

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION  
MINUTES OF THE  
August 19, 2013 MEETING  
HELD AT THE ENTERPRISE BUILDING  
ACCOMAC, VIRGINIA

COMMISSIONERS PRESENT:

Robert Crockett	Accomack County
Laura Belle Gordy	Accomack County
John C. Gray	Accomack County
Donald L. Hart, Jr.	Accomack County
Kay W. Lewis	Accomack County
Thomas E. Rienarth	Accomack County
Roland Bailey	Northampton County
Richard L. Hubbard	Northampton County
Rev. Charles J. Kellam	Northampton County
Willie Randall	Northampton County
Laurence J. Trala	Northampton County
John H. Tarr	Town of Chincoteague

COMMISSIONERS ABSENT:

Gwendolyn F. Turner	Accomack County
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OTHERS PRESENT:

Elaine Meil	Sue Simon
Susan Haycox	Kat Edwards
Nick Pascaretti, ESVBA	Steve Miner

1. Call to Order

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

2. Invocation

Commissioner Kellam offered the Invocation.

3. Minutes of July 15, 2013 Meeting

The minutes of July 15, 2013 Meeting were presented.

Commissioner Hubbard moved to approve the Minutes of July 15, 2013 Meeting as presented. Seconded by Commissioner Randall, the motion carried by unanimous vote.

4. 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 Gordy moved to approve the Bills Payable and current Financial Statement as presented. Seconded by Commissioner Randall, the motion carried by unanimous vote.

5. June Financial Statements

The following documents are attached following June year-end close out:

1. Balance Sheet
2. Updated Agencywide Revenues and Expenditures
3. Updated Financial Status Report

Our auditor, Michael Aukamp, CPA, visited the office in July to perform some preliminary testing and will return in September to complete the audit requirements. Some adjustments may still be in order from the auditor prior to the final Audited Statements. Please feel free to call staff prior to the meeting with any questions or requests for additional information.

No action was requested at this time.

6. July Financial Status Report

The attached report indicates that 7.12 percent of the FY 2014 Budget has been expended while 8.33 percent of the fiscal year has passed. If professional services are deleted, 7.60 percent has been expended.

Commission acceptance of this report is requested.

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

7. Projects

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**9970**      **Capital Expenditures**      Elaine Meil, ext. 116  
No activity.

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**3002**      **Special Administrative Cost**      Elaine Meil, ext. 116  
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.

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**3003**      **Intergovernmental Coordination and Information**      Brenette Hinmon, ext. 110  
No activity

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**3010**      **Planning Assistance Activities**      Elaine Meil, ext. 116

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As we've been reporting, staff has not been able to identify families who would be eligible for, and willing to participate in, a CDBG program for repairs to houses that were damaged by Sandy. Most families cited the loan repayment requirements, the need for a 10-year deed of trust and note, and the requirement for flood insurance as reasons not to apply for the assistance. Staff sent a memo to the Accomack County Administrator detailing the reasons we were not able to develop a CDBG application on the County's behalf.

We believe that most all families that applied for assistance has received or will receive help from the volunteer groups, using materials purchased with donated funds managed by VDEM. Kat Edwards, working on behalf of the Eastern Shore of Virginia Housing Alliance, provided the local coordination between the homeowners, the volunteer groups and VDEM that facilitated the delivery of the assistance to the families.

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**3016**      **Management Assistance Activities**      Elaine Meil, ext. 116  
Inspections and warranty call backs for former CDBG projects continue. Coordination of the indoor plumbing rehabilitation in the Culls community continues.

**COMMUNITY DEVELOPMENT PROJECTS**

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**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.

**301015**      ***Barrier Islands Center Museum***

Susan Simon, ext.  
115

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A-NPDC helped The Barrier Islands Center (BIC) prepare and win a bid to renovate/restore the African-American Almshouse. A-NPDC is handling reimbursement payments to the contractor via VDOT. The Barrier Island Center construction project is expected to be complete by August.

**3320**      ***EDA-Economic Development Planning***

Susan Simon, ext. 115

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Both counties approved the new Comprehensive Economic Development Strategy (CEDS), developed by the A-NPDC Economic Development Committee. Official approval by the Economic Development Administration (EDA) Region III office in Philadelphia is still pending. A-NPDC submitted a Midpoint Progress Report to EDA, due July 31, and will conduct an EDC Committee meeting August 21 to formulate project priorities and next steps for 2014. The CEDS is posted to the A-NPDC website.

**3336**      ***Town of Chincoteague-VCDBG Broadband***

Kat Edwards, ext. 119

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Staff has completed project closeout paperwork on behalf of the Town and is awaiting notice of administrative closeout.

**3401**      ***VDOT Rural Transportation Planning-SPR***

Susan Simon, ext. 115

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A-NPDC's Transportation Technical Committee (TTC) conveys transportation information generated by VDOT to the counties and towns, and collects and reports comments back to VDOT. VDOT released a web tool to view changes in, and make comments about, the roadway functional classifications in the state. The TTC contacted county administrators to determine if they want A-NPDC to produce a resolution indicating agreement on the proposed changes. At the June 20 TTC meeting, the counties asked VDOT for more clarification. VDOT provided information in late July that was forwarded to the TTC so the counties can finalize their recommendations.

