COMMISSIONERS PRESENT:

Robert Crockett          Accomack County  
Laura Belle Gordy        Accomack County  
Donald L. Hart, Jr.      Accomack County  
Reneta Major             Accomack County  
Harris Phillips          Accomack County  
Bryan Smith              Accomack County  
Roland Bailey            Northampton County 
Robert Duer              Northampton County 
Granville Hogg           Northampton County 
Rev. Charles J. Kellam   Northampton County 
Larry Lemond             Northampton County 

COMMISSIONERS ABSENT:

Gwendolyn F. Turner      Accomack County  
Arthur Leonard           Town of Chincoteague 

OTHERS PRESENT:

Elaine Meil              Curt Smith  
Kat Edwards               Melissa Matthews  
Susan Haycox              Joe Betit, Accomack Resident 

1. Call to Order

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

2. Invocation

Commissioner Major offered the Invocation.
3. Minutes of May 15, 2017 Meeting

The minutes of May 15, 2017 Meeting were presented.

Commissioner Crockett moved to approve the Minutes of the May 15, 2017 Meeting. Seconded by Commissioner Phillips, 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. May Financial Status Report

The report indicated that 81.43 percent of the FY 2017 Budget had been expended while 91.67 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 Kellam, the motion carried by unanimous vote.

7. FY 2018 Budget/Annual Work Program

The Budget Committee met at 6:30 PM prior to the June 19 Commission meeting to review the proposed FY 2018 Budget/Annual Work Program. All Commissioners were welcome to attend.
The major highlights and items for discussion are as follows:

**PROJECTED REVENUES:**
- Level funding is included from the State and Localities.
- HUD Housing Counseling, HOME Downpayment Assistance, VHDA REACH Foreclosure, Housing Counseling and Homeless Solutions Management (DHCD) have not been officially offered, but are based on the previous year awards.
- New applications which are included but have not yet been awarded include the DHCD-HOME Rehab Funds Project, Eastville Rural Health CDBG Project, DEQ 309 Working Waterfront Project, and the DEQ 306 Water Trails Project. We have received positive feedback from the funding agencies for each of these projects.
- Multi-year projects such as Pine Street Tax Credit, Bailey Road Project, EDA Regional Development Planning Grant, and DHCD Capacity Building Project reflect the projected remaining balances as of June 30, 2017.
- HUD Section 8 Fraud Recovery program (A-NRHA) reflects the increase in the fraud investigation along with increased revenues.
- Estimated remaining balances for multi-year grants from FY 2017 have been transferred into FY 2018 for Planning Projects.

**PROJECTED EXPENDITURES:**
- As directed by A-NPDC Commissioners to follow Accomack County guidelines established in their budget and Personnel Policies, a 2% salary increase effective August 1 is projected in the current year budget.
- Fringe Rate is reflected separately for full-time staff (27.20%) and part-time staff (8.14%).
- Accomack County’s FY 2018 Budget reflects an increase in the amount paid by the County on behalf of family health insurance plans. An increase in the amount paid for family insurance is not included in this proposed budget, but if anticipated projects are funded as expected staff would like to work with Budget Committee to increase the amount paid for the family health insurance. In addition, Accomack County has had an agreement with VRS for years to help fund retiree health insurance. Staff will be contacting VRS to determine the cost and if that benefit may also be added to the current budget contingent upon outstanding grant applications being funded.
✓ Operating expenses have been reviewed and adjusted accordingly as compared to current estimates and year-to-date expenses for May 2016.

OTHER NOTES:
✓ Excess revenues over expenditures are projected to be $17,217.00.

✓ The projected indirect cost rate is projected at 37.36% for FY 2018 while the indirect cost rate was estimated at 36.10% for FY 2017.

✓ All programs managed by the A-NPDC are detailed along with the program goals, FY 2018 objectives, budgeted revenues and expenditures.

Commission adoption of the Proposed FY 2018 Budget/Annual Work Program was requested.

Commissioner Lemond stated the Budget Committee recommended approval, therefore he moved to approve the FY 2018 Budget/Annual Work Program as presented. Seconded by Commissioner Phillips, the motion carried by unanimous vote.

8. **Contracts**

**U.S. Geological Survey Electromagnetic-Induction Logging Contract**
As completed in August of 2008 and August of 2016, this 50:50 ($14,000 for each party) cost-shared program will sample 6 wells in each County and provide insight as to cause and trends in salt water intrusion. Additional funds were requested from and approved by each County to cover this cost.

