

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
November 19, 2018 MEETING
HELD AT THE ENTERPRISE BUILDING
ACCOMAC, VIRGINIA

COMMISSIONERS PRESENT:

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:

Robert Crockett	Accomack County
Laura Belle Gordy	Accomack County
Arthur Leonard	Town of Chincoteague

OTHERS PRESENT:

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

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 October 15, 2018 Meeting

The minutes of October 15, 2018 Meeting were presented.

Commissioner Hart moved to approve the Minutes of the October 15, 2018 Meeting. Seconded by Commissioner Phillips, the motion carried by unanimous vote.

4. Public Participation

No public participation took place at this time.

5. Bills Payable/Financial Statement

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

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

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

6. October Financial Status Report

The report indicated that 31.37 percent of the FY 2019 Budget had been expended while 33.33 percent of the fiscal year had passed.

Commission acceptance of this report was requested.

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

7. FY 2020 Budget Requests

In the past both Accomack and Northampton Counties have required that fiscal year Budget Requests be submitted in December or early January.

For FY 2019 Accomack County and Northampton County approved level funding in the amount of \$70,703 (General=\$65,036; Greenworks=\$5,667) and \$32,518 (General=\$32,518; Greenworks=\$0) respectively. The Town of Chincoteague approved level funding of \$7,000 for FY 2019.

Staff recommends requesting an increase of \$31,000 from Accomack, \$15,500 from Northampton and \$3,500 from Chincoteague for housing projects and rewrite of the housing plan.

Commission guidance concerning FY 2020 Budget Requests to the localities was requested.

Commissioner Hart moved to follow the Budget Committee's recommendation to ask for an increase from both counties and the Town of Chincoteague. Seconded by Commissioner Major, the motion carried by unanimous vote.

8. FY 2018 Audit

The Budget Committee is scheduled to meet prior to the Commission Meeting to review the attached FY 2018 Draft Audit prepared by Dunham & Aukamp, PLC. In addition, a conference call is scheduled with the auditor. Commissioners who would like to attend the Budget Committee meeting are welcome.

Please note the following:

- Management Discussion and Analysis (MDA) is included on pages 3-5. Additional explanation can be added by the Commission to the MDA if deemed appropriate.
- There were no findings or questioned costs.
- Audit Page 36 summarizes Budget to Actual.

Pending Budget Committee recommendations, acceptance of the FY 2018 Audit as prepared by Dunham & Aukamp, PLC is requested.

Commissioner Duer moved to accept the FY 2018 Audit as prepared by Dunham & Aukamp, PLC. Seconded by Commissioner Hart, the motion carried by unanimous vote.

9. Grants

Updates on NFWF Grant Proposals -

The A-NPDC submitted a proposal for NFWF Small Watershed Grant funding for conducting a study to investigate groundwater inundation as result of rising sea level, but has received notice that it was not selected for an award.

The Nature Conservancy with A-NPDC included as a subcontractor submitted a proposal for NFWF Coastal Resilience funding to implement nature-based shoreline erosion control measures around eroding tidal marshes near Wachapreague. This program proved to be very competitive and the proposal was not selected for award.

VIMS with A-NPDC signed on in support submitted a proposal for NFWF Coastal Resilience funding to develop an engineering and design plan for a 450-acre tidal marsh restoration and expansion project along southern Cedar Island and to provide direct outreach to ESVA Climate Adaptation Working Group partners and local governments and citizens. Once completed, the project's implementation should be eligible and competitive for Virginia Waterway Maintenance Funding.

10. Next Meeting

The following By-Laws Amendment to Article IV, Section 1, Regular Meetings, was approved in March 2011:

Regular monthly meetings of the Commission shall be held at 7:00 p.m. on the third Monday of each month, except January, February and December, at a place to be determined by the Commission. The regular January meeting will be held at 7:00 p.m. on the third Tuesday. No regular meetings will be held in February and December. The Commission may change the date and time of any regular meeting at any prior meeting and may adjourn any meeting from time to time or to another place.

Therefore, the next regular meeting is scheduled for Tuesday, January 15, 2019.

11. 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.

for preliminary engineering design and cost estimates for downtown projects. The project management committee will meet again on December 6.

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

Curt Smith, ext. 114

Economic Development Committee Activities

The Full EDC met on June 6 and meets again on December 12. The four industry sector subcommittees met in October to review, update and revise the respective action plans. 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.

