements for phases 2C and 2D. All federally funded projects are required to document that all steel products used were manufactured in America and meet product acceptance standards.

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 and with Harley Davidson of Virginia Beach closer to the CBBT. Additionally, sponsors are working with the vendor on their contracts and 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 March 19th event on Merry Branch Rd, Onancock collected 29 bags of trash, tires, mattresses, and more. The next cleanup is on Bayside Road from Church Neck Rd to Bayford Rd on April 22nd at 9:30am. The June event will be in conjunction with Clean the Bay Day on June 3 on Bradford Neck Rd, starting in Wachapreague.

Staff will be providing technical assistance to Waste Watchers in applying for several small Keep America Beautiful grants during the month of April.

PLANNING PROJECTS

VDEM and FEMA have reviewed the draft Plan, and staff has incorporated the required revisions and received the Approved-Pending Adoption status. Staff will present about the HMP to both Counties’ Boards and the Town Councils of Cheriton and Chincoteague in the next month with a request to adopt the new Plan. The other participating jurisdictions have been contacted and supplied the necessary materials to adopt at their next Town Council meetings. All signed adoption resolutions should be returned to staff and sent to FEMA in mid-May. That will be the final step in this iteration of the HMP. The next HMP will be due to FEMA in five years, to be adopted by April of 2022.

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 on May 18th at the Chincoteague Cultural Alliance. The brochure should be completed, printed, and supplied to distributors in Chincoteague by July.

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 March, 2017 and will meet again on April 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.
Staff is working with the VT extension service to combine the annual Well & Septic Forum with the Drinking Water 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 has applied to SERCAP for grant assistance to make the Drinking Water Clinic accessible for low-income households.
Staff will be presenting at the Northampton County Watershed Festival and the Exmore Earth Day Festival, and 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 which are due in 2018.

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.
The project is in the process of being closed out.

Staff will provide a brief presentation of the Coastal Resilience Tool and apps during the April meeting.

A-NPDC HOUSING PROJECTS

<table>
<thead>
<tr>
<th>3661</th>
<th>HUD-Housing Counseling Services</th>
<th>Patricia Connolly Grove, ext124</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Pre-Purchase Counseling</strong></td>
<td><strong>Current Month: Jan &amp; Feb</strong></td>
</tr>
<tr>
<td># of orientations held</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Orientation attendees</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Client Intakes</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>Additional Counseling Sessions Held</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td># of final workshops held</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Mortgage submissions</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Mortgage closings</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Financing leveraged</td>
<td>$202,268.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Growing Your Money Financial Literacy</th>
<th>Current Month: Jan &amp; Feb</th>
</tr>
</thead>
<tbody>
<tr>
<td>New GYM participants</td>
<td>15</td>
</tr>
<tr>
<td>GYM graduates</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Default and Foreclosure Counseling</th>
<th>Current Month: Jan &amp; Feb</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intake sessions</td>
<td>4</td>
</tr>
<tr>
<td>Additional Foreclosure Sessions</td>
<td>1</td>
</tr>
<tr>
<td>Positive Foreclosure Prevention Outcomes</td>
<td>0</td>
</tr>
<tr>
<td>Homeowner Budget/Predatory lending Counseling</td>
<td>2</td>
</tr>
</tbody>
</table>

New VHSP - 5
Continuum of Care (CoC)  
No new updates.

Accomack County VA HMGP 1491-001-037  
2004 Elevation Project  
John Aigner, ext. 118  
Last correspondence January 15, 2013.

Accomack County VA HMGP 4024-012  
Elevation Project  
John Aigner, ext. 118  
The project in Hacks Neck is complete. The final house in Greenbackville is 99% complete. Project closeout is scheduled for March 31, 2017.

9. Executive Directors Report

Rural Housing Advisory Council
The Virginia Housing and Development Authority has requested Executive Director to serve on the Rural Housing Advisory Council. The council advises VHDA on rural housing challenges and needs. The next meeting is April 19, 2017 and staff will attend.

VAPDC Conference
The summer conference dates will be July 19 – July 21 and the conference will be held at the Norfolk Waterside Marriott. Further details will be provided as they are received.

VantageTrust Company Request for Changes
VantageTrust Company, manage A-NPDC’s ICMA Retirement Fund, is requesting changes to the trust that holds the retirement funds. It appears they want to expand their business model to include private sector retirement accounts. They are encouraging us to vote for the proposed amendments because it will help “sustain and enhance delivery of products and services to local governments. It was not clear to staff that there are any benefits for voting for the proposed amendments. The amendments are attached.

Authorization to vote yea or nay was requested.

Commissioner Crockett moved to grant authorization for the Board to vote yea or nay. Seconded by Commissioner Phillips, the motion carried by unanimous vote.

The Board then unanimously voted “nay”.

FY2018 Budget Concerns
Staff continues to monitor the federal budget. Staff signed a letter from other Virginia organizations requesting continuation of coastal management funds.
Staff has developed the first draft of the A-NPDC budget. There is a gap and staff is developing a Close the Gap worksheet. A-NPDC staff has been writing grants and currently outstanding grants would be sufficient to fill one and half times the current gap.

**RC&D Council**

Dr. Art Schwarzchild was the A-NPDC representative from Northampton County on the RC&D Council. Due to his unfortunate death, A-NPDC now needs to appoint a new representative. There is also an Accomack County vacancy. Staff can publish the availability of these positions or the Commission could suggest persons who might be interested in serving.

Guidance was requested.

Commissioner Crockett suggested to publish both openings on the RC&D Council. The Board unanimously agreed.

**Request for Assistance**

None received.

10. **Chairman’s Report**

No report was given at this time.

11. **Other Matters**

Executive Director Meil informed the Board that Nick Pascaretti, Executive Director of Eastern Shore of Virginia Broadband Authority, has resigned from his position.

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