



**MIDDLE PENINSULA  
PLANNING DISTRICT COMMISSION**

**MEMORANDUM**

**TO: MPPDC Board of Commissioners**  
**FROM: Lewis Lawrence, Executive Director**   
**DATE: December 10, 2015**  
**RE: December Commission Meeting**

The Middle Peninsula Planning District Commission will host its monthly meeting on Wednesday, December 16, 2015, at 7:00 p.m. in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda.

Enclosed are the December meeting 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 December 16<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**

*Hon. Roy M. Gladding  
Mr. James W. Sydnor*

**Gloucester County**

*Hon. Ashley C. Chriscoe  
Dr. Maurice P. Lynch  
Mr. Sanford Wanner  
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. Paul T. Kelley*

**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, December 16, 2015**

**125 Bowden Street**

**Saluda VA 23149**

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

**AGENDA ITEMS FOR DISCUSSION**

- VI. Stormwater Update
- VII. HRSD Aquifer Replenishment Discussion
- VIII. US Route 17 Evacuation Plan Update
- IX. Draft Living Shoreline Incentive Program Guidelines
- X. General Assembly Discussion
- XI. Leadership Discussion
- XII. Other Business
- XIII. Adjournment

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# MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

November 18, 2015

Saluda, Virginia

## I. Welcome and Introductions

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, November 18, 2015, at 7:00 p.m. MPPDC Chairman Edwin “Bud” Smith, Jr. called the meeting to order and welcomed everyone in attendance.

### Commissioners Present

Essex County: R. Gary Allen; Margaret “Prue” Davis; Edwin “Bud” Smith, Jr.; A. Reese Peck  
Gloucester County: Ashley Chriscoe; Dr. Maurice “Mo” Lynch; Sanford “Sandy” Wanner; Michael Winebarger  
King & Queen County: Thomas “Tom” Swartzwelder  
King William County: Travis Moskalski; Eugene Rivara; Otto Williams  
Mathews County: O J Cole, Jr.; Charles Ingram  
Middlesex County: Trudy Feigum; Wayne Jessie, Sr.  
Town of Urbanna: Steve Hollberg  
Town of West Point: Paul Kelley

### Commissioners Absent

King & Queen County: Sherrin Alsop; James “Jim” Milby  
Mathews County: Thornton “Tim” Hill  
Middlesex County: John “Jack” Miller, Jr.  
Town of Tappahannock: G. Gayle Belfield, Jr.; Roy M. Gladding

### Also in Attendance

Beth Johnson, MPPDC Finance Director  
Rose Lewis, MPPDC Secretary  
Harrison Bresee III, MPPDC Emergency Management Planner  
Delegate Keith Hodges, 98<sup>th</sup> District  
David Valadez, Project Coordinator, RCC Workforce & Community Development  
Citizens of the Middle Peninsula

## II. Approval of October Minutes

Chairman Smith asked whether there were any corrections or changes to the October Minutes. There were no corrections or changes to the October Minutes. Chairman Smith requested a motion to approve the October Minutes as distributed. Mike Winebarger moved that the October Minutes be approved as distributed. Otto Williams seconded the motion; motion carried.

**AYES:** R. Gary Allen, Prue Davis, Bud Smith, Jr., A. Reese Peck, Ashley Chriscoe, Dr. Mo Lynch, Sandy Wanner, Michael Winebarger, Tom Swartzwelder, Travis

Moskalski, Eugene Rivara, Otto Williams, O J Cole, Jr., Charles Ingram, Trudy Feigum, Wayne Jessie, Sr., Steve Hollberg, Paul Kelley

**NAYS:** None

### **III. Approval of October Financial Report**

Chairman Smith asked whether there were any questions regarding the October financial report before being approved subject to audit. There were no questions. Chairman Smith requested a motion to approve the October financial report subject to audit. Eugene Rivara moved to approve the October financial report subject to audit. Trudy Feigum seconded the motion; motion carried.

**AYES:** R. Gary Allen, Prue Davis, Bud Smith, Jr., A. Reese Peck, Ashley Chriscoe, Dr. Mo Lynch, Sandy Wanner, Michael Winebarger, Tom Swartzwelder, Travis Moskalski, Eugene Rivara, Otto Williams, O J Cole, Jr., Charles Ingram, Trudy Feigum, Wayne Jessie, Sr., Steve Hollberg, Paul Kelley

**NAYS:** None

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

As Mr. Lawrence was traveling on Commission Business, Chairman Smith requested Beth Johnson, Middle Peninsula Planning District Commission Finance Director, to review the Executive Director's Report on Staff Activities for the month of November. 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.

