ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
January 16, 2018 MEETING
HELD AT THE ENTERPRISE BUILDING
ACCOMAC, VIRGINIA

COMMISSIONERS PRESENT:

Robert Crockett  Accomack County
Laura Belle Gordy  Accomack County
Reneta Major  Accomack County
Harris Phillips  Accomack County
Rickie Ross  Accomack County
Gwendolyn F. Turner  Accomack County
Roland Bailey  Northampton County
Robert Duer  Northampton County
Spencer Murray  Northampton County
Arthur Leonard  Town of Chincoteague

COMMISSIONERS ABSENT:

Donald L. Hart, Jr.  Accomack County
Rev. Charles J. Kellam  Northampton County
Vacant  Northampton County

OTHERS PRESENT:

Elaine Meil  Susan Haycox
Bobbie Jo Wert  Curt Smith
Kat Edwards  Melissa Matthews
Granville Hogg

1. Call to Order

Executive Committee Member Turner called the meeting to order at 6:58 p.m.

2. Invocation

Commissioner Major offered the Invocation.
3. **Minutes of November 20, 2017 Meeting**

The minutes of November 20, 2017 Meeting were presented.

Commissioner Duer moved to approve the Minutes of the November 20, 2017 Meeting. Seconded by Commissioner Crockett, the motion carried by unanimous vote. Commissioner Murray abstained.

4. **Public Participation**

No public participation took place at this time.

5. **Public Hearing (A-NPDC Regional Plan 2018-2028)**

Pursuant to Code of Virginia Title § 15.2-4209. Preparation and adoption of regional strategic plan, A-NPDC has prepared a Regional Plan for the Accomack-Northampton Planning District Commission.

The regional strategic plan is provided. This plan is based on a review of existing Commission studies and plans, meetings with both county administrators, a 582 person survey, and a leadership retreat held with the Commission.

The state completed their review on September 13, 2017 and found no conflicts. Each county was sent a copy of the draft plan on November 7, 2017 with notice of the public hearing date and time.

The draft plan was accessible online and in the Enterprise Building lobby and the public hearing was advertised in the local newspapers.

Consideration of adoption of the plan was requested.

Granville Hogg mentioned that he would like to see another public beach on the Bayside in Accomack County.

Commissioner Murray made several comments regarding the proposed plan. He put the plan in the Board of Supervisors packet for the January 9th meeting, but not a lot of discussion was made. He first wanted to congratulate the staff on completing a 10-year plan stating how hard that is to do. On page 8, he recommended stating the two projects that were projected for completion by July 1, 2019. These are Bailey Road & Jerusalem Road Projects. He also said the plan should be updated to show any projects that have already been completed. On page 9, under Performance Metrics, the publication date of January 2018 needs to be pushed back since it has not yet been completed. On page 11, under Performance Metrics, if the two towns have been selected for downtown/commercial revitalization, then they should be listed. On page 13, under Performance Metrics, he asked
if the A-NPDC was able to obtain a Second Language Resource by the projected date of July 2017. Executive Director Meil stated that it was completed in the Spring of 2017.

Commissioner Phillips moved to adopt the plan after minor revisions are made. Seconded by Commissioner Crockett, the motion carried by unanimous vote.

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

7. December Financial Status Report

The report indicated that 46.17 percent of the FY 2018 Budget had been expended while 50 percent of the fiscal year had passed.

Commission acceptance of this report was requested.

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

8. FY 2018 Budget Amendments

Adoption of the following budget amendments was requested:

**DEVELOPMENT PROJECTS**

1. 3070 DHCD-Capacity Building Grant $12,000.00
   + 3,500.00
   $15,500.00
   
   ITEM 1 represents the amendment to adjust the Capacity Building grant for FY 2018 from unexpended FY 2017 funding.

