




**MIDDLE PENINSULA  
PLANNING DISTRICT COMMISSION**

**MEMORANDUM**

**TO: MPPDC Board of Commissioners**

**FROM: Lewis Lawrence, Executive Director** 

**DATE: January 21, 2015**

**RE: January Commission Meeting**

The Middle Peninsula Planning District Commission will host its monthly meeting on Wednesday, January 28, 2015, at 7:00 p.m. in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda.

Enclosed are the agenda and supporting materials for your review prior to the meeting. If you have any questions concerning material in your agenda packet, please give me a call at 804-758-2311 or email me at [LLawrence@mppdc.com](mailto:LLawrence@mppdc.com).

I look forward to seeing you on January 28<sup>th</sup>!

**COMMISSIONERS**

**Essex County**

*Mr. R. Gary Allen  
Hon. Margaret H. Davis  
Mr. A. Reese Peck  
Hon. Edwin E. Smith, Jr.  
(Chairman)*

**Town of Tappahannock**

*Mr. G. Gayle Belfield, Jr.  
Hon. Roy M. Gladding*

**Gloucester County**

*Hon. Ashley C. Chriscoe  
Ms. Brenda Garton  
Dr. Maurice P. Lynch  
Hon. Michael R. Winebarger*

**King and Queen County**

*Hon. Sherrin C. Alsop  
Hon. James M. Milby, Jr.  
Mr. Thomas J. Swartzwelder*

**King William County**

*Hon. Travis J. Moskalski  
Mr. Eugene J. Rivara  
Hon. Otto O. Williams  
(Vice Chairman)*

**Town of West Point**

*Hon. James H. Hudson, III*

**Mathews County**

*Hon. O. J. Cole, Jr.  
(Treasurer)  
Mr. Thornton Hill  
Hon. Charles E. Ingram*

**Middlesex County**

*Mrs. Trudy V. Feigum  
Hon. Wayne H. Jessie, Sr.  
Hon. John D. Miller, Jr.*

**Town of Urbanna**

*Hon. Steve Hollberg*

**Secretary/Director**

*Mr. Lewis L. Lawrence*

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***Middle Peninsula Planning District Commission  
Meeting***

**7:00 P.M.**

**Wednesday, January 28, 2015**

**125 Bowden Street**

**Saluda VA 23149**

- I. Welcome and Introductions
- II. Approval of December Minutes
- III. Approval of December Financial Reports
- IV. Executive Director's Report on Staff Activities for the Month of January
- V. Public Comment

**AGENDA ITEMS FOR DISCUSSION**

- VI. Presentation: *Land and Water Protection in the Middle Peninsula Phase III – Funding for Septic Repairs and Roadside Ditch Maintenance*
- VII. Presentation: *University Partnership- Private Industry Study*
- VIII. Adoption of Calendar Year Meeting Schedule
- IX. General Assembly Update & Legislative Discussion
- X. Appointment of Overall Program Design (OPD) & Budget Committee and meeting schedule
- XI. Appointment of Nominating Committee
- XII. Other Business: VAPDC Winter Conference
- XIII. Adjournment

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## MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

December 17, 2014

Saluda, Virginia

The monthly meeting of the Middle Peninsula Planning District Commission was held in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda, Virginia on Wednesday, December 17, 2014, at 7:00 p.m. MPPDC Chairman Edwin Smith, Jr. (Essex County) called the meeting to order and welcomed everyone in attendance.

Commissioners in attendance were: (Essex County) Gary Allen; Edwin Smith, and A. Reese Peck; (Gloucester County) Ashley Chriscoe and Dr. Maurice Lynch; (King and Queen County) Thomas Swartzwelder; (King William County) Eugene Rivara and Otto Williams; (Mathews County) O. J. Cole Jr., Thornton Hill, and Charles Ingram; (Middlesex County) Trudy Feigum, and Wayne Jessie, Sr.; (Town of Urbanna) Don Richwine; and (Town of West Point) John Edwards, Jr.

Guests in attendance were citizens from the region. Middle Peninsula Planning District Commission staff in attendance were Executive Director Lewis Lawrence, Finance Director Beth Johnson, and Regional Economic Planner Harrison Bresee, III.

### **Approval of November Minutes**

Chairman Smith asked whether there were any corrections or changes to the November Minutes. There were no corrections or changes to the November Minutes. Chairman Smith requested a motion to approve the November Minutes as distributed. Mo Lynch moved that the November Minutes be approved as distributed. Ashley Chriscoe seconded the motion; motion carried.

### **Approval of November Financial Reports**

Chairman Smith asked whether there were any questions regarding the November financial reports before being approved subject to audit. There were no questions. Chairman Smith requested a motion to approve the November financial reports subject to audit. Otto Williams moved to approve the November financial reports subject to audit. Don Richwine seconded the motion; motion carried.

### **Executive Director's Report on Staff Activities for the Month of November**

Chairman Smith requested Lewis Lawrence, Middle Peninsula Planning District Commission Executive Director, to review the Executive Director's Report on Staff Activities for the month of December. The Executive Director's Report on staff activities is developed at a monthly staff meeting, organized by PDC Service Centers, and the activities are used to report grant funding activities.

Mr. Lawrence reviewed the Executive Director's Report for the month of December as follows:

- Finance Director, Beth Johnson led the bi-monthly VAPDC Finance Directors conference call to discuss indirect cost allocation plans and continuing issues with funders that don't allow indirect costs as allowable expenses. This continues to be an issue for the PDCs.

- Executive Director, Lewis Lawrence received an invitation to attend the Governor's signing of the Coastal Zone Management Executive Order on December 2 at Buckroe Beach Park located in Hampton, VA. Attended and witnessed Governor McAuliffe sign the Executive Order (EO) continuing the Virginia Coastal Zone Management Program, a network of Virginia state agencies and local governments designed to protect the natural and economic assets located within the Virginia Coastal regions.
- Consulted with Mindy Moran, Mathews County Administrator, concerning the Friends of Mathews Heritage Park proposed management plan for the Mathews Heritage Park donation site. Discussed the public presentation to the Mathews Board of Supervisors given by the Friends group.
- Attended and presented at the Virginia Coastal Policy and Law Clinic symposium titled: Adaptive Planning for Flooding and Coastal Change in Virginia – Nest Steps for the Commonwealth. White paper distributed in Commission packet.
- Continued discussions on VMRC Recreation Sport Fishing Development Fund and denial of application for funding a King and Queen Fishing Pier. Received analysis of revenue generated by rural coastal regions compared to urban areas for fishing licenses. Rural areas contributed \$408,707 in 2011 (Middle Peninsula, Northern Neck and Eastern Shore). The Middle Peninsula contributed the second highest amount (exceeded only by Virginia Beach) yet the funds have gone only toward urban projects. Attended the December VMRC full Commission meeting to request an overturn of the RFAB recommendation. VMRC directed the RFAB to reconsider its recommendation at its January meeting with a requirement of ¾ funding.
- Submitted a 309 Project of Special Merit to NOAA to address flooding and ditching problems in Mathews County. This project will research and identify ownership and/or maintenance responsibilities for ditches in four targeted communities referenced in the previous projects. Law Students will be provided by the Virginia Coastal Policy Clinic.
- As one result of the University Partnership project MPPDC began the design of a commuter survey based on an earlier survey from 1998 conducted by The Wadley-Donovan Group for Virginia's River Country to gather information on reasons that so many Middle Peninsula residents commute to outside the region and what could be done to encourage them to seek employment inside the region. MPPDC has funding from the Department of Rail and Public Transportation for a Six Year Transportation Demand Plan to help fund the survey.
- Middle Peninsula Broadband Authority developed an analysis of costs associated with deploying microwave and broadband equipment for 18 towers to create a Microwave Wireless Broadband backbone for the MPBA member localities. This project is moving forward with Gloucester and Middlesex looking to partner with King and Queen to provide increased broadband access to their underserved constituents.

**Public Comments**

Chairman Smith opened the meeting for public comments. There were no public comments.

Chairman Smith closed the public comments period.

*\*Note: All handouts distributed at meeting or emailed are added to the Commission Meeting folder.*

**Presentation on Financing An Aberdeen Creek Dredging Project Using a Tax Increment Financing Approach**

MPPDC Executive Director Lewis Lawrence gave a presentation on the latest project MPPDC staff have completed regarding dredging in the Middle Peninsula. Following on earlier work done in concert with the Army Corps of Engineers to explore means for affording needed dredging projects in the region and a project completed in FY2014 of a Master Plan for Aberdeen Creek Harbor for Gloucester County, this project looks at a different model of financing dredging projects.

Mr. Lawrence discussed the importance of keeping creeks open as the Army Corps no longer has funding to assist with these efforts. As the creeks become shallower, fewer boats can enter or exit the harbor, leading to diminished economic opportunities for watermen and marinas and declining property values of waterfront homes and hence a decreasing tax base. The Commission was tasked with designing a funding mechanism that would require: 1) No new taxes; 2) No take away of revenue needed to fund essential government services; and 3) An equitable distribution of revenue for public needs.

One tool that local government could employ to fund dredging is to implement a TIF – Tax Increment Financing. *58.1-3245.2 allows for the governing body of any county, city or town to adopt tax increment financing by passing an ordinance designating a development project area and providing that real estate taxes in the development project area shall be assessed, collected and allocated in the following manner for so long as any obligations or development project cost commitments secured by the Tax Increment Financing Fund, hereinafter authorized, are outstanding and unpaid.*

To implement a TIF, a TIF district(s) needs to be established. The current property values in that district would constitute the floor. As property values increase, a portion of the increased taxes received from those properties would be set aside to pay for future dredging operations. If property values decrease and no new revenue is generated within the TIF district, no allocation into the dredging fund would happen. The locality would determine the size and boundaries of the TIF district and the portion of tax revenue received from increased valuation to be set aside.

Using Aberdeen Creek as a model, staff used figures from the Shallow Draft Navigation and Sediment Management Plan for the Middle Peninsula Chesapeake Bay Public Access Authority Study to determine that dredging of the creek will require \$608,000 to \$1,592,000 over a 4 to 16 year cycle to maintain just this one creek. A Virginia Sea Grant University Fellow looked at several potential TIF districts to determine how much funding could be provided under the different TIF scenarios showing that if property values continue to increase, this could be a viable mechanism for financing dredging for Aberdeen Creek.

Discussion followed as to whether a TIF is or is not a new tax (I.E. is apportionment of revenue towards a specific public need reallocation of resources), whether it is fair and equitable, the need for dredging, the cost of doing nothing – i.e. falling property values and a diminished tax base, whether using general funds would be more appropriate.

A presentation will be made to the Gloucester Board of Supervisors in February. The complete report is available on the MPPDC website at [http://www.mppdc.com/articles/projects/Aberdeen\\_TIF\\_Analysis\\_RED.pdf](http://www.mppdc.com/articles/projects/Aberdeen_TIF_Analysis_RED.pdf)

### **MPPDC Mid-Year Evaluation**

Chairman Smith directed Commissioners attention to a graphic overview of the MPPDC Service Centers and some of the projects that have been started, funded or completed this fiscal year and asked Commissioners to rate the service centers as to whether MPPDC staff have met, exceeded, or fallen below expectations. Commissioners were asked to provide comments and to sign the sheets only if they rated any service center as failing to meet expectations so that the Executive Committee can gather more information and discuss any needed changes in anticipation of FY16 MPPDC work program and budget discussions.

### **Delegate Hodges-Legislative Discussion**

Delegate Keith Hodges, 98<sup>th</sup> District, was unable to attend, but had provided information on 3 bills that will be introduced to the General Assembly related to application of industrial sludge. *HB 506 – Long-term impact of biosolids and industrial waste; DEQ to study; HB1363 Industrial waste; land application unlawful in certain counties; and HB 1364 Industrial waste; fees for testing and monitoring of land.* General discussion was held regarding industrial sludge worries and concerns, monitoring, and lack of DEQ scientific research. Ms. Jacqueline Hart, a King and Queen County citizen, voiced her concerns over the application of both biosolids and industrial sludge and asked the Commission to help. Tom Swartzwelder, King and Queen County Administrator, asked staff to monitor these bills, as well as, a bill to be introduced by Delegate Hodges regarding saltwater fishing license fees and the Public Access Authorities.

