

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

COMMISSIONERS PRESENT:

Robert Crockett	Accomack County
Laura Belle Gordy	Accomack County
Reneta Major	Accomack County
Harris Phillips	Accomack County
Rickie Ross	Accomack County
Gwendolyn F. Turner	Accomack County
John Coker	Northampton County
Robert Duer	Northampton County
Rev. Charles J. Kellam	Northampton County

COMMISSIONERS ABSENT:

Donald L. Hart, Jr.	Accomack County
Roland Bailey	Northampton County
Spencer Murray	Northampton County
Arthur Leonard	Town of Chincoteague

OTHERS PRESENT:

Elaine Meil	Susan Haycox
Bobbie Jo Wert	Curt Smith
Melissa Matthews	Michael Aukamp
Clara Vaughn	

1. Call to Order

Chairman Kellam called the meeting to order at 6:58 p.m.

2. Invocation

Commissioner Crockett offered the Invocation.

3. Minutes of June 18, 2018 Meeting

The minutes of June 18, 2018 Meeting were presented.

Commissioner Turner moved to approve the Minutes of the June 18, 2018 Meeting. Seconded by Commissioner Crockett, the motion carried by unanimous vote. Commissioner Coker 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 Crockett moved to approve the Bills Payable and current Financial Statement as presented. Seconded by Commissioner Ross, the motion carried by unanimous vote.

6. June Financial Status Report

The report indicated that 89.04 percent of the FY 2018 Budget had been expended while 100 percent of the fiscal year had passed.

Commission acceptance of this report was requested.

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

7. FY 2018 Budget Amendments

Adoption of the following FY 2018 budget amendments was requested:

1.	3201	Town of Parksley Downtown Revitalization P.G.	\$13,000.00
		Administrative Services	+ 2,400.00
			<u>\$15,400.00</u>

ITEM 1 represents the amendment to include additional funds from the Town of Parksley Planning Grant for FY 2018.

2.	3573	Household Hazardous Waste (HHW)	\$ 0.00
		Collection and Administrative Services	+ 9,300.00
			<u>\$ 9,300.00</u>

ITEM 2 represents the amendment to include funds from the localities to complete the HHW activities for FY 2018.

3.	3661	HUD Housing Counseling Services	\$27,000.00
		Administrative Services	+ 5,300.00
			<u>\$32,300.00</u>

ITEM 3 represents the amendment to include additional funds awarded by HUD to complete Housing Counseling activities for FY 2018.

The requested amendments will be reflected on the final budget and audit for FY 2018.

Commissioner Duer moved to adopt the FY 2018 budget amendments as requested. Seconded by Commissioner Crockett, the motion carried by unanimous vote.

8. Contracts

Housing Services Related Contracts - Ongoing Programs

Staff requested authority for the Executive Director to sign the following contracts for renewal funding which are expected to be received prior to the next meeting.

DHCD Virginia Homeless Solutions Program - \$241,628

VHDA Housing Counseling and Education - award to be announced 7/31/18 (estimated award \$55,000)

USDA Rural Development Block Grant

Staff has been notified that it has been awarded grant for a regional market analysis and feasibility study for value-added opportunities for local agricultural (and potentially seafood) products. The \$81,000 contract includes \$8,000 in funding for ANPDC administration of the grant.

Staff requested authorization for the Executive Director to sign the contract with USDA-RDBG and subcontract with qualified consultant.

VDH Wellhead Protection Implementation Grant

Staff has received the contract from VDH for \$114,875 to complete all project activities from July 15, 2018 to July 14, 2019. The project includes coordination meetings with the counties, organizing staff trainings, construction at the facility, installation of the Household Hazardous Waste Collection storage building, contracting to have the waste removed in the spring of 2019, and helping establish proper maintenance plans for the facility. The project will help protect our sole source aquifer and thus public health and economic assets.

Staff requested authorization for the Executive Director to sign the contract with VDH and necessary subcontracts for project implementation.

Commissioner Major granted authorization for the Executive Director to sign contracts for Housing Services, USDA Rural Development Block Grant and VDH Wellhead Protection Implementation Grant. Seconded by Commissioner Turner, the motion carried by unanimous vote.

9. Projects

9970 *Capital Expenditures* Elaine Meil, ext. 116

No activity.

3002 *Special Administrative Cost* 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. The Virginia Association of Planning District Commission annual summer conference will be held in July.

3003 *Intergovernmental Coordination and Information* Brenette Hinmon, ext.100

No Report.

3010 *Planning Assistance Activities* Elaine Meil, ext. 116

Staff answered several information requests ranging from information on the sole source aquifer designation to the location of businesses in the counties.

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 annually.

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.

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

The project has resumed and staff will begin preparing for the next project meeting on August 2. Staff are assisting the Town with developing guidelines for the Facade Improvement Program and soliciting commitments from downtown property owners to participate in the program. The project team will be finalizing its list of desired projects for inclusion in the grant application. Once this is accomplished, staff will solicit an engineer for preliminary engineering design and cost estimates.

Economic Development Committee Activities

The Full EDC met on June 6. The four industry sector subcommittees will meet in October and the next full EDC meeting will be in December

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.

VDHCD requested staff assist with coordinating a regional discussion to identify housing, community, and economic development priorities. The meeting has been scheduled for July 27 and invitations have been sent to numerous community leaders.

GO Virginia Economic Development Initiative

No update for July.