2. 3330 DHCD-Building Collaborative Communities (BCC) Regional Entrepreneurial, Workforce Devel. Planning $ 5,000.00
   - 5,000.00
   $ 0
   
   ITEM 2 represents the amendment to adjust the BCC grant for FY 2018. It was initially anticipated that a small amount of the $48,000 awarded would be carried forward to FY 2018. However, all project requirements were met and all funds expended in FY 2017.
PLANNING PROJECTS

3. 3590 Virginia Tourism Commission (VTC) $ 4,000.00
   Ecotourism Certification $6,000.00
   $10,000.00

ITEM 3 represents the amendment to include all funds awarded (including pass-through funding) for the Ecotourism certification project.

ANPDC HOUSING PROJECTS

4. 366121 HOME Downpayment Assistance $10,000.00
   Administration and Pass-through funding $10,000.00
   $20,000.00

ITEM 4 represents the amendment to include additional funds awarded for the HOME Downpayment Assistance Project.

ESVHA HOUSING PROJECTS

5. 3590 Pine Street Apartments Tax Credit Project $40,000.00
   $20,000.00
   $60,000.00

ITEM 5 represents the amendment to include additional funds awarded for the Pine Street Tax Credit Project.

The net change to the FY 2018 budget was $34,500.

The requested amendments will be reflected on the next financial status report.

Commissioner Phillips moved to approve the budget amendments as presented. Seconded by Commissioner Major, the motion carried by unanimous vote.

9. FY 2019 Budget Requests

The FY 2019 budget request was submitted to Accomack County for level funding in the amount of $70,703 ($65,036 PDC and $5,667 GreenWorks Committee). The FY 2019 budget request was submitted to Northampton County with the addition of GreenWorks, as recommended by the A-NPDC Commissioners, in the amount of $35,352 ($32,518 PDC and $2,834 GreenWorks). A request for level funding in the amount of $7,000 will be submitted later this month to the Town of Chincoteague.
10. **Grants**

**VHDA HOUSING COUNSELING AND EDUCATION GRANT**

VHDA has offered an opportunity of applying for up to $30,000 in additional funds to agencies in good standing who met all last year’s goal and expended all funds. This funding comes at a particularly fortunate time because our main housing counselor is making retirement plans for this summer.

Staff would like to apply for $30,000 to hire and begin to train a person who will take her place. This funding will be enough to pay for 100% of the cost of training. This is a critical position as over $67,000 in housing counseling funding depends on having a qualified professional.

Staff requested Commission approval to apply for additional funding and to advertise the vacant position of Community Development Coordinator Assistant to be filled if funding is received.

Commissioner Crockett moved to grant permission to apply for additional funding and to advertise the vacant position of CDC Assistant if funding is received. Seconded by Commissioner Phillips, the motion carried by unanimous vote.

11. **Nominating Committee**

The following officer terms will be up for election effective March 1:

Chairman, Donald L. Hart, Jr.
Vice Chairman, Larry Lemond (now vacant)
Executive Committee Member, Gwendolyn Turner

Since Commission By-Laws state that a Nominating Committee of two Accomack Commissioners and one Northampton Commissioner be appointed at the meeting prior to the elections, staff requested that Chairman Hart appoint the Nominating Committee for elections to be held at the next scheduled meeting.

Having served two terms, the officers are not eligible for re-election.

Due to Chairman Hart’s absence, Commissioners Crockett, Gordy and Bailey volunteered to be on the Nominating Committee.
12. **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 was scheduled for Monday, March 19, 2018.

13. **Projects**

<table>
<thead>
<tr>
<th>Code</th>
<th>Label</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>9970</td>
<td>Capital Expenditures</td>
<td>Elaine Meil, ext. 116</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No activity.</td>
</tr>
<tr>
<td>3002</td>
<td>Special Administrative Cost</td>
<td>Elaine Meil, ext. 116</td>
</tr>
<tr>
<td></td>
<td></td>
<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>
</tr>
<tr>
<td>3003</td>
<td>Intergovernmental Coordination and Information</td>
<td>Brenette Hinmon, ext. 100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No Report.</td>
</tr>
<tr>
<td>3010</td>
<td>Planning Assistance Activities</td>
<td>Elaine Meil, ext. 116</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Staff is coordinating dredging committee activities. Staff responded to three FOIA requests for information.</td>
</tr>
<tr>
<td>3016</td>
<td>Management Assistance Activities</td>
<td>Elaine Meil, ext. 116</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>
### COMMUNITY DEVELOPMENT PROJECTS