### **Other Business**

1. Tom Swartzwelder, King and Queen County Administrator, thanked the region for its support of the King and Queen Fishing Pier application. VMRC directed the RFAB to reconsider its recommendation at its January meeting.
2. Executive Director Lewis Lawrence shared a card from a Mathews County homeowner thanking MPPDC for its assistance with a septic repair that allowed him to return to his home in time for the holidays and stating that this will be the happiest holiday and new year that he can remember thanks to the assistance he received.
3. Executive Director Lewis Lawrence reminded Commissioners that Financial Disclosure statements were due on December 15<sup>th</sup>. Discussion ensued as to who needs to file, where to file, which form to file, and how many forms need to be filed.



4. Executive Director Lewis Lawrence discussed a draft Memorandum of Understanding between the MPPDC and the Virginia Coastal Policy Clinic at the College of William and Mary Law School to conduct research, perform analyses, report findings on land use and coastal issues affecting the region, and develop recommendations and options on issues that are consistent with both entities missions. Commissioners were asked to review the MOU to be finalized at the January Commission meeting.
5. Executive Director Lewis Lawrence informed the Commission that the VMRC is accepting nominations to fill a vacancy on the Virginia Recreational Fishing Advisory Board (RFAB) and that they hope to receive recommendations from the Middle Peninsula and Northern Neck. Commissioners discussed possible nominees including Steve Whiteway and Don Richwine.
6. The Commission recognized Don Richwine, Mayor of the Town of Urbanna, for his service to the Commission. Mayor Richwine did not seek reelection and thus will be leaving the Commission. Mayor Richwine has served on the Commission since 1998.

**Adjourn**

MPPDC Chairman Smith adjourned the meeting.

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**(Secretary)**

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# Project Financial Report

Middle Peninsula Planning District Commission

Run Date: 01/08/2015  
 Run Time: 10:01:59 am  
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Period Ending: 12/31/14

|                |                          | Expenditures        |                  |                   |                   |               |                   |                 |
|----------------|--------------------------|---------------------|------------------|-------------------|-------------------|---------------|-------------------|-----------------|
| Code           | Description              | Budget              | Curr Month       | Project Total     | Un/Over           | % Budget      | Revenues          | Balance         |
| 30010          | Local PAA Stewardship/   | 17,000.00           | 425.00           | 16,194.18         | 805.82            | 95.26%        | 17,000.00         | 805.82          |
| 30013          | EE&CBG Project           | 3,894.00            | 76.05            | 2,785.65          | 1,108.35          | 71.54%        | 2,746.33          | -39.32          |
| 30015          | Tappahannock Comp Plan   | 11,200.00           | 7.46             | 12,947.33         | -1,747.33         | 115.60%       | 13,700.00         | 752.67          |
| 30016          | Essex Comp Plan Update   | 27,675.00           | 40.37            | 27,743.47         | -68.47            | 100.25%       | 28,700.00         | 956.53          |
| 30017          | King and Queen Fishing P | 2,500.00            | 234.71           | 2,896.23          | -396.23           | 115.85%       | 996.42            | -1,899.81       |
| 30018          | FY15 Local Programs      | 171,223.00          | 21,511.78        | 77,422.83         | 93,800.17         | 45.22%        | 150,924.93        | 73,502.10       |
| 30019          | Urbanna Foundation       | 6,000.00            | 442.46           | 1,359.33          | 4,640.67          | 22.66%        | 0.00              | -1,359.33       |
| 30104          | MP-VSG Univ. Partner     | 40,000.00           | 2,616.40         | 35,892.26         | 4,107.74          | 89.73%        | 22,535.61         | -13,356.65      |
| 30105          | EDA Broadband - In-kind  | 63,161.00           | 4,160.25         | 51,089.39         | 12,071.61         | 80.89%        | 31,862.92         | -19,226.47      |
| 30106          | MPRJ Flash Freeze Study  | 90,000.00           | 1,649.22         | 4,747.70          | 85,252.30         | 5.28%         | 0.00              | -4,747.70       |
| 30170          | MPBDP FY12 Staff Sup     | 13,830.00           | 371.84           | 12,973.46         | 856.54            | 93.81%        | 15,655.50         | 2,682.04        |
| 30210          | FY15 Transportation Dem  | 94,000.00           | 8,921.52         | 45,445.57         | 48,554.43         | 48.35%        | 27,670.17         | -17,775.40      |
| 30312          | FY15 Rural Transportati  | 72,500.00           | 5,389.45         | 33,156.08         | 39,343.92         | 45.73%        | 20,718.68         | -12,437.40      |
| 30420          | Onsite Loan Management   | 118,932.85          | 488.09           | 113,649.09        | 5,283.76          | 95.56%        | 116,535.30        | 2,886.21        |
| 30423          | VCWRFR Onsite Fund       | 82,500.00           | 0.00             | 79,970.21         | 2,529.79          | 96.93%        | 100,435.44        | 20,465.23       |
| 30502          | Water Supply Planning    | 111,805.89          | 0.00             | 111,805.89        | 0.00              | 100.00%       | 153,950.00        | 42,144.11       |
| 31002          | GA Lobby FY09            | 18,247.75           | 0.00             | 18,247.75         | 0.00              | 100.00%       | 24,000.00         | 5,752.25        |
| 31201          | AHMP Update 2014         | 130,010.00          | 3,400.20         | 44,678.68         | 85,331.32         | 34.37%        | 26,821.46         | -17,857.22      |
| 32010          | FY15 PAA Staff Support   | 7,000.00            | 1,271.65         | 7,089.21          | -89.21            | 101.27%       | 5,817.56          | -1,271.65       |
| 32011          | PAA Altruistic Giving    | 40,000.00           | 2,411.32         | 7,232.22          | 32,767.78         | 18.08%        | 0.00              | -7,232.22       |
| 32127          | FY14_Coastal TA          | 60,000.00           | 0.00             | 60,047.29         | -47.29            | 100.08%       | 57,000.00         | -3,047.29       |
| 32128          | LWQ III FY14             | 47,022.00           | 285.02           | 47,745.76         | -723.76           | 101.54%       | 42,319.80         | -5,425.96       |
| 32129          | Water Reuse              | 22,535.00           | 207.20           | 23,134.16         | -599.16           | 102.66%       | 20,329.58         | -2,804.58       |
| 32130          | Aberdeen TIF             | 40,000.00           | 199.35           | 40,446.17         | -446.17           | 101.12%       | 36,000.00         | -4,446.17       |
| 32132          | FY15 Coastal TA          | 43,602.00           | 4,627.21         | 17,751.38         | 25,850.62         | 40.71%        | 5,522.37          | -12,229.01      |
| 32133          | NFWF Living Shorelines I | 222,267.00          | 2,473.16         | 6,477.86          | 215,789.14        | 2.91%         | 647.67            | -5,830.19       |
| 32134          | 309 Ditching             | 40,000.00           | 3,109.68         | 6,036.11          | 33,963.89         | 15.09%        | 0.00              | -6,036.11       |
| 32207          | Working Waterfronts Pl   | 50,000.00           | 3,321.48         | 8,090.57          | 41,909.43         | 16.18%        | 0.00              | -8,090.57       |
| 32208          | VIMS WWF                 | 5,000.00            | 704.03           | 2,680.19          | 2,319.81          | 53.60%        | 0.00              | -2,680.19       |
| <b>Totals:</b> |                          | <u>1,651,905.49</u> | <u>68,344.90</u> | <u>919,736.02</u> | <u>732,169.47</u> | <u>55.68%</u> | <u>921,889.74</u> | <u>2,153.72</u> |

# Balance Sheet by Category

Middle Peninsula Planning District Commission

Run Date: 1/8/15  
Run Time: 10:03:03 am  
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Period Ending: 12/31/14  
Format: 1 Board

## Assets:

|                      |            |
|----------------------|------------|
| Cash in Bank         | 549,485.78 |
| Receivables          | 292,796.33 |
| Property & Equipment | 7,630.93   |

**Total Assets:**

**\$849,913.04**

## Liabilities:

|                         |            |
|-------------------------|------------|
| Accounts Payable        | 2,101.29   |
| VRA Loan Payables       | 137,935.44 |
| Payroll Withholdings    | -587.35    |
| Accrued Leave           | 43,127.56  |
| Cost Allocation Control | 2,825.32   |

**Total Liabilities:**

**\$185,402.26**

## Equity:

|   |            |
|---|------------|
| Local Initiatives/Information Resources | 73,762.42  |
| Economic Development                    | -29,901.12 |
| Transportation Programs                 | -30,212.80 |
| Onsite Repair & Pumpout                 | 23,354.33  |
| Housing                                 | -38.77     |
| Coastal Community & Environmental       | -57,822.29 |
| Public Access Auth Programs             | -1,271.65  |
| Mandates                                | 24,292.20  |
| Temporarily Restricted                  | 188,479.87 |
| General Fund Balance                    | 473,868.59 |

**Total Equity:**

**\$664,510.78**

**Total Liabilities and Equity**

**\$849,913.04**

**Balance:**

**\$0.00**

## Agencywide R&E by Category

Middle Peninsula Planning District Commission

Run Date: 01/08/2015  
Run Time: 10:04:03 am  
Page 1 of 1

Period Ending: 12/31/14  
Format: 1 Agencywide R&E  
With Indirect Cost Detail

| Code & Description           | Budget            | Current           | YTD               | Un/Ovr            | % Bud         |
|------------------------------|-------------------|-------------------|-------------------|-------------------|---------------|
| <b>Revenues</b>              |                   |                   |                   |                   |               |
| Local Match                  | 76,319.00         | 14,681.50         | 38,436.07         | 37,882.93         | 50.36%        |
| Local Annual Dues            | 109,899.00        | 0.00              | 109,899.00        | 0.00              | 100.00%       |
| Local Other Revenues         | 5,926.01          | 0.00              | 54,225.79         | -48,299.78        | 915.05%       |
| Local Other Organizations    | 7,000.00          | 2,080.61          | 5,817.56          | 1,182.44          | 83.11%        |
| State Revenues               | 168,782.16        | 0.00              | 56,732.00         | 112,050.16        | 33.61%        |
| Federal Revenues             | 291,618.00        | 0.00              | 89,915.47         | 201,702.53        | 30.83%        |
| Miscellaneous Income         | 10,050.00         | 173.49            | 4,752.95          | 5,297.05          | 47.29%        |
| RevolvingLoan Program Income | 14,699.00         | 818.37            | 11,890.54         | 2,808.46          | 80.89%        |
| <b>Revenues</b>              | <b>684,293.17</b> | <b>17,753.97</b>  | <b>371,669.38</b> | <b>312,623.79</b> | <b>54.31%</b> |
| <b>Expenses</b>              |                   |                   |                   |                   |               |
| Personnel                    | 410,566.00        | 38,515.57         | 221,950.34        | 188,615.66        | 54.06%        |
| Facilities                   | 27,663.00         | 2,297.28          | 13,150.74         | 14,512.26         | 47.54%        |
| Communications               | 3,925.00          | 350.47            | 1,986.97          | 1,938.03          | 50.62%        |
| Equipment & Supplies         | 6,000.00          | 737.55            | 1,713.01          | 4,286.99          | 28.55%        |
| Travel                       | 6,442.00          | 262.64            | 3,081.32          | 3,360.68          | 47.83%        |
| Professional Development     | 14,715.00         | 1,031.24          | 6,561.17          | 8,153.83          | 44.59%        |
| Contractual                  | 61,750.00         | 6,560.00          | 52,794.40         | 8,955.60          | 85.50%        |
| Miscellaneous                | 49,535.00         | 3,908.65          | 29,820.54         | 19,714.46         | 60.20%        |
| Regional Share               | 76,319.00         | 14,681.50         | 38,448.56         | 37,870.44         | 50.38%        |
| <b>Expenses</b>              | <b>656,915.00</b> | <b>68,344.90</b>  | <b>369,507.05</b> | <b>287,407.95</b> | <b>56.25%</b> |
| <b>Agency Balance</b>        | <b>27,378.17</b>  | <b>-50,590.93</b> | <b>2,162.33</b>   |                   |               |

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# Middle Peninsula Planning District Commission



## MPPDC General Fact Sheet

### WHAT IS MPPDC?

The Middle Peninsula Planning District Commission (MPPDC) was established pursuant to the Virginia Area Development Act (Title 15.1, Chapter 34, Sections 15.1-1400, et seq., Code of Virginia (1950) as amended) and by joint resolutions of the governing bodies of its constituent member jurisdictions.

