

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
July 15, 2019 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
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:

Rickie Ross	Accomack County
Roland Bailey	Northampton County
Arthur Leonard	Town of Chincoteague

OTHERS PRESENT:

Elaine Meil	Sandy Taylor
Curt Smith	Melissa Matthews
Russ Williams	

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 June 17, 2019 Meeting

The minutes of the June 17, 2019 Meeting was presented.

Commissioner Hart moved to approve the Minutes of the June 17, 2019 Meeting. Seconded by Commissioner Gordy, the motion carried by unanimous vote. Commissioner Major abstained.

4. Public Participation

No public participation took place at this time.

5. Bills Payable/Financial Statement

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

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

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

6. June Financial Status Report

The report indicated that 94.73 percent of the FY 2019 Budget had been expended while 100 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 FY 2019 budget amendments was requested:

1.	3583	Green Works/Waste Watchers	\$ 5,666.00
		Supplies	+ 3,000.00
			<u>\$ 8,666.00</u>

ITEM 1 represents the amendment to include additional funding from Waste Watchers to purchase supplies needed for project.

2.	3107	DHCD Homeless Solutions – Community Partners	\$ 65,520.00
		Administrative Services	+ 6,545.00
			<u>\$72,065.00</u>

ITEM 2 represents the amendment to include additional funds from the state to operate the Prevention and Rapid Rehousing programs.

The requested amendments will be reflected on the Financial Status Report and audit for FY 2019.

NOTE 3157	A-NHRA Section 8 Administration	\$276,000.00
	Administrative Services	+ 2,000.00
		<u>\$278,000.00</u>

Once all final FY19 Bills Payable have been processed staff will request A-NHRA to pay overage in full from Section 8 Administration Reserves.

Commissioner Hart moved to adopt the FY 2019 budget amendments as requested. Seconded by Commissioner Turner, the motion carried by unanimous vote.

8. Projects

9970	<i>Capital Expenditures</i>	Elaine Meil, ext. 116
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No activity.

3002	<i>Special Administrative Cost</i>	Elaine Meil, ext. 116
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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	<i>Intergovernmental Coordination and Information</i>	Brenette Hinmon, ext.100
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No report.

3010	<i>Planning Assistance Activities</i>	Elaine Meil, ext. 116
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No activity.

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 in FY18 an increase of over 1,000 in person visits from FY17. A new report will be available for FY19 in the September Board packet.

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 continues to assist 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.

3222 *Town of Cape Charles Comp Plan Update*

Clara Vaughn, ext. 127

The Town of Cape Charles has scheduled its Comprehensive Plan Update kickoff meeting for July 25. Staff plan to attend and help lead the meeting.

Economic Development Committee Activities

The Full EDC met on June 12, where the Committee decided to develop an annual prioritized list for projects in the Economic Development Plan. The industry focal area subcommittees will meet during October and the full EDC meets again December 11. The Economic Development Practitioners group will meet again later this Summer.

Staff hosted a meeting of stakeholders interested in formalizing a regional program for entrepreneurs on June 12. Staff are working with VDACS and other partners to identify funding for a study and recruitment strategy intended to culminate in the development of a new sawmill in the region. Staff participated in meetings to discuss the development of sewer main line extension from Accomac to Nassawadox along Route 13. Staff participated in meetings with Onancock Main Street and held an exploratory discussion with Town of Onancock Staff regarding a Downtown Revitalization Planning Grant.

GO Virginia Economic Development Initiative

One proposal for a planning project for the development of a small business incubator has been submitted for consideration. Staff participated in a workshop that was part of a GO VA planning project awarded to VA Sea Grant to explore potential economic development opportunities related to water management.

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

Consultants presented draft recommendations for a regional food hub and/or aggregated marketplace; new opportunities for locally produced, value-added products; a regional agricultural marketing strategy; and other relevant projects to the A-N Economic Development Committee during its June meeting. The goal is to develop recommendations that, if implemented, will improve economic opportunities for local agriculture, aquaculture, and artisan operations. Due to the later start date of the project and need for additional time to refine strategy recommendations, consultants requested a time-only extension to complete the study. Staff submitted an extension request letter to USDA-RD July 1.