<table>
<thead>
<tr>
<th>Code</th>
<th>Project Description</th>
<th>Contact</th>
</tr>
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<tbody>
<tr>
<td>3061</td>
<td><strong>Asset Management</strong></td>
<td>Melissa Matthews, ext 110</td>
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<tr>
<td></td>
<td>All Asset Management files are kept current. Deeds of Trust</td>
<td></td>
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<tr>
<td></td>
<td>are recorded as received, and expired Deeds of Trust</td>
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<tr>
<td></td>
<td>are released twice a year. Staff works diligently to assure</td>
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<tr>
<td></td>
<td>all properties have and maintain homeowner’s insurance.</td>
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<tr>
<td>3070</td>
<td><strong>Capacity Building Grant</strong></td>
<td>Elaine Meil, ext 116</td>
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<tr>
<td></td>
<td>The plan has been submitted to the counties for their review</td>
<td></td>
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<tr>
<td></td>
<td>and recommendations.</td>
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<tr>
<td></td>
<td>Staff has put a copy of the draft at [<a href="http://www.a-npdc.org/">http://www.a-npdc.org/</a>]</td>
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<tr>
<td></td>
<td>accomack-northampton-planning-district-commission/regional-</td>
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<tr>
<td></td>
<td>planning/](<a href="http://www.a-npdc.org/accomack-northampton-">http://www.a-npdc.org/accomack-northampton-</a></td>
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<tr>
<td></td>
<td>planning-district-commission/regional-planning/)</td>
<td></td>
</tr>
<tr>
<td>3080</td>
<td><strong>Housing Project Development</strong></td>
<td>Bobbie Jo Wert, ext. 126</td>
</tr>
<tr>
<td></td>
<td>Staff is assisting the Eastern Shore of Virginia Housing</td>
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<td></td>
<td>Alliance with developing a financial strategy that would</td>
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<td></td>
<td>provide for the construction of affordable rental units in</td>
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<tr>
<td></td>
<td>an area close to Tyson Foods.</td>
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<tr>
<td>3201</td>
<td><strong>Town of Parksley Downtown Revitalization</strong></td>
<td>Curt Smith, ext. 114</td>
</tr>
<tr>
<td></td>
<td>Staff coordinated two Management Team meetings in late</td>
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<td></td>
<td>November and early December. The Management Team is</td>
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<td>working to develop an Economic Restructuring Plan and</td>
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<td>has focused on developing a community vision statement,</td>
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<td>economic development goals, and marketing and branding</td>
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<tr>
<td></td>
<td>strategies. The January meeting was cancelled due to</td>
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<td></td>
<td>inclement weather and the Team will reconvene on February</td>
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<tr>
<td></td>
<td>12. Staff will continue to coordinate the Management Team,</td>
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<td></td>
<td>stakeholders, and Town Council on a monthly basis to</td>
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<td>develop a thorough and competitive grant application for</td>
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<td></td>
<td>March 2019.</td>
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<tr>
<td>3320</td>
<td><strong>EDA-Economic Development Planning</strong></td>
<td>Curt Smith, ext. 114</td>
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**Economic Development Committee Activities**

The Regional Economic Development Plan was adopted during the November 29 Committee meeting with the next full Committee meeting not being held until June 2018. Meetings of the four-industry sector working groups will be held during Spring 2018. Staff have begun working on specific activities within the Economic Development Plan including developing an inventory of local products and stores that sell local products. Staff published the ED newsletter during November and December.

