

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
October 15, 2018 MEETING
HELD AT THE ENTERPRISE BUILDING
ACCOMAC, VIRGINIA

COMMISSIONERS PRESENT:

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

COMMISSIONERS ABSENT:

Laura Belle Gordy	Accomack County
Roland Bailey	Northampton County
Arthur Leonard	Town of Chincoteague

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 Turner offered the Invocation.

3. Minutes of September 17, 2018 Meeting

The minutes of September 17, 2018 Meeting were presented.

Commissioner Hart moved to approve the Minutes of the September 17, 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 Crockett moved to approve the Bills Payable and current Financial Statement as presented. Seconded by Commissioner Hart, the motion carried by unanimous vote.

6. September Financial Status Report

The report indicated that 24.91 percent of the FY 2019 Budget had been expended while 25 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 Amendments

Adoption of the following budget amendments was requested:

1.	3201	DHCD/Town of Parksley-Downtown Revitalization	\$ 2,000.00
			<u>+ 9,000.00</u>
			\$11,000.00

- | | | |
|----|---|--|
| 2. | 3402 VDOT-Southern Tip Bike Trail Feasibility Study | \$ 1,000.00
<u>+21,000.00</u>
\$ 22,000.00 |
|----|---|--|

ITEMS 1 and 2 represent the amendment to adjust Grant funding to reflect respective balances available as of July 1.

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|----|---|---|
| 3. | 3573 Household Hazardous Waste Collection---change to
VDH-Hazardous Waste Collection/Wellhead Protection | \$ 1,000.00
<u>+ 99,000.00</u>
\$100,000.00 |
|----|---|---|

ITEM 3 represents the amendment to include a recently funding grant from Va. Dept of Health to fund a more permanent solution for hazardous waste collection.

- | | | |
|----|-------------------------------|-------------|
| 4. | 3590 DEQ-319 Septic BMP (NEW) | \$ 5,000.00 |
|----|-------------------------------|-------------|
- ITEM 4 represents the amendment to include recently awarded DEQ funds to begin a 2-year project related to Septic Best Management Practices.

The net change to the FY 2019 budget is \$134,000 including approximately \$115,000 Professional or Construction.

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

Commissioner Hart moved to adopt the above listed FY 2019 Budget Amendments. Seconded by Commissioner Turner, the motion carried by unanimous vote.

8. Contracts

VDEQ FY2019/20 VDEQ 319 Chesapeake Bay Watershed Implementation Grant - The project would fund the implementation of approved septic Best Management Practices (BMPs) - repairs, replacements, new installations, and pump-outs - in The Gulf, Barlow, Mattawoman, Jacobus and Hungars Creeks in Northampton County. This is the only EPA approved implementation plan on the Eastern Shore of Virginia. The total grant award is \$82,500, \$16,000 of which will be for staff costs, with an additional \$13,500 having been allocated from SERCAP to provide the VDEQ required cost-share for residents, thus the value of on-the-ground BMP implementation will be approximately \$80,000 to be completed. This effort will provide aid to some of the most in-need residents in that watershed and protect water quality in the Chesapeake Bay, contributing to TMDL requirements. The project would run from fall 2018 for up to two years.

Staff requested authority to sign the contract for the VDEQ FY2019/20 VDEQ 319 Chesapeake Bay Watershed Implementation Grant.

Commissioner Murray move to grant authority for staff to sign the contract for the VDEQ FY2019/20 VDEQ 319 Chesapeake Bay Watershed 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

One A-95 applications was submitted for Eastern Shore Virginia Housing Alliance on August 24 for Jerusalem Road Apartments. Application was completed with no conflicts.

3010 *Planning Assistance Activities*

Elaine Meil, ext. 116

Assisted a local official with a housing tour and discussion of the obstacles and opportunities for affordable housing within their district.

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.

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 and Parksley. Staff continues to work on several other projects in Northampton County.

