

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
March 19, 2018 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
Rickie Ross	Accomack County
Gwendolyn F. Turner	Accomack County
Roland Bailey	Northampton County
John Coker	Northampton County
Robert Duer	Northampton County
Rev. Charles J. Kellam	Northampton County
Spencer Murray	Northampton County
Arthur Leonard	Town of Chincoteague

COMMISSIONERS ABSENT:

None

OTHERS PRESENT:

Elaine Meil	Susan Haycox
Bobbie Jo Wert	Curt Smith
Shannon Alexander	Melissa Matthews
Granville Hogg	

1. Call to Order

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

2. Invocation

Commissioner Kellam offered the Invocation.

3. Minutes of January 16, 2018 Meeting

The minutes of January 16, 2018 Meeting were presented.

Commissioner Major moved to approve the Minutes of the January 16, 2018 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. 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 Turner, the motion carried by unanimous vote.

6. January/February Financial Status Report

The report indicated that 61.66 percent of the FY 2018 Budget had been expended while 66.67 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 Turner, the motion carried by unanimous vote.

7. FY 2019 Budget Requests

On March 13, Accomack County Board had a public hearing scheduled concerning their FY 2019 Proposed Budget which includes level funding of \$70,703 to the A-NPDC.

Northampton County's Budget Committee is in the process of scheduling work sessions.

8. Election of Officers

The following officer terms are up for election effective March 1:

Chairman, Donald L. Hart, Jr.
Vice Chairman, vacant
Executive Committee Member, Gwendolyn Turner.

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

A report from the Nominating Committee consisting of Commissioner Crockett, Commissioner Gordy and Commissioner Bailey was requested.

The Nominating Committee has nominated the following officers:

Chairman – Rev. Charles Kellam
Vice Chairman – Gwendolyn Turner
Executive Committee Member – Donald L. Hart, Jr.

Commissioner Crockett moved to elect the above members to serve as officer's effective March 1, 2018. Seconded by Commissioner Phillips, the motion carried by unanimous vote.

9. Personnel Policies Amendment

It was requested that the new policy be added to the Personnel Policies following the "Deferred Compensation Plan" policy:

Roth IRA Program

All full-time salaried employees are eligible to participate in the Employer established Roth IRA Program. The primary purpose of the Program is to provide retirement income and other benefits to the Employees in accordance with the provisions as defined in section 7701(a)(37) of the Internal Revenue Code, as amended.

Authority for the Executive Director to execute the attached document to establish a Roth IRA Program with ICMA Retirement Corporation was requested.

Commissioner Major moved to grant authority for Executive Director Meil to execute the document to establish a Roth IRA Program with ICMA. Seconded by Commissioner Crockett, the motion carried by unanimous vote.

10. Grants

Staff is working with Community Partners of the Eastern Shore, local CoC, on an application for renewal funding of the Virginia Homeless Solutions Program. It's anticipated that the application will be for level funding. Staff requested authorization to submit the application which is due on March 30th.

Commissioner Crockett moved to grant authorization to submit the application. Seconded by Commissioner Kellam, the motion carried by unanimous vote.

Staff also requested retroactive authority to submit an application for \$15,000 in homeless assistance funding through VHDA. This application was due and submitted on March 2nd. The request budgets \$12,000 for motel vouchers and the balance in salaries and indirect costs. These funds will be used to provide additional services through the Homeless Solutions Program. Emergency shelter is an area of the VHSP program that has historically had insufficient funding to meet the need for the year.

Commissioner Major moved to grant retroactive authority to submit an application for homeless assistance funding through VHDA. Seconded by Commissioner Phillips, the motion carried by unanimous vote.

