

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
August 20, 2018 MEETING
HELD AT THE ENTERPRISE BUILDING
ACCOMAC, VIRGINIA

COMMISSIONERS PRESENT:

Robert Crockett	Accomack County
Laura Belle Gordy	Accomack County
Donald L. Hart, Jr.	Accomack County
Reneta Major	Accomack County
Harris Phillips	Accomack County
Rickie Ross	Accomack County
Gwendolyn F. Turner	Accomack County
Roland Bailey	Northampton County
John Coker	Northampton County
Robert Duer	Northampton County
Rev. Charles J. Kellam	Northampton County
Spencer Murray	Northampton County

COMMISSIONERS ABSENT:

Arthur Leonard	Town of Chincoteague
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OTHERS PRESENT:

Elaine Meil	Susan Haycox
Bobbie Jo Wert	Curt Smith
Melissa Matthews	Kat Edwards
Myree Taylor	Peggy Corbin

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 July 16, 2018 Meeting

The minutes of July 16, 2018 Meeting were presented.

Commissioner Hart moved to approve the Minutes of the July 16, 2018 Meeting. Seconded by Commissioner Crockett, the motion carried by unanimous vote. Commissioner Murray abstained.

4. Public Participation

No public participation took place at this time.

5. Bills Payable/Financial Statement

The current Bills Payable was presented. The current Financial Statement was also presented.

Commission approval of the Bills Payable and current Financial Statement was requested.

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

6. July Financial Status Report

The report indicated that 7.21 percent of the FY 2019 Budget had been expended while 8.33 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. Grants

Grant Writing

In accordance with the grant writing policy, staff is requesting permission to develop the following grant applications and authority to develop grant applications, upon receipt of a request and the organization or jurisdiction agrees to the Commission's policy to pay for half the costs of the grant application development.

Grant Applications

Existing Programs

A Virginia Coastal Zone Management Program Technical Assistance – Development of the FY2019 Program to include staff support for the Ground Water Committee, the technical assistance program for local jurisdictions and organizations, and the annual special project.

B Virginia Department of Transportation Technical Assistance – Development of the FY2019 Program to include staff support for the Transportation Technical Advisory Committee, the technical assistance program for local jurisdictions and organizations, and special projects including:

- Continuation of update to 2017 Pedestrian Facilities Study
- Continuation of Ditch Outfall/Recurrent Flooding Study
- Participation in update of RLRP
- Provide technical assistance to jurisdictions

C U.S. Economic Development Administration Planning Assistance – Development of the FY2019 Program to include staff support for the Economic Development Committee and the technical assistance program for local businesses, jurisdictions, and organizations.

D U.S. Housing and Urban Development Housing Counseling – Continuation of funding for counseling and education services in the areas of homeownership, rental, foreclosure and homelessness.

E Virginia Housing and Development Authority Counseling and Education Program – Continuation of funding for counseling and education services in the areas of homeownership, rental, foreclosure and homelessness.

F. Virginia Homeless Solutions Program. – Continuation of funding for financial assistance and case management for the prevention of homelessness and/or rehousing families who have become homeless.

Assistance Requests

Members

G Accomack County – Development of requested applications, contingent on A-NPDC funding and staff availability, for all requests.

H Northampton County - Development of requested applications, contingent on A-NPDC funding and staff availability, for all requests.

I Town of Chincoteague - Development of requested applications, contingent on A-NPDC funding and staff availability, for all requests.

Non-members

J Eastern Shore of Virginia Public Library – Development of requested applications, contingent on A-NPDC funding and staff availability, to provide improvements to the Parksley library location.

K Various, Infrastructure – Development of requested applications by subdivisions of the Commonwealth (Incorporated Towns, ESVBA) or A-NPDC Subcommittees (Transportation, Ground Water, Economic Development, and Dredging), contingent on A-NPDC funding and staff availability, to provide infrastructure improvements and/or new infrastructure.

L Eastern Shore Coalition Against Domestic Violence - Development of requested applications, contingent on A-NPDC funding and staff availability, to provide assistance with housing victims of domestic violence.

Authorization was requested.

Commissioner Duer moved to grant authorization to develop Grant Applications A-L. Seconded by Commissioner Crockett, the motion carried by unanimous vote.

New Applications

VDEQ FY2019 VDEQ Litter Prevention and Recycling Competitive Grant - The project would fund the GreenWorks Committee, and thus the Waste Watchers of the Eastern Shore, in developing public and school educational outreach materials for the proper disposal of waste. The total request was for \$12,000.00 and the project implementation period would run from September 2018 to August 2019.

Staff requested retroactive authority to submit an application for the VDEQ FY2019 Litter Prevention and Recycling Competitive Grant.

Commissioner Crockett moved to grant retroactive authority to submit an application for the VDEQ FY2019 Litter Prevention and Recycling Competitive Grant. Seconded by Commissioner Hart, the motion carried by unanimous vote.

