ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
April 16, 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
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:

Roland Bailey     Northampton County

OTHERS PRESENT:

Elaine Meil          Susan Haycox
Bobbie Jo Wert      Curt Smith
Melissa Matthews

1. Call to Order

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

2. Invocation

Commissioner Hart offered the Invocation.
3. **Minutes of March 19, 2018 Meeting**

The minutes of March 19, 2018 Meeting were presented.

Commissioner Hart moved to approve the Minutes of the March 19, 2018 Meeting. Seconded by Commissioner Crockett, the motion carried by unanimous vote.

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

6. **March Financial Status Report**

The report indicated that 69 percent of the FY 2018 Budget had been expended while 75 percent of the fiscal year had passed.

Commission acceptance of this report was requested.

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

7. **FY 2018 Budget Amendments**

**DEVELOPMENT PROJECTS**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 3201</td>
<td>Town of Parksley Downtown Revitalization P. G.</td>
<td>$8,000.00 + $5,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$13,000.00</td>
</tr>
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</table>

ITEM 1 represents the amendment to include additional funds from the DHCD Planning Grant award to complete FY 2018 activities for the Town of Parksley Revitalization P. G.
2. **3333** Eastville Rural Health VCDBG Project
   Administrative Services $30,000.00
   - $30,000.00
   **$ 0**
   *ITEM 2* represents the amendment to exclude the Eastville Rural Health VCDBG Project from the FY 2018 Budget.

3. **3335** DHCD-Planning Grant for Accomack County (new) $15,000.00
   *ITEM 3* represents the amendment to include the Planning Grant awarded to Accomack County to organize and plan a Planning Grant or CIG application.

**PLANNING PROJECTS**

4. **3542** DEQ-Coastal Zone Management Program (new) $25,800.00
   *ITEM 4* represents the amendment to include all funds awarded (including pass-through funding) for the interpretive sign project.

**ANPDC HOUSING PROJECTS**

5. **3662** VHDA-Housing Counseling REACH (HCE) $40,000.00
   Administration and Pass-through funding +$30,000.00
   **$70,000.00**
   *ITEM 5* represents the amendment to include additional funds awarded for the succession planning, additional training and equipment.

**A-NRHA HOUSING PROJECTS**

6. **3157** A-NRHA Section 8 Ongoing Management and Administrative Fees $260,000.00
   +$20,000.00
   **$280,000.00**

7. **315710** Fraud Recovery for Section 8 Program and Administrative Fees $14,000.00
   +$10,000.00
   **$24,000.00**
   *ITEMS 6 and 7* represent the amendment to include additional funds to manage the Section 8 program, contingent upon A-NRHA final approval. The Ongoing Management of the Program included an additional $20,000 in FY 2018 for upgrade to the software and staff training. Fraud recovery administration can be paid to the A-NPDC from the collection of fraudulent/non-compliance activities in connection with Section 8 clients. To date $30,695 has been collected in FY 2018.

The net change to the FY 2018 budget is $75,800.

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

Adoption of the budget amendments was requested.
Commissioner Hart moved to adopt the FY 2018 Budget Amendments as requested. Seconded by Commissioner Gordy, the motion carried by unanimous vote.

8. **FY 2019 Budget Requests**

Accomack County adopted its FY 2019 Budget with level funding recommended to the A-NPDC and ESVHA. The Groundwater Committee’s request to fund a saltwater intrusion study in the amount of $7,500 was included in the approved Accomack County FY 2019 Budget.

<table>
<thead>
<tr>
<th>Program</th>
<th>Level</th>
<th>Total</th>
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<tbody>
<tr>
<td>A-NPDC</td>
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<tr>
<td>GreenWorks</td>
<td>$5,667</td>
<td>$70,703</td>
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<tr>
<td>Groundwater</td>
<td>$27,221</td>
<td></td>
</tr>
<tr>
<td>ESVHA</td>
<td>$9,215</td>
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</tr>
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</table>

Northampton County is still in deliberations concerning its FY 2019 Budget. However, the following funding is recommended to the A-NPDC programs:

<table>
<thead>
<tr>
<th>Program</th>
<th>Level</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>A-NPDC</td>
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<tr>
<td>GreenWorks</td>
<td>$0</td>
<td>$32,518</td>
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<tr>
<td>Groundwater</td>
<td>$20,385</td>
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<tr>
<td>ESVHA</td>
<td>$4,747</td>
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The request on behalf of the GreenWorks Committee in the amount of $2,834 is not included in the recommendations. A work session is scheduled next week and the BOS will meet with outside agencies on April 18.

The Town of Chincoteague has included level funding of $7,000 to the A-NPDC in its proposed FY 2018 Budget.