The "MPPDC" describes the geographic section of Virginia which encompasses the Counties of Essex, Gloucester, King and Queen, King William, Mathews and Middlesex and the Towns of Tappahannock, Urbanna and West Point.

### BACKGROUND

The Agreement to organize a Planning District Commission was made on January 31, 1972, by and between the government subdivisions as authorized by the Virginia Area Development Act.

### WHAT DOES MPPDC DO?

The purpose of the Commission is to promote the orderly and efficient development of the physical, social, and economic elements of the Planning District by planning and encouraging and assisting governmental subdivisions to plan for the future.

### HOW ARE DECISIONS MADE AT MPPDC?

Decision-making occurs through the Middle Peninsula Planning District Commission, a governing body comprised of elected officials, citizens, and chief administrative officers representing the six counties and three towns in the region.

## QUICK FACTS

### Region at Glance

- Six Counties: Essex, Gloucester, King & Queen, King William, Mathews and Middlesex
- Three Towns: West Point, Urbanna, and Tappahannock
- 1,387 Square Miles
- 1,055 Miles of Shoreline

➤ 888,064 Acres of Land

➤ 90,826 People

➤ \$567 Average Weekly Wage (State=\$952)

➤ 71% Out Commute Rate

### By the Numbers

➤ 1.1% Total State Population

➤ \$50,001 Median Household Income



### For More Information:

MPPDC  
 P.O. Box 286  
 Saluda Professional Center  
 125 Bowden Street  
 Saluda, Virginia 23149  
 Phone: 804-758-2311  
 Please visit the MPPDC website at:  
[www.mppdc.com](http://www.mppdc.com)

# Regional Profile:

All data is from Census 2000 and Census 2010 unless otherwise stated

| Population Trends    |                  |               |                                  | Median Household Income and Unemployment Rate <sup>1</sup> |                 |                             |             |
|----------------------|------------------|---------------|----------------------------------|--|-----------------|-----------------------------|-------------|
| Locality             | Total Population |               | Population Growth from 2000-2010 | Median Income Estimates                                    |                 | Unemployment Rate Estimates |             |
|                      | 2000             | 2010          |                                  | 2006-2010  | 2007-2011       | 2006-2010                   | 2007-2011   |
| Essex                | 9,989            | 11,151        | 12%                              | \$46,235   | \$44,581        | 9.0%                        | 8.2%        |
| Gloucester           | 34,780           | 36,858        | 6%                               | \$58,389   | \$60,269        | 6.5%                        | 5.9%        |
| King & Queen         | 6,630            | 6,945         | 5%                               | \$44,442   | \$48,170        | 8.6%                        | 7.4%        |
| King William         | 13,146           | 15,935        | 21%                              | \$64,964   | \$64,982        | 7.3%                        | 6.7%        |
| Mathews              | 9,207            | 8,978         | -2%                              | \$47,435   | \$54,118        | 5.9%                        | 6.0%        |
| Middlesex            | 9,932            | 10,959        | 10%                              | \$50,207   | \$53,615        | 7.4%                        | 6.4%        |
| Town of Tappahannock | 2,138            | 2,375         | 11.1%                            | \$39,149   | \$35,313        | 6.6%                        | 7.6%        |
| Town of Urbanna      | 543              | 476           | -12.3%                           | \$44,813   | \$45,682        | 1.5%                        | 4.5%        |
| Town of West Point   | 2,866            | 3,306         | 15.4%                            | \$51,979   | \$52,768        | 7.4%                        | 9.5%        |
| <b>Region Total</b>  | <b>83,684</b>    | <b>90,826</b> | <b>9%</b>                        | <b>\$49,735</b>  | <b>\$51,055</b> | <b>7.6%</b>                 | <b>6.5%</b> |

| Race in the Middle Peninsula |               |               |                |               |               |                |            |            |                |              |              |                |
|------------------------------|---------------|---------------|----------------|---------------|---------------|----------------|------------|------------|----------------|--------------|--------------|----------------|
| Locality                     | White         |               |                | Black         |               |                | Asian      |            |                | Other        |              |                |
|                              | 2000          | 2010          | Percent Change | 2000          | 2010          | Percent Change | 2000       | 2010       | Percent Change | 2000         | 2010         | Percent Change |
| Essex                        | 5,790         | 6,370         | 10%            | 3,900         | 4,247         | 9%             | 81         | 86         | 6%             | 218          | 448          | 106%           |
| Gloucester                   | 30,148        | 32,149        | 7%             | 3,585         | 3,197         | -11%           | 240        | 286        | 19%            | 807          | 1,226        | 52%            |
| King and Queen               | 4,059         | 4,663         | 15%            | 2,365         | 1,975         | -16%           | 18         | 17         | -6%            | 188          | 290          | 54%            |
| King William                 | 9,703         | 12,297        | 27%            | 2,999         | 2,819         | -6%            | 48         | 118        | 146%           | 396          | 701          | 77%            |
| Mathews                      | 8,038         | 7,898         | -2%            | 1,036         | 823           | -21%           | 17         | 31         | 82%            | 116          | 226          | 95%            |
| Middlesex                    | 7,797         | 8,680         | 11%            | 1,999         | 1,978         | -1%            | 12         | 37         | 208%           | 124          | 264          | 113%           |
| <b>Regional Total</b>        | <b>65,535</b> | <b>72,057</b> | <b>10%</b>     | <b>15,884</b> | <b>15,039</b> | <b>-5%</b>     | <b>416</b> | <b>575</b> | <b>38%</b>     | <b>1,849</b> | <b>3,155</b> | <b>71%</b>     |

| FY15 Locality Budget Data |         |                                      |                        |                    |                            |                        |                       |
|---------------------------|---------|--------------------------------------|------------------------|--------------------|----------------------------|------------------------|-----------------------|
| Locality                  | Raise % | Compensation Notes                   | Real Property Increase | Real Property Rate | Personal Property Increase | Personal Property Rate | Other                 |
| Essex                     | 2%      |                                      | \$0.02                 | <b>\$0.86</b>      | \$0.25                     | <b>\$3.75</b>          | \$35/\$25 Vehicle tax |
| Gloucester                | 3%      | Bonus for lower scale employees only | None                   | <b>\$0.65</b>      | None                       | <b>\$2.95</b>          |                       |
| King and Queen            | 0%      |                                      | None                   | <b>\$0.54</b>      | None                       | <b>\$3.94</b>          |                       |
| King William              | 2%      |                                      | \$0.03                 | <b>\$0.82</b>      | None                       | <b>\$9.65</b>          |                       |
| Mathews                   | 2%      |                                      | \$0.07                 | <b>\$0.54</b>      | \$0.05                     | <b>\$3.70</b>          |                       |
| Middlesex                 | 2%      | Step Inc. w/ evaluation; No COLA     | \$0.05                 | <b>\$0.53</b>      | None                       | <b>\$3.50</b>          |                       |

<sup>1</sup> Data from the Bureau of Labor Statistics Local Area Unemployment data & the American Community Survey 5-year Estimates



## MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

### Staff Activities Service Summary of Regional Progress

| Locality                | Core Services Administered by the MPPDC |  |                |                              |                         |                   |         |                         |
|-------------------------|---|--|----------------|------------------------------|-------------------------|-------------------|---------|-------------------------|
|                         | Information Resources/<br>Assistance    | Coastal Community<br>Development/<br>Environmental | Transportation | Onsite Repair and<br>Pumpout | Economic<br>Development | Local Initiatives | Housing | Emergency<br>Management |
| Region-wide             | ✓                                       | ✓  | ✓              | ✓                            | ✓                       | ✓                 |         | ✓                       |
| Essex                   |   |  | ✓              |                              |                         |                   |         |                         |
| Gloucester              | ✓                                       | ✓  | ✓              |                              |                         | ✓                 |         | ✓                       |
| King & Queen            |   | ✓  | ✓              |                              |                         | ✓                 |         |                         |
| King William            |   |  |                | ✓                            |                         |                   |         |                         |
| Mathews                 |   | ✓  |                | ✓                            |                         |                   |         | ✓                       |
| Middlesex               |   | ✓  |                |                              |                         | ✓                 |         | ✓                       |
| Town of<br>Tappahannock |   |  |                |                              |                         |                   |         |                         |
| Town of West Point      |   | ✓  |                |                              |                         |                   |         |                         |
| Town of Urbanna         |   |  |                |                              |                         | ✓                 |         |                         |
| Other                   |   | ✓  | ✓              |                              |                         |                   |         |                         |

### Report on Mandated Initiatives

| Locality                | Water Supply Plan<br>Support Staff: Lewie<br>Start Date: 7/2008<br>Completion Date: 6/2011 |                 | All-Hazards Mitigation Plan Update<br>Support Staff: Harrison<br>Start Date: 1/2014<br>Completion Date: 12/2016 |                |
|-------------------------|--|-----------------|---|----------------|
|                         | Participating  | Current Status  | Participating   | Current Status |
| Essex                   | ✓  | Found Compliant | ✓   | In Process     |
| Gloucester              | NA   | NA              | ✓   | In Process     |
| King & Queen            | ✓  | Found Compliant | ✓   | In Process     |
| King William            | ✓  | Found Compliant | ✓   | In Process     |
| Mathews                 | ✓  | Found Compliant | ✓   | In Process     |
| Middlesex               | ✓  | Found Compliant | ✓   | In Process     |
| Town of<br>Tappahannock | ✓  | Found Compliant | ✓   | In Process     |
| Town of West Point      | ✓  | Found Compliant | ✓   | In Process     |
| Town of Urbanna         | ✓  | Found Compliant | ✓   | In Process     |

## New Opportunities Identified to Implement Commission Priorities

| Service Center | Project Title and Description  | Funding Requested | Status     |
|----------------|--|-------------------|------------|
| Transportation | DRPT – Update Long Range TDM Plan  | \$16,000          | Funded     |
| Environmental  | CZM – Working Waterfronts Coalition  | \$50,000          | Funded     |
| Environmental  | CZM –FY15 Coastal Technical Assistance   | \$30,000          | Funded     |
| Environmental  | River Counties Community Foundation Septic Repair Assistance Grant to LMI homeowners | \$5,000           | Not Funded |
| Environmental  | NFWF – CBSF – SWG - Septic Repair Funding  | \$115,753         | Not Funded |
| Environmental  | NFWF –CBSF – SWG - Living Shorelines Incentive Program                               | \$200,000         | Funded     |
| Environmental  | NFWF – CBSF - SWG  | \$170,000         | Not Funded |
| Environmental  | NFWF TA Service Provider   | n/a               | Approved   |
| Environmental  | CZM – Sinclair Landing Improvements – Pier & Landscaping                             | \$40,000          | Funded     |
| Environmental  | USDA RD HPG –Septic Repair Funding   | \$150,000         | Submitted  |
| Economic Dev   | USDA – Farmers Market Marketing Plan   | \$48,016          | Not funded |
| Emergency Mgmt | VDEM – Regional Emergency Planner  | \$110,000         | Funded     |
| Environmental  | VMRC – King and Queen Fishing Pier   | \$136,853.25      | Submitted  |
| Environmental  | Dominion Foundation – Urbanna Creek Living Shoreline                                 | \$25,000          | Funded     |
| Economic Dev   | USDA RBEG – Flash Freeze Program – MPRJA   | \$90,000          | Funded     |
| Environmental  | VASG/ODU/MPPDC – Real Estate Training  | n/a               | Awarded    |
| Economic Dev   | DHCD – BCC – Middle Peninsula Regional Economic Development Organization             | \$30,000          | Funded     |
| Environmental  | CZM – PAA Altruistic Giving  | \$40,000          | Funded     |
| Environmental  | License Plate Grant - signage  | \$900             | Submitted  |
| Environmental  | DEQ -Septic Pumpout and Ordinance Updates (Essex and Tappahannock)                   | \$12,688          | Submitted  |
| Environmental  | DEQ - WQIP for Gwynns Island, Milford Haven and Piankatank Phase I IP Residential    | \$257,420         | Not Funded |
| Environmental  | CZM – Project of Special Merit – Mathews Ditching                                    | \$115,000         | Submitted  |
| Economic Dev   | VA Coop. Ext. – SET Grant – Capacity Building for Economic Development               | n/a               | Awarded    |
| Economic Dev   | EPA – Brownfields Grant  | \$208,200         | Submitted  |
| MPCBPAA        | River Counties Community Foundation - Land Acquisition Assistance                    | \$4,000           | Not Funded |
| MPCBPAA        | License Plate Grant - signage  | \$1,500           | Submitted  |
| MPCBPAA        | NEEF PAA GRA Capacity Building   | \$5,000           | Submitted  |