Mrs. Johnson reviewed the Executive Director's Report for the month of November as follows:

- An application for septic pumpout has been submitted to DEQ in the amount of \$38,023. The requested amount, if funded will allow for assistance to 175-200 homeowners for ½ the cost of a pumpout.
- Finalized draft Living Shoreline Revolving Loan Fund Program Guidelines.
- Discussed the 2<sup>nd</sup> Virginia Working Waterfront Summit planning process with Beth Polak, Virginia Coastal Zone Management Program. Ms. Polak mentioned that the earlier we start the process the better for the planning of this event.
- Sent an email to the Planning Committee for the 2<sup>nd</sup> Virginia Working Waterfront Summit to schedule the first meeting of this group. The meeting has been scheduled for December 16, 2015 at 10:00am at Virginia Institute of Marine Science.

- Received notice from the Virginia Department of Emergency Management that the MPPDC has been awarded 5 grants supporting Regional Emergency Planning work in the Middle Peninsula. These grants, part of the 2015 State Homeland Security Program Grant (SHSP) (CFD #97.067), have no match obligation. The grants were awarded for developing Threat and Hazard Identification and Risk Assessment Guides (THIRA) for localities, for developing a Regional Shelter Partner List, for organizing and holding an Amateur Radio workshop, and for coordinating shelter support services between the American Red Cross and localities. The grant period is 18 months.

**V. Public Comment**

There was no public comment.

**VI. Stormwater Regulations and Groundwater Management Update—Delegate Keith Hodges**

Delegate Hodges led discussion of pending Stormwater SAG action to consolidate stormwater, erosion and sediment, and Chesapeake Bay regulations. Discussion included the Chesapeake Bay “donut hole”, concerns regarding DEQ regulatory authority and regulatory changes, and imposition of penalties for noncompliance. The Commission directed Lewie Lawrence to attempt to have the document tabled or delayed at the next SAG meeting on Friday, November 20 and, if that is not possible, to vote no. Discussion also on the HRSD plan for replenishing the Potomac Aquifer with treated wastewater – a long term solution, the need for short term actions, and concerns over anticipated 50% reduction of renewals of current permits.

**VII. Economic Development Update—Delegate Keith Hodges**

Delegate Hodges said the Tidewater RC&D is a nonprofit corporation that is looking to continue its operations under amended and restated bylaws and articles of amendment. The Middle Peninsula Mayors and Chairs would like to have a name change to Middle Peninsula Economic Development Organization. Delegate Hodges said details have been discussed at the Mayors and Chairs meeting but no final decision has been made because all decisions have to be vetted by legal and enacted by the Tidewater RC&D Council.

Dr. Lynch said that the present Tidewater RC&D directors have not seen the distributed draft copies of the Amended and Restated Bylaws of Middle Peninsula Economic Development Organization, Articles of Amendment and Restatement of Tidewater RC&D Council Incorporated, and Unanimous Consent of Members of Tidewater RC&D Council Incorporated in Lieu of

Meeting. Dr. Lynch said that there is a process that has to be taken and a decision has to be made as to who is going to be on the Board.

Mr. Tom Swartzwelder suggested Dr. Lynch be present at the next Mayors and Chairs meeting to give the officials insight on the plans of the Tidewater RC&D Council before the drafts are approved.

#### **VIII. General Legislative Discussion**

Discussion was held regarding Governor McAuliffe's stance in favor of Virginia accepting Syrian refugees, budget issues, and monitoring the Richmond Sunlight website for updates and tracking General Assembly legislative bills. MPPDC staff were directed to monitor action on the following additional issues – Broadband, Workforce Development, K-12 Education funding, HB2 transportation funding.

#### **IX. Presentation of FY15 Audit Report—Beth Johnson, MPPDC Finance Director**

Mrs. Beth Johnson, MPPDC Finance Director, gave a presentation on the Middle Peninsula Planning District Commission Audited Financial Statements Year Ended June 30, 2015. The Report was prepared by Dunham, Aukamp & Rhodes, PLC, Certified Public Accountants, Chantilly, Virginia.

