ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
July 17, 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
Roland Bailey  Northampton County
Robert Duer  Northampton County
Granville Hogg  Northampton County
Rev. Charles J. Kellam  Northampton County
Larry Lemond  Northampton County

COMMISSIONERS ABSENT:

Vacant  Accomack County
Arthur Leonard  Town of Chincoteague

OTHERS PRESENT:

Elaine Meil  David Annis
Kat Edwards  Melissa Matthews
Susan Haycox  Joe Betit, Accomack Resident
John Aigner

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 June 19, 2017 Meeting**

The minutes of June 19, 2017 Meeting were presented.

Commissioner Major moved to approve the Minutes of the June 19, 2017 Meeting. Seconded by Commissioner Lemond, the motion carried by unanimous vote.

4. **Public Participation**

Accomack County resident, Joe Betit, said that he and other concerned citizens would be going before the State Water Control Board to discuss the Tyson fine. He hoped that more citizens would become involved.

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

6. **June Financial Status Report**

The report indicated that 89.21 percent of the FY 2017 Budget had been expended while 100 percent of the fiscal year had passed.

Please note that year-end entries may still be in order and will be reflected as part of the FY 2017 financial audit.

Commission acceptance of this report was requested.

Commissioner Crockett moved to accept the Financial Status Report as presented. Seconded by Commissioner Turner, the motion carried by unanimous vote.
7. **Contracts**

Virginia Department of Conservation and Recreation Cooperating Technical Partners Floodplain Management Workshop Contract

DCR would like to partner with the PDC to offer a 1-day National Flood Insurance Program (NFIP), Community Rating System (CRS), and best practices workshop. DCR will pay the PDC $750 to help with the costs of this workshop. Additional staff time will be matched with VCZMP TA grant funds. County and Town staff and representatives will be invited to this free workshop to learn about eligibility, reporting requirements, and cost-saving opportunities for FEMA NFIP options.

Authorization for the Executive Director to execute the contract was requested.

Commissioner Duer moved to grant authorization for the Executive Director to execute the Virginia Department of Conservation and Recreation Cooperating Technical Partners Floodplain Management Workshop contract. Seconded by Commissioner Major, the motion carried by unanimous vote.

Virginia Homeless Solutions Program

The Virginia Department of Housing and Community Development (DHCD) contract in the amount of $27,109 in state general funds to be expended for shelter operations, prevention/diversion activities, rapid re-housing activities, centralized/coordinated entry, Continuum of Care planning, Homeless Management Information System, and/or administration. This is a continuing annual program.

Authorization for the Executive Director to execute the contract was requested.

Commissioner Crockett moved to grant authorization for the Executive Director to execute the Virginia Homeless Solutions Program contract. Seconded by Commissioner Turner, the motion carried by unanimous vote.

8. **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>
<td></td>
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<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>

VAPDC is held in July and four Commissioners have chosen to attend.
3003  Intergovernmental Coordination and Information  Brenette Hinmon, ext. 100

No Report.

3010  Planning Assistance Activities  Elaine Meil, ext. 116

Staff is providing some technical assistance to the library on obtaining grant requirement information from the Department of Housing and Community Development.

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. In June, 94 Certificates of Satisfaction were completed.

3070  Capacity Building Grant  Elaine Meil, ext 116

The regional strategic plan has been completed. A copy has been inserted into the packet. This is the first time A-NPDC has completed a regional plan and it must be submitted to DHCD for their review prior to holding a public hearing.

Staff requested the Commission approve this plan for submission to DHCD.

Commissioner Major moved to approve the Regional Plan for submission to DHCD. Seconded by Commissioner Turner, the motion carried by unanimous vote.

3320  EDA-Economic Development Planning  Caroline Bott, ext. 111

Economic Development Committee Activities

No activity.

Building Collaborative Communities Grant Activities:

- Staff have received a three-month extension from DHCD of the initial grant period ending on June 16.
- The new plotter (used for large format maps and public presentation materials) has been purchased and installed.

Regional Navigable Waterways Committee
The June organizational meeting was held.

Go Virginia Economic Development Initiative
The Region 5 GO Virginia Council appointed Jeff Holland, Chesapeake Bay-Bridge Tunnel as a second Eastern Shore representative. A-NPDC staff were informed at the June Go Virginia Region 5 meeting.