**GO Virginia Economic Development Initiative**

No proposal from the Eastern Shore was submitted to the Region 5 GOVa Council due to logistical constraints. The Region 5 Council announced their recommended proposals to advance to the State GOVa council during its meeting on November 14. The General Assembly will be determining if the GOVa program continues and if so, at what level funding during its 2018 session.
Regional Navigable Waterways Committee
The Committee met October 19 in Eastville where they received updates on local projects from the U.S. Army Corps of Engineers (USACE) and U.S. Coast Guard (USCG), including the fact that additional USCG Aids to Navigation (AtoNs) are scheduled for removal on several Bayside Creeks. The meeting scheduled for January 18th has been canceled and the next meeting will be April 19th in the A-NPDC conference room at 3pm. Staff and various members of the Committee met with Deborah Christie of Scott Taylor’s office and representatives from the USACE on December 13th to discuss dredging priorities and beneficial use options in the region.

In conjunction with the Working Waterfronts Steering Committee, the Committee is working with representatives to pursue different avenues for additional state funding for maintenance of state waterways during the 2018 General Assembly. Of note is the Waterway Maintenance Fund legislation, which mirrors the Joint Resolution both Accomack and Northampton County adopted in the fall of 2017.

3333 Eastville Community Health Center VCDBG Project  Bobbie Jo Wert, ext. 126
Northampton County received the conditional award letter from the Virginia Department of Housing and Community Development (DHCD) in response to their application for CDBG funds to support the construction of the Eastville Community Health Center. The letter is requesting an update on the status of the other funds required to complete the development budget. Eastern Shore Rural Health drafted a response that included current information regarding the Rural Development loan application and the local capital campaign.

Unfortunately, DHCDs response stated “there are still significant items that need to be completed before we can release the funding conditions and issue the CDBG award letter.” Items to be completed include: updated timeline and supporting documents for the capital campaign; status of the Eastern Shore Rural Health Services Resources and timeline for those funds being dispersed; award letter from USDA; and status of funding from grants and foundations. The deadline for completion is May 1, 2018. Staff will continue to work with Northampton County and ESRH to meet all conditions.

Northampton County Board of Supervisors has requested the A-NPDC manage the CDBG grant project. Staff is preparing a draft grant management agreement, pending contract negotiations with DHCD.

3334 Accomack Derelict Building Project  Bobbie Jo Wert, ext. 126
Letters were sent out to 14 owners of vacant, derelict buildings located within a 2 mile radius of Withams. Six owners responded to the letters. Four agreed to have their buildings demolished and 2 declined. The work of demolishing the 4 structures was bid to 4 local contractors with the public bid opening scheduled for Friday, November the 17th.
Contracts have been executed on 4 structures. Demolition has been delayed due to inclement weather. Additional letters will be sent this week to remaining property owners.

The Agreement for Project Administration and Profession and Technical Services expired on December 31, 2017. Staff has prepared an Extension Agreement. The agreement extended the Time of Performance to June 30, 2018.

