

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION  
MINUTES OF THE  
May 21, 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
Harris Phillips	Accomack County
Rickie Ross	Accomack County
Gwendolyn F. Turner	Accomack County
Roland Bailey	Northampton County
Robert Duer	Northampton County
Rev. Charles J. Kellam	Northampton County
Spencer Murray	Northampton County
Arthur Leonard	Town of Chincoteague

COMMISSIONERS ABSENT:

Reneta Major	Accomack County
John Coker	Northampton County

OTHERS PRESENT:

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

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 April 16, 2018 Meeting

The minutes of April 16, 2018 Meeting were presented.

Commissioner Crockett moved to approve the Minutes of the April 16, 2018 Meeting. Seconded by Commissioner Turner, 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. April Financial Status Report

The report indicated that 72.87 percent of the FY 2018 Budget had been expended while 83.33 percent of the fiscal year had passed.

Commission acceptance of this report was requested.

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

7. FY 2019 Budget Requests

The Budget Committee (Commissioners Phillips, Murray, and Bailey) met at 6:30 PM prior to the May 21 Commission meeting to discuss the FY 2019 Budget Requests and current draft of the FY 2019 Budget. All Commissioners were welcome to attend.



**3201**                      ***Town of Parksley Downtown Revitalization***                      Curt Smith, ext. 114

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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.

**3320**                      ***EDA-Economic Development Planning***                      Curt Smith, ext. 114  
***Economic Development Committee Activities***

The next Full EDC meeting is scheduled for June 6 where a regional economic development vision statement will be developed and updates and amendments to the Economic Development Plan will be considered. Staff continue 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 April. Staff submitted a USDA Rural Business Development Grant application during April.

***GO Virginia Economic Development Initiative***

Staff participated in a training event involving the GO Virginia application process.

***Regional Navigable Waterways Committee***

The Committee met April 19<sup>th</sup>. 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 a meeting on May 17 with USACE Norfolk District, academic experts from VIMS and Randolph-Macon College to discuss the proposed scope of work for the project. Staff have held discussions with the US Coast Guard and Committee members regarding removal of navigational markers.

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

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Demolition has been finalized on five (5) properties, with the last demolition project scheduled to be completed within the next two weeks. After that, the project will be closed out. Staff will present project results during the June Accomack County Board of Supervisors meeting.

**PLANNING PROJECTS**

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

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Staff completed the *Pedestrian Facilities Report* and distributed it to all the incorporated towns, to VDOT and 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 draft was completed and has been passed to Chris Isdell for review before finalization.

**3402**                    ***VDOT-Southern Tip Bike Trail Phase III  
Feasibility Assessment –  
Capeville Road to Cape Charles***

Barb Schwenk, ext. 127

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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 approved by VDOT. AMT has begun the work, and a first draft was received on May 10. Staff reviewed the draft with AMT and have agreed on the options presented for the Phase III Trail to follow the TNC parcels and cross Route 13 using a bridge north of Kiptopeke Elementary School. Cost estimates were favorable for this crossing. Additional discussions are underway for planning the trail from the terminus of the TNC property at Parsons Circle Road near Stone Road into Cape Charles. Wetlands need to be field verified before the final approach to Cape Charles can be mapped out. We expect to have a finished report in a few weeks.

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

Kat Edwards, ext. 119

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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

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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 9<sup>th</sup> and 31<sup>st</sup> 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

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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, the Virginia Certified Ecotour Guide course wrapped up with 18 participants earning their full certification, and A-NPDC staff are working to update the Seaside Water Trail. 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 30<sup>th</sup>, April 10<sup>th</sup>, and will meet again August 16<sup>th</sup>. 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 has contracted a marketing company to develop the webpage in WordPress, a draft will be presented during the August meeting.

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

Shannon Alexander, ext.115

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The Climate Adaptation Working Group is organizing a meeting for late summer or fall 2018. Staff has developed a template for an annual report, and distributed to members for them to add their organization/agency contributions.

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 Accomack County Board of Supervisors on April 18<sup>th</sup> and the Northampton County Board of Supervisors on April 23<sup>rd</sup>. Staff is to develop an operating agreement that addresses the concerns of both Boards, have it reviewed by the PDC attorney, and then share with each County Administrator for their review. Staff plans to have all completed in order to present and request adoption during the July meetings for each County Board of Supervisors.