**MPPDC ACRONYMS**  
**January 2015**

|          |   |                 |  |
|----------|---|-----------------|--|
| ACH      | Automated Clearing House                                | RFP             | Request for Proposal   |
| AFID     | Agricultural and Forestry Industries Development        | RLF             | Revolving Loan Fund  |
| AHMP     | All Hazards Mitigation Plan                             | RTP             | Rural Transportation Planning  |
| BCC      | Building Collaborative Communities Project              | SERCAP          | Southeast Rural Community Assistance Project                               |
| BOS      | Board of Supervisors                                    | SHSG            | State Homeland Security Grant  |
| CBPA     | Chesapeake Bay Preservation Area                        | SWCD            | Soil and Water Conservation District                                       |
| CDBG     | Community Development Block Grant                       | TIF             | Tax Increment Financing  |
| CEDS     | Comprehensive Economic Development Strategy             | TMDL            | Total Maximum Daily Loads  |
| CIP      | Capital Improvement Plan                                | USDA            | U.S. Department of Agriculture   |
| CZMP     | Coastal Zone Management Program                         | VAPA            | Virginia Planning Association  |
| DEQ      | Department of Environmental Quality                     | VAPDC           | Virginia Association of Planning District Commissions                      |
| DGIF     | Department of Game and Inland Fisheries                 | VAZO            | Virginia Association of Zoning Officials                                   |
| DHR      | Department of Historic Resources                        | VCP             | Virginia Coastal Program   |
| DHCD     | Department of Housing and Community Development         | VCZMP           | Virginia Coastal Zone Management Program                                   |
| DMME     | Department of Mines Minerals and Energy                 | VDEM            | Virginia Department of Emergency Management                                |
| DOE      | Department of Energy                                    | VDH             | Virginia Department of Health  |
| DRPT     | Department of Rail and Public Transportation            | VDOT            | Virginia Department of Transportation                                      |
| EDA      | Economic Development Administration                     | VDMME           | Virginia Department of Mines, Minerals, and Energy                         |
| EECBG    | Energy Efficiency and Conservation Block Grant          | VEE             | Virginia Environmental Endowment   |
| EPA      | Environmental Protection Agency                         | Vertical Assets | "Towers or other structures that hold cell, broadband and other equipment" |
| FEMA     | Federal Emergency Management Agency                     | VIMS            | Virginia Institute of Marine Science                                       |
| Fracking | Hydraulic Fracturing                                    | VMRC            | Virginia Marine Resources Commission                                       |
| GIS      | Geographic Information System                           | VOP             | Virginia Outdoors Plan   |
| HRPDC    | Hampton Roads Planning District Commission              | VRA             | Virginia Resources Authority   |
| LGA      | Local Government Administrators                         | VASG            | Virginia Sea Grant   |
| LPT      | Local Planning Team                                     | VSMP            | Virginia Stormwater Management Program                                     |
| MOU      | Memorandum of Understanding                             | VTA             | Virginia Transit Association   |
| MPBA     | Middle Peninsula Broadband Authority                    | WIP             | Watershed Implementation Plan  |
| MPCBPAA  | Middle Peninsula Chesapeake Bay Public Access Authority | WQIF            | Water Quality Improvement Fund   |
| MPRSC    | Middle Peninsula Regional Security Center               |                 |  |
| NHD      | Natural Heritage Data                                   |                 |  |
| NFWF     | National Fish and Wildlife Foundation                   |                 |  |
| NOAA     | National Oceanic and Atmospheric Administration         |                 |  |
| NPS      | National Park Services                                  |                 |  |
| OLGA     | On-line Grant Administration                            |                 |  |
| PAA      | Public Access Authority                                 |                 |  |
| RBEG     | Rural Business Enterprise Grant                         |                 |  |
| RBOG     | Rural Business Opportunity Grant                        |                 |  |

**Middle Peninsula Planning District Commission  
Executive Director's Report of Regional Progress  
January 20, 2015**

**MPPDC: Membership, Appointments, Committee Assignments, and Networks**

**Coastal Policy Team (CPT)** - The CPT, whose members and alternates represent the Virginia Coastal Zone Management Program's key partners and eight planning district commissions, provides a forum for discussion and resolution of cross-cutting coastal resource management issues. Members serve on the team at the discretion of their agency or planning district commission director. The CPT recommends funding levels to the DEQ Director for coastal zone management projects. (MPPDC Staff 12 years +)

**Congressman Robert Wittman's Fisheries Advisory Committee and Environmental Advisory Committee** (MPPDC Staff 5 years +)

**Virginia Sea Grant Program External Advisory Committee (EAC):** The EAC provides stakeholder input on the strategic planning process, the research proposal review process, and on Commonwealth-wide trends and needs. The EAC is a diverse group of end-users including representatives from state agencies, the education community, coastal planning and management, the private sector, and NGOs. (MPPDC Staff 6 years+)

**General Assembly Directed Study Panel:** Aquaculture production activities; authority of local governments (MPPDC Staff- current)

**The Association for Commuter Transportation (ACT) (Telework Council Secretary):** ACT is the premier association for professionals and organizations whose focus is the delivery of commuting options and solutions for an efficient transportation system. The Telework Council is composed of employer representatives, regional transportation, air quality and planning officials, as well as state and local government officials concerned with promoting telework and providing telework information and technical assistance to employers (MPPDC Staff 7 years+)

**The Chesapeake Chapter of ACT: (Chapter Treasurer)** – The Chapter is comprised of ACT members and TDM professionals from the states of Virginia, Maryland, West Virginia and the District of Columbia (MPPDC Staff 5 years+)

**Middle Peninsula Northern Neck Coordinated Human Services Mobility Committee:** provides direction for a unified comprehensive strategy for transportation service delivery in the Middle Peninsula and Northern Neck Planning Districts focused on unmet transportation needs of seniors, people with disabilities, and people with low incomes. (MPPDC Staff 9 years)

**The National Working Waterfront Networks-** Outreach and Education committee: Provided education and outreach on national, state and local matters related to the preservation of working waterfronts.

**The Coastal Society** - The Coastal Society is an organization of private sector, academic, and government professionals and students. The Society is dedicated to actively addressing emerging coastal issues by fostering dialogue, forging partnerships, and promoting communications and education. (MPPDC staff serves as Director)

## MPPDC Staff and Contact Information

### **Executive Director: Lewis Lawrence**

Contact Info: [llawrence@mppdc.com](mailto:llawrence@mppdc.com) (804) 758-2311x24 (804) 832-6747 (cell)  
Programs: *Coastal Zone Technical Assistance, Local Initiatives, Public Access Authority*

### **Finance Director: Beth Johnson**

Contact Info: [bjohnson@mppdc.com](mailto:bjohnson@mppdc.com) (804) 758-2311x22  
Programs: *Commuter/ Employer Transportation Services, Septic Repair & Pumpout Assistance, Revolving Loan Programs Administration, PDC Finance & Grants Administration*

### **Chief of Community Planning: Marquitrice Wright**

Contact Info: [mwright@mppdc.com](mailto:mwright@mppdc.com) (804) 758-2311x28  
Programs: *Rural Transportation Planning, Local Community Planning Assistance*

### **Planner 2: Harrison Bresee**

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Programs: *Regional Emergency Planning, Public Access Authority*

### **Planner 2: Jackie Rickards**

Contact Info: [jrickards@mppdc.com](mailto:jrickards@mppdc.com) (215) 264-6451 cell  
Programs: *Environmental Programs, Graphic Arts*

### **Secretary: Rose Lewis**

Contact Info: [rlewis@mppdc.com](mailto:rlewis@mppdc.com) (804) 758-2311x21  
Programs: *Septic Pumpout Assistance, Facilities Scheduling*

### **Project 30502 Water Supply Planning**

*9 VAC 25-780 establishes a planning process and criteria that all local governments will use in the development of local or regional water plans. The plan will be reviewed by the Department of Environmental Quality and a determination will be made by the State Water Control Board on whether the plan complies with this regulation. Within five years of a compliance determination by the board, the plan will be reviewed to assess adequacy and any significant changes will require the submission of an amended plan and review by the board. All local programs will be reviewed, revised, and resubmitted to the Department of Environmental Quality every 10 years after the last approval. The jurisdictions of Essex, King and Queen, King William, Mathews, Middlesex, Tappahannock, Urbanna and West Point opted to prepare a regional plan with assistance from Middle Peninsula Planning District Commission staff and EEE Consulting, an environmental consulting firm. The Regional Plan was completed and submitted to the Virginia Department of Environmental Quality for compliance review by the November 2, 2011 deadline for Regional Plan submission.*

### **Project 31201 Middle Peninsula All-Hazards Mitigation Plan Update**

*The 2016 All Hazards Mitigation Plan Update is designed to update the 2011 Middle Peninsula All Hazards Mitigation Plan (AHMP). The plan will address several natural hazards, including hurricanes, winter storms, tornadoes, coastal flooding, coastal/shoreline erosion, sea level rise, winter storms, wildfire, riverine flooding, wind, dam failures, drought, lightning, earthquakes, shrink-swell soils, extreme cold, extreme heat, landslides, land subsidence/karst, tsunamis, and volcanoes.*

- Attended a conference call meeting with Cynthia McCoy, FEMA Risk Analyst GIS/HAZUS, and Tess Grubb, FEMA, to discuss the Middle Peninsula HAZUS - a nationally applicable standardized methodology that contains models for estimating potential losses from earthquakes, floods and hurricanes. There was discussion regarding the types of data that would be necessary to complete a comprehensive HAZUS assessment as well as mention that the United State Army Corps of Engineers is conducting risk assessments of coastal communities in Virginia and could be a reliable resource for data. Upon contacting Michelle Hamon, US Army Corps of Engineers, another meeting with Ms. McCoy will be scheduled.
- Continued updating the AHMP with the Inventory of Available Resources worksheets submitted by the Local Planning Team. Prepared and updated the Local Planning Team on the timeline of the grant, what needs to be accomplished, and when. Continued to research and update the necessary data for the 12 sections of the 2016 AHMP update.

To date, the AHMP update process has includes:

1. Worksheets for all counties (except King William) are complete
2. The Hazard and Vulnerability Assessment Tool for all counties is complete
3. Chapter 1 is in draft form (60% complete)
4. Chapter 2 is in draft form (50% complete)
5. Chapter 3 is in final draft form and needs to be reviewed by counties.
6. Chapter 4 is 50% completed.
7. ¼ updates through 1/15 are completed.

