

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
May 19, 2014 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
Rev. Charles J. Kellam	Northampton County
Larry Lemond	Northampton County
Laurence J. Trala	Northampton County

COMMISSIONERS ABSENT:

John H. Tarr	Town of Chincoteague
--------------	----------------------

OTHERS PRESENT:

Elaine Meil	David Annis
Susan Haycox	Melissa Matthews
Kat Edwards	

1. Call to Order

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

2. Invocation

Commissioner Hart offered the Invocation.

3. Minutes of April 21, 2014 Meeting

The minutes of April 21, 2014 Meeting were presented.

Commissioner Hart moved to approve the Minutes of April 21, 2014 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 Lemond moved to approve the Bills Payable and current Financial Statement as presented. Seconded by Commissioner Hart, the motion carried by unanimous vote.

5. April Financial Status Report

The report indicated that 76.70 percent of the FY 2014 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 Hart, the motion carried by unanimous vote.

6. FY 2014 Budget Amendments

Adoption of the following budget amendments was requested:

PLANNING PROJECTS

1.	3571	A-N Groundwater Committee Projects	\$ 34,941.00
		Administration	<u>+ 12,350.00</u>
			\$ 47,291.00

ITEM 1 represents the amendment to include deferred revenues from FY 2013 to complete the Eastern Shore of Virginia Groundwater Resource Protection and Preservation Plan.

2.	3573	Household Hazardous Waste Collection	\$ 7,000.00
		Administration	+ 9,000.00
			\$ 16,000.00

ITEM 2 represents the amendment to include additional funds allocated by localities to complete the current year Household Hazardous Collection.

A-NRHA HOUSING PROJECTS

3.	3157	HUD/ANRHA On-going Section 8/HCV	\$191,600.00
		Administration	+ 39,000.00
			\$230,600.00

ITEM 3 represents the amendment to include additional funds from HUD and A-NRHA to complete the Housing Choice Voucher requirements in the current fiscal year as approved by the A-NRHA.

The net addition to the FY 2014 Budget is \$60,350.

Commissioner Trala moved to adopt the FY 2014 Budget Amendments as presented. Seconded by Commissioner Hart, the motion carried by unanimous vote.

7. FY 2015 Budget Requests

The Budget Committee (Commissioners Rienarth, Lemond and Hubbard) met at 6:30 PM prior to the May 19 Commission meeting to discuss the FY 2015 Budget Requests and current draft of the FY 2015 Budget. All Commissioners were welcome to attend.

Commissioner Crockett requested to allow all Commissioners a month to review the draft of the FY 2015 Budget and to bring it back at the June Board Meeting for final approval.

8. Projects

9970	Capital Expenditures	Elaine Meil, ext. 116
-------------	-----------------------------	-----------------------

No activity.

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

One A-95 application was approved: Eastern Shore Area Agency on Aging/Community Action Agency applied for one 20-Passenger Senior Bus. There were no conflicts

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

Staff is coordinating grant writing activities for the Accomack County park.

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.

3320 ***EDA-Economic Development Planning*** Susan Simon, ext. 115

A-NPDC continues to work with the Eastern Shore Community College (ESCC) to identify rural development and/or EDA public works grant funding to support construction of a new workforce development facility for the college. A-NPDC is also working with the Counties to encourage Somerset Natural gas to extend its pipeline farther south beyond the Purdue plant endpoint.

A-NPDC staff submitted the 2013 Comprehensive Economic Development Strategy (CEDS) update to the Economic Development Administration (EDA) after posting the document on A-NPDC's website to solicit comments.

3401 ***VDOT Rural Transportation Planning-SPR*** Susan Simon, ext. 115

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. The TTC is soliciting information from 19 Eastern Shore towns about sidewalk gaps. A-NPDC is also collecting information for VDOT about "unofficial" park and ride locations along the Eastern Shore. TTC members continue to prioritize 5-10 short-, mid-, and long-term projects for each county from the 2035 Rural Transportation Plan. On May 20 and 22, A-NPDC will conduct two public workshops, one in each county, to generate citizen input on the 2014 Bike Plan Update. On April 18, A-NPDC submitted a FY-15 Rural Transportation Planning Work Program grant request to VDOT to cover

the period July 1, 2014 through June 30 2015. The PDC authorization request to continue the FY-15 Rural Work Program was presented and signed in January.

