ACCUMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
May 15, 2017 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
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:

Arthur Leonard                                      Town of Chincoteague

OTHERS PRESENT:

Elaine Meil                                          Curt Smith
David Annis                                          Melissa Matthews
Susan Haycox                                         John Aigner
Joe Betit, Accomack County Resident

1. Call to Order

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

2. Invocation

Commissioner Turner offered the Invocation.
### Minutes of April 17, 2017 Meeting

The minutes of April 17, 2017 Meeting were presented.

Commissioner Turner moved to approve the Minutes of the April 17, 2017 Meeting. Seconded by Commissioner Phillips, the motion carried by unanimous vote.

### Public Participation

No public participation took place at this time.

### 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 Duer moved to approve the Bills Payable and current Financial Statement as presented. Seconded by Commissioner Lemond, the motion carried by unanimous vote.

### April Financial Status Report

The report indicated that 75.16 percent of the FY 2017 Budget had been expended while 83.33 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 Duer, the motion carried by unanimous vote.

### FY 2017 Budget Amendments

Adoption of the following budget amendments was requested:

**PLANNING PROJECTS**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Project Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>VDEM Hazard Mitigation Plan Update</td>
<td>$37,838.00</td>
</tr>
<tr>
<td></td>
<td>Administrative Services</td>
<td>$2,409.00</td>
</tr>
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</table>

**ITEM 1** represents the amendment to adjust final revenues available for FY 2017. The project will close by June 30.
2. Chincoteague Bay Field Station
   Pass-through funding + 7,750.00

ITEM 2 represents the recently awarded grant titled, “Enhancing Coastal Resilience and Environmental Education at Saxis Island, Virginia through the Construction of an Artificial Oyster Reef.”

A-NPDC HOUSING PROJECTS
3. HUD Housing Counseling Services
   Counseling and Administrative $ 27,000.00
   + 11,054.00
   $ 28,054.00

ITEM 3 represents the amendment to include additional HUD Housing Counseling funds recently awarded by DHCD to further support A-NPDC housing counseling goals.

A-NRHA HOUSING PROJECTS
4. A-NRHA Section 8 Ongoing Services $258,000.00
   Administration + 20,000.00
   $278,000.00

ITEM 4 represents the amendment to include additional funds available through HUD for Section 8 administrative services. Staff has continued to assure that the program has sustained its higher lease rate resulting in additional funds available for Administrative Services.

5. Fraud Recovery for Section 8 Program $ 2,000.00
   Collection and Administration Services + 14,000.00
   $ 16,000.00

ITEM 5 represents the amendment to include additional funds available through the Section 8 Fraud Recovery Program. A total of $15,911 was collected through April 30, and an additional $5,000 is projected through the end of the fiscal year.

The net change to the FY 2017 budget is $50,395.

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

Commissioner Crockett moved to adopt the FY 2017 Budget Amendments as presented. Seconded by Commissioner Lemond, the motion carried by unanimous vote.

8. FY 2018 Budget Requests

The Budget Committee (Commissioners Lemond, Turner, and Phillips) will meet at 6:30 PM prior to the May 15 Commission meeting to discuss the FY 2018 Budget Requests and current draft of the FY 2018 Budget. All Commissioners are welcome to attend.
9. Contracts

Southeast Rural Community Assistance Project for Well Testing
The Virginia SERCAP President has indicated that they will supply the $10,000 needed to subsidize the fall Well Water Testing & Drinking Water Clinic being offered by the Virginia household Water Quality Program in conjunction with the Virginia Cooperative Extension. This would significantly reduce the cost to local residents for whom the typical $55 fee is cost-prohibitive.

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

Commissioner Duer moved to grant approval for the Executive Director to execute the Southeast Rural Community Assistance Project for Well Testing contract. Seconded by Commissioner Smith, the motion carried by unanimous vote.

Virginia Tourism Commission Sponsorship and Technical Assistance for the Virginia Ecotour Guide Certification Course
For the course to be offered January through March of 2018 and in partnership with ESCC, RCC, VCZMP, VDCR, local ecotourism operators, and more, the Virginia Tourism Commission would like to contribute $10,000 in funds. A portion of these funds will be distributed via subcontract to a community college.

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 Virginia Tourism Commission Sponsorship and Technical Assistance for the Virginia Ecotour Guide Certification Course contract. Seconded by Commissioner Phillips, the motion carried by unanimous vote.