Mrs. Johnson reviewed the Independent Auditors' Report. The Report states, "In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities, and the aggregate remaining fund information of the Middle Peninsula Planning District Commission as of June 30, 2015 and the respective changes in financial position, and where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America."

Mrs. Johnson reviewed Change in Accounting Principle. The Middle Peninsula Planning District Commission's basic financial statements for the year ended June 30, 2015, reflect the provisions of the Governmental Accounting Standards Board's (GASB) Statement No. 68, *Accounting and Financial Reporting for Pensions*. Middle Peninsula Planning District Commission implemented the requirements of GASB Statement No. 68 in accordance with its required effective date.

Mrs. Johnson reviewed the MPPDC Management's Discussion and Analysis which provides a synopsis of the required financial statements and a comparison between the current and previous fiscal year and describes the required financial statements. The Required Financial Statements include:

- The Statement of Net Position focuses on resources available for future operations; a view of the assets of the Commission, the liabilities it owes, and the net difference.

- Statement of Revenues, Expenses and Changes in Net Position details the Commission's revenues and expenses by functional type and the net operating result of the current year.
- Statement of Cash Flows shows the cash flows from the Commission's operating, capital and related financing, and investing activities.

Mrs. Johnson reviewed the Statement of Net Position; Statement of Revenue, Expenses, and Changes in Net Position; Statement of Cash Flows; and Budgetary Comparison Schedule for the Year Ended June 30, 2015.

The Commission ended the year with \$1,008,198 in assets and \$566,840 in liabilities with a total net position of \$439,667. The Commission had \$754,637 in revenues and \$695,086 in expenses leaving a bottom line of \$59,551 added to the General Fund. A total of \$146,471 in unbudgeted revenues were received as additional grants were obtained after the budget was adopted leading to a change in net assets of \$32,173 over that anticipated by the budget.

There being no questions from the Board, Chairman Smith requested a motion to accept the year ending June 30, 2015 audit report. Ashley Chriscoe moved to accept the June 30, 2015 audit report. Eugene Rivara seconded the motion; motion carried. Tom Swartzwelder commended Mrs. Johnson on providing a clean audit report.

**X. Other Business**

There was no other business.

**XI. Adjournment**

Chairman Smith adjourned the meeting.

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(Secretary)

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# Project Financial Report

Middle Peninsula Planning District Commission

Run Date: 12/04/2015  
 Run Time: 3:31:12 pm  
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Period Ending: 11/30/15