DEQ VCZMP 306 Oyster and Water Trail Ecotourism Collaboration – Year 2

Staff worked with NNPDC and MPPDC partners on the application for year two of the *DEQ VCZMP 306 Oyster and Water Trail Ecotourism Collaboration*. The grant would cover \$31,637 in personnel, fringe, travel, supplies, and indirect costs and require \$2,122 in match for personnel, fringe, and indirect costs, as well as additional in-kind contributions of partners. The total grant request is for \$100,000 with \$69,363 in effort and funds being subcontracted to the NNPDC and MPPDC.

Staff requested retroactive authority to submit an application for year two of the *DEQ VCZMP 306 Oyster and Water Trail Collaboration*. This application was due and submitted on March 9th.

Commissioner Phillips moved to grant retroactive authority to submit an application for year two of the *DEQ VCZMP 306 Oyster and Water Trail Collaboration Grant*. Seconded by Commissioner Kellam, the motion carried by unanimous vote.

VDH Wellhead Protection Implementation Grant

Staff has worked with Accomack and Northampton County Departments of Public Works for 4 years to provide the annual Household Hazardous Waste Collection event. To better serve the residents and meet the needs of the region, a permanent collection site would be ideal. The VDH Wellhead Protection Implementation Project Grant is an appropriate resource to supply this needed facility. The grant application is due in June and the implementation period is July 2018 to August 2019. The full amount of the grant would be about \$110,000 with approximately \$33,317 going to staff time, travel, and the remainder going to construction costs and training of Convenience Center Staff. There is no match required.

Staff requested authorization to submit the application for the VDH Wellhead Protection Implementation Project Grant, due in June.

Commissioner Crockett moved to grant authorization to submit the application for the VDH Wellhead Protection Implementation Project Grant. Seconded by Commissioner Turner, the motion carried by unanimous vote.

VA Tourism Corporation Sponsorship Request

The Virginia Ecotour Guide Course provides training through ESCC Workforce Development and helps promote an important sector of our economy. The sponsorship would not require match and would supply approximately \$5,000 towards the course and matching the *DEQ VCZMP 306 Oyster and Water Trail Collaboration*.

Staff requested authorization to submit a sponsorship request to the Virginia Tourism Corporation for the 2019 course.

Commissioner Crockett moved to grant authorization to submit a sponsorship request to the Virginia Tourism Corporation for the 2019 course. Seconded by Commissioner Kellam, the motion carried by unanimous vote.

USDA Rural Development Block Grant

Staff has collaborated with the VA Cooperative Extension, VA Department of Agriculture & Consumer Services, and VA Tech Economic Development Department to develop a prospective project that would include a regional market analysis and feasibility study for value-added opportunities for local agricultural (and potentially seafood) products. The project is included in the Regional Economic Development Plan as a priority for the Agribusiness & Food Processing Industry Sector. The details are still being worked out amongst the project partners, but the funding level would be in the range of \$75,000-\$99,000 for the one-year project. A-NPDC staff will be developing the grant application and submitting by the April 30 deadline. No matching funds are required.

Staff requested authorization to submit a USDA-RDBG grant application for a feasibility study for value-added opportunities for local produce.

Commissioner Phillips moved to grant authorization to submit a USDA-RDBG grant application for a feasibility study for value-added opportunities for local produce. Seconded by Commissioner Turner, the motion carried by unanimous vote.

11. Contracts

VIMS Subcontract for Parramore Island Research Project

Staff will conduct a workshop and field trip during Fall 2018 where community leaders and local stakeholders will be invited to learn of findings and implications from recent geologic research conducted in the vicinity of Parramore Island. The PDC will receive \$4,500 to complete these activities by the project end date on January 31, 2019.

Staff requested retroactive authority for the Executive Director the sign the sub-award contract.

Commissioner Phillips moved to grant retroactive authority for the Executive Director to sign the sub-award contract. Seconded by Commissioner Kellam, the motion carried by unanimous vote.

12. Projects

9970	<i>Capital Expenditures</i>	Elaine Meil, ext. 116
No activity.		

3002	<i>Special Administrative Cost</i>	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	<i>Intergovernmental Coordination and Information</i>	Brenette Hinmon, ext. 100
No Report.		