The Nature Conservancy NFWF Coastal Resilience Grant, “Building oyster reefs and enhancing saltmarsh habitat to strengthen coastal resilience on Virginia’s Eastern Shore”
The project would construct nature-based erosion control measures adjacent to eroding tidal marsh adjacent to Wachapreague which is critical for protecting navigability for Wachapreague Channel. The A-NPDC would be a subcontractor for the project and in the lead of all education and outreach activities. The total request was for \$829,975.08 with ANPDC to receive \$45,000. TNC has committed to providing all required local match for the project which would run from January 2019 to December 2021.

Staff requested retroactive authority to submit the application for the NFWF Coastal Resilience Grant funding in partnership with The Nature Conservancy.

Commissioner Hart moved to grant retroactive authority to submit the application for the NFWF Coastal Resilience Grant. Seconded by Commissioner Turner, the motion carried by unanimous vote.

NFWF Small Watersheds Grant, “Adapting to Groundwater Inundation and Saltwater Intrusion on Virginia’s Eastern Shore” - The project would result in the ANPDC contracting a firm to conduct a study that would enable the region to address a critical missing component of coastal flood forecasts – the contribution to current and future flooding from shallow groundwater. The total request is for \$50,000 with the ANPDC receiving 15% for grant administration and no local match requirement. The project would run from January to December 2019.

Staff requested authority to submit an application for the NFWF Small Watersheds Grant.

Commissioner Phillips moved to grant authority to submit an application for the NFWF Small Watersheds Grant. Seconded by Commissioner Major, the motion carried by unanimous vote.

8. 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 assisted the HUD Regional Administrator in coordinating an official visit to Tangier, Virginia. Staff assisted DHCD with holding a Roundtable discussion with several state agencies, including the Virginia Housing Development Authority, the Secretary of Commerce and Trade office, the Virginia Department of Housing and Community Development, Virginia Tourism Corporation and Virginia Employment Commission, on housing and economic development projects for the Eastern Shore. The USDA's Rural Development representative was also in attendance. Governor Northam visited and spoke to the group and took questions from the group. Staff are preparing a summary report for publication in the near future.

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 received over 4,000 individual client visits last year and increase of over 1,000 in person 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.

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

Staff held a 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. The project management committee will meet again on September 6.

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

Curt Smith, ext. 114

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. The Committee is seeking two private sector representatives from Accomack County to serve.

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 July.

GO Virginia Economic Development Initiative

No update for August.

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 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. The Committee last met in Eastville on July 19th and will meet again October 18th in Accomac.

PLANNING PROJECTS

3355 ***USDA Rural Business Development - Agricultural
Feasibility Study***

Clara Vaughn, ext. 127

A-NPDC received a grant to fund a feasibility study examining business opportunities for local agricultural producers, focusing on value-added products, a regional marketplace, and Eastern Shore brand. The PDC will send out a Request for Proposal this month for consultants to conduct the study.

VIMS scientists are using data collected during site visits to refine methods for accurately mapping roadside ditches in GIS. They have developed a method to identify areas that GIS inaccurately categorizes as ditches and are testing results. Findings will be used to identify ditch locations and elevations, which will show areas where tidal waters are entering ditches, resulting in stormwater drainage issues. Testing is expected to continue for several months.

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

Clara Vaughn, ext. 127

Engineering firm A. Morton Thomas & Associates attended last week's A-NTDC meeting to present its final draft feasibility study for Phase III and IV of the Southern Tip Hike and Bike Trail. A-NTDC members raised concerns about the railroad's liability for trail users and approved finalizing the study, which includes a pedestrian bridge crossing Route 13 at Stone Road. Staff will provide a brief presentation of the study during the meeting.

A-NPDC continues to explore potential trail routes including along the decommissioned rail corridor, funding options for trail engineering and construction, and potential owners of the trail.

Town of Chincoteague T-21 Admin. –Second phase

Kat Edwards, ext. 119

The Town received an update on the reimbursement status for Phases 2C and 2D. VDOT has completed its testing and assessment of both phases of the project, however results do not seem to have made their way to those responsible for making the final decision on reimbursement. The Town's advocate will be following up with VDOT in the next week or so.

3542 ***DEQ Interpretive Signage Project-
Atlantic Coast & Bayside***

Shannon Alexander, ext. 115

Waiting on documentation to be finalized.

3552 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 June 21st. 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.

3553 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. Staff has compiled the results of a survey concerning the Virginia Certified Ecotour Guide Course and has coordinated with the RCC Workforce Development to plan for the 2019 course offering.

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 in the next month.

Staff developed and had legal counsel review an updated operating agreement for the ES Waterway Access Authority that addressed the concerns of both County Boards. Accomack County has reviewed and indicated that they will not be considering joining the regional authority at this time. A response from Northampton County has not been provided to date.