		Expenditures						
Code	Description	Budget	Curr Month	Project Total	Un/Over	% Budget	Revenues	Balance
30013	EE&CBG Project	3,894.00	28.39	3,364.26	529.74	86.40%	3,376.79	12.53
30019	Urbanna Foundation	6,000.00	16.83	6,013.61	-13.61	100.23%	4,945.74	-1,067.87
30106	MPRJ Flash Freeze Study	90,000.00	22,190.60	67,509.83	22,490.17	75.01%	38,596.13	-28,913.70
30108	Building Collaborative Co	34,275.00	2,286.35	31,469.59	2,805.41	91.81%	19,894.78	-11,574.81
30109	Tidewater RC&D Staff Su	0.00	976.20	3,694.90	-3,694.90	0.00%	0.00	-3,694.90
30170	MPBDP FY12 Staff Sup	13,830.00	169.03	15,743.16	-1,913.16	113.83%	18,173.39	2,430.23
30210	FY15 Transportation Dem	20,000.00	43.25	20,201.43	-201.43	101.01%	20,037.57	-163.86
30211	FY16 Transportation Dem	74,000.00	5,286.68	26,912.98	47,087.02	36.37%	22,171.12	-4,741.86
30313	FY16 RTP	72,500.00	4,897.44	26,659.22	45,840.78	36.77%	16,388.99	-10,270.23
30420	Onsite Loan Management	118,932.85	298.88	117,412.63	1,520.22	98.72%	121,630.78	4,218.15
30423	VCWRFR Onsite Fund	82,500.00	0.00	83,530.21	-1,030.21	101.25%	115,871.44	32,341.23
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	2,200.25	96,606.35	33,403.65	74.31%	93,912.05	-2,694.30
31202	Emergency Planner	110,000.00	9,565.29	96,659.32	13,340.68	87.87%	50,462.73	-46,196.59
32010	PAA Staff Support	7,000.00	-560.56	2,338.53	4,661.47	33.41%	1,387.75	-950.78
32011	PAA Altruistic Giving	40,000.00	207.22	40,176.69	-176.69	100.44%	36,000.00	-4,176.69
32012	PAA Capt Sinclair Impr	39,977.00	10,660.98	39,936.06	40.94	99.90%	20,717.53	-19,218.53
32013	DOF Maritime Forest Ca	2,535.00	81.99	532.82	2,002.18	21.02%	147.54	-385.28
32014	Public Access Master Pla	75,000.00	5,878.53	11,025.23	63,974.77	14.70%	0.00	-11,025.23
32132	FY15 Coastal TA	43,602.00	0.00	43,661.39	-59.39	100.14%	41,755.21	-1,906.18
32133	NFWF Living Shorelines I	222,267.00	2,430.58	34,813.93	187,453.07	15.66%	29,058.37	-5,755.56
32134	309 Ditching	40,000.00	196.60	40,107.38	-107.38	100.27%	37,673.36	-2,434.02
32135	Coastal TA FY16	60,000.00	5,059.55	10,713.95	49,286.05	17.86%	0.00	-10,713.95
32136	Mathews SLR Adapatati	54,687.00	3,376.67	7,165.23	47,521.77	13.10%	0.00	-7,165.23
32137	Mathews Ditch Map Data	60,524.00	2,449.21	5,296.78	55,227.22	8.75%	0.00	-5,296.78
32207	Working Waterfronts Pl	50,000.00	194.64	50,536.60	-536.60	101.07%	45,000.00	-5,536.60
32209	WWF State Plan	50,000.00	737.56	1,803.29	48,196.71	3.61%	0.00	-1,803.29
38016	FY16_Local_Programs	179,364.00	6,836.29	49,923.25	129,440.75	27.83%	148,946.56	99,023.31
<b>Totals:</b>		<u>1,810,951.49</u>	<u>85,508.45</u>	<u>1,063,862.26</u>	<u>747,089.23</u>	<u>58.75%</u>	<u>1,064,097.83</u>	<u>235.57</u>

# Balance Sheet by Category

Middle Peninsula Planning District Commission

Run Date: 12/4/15  
Run Time: 3:32:27 pm  
Page 1 of 1

Period Ending: 11/30/15  
Format: 1 Board

## Assets:

Cash in Bank	643,435.92
Receivables	264,307.46
Property & Equipment	10,768.19
Deferred Outflows	29,567.00

### Total Assets:

\$948,078.57

## Liabilities:

Accounts Payable	10,893.92
VRA Loan Payables	132,021.44
Payroll Withholdings	-1,438.07
Accrued Leave	51,014.76
Deferred Inflows	31,258.00
Net Pension Liabilities	281,877.00
Cost Allocation Control	2,540.50

### Total Liabilities:

\$508,167.55

## Equity:

Local Initiatives/Information Resources	74,793.99
Economic Development	-12,839.52
Transportation Programs	-15,175.95
Emergency Management Projects	-46,196.59
Onsite Repair & Pumpout	36,562.27
Housing	13.08
Coastal Community & Environmental	-64,392.11
Public Access Auth Programs	-11,976.01
Mandates	39,455.12
Temporarily Restricted	188,479.87
General Fund Balance	251,186.87