The U.S. Department of Transportation Federal Lands Access Project (FLAP) grant for an \$80,000 feasibility study for Phase III of the Southern Tip Bike and Hike Trail was awarded to A-NPDC in mid-March. The Phase III feasibility study will look at extending the trail from Capeville Drive near Stingray's Restaurant up to Cape Charles. The existing shared bike path originates at the Eastern Shore of Virginia's Natural Wildlife Refuge (ESVNWR) Visitors Center. Phase III links ESVNWR, 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. Once completed, Phase III will add to the residents' quality of life and to the economic vitality of the region. Additional benefits of extending the bike/pedestrian trail include promoting exercise, increasing wildlife appreciation, educating about historical context, building community spirit, and attracting bicycling, nature-loving tourists to the region.

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

Kat Edwards, ext. 119

The project pace has picked up. Crews have nearly completed laying all of the brick sidewalk pavers. The project will be substantially complete by the Memorial Day weekend deadline.

PLANNING PROJECTS

**3541 & 3551 *A-N VCZM Technical Assistance, FY 13
1st Qtr1***

Curtis Smith, ext. 114

Staff held a Climate Adaptation Working Group meeting May 13. Staff conducted two rounds of interviews with local residents to populate the ESVA Coastal Change Archive with accounts of changes related to sea level rise. The Archive is now available on the VCZM Coastal GEMS online data viewer (www.coastalgems.org). Staff continues to serve on an advisory committee for the Secure Commonwealth Subpanel's Recurrent Flooding Panel. Staff participated in a Boating Infrastructure Grant/Clean Marina Program Training to learn of funding opportunities for enhancement and construction of water access facilities. Staff participated in a kickoff meeting for an upcoming project that will produce a baseline dataset for residences lacking indoor plumbing on the Bayside. Consulting firm, Skeo from Charlottesville received a Technical Assistance Grant from the National Fish & Wildlife Foundation (NFWF) to assist A-NPDC with this work which will involve a windshield survey to identify existing residences lacking indoor plumbing on the Bayside and compilation of historic rehabilitation projects to quantify the IPR program's past successes. NFWF Technical Assistance Grants often lead to additional grant funding for implementation projects to improve water quality in Bay tributaries.

3552 ***The Eastern Shore Water Trails Association
Development and Seaside Water Trail Camping
Accommodation Implementation Plan*** Susan Simon, ext. 115

Staff conducted stakeholder and public meetings, and made significant progress to advance the goal of identifying potential multi-day use, camping accommodation sites in both Accomack and Northampton Counties along a 100 mile long Eastern Shore's Seaside Water Trail, and creating an association to sustain the program's objectives. A-NPDC and the association it succeeded in developing seek to create camping accommodations at strategically-selected locations along the Trail to enhance ecotourism, and provide unique environmental education opportunities for paddling and nature-loving enthusiasts. The economic benefits of creating camping accommodations along established water trails in Maine, the Everglades, and along the Gulf Coast have proven to generate millions of dollars in economic development. The camping sites would also serve as an important educational conservation tool for residents and tourists to experience and connect to a uniquely unspoiled place. The organization, the Virginia Eastern Shore Paddling Association (VESPA), plans to register as a 501-C3 and carry out the maintenance, educational efforts, promotion, and stewardship for the camping sites through individual and commercial membership. Kayakers and tour outfitters would register to use the camp sites through VESPA.

The project closed March 31, 2014, and A-NPDC staff prepared a final project report to Virginia Coastal Zone Management on May 15. Staff received assistance on this project 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

Project has been completed and closed out.

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

Staff held a met April 15 and presented 2-page summaries of Ground Water Model Scenario outcomes that can be easily distributed and incorporated into the GW Management Plan. Staff scheduled a Ground Water Summit focusing on northern Northampton including Eastville, Nassawadox, and Exmore for June 11 at the Northampton Supervisor Chambers in Eastville. Staff are creating a template for an annual summary of permitted ground water withdrawals on the Shore that will support ground water management efforts and be used as an additional educational resource.