The Resilience Adaptation Feasibility Tool (RAFT) regional kickoff meeting was held on August 14 bringing together participating communities from Accomack, Northampton, Cape Charles, Onancock, Tangier, Saxis, Chincoteague, and Wachapreague. A regional kickoff meeting has been scheduled for August 14. The participating localities each developed one-year action checklists with specific activities to be undertaken which will have immediate impacts on enhancing coastal resilience. Staff will continue to support the RAFT team and participating localities with these activities going forward.

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 spoken with owners of the seaside barrier islands and the VMRC to develop an agenda for the final project workshop and field trip where project outcomes and the barrier island model will be presented. The workshop will also involve community leaders and local stakeholders and is being targeted for early November at the VIMS lab in Wachapreague.

3571 A-N Ground Water Committee Projects

Shannon Alexander, ext.115

The Ground Water Committee met May 15th, and will meet again 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. During a meeting with the Virginia Department of Health staff on July 12th staff supplied their feedback and concerns about defining hardship determination for providing well and septic services.

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 met with Accomack and Northampton County staff 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. The Virginia Department of Health made the announcements for their Wellhead Protection Implementation Grant on July 10th. They offered a partial award of \$10,000 less than our budget request. The project would establish a regional permanent, year-round household hazardous waste collection site.

3585 DEQ Chesapeake Bay Phase III Watershed Implementation Plan

Curt Smith, ext. 114

The first stakeholder meeting will be held August 23 and will focus on reviewing DEQ data for best management practices on the Eastern Shore.

Staff has begun initial housing assessments for the Gospel Temple/Adams Crossing Project Area. Two neighborhood churches have been approached by staff with requests to use their meeting facilities for a neighborhood meeting to inform citizens about the housing grant program

Staff is also reaching out to the other six communities in order to schedule informational 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 met with the Bayside area representatives for a tour of Bayside community on Thursday, July 12th. A follow up meeting was held on Saturday August 11.

A-NPDC HOUSING PROJECTS

3661 & *HUD Housing Counseling Services &* Patricia Connolly Grove, ext.124
3662 *VHDA Housing Counseling &
Education*

A First Time Homebuyer Class has been scheduled for August 15th and 16th at ESCC.

Pre-Purchase Counseling	Current Month: July
# of orientations held	0
Orientation attendees	0
Client Intakes	4
Additional Counseling Sessions Held	5
# of final workshops held	0
Mortgage submissions	2
Mortgage Closings	0
Financing Leveraged	\$0

Growing Your Money Financial Literacy	Current Month: July
New GYM participants	16
Credit Class	0

Default and Foreclosure Counseling	Current Month: July
Intake Sessions	3
Additional Foreclosure Sessions	4
Positive Foreclosure Prevention Outcomes	0
Homeowner Budget/Predatory Lending Counseling	1

Rental: 1

366120 *Down Payment Assistance*

Patricia Connolly Grove, ext.124

No activity.

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.

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

3823 *Accomack County VA HMGP 4024-012 Elevation Project* John Aigner, ext. 118

The letter for closeout of the 4024 Project from VDEM has been drafted and will be sent to Accomack 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. Still no update as of August 14, 2018.

9. Executive Directors Report

RC&D Council

Staff continues to seek applicants for the RC&D Council vacancy. Another inquiry has not resulted in a returned application.

A-NDC - Enterprise Building

An estimate has been received for the slate roof replacement. Staff was able to obtain a \$1,000 grant from the building insurance for risk reduction that will turn the other false front door into a working door. This false door is rotten and needs to be replaced. The project will replace the door, hang it and pay for the hardware.

Requests for Assistance

Town of Cape Charles - The Town Council has accepted the A-NPDC Scope of Work for the five-year update to the Town Plan. They have budgeted \$4,000 toward that scope in this fiscal year and indicated they plan to provide the remainder in FY20.

The Town has also requested A-NPDC give an estimate for a facilitated strategic planning session for their Council. Authorization to develop an estimate and approval to complete the work, if accepted by the Town, was requested.

Commissioner Coker moved to grant authorization for staff to develop an estimate and complete the work for a facilitated strategic plan for the Town of Cape Charles. Seconded by Commissioner Murray, the motion carried by unanimous vote.

Eastern Shore Coalition Against Domestic Violence - ESCADV has requested A-NPDC provide housing locator services and inspection services for a grant they are preparing. Due to the grant time constraints, A-NPDC provided them an estimate of \$50 per hour for housing locator services and \$100 fee for first inspections and a \$50 fee for subsequent

inspections for failed units. Staff estimates the services provided will be in the range of \$3,000. Authorization to provide services, contingent on ESCADV receiving funding, was requested.

Commissioner Hart moved to grant authorization to provide services, contingent on ESCADV receiving the funds. Seconded by Commissioner Turner, the motion carried by unanimous vote.

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.

Copy Teste:

Rev. Charles J. Kellam
Chairman

Elaine K. N. Meil
Executive Director