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

Staff continue to work with VDOT engineers in developing an application for Bicycle and Pedestrian Safety Program funding to construct Phase IV of the Southern Tip Bike & Hike Trail, running from the Cape Charles Marina to the Food Lion shopping center. Staff met with VDOT project leads and representatives from the Town and Northampton County July 2 to review draft alignments. An additional meeting is scheduled for August 5. The application will be submitted this fall on behalf of the Town of Cape Charles.

Staff continue to work with VDOT engineers in developing a feasibility study in support of a Transportation Alternatives Program application to improve sidewalk connectivity and walkability in downtown Parksley and a Safe Routes to School application to construct a path from downtown Parksley to Metompkin Elementary School. Staff submitted pre-applications for both projects July 1 and met with VDOT project leads and representatives from the Town and Northampton County July 2 to review draft alignments. An additional meeting is scheduled for August 5. The applications will be submitted this fall on behalf of the Town of Parksley, contingent upon receipt of matching funds from a Community Development Block Grant application already submitted.

Staff continue to refine a scoring system that will be used to identify priority areas for sidewalk improvements in the Eastern Shore of Virginia Pedestrian Facilities Study Update. Results will be used to identify top projects for implementation across the region.

Staff plan to ground truth ditch outfall locations mapped by VIMS researchers using high-resolution LiDAR data in ArcGIS. Findings will be used to improve accuracy of remote mapping used to show locations where tidal water is entering ditches and contributing to roadway flooding.

Staff completed the annual update of the A-NPDC Title VI Implementation Plan and signed assurances, which were submitted to VDOT.

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

Shannon Alexander, ext. 115

The contract with VCZMP was fully executed on November 8, 2018. The design for both Saxis and Onancock have been uploaded to Pannier Graphics, the contracted fabrication company, and should be delivered by mid-July. Staff continues to work with TNC to finalize the design of the seaside signage, which is to be installed by the end of September, 2019, when the project concludes.

3590 ***DEQ BMP Septic Project-Eastville***

Bobbie Jo Wert, ext. 126

The Virginia Department of Environmental Quality (VDEQ) has offered the A-NPDC funds to take action to improve the Chesapeake Bay Watershed and on the EPA approved Water Quality Implementation Plan for the Gulf, Barlow, Mattawoman, Jacobus, and Hungars Creeks, which have bacterial levels exceeding recommended levels. A-NPDC Staff received final approval for the A-NPDC Residential Septic Program Guidelines FY 2019 from VDEQ on June 26, 2019. The application packet has been finalized and mailed to 180 potential applicants. The application deadline is September 30, 2019.

355201

DEQ VCZMP 309 Rural Enhancement Authority

Clara Vaughn, ext. 127

A-NPDC and Middle Peninsula PDC staff continue to coordinate the launch of the Rural Coastal Virginia Community Enhancement Authority via a symposium-style summit. The date for the meeting have been set for July 25, at the Virginia Institute of Marine Science campus in Gloucester Point. Staff have invited County representatives to attend.

DEQ VCZMP 309 WWF Master Plan Implementation

Clara Vaughn, ext. 127

Staff submitted to MPPDC names and descriptions of nine working waterfronts businesses in Accomack and Northampton counties to be highlighted in a StoryMaps project showcasing the economic value and culture of working waterfronts in Rural Coastal Virginia. This and an outreach video showcasing working waterfronts will be used as tools to educate community leaders and the public on the importance of working waterfronts in the A-NPDC, MPPDC, and Northern Neck PDC regions.