Planning Assistance to States from the United States Army Corps of Engineers
Planning Assistance to States (PAS) is a short-term service that the Corps provides in the preparation of comprehensive plans for the development, utilization, and conservation of water and related land resources. These studies are only planning level of detail, and do not include detailed design for project construction. Working closely with the Eastern Shore Regional Navigable Waterways Committee and using the data management services of the VIMS Research Aide Intern, the final product would be a plan including options for beneficial use of spoil (for both mitigation and ecosystem enhancement) for several federal channels and their adjacent ecosystems. This is a fund-free program and operates with an in-kind service 50:50 match.

It was requested that the Commission consider granting approval for the Executive Director to execute the contract.
Commissioner Crocket moved to grant approval for the Executive Director to execute the Planning Assistance to States from the United States Army Corps of Engineers contract. Seconded by Commissioner Turner, the motion carried by unanimous vote.

Virginia Institute of Marine Science Research Aide Internship
The Virginia Institute of Marine Science has advertised for a summer, full-time, hourly internship to work as the Research Aide to the A-NPDC Coastal Resources Program Manager for the summer of 2017. VIMS will pay the intern wages and there will be no cost to the A-NPDC. The intern will primarily work from a distance, but will be present in the A-NPDC regularly to receive guidance from staff and aide in coordinating meetings and outreach materials.

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

Commissioner Duer moved to grant retroactive approval for the Executive Director to execute the Virginia Institute of Marine Science Research Aide Internship contract. Seconded by Commissioner Turner, the motion carried by unanimous vote.

10. Grants

Wellhead Protection Implementation Project
VDH Office of Drinking Water offers funding through the Federal Safe Drinking Water Act Drinking Water State Revolving Fund Set-Asides for wellhead protection projects.

It was requested that the Commission consider granting approval to submit an application for VDH Wellhead Protection Implementation Grant with the purpose of establishing a year-round collection site for household hazardous waste.

Commissioner Turner moved to grant approval to submit an application for VDH Wellhead Protection Implementation Grant with the purpose of establishing a year-round collection site for household hazardous waste. Seconded by Commissioner Crockett, the motion carried by unanimous vote.

11. 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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<table>
<thead>
<tr>
<th>3002</th>
<th>Special Administrative Cost</th>
<th>Elaine Meil, ext. 116</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>
</tr>
</tbody>
</table>
Intergovernmental Coordination and Information

One application was received on 2/06/2017 from Angler Environmental to make improvements to the Town of Exmore water system, sewer replacements and extension in Northampton County. Application was completed by 3-6-2017, with no conflicts.

Planning Assistance Activities

Staff continues to support Go Virginia. Both Commissioner Bailey and Economic Development Coordinator Bott were able to attend the Go Virginia Orientation Conference. Staff are still working with the Town of Parksley on the downtown revitalization planning.

Management Assistance Activities

Administrative staff continue to work with clients to assist them in obtaining assistance, answering questions, and providing assistance to project and program staff with callbacks and tracking of incomplete documentation. A-NPDC receives over 3,000 individual client visits.

COMMUNITY DEVELOPMENT PROJECTS

Asset Management

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

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

The four industry cluster working groups met individually during April to begin the merge process for the two regional economic development plans and to discuss new projects. The working groups’ action plans were updated and potential new projects, ideas, and opportunities were captured in a Parking Lot document for future consideration. The action plans can be viewed on the A-NPDC website: http://www.a-npdc.org/accomack-northampton-planning-district-commission/ed-office/ed-projects/plans/

The full Economic Development Committee (EDC) is responsible for approving any changes to the action plans, including the addition of new Goals, Objectives, and
Strategies. The EDC will vote to approve any proposed amendments within the four action plans at their next committee meeting on **June 6 at 3:00 PM at the Eastern Shore Community College Workforce Development Center**. Staff will then develop the first draft of the CEDS plan for consideration at the EDC meeting in the fall.

**Building Collaborative Communities Grant Activities:**
- Monthly economic development newsletters continue to be published.
- The marine-industry stakeholder surveys to determine workforce and facility needs are nearing completion. The information will be compiled for the development of a strategic vision plan. One immediate take-away is that there are a number of fragmented resources already on the Shore, staff plan to develop a clearinghouse page on the A-NPDC website to consolidate the available resources and information for community-wide benefit.
- Staff presented the findings of the indoor environmental risk assessment and wastewater treatment assessment of the Northampton County Community Facilities Building to the Board of Supervisors in May. A second phase of the indoor risk assessment is currently underway to develop a mold management plan for the areas of concern.
- Staff continue to meet with stakeholder groups aligned with potential adaptive reuses of the former school site. One group, the “Historic Northampton County High School Community Center,” has taken the lead in developing a business plan for a multi-use community center.
- Staff purchased software under the grant to develop a data dashboard for the region. Input from stakeholders via a community survey was solicited to determine the initial focus of the dashboard which will be available on the A-NPDC website.