9. **Projects**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>9970</td>
<td>Capital Expenditures</td>
<td>Elaine Meil, ext. 116</td>
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<tr>
<td></td>
<td>No activity.</td>
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</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Contact</th>
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</thead>
<tbody>
<tr>
<td>3002</td>
<td>Special Administrative Cost</td>
<td>Elaine Meil, ext. 116</td>
</tr>
<tr>
<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>
<td></td>
</tr>
</tbody>
</table>
3003  **Intergovernmental Coordination and Information**  
Brenette Hinmon, ext. 100  
No Report.

3010  **Planning Assistance Activities**  
Elaine Meil, ext. 116  
Staff is coordinating dredging committee activities. Staff attended the Go Virginia application grant writing workshop in Richmond.

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.

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 presented a project update to Town Council and approximately 30 citizens on April 9. The Management Team has developed a community vision statement, economic development goals, and marketing and branding strategies. Staff is working with the ES Railway Museum Board and Town to explore possibility for converting railroad cars in the Town Square area as unique small business incubators or overnight lodging. 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.
Meetings of the four-industry sector working groups have been held during 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 March.

**Wallops Complex Consolidated Marketing Strategy**
Staff presented a request for assistance from the Tri County Council for the Lower Eastern Shore of Maryland to pursue a contract for the development of consolidated marketing materials for promotion of the Wallops Complex. The project would be accomplished through partnership between the Tri County Council, Accomack County, and Wallops Island Regional Alliance with ANPDC administering the project.

Commissioner Crockett moved to grant authority to aid the Tri County Council for the Lower Eastern Shore of Maryland to pursue a contract for the development of consolidated marketing materials for promotion of the Wallops Complex. Seconded by Commissioner Hart, the motion carried by unanimous vote.

**GO Virginia Economic Development Initiative**
Staff participated in a training event involving the GO Virginia application process.

During the March 2018 PDC meeting, the Commission unanimously approved a motion to submit two applications to the USDA Rural Business Development Grant program. Staff reported that following further consideration by staff and project partners, only one application will be submitted for the completion of a feasibility study for value-added opportunities for local produce.

**Regional Navigable Waterways Committee**
The Committee met April 19th. Staff have assisted the Committee and the Town of Wachapreague regarding a USACE Beneficial Dredge Spoil Use project for the Cedar Island/Wachapreague area. Staff coordinated with academic experts from VIMS and Randolph-Macon College to develop comments regarding the proposed scope of work for the project and submitted the comments to USACE during March.

Commissioner Murray presented a letter he wrote to Dr. Holmes, Associate Director of DHCD, reluctantly withdrawing the Letter of Intent award of $700,000 for the Eastern Shore Rural Health’s new Eastville Community Health Center. He asked that a copy of the letter be included in the minute books of the A-NPDC.
Commissioner Duer moved to include this letter in the A-NPDC minute books. Seconded by Commissioner Crockett, the motion carried by unanimous vote.

**3334  Accomack Derelict Building Project**  
Bobbie Jo Wert, ext. 126

Demolition has been finalized on five (5) properties, with two (2) locations remaining. One (1) is scheduled to be completed by the end of April. The second location, although Accomack County allocated additional funds to demolition the final property, the owner has since withdrawn their application with the intent to sell. Staff remains hopeful they will change their mind by April 30th. If unsuccessful, the project will be closed out.

**PLANNING PROJECTS**

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

The A-NPDC seat and designated alternate on the Transportation Technical Advisory Committee are currently vacant. The Committee By-Laws do not require that the member or the alternate be Commissioners meaning that staff could be appointed if desired. The term of the appointment is at the discretion of the Commission.

Staff requested appointments for the A-NPDC member and alternate member be made for the Transportation Technical Advisory Committee.

Commissioner Crockett recommended Director of Planning, Curt Smith, for the appointment. Seconded by Commissioner Hart, the motion carried by unanimous vote.

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 was not presented to the Transportation Technical Advisory Committee on March 27 as planned. Staff is awaiting cost estimates from VDOT before completing the report.
Staff prepared the application for FY19 Rural Transportation Planning (RTP) Assistance Program funds and all documents necessary for the expenditure of State Planning and Research funds (SPR).

Commissioners review and support of the resolution authorizing staff to apply for RTP/SPR funds was requested. Commissioner Crocket moved to support the resolution authorizing staff to apply for RTP/SPR funds. Seconded by Commissioner Turner, the motion carried by unanimous vote.

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

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 five engineering firms. Expressions of interest were 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 requested additional information from all three before making a decision on which firm to pursue a contract.

After the additional information was received from all three firms, the selection committee agreed that A. Morton Thomas (AMT) was the firm best suited for the work. A scoping meeting was held with AMT on March 22, and a fee proposal was received. Staff negotiated with AMT to get to a price that was afforded by the FLAP grant. A memorandum of agreement between the A-NPDC and AMT was prepared and is under review by VDOT. The completion date and public hearings will need to be pushed past May 10, as we do not yet have a contract due to VDOT review delays.