Regional Navigable Waterways Committee

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 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. Staff have participated in a meeting to review and advise the development of grant guidelines for the VA Waterway Maintenance Fund.

This project has been closed out.

PLANNING PROJECTS

3401 ***VDOT Rural Transportation Planning-SPR*** Clara Vaughn, ext. 127

Staff continue partnering with VIMS to map roadside ditches using high-resolution digital elevation data. The data is being used to identify ditch locations and elevations, which will be used to identify areas where tidal waters are entering ditches, resulting in stormwater drainage issues. The summer intern is currently making site visits to compare ditch locations and other metrics against GIS data. VIMS scientist is vetting methodology and accuracy, which appears good so far.

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

Staff participated in the ANTDC meetings during June and July to express interest in cooperation as the project progresses with potential location along the rail corridor. ANTDC members expressed concerns about irrigation ponds and herbicides from rail corridor maintenance activities and adjacent farms. They welcomed an offer to present feasibility study findings from A. Morton Thomas, the firm currently developing preliminary engineering designs for various options connecting Phase I and II trails to Cape Charles. The study is expected before next TDC meeting August 7.

Staff is exploring potential processes utilizing the decommissioned rail corridor for the bike trail, as Bay Coast Railroad has ceased operations south of Hallwood. Work will continue to identify a potential owner of the trail.

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

No new information.

3522 ***DEQ VCZMP 309 Working Waterfront
Policies***

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 aid 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 June 21st at the HRPDC. Staff is working with legal counsel concerning Working Waterfront Development areas, established during the 2017 General Assembly. Staff has distributed 1,500 Working Waterfront rack cards to partners with the MPPDC and NNPDC and is distributing 1,500 on the Eastern Shore to stakeholders such as the Chamber of Commerce, Association of Realtors, etc. 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, 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.

The Climate Adaptation Working Group met June 27th to develop a list of needed adaptation activities within the region to enhance stakeholders' abilities to leverage available funding opportunities. 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.

Staff have scheduled the Chesapeake Bay Phase III Watershed Implementation Plan stakeholder meeting for August 23 with the event agenda and scheduled for publication in the near future.

No updates for July. 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 will attend a meeting with the Virginia Department of Health staff on July 12th to discuss the implementation of the privatization of design and evaluation services, historically provided by the local health department, focusing particularly on defining hardship determination.

Staff followed the progress of HB1307 and HB1308, both signed by the Governor in March, which would allow unique stormwater 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 stormwater management.

3573

Household Hazardous Waste Collection

Shannon Alexander, ext.115

The HHWC was held May 5th, 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 submitted the Virginia Department of Health Wellhead Protection Implementation Grant application in advance of the June 1st deadline. VDH were scheduled to make award announcements on June 20th, but we just received notice of award on July 10th. The project will establish a regional permanent, year-round household hazardous waste collection site.

3583

GreenWorks

Shannon Alexander, ext.115

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 July 11th. Staff organized an outreach and marketing intern for Waste Watchers with the Eastern Shore Community College, who maintains social media presence, volunteers as an exhibitor at events, and is working on grant management training and on securing funding to forward the mission of Waste Watchers of the Eastern Shore.

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 – Bobbie Jo Wert, Ext. 126
Prioritization*

Staff received notification of funding on May 16th. Douglas Ellis, DHCD Program Administrator, has been assigned as our Community Representative. Mr. Ellis conducted the Facilitated Planning Session (FPS) on June 19, 2018. Staff completed and submitted the Planning Grant Work Plan on June 26th. Work is scheduled to begin on or near July 31st, pending DHCD approval.

Staff continues to 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. Staff met with Bayside representatives July 2nd. A tour of Bayside is scheduled for Thursday, July 12th.

A-NPDC HOUSING PROJECTS

3661

HUD Housing Counseling Services

Patricia Connolly Grove, ext.124

Jen Hope and Patricia Grove participated in a Poster Exhibition at the 2018 Kids Count Forum held at ESCC. The purpose of the Forum was to join a diverse group of community leaders who provide services which have a direct impact on the youth of the Eastern Shore. In addition to providing a poster displaying the various services offered through the A-NPDC, Jen and Patricia were available to answer questions for participants.

Pre-Purchase Counseling	Current Month: May & June
# of orientations held	0
Orientation attendees	0
Client Intakes	15
Additional Counseling Sessions Held	8
# of final workshops held	0
Mortgage submissions	4
Mortgage Closings	0
Financing Leveraged	\$0

Growing Your Money Financial Literacy	Current Month: May & June
New GYM participants	15
Credit Class	0

Default and Foreclosure Counseling	Current Month: May & June
Intake Sessions	1
Additional Foreclosure Sessions	7

Positive Foreclosure Prevention Outcomes	1 Modification
Homeowner Budget/Predatory Lending Counseling	1

Homeless Recertifications: 6
 New VHSP Prevention: 0
 Rental: 2

366250 *Continuum of Care (CoC)*

Bobbie Jo Wert, ext 126

The Community Partners of the Eastern Shore (CPES), the local Continuum of Care, held 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
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 is at FEMA pending review and approval. Staff has provided all required documentation, as requested. No updated information has been received.

10. 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.

A-NDC - Enterprise Building

The front air conditioner has been replaced. There is no update on the slate roof replacement. Staff is arranging for contractors to visit the building so they can prepare estimates.

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.

Copy Teste:

Rev. Charles J. Kellam
Chairman

Elaine K. N. Meil
Executive Director