Staff held a project meeting on October 4. Staff continue assisting the Town with developing guidelines for the Facade Improvement Program and soliciting commitments from downtown property owners to participate in the program. Twelve downtown properties were identified to have potential structural issues thereby making them ineligible for the Facade Improvement Program. The project team has identified multiple potential projects in the downtown area including redesigning portions of the parking lot to open space for events, establishing a permanent outdoor stage, adding additional railcars for business use or overnight lodging, public art, and a fountain/splash pad among others. The first of two public hearings will be held on November 12 during the Town Council meeting. Staff is preparing a request for proposals to solicit an engineer for preliminary engineering design and cost estimates. The project management committee will meet again on November 1.

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 is on December 12. 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 September.

GO Virginia Economic Development Initiative

Staff held discussions with local representatives on the Region 5 Council regarding potential projects for the region. There is at least one proposal involving development of a small business incubator under development.

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. The Committee last met in Eastville on July 19th and will meet again October 25th in Accomac.

PLANNING PROJECTS

3355 ***USDA Rural Business Development -
Agricultural Feasibility Study*** Clara Vaughn, ext. 127

The A-NPDC in August distributed a Request for Proposals from consultants interested in leading a feasibility study examining business opportunities for agricultural producers on Virginia's Eastern Shore, primarily focusing on value-added products, a regional marketplace, and an Eastern Shore brand. The A-NPDC is reviewing submissions and plans to select a consultant by the end of October.

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

VIMS scientists continue to use data collected during site visits to refine methods for accurately mapping roadside ditches in GIS. Findings will be used to identify ditch location and elevation, which will reveal areas where tidal waters are entering ditches, resulting in storm water drainage issues. Testing is expected to last several months and result in a formal report.

A-NPDC staff discussed with a human factors researcher at the Center for Vulnerable Road User Safety at Virginia Tech's Transportation Institute options for designing a survey to capture pedestrian data, with the goal of identifying "hot spots" for prioritization in safety improvement recommendations in the update of the Eastern Shore of Virginia Pedestrian Facilities Study is updated. Funding and strategy remain complicating factors in this project.

A-NPDC staff are working with the Town of Cape Charles to apply for VDOT safety funding to move forward work on a segment of the Southern Tip Hike & Bike Trail (below).

3402

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

Clara Vaughn, ext. 127

The Town of Cape Charles, with assistance from A-NPDC staff, plans to apply for VDOT Highway Safety Improvement Program funding through the Bike and Pedestrian Safety Program. If awarded, these monies may fund phases including preliminary engineering, final engineering, environmental review and construction of Phase IV of the Southern Tip Hike and Bike Trail. The Town of Cape Charles has expressed interested in applying for funding and subsequently owning and maintaining this portion of the trail. The Town plans to request the A-NPDC complete the application for funding on behalf of the Town, in an amount to be agreed upon in advance of submission of the application by the A-NPDC and the Town of Cape Charles.

In accordance with the grant approval authorization granted in the PDC's August 20, 2018 meeting, A-NPDC staff plans to develop the above mentioned grant application upon receipt of a formal request from the Town of Cape Charles, an Incorporated Town and subdivision of the Commonwealth.

VDOT is reviewing the preliminary engineering study for Phase IV of the trail and examining best options for crossing Route 13 near Cape Charles. The A-NPDC continues to explore ownership and funding options for Phase III of the trail.

Town of Chincoteague T-21 Admin. –Second phase

Kat Edwards, ext. 119

No additional information.

3542

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

Shannon Alexander, ext. 115

All application components have been submitted to VCZMP. Staff has met with representatives from the Town of Onancock to develop/design the signage for the wharf. Staff has organized a meeting with representatives of the Town of Saxis. Staff continues to work with TNC in the design of the seaside signage.

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, 31st, and June 21st and will meet again on October 20th. Staff has worked with legal counsel concerning Working Waterfront Development areas, established during the 2017 General Assembly and then completed a 4-page outreach document to be used in communication with local jurisdiction staff and elected officials. 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. The project has been extended and will be completed by the end of the 2019 calendar year. Year 3, the final year, of this project will still begin on October 1, 2018 and will continue these efforts and expand progress in outreach and education about Working Waterfronts.