**PLANNING PROJECTS**

<table>
<thead>
<tr>
<th>3401</th>
<th>VDOT Rural Transportation Planning-SPR</th>
<th>Barb Schwenk, ext. 127</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Staff completed a final report for the Sidewalk Gap Analysis and distributed it to all the incorporated towns and to VDOT. It is also posted on the A-NPDC website. Onancock and Eastville have requested assistance in using the report at their upcoming town council meetings. A project carried over from FY17 program activities is to inventory rural roads in both counties that are private, unpaved, and unmaintained. 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. The next step is to assess them against VDOT’s criteria for inclusion in the Rural Addition Program along with rough cost estimates. No additional progress has been made on this project this month. Director of Planning Smith stated that he sent an email to the Northampton County Supervisors regarding the Regional Transportation Technical Advisory Committee vacancy since Granville Hogg left. Commissioner Murray said he would discuss it with the Board and see who could/would best fill the vacancy.</td>
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</tbody>
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<table>
<thead>
<tr>
<th>3402</th>
<th>VDOT-Southern Tip Bike Trail Phase III Feasibility Assessment – Capeville Road to Cape Charles</th>
<th>Barb Schwenk, ext. 127</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Staff learned that the Department of Conservation and Recreation thinks it unlikely it could be the trail owner unless funds are allocated to it for maintenance of the trail. Work will continue to identify a potential owner of the trail. We continue to seek an owner. In discussions with Bay Coast Railroad, it appears that because of liability and indemnity concerns, a trail with rail will not be possible, unless it can be located at least 40 feet from the existing tracks. Sufficient land is now not available to meet this buffer distance. Staff had also asked VDOT if a 2009 STARS safety study of the intersection of Parsons Circle/Bayview Circle/Route 13 could be updated to learn if a study was warranted for a new traffic signal there as a possible crossing site. VDOT was unwilling to update the study, as there is insufficient traffic on the side roads. Therefore, there is only one place to cross Route 13 at this time, and that is at the existing signal at Route 184 (Stone Road), Bayside Road, and Route 13.</td>
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</table>
Three route options were mapped and presented to the stakeholder group on November 30, 2017. One route crosses Route 13 where the abandoned railroad right-of-way crosses Route 13 and would require a bridge over the highway or an underpass to continue onto the RR ROW to the Stone Road. The second route would continue up the railroad right-of-way to just north of Fairview Road and could continue on an A&NEC easement that connects with the RR ROW north of Kiptopeke Elementary School and ends on Bayview Circle Road A&NEC has indicated that they are amenable to this use of its easement, but no formal response has yet been received. From Bayview Circle Road, the route would continue north to the RR crossing at Culls Road and then onto Business Route 13 (Bayside Rd) south to the existing traffic signal. The third route would cross from Bayview Circle Road to another A&NEC easement behind the gas station and the Food Lion Plaza. This route would involve a trailhead somewhere near the Dollar General. However, this route would necessitate using Route 13 to get to the traffic signal. Bay Coast Railroad has indicated that they are not amenable to another crossing of their tracks parallel to Route 13.

A Request for Proposals for preparation of a preliminary engineering report and environmental analysis was drafted and sent to VDOT for review on December 20, 2017. No response has yet been received. Staff is also consulting with VDOT Environmental Division in Suffolk to determine what type of environmental report will be required for this project.

A public meeting to present the routes and to gather public opinion on each was scheduled for both January 4 and 10, but both were canceled due to inclement weather. Staff will attempt to reschedule for January 17 or 18, and a presentation of the results is planned for the Northampton County Board of Supervisors on January 22nd.

<table>
<thead>
<tr>
<th>3521</th>
<th>Town of Chincoteague T-21 Admin. – Second phase</th>
<th>Kat Edwards, ext. 119</th>
</tr>
</thead>
<tbody>
<tr>
<td>VDOT consultant performed concrete testing. No results. No additional information available.</td>
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<thead>
<tr>
<th>3522</th>
<th>DEQ VCZMP 309 Working Waterfront Policies</th>
<th>Shannon Alexander, ext. 115</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff has been collaborating with partners with the Middle Peninsula, Northern Neck, and Hampton Roads Planning District Commission and organizing meetings with legislators in preparation for the 2018 General Assembly session. As a result, representatives have introduced legislation in both the House and Senate to recognize the 2016 Working Waterfront Master Plan at the state level and establish a Waterway Maintenance Fund at the state level. Many additional bills that will aide in solving problems with accessibility (i.e. dredging) are being introduced by partner region representatives. The second meeting of the Working Waterfront Steering meeting will be held before the end of February.</td>
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</table>
This contract has yet to be signed, but progress has been made on inventorying assets on the Middle Peninsula, continued maintenance of the Oyster Trail by the Northern Neck, and initiation of the Virginia Certified Ecotour Guide course on the Eastern Shore. The contract is anticipated to be complete by the end of January, with retroactive funding to October 1, 2017.

