

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
November 18, 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
Gwendolyn F. Turner	Accomack County
Roland Bailey	Northampton County
Richard L. Hubbard	Northampton County
Willie Randall	Northampton County
Laurence J. Trala	Northampton County

COMMISSIONERS ABSENT:

Rev. Charles J. Kellam	Northampton County
John H. Tarr	Town of Chincoteague

OTHERS PRESENT:

Elaine Meil	David Annis
Susan Haycox	Curt Smith
Melissa Matthews	Kat Edwards
Patricia Connolly Grove	

1. Call to Order

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

2. Invocation

Commissioner Turner offered the Invocation.

3. Minutes of October 21, 2013 Meeting

The minutes of October 21, 2013 Meeting were presented.

Commissioner Randall moved to approve the Minutes of October 21, 2013 Meeting as presented. Seconded by Commissioner Turner, 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 Crockett moved to approve the Bills Payable and current Financial Statement as presented. Seconded by Commissioner Randall, the motion carried by unanimous vote.

5. October Financial Status Report

The attached report indicates that 30.88 percent of the FY 2014 Budget has been expended while 33.33 percent of the fiscal year has passed. If professional services are deleted, 31.76 percent has been expended.

Commission acceptance of this report is requested.

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

6. FY 2015 Budget Requests

Northampton County has requested that FY 2015 Budget Request be submitted to the County by November 22. In the past Accomack County has required that fiscal year Budget Requests be submitted by mid-December.

For FY 2014 Accomack County and Northampton County approved level funding in the amount of \$65,036 and \$32,518 respectively. Staff is recommending level funding for FY 2015.

Commission guidance concerning FY 2015 budget requests to the localities was requested.

Commissioner Crockett moved to accept the recommendation of level funding for FY 2015. Seconded by Commissioner Randall, the motion carried by unanimous vote.

7. FY 2013 Audit

The draft FY 2013 Audit prepared by Dunham & Aukamp, PLC is attached. Please note the following:

- Management Discussion and Analysis is included on pages 3-5. Additional explanation can be added by the Commission if deemed appropriate.
- There were no findings or questioned costs (Page 30)
- Page 31 summarizes Budget to Actual.

The Budget Committee is scheduled to meet prior to the Commission Meeting to review the FY 2013 Draft Audit. In addition, a conference call is scheduled with the auditor. Commissioners who would like to attend are welcome.

Pending Budget Committee recommendations, acceptance of the FY 2013 Audit as prepared by Dunham & Aukamp, PLC was requested.

The Budget Committee recommended acceptance of the FY 2013 Audit.

Commissioner Trala moved to accept the FY 2013 Audit as prepared by Dunham & Aukamp, PLC. Seconded by Commissioner Hubbard, the motion carried by unanimous vote.

8. Next Meeting

The following By-Laws Amendment to Article IV, Section 1, Regular Meetings, was approved in March 2011:

Regular monthly meetings of the Commission shall be held at 7:00 p.m. on the third Monday of each month, except January, February and December, at a place to be determined by the Commission. The regular January meeting will be held at 7:00 p.m. on the third Tuesday. No regular meetings will be held in February and December. The Commission may change the date and time of any regular meeting at any prior meeting and may adjourn any meeting from time to time or to another place.

Therefore, the next regular meeting is scheduled for Tuesday, January 21, 2014.

9. Projects

9970 Capital Expenditures Elaine Meil, ext. 116

The Crown Victoria was recalled and we are working around its repair. One computer was purchased to replace an aging system. Staff has become aware of a problem with the existing server and will be planning for a replacement of the server in the next budget cycle.

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.

3003 Intergovernmental Coordination and Information Brenette
Hinmon, ext.110

No activity

3010 Planning Assistance Activities Elaine Meil, ext. 116

Staff is planning the Regional Managers meeting and working with the Towns of Cape Charles and Eastville on local planning issues.

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

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

A-NPDC helped The Barrier Islands Center (BIC) prepare and win a bid to renovate/restore the African-American Almshouse. A-NPDC is handling the final reimbursement payments from VDOT to the Barrier Islands Center. The Almshouse project was completed in August and had its Grand Opening on October 5, 2013.

A-NPDC officiated an Economic Development Committee (EDC) meeting in August. The EDC received a response regarding their letter to Governor McDonnell expressing support of Unmanned Aerial Systems (UAS) technologies because of their applicability to Eastern Shore priorities. UAS technology holds enormous potential for job creation and economic growth. The Wallops Research Park is competing to be selected by the FAA as one of six (6) UAS test sites in the nation.

A-NPDC is working with the Eastern Shore Community College to identify rural development and/or EDA grant funding that would be available to support construction of a new workforce development facility for the college.

The next EDC meeting will be scheduled for late 2013 or early 2014 to identify project priorities and next steps for 2014. Staff is updating the CEDS and will post it for 30 days of public comment prior to submitting to the Economic Development Administration (EDA) at the end of December.