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

The staff member providing the compliance review submitted his recommendation to construction division management regarding Phase 2C several weeks ago with no response.

**3522**  
**DEQ VCZMP 309 Working Waterfront Policies**  
Shannon Alexander, ext. 115

Staff has continued collaborating with partners with the Middle Peninsula, Northern Neck, and Hampton Roads Planning District Commission concerning outcomes of the 2018 General Assembly session. As a result of combined efforts, the following bills were
passed by the House and Senate and have been signed by the Governor: SP693, HB1096, HB1093, HB1091, HB1307, HB1308, and HB1092. Many of these will aide in solving problems with accessibility (i.e. dredging) including establishing and funding of the Waterway Maintenance Fund. The Working Waterfront Steering met January 9th and 31st and will meet again to review draft Coastal Living Policy, comprehensive plan advisory language, and outreach materials in the late spring. Year 3, the final year, of this project will continue these efforts and expand progress in outreach and education about Working Waterfronts.

3522 DEQ VCZMP 306 Oyster and Water Trail Collaboration
Shannon Alexander, ext. 115

The Middle Peninsula has compiled relevant assets into an inventory and GoogleMaps, 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.

The Ecotourism Steering Committee for the three rural coastal peninsular regions met on January 30th and again on April 10th. The mission statement, vision statement, and objectives have been determined for this Alliance. The Virginia Water Trails logo has been finalized and the regional identifiers are to be requested from the designer and distributed to the marketing subcommittee for final approval. Staff is to contract a web designer to begin developing the webpage in WordPress.

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 the late summer or fall.

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 presented details about organizational operation of a Water Access Authority on the Eastern Shore to the Commission during the March PDC meeting and will be presenting to the Accomack County Board of Supervisors on April 18th and the Northampton County Board of Supervisors on April 23rd.

Staff reached over 200 students during the Northampton County Watershed Festival April 12th, sharing information about planning, zoning districts, and the Chesapeake Bay Preservation Act buffers/setback.
Staff has met with the Resilience Adaptation Feasibility Tool (RAFT) Team Leaders to initiate the regional pilot program. Letters have been distributed and initial discussions held with the seven pilot program localities: Accomack, Northampton, Onancock, Tangier, Saxis, Chincoteague, and Wachapreague. Community kickoff meetings will be scheduled during Summer 2018.

Staff provide an update and request guidance 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.

Commissioner Crockett made a motion for staff to pursue a contract with DEQ if the funding levels and scope of work are deemed acceptable. Seconded by Commissioner Coker, the motion carried by unanimous vote.

3554 VIMS-Barrier Island Study Curt Smith, ext. 114
Staff are working with the research teams 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. The field trip is being targeted for Fall 2018.

3571 A-N Ground Water Committee Projects Shannon Alexander, ext.115
The Ground Water Committee met March 20th and will meet April 17th. 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 will have an educational booth at the Exmore Earth Day Celebration on April 21st.

Staff organized 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. Staff was directed to revisit the January 22nd letter to the Governor to express the Committee’s concerns.

3573 Household Hazardous Waste Collection Shannon Alexander, ext.115
The HHWC event will be held the first Saturday in May, May 5th, as has been done for the last 14 years. It will be from 10am to 2pm rain or shine and will be hosted at the following convenience centers: Eastville, Grangeville, and Chincoteague. Staff is working with Waste Watchers to confirm volunteers to assist with Chincoteague as it is a busy location.
Staff presented the VDH Wellhead Area Protection Implementation grant for a permanent regional collection site to the Accomack County Solid Waste Committee on March 28th, the Painter Town Council April 9th, and has discussed the project with both County Administrators. Staff will be presenting to the Accomack County Board of Supervisors on April 18th and the Northampton County Board of Supervisors on April 23rd to request a letter of support for the project. The application is due to VDH June 1.

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

The Sponsor-a-Highway Pilot Program (SAHPP), also known as Sponsor-A-Road, has received publicity through a digital video shared on social media. [https://www.youtube.com/watch?v=pYrisZ5ovyPQ](https://www.youtube.com/watch?v=pYrisZ5ovyPQ) 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 and will interview the newest candidate on April 13th, 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. Of the 22 individuals who registered for the course 17 gained their certification, 12 through ESCC and 5 through RCC. Staff will be sending their final report to VTC by the end of the month when the project will be closed out.