The Climate Adaptation Working Group newsletters are distributed biweekly and are all now available online. The last meeting was November 2nd and the next will be February 7th at 1pm, both at the VIMS ESL.

Staff is supplied feedback on the draft resilience finance strategies report to the University of Maryland's Environmental Finance Center. An updated draft has yet to be provided.

Staff is planning to present details about organizational operation of a Water Access Authority on the Eastern Shore to the Commission during the March meeting.

Staff served on the Stormwater Management Working Group and Subcommittee 2, formed in response to HB 1774 (Chapter 345 of the 2017 Acts of Assembly). The last full Work Group meeting was held in Richmond on November 29, 2017. Staff will present final recommendations and potential impacts to the Eastern Shore to the Northampton County Board of Supervisors during their regular meeting on February 13.

Staff spoke to resiliency mitigation and community outreach on a FEMA webinar, reaching approximately two dozen people.

Staff attended the biennial Coastal Policy Team meeting in Richmond on January 11th.

There was construction of a living breakwater at the Saxis Fishing Pier. The project was made possible by a mini-grant from the Chesapeake Bay Field Station and will serve as a demonstration pilot project for how to mitigate erosion and enhance coastal resilience along public property in a cost-effective manner.

No updates since the July 2017 kickoff meeting. Staff will be working with the team of scientists to develop outreach materials, public workshops, and/or stakeholder meetings where the final research outcomes will be communicated.

The Ground Water Committee will meet January 16th. 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 will present to the Master Gardeners, Exmore Rotary Club, and Northampton County Planning Commission in the next two months.

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.

Staff are following the progress of HB558 (2016GA) and HB2477 (2017GA) and watching for legislation to be proposed in the 2018GA that will continue to privatize many of the current vital services provided by the Virginia Department of Health (VDH) local office. ESHD processes almost 700 well and septic permits annually, 80% of which they process internally, and 500 building permits annually, all of which are completed internally and free of charge. New draft legislation will force residents to use costly private sector services for well and septic permits (projected to double new design costs, shift repairs and upgrades from free to over $1,000, plus add a VDH application fee of $225) and for building permits (private sector service estimated at $750, plus VDH fee of $100-150).

**3573 Household Hazardous Waste Collection** Shannon Alexander, ext.115
Staff has reached out to DPW and Care Environmental to hold the spring HHWC event the first Saturday in May as has been done for the last 14 years.

**3583 GreenWorks** Shannon Alexander, ext.115
Staff is planning a press release and additional publicity for the Sponsor-a-Highway Pilot Program (SAHPP), VDOT PR personnel will visit the Shore on January 24th to film an interview, which is intended to be released via various press resources, including Wavy10. The GreenWorks Committee met July 12. The meeting scheduled for January 10 has been rescheduled until February 14 at the Eastern Shore Chamber of Commerce at 2pm. Staff organized an outreach and marketing intern for Waste Watchers with the Eastern Shore Community College, staff is working to secure funding to forward this and other outreach initiatives.

**3590 VA Tourism Commission Ecotourism** Shannon Alexander, ext.115
Staff has worked with both Rappahannock and Eastern Shore Community Colleges to have this course promoted, instructor hired, and online registration completed. Staff promoted the Course at the Virginia Aquaculture Conference and will exhibit at the Virginia Green Conference March 1 and 2 as well. The first day of the Course is January 16th and it will run until March of 2018. A record number of participants have registered for the course – 24.
An Initial Response Notification was received from Virginia Department of Housing and Community Development. The response states DHCD has reserved planning grant funds to assist in developing the project. In order to complete the required activities, an extension is necessary. Staff has received guidance from DHCD and will continue to work with Accomack County to secure an extension.

A-NPDC HOUSING PROJECTS

There are several loans in process at this time and should have closed in December, but are being delayed primarily due to repair issues on the property. This has been very frustrating for the buyers, especially when it affects their rate locks.