Socio-economic Impacts of Conserved Land on Virginia’s Eastern Shore
A short review is provided in the Executive Director’s Memo.

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 was to conduct field verifications on those sidewalks where Google Earth did not provide street views.

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. The mapping is almost complete, and next the data will be organized and presented to the towns for prioritization and passed onto VDOT for future funding to improve identified sections.

A project carried over from FY17 program activities is to inventory rural roads in both counties that are private, unpaved, and unmaintained. These are assessed against VDOT’s criteria for inclusion in the Rural Addition Program along with rough cost estimates. Staff has mapped all unpaved roads in both counties and has now identified those that are private using VDOT’s Road Roster supplied by the Residency Administrator. Because there are a high number of private roads in Accomack County (109), staff is discussing how to prioritize them in consultation with the county planning and public works department staff.

The PDC’s SPR funding mandates a yearly review of its Title VI Plan and Procedures. Included in this packet is the revised version for FY17 with significant updates listed as Appendix F (page 22 of the Plan). The only other contextual change made for this year is an update of the chart of Languages Spoken at Home on pp 13 and 14 using the latest figures from the 2015 American Community Survey. (see blue sheets in packet)
Commission approval of the updated Title VI Plan and Procedures for FY17 was requested.

Commissioner Crockett moved to approve the updated Title VI Plan and Procedures for FY17. Seconded by Commissioner Turner, the motion carried by unanimous vote.

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. No response was received from Bay Coast this month.

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. – Kat Edwards, ext. 119

Second phase

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 July 12. The next meeting will be January 10, 2018 at the Eastern Shore Chamber of Commerce at 2pm.

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 as soon as the final letter of approval is received from FEMA. 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 14 1st Qtr1  Shannon Alexander, ext.115
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. The next meeting is scheduled for August 29 at the VIMS ESL at 3:00pm.
Staff completed the updated Walking & Biking Tour of Historic Chincoteague brochure. The digital version was supplied the Town representatives on June 28 and the printed product should be completed and delivered in mid-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. UMEFC staff will present preliminary results at the CAWG August meeting.
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 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 is representing the Eastern Shore with a seat on the Eastern Virginia Groundwater Management Advisory Committee at monthly meetings in Richmond.

A new contract has been signed with USGS, who will complete sampling of the 12 wells in the region in order to determine saltwater intrusion trends. Results will be presented at the November Ground Water Committee meeting.

Staff is working with the Consultant on outreach videos using the ESVA groundwater model. Coordinating with the Consultant and VDEQ staff to begin the updates to the Water Supply Plans for both Counties which are due in 2018.

3573  Household Hazardous Waste Collection  Shannon Alexander, ext.115
Staff was not awarded the VDH Wellhead Protection Implementation Grant application, but was encouraged to apply again in 2018. Staff has reached out to DPW and plans to hold the spring HHWC event the first Saturday in May as has been done for the last 14 years.

3585  NFWF Enhancing Coastal Resilience on Virginia’s Eastern Shore  Curt Smith, ext.114
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: May &amp; June</th>
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<tbody>
<tr>
<td># of orientations held</td>
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<tr>
<td>Orientation attendees</td>
<td>0</td>
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<tr>
<td>Client Intakes</td>
<td>10</td>
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<tr>
<td>Additional Counseling Sessions Held</td>
<td>15</td>
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<tr>
<td># of final workshops held</td>
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<tr>
<td>Mortgage submissions</td>
<td>4</td>
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<tr>
<td>Mortgage closings</td>
<td>2</td>
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<tr>
<td>Financing leveraged</td>
<td>$177,878</td>
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<table>
<thead>
<tr>
<th>Growing Your Money Financial Literacy</th>
<th>Current Month: May &amp; June</th>
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<tbody>
<tr>
<td>New GYM participants</td>
<td>4</td>
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<tr>
<td>GYM graduates</td>
<td>0</td>
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### Default and Foreclosure Counseling

<table>
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<tr>
<th></th>
<th>Current Month: May &amp; June</th>
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<tbody>
<tr>
<td>Intake sessions</td>
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<td>Additional Foreclosure Sessions</td>
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<td>Positive Foreclosure Prevention Outcomes</td>
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</tr>
<tr>
<td>Homeowner Budget/Predatory lending Counseling</td>
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</tr>
</tbody>
</table>