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 newly incorporated nonprofit The Virginia Oyster Trail (previously part of the Artisan Center of Virginia) on refinement of the digital engagement tool for the Virginia Oyster Trail, the A-NPDC staff organized and facilitated the 2019 Virginia Certified Ecotour Guide course concluded in March with 16 new graduates. A-NPDC staff facilitated a Bayside Water Trail stakeholder meeting in Cape Charles, will hold a second in Onancock in August, and a third in Saxis in September, with final digital approval in the late fall. The Ecotourism Steering Committee for the three rural coastal peninsular regions met on March 6th, June 6th, and will again September 6th to guide the overall project. The new www.VirginiaWaterTrails.org website and the itinerary tool for the Virginia Oyster Trail are active and online, but will continue to be refined over the next year and a half, with a hard roll out anticipated for spring of 2020. Efforts are being reported at the visitor industries Economic Development Subcommittee and incorporated into the regional economic development plan as well. Staff coordinated with the Chamber of Commerce and Tourism Commission to offer an interpretive kayaking experience for two influencers that will be on the Eastern Shore the second week of July. This will help provide social media exposure for the Ecotour Guide program and the new Water Trails website.

Staff has solicited commitments from local representatives of local, state, and federal government, academic and non-government organizations to participate in a reorganized version of the ESVA Climate Adaptation Working Group. The partners will meet on July 30 to define new goals and objectives for the group which will be centered around developing action plans for local governments and industries within the region. Staff will present the action plans for stakeholder consideration and to drive highest priority implementation actions.

Staff have coordinated with the Special Assistant to the Governor for Coastal Resilience on the development of the VA Coastal Resilience Master Plan.

Staff have participated in RAFT meetings for Accomack and Northampton Counties and Tangier and will participate in a final RAFT regional workshop on August 14. Staff have worked closely with the RAFT team to coordinate meetings at Tangier to advance designs for living breakwaters to mitigate daily erosion and enhance coastal habitat at highest priority locations around the island.

**3541 & 3551 A-N VCZM Technical Assistance, FY 18
Qtr3**

Shannon Alexander, ext.115

Staff continues to serve the Eastern Shore of Virginia Ground Water Committee, the Regional Navigable Waterways Committee, and offer technical assistance to localities in the region.

As part of the necessary education and training events, staff presented to about 300 sixth grade students at the Watershed Festivals in April. The Eastern Shore Soil and Water Conservation District implemented the Shore Big Trees and Eastern Shore Natives Outreach and Education at Metompkin Elementary and the Montessori School May 30th.

Staff attended the Coastal PDC meeting at Fort Monroe June 4th, the Coastal PDC conference call July 9th, and will attend the Coastal Policy Team meeting on September 12th. In collaboration with GreenWorks goals, staff attended the Mid-Atlantic Marine Debris Summit in June and brings new ideas and partnerships to the region as a result.

Staff continues to serve as a mentor for VIMS Graduate Student, Justin Shawler, who is researching the seaside barrier islands and working with local communities and stakeholders. Mr. Shawler was selected as a recipient for a VA Sea Grant Graduate Research Fellowship that will take place during 2018-2020. Among the items Mr. Shawler's work will address is the development of a sediment budget for the seaside barrier island system, which is a critical data gap in understanding how the system may evolve into the future.

The Ground Water Committee met June 18 and will meet again August 20. Staff has and continues to reach out to DEQ, the U.S. EPA, our representatives, 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 Groundwater Protection and Preservation Plan is updated with new data from the 2018 Water Supply Plans and new information, legislation, and permits prior to the conclusion of the 2019 calendar year. The Committee Consultant has provided summary presentation on VDEQ Consent Orders and aquifer water quality information and presented at the Environment Virginia Conference in Lexington on March 26th.

On behalf of the Committee and the Chairman, staff submitted a public comment on the draft permits for the 49 poultry operations in the VDEQ Consent Order and to VDH regarding the draft Hardship Guidelines. Staff will be partnering with the ESSWCD to organize and facilitate educational events once their new soil trailer is delivered (anticipated delivery in August).

