

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
June 18, 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
Robert Duer	Northampton County
Rev. Charles J. Kellam	Northampton County
Arthur Leonard	Town of Chincoteague

COMMISSIONERS ABSENT:

John Coker	Northampton County
Spencer Murray	Northampton County

OTHERS PRESENT:

Elaine Meil	Susan Haycox
Bobbie Jo Wert	Curt Smith
Kat Edwards	

1. Call to Order

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

2. Invocation

Commissioner Major offered the Invocation.

3. Minutes of May 21, 2018 Meeting

The minutes of May 21, 2018 Meeting were presented.

Commissioner Hart moved to approve the Minutes of the May 21, 2018 Meeting. Seconded by Commissioner Crockett, the motion carried by unanimous vote. Commissioner Major 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 Duer moved to approve the Bills Payable and current Financial Statement as presented. Seconded by Commissioner Major, the motion carried by unanimous vote.

6. May Financial Status Report

The report indicated that 82.12 percent of the FY 2018 Budget had been expended while 91.67 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 Hart, the motion carried by unanimous vote.

7. FY 2019 Budget/Annual Work Program

The Budget Committee met at 6:30 PM prior to the June 18 Commission meeting to review the attached proposed FY 2019 Budget/Annual Work Program. All Commissioners were welcome to attend.

The major highlights and items for discussion were:

PROJECTED REVENUES:

- ✓ Level funding is included from the State and Localities.
- ✓ HUD Housing Counseling, HOME Downpayment Assistance, VHDA Housing Counseling and Education (HCE),
- ✓ Housing Counseling and Homeless Solutions Management (DHCD), VDEM Project for Accomack County, USDA-RD Ag. Feasibility Study, DEQ 309 Working Waterfront Projects for Year 2, and the DEQ 306 Water Trails Project for Year 2 have not been officially offered, but are based on applications and previous year awards. We have received positive feedback from the funding agencies for each of these projects.
- ✓ New applications awarded include the VHDA Homeless Assistance Grant, Accomack County Planning Grant with DHCD, DEQ Phase III Watershed Implementation Plan.
- ✓ Multi-year projects such as Pine Street Tax Credit, Bailey Road Project, EDA Regional Development Planning Grant, and DEQ projects based on the federal fiscal year ending Sept. 30 reflect the projected remaining balances as of June 30, 2018.
- ✓ HUD Section 8 Fraud Recovery program (A-NRHA) reflects the increase in the fraud investigation along with increased revenues.

PROJECTED EXPENDITURES:

- ✓ As directed by A-NPDC Commissioners to follow Accomack County guidelines established in their budget and Personnel Policies, a 2% salary increase effective December 1 is projected in the current year budget.
- ✓ Accomack County has had an agreement with VRS for years to help fund retiree health insurance. The A-NPDC does not currently offer any post-retirement benefits. The current Budget includes adding the VRS benefit of Health Insurance Credit to the Personnel Policies at a rate of .26%. This is also addressed under Personnel Policies Amendments.
- ✓ Accomack County's FY 2019 Budget reflects an increase in the amount paid by the County on behalf of family health insurance plans. An increase in the amount paid for any family insurance plan to \$150 per month or at least 41% of the total health insurance premium is included in this proposed budget.
- ✓ Fringe Rate is reflected separately for full-time staff (25.58%) and part-time staff (8.32%).
- ✓ The fringe rate has decreased primarily due to the decrease in the Employer VRS Retirement Contribution Rate from
- ✓ 3.96% in FY 2018 to the certified rate of .52% for FY 2019. The A-NPDC could choose to pay the alternate rate of 4.30% (over \$27,000 difference). Staff reviewed the two rates and checked with our auditor (Michael Aukamp, CPA) for his opinion. The A-NPDC pension liability is very small so the risk of having a large unfunded liability is remote.
- ✓ Operating expenses have been reviewed and adjusted accordingly as compared to current estimates and year-to-date expenses for May 2018.

OTHER NOTES:

- ✓ Excess revenues over expenditures are projected to be \$18,842.00.
- ✓ The projected indirect cost rate is projected at 39.06 % for FY 2018 while the indirect cost rate was estimated at 37.63 % for FY 2018.
- ✓ All programs managed by the A-NPDC are detailed along with the program goals, FY 2019 objectives, budgeted revenues and expenditures.

Commission adoption of the Proposed FY 2019 Budget/Annual Work Program was requested.

Commissioner Crockett moved to adopt the Proposed FY 2019 Budget/Annual Work Program. Seconded by Commissioner Hart, the motion carried by unanimous vote.

8. Contracts

DEQ Phase III Watershed Implementation Plan

Staff has received the contract from DEQ for \$50,000 to complete all project activities from July 2 to December 14, 2018. Staff has developed a draft subcontract for the Berkley Group for \$30,000 to conduct the following under the guidance of the ANPDC: 1) facilitation with localities and other partners, 2) revision of BMP input decks, and 3) identification of programmatic actions for Phase III WIP implementation.

Staff requested authorization for the Executive Director to sign the contract with DEQ and subcontract with the Berkley Group.

Commissioner Crockett moved to grant authorization for the Executive Director to sign the contract with DEQ and subcontract with the Berkley Group. Seconded by Commissioner Turner, the motion carried by unanimous vote.

9. Personnel Policies Amendment

Commission adoption to add the following to the Personnel Policies, and to sign the resolution was requested:

Retiree Health Insurance Credit

Employees who retire with 15 or more years of creditable service or retire on disability are eligible to receive a monthly health insurance credit to assist them with the cost of health insurance premiums. The credit is administered by VRS and is added to the retiree's monthly retirement benefit. The amount of the monthly credit is based on years of service. For each year of service, the retiree is entitled to a monthly credit of \$1.50 with a maximum monthly credit of \$45. The credit cannot exceed the amount of the retiree's individual health insurance premium.