The Pre-Purchase Workshop was very successful with 23 people in attendance the first evening and 21 the second night. ESVHA plans to partner again with the Eastern Shore Association of Realtors to conduct a two night Pre-Purchase Workshop in February.

<table>
<thead>
<tr>
<th>Pre-Purchase Counseling</th>
<th>Current Month: November &amp; December</th>
</tr>
</thead>
<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>6</td>
</tr>
<tr>
<td>Additional Counseling Sessions Held</td>
<td>5</td>
</tr>
<tr>
<td># of final workshops held</td>
<td>2</td>
</tr>
<tr>
<td>Mortgage submissions</td>
<td>2</td>
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<tr>
<td>Mortgage closings</td>
<td>1</td>
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<tr>
<td>Financing leveraged</td>
<td>$157,500</td>
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</tbody>
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<thead>
<tr>
<th>Growing Your Money Financial Literacy</th>
<th>Current Month: November &amp; December</th>
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<tbody>
<tr>
<td>New GYM participants</td>
<td>0</td>
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### Default and Foreclosure Counseling Current Month: November & December

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</thead>
<tbody>
<tr>
<td>Intake sessions</td>
<td>3</td>
</tr>
<tr>
<td>Additional Foreclosure Sessions</td>
<td>3</td>
</tr>
<tr>
<td>Positive Foreclosure Prevention Outcomes</td>
<td>1 brought their mortgage current</td>
</tr>
<tr>
<td>Homeowner Budget/Predatory lending Counseling</td>
<td>1 budget 1 post purchase</td>
</tr>
</tbody>
</table>

**New VHSP-3**

### Continuum of Care (CoC) Bobbie Jo Wert, ext 126

The Community Partners of the Eastern Shore (CPES) will conduct its annual Point in Time (PIT) count on January 24, 2018. The PIT is a 24 hour snapshot of our homeless population. Data collected provides statistical evidence used by our Community Partner members as they seek funding for community resources and services for persons/families living within Accomack and Northampton County’s. Additional resources will ensure episodes of homelessness are rare, brief and non-reoccurring on the Eastern Shore of Virginia.

CPES members are working to standardize the Coordinated Entry procedure for our most vulnerable population. This system is designed to ensure clarity, transparency, consistency and accountability for those who are having a housing crisis. The HMIS Evaluation and Monitoring Committee will host a planning session on January 19, 2018 from 1-3 at the Community Service Board Prevention Office in Belle Haven, VA.

CPES continues to partner with Virginia State Police and Community Service Board to address the opioid epidemic and its impact on homelessness. Staff participates on the Community Opioid Panel of Experts (COPE) committee.

### Accomack County VA HMGP 1491-001-037 John Aigner, ext. 118

2004 Elevation Project

Last correspondence January 15, 2013. No additional information available.
All close out documents have been submitted. We are still awaiting the final close out letter, which has probably been delayed by the extremely busy hurricane season for FEMA.

I have been informed that the application that was submitted for Accomack County will be forwarded to FEMA, which means that it will most likely be funded. The single house application that was submitted for a severe repetitive loss property stands a good chance of being forwarded to FEMA also.

No additional information available.

14. Executive Directors Report

RC&D Council
Staff continues to seek applicants for the RC&D Council Northampton County resident vacancy.

Commission on Local Government
Staff has been asked to serve on the Commission on Local Government work group to prepare local estimates of fiscal impact of bills presented to the Finance, Commerce and Labor committees of the General Assembly.

Request for Assistance
No requests.

15. Chairman’s Report
No report was given at this time.

16. Other Matters
Board Members discussed setting a budget to give David Annis, who retired in January, a gift to thank him for his many years of service to the A-NPDC. Previous employees received a gift ranging in cost from $150 to $200.

Commissioner Crockett moved to award Mr. Annis something that was consistent with past gifts. Seconded by Commissioner Phillips, the motion carried by unanimous vote.
17. **Adjournment**

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

____________________________
Donald L. Hart, Jr.
Chairman

Copy Teste:

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Elaine K. N. Meil
Executive Director