3010	<i>Planning Assistance Activities</i>	Elaine Meil, ext. 116
Staff is coordinating dredging committee activities. Staff responded to three FOIA requests for information.		

3016	<i>Management Assistance Activities</i>	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	<i>Asset Management</i>	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.		

3070 ***Capacity Building Grant***

Elaine Meil, ext 116

Project Closed.

3080 ***Housing Project Development***

Bobbie Jo Wert, ext. 126

Staff is assisting the Eastern Shore of Virginia Housing Alliance with developing a financial strategy that would provide for the construction of affordable rental units in an area close to Tyson Foods.

3201 ***Town of Parksley Downtown Revitalization***

Curt Smith, ext. 114

Staff coordinated two Management Team meetings in February and March and one Work Group meeting in March. The Management Team has developed a community vision statement, economic development goals, and marketing and branding strategies. Staff will present a project update to Town Council and the public on April 9. Staff will continue to coordinate the Management Team, stakeholders, and Town Council on a monthly basis to develop a thorough and competitive grant application for March 2019.

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

Curt Smith, ext. 114

Economic Development Committee Activities

Meetings of the four-industry sector working groups have been scheduled for April 2018 with the next Full EDC meeting scheduled for June 6. 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, development of a regional brand, creation of small business entrepreneurial opportunities, a regional forestry industry inventory and feasibility study, a regional market analysis and feasibility study for value-added agricultural product opportunities, and a comprehensive marketing strategy for the Wallops Complex. Staff published the ED newsletter during January and February.

GO Virginia Economic Development Initiative

No updates.

Regional Navigable Waterways Committee

The Committee will hold its next meeting April 19th in the A-NPDC conference room at 3pm.

Staff presented testimony to the VA General Assembly in support of legislation sponsored by Representatives Lewis and Bloxom regarding the creation of a Waterway Maintenance Fund for dredging projects. Staff submitted a proposal for Tangier to be considered as a pilot project for a beneficial use of dredge spoil project. Staff has coordinated with local stakeholders, academic experts, and the USACE regarding a Continuing Authorities Program Section 204, Beneficial Uses of Dredged Material Project for the Cedar Island and Wachapreague area.

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 Community Development Block Grant (CDBG) funds to support the construction of the Eastville Community Health Center. The letter requested an update on the status of the other funds required to complete the development budget. Eastern Shore Rural Health (ESRH) drafted a response that included current information regarding the Rural Development loan application and the local capital campaign.

Unfortunately, DHCDs December 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 continued to work with ESRH to meet all conditions. January 29th staff spoke with DHCD representative, Matt Weaver. Information was obtained and relayed to ESRH on three possible scenarios. Later, it was discovered one option was not applicable, as previously indicated. With two viable options remaining, ESRH advised DHCD of their “intentions to proceed with the Eastville Community Health Center project without pursuing the Letter of Intent (LOI) award” from the 2017 CDBG application. ESRH included in their response all required documents requested in December.

March 7th A-NPDC received DHCDs response indicating they were “unable to cancel the LOI award”, they “must receive notification directly from the applicant, Northampton County”. At this time, no additional information has been received from Northampton County, ESRH or DHCD.

It was the consensus of the Board, that if the Northampton County Board of Supervisors want to schedule the pre-contract negotiations for Eastville Rural Health Center project, it was ok with the A-NPDC.

3334

Accomack Derelict Building Project

Bobbie Jo Wert, ext. 126

Demolition has been finalized on the 4 original properties bid in November.

Letters were sent out to 7 owners of vacant, derelict buildings located within a 2-mile radius of Withams. Three owners responded to the letters and 4 did not respond. Three agreed to have their buildings demolished. The work to demolish the 3 properties were bid to 4 local contractors with the public bid opening held on February 21, 2018. Bids received exceed the Accomack County set-aside. Rich Morrison, Director of Planning and Economic Development, authorized staff to proceed with executing contracts on the 2 highest priority properties. Mr. Morrison indicated he will seek the additional \$14,222 needed to demolish the third and final property at the next Board of Supervisors meeting.