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. At the October 24 TTC meeting, members began focusing on updating the 2011 Bike Plan, per VDOT's request, and reviewing access management in both Accomack and Northampton County regarding median crossovers along Route 13. A-NPDC's transportation planner attended VDOT's Pedestrian and Bicycle Advisory Committee meeting, and the Rural Long Range Transportation Planning Six Year Improvement Plan meeting.

In furtherance of updating the Bike Plan, A-NPDC is submitting a proposal to the Federal lands Access Program for a feasibility study for Phases II and III to extend the existing shared bike path that currently originates at the Eastern Shore of Virginia's Natural Wildlife Refuge (ESVNR) Visitors Center and ends at Cedar Grove. Phases II and III would link ESVNR with its 1,100 acres of marsh maritime forest, views of Chesapeake Bay, and boat launches to the amenities in the town of Cape Charles, adding to the economic vitality of the region. Benefits of extending the bike/pedestrian trail include promoting exercise, increasing appreciation of wildlife, educating about the historical context, building community spirit, and attracting visitors to the region. The trail would also provide a safe path for bicyclists, and in particular, for children of Kiptopeke elementary, to ride away from a dangerous, busy highway.

Staff requested permission to submit application to the Federal Lands Access Program for a feasibility study for Phases II and III to extend the existing shared bike path.

Commissioner Trala moved to grant permission to submit the application to the Federal Lands Access Program. Seconded by Commissioner Hubbard, the motion carried by unanimous vote.

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

The Town held the project preconstruction conference. Notice to proceed is set for December 9th.

PLANNING PROJECTS

3541 & 3551 ***A-N VCZM Technical Assistance, FY 11*** Curtis Smith, ext. 114
1st Qtr1

Staff held a Climate Adaptation Working Group meeting November 13 to assist with the development of the Nature Conservancy’s Marsh Migration Model for the Shore and discuss other ongoing regional adaptation projects/issues. Staff gave a presentation on sea level rise impacts to the Chesapeake Bay Foundation’s VOICES Class on November 6. Staff is scheduling interviews with local residents to populate the ESVA Coastal Change Archive with accounts of changes related to sea level rise. Staff have scheduled a meeting with local and state agencies to develop a regional project geared towards promoting and planting champion trees. A-NPDC will be one of the pilot sites for the Champion Trees of Tomorrow program.

3552 ***Water Trails Association & Camping Plan*** Susan Simon, ext. 115

Staff asked the Accomack County Board of Supervisors to consider as a consent agenda item, consideration of a land-based camping site at NASA Docks Landing as part of the *Seaside Water Trail Camping Accommodation Implementation Plan*. A second land-based camping site is identified for Northampton County at Indiantown Park. Key stakeholders agreed to form an association, the Virginia Eastern Shore Paddling Association (VESPA), with overarching objectives to boost economic development opportunities on the Eastern Shore, and provide public education opportunities. VESPA is considering the option of “incubating” under the auspices of the A-NPDC, structuring it as a 501C3, or as a committee.

In its semi-annual report to the Virginia Coastal Zone Management, A-NPDC staff committed to pursue the two priority sites, build credibility with private, local, state, and federal stakeholders, and to seek funding to drive the organization’s objectives.

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

Project has been completed and closed out.

3555 ***Working Waterfront Coalition*** Curtis Smith, ext. 114

Staff continues to plan the first Virginia Working Waterfronts Summit. Save the Date notices were distributed to local watermen and local government staff. Staff has developed maps for each county illustrating zoning conditions that allow or do not allow working waterfront-related activities. 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 summit is scheduled for February 26, 2014 and 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

The Committee completed the *Ground Water Supply Protection & Management Plan* and has scheduled a brief presentation to each county BOS. The Committee reviewed two Ground Water Model runs simulating the impact of withdrawal from the NASA Wallops Flight Facility and the impact from a hypothetical large industrial withdrawal in Northampton Co. Staff is scheduling the first of a series of Town-focused workshops to be held for the Cape Charles/Cheriton area in February 2014. The next meeting is scheduled for November 19.

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

No activity.

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

This project was granted an extension to December 31 to allow for ample time to process the 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 Spring 2014 and will focus on mapping Commercial Fishing on the Seaside. Staff has conducted six observational flights and all data is planned to be added to the existing database.

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

Regional meetings were held to continue development for each County. Staff have assisted with the development of and reviewed each County's draft Ordinance, *Funding and Staffing Plan*, and Policies and Procedures Document. 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

A meeting was held October 15 with Karen Speakman and Bob Adams to discuss the RIF grant and the current and future status of housing counseling and housing development. During the housing counseling discussion, Patricia Grove brought up the recent challenge of low class attendance, especially for the financial literacy classes. Some of the new ideas

that were mentioned will be implemented in upcoming months, which include outreach to the churches, reviewing new class materials, updated fliers, and possible lunchtime sessions. Karen Speakman also discussed the possibility of packaging USDA 502 loans through this office in the future. Patricia Grove would have to complete the USDA exam with a passing grade and Karen will speak with FAHE as a possible resource. During the housing development segment of the meeting we shared thoughts on building a model house for first time homebuyers to walk through if they were considering new construction as an option for their first home. David Annis will be looking at budgets for this project as well as developing plans and looking at potential building lots. Lastly, ideas were shared about the possibility of an event for housing counselors to be held on the Eastern Shore, possibly on Chincoteague. This could be a localized NW Training or a Delmarva Housing Conference. A follow up meeting is scheduled for November.