A-NPDC's Transportation Technical Committee (TTC) developed the *2035 Regional Long Range Transportation Plan (RLRTP)*. TTC members approved the FY14 work plan in April. The TTC will recommend both counties' prioritized projects from the RLRTP to VDOT's Six Year Improvement Plan. The next TTC meeting is August 22, when one of the items to be addressed is an update of the Bike Plan, per a request by VDOT.

**3521**      ***Town of Chincoteague T-21 Admin. –  
Second phase***

Kat Edwards, ext. 119

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Staff is anticipating advertising the invitation to bid in mid to late August.

## **PLANNING PROJECTS**

### ***3541 & 3551 A-N VCZM Technical Assistance, FY 11***

***1st Qtr1***

Curtis Smith, ext. 114

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Staff has scheduled a public workshop that will feature a discussion of recent and expected changes to homeowner's insurance and associated regional impacts for the evening of September 25 at a location to be determined. Staff continues to prepare for interviews with local residents to populate the ESVA Coastal Change Archive with accounts of changes related to sea level rise. Staff participated in a meeting with FEMA to discuss new Flood Insurance Rate Maps on July 31.

Staff attended a Virginia Coastal PDC meeting at the Northern Neck PDC on July 22. Outcomes of the meeting included a commitment to a new research study being overseen by VACO Coastal Insurance Study Task Force for assessing the number of properties near shorelines.

The VCZM PDC Competitive Grant proposal for assessing roadway flooding vulnerabilities was selected for funding.

### ***3552 Water Trails Association & Camping Plan***

Susan Simon, ext. 115

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Staff held initial discussions with key stakeholders for guidance on the project in July. A *Seaside Water Trail Camping Accommodation Implementation Plan* meeting to discuss objectives to enhance public access and recreational activities in the most appropriate areas, provide public education opportunities, and boost economic development opportunities on the Eastern Shore takes place on August 23.

Staff received assistance from the Sea Grant Law Center, who researched the legality of converting historic duck blind structures to kayak camping platforms.

### ***3554 VIMS Working Waterfront Inventory***

Curtis Smith, ext. 114

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Project has been completed and closed out.

### ***3555 Working Waterfront Coalition***

Curtis Smith, ext. 114

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Staff hosted a planning meeting on August 8 at UVA-LTER in Oyster for the first Virginia Working Waterfronts Summit. The summit will engage watermen, elected officials, realtors, and marina operators to discuss topics ranging from planning tools, seafood markets, aquaculture tourism, watermen apprenticeships, channel dredging, legal issues, and sea level rise science. The target date for the summit is February 26, 2014. The summit will include a satellite location for stakeholders on the Shore at ESCC to better accommodate local residents.

**3571**                      ***A-N Ground Water Committee Projects***                      Curtis Smith, ext. 114

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The Committee will meet August 20 to review a final draft of the updated 20-year old *Ground Water Supply Protection & Management Plan*, review six new withdrawal permit applications, and review DEQ responses to Committee comments on new state groundwater regulations.

**3573**                      ***Household Hazardous Waste Collection***                      Curtis Smith, ext. 114

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No activity.

**3581**                      ***Seaside SAMP Recreational Use Survey***                      Curtis Smith, ext. 114

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Staff continue processing approximately 1,000 aerial photos taken during observational flights and are compiling all data into a Recreational Use Report for the Eastern Shore Seaside. The second year of the project will begin Summer 2013 and will be focused on mapping Commercial Fishing on the Seaside. Staff has conducted two observational flights of this summer and is planning three additional flights in the coming weeks. Drafting continues on the *ESVA Recreational Use Report* and completion is expected in October.

**3582**                      ***DCR Local Stormwater Management***                      Curtis Smith, ext. 114

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Staff are working with each County to internally review the draft Ordinance and *Funding and Staffing Plan*. Once vetted by each County's staff, a presentation will be made to each county's Board of Supervisors. The mandated deadline for adoption is June 2014.

**A-NPDC HOUSING PROJECTS**

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

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Calls have increased again from people who have contacted companies "guaranteeing" modifications on their defaulted mortgages. Some of these companies are not necessarily total scams, but are charging hefty fees to basically do what a Housing Counseling Agency can do for no charge. One person said the fee she was charged was \$3,000. The company had her convinced that their success rate was phenomenal. She was referred to the A-NPDC by a relative who is a client, but she was still not convinced that paying this fee was not in her best interest. Educating the public is key and more effort needs to be put into distributing information on counseling services.

Purchase calls and appointments have really increased this month, with referrals from multiple sources, realtors, local banks, and former clients. Most clients are looking at existing houses because the prices are still so low. The increasing interest rates are a little concern for some, but with the low prices on the homes, it is not keeping people from qualifying. A Homeownership final workshop is being planned for early September in order to have a larger participation.