Of the 2 approved demolitions, 1 contract is fully executed. Unfortunately, demolition has been delayed due to shared electrical service, the owner must temporarily relocate. The remaining contract is to be executed by March 16th, demolition is expected to begin within the next 2 weeks.

PLANNING PROJECTS

3401 VDOT Rural Transportation Planning-SPR Barb Schwenk, ext. 127

Staff completed a final report for the Pedestrian Facilities Report 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. Staff made a presentation at the February meeting of the Onancock Town Council and answered questions the Council had.

Staff are partnering with VIMS to map roadside ditches using high-resolution digital elevation data. The data will be used to identify ditch locations and elevations, which will be used to identify areas where tidal waters are entering ditches resulting in storm water drainage issues. The data may also be used in the future to map drainage patterns for a more comprehensive ditch management approach.

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 report has been drafted and charts showing unpaved roads that meet the criteria for inclusion in the secondary road system have been made. The final report will be presented to the Transportation Technical Advisory Committee on March 27.

Staff attended a VDOT planning and programming meeting in Petersburg on March 14 to begin the process of applying for the FY19 Rural Planning Assistance HPR funds. The application is due in April.

3402 VDOT-Southern Tip Bike Trail Phase III Feasibility Assessment – Capeville Road to Cape Charles Barb Schwenk, ext. 127

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.

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 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 rescheduled the meeting for January 17, and it had 15 attendees even though it was snowing. Staff made a presentation of the results to the Northampton County Board of Supervisors on January 22nd. The Supervisors clearly indicated that a trail was preferred rather than bicycle routes on the roads.

A Request for Proposals for preparation of a preliminary engineering report and feasibility analysis was advertised January 26 and solicitations were sent out to 40+ engineering firms via email. A pre-proposal meeting was held on February 15 and attended by four engineering firms. Expressions of interest have been received from Burgess & Niple, McGill Engineers, and A. Morton Thomas Engineering. Interviews with the three firms were held the week of March 5, and the selection committee has requested additional information from all three before making a decision on which firm with which to pursue a contract. March 30 is the date set to finalize a contract, and May 10 is the deadline for the final report.

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

Kat Edwards, ext. 119

The Town has had no word from VDOT on the final compliance for the streetscape project.

3522

***DEQ VCZMP 309 Working Waterfront
Policies***

Shannon Alexander, ext. 115

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, both the House and Senate have passed legislation to establish a Waterway Maintenance Fund at the state level. The Governor must still sign the legislation and a satisfactory level of funding must be secured. Many additional bills that will aide in solving problems with accessibility (i.e. dredging) are being introduced by partner region representatives. The Working Waterfront Steering met January 9th and 31st will meet again to review draft Coastal Living Policy, comprehensive plan advisory language, and outreach materials in the spring. Year 3 of this project will be lead and managed by the NNPDC, with the A-NPDC working as a subcontractor under MOU.

3522

***DEQ VCZMP 306 Oyster and Water
Trail Collaboration***

Shannon Alexander, ext. 115

This contract was signed January 31st, retroactive to October 1, 2017. The Middle Peninsula has compiled relevant assets into an inventory and Google Maps, the Northern Neck is working with the Artisan Center of Virginia on a digital engagement tool for the Virginia Oyster Trail, and the Virginia Certified Ecotour Guide course wrapped up with 18 participants nearing earning their full certification.

Staff will be working with local stakeholders to update the Seaside Water Trail routes and descriptions as needed in the next few months. VCZMP has already granted an extension for this project until the end of December 2018.