New VHSP-1
Homeowner-non-delinquent-1

There was one Financial Literacy Class conducted on May 8 as part of the Briefing for Section Eight clients

A Post Purchase Class was held on May 31 for clients who recently purchased homes through the Pre-Purchase Counseling Program and also for two of John Aigner’s IPR clients. There were lots of giveaways that were donated by a local business. David Annis did a presentation on preventive maintenance for well and septic systems. There was a demonstration for repairing drywall and many handouts for DIY for small repairs. Another segment covered foreclosure prevention, record keeping, insurance, and protecting your credit rating. There were 8 people in attendance.

A Pre-Purchase Workshop is scheduled for two nights in June to be held at ESCC. This will be a certificate class.

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. Our CPES is a member of the Department of Housing and Community Development (DHCD) Balance of State (BoS) Continuum of Care (CoC).

Staff has developed the CPES Performance Standards and Policies (PSP). The PSP draft may be found on the CPES website at [www.cpesva.org](http://www.cpesva.org).

Staff has completed the Coordinated Entry Process Self-Assessment. A copy of the assessment may also be found at [www.cpesva.org](http://www.cpesva.org). Coordinated Entry is a consistent, streamlined process for accessing the resources available in the homeless crisis response system. Staff actively participates on the Coordinated Entry Committee with the BoS. CPES must achieve full compliance with all Coordinated Entry requirements established by the HUD Coordinated Entry Notice CPD-17-01 by the January 24, 2018 deadline.
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. Four Commissioners have registered to attend.

Eastern Shore Socio-economic Impacts of Conserved Land
The final draft is complete and the Southern Tip Partnership will have a chance to comment on the draft and then the Department of Environmental Quality and their consultants will offer each county a presentation of the final document findings. This a very interesting study and some new information will soon be available to the counties and conservation organizations. Some of the major new items are included below but there is much more information in the study.

While the counties have a great deal of information about land-use valuations, conservation easements and agricultural and forest districts the report provides new information regarding the proportion of tax-exempt land that is for conservation purposes. This information was obtained from the assessor’s office of each county and the consultants coded each tax card and were able to determine the tax-exempt conserved land.

They found that Accomack has 32,885.67 acres of tax-exempt conserved land and Northampton has 18,640.86 acres of tax-exempt conserved land. Even though Northampton has less tax-exempt conserved acres, it had a greater amount of foregone tax in 2015 than Accomack. The majority of tax-exempt conserved land is owned by governmental entities in both counties.

The consultants also did a survey of conservation organizations economic impacts from their employment and economic activity. They found the organizations collectively have direct employment of 160 people and a direct 2016 impact of $14,623,063. When indirect and induced impacts (jobs and economic activity that are attributable to services need by direct employees) are added to direct, the estimated total employment rises to 226 (160 direct, 42 indirect and 24 induced), economic activity of $21,876,308 and $355,000 paid in taxes to Eastern Shore local jurisdictions.
There is also a twenty year fiscal forecast for each county of revenues and expenditures that shows both counties have a modest surplus of revenues to expenditures. However, it is critical to understand that the consultants used a methodology to allocate expenditures into residential and non-residential. While every government general category (general government, judicial administration, etc.) has a non-residential allocation, the study assigns all education expenditures to residential. Therefore, the modest surplus in both counties is for allocated government services and not evenly divided into all government services. In plain words, the study assumes conservation land uses as well commercial uses and any other non-residential uses do not pay for school costs because they do not require those services.

As soon as the report is finalized, staff will provide each Commissioner a copy in a future meeting packet.

**Commissioner Smith**

Commissioner Smith has not chosen to apply for a new term as a Commissioner. Staff has prepared a resolution of appreciation for his public service. The resolution is attached.

Staff requested the Commission consider adopting a resolution of appreciation for Commissioner Smith.

Commissioner Turner moved to adopt a resolution of appreciation for Commissioner Smith. Seconded by Commissioner Gordy, the motion carried by unanimous vote.

**RC&D Council**

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

**Request for Assistance**

None received.

10. **Chairman’s Report**

No report was given 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.