### Total Equity:

\$439,911.02

### Total Liabilities and Equity

\$948,078.57

### Balance:

\$0.00

## Agencywide R&E by Category

Middle Peninsula Planning District Commission

Run Date: 12/04/2015  
 Run Time: 3:33:34 pm  
 Page 1 of 1

Period Ending: 11/30/15  
 Format: 1 Agencywide R&E  
 With Indirect Cost Detail

Code & Description	Budget	Current	YTD	Un/Ovr	% Bud
<b>Revenues</b>					
Local Match	0.00	0.00	17,840.63	-17,840.63	0.00%
Local Annual Dues	109,899.00	0.00	109,899.00	0.00	100.00%
Local Other Revenues	3,125.01	0.00	50,595.73	-47,470.72	1,619.06%
Local Other Organizations	44,000.00	299.47	24,771.16	19,228.84	56.30%
State Revenues	135,171.00	0.00	59,339.46	75,831.54	43.90%
Federal Revenues	646,836.00	68,449.53	82,511.13	564,324.87	12.76%
Miscellaneous Income	11,250.00	234.15	1,304.79	9,945.21	11.60%
RevolvingLoan Program Income	7,000.00	628.89	42,219.23	-35,219.23	603.13%
<b>Revenues</b>	<b>957,281.01</b>	<b>69,612.04</b>	<b>388,481.13</b>	<b>568,799.88</b>	<b>40.58%</b>
<b>Expenses</b>					
Personnel	457,530.00	45,165.39	227,092.75	230,437.25	49.63%
Facilities	27,963.00	2,428.77	12,060.66	15,902.34	43.13%
Communications	4,050.00	389.67	1,889.84	2,160.16	46.66%
Equipment & Supplies	3,800.00	9,007.29	12,300.09	-8,500.09	323.69%
Travel	6,879.00	607.12	3,671.11	3,207.89	53.37%
Professional Development	14,950.00	341.60	9,356.70	5,593.30	62.59%
Contractual	279,643.00	23,178.10	82,299.64	197,343.36	29.43%
Miscellaneous	53,156.00	4,390.49	21,725.44	31,430.56	40.87%
Regional Share	0.00	0.00	17,840.63	-17,840.63	0.00%
<b>Expenses</b>	<b>847,971.00</b>	<b>85,508.43</b>	<b>388,236.86</b>	<b>459,734.14</b>	<b>45.78%</b>
<b>Agency Balance</b>	<b>109,310.01</b>	<b>-15,896.39</b>	<b>244.27</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

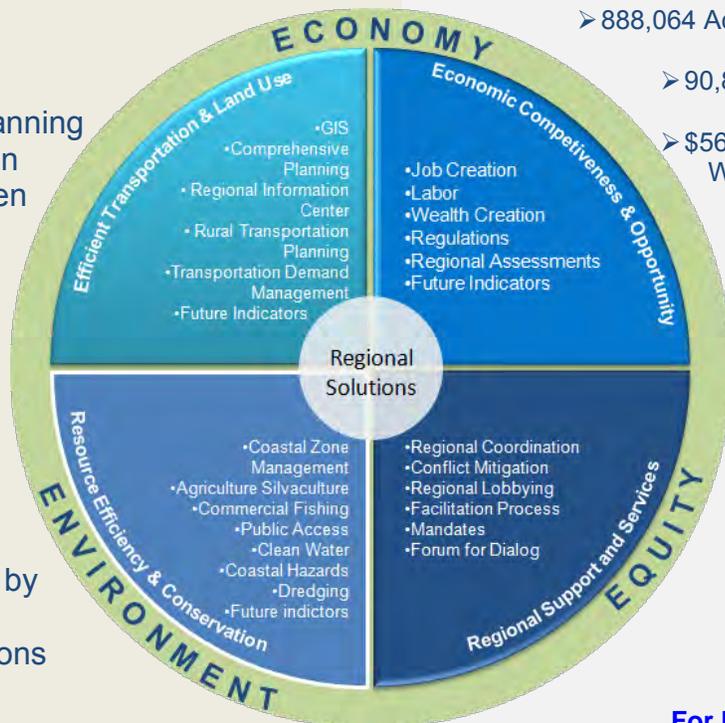
➤ \$567 Average Weekly Wage (State=\$952)

➤ 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/ Assistance	Coastal Community Development/ Environmental	Transportation	Onsite Repair and Pumpout	Economic Development	Local Initiatives	Housing	Emergency Management
Region-wide	✓	✓	✓	✓	✓			✓
Essex			✓					✓
Gloucester		✓	✓	✓		✓		✓
King & Queen		✓				✓		✓
King William		✓	✓					✓
Mathews		✓				✓		✓
Middlesex		✓						✓
Town of Tappahannock								✓
Town of West Point		✓						
Town of Urbanna								
Other	✓		✓			✓		✓