***3541 & 3551 A-N VCZM Technical Assistance, FY
18 1st Qtr1***

Shannon Alexander, ext.115

The Climate Adaptation Working Group newsletters are no longer being distributed biweekly, previous editions are all available online. The last meeting was February 7th at the VIMS ESL, where members decided that the newsletter was no longer very effective. Staff is setting up a template for an annual report, to which members will contribute. The next will be held in June.

Staff has 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 PDC meeting.

Staff requested authorization to bring the Water Access Authority presentation to the Board of Supervisors of each County.

Commissioner Crockett granted authorization to bring the Water Access Authority presentation to the Board of Supervisors of each County. Seconded by Commissioner Major, the motion carried by unanimous vote.

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.

Staff is working with colleagues in the Northampton County Planning Department on participating in the Northampton County Watershed Festival.

Staff has met with the Resilience Adaptation Feasibility Tool (RAFT) Team Leaders to initiate the regional pilot program. Letters are being drafted and will be mailed in the near future to the seven pilot program localities: Accomack, Northampton, Onancock, Tangier, Saxis, Chincoteague, and Wachapreague. Community kickoff meetings will be scheduled during Summer 2018.

NASA has issued a request for scoping comments on its Proposed Shoreline Enhancement and Restoration Project at Wallops Island by March 29. Three options are currently being considered for further Environmental Assessment:

Dredging of offshore sand from either Unnamed Shoal A or an alternative marine sand source; Placement of dredged sand on Wallops Island beach; and

Construction of a series of parallel, offshore breakwaters.

Inquiries and comments may be addressed via email at wff-shoreline@mail.nasa.gov

Staff have been contacted by the Commonwealth regarding the Chesapeake Bay Phase III Watershed Implementation Plan. The Commonwealth is planning on utilizing PDCs and Soil & Water Districts to local planning goals and load allocation data. It is expected that there will be some level of funding contracted to the PDC for this work. Staff will be participating in an upcoming meeting to learn more and will provide additional updates next month.

3554

VIMS-Barrier Island Study

Curt Smith, ext. 114

The contract has been finalized. For the PDC's project requirements staff will be working with the team of scientists to develop a workshop and field trip to Parramore Island for community leaders and local stakeholders where the final research outcomes regarding the geologic evolution of the Parramore Island/Wachapreague Inlet area will be communicated.

3571 ***A-N Ground Water Committee Projects*** Shannon Alexander, ext.115

The Ground Water Committee met February 20th and will meet March 20th. 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, instances of discharge non-compliance, enforcement, importance of use of the unconfined aquifer, etc.

Staff presented to the Northampton County Board of Supervisors on February 26th and the Master Gardeners February 28th.

Staff is working with the Consultant on outreach videos using the ESVA groundwater model. Staff has coordinating a training with VDEQ for the consultant and representatives from both Counties in order to begin the updates to the Water Supply Plans for both Counties, which are due in 2018.

Staff followed the progress of HB885, 887, & 888, which would continue to privatize many of the current vital services provided by the Virginia Department of Health (VDH) local office. The Governor's Action Deadline is April 9th. 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, May 5th, as has been done for the last 14 years.

3583 ***GreenWorks*** Shannon Alexander, ext.115

VDOT Public Relations personnel visited the Shore on January 24th to film an interview about the Sponsor-a-Highway Pilot Program (SAHPP). Local news covered the SAHPP as well. Staff continues to distribute monthly GreenNews E-Newsletter; editions are available via link on the A-NPDC website. The GreenWorks Committee met February 14th with the next meeting to be held in July. 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

The 2018 Virginia Certified Ecotour Guide course was wrapped up with two field trips. 18 participants are near being issued their full certification. Staff attended as an exhibitor and a speaker at the 5th Annual Virginia Green Travel Conference, presenting in the *Career Opportunities in Green Tourism* about the Ecotour Guide Certification program, where it was received enthusiastically.