**Accomack County CDBG Planning Grant**  
– Prioritization  
Bobbie Jo Wert, Ext. 126

Accomack County Board of Supervisors approved the neighborhood prioritization (see below) as recommended by Staff, based on initial windshield survey and needs assessment, conceding community attributes upon further examination, could necessitate a change in priorities. Community meetings will be scheduled to finalize prioritization, as well as, provide alternatives, including: housing services, housing counseling, and referral services to appropriate funding sources.

Required documents were submitted to DHCD by March 23rd. No response has been received. Once a DHCD Community Development Specialist has been assigned, Staff will apply for either a CDBG Proposal Planning Grant or a Community Improvement Grant for the appropriate community.

Prioritization (based on need and feasibility)

1. Gospel Temple Road Area (including Adams Crossing Road)
2. East Horntown
3. Wishart’s Point
4. Graysville (Church Road)
5. Whitesville
6. Linhaven Circle
7. Sanford
Twenty people attended the Credit Class at the Accomac Head Start. The parents attending had a lot of great questions and comments and seemed to really appreciate the opportunity to learn more about improving their credit.

A Homeownership Orientation Class was held at the New Allen AME Church. There were not as many young people in attendance as they had hoped, but the young people who did attend were encouraged to stay afterward to talk about specific questions they wanted answered. One attendee also scheduled a one on one appointment to start on her path to homeownership.

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.

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<tr>
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<tr>
<td>Orientation attendees</td>
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<tr>
<td>Client Intakes</td>
<td>9</td>
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<tr>
<td>Additional Counseling Sessions Held</td>
<td>7</td>
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<tr>
<td># of final workshops held</td>
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<tr>
<td>Mortgage submissions</td>
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<tr>
<td>Mortgage closings</td>
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<td>Financing leveraged</td>
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<th>Growing Your Money Financial Literacy</th>
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<tr>
<td>New GYM participants</td>
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<tr>
<td>Credit Class</td>
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<tr>
<th>Default and Foreclosure Counseling</th>
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<td>Intake sessions</td>
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<tr>
<td>Additional Foreclosure Sessions</td>
<td>2</td>
</tr>
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<td>Positive Foreclosure Prevention Outcomes</td>
<td>1 repayment plan</td>
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<tr>
<td>Homeowner Budget/Predatory lending Counseling</td>
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Homeless Recertifications: 2
New VHSP Prevention: 1
The Community Partners of the Eastern Shore (CPES), the local Continuum of Care, will host its General Membership meeting on May 9, 2018. The meeting is held at the Eastern Shore Community College –Workforce Development Center from 10 AM to 12 PM. During this meeting, elections of officers will be held.

CPES members continue 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
Elevation Project

John Aigner, ext. 118

There has been a verbal verification of closeout of the 4024 Project from VDEM. The official close-out letter will be sent to the County shortly.

The application that was submitted for Accomack County has been forwarded to FEMA. Staff was contacted last week by VDEM and instructed to provide additional documentation to include a signed Maintenance Agreement from Accomack County for the four proposed acquisitions that are included in this application. Staff has been working to provide the requested documentation in order to ensure that this application is approved for funding.

The single house application that was submitted for a severe repetitive loss property was not approved. It will be resubmitted with another repetitive loss property for pre-disaster mitigation.

Executive Directors Report

Personnel Policies – Regional Planner Hire

The Planning Department is prepared to hire additional staff to meet work demands. A full-time Regional Planner is desired that would primarily assist with transportation planning but also assist on community development, town planning activities, and various other tasks. During the June 2015 PDC meeting, the existing Regional Planner position was replaced with the Transportation Program Manager position.
Staff requested that the Transportation Program Manager remain and the Regional Planner position be added to Appendix A of the Personnel policies as follows:

**REGIONAL PLANNER**

**Classification of Position**
The position of Regional Planner is classified as a technical position. The individual in this position reports directly to the Director of Planning.

**Responsibilities and Duties**
Job responsibilities include assisting localities with various planning activities, regional transportation and natural resource planning activities, economic and community development activities, and other duties assigned by the Director of Planning.

**Qualifications, Skills, Abilities**
The position of Regional Planner requires a bachelor’s degree in planning or a related field, or equivalent experience.

**Salary Range**
$32,000-$58,000

Commissioner Hart moved to keep the Transportation Program Manager and add the Regional Planner position the Appendix A of the Personnel policies. Seconded by Commissioner Major, the motion carried by unanimous vote.

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

**Loan Fund Inquiry**
A manufacturing company has requested a loan application. Currently, the loan fund subcommittee has not been called in four years since the last loan application. Staff requests three members be appointed to work on a potential loan application.

Action is requested.

**Request for Assistance**
None received.

11. **Chairman’s Report**

No report was given at this time.
12. **Other Matters**

No other matters were discussed at this time.

13. **Adjournment**

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

____________________________
Rev. Charles J. Kellam
Chairman

Copy Teste:

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Elaine K. N. Meil
Executive Director