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. A proposal submitted by VIMS and supported by the ANPDC was selected for funding by NFWF and will result in the development of an engineering and design plan for a 450-acre marsh restoration and expansion project along southern Cedar Island. 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 October 25th and will meet again January 17th.

PLANNING PROJECTS

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

Clara Vaughn, ext. 127

The A-NPDC selected a team from Virginia Tech's Office of Economic Development to lead a feasibility study examining business opportunities for agricultural producers on Virginia's Eastern Shore, focusing on value-added products, a regional marketplace, and an Eastern Shore brand. Staff are assembling a stakeholder group of local farmers, aquaculture business owners and merchants to guide the consultant throughout the study and plan to meet starting in December.

A-NPDC staff, on behalf of the Town of Cape Charles, completed an application for VDOT Bike and Pedestrian Safety Program funding for work on Phase IV of the Southern Tip Bike & Hike Trail. VDOT expects to review the application and provide feedback by April or May 2019.

VIMS scientists continue using data collected during site visits this summer to refine methods for accurately mapping roadside ditches in ArcGIS. Findings will be used to identify ditch location and elevation, showing areas where tidal waters are entering ditches, resulting in stormwater drainage issues. Testing is expected to last several months and result in a final report.

A-NPDC staff are exploring the option of using surveys in town mailings to identify priority areas for sidewalk improvements, which will be used to create safety recommendations in the Eastern Shore of Virginia Pedestrian Facilities Study update.

The Town of Cape Charles, with assistance from A-NPDC staff, applied for VDOT Bike and Pedestrian Safety Program funding that, if awarded, may finance preliminary engineering, final engineering, environmental review and construction of Phase IV of the Southern Tip Bike and Hike Trail. The Town of Cape Charles signed a Memorandum of Agreement stating its willingness to own and maintain the trail.

The A-NPDC continues to explore ownership and funding options for Phase III of the trail. Virginia State Parks Director Craig Seaver expressed interest in continuing conversations about the possibility of State Parks owning the trail in a letter dated Oct. 9. State Parks would require staff and operational resources to assume ownership and maintain the trail.

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.

A suite of coastal-focused legislation was submitted and approved during the 2016, 2017 and 2018 Virginia General Assembly sessions, including legislation establishing the Rural Coastal Virginia Community Enhancement Authority. This special-purpose political subdivision was created to unify all of rural coastal Virginia to address shared challenges and create opportunities for the Northern Neck, Middle Peninsula, and Eastern Shore regions. A-NPDC staff are cooperating with these PDCs to arrange a conference call to coordinate the inaugural Rural Coastal Virginia Community Enhancement Authority summit, which will launch the Enhancement Authority by identifying and soliciting a coalition of potential members.

3553 DEQ VCZMP 306 Oyster and Water Trail Shannon Alexander, ext. 115
Collaboration

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.

3541 & 3551 A-N VCZM Technical Assistance, FY 18 Shannon Alexander, ext.115
Qtr3

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 held a meeting with Delegate Bloxom and the County Administrators and Board Chairs to discuss the operating agreement for the ES Water Access Authority. The representatives agreed that the creation of an Authority was not desired at this time but the counties could approach the ANPDC about coordinating a joint commission in the future.

The Resilience Adaptation Feasibility Tool (RAFT) participating localities continue implementing their one year action checklists with specific activities to be undertaken which will have immediate impacts on enhancing coastal resilience. Staff continue to support the RAFT team and participating localities with these activities.

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 was held November 9 at the VIMS lab in Wachapreague with 45 barrier island and backbarrier land owners and managers, local government and other community leaders in attendance. The scheduled field trip to the islands was cancelled due to weather but the participants held lively discussions regarding the future of the seaside barrier island system and received training on a new barrier island model which projects future changes to the islands. Staff are working to publish all presentations to the website and will begin closing the subcontract with VIMS out in the near future.

The Ground Water Committee met October 16th and will meet again November 20th. Staff held 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 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 met with Accomack and Northampton County staff to review this potential new approach to storm water 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.

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 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.

3585

DEQ Chesapeake Bay Phase III Watershed Implementation Plan (WIP)

Clara Vaughn, ext. 127

The final WIP stakeholder meetings will take place Thursday, Nov. 29. The first meeting will focus on non-agricultural BMPs and programmatic actions and will be stakeholders' last chance to provide feedback before the final WIP draft workbook is submitted to DEQ. The second meeting will include a report from the agricultural sector on its BMPs input deck.