**Accomack County CDBG Planning Grant
– Prioritization**

Bobbie Jo Wert, Ext. 126

Staff completed the preliminary assessment for the recommended areas of Sanford, East Horntown, Wishart’s Point, Whitesville, Greysville, Gospel Temple Road and Linhaven Circle. Surveys were either completed by staff or placed on doors. Residents have either returned the surveys to our office or placed in back in the doors to be picked up by staff. Additional areas have been identified, Adams Crossing Road (near Gospel Temple Road) and Paige Fisher Road. Supervisor Crockett also asked staff to evaluate the Bayside area.

Staff held a public hearing on March 8, 2018 at 6 pm in the Board Chambers in Accomac. The hearing was attended by residents of Sanford (3), Whitesville (1), and Linhaven Circle (5 including Supervisor Major).

The management team meeting is scheduled for March 20th at 1 PM in the Conference Room of the A-NPDC.

A-NPDC HOUSING PROJECTS

3661 HUD-Housing Counseling Services Patricia Connolly Grove, ext124

Two Community Outreach Classes are scheduled for March. A Homeownership Orientation Class will be held at the New Allen AME Church in Exmore and a Credit Class will be held for the parents at the Head Start in Accomac.

A Pre-Purchase Workshop is scheduled for April 25th and 26th at ESCC in Melfa. This again will be a partnership with the Eastern Shore Association of Realtors.

Two loans closed and a third received Loan Commitment and will close in March.

Patricia Grove completed two NeighborWorks On-Line courses that were offered as a scholarship by VHDA. One Class was Mortgage Math Made Simple for Homeownership Professionals and the other was Understanding Credit Reports and Credit Scoring.

Pre-Purchase Counseling	Current Month: January & February
# of orientations held	0
Orientation attendees	0
Client Intakes	8
Additional Counseling Sessions Held	4
# of final workshops held	0
Mortgage submissions	2
Mortgage closings	2
Financing leveraged	\$209,141

Growing Your Money Financial Literacy	Current Month: January & February
New GYM participants	12
	0

Default and Foreclosure Counseling	Current Month: January & February
Intake sessions	1
Additional Foreclosure Sessions	4
Positive Foreclosure Prevention Outcomes	
Homeowner Budget/Predatory lending Counseling	

Homeless Recertifications – 6

Virginia Homeless Solutions Program

Total Assessments YTD: 203 (167 from ESVHA and 36 from ESCADV)

Serving:

Prevention: 6

Rapid Rehousing: 13

Shelter: 0

Qualified and Searching:

Prevention: 1

Rapid Rehousing: 0

Closed Cases that have received funding:

Prevention: 0

Rapid Rehousing: 11

Shelter Operations: 0

Closed Cases that have NOT received funding:

Prevention: 3

Rapid Rehousing: 2

Receiving Budgeting and Case Management (does not qualify for financial assistance):

Open: 0

Closed: 3

Budget:

Prevention: \$42,000 - \$25,839.78 (\$16,160.22 remaining)

Rapid Rehousing: \$75,633 - \$67,277.99 (\$8,355.01 remaining)

Shelter Operations: \$6,535 – \$6535 (\$0 remaining)

Estimated Date for Running out of Funds:

Shelter Operations: January 2018

Rapid Rehousing: April 2018

Prevention: June 2018

366250

Continuum of Care (CoC)

Bobbie Jo Wert, ext 126

The Community Partners of the Eastern Shore (CPES) conducted its annual Point in Time (PIT) count on January 24, 2018. The PIT is a 24-hour snap shot 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. 76 surveys were completed. Only 17 surveys met the federal homeless definition. Of the 17, 12 adults and 12 children were housed either in a local shelter or hotel paid by a local agency while 5 adults were unsheltered residing in a place not meant for human habitation. Of the 5 unsheltered individuals, 3 were males, 2 were females and their average age was 66.

CPES members continues to work on standardizing 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.

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

2004 Elevation Project

John Aigner, ext. 118

Last correspondence January 15, 2013. No additional information available.