**Regional Navigable Waterways Committee**
The Committee is scheduling the next meeting for June.

**Go Virginia Economic Development Initiative** Staff attended the GoVA orientation conference on April 20 in Richmond and the Region 5 Executive Committee meeting on May 2 in Norfolk. Roland Bailey is the Shore’s representative on the Council and will work with the A-N EDC to identify and prioritize eligible and competitive projects for funding to the Regional Council. In FY17 there is $3.6M in capacity building available across the Commonwealth. In FY18 there is $10.9M in formula allocation funding and $11.3M in competitive funding, in addition to $2.25M in capacity building.

**3401 VDOT Rural Transportation Planning-SPR** Barb Schwenk, ext. 127
The methodology for mapping all sidewalks on the Eastern Shore was reviewed and a solution was found. At this point, all sidewalks visible from Google Earth along with data sent by VDOT have resulted in all sidewalks being mapped and categorized as 1) ADA compliant, 2) Non-ADA compliant but functional, and 3) Non-ADA compliant and unsafe. The next step is to conduct field verifications on those sidewalks where Google Earth did not provide street views. Next the data will be organized and presented to the towns for prioritization and passed onto VDOT for future funding to improve identified sections. Staff submitted a draft FY2018 project work program for SPR funds approved by the TTAC. No response from VDOT has yet been received.
Staff met with US Fish and Wildlife Services on May 8 to discuss the possibility of ownership of Phase III by the F&WS. At this point, it does not appear probable that the federal agency will own it. Staff continues to look for feasible owners and/or an organization to commit to maintenance of the trail after it is built.

The A-NPDC attorney is researching liability issues for a rails-with-trails option for a route along the north side of the Bay Coast Railroad line on Stone Road between Parsons Circle Road and Fig Street in Cape Charles. Next steps are environmental analysis, mapping of several route options, and public meetings to gather feedback on options.

The Town met with VDOT in April 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. The meeting did not result in a clear path forward. The Town has requested specific guidance from VDOT and is waiting on a response.

Staff is planning a press release and additional publicity for the Sponsor-a-Highway Pilot Program (SAHPP). The first signs for the SAHPP have been installed 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. The cleanup on Bayside Road on April 22nd collected over 30 bags of trash with 16 volunteers participating. The June event will be in conjunction with Clean the Bay Day on June 3 on Bradford Neck Rd, meeting and starting in Wachapreague.

Staff will has provided technical assistance to Waste Watchers in applying for several small Keep America Beautiful opportunities including funding for native planting in Saxis, intern funding from ESCC for Waste Watchers, and lids for trash receptacles at Accomack County boat ramp facilities.
PLANNING PROJECTS

3531 VDEM Hazard Mitigation Plan Revision

Shannon Alexander, ext.115

FEMA has moved the 2016 Plan into the Approved-Pending Adoption status. Staff has presented the HMP to both counties’ Boards and some town councils. Both counties and half of the 16 participating towns have signed adoption resolutions. All signed adoption resolutions should be returned to staff and sent to VDEM and FEMA in mid-June. That will be the final step in this iteration of the HMP and the project will be closed by the end of June. The next HMP will be due to FEMA in five years, to be adopted by April of 2022.

3541 & 3551 A-N VCZM Technical Assistance, FY

Shannon Alexander, ext.115

14 1st Qtr1

The Climate Adaptation Working Group newsletters are distributed biweekly and are all now available online. The next Climate Adaptation Work Group meeting was Tuesday, May 9 at 1pm at the VIMS Eastern Shore Laboratory in Wachapreague. Meetings will continue quarterly, but prescheduled meetings will be rescheduled to promote additional attendance. Staff is working with CCRFR and the Wetlands Watch Collaboratory towards potential research on the Shore.

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 has accepted an invitation to serve on the Stormwater Management Working Group that is being formed in response to HB 1774 (Chapter 345 of the 2017 Acts of Assembly). The first meeting will be in Richmond on Tuesday, July 11th. All meetings will be complete by the end of the calendar year and prior to the next session of the General Assembly.