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

The collection was held Saturday, May 10 at the Birdsnest Convenience Center in Northampton and the Makemie Park and Fishers Corner Convenience Centers in Accomack. Fifty one residents brought in 1,762 lbs (0.8 tons) of hazardous waste. Staff plan to develop press releases highlighting the event's success. A meeting to review the collection and determine management strategies for the program with Accomack and Northampton County staff will be held during the Summer months to prepare for next year's event.

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

Staff have completed all project deliverables and the project is in the process of being closed out.

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

Project has been completed and closed out.

A-NPDC HOUSING PROJECTS

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

Following up on last month's information regarding the USDA Purchase loans and the 504 Repair Grants and Loans, calls have increased on both programs. Applications have been mailed to clients who are calling and information is being provided, but at this time clients are being directed to send the applications directly to USDA in Courtland since there is still not an office on the Shore packaging these loan applications. No decision has been made at this time as to whether the A-NPDC will consider packaging these loans, but conversation has been taking place between Bob Adams and Tom Carew at FAHE. There may need to be a three day training. In the meantime, informational fliers are available at Homeownership Orientation Classes and in the office so that potential homebuyers are aware of the programs.

Patricia Grove was invited to attend a meeting this month at PNC in Onley with Wendy Lilliston, Branch Manager and three representatives from the Baltimore Office of PNC Community Development. The purpose of the meeting was to possibly team up with PNC for some financial literacy opportunities and for the Community Development team of PNC to learn more about the current programs being offered through the ESVHA. The PNC team is also interested in low to moderate income housing development projects for the Shore.

A default prevention and predatory lending class was conducted by Patricia Grove at the Habitat office in Exmore for their existing homeowners. There was a lively discussion among the homeowners and a lot of good ideas shared on budgeting, saving for emergencies, and staying current on your mortgage.

Pre-Purchase Counseling	Current Month: March	Cumulative FY 2014	Total RIF Cumulative
# of orientations held	1	3	10
Orientation attendees	2	7	35
Client Intakes	6	24	98
Additional Counseling Sessions Held	4	21	83
# of final workshops held	0	1	4
Mortgage submissions	2	6	15
Mortgage closings	0	2	9
Financing leveraged		\$191,738	\$784,438
Growing Your Money Financial Literacy	Current Month: March	Cumulative FY 2014	Total Cumulative
New GYM participants	0	3	27
GYM graduates	0	0	17

Default and Foreclosure Counseling	Current Month: March	Cumulative FY 2014	Total Cumulative
Intake sessions	1	14	59
Additional Foreclosure Sessions	3	46	158
Positive Foreclosure Prevention Outcomes	3	7	26
Homeowner Budget/Predatory lending Counseling	0	0	8

A Default and Predatory Lending Class was conducted with 6 in attendance
Positive Foreclosure Outcomes: Perm Modification black female below 50% AMI
Perm Modification white male and female over 100% AMI
Perm Modification black female 60% AMI

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

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. The purpose of CPES is to assist in the coordination and development to services for homeless and near homeless through planning, education and advocacy. CPES will address risk factors present in the community that contribute to homelessness including substance use/abuse, mental illness, disabilities, unemployment, lack of affordable housing, domestic violence, low academic achievement, community disorganization, isolation, poverty, and barriers to health care. To achieve this purpose CPES will identify community needs, develop and implement a strategic planning process, promote and support active community partnerships as well as engage and educate the local community.

CPES has five current Standing Committees to carry out a specific task deemed necessary to achieve our purpose. They include the Executive Committee, Point-In-Time (PIT) Count Planning Committee, Nurse-Family Partnership Advisory Council, Rapid Response Team (RRT), and the Community Resource Directory Committee (CRDC).

The Executive Committee collaborated with the ANPDC staff to submit an application for the Virginia Homeless Solutions Program. The proposed grant would secure shelter operations funds for ESCADV, Planning funds for CPES, funds for a coordinated assessment system, funds for HMIS, funds for Homeless Prevention and funds for Rapid Re-Housing. The grant was due April 25, 2014. ANPDC staff received notice from DHCD contract negotiate is needed. Staff is scheduled to meet to negotiate on May 29, 2014.