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. New projects in Northampton County are in process.

3201

Town of Parksley Downtown Revitalization

Curt Smith, ext. 114

No updates available. The project was stopped while waiting for the Town to finish and submit a required audit that would allow for the drawdown of grant funds. The Town audit was finalized on June 11 and submitted to VDHCD for review. If approved, staff plan to meet with the Town to review and discuss project responsibilities before the project continues.

3320

EDA-Economic Development Planning

Curt Smith, ext. 114

Economic Development Committee Activities

The next Full EDC June 6. Richard Williams and Jacqueline Chatmon were appointed to vacant Northampton County Private Sector seats. The Committee updated the regional economic development plan and initiated an effort to develop a regional economic development guiding statement. The Committee recommended Pat Coady to fill the Region 5 GO Virginia Council seat vacated by Butch Bailey.

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 solicited a recommendation for the Region 5 GO VA Council seat vacated by Butch Bailey and discussed various potential opportunities for funding with other local representatives serving on the Council.

Regional Navigable Waterways Committee

The Committee met April 19th. Staff continue to assist 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. Staff have coordinated a meeting between the US Coast Guard, Friends of Nassawadox Creek, and members of the ESVA Regional Navigable Waterways Committee concerning immediate safety needs on the creek. Staff have begun preparing maps and information to support the ES Regional Navigable Waterways Committee as they consider projects to prioritize for funding from the VA Waterway Maintenance Fund.

3334 ***Accomack Derelict Building Project*** Bobbie Jo Wert, ext. 126
Demolition has been finalized on all six (6) properties. The project has been closed out. Staff will present project results during the June Accomack County Board of Supervisors meeting.

PLANNING PROJECTS

3401 ***VDOT Rural Transportation Planning-SPR*** Curt Smith, ext. 114
The *Pedestrian Facilities Report* is complete and has been distributed to all incorporated towns, to VDOT and also posted on the A-NPDC website. Onancock and Eastville 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 continue 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. Staff are finalizing methodology for the project and will begin checking the methodology by making field visits to a variety of selected sites in the near future.

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 rural roads report has been approved by VDOT, the TTAC, and final versions submitted to the County Administrators.

3402 ***VDOT-Southern Tip Bike Trail Phase III***
Feasibility Assessment –
Capeville Road to Cape Charles Curt Smith, ext. 114

Staff continues working with the consultant to finalize the draft feasibility study. 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. Staff has held initial discussions with the A-N Transportation District Commission and Northampton County regarding ownership and maintenance. Additional discussions regarding ownership and maintenance will continue.

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 distribute the rack card outreach materials June 21st at the HRPDC. 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 Google Maps, 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 30th, April 10th, and will meet again August 16th. 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

The Climate Adaptation Working Group will meet June 27th at the Eastern Shore chamber of Commerce. Staff has created a draft annual report, which will be finalized following the next meeting.

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 working to develop an operating agreement that addresses the concerns of both County 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. A regional kickoff meeting has been scheduled for August 14.

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.

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 May 15th, and will not meet again until August 21st. 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 continues to work with the Consultant to ensure that the Water Supply Plans for both Counties will be completed prior to the conclusion of the calendar year.

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. Staff attended a meeting of the Middle Peninsula localities to discuss their progress and next steps in implementing this program in the rural coastal regions. Staff will meet with Accomack and Northampton County staff in the coming weeks to review this potential new approach to storm water management.

A-NPDC HOUSING PROJECTS

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

The Pre-Purchase Workshop was held on April 25th and 26th 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.

Pre-Purchase Counseling	Current Month: April
# 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

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

Default and Foreclosure Counseling	Current Month: April
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, will host its General Membership meeting on July 11, 2018 at the Eastern Shore Community College –Workforce Development Center.

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 John Aigner, ext. 118
Elevation Project

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.

11. Executive Directors Report

RC&D Council

Staff continues to seek applicants for the RC&D Council vacancy. Another application has been forwarded to an interested person.

Enterprise Building

The front air conditioner has failed. Staff has prepared the attic for the replacement and the A-NDC will be handling the costs associated with the replacement. Additionally, it is time for us to replace the roof on the front of the building. A-NDC has been putting funds aside to repair the slate roof for many years. Repairs will require the contractor (who will

be responsible for broken slate) to carefully remove the existing slate, make any needed repairs, coatings and then reattach the slate. Staff has also salvaged all the remaining slate that was in the attic from the original construction and put it aside for repair slate pieces as well. Staff is handling procurement on this project now. While this will be expensive, the roof itself has almost lasted 100 years and staff expects this project will result in a roof that will last a similar length of time.

Infrastructure Summit Follow-up

The Infrastructure Summit has resulted in several other meetings regarding potential projects. As was the case in the summit itself, the projects all appear to relate to wastewater disposal. There are three potential projects to build or expand sewer. The one that appears to be a priority would be a regional project and, participants have suggested a few times A-NPDC will be asked to write any potential grant applications. A-NPDC's policy is to work at the request of a locality. Some discussion regarding the projects, especially the prioritized one, and the Commission's interest in this would be helpful to staff. Executive Director Meil will give a further update at the meeting. Discussion was requested.

After discussion amongst the Board Members, it was the consensus that once the request was made for grant writing assistance, that the A-NPDC would consider the request at that time.

Request for Assistance

None received.

12. Chairman's Report

No report was given at this time.

13. Other Matters

No other matters were discussed at this time.

14. Adjournment

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

Rev. Charles J. Kellam
Chairman

Copy Teste:

Elaine K. N. Meil
Executive Director