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

Commissioner Phillips moved to grant authorization for the Executive Director to execute the U.S. Geological Survey Electromagnetic-Induction Logging Contract. Seconded by Commissioner Crockett, 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>No activity.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>3002</th>
<th>Special Administrative Cost</th>
<th>Elaine Meil, ext. 116</th>
</tr>
</thead>
<tbody>
<tr>
<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>
<td></td>
</tr>
</tbody>
</table>
3003 Intergovernmental Coordination and Information
Brenette Hinmon, ext. 100
No Report.

3010 Planning Assistance Activities Elaine Meil, ext. 116
Staff continues to support Go Virginia activities. Staff are working with the Town of Parksley on the downtown revitalization planning.

3016 Management Assistance Activities Elaine Meil, ext. 116
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

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

3320 EDA-Economic Development Planning Caroline Bott, ext. 111
Economic Development Committee Activities
The Economic Development Committee (EDC) met on June 6 at 3:00 PM at the Eastern Shore Community College Workforce Development Center. The Committee approved the industry sector action plans (http://www.a-npdc.org/acomack-northampton-planning-district-commission/ed-office/ed-projects-plans/) for inclusion in the merged comprehensive regional economic development plan that is being prepared for submission to the Economic Development Administration later this year. Staff will be developing the draft plan over the summer for review by the Committee at their next meeting in September. New to the plan this year is a focus on economic resiliency. Staff also updated the Committee on the Building Collaborative Communities Grant, the GO Virginia initiative, and economic development-related legislation (see below).

Building Collaborative Communities Grant Activities:
- Staff have requested a three-month extension from DHCD of the initial grant period ending on June 16 with an estimated carryover of $5,000. Several factors led to a
delayed drawdown of project funds, including a late award, which resulted in the first regional entrepreneurial training occurring before the start of the grant, thus non-reimbursable. In addition, project activities were slowed due to the departure of both the Northampton County Administrator and the Economic Development Director, both of whom were key stakeholders in the application. The extension, should it be approved, will allow staff to continue grant-related capacity building activities, attend several conferences, and to develop the small business resource index data dashboard on the A-NPDC website.

- The project budget was amended to allow for the purchase of a large format printer (plotter) to assist with capacity building and stakeholder engagement activities. The existing plotter has been in service for nearly two decades, and has become increasingly difficult to purchase supplies for and to service.
- Staff met with representatives from the ESCC Workforce Development Program to discuss the results of the marine industries sector interviews. The interviews involved over 20 individuals from seven marine-related sectors (aquaculture/seafood, eco tourism, marine science, public safety, recreation, aerospace, research/education). Identified curriculum-related needs included small engine repair, pump operation/maintenance, basic food handling safety. Identified facility-related needs included a pool for various trainings such as swimming, lifeguard, STWC (Standards for Training, Certification, and Watchkeeping), aquariums and touch tanks for marine life teaching and an area for hands on training for pumps and other gear. The biggest take away from the interviews was the need for greater dissemination of information about programs, courses, and training opportunities already in existence on the Shore and across the region. Staff are developing a page on the A-NPDC website with marine industry-related links and information.
- On June 28 at 5:30 PM there will be a community meeting at Indiantown Park in Eastville for individuals interested in developing a multi-use community center at the Northampton County Community Facilities Building (mostly recently known as the Northampton County Middle School in Machipongo).

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

**Go Virginia Economic Development Initiative**
The Region 5 GO Virginia Council meet on June 6 in Norfolk. Local representative Roland “Butch” Bailey was expected to be in attendance at the meeting. The Council is currently developing a Regional Growth & Diversification Plan that will identify the region’s economic opportunities, needs, and challenges, while taking into account existing business strength, leading industry clusters, workforce considerations, and new emerging opportunities that will lead to higher paying jobs in the region. Once the plan is in place, regions can begin to identify projects for potential funding. It was shared at the
EDC meeting that NASA officials hosted several of the GO Virginia Board Members at the Wallops Flight Facility earlier this spring.

Socio-economic Impacts of Conserved Land on Virginia’s Eastern Shore
The Virginia Coastal Zone Management Program has funded a study to analyze the direct, indirect, and induced economic impacts of conserved lands in Accomack and Northampton Counties. A study management team consisting of local and regional government representatives from each county, A-NPDC, and ES Soil & Water Conservation District are currently reviewing a draft of the final report which will be made available later during the summer. The study is the first of its kind to assess the economics of conservation lands in the Commonwealth and will provide useful perspective for conservation managers and local governments alike.