Since the September WIP stakeholder meeting, localities and individuals have submitted data and feedback via email, which has been included in drafts of the BMP/Programmatic Action workbook submitted to DEQ. One more draft will be submitted before the Dec. 14 deadline for final workbooks to be submitted.

3335

Accomack County CDBG Planning Grant – Prioritization

Bobbie Jo Wert, Ext. 126

Staff continues to work in the Gospel Temple/Adams Crossing Project Area. On November 6, 2018, staff facilitated its third neighborhood meeting. All but one grant recipient was present for the meeting. Staff collected asset and income information. The next community meeting was not scheduled since most of the participants also attend the Management Team meetings as well. The Management Team met on October 29, 2018. Staff continues to work to meet program requirements gathering necessary information for the 2019 CIG application. At this time, Staff is working with six families who need substantial reconstruction and two families who need demolition of derelict structures.

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 Bayside Representatives.

A-NPDC HOUSING PROJECTS

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

Although it first appeared at the beginning of the year that the number of foreclosure counseling clients had dropped significantly, there seems to have been an increase in the last several months. Nine new foreclosure clients have been seen since June 2018. Three clients have received Loan Modifications, one received temporary payment relief until she returns to work, three are in process, and one brought his loan current. One client sought counseling after the home had been foreclosed and is searching for a rental.

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, will hosted its General Membership meeting on November 14, 2018, at the Eastern Shore Community College – Workforce Development Center. Save the Date: January 23, 2019, we will conduct the county-wide Point In Time count.

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.

The Accomack County FEMA application is pending review and approval.

October 19th, Amy Howard, VDEM Hazard Mitigation Grant Administrator, contacted John Aigner to request photo renderings that would depict the final elevations of each project. Staff worked diligently to meet the request by the end of October. In early November, Staff received notification the funds for this project had been reduced significantly, over half. Mr. Aigner convened the Advisory Board and reviewed all applicants. To stay under budget, Staff would compare the distance below Base Flood Elevation (BFE), and determine which homes were the most vulnerable for repetitive flooding. As a result, seven applicants are no longer eligible under this application. There will be four elevation projects and three acquisitions.

12. Executive Directors Report

Housing Development Budget

The Department is holding weekly staff meetings with Executive Director Meil to closely monitor work progress and the financial position of the department. Executive Director Meil completed photo renderings of the elevations of the houses in the FEMA Accomack application and these were submitted to the Virginia Department of Emergency Management (VDEM). FEMA has requested Virginia to reduce the overall budget of the project by approximately half. Community Development Coordinator Aigner proposed a draft budget to the project's Management Team that would proceed with seven houses (3 acquisition & 4 elevations) and this has been submitted to the VDEM. A substitute elevation was also included so that, if a homeowner drops out, another individual would be assisted. A-NPDC also requested VDEM request FEMA include the funds needs to complete this elevation, if another applicant is unable to use their full allotment of funds. This project has been of concern and previously reported on as a potential elimination from this year's budget. Staff is closely monitoring and responding as needed.

As part of the Accomack Planning Grant application work, Community Development Coordinator Aigner obtained a price list; a deep well \$5,900, conventional septic 1,000 gallons (3 bedroom) \$6,900, an alternative 2-bedroom system with engineering \$27,000. After July 1, prices for all of these will increase \$1,600 for AOSE services due to the bill that passed Virginia's General Assembly last year.

Groundwater Conference

Executive Director Meil went to the DEQ Eastern Virginia Groundwater Conference and presented information about the formation and activity of the Eastern Shore of Virginia Ground Water Committee. There was a large contingent of attendees from the Eastern Shore. Hampton Roads Sanitation District presented information from their SWIFT project, deep injection of water back into the Potomac Aquifer. They have put in a special piece of \$1.3 million equipment that monitors the height of the ground 500 feet away from the injection well. It seems to be showing when they are injecting the water the surface

500 feet away is rising a millimeter in height. They have offered a tour to anyone who wants to see the facility in action.

13. Chairman's Report

No report was given.

14. Other Matters

Chairman Kellam wished everyone a safe and happy Thanksgiving.

15. 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