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 will be serving as mentor for VIMS Graduate Student, Justin Shawler, who will be researching the seaside barrier islands and working with local communities and stakeholders. Mr. Shawler was selected as a recipient for a VA Sea Grant Graduate Research Fellowship that will take place during 2018-2020. Among the items Mr. Shawler's work will address is the development of a sediment budget for the seaside barrier island system, which is a critical data gap in understanding how the system may evolve into the future.

The Commission voted to pursue a contract with DEQ to develop local planning goals and load allocation data for the Chesapeake Bay Phase III Watershed Implementation Plan. Staff are working to finalize a \$50,000 contract with DEQ for the work to be completed between June and December 2018. Staff anticipates relying on external consultants to complete much of the work.

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**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.

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

The Ground Water Committee met April 17<sup>th</sup> and May 15<sup>th</sup>. 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 reached over 300 members of the public during the Third Annual Exmore Earth Day Celebration April 20<sup>th</sup>, using the groundwater model and fact sheets to share information about groundwater resources on the Eastern Shore.

Staff followed the progress of HB1307 and HB1308, both signed by the Governor in March, which would allow unique storm water management procedures for rural Tidewater.

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**3573**                      ***Household Hazardous Waste Collection***                      Shannon Alexander, ext.115

The HHWC was held May 5<sup>th</sup>, from 10am to 2pm at the following convenience centers: Eastville, Grangeville, and Chincoteague. There were a total of 72 participants, which is average since 2004. A total of 2,046 lbs. of waste was collected for proper disposal. Since 2004 over 40,000 lbs. (over 20 tons) of hazardous materials have been kept from polluting the local system.

Staff presented the VDH Wellhead Area Protection Implementation grant for a permanent regional collection site to the Accomack County Solid Waste Committee on March 28<sup>th</sup>, the Painter Town Council April 9<sup>th</sup>, and has discussed the project with both County

Administrators. Staff presenting to the Accomack County Board of Supervisors on April 18<sup>th</sup> and the Northampton County Board of Supervisors on April 23<sup>rd</sup> and both made a motion to submit a letter of support for the project. The application is due to VDH June 1.

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**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=pYrisZ5oyPQ> Staff continues to distribute monthly GreenNews E-Newsletter, editions are available via link on the A-NPDC website. The GreenWorks Committee met February 14<sup>th</sup> 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, interviewed the newest candidate on April 13<sup>th</sup> and is happy to report on her hiring, staff is working to secure funding to forward this and other outreach initiatives.

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**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 sent the final report to VTC in April, and now the project is closed.

***Accomack County CDBG Planning Grant***  
***– Prioritization***

Bobbie Jo Wert, Ext. 126

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Staff submitted the required documents to DHCD on March 23<sup>rd</sup>, approval is pending. To date, we have not been assigned a Community Representative, staff has reached out to DHCD for more information.

Staff is in the process of identifying locations within each community to host Community meetings. These meetings will finalize the prioritization process, as well as, provide alternatives, including: housing services, housing counseling, and referral services to appropriate funding sources.

Staff has been asked to conduct a more in depth study in the Bayside area.

**A-NPDC HOUSING PROJECTS**

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

The Pre-Purchase Workshop was held on April 25<sup>th</sup> and 26<sup>th</sup> at ESCC. Two representatives from USDA presented on the first evening for the Working with a Lender portion of the class. A Home Inspector, Realtor, and Loan Closer all presented on the second night. Twenty people attended the first evening and eighteen people returned for the second session and received certificates.



<b>Pre-Purchase Counseling</b>	<b>Current Month: April</b>
# of orientations held	0
Orientation attendees	0
Client Intakes	4
Additional Counseling Sessions Held	1
# of final workshops held	2
Mortgage submissions	2
Mortgage closings	0
Financing leveraged	\$0

<b>Growing Your Money Financial Literacy</b>	<b>Current Month: April</b>
New GYM participants	10
Credit Class	0

<b>Default and Foreclosure Counseling</b>	<b>Current Month: April</b>
Intake sessions	2
Additional Foreclosure Sessions	2
Positive Foreclosure Prevention Outcomes	1 repayment plan
Homeowner Budget/Predatory lending Counseling	2

**Homeless Recertifications: 1**  
**New VHSP Prevention:0**

**366250**

***Continuum of Care (CoC)***

**Bobbie Jo Wert, ext 126**

The Community Partners of the Eastern Shore (CPES), the local Continuum of Care, hosted its General Membership meeting on May 9, 2018 at the Eastern Shore Community College –Workforce Development Center. During this meeting, elections of officers will be held. Charmin Horton of the Foodbank was elected Chair and Shelley Strain of the Eastern Shore Coalition Against Domestic Violence was elected Co-Chair. Kelly Bulin of the Eastern Shore Community Service Board is the permanent Secretary and Bobbie Jo Wert is the Lead Agency Representative from the Accomack-Northampton Planning District Commission.