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.

This month all data was entered and field verifications were conducted. Currently, VDOT has the map files and is sorting the data according to jurisdiction, sidewalk category, miles or each category, percentage of each category, and maps will be made for each town.

A project carried over from FY17 program activities is to inventory rural roads in both counties that are private, unpaved, and unmaintained. These are to assessed against VDOT’s criteria for inclusion in the Rural Addition Program along with rough cost estimates. Staff has mapped all private roads in Accomack County using data from the county’s planning staff, and is currently doing the same for those roads in Northampton County that meet the criteria.

Staff submitted a draft FY2018 project work program for SPR funds approved by the TTAC. Contracts authorizing the projects in the draft FY2018 work program were received and executed.

3402 VDOT-Southern Tip Bike Trail Phase III Feasibility Assessment Barb Schwenk, ext. 127
Staff continues to look for feasible owners and/or an organization to commit to maintenance of the trail after it is built. The Virginia Department of Conservation and Recreation is potentially interested in owning the trail dependent on maintenance cost. Staff will meet with DCR after more is known about a feasible route and the cost can be estimated more accurately.
A-NPDC’s attorney, David Rowan, prepared his opinion on the burden of liability for the railroad should anyone be injured along the tracks in a “trail-with-rail” scenario. That opinion was shared with Bay Coast Railroad which is now consulting its legal team.

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 response has been received from VDOT on the scope of required actions by the Town.

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 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. During the hot, heavily vegetated, and buggy months of July and August, this program is on hold.

Staff provided technical assistance to Waste Watchers resulting in the award of $750 in funding for a “community beautification” project from Keep Virginia Beautiful. The project will involve the purchase and planting of native, hardy plants for their town line and public pavilion area of the Town of Saxis.

**PLANNING PROJECTS**

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

All signed adoption resolutions have been sent to VDEM and FEMA. 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.

FEMA is proposing a requirement to track all development in flood plains. The Board requested that letters be sent to all towns informing them of this proposition.
The Climate Adaptation Working Group newsletters are distributed biweekly and are all now available online. The last Climate Adaptation Work Group meeting was Tuesday, May 9. Meetings will continue quarterly. Staff was interviewed by students from Randolph-Macon College as well.

Staff met with stakeholders on May 18th and is incorporating suggested edits to the Walking & Biking Tour of Historic Chincoteague. The brochure should be completed, printed, and supplied to distributors in Chincoteague by the July Fourth holiday.

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.

The Ground Water Committee met in May, 2017 and will not meet again until August. 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. SERCAP funds are subsidizing the cost 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.
Staff submitted the VDH Wellhead Protection Implementation Grant application and awaits results. The project would construct a permanent regional household hazardous waste collection site and develop the associated administration and trainings necessary for program success and longevity.

The project is in the process of being closed out.

### 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>
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<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>
</tr>
<tr>
<td>Mortgage submissions</td>
<td>0</td>
</tr>
<tr>
<td>Mortgage closings</td>
<td>1</td>
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<tr>
<td>Financing leveraged</td>
<td>$131,572.00</td>
</tr>
</tbody>
</table>

#### Growing Your Money Financial Literacy

<table>
<thead>
<tr>
<th>Current Month: March &amp; April</th>
</tr>
</thead>
<tbody>
<tr>
<td>New GYM participants</td>
</tr>
<tr>
<td>GYM graduates</td>
</tr>
</tbody>
</table>

#### Default and Foreclosure Counseling

<table>
<thead>
<tr>
<th>Current Month: March &amp; April</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>
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.

The Community Partners of the Eastern Shore (CPES) is the local Continuum of Care (CoC) whose mission is to develop, sustain and coordinate a comprehensive CoC for the homeless and near homeless citizens of the Eastern Shore of Virginia. Our CPES is a member of the Department of Housing and Community Development (DHCD) Balance of State (BoS) Continuum of Care (CoC).

CPES Executive Committee reviewed and recommended adoption of the National Alliance to End Homelessness (NAEH) Rapid re-housing (RRH) Performance Benchmarks and Program Standards (PBPS) at the recommendation of Department of Housing of Community Development (DHCD). During the General Membership meeting held on May 11, 2017, CPES members voted to adopt the NAEH RRH PBPS and begin the implementation phase effective July 1, 2017.