Virginia Department of Health (VDH) Household Hazardous Waste Collection (HHWC) Site Development. Accomack and Northampton Counties approved a Joint Resolution of Agreement for long-term funding/management of the new facility. Staff is working with the Accomack County Department of Public Works to organize the appropriate training for their staff during the months of June and July. The building is scheduled to be delivered and installed on July 18. The new goal for the grand opening no later than September 4. Staff has submitted an official request for an extension that would carry the project through September. The A-NPDC was also awarded a \$3,000 grant from the VDEQ Litter Prevention and Recycling competitive grant to match some of the funds for this portion of the VDH grant and multiply the effectiveness of the outreach for proper disposal of waste, including HHW, in the region, this has been contracted and should be complete by the end of July.

The Virginia Department of Environmental Quality (VDEQ) offered an award of \$3,000 of the requested \$12,000, from the VDEQ Litter Prevention and Recycling competitive grant. This will be pass through funding. The award letter was received October 30th, 2018 and funds were received in mid-November, 2018, final Accounting and Performance Reports are due by August 1, 2019. This is serving as match for the education/outreach portion of the VDH HHWC grant and will multiply the effectiveness of the outreach for proper disposal of waste, including HHW, in the region. The contract has been entered with REAL Virginia, William Dyas, and should be completed by the end of the month of July and fully reported out by August 15.

Staff continues to distribute monthly GreenNews E-Newsletter, editions are available via link on the A-NPDC website. The GreenWorks Committee met February 19th and the next meeting will be July 10th. Staff is working with Waste Watchers of the Eastern Shore to develop a SOW for the VDH and DEQ outreach/education contract. The intent will be to have a contractor and a short-term intern with the Eastern Shore Community College, to provide aid to that contractor. Staff continues to help provide guidance to Waste Watchers with regards to organizational practices and manage the Sponsor-A-Road pilot program, which was extended by a year on 5/23/2019, and may be renewed for an additional one-year term.. GreenWorks has reimbursed Waste Watchers for costs associated with the KAB Annual Litter Survey, the Essay Contest, and necessary equipment for Operation Our Clean Road Events. Staff provided assistance in an application to KVB for a grant for anti-litter educational signage at public water access facilities in the region. Waste Watchers is working with Keep it Beach Clean of Virginia Beach for outreach materials for public access facilities and on the Straw Free campaign for local restaurants.

*VA Port Authority Dredging Projects*Curt Smith, ext.114

The VPA awarded both applications for the Waterway Maintenance Fund Grant Program. The projects are for permit, engineering, and all other necessary planning work for dredging and beneficial use projects in the state portion of the Quinby Channel in Accomack County and for Kings Creek in Northampton County. VPA supplied a draft copy of the contract on July 8, which staff will review and distribute to each county for their respective legal counsel to review.

*Navigable Waterways Committee*Shannon Alexander, ext.115

The last quarterly Eastern Shore Regional Navigable Waterways Committee was held in Accomac on April 18th. The meeting scheduled to be held in Eastville on July 18th was cancelled. The next meeting will be October 17. Staff have held discussions with the USCG and Committee members regarding removal of navigational markers. Staff submitted comments to the US Army Corps' plans for a beneficial use of dredge material project for the Cedar Island/Wachapreague area and completed the USCG survey regarding their plans to improve distribution of maritime safety information (MSI).

The project will implement septic residential improvement projects within the EPA approved Watershed Implementation Plan for The Gulf, Barlow, Mattawoman, Jacobus and Hungars Creeks on the Bayside in Northampton County. SERCAP has agreed to help cover the VDEQ owner cost-share requirements up to \$13,500 (20% of the construction budget). Planning staff is working closely with Housing staff on this project. Staff has developed a list of mailing addresses based on the Indoor Plumbing Needs Assessment data from 2014 and will be sending targeting mailings about this program offerings by mid-July. Staff worked with VDEQ to develop an approved Residential Septic Program Design and Guidelines. Staff developed an RFP, which will be published in mid-July. Staff is working with ESSWCD to organize an educational event in lieu of the well and septic forum, in order to educate residents about proper maintenance and protection measures for their private well and septic systems. Staff is working with VDEQ and SERCAP to expand this project, which is anticipated to provide aid to almost double the original number of households. Staff will be attending the mandatory VDEQ annual grantee meeting in Augusta County in late July.

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

The comment period for the statewide draft Phase III WIP closed June 7.