### All Hazards Mitigation Plan Update Locality Meeting Attendance Roster

| Meetings                                     | King William  | King and Queen                   | Mathews | Middlesex | Essex<br>Tappahannock | Gloucester                     | West Point | Urbanna         |
|--|---|----------------------------------|---------|-----------|-----------------------|--------------------------------|------------|-----------------|
| Meeting 1:<br>13-Mar-14                      | Y   | No*                              | Y       | Y         | Y                     | Y                              | Y          | Y               |
| Meeting 2:<br>10-Apr-14                      | No**  | No                               | No      | Y         | Y                     | Y                              | Y          | Y               |
| Meeting 3:<br>8-May-14                       | Y   | No                               | Y       | Y         | Y                     | Y                              | Y          | Y               |
| Meeting 4:<br>12-June-14<br>(Worksheets Due) | Y   | No                               | No      | Y         | Y                     | No***                          | Y          | Y               |
| <b>NO MEETING IN JULY</b>                    |   |                                  |         |           |                       |                                |            |                 |
| Meeting 5:<br>August-14                      | Y   | No                               | No      | No        | Y                     | Y                              | Y          | Y               |
| Meeting 6:<br>September 18                   | No***   | No                               | Y       | Y         | Y                     | Y                              | Y          | No*             |
| Meeting 7:<br>November 13                    | Y   | Y                                | Y       | Y         | No                    | Y                              | No         | Y               |
| Y =Present                                   |   |                                  |         |           |                       |                                |            |                 |
| No=Absent                                    | **Staff Change<br><br>***Staff Change (new emergency manager should be in place by 11/14 meeting) | *Met on 3-Mar-14 and 21-April-14 |         |           |                       | *** Vacation, Sheets turned in |            | *Met on 10/8/14 |

#### INFORMATION RESOURCES/ASSISTANCE

*Services to provide critical assessment and thinking.....*

- Updated [www.mppdc.com](http://www.mppdc.com) website –meeting notices, reports.
- Provided Bill Nachman, *Gloucester-Mathews Gazette Journal*, with information on the Aberdeen TIF presentation to the Commission at the December meeting.
- Discussed Building Collaborative Communities grant award and match requirements with Bill Nachman, *Gloucester-Mathews Gazette Journal*.

**Project 32010 Staff Support to Middle Peninsula Chesapeake Bay Public Access Authority (MPCBPAA)**

*Middle Peninsula Chesapeake Bay Public Access Authority Special Project – Support of Executive Order 23, Goal 8 Coastal Management Coordination Public Access: Continue implementation of adopted annual work program, including identifying land, either owned by the Commonwealth or private holdings that can be secured for use by the general public as a public access site; researching and determining ownership of all identified sites; determining appropriate public use levels of identified access sites; developing appropriate mechanism for transferring title of Commonwealth or private holdings to the Authority; developing appropriate acquisition and site management plan. This Program allows the Authority to function by supporting the individual projects and operations of the Authority, as well as, by responding to daily requests for assistance from local government staff.*

- Prepared vouchers, processed A/P, reconciled bank statements. Prepared monthly financial statements.
- Invoiced Gloucester Rowing Association for utility bills at Captain Sinclair Landing.
- Consulted with Pete Shepherd, Shepherd’s Property Management, regarding late rent payments.
- Consulted with Ginger Johnson, Virginia Interactive, regarding new payment schedule for reservation fees.
- Prepared and submitted FY16 insurance renewal quote request to VACorp.

**Project 32011 Public Access Authority Giving**

*This project proposes to develop a targeted land donation marketing campaign for Essex County and, secondarily, other Middle Peninsula localities. Further, the project proposes to research and develop a white paper detailing the costs and benefits (pros and cons) to localities for property that is donated.*

- Researched and compiled information on the benefits to localities when private property is donated for public use. The findings will be a part of the final report for the project.
- Drafted a letter of engagement for media and marketing services with Janet Krenn, Communication Specialist.
- Received draft narrative on federal and state tax benefits of a land (fee) donation to a public entity. Provided project Communication specialist with draft tax benefit analysis.

**Project 32127/32132 Virginia Coastal Zone Management Program**

*This project provides ongoing support to member localities of the Planning District Commission and other stakeholders committed to improving community development and coastal management within the coastal zone.*

- Researched public access policies that localities across the nation have adopted that could act as a template for Middlesex County.
- Corresponded with Mike Lofton, Chair of the Anne Arundel Public Water Access Committee. He explained that this Committee has been informally organized by interested stakeholders to address public access issues throughout the county. Additionally, they have created immediate, short-term and



long-term policy recommendations ([http://www.aacounty.org/RecParks/launch/water\\_access.cfm#.VIS-icnp-So](http://www.aacounty.org/RecParks/launch/water_access.cfm#.VIS-icnp-So)) for localities to improve public access.

- Took the Middlesex County database of properties and created a GIS map of waterfront properties that are owned by government agencies (i.e. federal, state, and local governments).
- Consulted with Chris Thompson, Deputy Director - Division of Housing, Virginia Department of Housing and Community Development, and Garrey Curry, Gloucester County Assistant County Administrator for Community Development, concerning the U.S. Department of Housing and Urban Development's \$1 billion National Disaster Resiliency multi stage RFP. Gloucester is eligible for inclusion in the Commonwealth's response to the RFP as Gloucester was included in one or more of the following presidential disasters: Louisa earthquake, Hurricane Irene, Tropical Storm Lee, 2012 Derecho or Hurricane Sandy. The Commonwealth is looking to qualify and quantify the level of unmet need associated with each disaster.
- Attended the Virginia Marine Resource Commission Recreational Fishing Advisory Board (RFAB) December 12<sup>th</sup> meeting to advocate for funding of the King and Queen County Public Fishing Pier. The RFAB went against the Commission's recommendation for 2/3 funding and recommended 1/2 funding. A motion was made by a RFAB member over the phone to fund the project at 50%. It is unclear if the RFAB could entertain a motion and vote with the use of electronic means.
- Discussed House Bill 1734, *Loans for Living Shorelines*, with Marty Farber, Division of Legislative Services. Discussed technical amendments and comments received from state agency staff. The Bill would allow Virginia Resource Authority to lend loan funds for water quality purposes to allow for the installation of living shorelines.
- Met with a Gloucester County citizen concerned about the Commissioner of Revenue in Gloucester not recognizing deed encumbrances associated with Conservation easements and the requirement to value the remaining development rights accordingly.
- Consulted with Matt Walker, Middlesex County Administrator, on matters associated with Public Access Planning and development. Discussed Fairfield Landing value as a public access site as well as aspect of public ownership. Also discussed county wide policy position for public access. Provided straw man policy document for the provision of public access for review.
- Completed a draft analysis of all waterfront land classified as tax exempt and publically owned within Middlesex County for illustration and use by the County Administrator.
- Reviewed 6 proposals submitted to the Virginia Sea Grant by Virginia graduate students from a variety of Virginia universities all competing for research fellowships. Reviewed the proposals as to whether the proposed project is relevant to/has potential benefits for Virginia and the region as a whole.
- Participated in the Virginia Coastal Program Section 306 and 309 pre-grant application workshop held by the Virginia Coastal Program staff.
- Lewis Lawrence was elected to the office of Director for the Coastal Society, formed in 1976. The Coastal Society is an organization of private sector, academic, and government professionals and students. The Society is dedicated to actively addressing emerging coastal issues by fostering dialogue, forging partnerships, and promoting communications and education.

- Convened the January meeting of the Local Government Administrators. Ms. Marcy Posey Economic Development Specialist with the U.S. Small Business Administration was in attendance and discussed SBA programs.
- Convened a meeting with Roy Hoagland, Director Virginia Coastal Policy Clinic, Michelle Covi, Ph.D Assistant Professor of Practice Old Dominion University & Virginia Sea Grant, and Mary-Carson S. Stiff, JD, CFM Wetlands Watch, concerning training for Middle Peninsula Realtors in preparation for the April 2015 changes in Federal flood Insurance Premiums and how these changes could impact real-estate closings.
- Consulted with John Crowder, Town of West Point Chamber of Commerce, concerning strategies for waterfront access and improvements within the Town of West Point.
- Consulted with Keith Ruse, President of Deltaville Boat Yard located in Middlesex County, concerning public access in Deltaville and possible funding strategies.

### **Project 32133 NFWF Living Shoreline**

*MPPDC received a grant from the National Fish and Wildlife Foundation to facilitate citizen-based resource stewardship to enhance coastal resilience and reduce vulnerability to growing risks from coastal storms, sea level rise, flooding and other threats to shorelines by encouraging Middle Peninsula waterfront homeowners, through access to low interest loans and/or grants and through education about living shorelines, to make informed decisions to install living shorelines to protect waterfront properties. The main emphasis of the project will be to design and implement a Living Shoreline Incentive Program (LSIP) to provide loans and/or grants to homeowners to install living shorelines on suitable waterfront properties. The project also includes the design of a Shoreline Management Plan (SMP) for the entire Captain Sinclair's Recreational Area shoreline and the design and installation of one lower Chesapeake Bay public waterfront demonstration project to provide consumers easily accessible publically owned living shoreline examples to inform their decision making. The investment of effort and resources in producing a Shoreline Management Plan will yield substantial benefits in facilitating decision-making on a variety of potential issues and uses of the site. A Living Shorelines Education Program will be developed to educate the public about the benefits of living shorelines. The Captains Sinclair's Recreation area site boasts an 8,000 sq. ft. waterfront home within 200 feet of the demonstration site that will house the Living Shorelines Education Program.*

- Provided overview of Living Shoreline RLF talking points for Delegate Hodges.
- Discussed House Bill 1734, *Loans for Living Shorelines*, with Marty Farber, Division of Legislative Services. Discussed technical amendments and comments received from state agency staff. The Bill would allow Virginia Resource Authority to lend loan funds for water quality purposes to allow for the installation of living shorelines.
- Contacted Donna Milligan, VIMS Shoreline Studies Program, for a progress update on the Shoreline Master Plan for the Captain Sinclair Property in Gloucester County.

### **Project 32134 Drainage and Roadside Ditching Authority**

*To build on past efforts, MPPDC staff will explore the enabling mechanism in which a Drainage and Roadside Ditching Authority may be developed. As this Authority would be responsible for prioritizing ditch improvement needs, partnering with and leveraging Virginia Department of Transportation (VDOT) funding, and ultimately working toward improving the functionality of the region's stormwater conveyance system, MPPDC staff will address the policy questions and create a framework for Drainage and Roadside Ditching Authority that can be scalable to the local or regional level depending on the need.*

- Continued to research drainage programs across the nation and internationally which may be utilized as templates for a Middle Peninsula Regional Ditching Authority.
- Attended the Mathews County Ditching Steering Committee meeting on January 8th. The Committee discussed the final draft of the Ditch Enhancement Study, scheduled unveiling of the study and future projects to address flooding, and drainage issues in the county.
- Consulted with Jenny Snead of Louis Berger and Associates responding to a request by VDOT to understand the fiscal impact of House Joint Resolution #642.

**HOUSE JOINT RESOLUTION NO. 642**

Offered January 14, 2015

Prefiled January 14, 2015

*Requesting the Department of Transportation to study recurrent flooding from outfall ditches. Report.*

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Patrons-- Hodges; Senators: Lewis and Norment

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Referred to Committee on Rules

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WHEREAS, recurrent flooding and adequate drainage across the lower portions of the Virginia coastal zone have become extremely problematic; and

WHEREAS, both public roadside ditch infrastructure and the interconnected private ditch system have catastrophically failed, causing losses to both private property and public infrastructure; now, therefore, be it

RESOLVED by the House of Delegates, the Senate concurring, that the Department of Transportation be requested to study recurrent flooding from outfall ditches.

All agencies of the Commonwealth shall provide assistance to the Department of Transportation for this study, upon request.

The Department of Transportation shall complete its meetings by November 30, 2015, and shall submit to the Governor and the General Assembly an executive summary and a report of its findings and recommendations for publication as a House or Senate document. The executive summary and report shall be submitted as provided in the procedures of the Division of Legislative Automated Systems for the processing of legislative documents and reports no later than the first day of the 2016 Regular Session of the General Assembly and shall be posted on the General Assembly's website.

**Project 32207 Working Waterfront Plan**

*MPPDC staff will build on previous efforts to establish a coastal zone-wide Working Waterfronts Plan for Virginia that will serve to guide communities in protecting, restoring and enhancing their water dependent commercial and recreational activities. This plan will help communities with existing water-dependent commercial infrastructure, understand the long-term costs associated with the loss of working waterfronts, develop new policy tools to help them manage the increasing growth pressures, and build capacity to develop working waterfronts as thriving components of local economic development.*

- Developed a meeting agenda for the Working Waterfront Steering Committee and emailed interested working waterfront stakeholders of the meeting.
- Updated the Working Waterfront project list to hand out at the Steering Committee meeting.