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 April, 2017 and will meet again on May 17. 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 has provided a complete and signed Agreement between the Town of Tangier and Tyson Farms, Inc. to the Virginia Nutrient Credit Exchange. This unique partnership will provide significant financial relief to the Town of Tangier.
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. Staff will meet with the extension agents and attend a webinar training on May 19th. Staff anticipates receiving SERCAP funds to provide subsidies for all 200 participants in the water clinic, making the Drinking Water Clinic accessible for low-income households.

Staff presented to over 160 students on April 18 at the Northampton County Watershed Festival and to over 100 residents at the Exmore Earth Day Festival, and will be presenting to the Master Gardeners on July 11.

Staff is representing the Eastern Shore with a seat on the Eastern Virginia Groundwater Management Advisory Committee at monthly meetings in Richmond.

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.

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

The event was held on May 6 from 10am to 2pm at the Fishers Corner, Painter, and Eastville Convenience Centers. There were over 50 participants and almost 3,000 pounds of hazardous waste were prevented from entering the landfill or potentially endangering our surface and groundwaters. After this year, the ESVA Ground Water Committee intends to focus energies on conductivity (salinity) well logging and is pursuing various funding options to ensure that this event can continue in the future.

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

The project is in the process of being closed out.

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**A-NPDC HOUSING PROJECTS**

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

<table>
<thead>
<tr>
<th>Pre-Purchase Counseling</th>
<th>Current Month: March &amp; April</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>10</td>
</tr>
<tr>
<td>Additional Counseling Sessions Held</td>
<td>12</td>
</tr>
<tr>
<td># of final workshops held</td>
<td>0</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>
<td>Growing Your Money Financial Literacy</td>
<td>Current Month: March &amp; April</td>
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<td>--------------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>New GYM participants</td>
<td>38</td>
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<tr>
<td>GYM graduates</td>
<td>0</td>
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<table>
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<tr>
<th>Default and Foreclosure Counseling</th>
<th>Current Month: March &amp; April</th>
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</thead>
<tbody>
<tr>
<td>Intake sessions</td>
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<tr>
<td>Additional Foreclosure Sessions</td>
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<tr>
<td>Positive Foreclosure Prevention Outcomes</td>
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<tr>
<td>Homeowner Budget/Predatory lending Counseling</td>
<td>2</td>
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<tr>
<td>New VHSP – 5</td>
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</tr>
</tbody>
</table>

There were three Financial Literacy Classes conducted in March and April as part of the Briefings for Section Eight clients.

A Homeowner Class is being planned for the end of May for families who have recently purchased homes. The class will be teaching some simple “do it yourself” repairs and providing information on home maintenance. We will also cover topics about protecting their investment.

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

No new updates.

**Accomack County VA HMGP 1491-001-037** John Aigner, ext. 118

2004 Elevation Project

Last correspondence January 15, 2013.

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

Elevation Project

All elevations have been completed. Project closeout paperwork is being compiled for submission to VDEM.
12. Executive Directors Report

**Rural Housing Advisory Council**

VHDA’s Rural Housing Advisory Council is focused on homeownership and rental housing needs in Virginia. The Trump Administration has signed an executive order titled “Promoting Agriculture and Rural Prosperity in America” that forms the Interagency Task Force on Agriculture and Rural Prosperity to look into growth in rural communicates and in further communication indicated this is also going to include housing and broadband. The Task Force replaces the White House Rural Council. The Rural Housing Advisory Council will continue to monitor the actions and opportunities that may result for Virginia’s rural counties.

**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.

Three rooms are being held for the conference. If any Commissioners were interested in attending this year, please let Director of Administration Haycox know.

**VantageTrust Company Request for Changes**

A-NPDC’s nay ballot was submitted. There has been no communication regarding the results of the ballot.

**FY2018 Budget Concerns**

Staff continues to monitor the federal budget. VCZM has informed us that the coastal management funds were included in full and the President has stated that, if the legislation passes the Congress he will sign the bill.

Staff has developed the first draft of the A-NPDC budget. The Budget Subcommittee will be meeting to review the draft, and the 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**

No update.

**Request for Assistance**

None received. Staff is currently following up with an information request from the Town of Keller regarding the requirements to apply for a DHCD innovation grant for broadband deployment.

13. Chairman’s Report

No report was given at this time.
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:

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Elaine K. N. Meil
Executive Director