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

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

***Accomack County VA HMGP 4024-012  
Elevation Project***

John Aigner, ext. 118

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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 is at FEMA pending review and approval. Staff has been providing the additional documentation to include the signed Maintenance Agreement from Accomack County for the four proposed acquisitions that are included in this application. Staff will continue 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 reassessed and included in the next funding opportunity with any other repetitive loss properties that apply for hazard mitigation assistance.

9. Executive Directors Report

RC&D Council

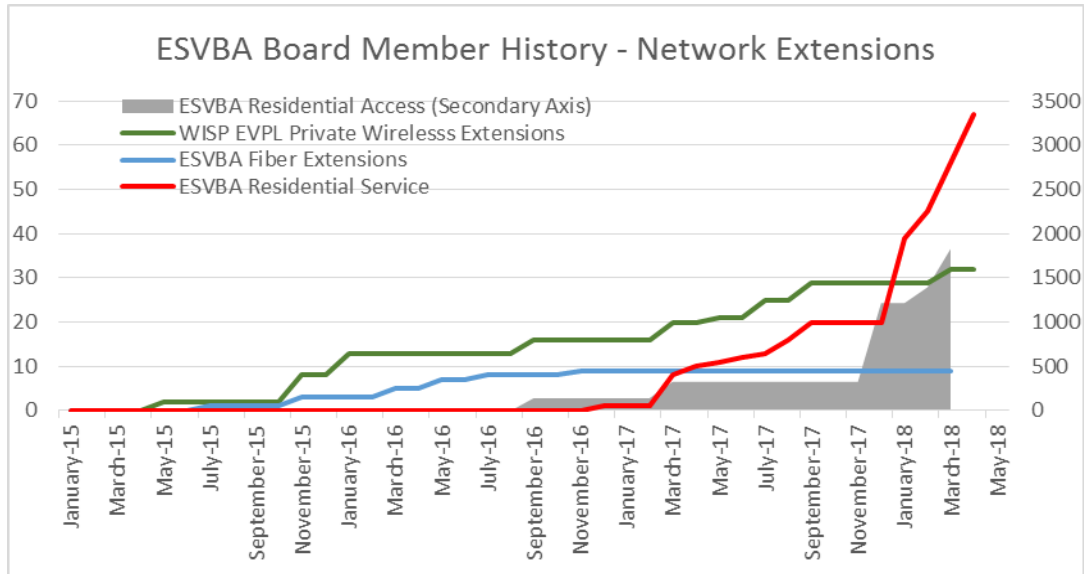
Staff continues to seek applicants for the RC&D Council Northampton County resident vacancy.

ESVBA Board Member Report

A short report is included.

*Highlights since last report*

-WISP Ethernet Virtual Private Line Program has doubled. Each node is available to qualified service providers for as little as \$35 per month for 10Mbps and they are allowed to oversubscribe the service. Columbia Telecommunications Corporation in the 2017 Rate Study indicated that they observe that WISP generally have a 25:1 residential and 5:1 commercial oversubscription rate. This means that, they if they purchased 10 Mbps, they could be selling up to 250 Mbps to various customers.



-Fiber to the Home (FTTH) is now available to over 1,800 Eastern Shore households. Additional areas are slated to be opened this fiscal year and ESVBA staff estimate that all existing lines will be open for residential customers in the fall of 2018.

-Columbia Telecommunications Corporation has completed the 2018 Strategic Consideration document. ESVBA staff has begun planning and estimating the cost of new extensions. The Board has targeted getting all the existing lines open to residential customers as the priority, followed by obtaining a 15% take rate on the lines. Two of the eleven areas that are open have already exceeded this take rate. Several CIP projects are included in the FY19 draft budget.

-Residential service, standard installation, is running at about 30 days from signature on the contract to the live date of the service. Approximately seventeen contracts are usually outstanding at any given time. It is projected that ESVBA will have its 100<sup>th</sup> residential customer before the end of the fiscal year.

Request for Assistance

None received.

10. Chairman’s Report

No report was given at this time.

11. Other Matters

No other matters were discussed at this time.

12. Adjournment

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

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Rev. Charles J. Kellam  
Chairman

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Elaine K. N. Meil  
Executive Director