- Held the project kick-off meeting of the Working Waterfront Steering Committee on January 14, 2015 at 1:00 pm in the MPPDC Board Room. MPPDC staff and Beth Polak from the Virginia Coastal Program explained that the overall purpose of this project is to develop a Virginia Working Waterfronts Plan that provides guidance for Virginia localities and offers policy options that are applicable and enabled in the Commonwealth. The Plan will also include enabling authority needs that will assist in developing new tools. Topics discussed included a background of working waterfront projects within Tidewater Virginia, working waterfront policy, and the outreach efforts of Mr. Bill Pruitt focused on promoting working waterfront preservation and policy development. The next meeting of the Committee will be scheduled at the end of April in the City of Poquoson.
- Outcomes of the January Working Waterfront Steering Committee meeting, included:

#### New Issues/Opportunity

1. Once again it was reported that marinas requirement of insurance for working boats keeps many vessels away from private slips. A question was raised if there could be an equivalent of the “uninsured motorist” insurance or a state subsidized insurance program that could cover vessel moorage at private marinas. This idea has merit and will require research to determine options. Staff will research this further.
2. Federal issue: renewal of captain licenses – a lot of time was dedicated to discussing the changing landscape at the federal level making it harder for captains to renew licenses with new health events.
3. Can a state funded revolving loan program be established to help with water quality at marinas (purchase equipment or address stormwater runoff etc).

#### Community Outreach

1. As Mr. Bill Pruitt, retired VMRC Commissioner, continues to reach out to local elected officials, it was suggested that Mr. Pruitt (staff will provide the documentation) inquire with each locality interviewed to identify specifically:
    - a. How that locality is currently addressing working waterfront protections
    - b. For the locality to review the list of proposed WWF protection tools and to identify up to 3 tools and to commit to consider adopting such tools.
- Drafted January 14, 2015 meeting Minutes.
  - Corresponded with Ms. Sharon Pandak, Attorney with Greehan, Taves, Pandak, & Stoner, regarding the National Working Waterfront Network’s Working Waterfront Tools. She noted that some of the terms that were listed in the toolkit can generate negative connotations, such as “exaction”, “moratorium”, and “contract zoning.” She supported policies with voluntary compliance and encouraged the utilization of comprehensive plans to direct local policy changes regarding working waterfronts.

#### **Project 32208 Working Waterfront-VIMS**

*This effort will assist VIMS, Marine Advisory Services in the delineation of prevailing economic, zoning and property ownership directly related to Aberdeen Creek. Investigate any existing institutional impediments or legacy constraints to future redevelopment of a seafood related infrastructure on the Creek.*

## TRANSPORTATION

Funding – VDRPT, VDOT, local match from MPPDC General Fund

### **Project 30210 Transportation Demand Management (TDM) Services/TDM Plan Update**

*This program assists local commuters and employers with transportation issues. The main emphasis is on lowering the number of single occupancy vehicle commutes within and from the Middle Peninsula region through marketing and promotion of the program through local media and provision of ride matching services to commuters. In addition MPPDC staff will update the TDM Six Year Plan with additional funding from DRPT.*

- Updated website – [www.midpenrideshare.org](http://www.midpenrideshare.org) - 95 Express lanes.
- Attended House Bill 2 (HB2) Implementation Stakeholder Session at VDOT Saluda Residency. VDOT, DRPT and CTB staff provided overview of HB2 process. Purpose is to give Commonwealth Transportation Board (CTB) an objective, controlled process to allocate funds to projects and districts. Projects that meet certain capacity needs identified in VTRans 2040 will be required to be scored before being submitted to CTB for selection – projects that affect corridors of statewide significance (i.e. US 17), regional networks, and improvements to Urban Development Areas (UDAs). Only projects that pass screening will be scored. Only projects that are scored will be considered for funding. VDOT is soliciting input from PDCs, MPOs and local governments on the process and which type of entity can submit projects.
- Received phone call from Lancaster resident seeking information on vanpool to Downtown Richmond. Referred to Ridefinders for assistance.
- Received online registration from Northern Neck resident seeking one time ride to Richmond for medical visit. Application received after date of appointment due to holidays.
- Consulted with Jen Little, new marketing rep with WXGM Radio. Designed new spot to begin airing in February.
- Renewed billboard in King and Queen County. New banners will be designed to begin in February.
- Current commuter database – 155.

### **Project 302101 Transportation Demand Management (TDM) 6 Year Plan Update**

*MPPDC received funding from DRPT to update its Long Range TDM Plan. DRPT is requesting all TDM agencies update their plan every six years to improve the efficiency and effectiveness of transportation demand programs and services; to serve as a management and policy document for the program; to maximize investment of public funds to achieve the greatest possible public benefit ; and to provide a basis for inclusion of operating and capital programs in planning and programming documents such as the Six Year Improvements Program, Statewide Transportation Improvement Program, Transportation Improvement Program and the Constrained Long Range Transportation Plan.*

- Continued updating demographic and employer information in Middle Peninsula Rideshare Six-Year Plan Update.
- Consulted with Ken Pollok, Director of Bay Transit, regarding updated ridership data for inclusion in TDM 6-Year Plan Update.

- Consulted with Katherine Newman, Bay Transit Mobility Manager, regarding updated New Freedom ridership data for inclusion in TDM 6-Year Plan Update.
- Consulted with Harrison Bresee, staff for Middle Peninsula Broadband Authority, regarding update on progress of improved broadband access in region for inclusion in TDM 6-Year Plan Update.
- Prepared and submitted interim report on 6-Year TDM Plan Update and reimbursement request to DRPT.
- Met with Anne Ducey Ortiz, Gloucester Planning Director, Carole Steele, Gloucester County Parks & Recreation Director and Hilton Snowden, Gloucester County Tourism Coordinator regarding developing a Gloucester County Bike Plan. The discussion included a need to identify frequently traveled bicycle routes and road improvements and infrastructure projects that will allow for safe use of the road by cyclists. A public meeting is scheduled for February 25<sup>th</sup> to solicit information from the cycling community to be used to help develop the plan.
- Met with Trent Funkhouser, Essex County Economic Development Coordinator; Sean Trapani VDOT Resident Engineer; and Joyce McGowan, VDOT Assistant Resident Program Manager, to discuss improvements and expansion of Park and Ride lots and possible funding opportunities for maintenance to existing Park and Ride lots in the area.

#### **Project 30312 Rural Transportation Planning**

*This program provides rural transportation planning services through the Rural Transportation Planning Work Program which outlines specific tasks and goals to guide the rural planning of transportation services.*

- Met with Anne Ducey Ortiz, Gloucester Planning Director, Carole Steele, Gloucester County Parks & Recreation Director and Hilton Snowden, Gloucester County Tourism Coordinator regarding developing a Gloucester County Bike Plan. The discussion included a need to identify frequently traveled bicycle routes and road improvements and infrastructure projects that will allow for safe use of the road by cyclists. A public meeting is scheduled for February 25<sup>th</sup> to solicit information from the cycling community to be used to help develop the plan.
- Convened the Local Planners Meeting on December 17, 2014. Topics included impacts of HB-2 and local transportation issues that could be addressed through coordination with VDOT residency and county officials.
- Discussed the upcoming February 11th Rural Transportation Committee meeting with Patrick Mauney, Chairmen of the Rural Transportation Committee and provided topics for discussion on the proposed agenda.
- Discussed local and regional prioritization of transportation projects with Dan Lysy, Director of Transportation at Richmond Regional Planning District Commission. Mr. Lysy provided insight on the PDC's communication with localities and the PDC's process for prioritizing transportation projects each year.
- Prepared and submitted second quarter financial statement and reimbursement request to VDOT.
- Submitted the Rural Transportation Program's second quarter report to Craig Van Dussen, Fredericksburg District Program Manager.

## ONSITE REPAIR & PUMPOUT

Funding –VRA Loan Funds, local match from MPPDC General Fund, cost sharing

### **Project 30420, 30423 On-Site technical Guidance Assistance and Revolving Loan Program**

*The On-Site Technical Guidance Program aids the Middle Peninsula localities and residents in the technical understanding and implementation of approaches to address On-Site Disposal Systems and improve water quality by assisting local homeowners with repairing failing septic systems through low-interest loans and/or grants.*

- Received phone call from Janet Swords, AOSE, regarding funding availability for King William County Septic Repair. MPPDC has no funding at this time.
- Received phone call from Mathews County client regarding status of application. Client has received approval of grant funding from VDH. Requesting information on next steps. MPPDC needs copy of repair permit.
- Contacted Robert Salg, Mathews County Health Department, to request copy of Operating Permit for completed septic repair.
- Contacted Farmers Septic to request copy of repair permit for pending Mathews County septic repair.
- Contacted Robert Salg, Mathews County Health Department, to request copy of Operating Permit for completed septic repair.
- Provided client information to attorney to schedule loan closing for Mathews County repair.
- Contacted Pat Duttry, Mathews County Health Department, to request copy of Operating Permit for completed septic repair.
- Prepared and submitted reimbursement request to Walter Gills, DEQ.
- Emailed Shawn Crumlish, Virginia Resources Authority, regarding process for securing new loan funds approved by Water Control Board in December. MPPDC has been approved for a new loan in amount of \$200,000 at 0% interest for 10 years.
- Executed ACH loan payments for septic loans. All MPPDC loan funding programs require that loan recipients authorize loan payments to be made automatically from loan recipients' bank accounts. Loan clients authorize the payments at loan closing (ACH Authorizations). MPPDC staff process these payments on the 15<sup>th</sup> of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to the loan processing date of the 12<sup>th</sup> of the month to request a payment be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans.

*Note: All WQIF grant funds have been spent and all VRA grant funds have been committed. MPPDC staff are continuing to search for additional grant funding for this program. The ability to blend loans with grants is crucial in assisting low income homeowners in correcting failing septic systems.*

***Remaining uncommitted funding - 0***

## ECONOMIC DEVELOPMENT

Funding – EDA, local match from MPPDC General Fund, BDP Loan Program Income

### **Project 30105 Middle Peninsula Broadband Study**

*The EDA Broadband Initiative is a project designed to bring together Middle Peninsula counties and towns in a series of workshops with the intent of determining the proper model to follow in developing and running a broadband service in the MPPDC region.*

- Convened a Middle Peninsula Broadband Authority (MPBA) Board meeting on January 22. Items discussed include: Appointment of Officers; Wireless Broadband Options; Middlesex County Progress Update; EDA Grant Deliverables such as the Draft MOU and the Draft Revenue Expense Sharing Agreements; and Action Items for the next meeting. A Worksheet - *Cost Benefit Analysis of Wireless Broadband for the Middle Peninsula*, was provided in excel form for all members. The worksheet allows members to adjust investments and make assumptions on costs and revenues to predict the direct costs and revenue impacts of implementing a wireless broadband system into their rural communities. The next meeting is scheduled for February (TBD) where a draft revenue/expense sharing agreement and draft MOU's will be finalized. A final report will be submitted in March to the EDA when the grant closes.
- Developed the excel Worksheet - *Cost Benefit Analysis of Wireless Broadband for the Middle Peninsula*. This worksheet is a template created for use by each county to assess the direct costs and revenue impacts of implementing a wireless broadband system into their rural communities.

### **Project 30104 DHCD Planning Grant—VA Sea Grant Universities MP Partnership**

*This initiative looks to develop new partnerships with Virginia Universities participating within the Virginia Sea grant Network to enhance Virginia Universities' impacts and value-added services to Middle Peninsula private businesses and coastal localities.*

- Sent information to Shannon Fedors, Marketing Business Partner for Riverside Hospital Middle Peninsula, on a funding opportunity offered through Virginia Health Care Foundation. The funding opportunity will allow for a study to address issues facing the health care industries that were brought out as a part of the partnership project meeting.
- Reviewed and edited the Middle Peninsula Virginia Sea Grant University Partnership project summary report for final compilation.
- Prepared and submitted reimbursement request to DHCD via CAMS system for Mathews County.
- Prepared and submitted reimbursement request to Mathews County for work completed through December 31, 2014.
- Received notice of funding from the Department of Housing and Community Development for the Building Collaborative Communities Proposal submitted to create the organizational structure that has the capacity and resources to lead regional economic development initiatives across the Middle Peninsula.