New default calls and appointments have decreased, but the existing clients have very complicated situations. As was said in a previous report, many of the default clients are previous clients who have a new financial hardship. Also, many of the clients fell back on bad habits when a new situation arose, such as acquiring Pay Day and Title loans to see them through, but only worsened their financial situation. Also, many of the clients do not have the skills needed to thoroughly read letters from their servicers or to take necessary steps to prevent falling further behind. This is very frustrating as a counselor, because you feel responsibility for not getting the message across the first time. That said, clients are happy to know that they can still come back for additional counseling and sometimes it may be reluctance to have to ask for help a second time that keeps them from calling immediately. Bad habits can also be hard to break and the Eastern Shore has an abundance of Predatory Lenders up and down the highway to lure people in for those “quick fixes”. Again, Education is of utmost importance and more and more outreach must be provided.

<b>Pre-Purchase Counseling</b>	<b>Current Month: July</b>	<b>Cumulative FY 2013</b>	<b>Total RIF Cumulative</b>
# of orientations held	0	5	6
Orientation attendees	0	21	22
Client Intakes	10	56	65
Additional Counseling Sessions Held	4	38	48
# of final workshops held	0	1	2
Mortgage submissions	3	6	9
Mortgage closings	0	4	6
Financing leveraged	0	\$ 528,878	\$ 528,878

<b>Growing Your Money Financial Literacy</b>	<b>Current Month: July</b>	<b>Cumulative FY 2013</b>	<b>Total Cumulative</b>
New GYM participants	4	20	25
GYM graduates	1	13	14

<b>Default and Foreclosure Counseling</b>	<b>Current Month: July</b>	<b>Cumulative FY 2013</b>	<b>Total Cumulative</b>
Intake sessions	1	34	38
Additional Foreclosure Sessions	10	84	90
Positive Foreclosure Prevention Outcomes	2	12	17
Homeowner Budget/Predatory lending Counseling	0	8	8

**Positive Outcomes: Default: Modification-Black Female-over 100% AMI  
Brought Current: Black Male and Female-70% AMI  
Purchase: 1 Black female, 60% AMI/ 1 Black female 100% AMI**

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

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Member of the CPES continue to make progress in the development of a Rapid Response Team (RRT) for the Eastern Shore. The RRT should be operational by September 2013. CPES also continues to work with the Prisoner Re-Entry group in the development of a Pocket Resource Directory. The directory should be released by September as well. The CPES has voted to collaborate with the Eastern Shore Health District in creating a Standing Committee responsible for reviewing and supporting the progress and activities of the Nurse Family Partnership program.

**3340**      *Northampton-Culls VCDBG Grant*      John Aigner, ext. 118

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The construction of one of the new houses is at 95% complete. Herman Walker is ready to close on Ms. Wynder's lot this week. The drainage contractor has just about completed the drainage work that he was contracted to do. He is 95% complete and working on a small punch list for substantial completion.

**3823**      *Accomack County-FEMA Elevation Project*      John Aigner, ext. 118

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The engineer is preparing the designs for the four houses. These will be bid as soon as the documents are completed.

**376201**      *Town of Chincoteague-Mitigation SRL*      John Aigner, ext. 118

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Final paperwork submitted to VDEM for Project closeout.

**3822**      *Northampton County DR-1905 HMGP  
Elevation Project*      John Aigner, ext. 118

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One of the elevations is underway in Oyster. The second is waiting for Health Department approval. George E. Young and Assoc. has been given the approval to proceed with the foundation piling design for Red Bank. All information has been forwarded to the engineer.

**3823**      *Accomack County DR-1905 HMGP Elevation  
Project*      John Aigner, ext. 118

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The engineer is working on the foundation designs for four residences. Acknowledgement of Conditions and Deed Restriction paperwork will be sent to the homeowners and mortgage holders for signatures, once it is available from the County Attorney.



8. Executive Directors Report

Eastern Shore of Virginia Broadband Authority

As requested, staff have prepared a report on recommendations for the A-NPDC that provide options to expand the broadband network to all residences and businesses. Report highlights will be presented.

Executive Director Meil presented a broadband deployment report. Staff demonstrated how the network can connect to the other side of the earth in seconds, and presented information on technologies to deploy broadband to the home. Information was also presented on other models used in the state to provide broadband services. Discussion ensued.

Eastern Shore of Virginia Revolving Loan Fund

All loans are current and there are no issues to report.

VRS Hybrid Retirement Plan

Staff will take part in a VRS Roundtable Discussion on August 14<sup>th</sup>, and will present a report at the August Board Meeting.

9. Chairman's Report

No report was given at this time.

10. Public Participation

No public participation occurred at this time.

11. Other Matters

No other matters were discussed at this time.

12. Adjournment

There being no further business brought before the Commission, the meeting was adjourned.

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Donald L. Hart, Jr.  
Chairman

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Elaine K. N. Meil  
Executive Director

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