Accomack County VA HMGP 4024-012 John Aigner, ext. 118
Elevation Project

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.

13. Executive Directors Report

RC&D Council

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

Commission on Local Government

A-NPDC was asked to review nine bills. The topics were wide ranging and the deadlines were very tight. The requests for fiscal analysis included things like the number and cost of towing vehicles called in my law enforcement, the assessment of solar equipment within cost and power confines and various other items. A-NPDC was able to address every single one and provide a local analysis using at least one county or town.

Small Purchases Procurement Policy

Staff is seeking adoption of an updated small purchases procurement policy. The Commonwealth updated the amounts in 2016. The following uses the same requirements but updates the amounts.

Staff requested adoption of the revised small purchase procedures.

Commissioner Crockett moved to adopt the revised small purchase procedures. Seconded by Commissioner Turner, the motion carried by unanimous vote.

**Accomack-Northampton Planning District Commission
Small Purchase Procedures, Adopted xx/xx/xxxx**

Estimated Cost	General Procedure
\$1,000 or Less	Must be approved by the Executive Director. No competition is required. This level of purchase may be accomplished with a purchase order or a local supply order.
\$1,000.01 - \$10,000	Requires documentation of at least 2 telephone, catalog or electronic solicitations. All responses must be forwarded to the Director of Administration and attached to a purchase order approved and signed by the Executive Director.

\$10,000.01 - \$60,000	Requires the documented solicitation of at least 3 electronic or written quotes. Documentation of the solicitations and all responses must be forwarded to the Director of Administration. The Director of Administration will forward the documents along with a purchase order to the Executive Director for approval and signature.
\$60,000.01 - \$100,000	Requires the written informal solicitation of a minimum of four bidders or offerors. Documentation of the written request along with all responses from bidders and offerors must be forwarded to the Director of Administration. The Director of Administration will forward the documents along with a purchase order to the Executive Director for approval and signature.
\$60,000.01 and Over - For Professional Services Only	Requires a formal, published Request for Proposals, ranking criteria and committee as prescribed and governed by the Virginia Public Procurement Act.
\$100,000.01 and Over	Requires a formal, published Invitation to Bid or Request for Proposals and ranking criteria, ranking committee, or formal public bid opening as prescribed by the Virginia Public Procurement Act. All bids and RFPs must remain "on the street" for a minimum of 10 days as required by law.

Exceptions to Above

Emergency Purchases	When the health or safety of the public or operation of equipment is in jeopardy. Competition is not required. Executive Director approval and written justification is required as soon as practicable. Justification shall be posted in a public place for 10 days.
Sole Source	Written justification is required before purchase. Sole source purchases must be approved by the Executive Director and notice posted in a public place for 10 days.
State Contracts	No competition is required on items purchased from a state contract. Executive Director must approve before purchase.
Professional Services up to \$15,000	No competition is required for a professional service (accounting, architecture, land surveying, landscape architecture, law, medicine, actuarial services, optometry or professional engineering) when service is practicably available from only one source.

Legal Services	No competition is required for legal services or expert witnesses or other services associated with litigation or regulatory proceedings.
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Request for Assistance

Town of Onancock – Requested a scope of work and budget for an update of the Town Municipal Code. Staff provided a cost estimate of \$28,410 based on the Town paying full costs of the update and not including the Town legal fees necessary. If the town decides to pursue the project, it will be brought back for Commission approval.

Town of Cape Charles – Requested a scope of work and budget for an update of the Town Plan. Staff provided a cost estimate of \$21,410 based on the Town paying full costs of the update. If the town decides to pursue the project, it will be brought back for Commission approval.

14. Chairman’s Report

Commissioner Hart thanked the Board for allowing him to serve as Chairman for the past 2 years.

15. Other Matters

No other matters were discussed at this time.

16. Adjournment

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

Copy Teste:

Rev. Charles J. Kellam
Chairman

Elaine K. N. Meil
Executive Director