### **Project 301702 Small Business Revolving Loan Fund**

*MPPDC agreed to service Middle Peninsula Business Development Partnership's (MPBDP) Small Business Loan Portfolio after MPBDP's dissolution November 30, 2011. MPPDC established a revolving loan fund and staff initiate ACH loan payments from clients bank accounts and manages the accounts. Principal repaid will*



*be held until the Commission determines the best use for these funds as allowed by the USDA (RBEG) original lending restrictions. Interest earned will be used to offset administration costs.*

- Received phone call from BJ Fulcher, USDA, regarding Compliance Review. Set meeting for January 28<sup>th</sup>.
- Executed ACH loan payments for MPBDP loans. All MPPDC loan funding programs require that loan recipients authorize loan payments to be made automatically from loan recipients' bank accounts. Loan clients authorize the payments at loan closing (ACH Authorizations). MPPDC staff process these payments on the 15<sup>th</sup> of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to the loan processing date of the 12<sup>th</sup> of the month to request a payment be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans.

#### LOCAL INITIATIVES

Funding - local dues, PDC base-funding from VDHCD and/or MPPDC General Fund. Funding for specific projects may come from locality requesting assistance.

#### **Project 30106 Middle Peninsula Regional Jail Flash Freeze Feasibility Study**

*The Middle Peninsula Regional Jail Authority will use funds from the USDA RBEG program to contract with the Middle Peninsula Planning District Commission (MPPDC) to conduct a feasibility study to evaluate whether, and to what degree, the Middle Peninsula Regional Security Center, local economies, and small scale emerging farms across the Middle Peninsula can benefit from a flash freezing produce program. The feasibility study will assist with exploring and addressing both the infrastructure and capital needs for establishing a freezing program as well as the larger community implications of supporting and enhancing economic growth and community vitality.*

- Scheduled a tour of the produce flash freezing program at the Deerfield Correctional Facility for February 10, 2015. John Railford, Agribusiness Operations Director, will be guiding the tour.
- Continued to research surveys that could help develop a public survey and interview questions for this project that could determine potential utilization of a produce flash freezing program at the Middle Peninsula Security Center.
- Prepared and submitted the quarterly progress report to USDA.
- Prepared and submitted reimbursement request to BJ Fulcher, USDA. Assisted Ms. Fulcher with Compliance Review information request.
- Consulted with Tom Swartzwelder, Middle Peninsula Regional Jail Authority Chairman, and Andy Scales, MP Security Center Finance Director, regarding information requested by USDA. Provided requested information to BJ Fulcher.
- Prepared and submitted invoice to MPRJA for services provided through December 31, 2014.

### **Project 30017 King & Queen Fishing Pier Funding**

*Provide King & Queen County with a contract for services to prepare and submit grant applications to fund the construction of a fishing pier on the Mattaponi River.*

- Attended the Virginia Marine Resource Commission Recreational Fishing Advisory Board (RFAB) December 12<sup>th</sup> meeting to advocate for funding of the King and Queen County Public Fishing Pier. The RFAB went against the Commission's recommendation for 2/3 funding and recommended ½ funding. A motion was made by a RFAB member over the phone to fund the project at 50%. It is unclear if the RFAB could entertain a motion and vote with the use of electronic means.

### **Project 30018 Local & Regional Technical Assistance**

*This program responds to daily requests for technical assistance which other commission programs are unable to provide.*

*See Coastal Community Development/Environmental- in a cost saving strategy, many activities such as the monthly meetings of the local government administrators have been shifted away from using local funds).*

- Solicited and received construction estimates from Southern Landscaping and Construction Company for Middlesex County Public libraries parking lot improvement project. Provided the estimates to Ralph Oppenheim, Library Director, along with several funding opportunities to assist with the design and construction project.
- Consulted with James David- Martin, Chesapeake Bay Coordinator for Department of Water Quality, for clarification on a Request for Application solicitation for data on eligible developed BMPs that are implemented in each locality in the Chesapeake Bay Watershed. Mr. Martin stated that the grant is not limited to urban areas and any locality in the watershed with impervious development may apply.
- Updated a document for a six month review of implementing the MPPDC work program.
- Participated in conference call discussion with DEQ staff regarding unsuccessful grant application for funding for residential BMPs (mainly septic pumpouts and repairs) identified in the Water Quality Improvement Plan for the Gwynn's Island/Piankatank River. DEQ staff mentioned that there may be funding available for septic repairs in the near future from DEQ.
- Contacted Lara Kling, DEQ, regarding status of Septic Pumpout grant contract.
- Consulted with Beth Polak, DEQ, regarding application for Captain Sinclair Improvements Project.
- Received notification of acceptance as a National Fish and Wildlife Foundation Technical Assistance Provider. This designation qualifies the MPPDC for funding consideration indeed NFWF funding rounds. MPPDC is the only PDC in the Commonwealth to have qualified as a TA provider.
- Received a call from Martha Walker, Extension Specialist-Community Viability with Virginia Cooperative Extension. Notification was given that the Middle Peninsula has been selected for inclusion in the Virginia Stronger Economies Program. More information will follow.
- Fifty-six (56) homeowners are on a septic pump-out waiting list. MPPDC has applied for and been unofficially notified by DEQ of a grant award that will provide funding to assist homeowner's to comply with CBPA requirement to pump and/or inspect septic tanks every 5 years.

- Gloucester County has been working in a collaborative effort with the USGS for a tide gage for real time flood information. One Wednesday, January 7 the gage was installed on the pier at the Cpt. Sinclair Recreation Area, an MPCBPAA property located on the Severn River in Gloucester County. The gage can be used by the public for real-time tide information and can be found at the following web location: [http://waterdata.usgs.gov/va/nwis/uv/?site\\_no=01670080&PARAMeter\\_cd=00065,00060,62620,00062](http://waterdata.usgs.gov/va/nwis/uv/?site_no=01670080&PARAMeter_cd=00065,00060,62620,00062)

### **Project 30019 Urbanna Oyster Festival Project**

*This is a shoreline restoration project for Urbanna Creek that proposes collaboration with the MPPDC, VDOT, Urbanna Oyster Festival Foundation, Christchurch School and VIMS. The project proposes to reduce the amount of sediment and nutrients released into Urbanna Creek caused by an enormous hole underneath the bridge that is allowing ground and surface water runoff from public right of way and private property to deposit into the Creek. The project includes filling the hole and design of a shoreline restoration method.*

- Contacted Donna Milligan, VIMS Shoreline Studies Program, for a progress update on the site assessment for the shoreline restoration project.

## **HOUSING**

### **Funding –Housing Loan Program Income**

### **Project 300132 Energy Efficiency and Conservation Block Grant (EECBG)**

*Summary: Governor Timothy Kaine announced on October 6, 2009 that \$9.7 million in Energy Efficiency and Conservation Block Grants (EECBG) would be distributed on a competitive basis to small local governments. Virginia's 21 Planning District Commissions administered the program and assisted localities in the development of proposals which were ranked and awarded by the Department of Mines, Minerals and Energy (DMME). The program emphasizes a community-based approach to help meet energy and climate protection goals. MPPDC was awarded a contract to provide weatherization renovations to 12 homeowners ineligible for LMI weatherization programs in each of the 6 counties. MPPDC subcontracted the promotion and construction portions of this project to Bay Aging but is tasked with administering the overall project. MPPDC is administering the revolving loan program per DMME.*

- Executed ACH loan payments for EECBG loans. All MPPDC loan funding programs require that loan recipients authorize loan payments to be made automatically from loan recipients' bank accounts. Loan clients authorize the payments at loan closing (ACH Authorizations). MPPDC staff process these payments on the 15<sup>th</sup> of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to the loan processing date of the 12<sup>th</sup> of the month to request a payment be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans.

## **EMERGENCY SERVICES**

### **Funding - Pending**

### **Project 31201 Middle Peninsula All-Hazards Mitigation Plan Update (Reported under Mandates)**

### **Project 31202 Regional Emergency Management Planner**

*Regional Emergency Planner position housed at the Middle Peninsula Planning District Commission (MPPDC) in Saluda. The Middle Peninsula crosses VDEM Region 1&5 boundaries. Position will support local Emergency Coordinators by assisting/coordinating homeland security & disaster response preparedness; Rt. 17 evacuation planning; & resource data collection.*

- This project commenced on January 1. To date planning, organizing resources, and developing a schedule are in progress. The first quarterly report was submitted on 1/15/15.
- Accepted a position on the steering committee for the “Regional Catastrophic Planning Grant Program, Housing and Recovery Workshop.” Creig Moore, Gloucester County Emergency Coordinator, is the Chair of the Committee. The focus of this Committee is to organize a workshop, scheduled for May 14, 2015, to be held at a location yet to be determined on the Peninsula that will explore the development of a plan for housing local populations displaced from their homes for several months or more after a major catastrophe. Joined the sub-committee tasked with defining the topics to be discussed at the May 14 workshop. Participated in a conference call for the sub-committee on December 18. Participated in a steering committee meeting on January 12 in Newport News, Va.
- Participated in two meetings for the 2014 SHSG Evacuation and Sheltering Grants received by Gloucester County. Joined the planning team for both grants. The grants awarded are \$45,000 for Evacuation Preparedness and \$100,000 for Regional Sheltering, Planning and Exercises. The Olson Group is the contractor for the project. The meetings were held at the Gloucester County EOC on December 5 and January 20. The Evacuation Project is designed to mitigate impacts by addressing regional evacuation needs through development of executable evacuation strategies for Gloucester, Mathews, and Middlesex Counties. The Sheltering, Planning and Exercises Project is designed to mitigate impacts by enhancing regional capabilities to provide life-sustaining sheltering services for Gloucester, Mathews, and Middlesex Counties. Outcomes of the grants will be an evacuation study, training materials, a functional exercise, seminars and a workshop.

## AGENCY ADMINISTRATION

Funding - Indirect cost reimbursements from all PDC projects

### **300181 MPPDC Administration**

*Administrative services provided to MPPDC programs. Planned FY13 Indirect Cost rate =50%.*

- Provided a non-profit organization of Gloucester County with names, addresses, phone numbers, fax numbers, and email addresses of Middle Peninsula and Northern Neck Board of Supervisors and Town Council members.
- Prepared vouchers, processed A/P, processed payroll, processed deposits and balanced bank accounts. Prepared MPPDC monthly financial statements.
- Prepared, distributed and submitted W2s and 1099s to Social Security Administration, IRS, and taxpayers.
- Prepared and submitted FY16 insurance renewal quote request to VACorp.

## CLOSED FY15 PROJECTS

### **Project 32128 Land and Water Quality Protection**

*In light of changing Federal and State regulations associated with Bay clean up-nutrient loading, nutrient goals, clean water, OSDS management, storm water management, TMDLs, etc, staff from the Middle Peninsula Planning District Commission (MPPDC) will develop a rural pilot project which aims to identify pressing coastal issue(s) of local concern related to Bay clean up and new federal and state legislation which ultimately*

*will necessitate local action and local policy development. Staff has identified many cumulative and secondary impacts that have not been researched or discussed within a local public policy venue. Year 1-3 will include the identification of key concerns related to coastal land use management/water quality and Onsite Sewage Disposal System (OSDS) and community system deployment. Staff will focus on solution based approaches, such as the establishment of a regional sanitary sewer district to manage the temporal deployment of nutrient replacement technology for installed OSDS systems, assessment of land use classifications and taxation implications associated with new state regulations which make all coastal lands developable regardless of environmental conditions; use of aquaculture and other innovative approaches such as nutrient loading offset strategies and economic development drivers.*

- Prepared presentation for January Commission meeting.