Cheri Miles, NSP program manager at DHCD came to the Shore to conduct a NSP Fast Track Boot Camp. Elaine Meil, John Aigner, David Annis and Patricia Grove were in attendance as well as Keith Koerner, a local realtor with Coldwell Banker. Keith pulled recent foreclosure listings to review and several were selected to go and visit. DHCD would be acting as support if we decide to move forward with a program to acquire foreclosed properties for rehabilitation and resale to existing clients in the pre purchase pipeline. Cheri provided a demonstration of “do the numbers work?” when we returned from a tour of the properties to show us how to determine what a maximum offer would be on a property once the rehab estimate was calculated in. The Program through DHCD is currently closed, but Cheri provided ideas of other possible sources for leveraged funds if we do decide to proceed. Keith Koerner is a valuable resource since his expertise is in foreclosed properties. He is also very knowledgeable with the bidding process on the HUD website.

Pre-Purchase Counseling	Current Month: October	Cumulative FY 2013	Total RIF Cumulative
# of orientations held	0	6	7
Orientation attendees	0	27	28
Client Intakes	3	68	77
Additional Counseling Sessions Held	5	57	67
# of final workshops held	0	2	3
Mortgage submissions	0	6	9
Mortgage closings	2	7	9
Financing leveraged	\$191,738	\$784,438	\$784,438

Growing Your Money Financial Literacy	Current Month: October	Cumulative FY 2013	Total Cumulative
New GYM participants	1	21	26
GYM graduates	0	16	17

Default and Foreclosure Counseling	Current Month: October	Cumulative FY 2013	Total Cumulative
Intake sessions	3	44	48
Additional Foreclosure Sessions	11	117	123
Positive Foreclosure Prevention Outcomes	1	15	20
Homeowner Budget/Predatory lending Counseling	0	8	8

**Positive Outcomes for Purchase-one Black Female-100% of AMI
One Positive Outcomes for Default Prevention-one Black Male and Female-30%AMI-Permanent Modification**

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

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

The construction of Ms. Wynder's house will begin next week. Her re-location to Bayview will take place next week. The drainage contractor completed the drainage work and has completed the punch list items. VDOT has completed most of the roadside ditch re-grading. VDOT will be installing cross drainage pipes in three locations under the existing roadway.

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

Final paperwork has been submitted to VDEM for Project closeout.

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

One of the elevations is complete in Oyster. The second has been set down on its new foundation and continues to be worked on. The V-zone house required some minor revisions to the plans and will be bid soon. Revised plans are being forwarded to VDEM/FEMA for review and approval.

One of the four houses is being set down on its new foundation this week. A second will be lifted later this week. The third house will be lifted in the next three or four weeks. The fourth house may still require some design revisions before bidding. Plans are being forwarded to VDEM for review and comments. The owner requested an open pier foundation that is requiring steel reinforcing to be installed around the perimeter of the house. Once guidance is received, we will bid the project for construction to begin in the spring.

10. Executive Directors Report

Eastern Shore of Virginia Community College

The college has informed us they have received authorization to begin the planning for a new facility to replace the current older building or they may end up rehabilitating the existing structure. ESCC staff have been in contact with us about leveraging funds similar to what was done for the Workforce Center. A-NPDC staff are working with Economic Development Administration officials to determine if a source of funds is available to assist in this process. Staff will bring back information prior to requesting authorization to prepare a grant application.

Eastern Shore of Virginia Revolving Loan Fund

All loans are current.

Collaborative Government Initiative

This initiative is a result of the JLARC study titled “Encouraging Local Collaboration Through State Incentives”. As requested, staff has brought this back for consideration. An email was sent with the following links as well. VAPDC is requesting each Commission consider supporting this initiative. A draft resolution of support is attached.

Report: <http://jlarc.virginia.gov/reports/Rpt433.pdf>

Briefing: <http://jlarc.virginia.gov/Meetings/December12/Rpt433brf.pdf>

Action was requested.

Commissioner Randall moved to support the “Encouraging Local Collaboration Through State Incentives” initiative. Seconded by Commissioner Turner, the motion carried by unanimous vote.

Request for Assistance

The Town of Cape Charles has requested assistance to update their Comprehensive Plan. Staff developed a proposal and it is attached. The match funds would split between three existing Technical Assistance Grants.

Authorization to proceed with the project and for the Executive Director to execute a contract was requested.

Commissioner Hubbard moved to grant authorization for the Executive Director to execute a contract with the Town of Cape Charles to assist with updating their Comprehensive Plan. Seconded by Commissioner Trala, the motion carried by unanimous vote.

11. Chairman's Report

Chairman Hart wished the Board and staff a Happy Thanksgiving and a Merry Christmas.

12. Public Participation

No public participation occurred at this time.

13. Other Matters

No other matters were discussed at this time.

14. 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