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

Staff finalized and submitted to VDEQ the draft Scope of Work for continued WIP work in FY-20. Staff attended a BMP reporting training webinar hosted by DEQ June 17, to which they invited partners from the local SWCD, USDA NRCS, both Counties, and The Nature Conservancy. Staff participated in an urban-sector, watershed-wide PDC conference call June 20 and have distributed a Stormwater BMP Cost Data Survey to both counties, requesting county staff's assistance in distributing the survey to developers and environmental engineering consultants. Staff distributed to County and bay watershed Town staff a Stormwater Local Assistance Fund Needs Assessment Survey to help VDEQ capture an estimate of the SLAF funding needed for local governments.

**3335 *Accomack County CDBG Planning Grant –
Prioritization***

Bobbie Jo Wert, Ext. 126

Staff submitted the CDBG - Community Improvement Grant for the Gospel Temple/Adams Crossing Community on March 29, 2019. Staff will continue to meet with the management team and neighborhood to finalize various aspects of the planning grant and additional funding options.

On June 19, 2019, the Accomack County Board of Supervisors voted to endorse efforts to remedy the failing sewer system in Makemie Park. The Board noted this endorsement may delay the next housing improvement area, Horntown, by at least one (1) year. The Housing Service and Housing Development team will continue to provide referral services to agencies that may be able to provide alternative housing solutions, like USDA, VHDA or SERCAP.

A-NPDC HOUSING PROJECTS

**3661 *HUD Housing Counseling Services & VHDA
& *Housing Counseling & Education*
3662***

Mary Smolinski, ext.124

The spring/summer Home Buyer Education Workshop was held June 19 and June 20 at the Workforce Development Center at the Eastern Shore Community College. We issued 13 certificates of completion to class attendees, and had a total of five speakers representing six topic areas of Home Buyer Education. Homeownership calls and appointments have experienced an increase, with a slight decrease in Foreclosure Intervention activity. Have two verified home purchases for June.

Makemie Park Project

Bobbie Jo Wert, ext. 126

A-NPDC Staff met with the Virginia Department of Health and Mike Mason, County Administrator on May 31, 2019. More information is needed to proceed, and multiple tasks were assigned accordingly. Once all tasks are complete, a plan and a timeline will be developed to remedy the situation. Staff continues to search for funding opportunities.

The Accomack County Board of Supervisors voted to endorse the proposed plan to apply for a Community Development Block Grant (CDBG) Urgent Needs Funding as described in the attached missive.

Staff continues to meet every two weeks to evaluate the progress of this project. To date, an Option Agreement has been executed, staff has contacted three engineers to obtain pricing to survey and subdivide the property into four lots, Staff has contacted Bundick and Bogg's to receive pricing for well and septic installation, and Staff is working with our attorney to finalize the title search and final documents necessary to purchase the property.

Bobbie Jo Wert, went door-to-door with the current property owner as he issued an eviction notice on June 30, 2019. Families have all sought relocation assistance with our Housing Services team, phone interviews have been conducted and face-to-face interviews have been scheduled. Our Housing Relocator has found several houses, and some families have even found several on their own. One family recently received a Section 8 voucher, two families would like to relocate together and two families would like to explore homeownership opportunities, and interviews will be scheduled in the near future.

Jen Hope has succeeded Bobbie Jo Wert as Lead Liaison for the Lead Agency, A-NPDC, to Community Partners of the Eastern Shore (CPES), the local Continuum of Care.

CPES conducted their General Membership meeting on July 10 at ESCC. The primary focus of the meeting was the reporting on the results of the Strategic Planning event held in May. A summary report of the event was presented, as well as updates on action steps for the areas of need: employment, education, housing, transportation, and healthcare.

The administrator for the Homeless Management Information System (HMIS) will provide a detailed report of the Point-In-Time Count within the next couple of weeks. Planning for the next PIT Count in January will begin in September.