The PIT committee recently completed its annual homeless survey. The data is being analyzed; however, the most noteworthy statistic was an increase in persons who are literally homeless.

The RRT is a team of identified community stakeholders who utilize the best practice model of coordinated intake and case management among multiple agencies and will meet monthly to review challenging cases requiring multiple services and develop an action plan to best meet the needs of identified clients. The RRT meets monthly on the third Thursday.

The CRDC is responsible for collecting, reviewing and updating information in the CPES Community Resource Directory on an annual basis. The committee is in the process of gathering information to update the Resource Directory.

Staff has been notified by DHCD that contract negotiations for the Virginia Homeless Solutions application will be held May 29th. We are not aware of the funding level at this time. The application requested:

- \$31,000 for ESCADV shelter operations
- \$136,400 for ESVHA Rapid Re-housing (staff time & direct services)
- \$60,000 for ESVHA Homelessness Prevention (staff time & direct services)
- \$18,400 for ANPDC Centralized Coordinated Assessment (staff time)
- 10,000 for ANPDC CoC Planning (staff time & direct costs)
- \$11,200 for ANPDC administration of the HMIS data base (staff time)
- \$7,000 for ANPDC/ESCADV (staff time)

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

The construction of Ms. Wynder's is at 95%. VDOT has installed cross drainage pipes in three locations under the existing roadway. One rehab is under construction and two others are in negotiation.

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

Final paperwork was submitted to VDEM for Project closeout.

3822

***Northampton County DR-1905 HMGP Elevation
Project***

John Aigner, ext. 118

The second elevation is completed in Oyster. Final paperwork is being executed for submittal to VDEM for closeout on first two houses. Contracts have been approved for the V-zone house. Construction is expected to begin this week. Project closeout date is July 31, 2015. Project will be completed well ahead of schedule.

***Accomack County VA HMGP 1491-001-037
2004 Elevation Project***

John Aigner, ext. 118

We have no new information concerning the resolution of the issues surrounding the Coleman project on Crystal Beach Road.

3823

***Accomack County DR-1905 HMGP Elevation
Project***

John Aigner, ext. 118

Three of the four houses are substantially complete except for final paperwork and closeout. Those documents are being compiled for execution and submittal to VDEM. Contracts have been signed for the fourth house. Construction should begin during the week of May 19-23. Project closeout date is October 31, 2015. Project will be completed well ahead of schedule.

9. Executive Directors Report

VRS Hybrid Plan Employee Policy

Delegate Hodges of District 98 (Middle Peninsula area) and VRS are working on having the conference committee take up the small subdivision opt-out issue. However, the conference committee is not moving. Staff is monitoring the situation.

Eastern Shore of Virginia Revolving Loan Fund

All loans are current.

VAPDC Retreat

Executive Director Meil attended the VAPDC Strategic Plan Retreat in Lynchburg. Aside from evacuating due to the train derailment right outside the conference room, the retreat was productive.

This year the VAPDC Summer Conference will be held in Williamsburg at the Williamsburg Lodge, July 24-26. Commissioners who wish to attend, please, coordinate with Susan Haycox.

Staff also learned that Planning District Commissions (PDC), under their enabling legislation, are allowed to have commission membership from the General Assembly aside from the current makeup. One PDC has a membership position that rotates among their delegates and senators. Due to the large amount of counties in other regions, no other region was interested in pursuing this option as it requires an amendment of the PDC

charter from each member jurisdiction. However, with three jurisdictions it could potentially be an option for the A-NPDC. Staff can gather more details if the Commission was interested in evaluating this option.

Guidance is requested.

Commissioner Crockett suggested Executive Director Meil ask members from the General Assembly if they would be interested in becoming part of the A-NPDC Board first. If they are, then the current Board would approve it.

Request for Assistance

No requests have been received.

10. Chairman's Report

No report was given at this time.

11. Public Participation

No public participation occurred at this time.

12. Other Matters

No other matters were discussed at this time.

13. Adjournment

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

Copy Teste:

Richard L. Hubbard
Chairman

Elaine K. N. Meil
Executive Director