CPES Executive Committee received technical assistance on April 13, 2017, from the DHCD. They recommended several areas of improvement, including development of the CoC Performance Standards and Policies (PSP). The Executive Committee recommended to its membership to revise the Bylaws to ensure our CoC adheres to the System Level Procedure developed by the BoS as applicable to our geographic area. On May 11, 2017, during our General Membership Committee Meeting, CPES members voted to amend its Bylaws to ensure compliances with said procedures.

CPES Executive Committee continues to work with DHCD and its members to develop its own CoC PSP. We have attached the draft for your review. This document will be submitted to our DHCD BoS representative to ensure compliance with the adopted BoS System Level Procedure. Once approved, CPES members/providers will adopt and employ.

Last correspondence January 15, 2013.
Project closeout documentation has been submitted to VDEM.
No word on the new application that was submitted for Accomack County recently.

10. Executive Directors Report

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. Four Commissioners have registered to attend.

Capacity Grant Training
As part of the Capacity Grant, staff was able to arrange for approval for lower cost software from Techsoup and also ESRI. This allowed unused funds from the Capacity grant that was marked for software to be reprogrammed into staff training. VHDA approved the line item changes. Housing Inspector Williams has now been able to complete lead testing certification and is obtaining his license for Eastern Shore housing projects. Additional training is planned.

RC&D Council
A newspaper advertisement has been placed accepting applications for two representatives to the RC&D Council.

Request for Assistance
None received.

11. Chairman’s Report

No report was given at this time.

12. Other Matters

It was brought to our attention during a recent Administrative Review by VHDA that some policies should be updated to further explain current procedures.

Approval of the following addition to the “Code of Conduct” policy adopted in 2008 to include a process for staff and volunteers to report conflicts of interest was requested:

E. ADMINISTRATION
1. Any employee, officer, volunteer or agent of the A-NPDC should report violations of this Code of Conduct to his/her supervisor, or the Chairman of the Commission.
2. There will be no retaliation against any party who makes a good faith complaint concerning violations of this Code of Conduct, regardless of whether it is ultimately determined that such violation has in fact occurred. Nor will there be any retaliation
against any party who provides information in the course of an investigation into alleged violations of this Code of Conduct.

3. All management employees have a responsibility to be sensitive to and deal with violations of this Code of Conduct. This responsibility includes monitoring all relevant work activities and contacting a higher level supervisor or the Chairman of the Commission, if it is reasonably believed that a violation of the Code of Conduct has occurred. Any such report shall be investigated regardless of whether a formal complaint has been made.

The updated Code of Conduct was presented.

Commissioner Crockett moved to approve the addition to the “Code of Conduct” policy adopted in 2008 to include a process for staff and volunteers to report conflicts of interest. Seconded by Commissioner Phillips, the motion carried by unanimous vote.

Approval of the following additions to the “Financial Procedures” manual adopted in 2010 to further explain how time and property are allocated to grant programs was requested:

SECTION XI. PAYROLL AND HIRING
Amend Item E. to add additional description concerning how timesheets are allocated to grants as follows:

E. (Current Policy) Each employee must submit Time and Attendance Records (Timesheet and Work log where appropriate) by the day after payroll, unless on travel. Timesheets are approved by immediate supervisors and the Executive Director. In absence of the Executive Director, an assigned management team member may approve.

(Addition to Current Policy) To insure that all time and effort is billed accurately, hours from the submitted Time and Attendance Records are entered into the Grants Management System Accounting Software (GMS) directly by the Director of Administration. The GMS software is a database management system which is designed to allocate charges to the individual grants based on hours worked during each pay period multiplied by the current hourly rate of pay per individual.

Commissioner Crockett moved to approve the additions to the “Financial Procedures” manual adopted in 2010 to further explain how time and property are allocated to grant programs. Seconded by Commissioner Lemond, the motion carried by unanimous vote.

SECTION XV. PROPERTY
Add the following item to the “PROPERTY” Section to further explain how assets are allocated to grants:

L. Cost of equipment which is not budgeted and charged directly to a grant-funded program is posted to an Asset general ledger account. Annual depreciation expense is then charged to the Indirect Cost Allocation Plan which is approved
annually by our cognizant agency. Please refer to Section XXII. COST ALLOCATION for additional information.

The complete Financial Procedures Manual was available for review.

Commissioner Crockett moved to add a clause explaining how assets are allocated to grants to the “Property” Section. Seconded by Commissioner Lemond, the motion carried by unanimous vote.

13. **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