The Accomack County FEMA application is pending review and approval. Staff recently revised the budget, per Amy Howard, VDEM - HMGP Administrator-Finance Director. With a revised budget of \$1,578,114, A-NPDC staff proposed nine elevation and one acquisition projects. The staff continues to supply additional information as requested. Although confident we will receive funding; we have not received the notification of award.

2019 Applications

The Virginia Department of Emergency Management has announced the Hazard Mitigation Grant Program (HMGP), which will reduce the long-term risks to individuals and property. These funds will be available for the Commonwealth through the Federal Emergency Management Agency (FEMA) as a result of two Presidential Disasters from damages associated with Hurricane Florence and Tropical Storm Michael. On February 19th, Staff attended the Region 5 - Hazard Mitigation Grant Program Applicant Briefing. A-NPDC staff is working with Accomack and Northampton Counties, and the Incorporated Towns to determine their level of interest.

Staff submitted applications for Northampton County (Emergency Wind Retrofit) and Accomack County (scattered site Elevation and Acquisition) on May 30, 2019. More information has been requested for each application. Staff is working to fulfill the request.

9. Executive Directors Report

A-NPDC Reserves

The estimate of reserves needed to close fiscal year 2019 is under \$30,000. The last bills are being received and the final number should be available at the August Commission meeting.

Alternative Septic System Discussion

The VDH hardship guidelines were published. Executive Director Meil compared the hardship guidelines to the Code of Virginia requirements and it appeared just from reading the law that the hardship guidelines are contrary to state law. Specifically, there is no hardship described for cost of services as required by the Code and other items that appear to be contrary as well.

According to the Administrative Process Act, guidance documents such as this have to have a 30 day comment period and implementation will be delayed by 30 days if a written comment is received asserting the document is contrary to state law. Executive Director Meil made a comment that the hardship guidelines appear not to be in compliance with the Code. The Eastern Shore Groundwater Committee also made a similar but less detailed statement. On July 8th, VDH informed Shannon Alexander that because they have received one or both of these comments, they have delayed the implementation for VDH comments until August 11, 2019. Ms. Alexander also attempted to provide VDH

comments and found that the comment period had closed prematurely. She informed VDH and they did reopen the comment period.

If the comments are not sufficient, the only remedy then to any aggrieved person is to get a court review. The court, if they find it is contrary, can then remand the case to VDH for further proceedings.

Discussion was requested.

Independent Review of Cost Benefits of Alternative Onsite Sewage Systems

The comments received across the Board for individuals for and against the changes showed a general dissatisfaction with VDH. There have been no recent actions to have an independent party review VDH operations and the effect and the cost benefit of alternative onsite sewage systems on the public. Staff recommends A-NPDC consider adding this as a legislative priority of the region.

Legislative Waiver to Add Pit Privies

Jon Richardson, VDH Environmental Health Manager, advised us there is a waiver process that allows conventional onsite sewage systems but pit privies are not included as part of the waiver. Staff recommends A-NPDC consider adding this as a legislative priority of the region.

Action was requested.

After discussion, it was decided to request the Eastern Shore legislators to introduce legislation to commission a JLARC Study to examine the AOSS program.

Commissioner Phillips moved to proceed with requesting our legislators to introduce legislation to commission a JLARC Study. Seconded by Commissioner Murray, the motion carried by unanimous vote.

A-NPDC Revolving Loan Fund

The attorney has recommended the following documents for the Onancock Holdings Loan. Since attorney recommended documents were already authorized, this is informational only and no further action is needed by the Commission.

Deed to the property / proof the borrower owns it or will own it.

Promissory Note.

Make this a confessed judgment note that would be signed by the LLC and the two principals as well.

Deed of Trust

Executed by the owner of the real estate

A prohibition against taking additional debt against the property.

Assignment of Leases, Rents and Profits

Personal guarantees by all owners of the borrowing entity.

Title search on the property being pledged as collateral

Staff has completed preparing the environmental review. Agencies now have 30 days to review and provide comments.

Requests for Assistance

No requests received.

10. Chairman's Report

No report was given.

11. Other Matters

Commissioner Gordy congratulated the District 7 CALL softball team for winning the Virginia state title.

12. 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