#### **Project 32129 Water Reuse**

*As recent changes to Virginia Water Regulations have tightened water protection and management, there is a strong need to consider maximizing local and regional water resource that may have financial benefits to localities. This project will explore water reuse, how other localities in Virginia and Nation-wide are utilizing this technique and potential economic impacts to Middle Peninsula localities. MPPDC staff will organize a Water Reuse Stakeholder Committee to discuss associated policy needs and opportunities.*

#### **Project 32130 Aberdeen TIF**

*The Aberdeen Creek TIF project will explore Tax Increment Financing as a strategy to generate revenue to finance dredging and other maintenance issues associated with Aberdeen Creek. The project will entail researching TIF policies and programs implemented in Virginia and defining parameters of the program that will achieve the overall objective. The project proposes a partnership with Virginia Sea Grant to determine cost and revenue projections for proposed maintenance and subcontracting with VIMS on project design.*

#### **Project 30015 Tappahannock Comp Plan Update/ Project 30016 Essex Comp Plan Update**

*The Town of Tappahannock has contracted for the Planning District Commission to provide technical planning support for the Town of Tappahannock's Planning Commission as they go through their 2014 Comprehensive Plan Update Process. Every jurisdiction in Virginia is mandated by Virginia Code Section 15.2-2223 to create and adopt a comprehensive plan that outlines a vision for the future of the community with a twenty year planning horizon.*

*Essex County has contracted for the Planning District Commission to provide technical planning support for the Essex County Planning Commission as they go through their 2014 Comprehensive Plan Update Process. Every jurisdiction in Virginia is mandated by Virginia Code Section 15.2-2223 to create and adopt a comprehensive plan that outlines a vision for the future of the community with a twenty year planning horizon. Along with the Comprehensive Plan, Essex County has contracted for the Planning District Commission to lead the Planning Commission in discussions regarding the future preparation of a Capital Improvement Plan (CIP), and prepare a Virginia Enterprise Zone Designation (VEZD) application for the County. The Virginia Enterprise Zone (VEZ) program is a partnership between state and local government in which both parties seek to improve economic conditions within designated localities. The program is meant to complement additional local, state, and federal economic development activities to create an improved climate for private sector investment and to focus limited resources on strategically targeted areas. A proposal will be submitted on behalf of the locality by the deadline of June 28<sup>th</sup>, 2013 using the Department of Housing and Community Development Centralized Application Management System (CAMS).*

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2014  
PHASE III

MIDDLE PENINSULA PLANNING DISTRICT COMMISSION  
LAND AND WATER QUALITY PROTECTION IN  
MIDDLE PENINSULA



**Virginia Coastal Zone**  
MANAGEMENT PROGRAM



**MIDDLE PENINSULA**  
PLANNING DISTRICT COMMISSION



*This project Task # 94.02 was funded by the Virginia Coastal Zone Management Program at the Department of Environmental Quality through Grant #NA13NOS4190135 of the U.S. Department of Commerce, National Oceanic and Atmospheric Administration, under the Coastal Zone Management Act of 1972, as amended.*

*The views expressed herein are those of the authors and do not necessarily reflect the views of the U.S. Department of Commerce, NOAA, or any of its subagencies.*

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## I. Executive Summary

Based on changing Federal and State regulations associated with Chesapeake Bay nutrient goals (i.e. Total Maximum Daily Loads (TMDL), onsite sewage disposal system (OSDS)/ alternative onsite sewage system (AOSS) management, stormwater management, and groundwater management), the Middle Peninsula Planning District Commission (MPPDC) staff continued to develop a rural pilot project that aimed to identify pressing coastal issues of concern relating to new federal and state regulations that ultimately necessitate local action and policy development in response.

MPPDC has operated an Onsite Repair Program since 1997 to identify, target and repair known failing septic systems impacting the surface and groundwater of the Rappahannock, York and Coastal Watersheds in support of the Chesapeake Bay TMDL WIP. The program has repaired/replaced over 100 failed septic systems valued at over \$800,000. Program partners include local health departments and local officials who identify failing septic systems and direct homeowners to MPPDC for financial assistance. Past experience has shown that the ability to blend loans and grants results in a significantly greater number of completed septic repairs especially as costs for approved septic systems continue to rise precipitously as state and federal regulations change. The program has relied on funds from Virginia's Water Quality Improvement Funds through the Departments of Conservation and Recreation (DCR) and Environmental Quality (DEQ) to provide the grants to low income homeowners in the past. Currently these funds are only available for Stormwater Management programs. For MPPDC's and other similar programs to continue, additional sources of funding need to be identified or created.

During Phase II of the Land and Water Quality Project (Grant # NA12NOS4190168 Task 94.02) funds were used to hire a legal consultant to conduct a legal analysis of seven ditches parallel and perpendicular to VDOT right-of-ways (ROW) to help clarify the party responsible for maintaining roadside ditches, the findings were contrary to some of the original beliefs. It was found that in the majority of cases, that outfall ditches that run perpendicular to VDOT roads

are the responsibility of private property owners). Ultimately however the report found that the duty to keep ditches clear and maintained is determined by ditch-specific circumstances.

During Phase III MPPDC contracted with the Virginia Coastal Policy Clinic to help identify legal and financial aspects of sustaining permanent funding sources to address septic repairs and rural stormwater ditch maintenance and to identify authority of local governments to enter private property to maintain existing ditches. MPPDC also explored new partnerships and submitted proposals to new sources to fund its Onsite Repair Program.

## **II. Introduction**

To build on MPPDC staff efforts from Phase I and II of the Land and Water Quality Project (Grant #NA11NOS4190122 Task 94.02 and Grant# NA12NOS4190168 Task 94.02), additional progress has been made during Phase III of this project to research, inform and develop enforceable policy in response to changing Federal and State regulations associated with Chesapeake Bay nutrient goals. MPPDC staff, in partnership with Middle Peninsula localities, worked to comprehensively address local implications of these regulations, identifies funding sources and models, and explore new partnerships.

## **III. Product #1: Master Project Report**

MPPDC consolidated the work from products 2 & 3 into this final report.

## **IV. Product #2: Sustainable Septic Repair Funding Model**

MPPDC staff contracted with the Virginia Coastal Policy Clinic (VCPC) to explore options for sustainably capitalizing a revolving loan/grant program dedicated to septic repairs within the Middle Peninsula (Appendix A). VCPC's report identified legal and financial aspects of sustaining permanent funding sources to address septic repairs. The report included a review and assessment of national level examples of septic repair programs (sources of funding, legal issues, programmatic issues, administration, and other lessons learned).

MPPDC staff reviewed funding sources identified in the Virginia Coastal Policy Clinic report to ascertain their applicability to the MPPDC Onsite Repair Program.

MPPDC staff met with Virginia Department of Environmental Quality staff to discuss potential state funding opportunities to fund the program. Funding for recapitalization of the Revolving Loan Fund was applied for and MPPDC received notice on October 3, 2014 that the funding was recommended to the State Water Control Board for approval. Loan funds are anticipated to be available in 2015 following the public comment period that ends on November 12, 2014.

MPPDC also met with representatives of a local bank to discuss a line of credit to provide loans to a specific class of low income “homeowners”, those living in “heir situations”. MPPDC with funding from NA09NOS4190163 Task 95.01 researched Heir Properties and Failing Septic Systems. Heirs’ property is a little-known form of property ownership that arises when land is passed down through the generations without written wills. Heirs’ property is a more common form of ownership in low-income families due to lack of knowledge regarding the importance of wills and lack of access to affordable legal assistance. Depending on the size of the family, there may be dozens or even hundreds of individuals with a legal interest in the property. Because of the lack of documentation regarding property transfers, it is difficult for individuals living on heirs’ property to prove they are the rightful owner and hence are often unable to secure financing for repairs.

MPPDC worked with Virginia State Delegate Keith Hodges to introduce legislation in the 2013 Virginia General Assembly which was subsequently passed. § 15.2-958.6 allows localities the option to adopt an ordinance that serves as new enforceable policy that allows repayment of unsecured loans for septic repairs through the local real estate tax bill for heir properties. MPPDC continues to work with Middle Peninsula localities to adopt such an ordinance. To this end, MPPDC has been discussing partnership(s) with local bank(s) to provide funding in the spirit of the Community Reinvestment Act to provide loan funds for these projects. Nevertheless grant funding would still be needed to make the cost of the septic repairs affordable for the homeowners.

Several other funding opportunities have been reviewed and proposals submitted although none have yet been identified that would provide a sustainable source of grant funds to homeowners in the entire region.

**V. Product #3: Sustainable Ditching Maintenance Model**

Throughout the Middle Peninsula, the network of aging roadside ditches and outfalls, serving 670 miles of roads, creates the region's primary stormwater conveyance system and is in a current state of disrepair. Each locality in the region experiences inadequate conveyance of stormwater through these roadside and outfall ditches due to decades of debris and sediment build-up, illicit filling of the ditches on private property, and/or failing ditches as well as affects of sea-level rise and geologic subsidence. This inadequate conveyance system results in standing water for several days following storm events creating significant economic impacts (ie. the delay of commodity transport); damage to private and public infrastructure; risk to human life (ie. impedes fire and rescue vehicles), hampers the ability of school buses to reach children; poses risk to health; flooding of agricultural and forest lands; and creates environmental concerns for citizens and local decision makers.

Thus, in an effort to understand how local governments and citizens may improve ditches and outfalls, MPPDC staff contracted with the Virginia Coastal Policy Clinic (VCPC) to research the responsibility for the maintenance of ditches and identify federal and state funding programs that could to assist local governments and citizens, the different types of assistance available and how to gain access to such assistance, and the authority local government has to enter private property to clean ditches in the name of public improvements and/or how such authority could be enabled. Within VCPC's report multiple federal and state grant programs were identified as potential funding sources for local governments to repair and improve ditch drainage.

The report also reviews two funding options for private drainage maintenance. The first option entails a localities use of general tax revenue to support private ditching and roadside ditches. The second option entails a utility model which could sustain financing for long-term repair and maintenance. Finally the VCPC's report includes case studies of Alaska, Ohio,

Wisconsin, Mesa County, Colorado, and Virginia that have drainage statutes, drainage districts or management programs in place. More details please see Appendix A for the full report.

## **VI. Conclusion**

As Federal and State water quality regulations tighten, there is a continuing need for local governments to stay informed and adaptable to these changes. With Phase III funds, MPPDC staff was able to continue building local knowledge of land and water quality concerns impacting Middle Peninsula communities, and continue to develop and implement policy tools to address local needs especially for sustainable funding to address failing septic systems and dysfunctional roadside and outfall ditches. MPPDC continues to search for reliable and sustainable funding mechanisms for its successful septic repair program. Based on Land and Water Quality projects – Phase 1, 2, & 3 – MPPDC has positioned itself to receive additional funding through the Virginia Coastal Zone Management Program (Section 309) to explore the enabling mechanism in which a Drainage and Roadside Ditching Authority may be developed. Such an Authority would be responsible for prioritizing ditch improvement needs, and partnering with and leveraging Virginia Department of Transportation (VDOT) funding. This consortium of project have and will empower Middle Peninsula local governments and citizens with knowledge, understanding, and hopefully a path for funding that will ultimately improve the functionality of the region’s roadside and outfall ditches.

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### **Draft 2015 Annual Meeting Schedule**

**January** - 4<sup>th</sup> Wednesday, MPPDC Boardroom, General Meeting

Adoption of Calendar Year Meeting Schedule

Appointment of Overall Program Design (OPD) & Budget Committee and meeting schedule

Appointment of Nominating Committee

**February** - 4<sup>th</sup> Wednesday, MPPDC Boardroom, General Meeting

Adoption of CDBG Regional Priorities

Executive Committee – Ex. Dir. Performance Review, as condition of employment contract

**March** - 4<sup>th</sup> Wednesday, *Dinner Meeting* – Location TBD

**April** - 4<sup>th</sup> Wednesday, MPPDC Boardroom, General Meeting

**May** - 4<sup>th</sup> Wednesday, MPPDC Boardroom, General Meeting

Presentation of Draft OPD & Budget

**June** - 4<sup>th</sup> Wednesday – *Dinner Meeting* – Location TBD

Election of MPPDC Officers

Adoption of OPD & Budget

**July** - 4<sup>th</sup> Wednesday, MPPDC Boardroom, General Meeting

Presentation & Adoption of MPPDC FY15 Indirect Cost Allocation Plan

Legislative Program Discussion

**August** – No meeting

**September** - 4<sup>th</sup> Wednesday, MPPDC Boardroom, General Meeting

Discussion of Legislative Issues/Program Development

Discussion of PDC Financial Issues

**October** - 4<sup>th</sup> Wednesday – *Dinner Meeting* – Location TBD

**November** - 3<sup>rd</sup> Wednesday – MPPDC Boardroom, General Meeting

Presentation of Audited Financial Statements

**December** - 3<sup>rd</sup> Wednesday – MPPDC Boardroom, General Meeting

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