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 including facilitating stakeholder meetings. The Ecotourism Steering Committee for the three rural coastal peninsular regions met on January 30th, April 10th, August 16th, subcommittees are meeting during September, and the Committee will meet again in mid-to-late October. The mission statement, vision statement, and objectives have been determined for this Alliance, the logo is finalized, the website mockup has been approved and is being finalized. Staff has coordinated with the RCC Workforce Development and intends to facilitate the Virginia Certified Ecotour Guide Course beginning in January of 2019. The project has been extended until the end of the 2018 calendar year.

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 is working with partners to develop a plan moving forward for CAWG management and meeting facilitation.

Staff is planning a meeting with the Delegate Bloxom, Senator Lewis and the County Administrators and Board Chairs in the near future to discuss the operating agreement for the ES Waterway Access Authority.

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. 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.

A final project workshop and field trip has been scheduled for November 9 at the VIMS lab in Wachapreague. Barrier island and backbarrier land owners and managers, local government and other community leaders will be invited to learn about new information regarding evolution of the seaside barrier island system and a new barrier island model. Invitations were distributed in late September.

The Ground Water Committee met September 18th, and will meet again October 16th. Staff planned a meeting of the newly established Legislative Subcommittee. 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. The Committee Consultant has provided summary presentation on VDEQ Consent Orders and aquifer water quality information.

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 and will continue to provide them with updates.

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 contract to establish a regional permanent, year-round household hazardous waste collection site with Virginia Department of Health has been signed. The project should be fully implemented by August of 2019.

Staff continues to distribute monthly GreenNews E-Newsletter, editions are available via link on the A-NPDC website. The GreenWorks Committee met July 11th with the next meeting to be held in February. 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.

Staff requested to submit budget requests and supply appropriate presentations to each County Board of Supervisors to continue to support the GreenWorks Committee for the upcoming fiscal year.

It was the consensus of the Board for staff to continue requesting funding.

3585 ***DEQ Chesapeake Bay Phase III Watershed Implementation Plan (WIP)*** Clara Vaughn, ext. 127

The second WIP stakeholder meeting was held Sept. 21 and focused on refining Accomack and Northampton Counties' bayside BMPs in meeting the goals set forth by the WIP. Discussions centered on refining the model to ensure accurate reporting. The third and fourth stakeholder meetings, which will include discussions of agricultural sector BMPs, are tentatively scheduled for the morning and afternoon of Nov. 29, pending approval by DEQ.

3335 ***Accomack County CDBG Planning Grant – Prioritization*** Bobbie Jo Wert, Ext. 126

Staff has begun initial housing assessments for the Gospel Temple/Adams Crossing Project Area. The community meetings were held on August 21, 2018 and September 11, 2018. The next meeting is scheduled for 1PM on November 6, 2018 at Hollies Baptist Church. The Management Team met on September 24, 2018. Staff continues to working to meet program requirements in gathering necessary information for the 2019 CIG application.

Staff continues to coordinate with Housing Services Department in selecting a date for the community meetings for East Horntown, Wishart's Point, Church Road, Whitesville, Linhaven Circle, and Sanford. Date, time and location are to be determined. The meetings will allow for staff to provide information regarding housing services, housing counseling, and referral services to appropriate funding sources.

Staff continues to work with the Bayside Representatives.

A-NPDC HOUSING PROJECTS

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

No updates at this time.

366120 Down Payment Assistance Patricia Connolly Grove, ext.124

No activity.

The Community Partners of the Eastern Shore (CPES), the local Continuum of Care, will host its General Membership meeting on November 14, 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 and the Eastern Shore Overdose Fatality Review Team.

*Accomack County VA HMGP 1491-001-037
2004 Elevation Project*

John Aigner, ext. 118

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

3823 *Accomack County VA HMGP 4024-012 Elevation
Project*

John Aigner, ext. 118

The application that was submitted for Accomack County is at FEMA pending review and approval. No additional information is available.

10. Executive Directors Report

No update was given.

11. Chairman's Report

No report was given.

12. Other Matters

No other matters were discussed.

13. 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