### Report on Mandated Initiatives

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

## 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 –FY165 Coastal Technical Assistance	\$30,000	Funded
Environmental	NFWF TA Service Provider	n/a	Approved
Economic Dev	DHCD – BCC – Middle Peninsula Regional Economic Development Organization	\$18,750	Funded
Economic Dev	VA Coop. Ext. – SET Grant – Capacity Building for Economic Development	n/a	Awarded
Environmental	CZM – Flooding and Sea Level Rise	\$14,792	Funded
Environmental	CZM – MP Public Access Master Plan	\$40,000	Funded
Environmental	CZM – Ditch Mapping Database – Mathews	\$60,524	Funded
Environmental	CZM – Working Waterfronts – State Plan	\$50,000	Funded
Environmental	VDOF -Virginia Trees for Clean Water – Capt Sinclair Maritime Forest Edge Demo Garden	\$1,350	Funded
Environmental	DEQ/VRA – Virginia Water Facilities Revolving Fund	\$200,000	Approved
Economic Dev	USDA – Farmers Market Sustainability Initiative	\$77,537	Not Funded
Environmental	USDA Rural Development Housing Preservation Grant – Septic Repairs	\$106,800	Not Funded
Emergency Mgmt	VDEM – Homeland Security Amateur Radio Coordination Workshops	\$25,000	Funded
Emergency Mgmt	VDEM – Homeland Security Regional Emergency Planner	\$52,500	Funded
Emergency Mgmt	VDEM – Homeland Security Regional Shelter Partner List and MOUs	\$25,000	Funded
Emergency Mgmt	VDEM – Homeland Security THIRA for Mathews and Middlesex	\$21,500	Funded
Emergency Mgmt	DCJS - :“Sink or Swim” Drug Abuse Prevention Marketing Campaign	\$75,000	Not Funded
Emergency Mgmt	VDEM – Homeland Security THIRA for King William, King and Queen and Essex	\$31,000	Funded
Emergency Mgmt	Dominion Foundation – Prescription & Drug Abuse – Habitat for Humanity Glouc/Mat	\$49,735	Not Funded
Environmental	DEQ – Septic Pumpout	\$38,023	Submitted
MPCBPAA	VEE – Land Acquisition Assistance	\$12,000	Funded
MPCBPAA	Chesapeake Bay Restoration Fund – Education & Marketing for Land Donations	\$1500	Funded

## MPPDC ACRONYMS

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

**Middle Peninsula Planning District Commission**  
**Executive Director's Report of Regional Progress**  
**December 7, 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 13 years +)

**Congressman Robert Wittman's Fisheries Advisory Committee and Environmental Advisory Committee** (MPPDC Staff 6 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 7 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 concerned with promoting telework and providing telework information and technical assistance to employers (MPPDC Staff 8 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 10 years)

**The National Working Waterfront Networks-** Outreach and Education committee: Provides 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 a Director)

**Bio Solid-Industrial Residual Regulatory Advisory Panel** – The purpose of this panel is the development of regulatory amendments needed to implement the provisions of House Bill 1364 and Senate Bill 1413 related to fees for the land application of industrial wastes and reimbursement for compliance monitoring conducted by local governments

**Hurricane Evacuation Coordination Workgroup** - The Hurricane Evacuation Coordination Workgroup is comprised of state and local emergency representatives tasked with finding solutions to fill in the gaps in the Commonwealth's and Locality's plans to respond to a Major Hurricane Evacuation.

**Shelter Location Identification Subcommittee of the Hurricane Evacuation Coordination Workgroup** -local and state experts tasked with identifying state and local shelter locations that can meet the needs of individuals with access and functional needs. A recent federal court ruling indicates that prior knowledge of shelter locations allows for more complete personal preparedness planning

**Shelter Staffing Subcommittee of the Hurricane Evacuation Coordination Workgroup** -local and state experts tasked with recommending solutions to alleviate staffing limitations in emergency shelters

**Living Shorelines Funding VCWRLF Workgroup** – The purpose of this workgroup is to formulate program authorized by General Assembly to establish a revolving loan fund to encourage installation of living shorelines.

**Stormwater Advisory Group** – DEQ stakeholder process to consider ways to streamline and consolidate current Stormwater and erosion and sediment control programs to achieve greater consistency and efficiency while protecting the environment and identify statutory changes prior to 2016 GA session.

**Eastern Virginia Groundwater Management Advisory Committee (EVMAC) Workgroup #2B** – EVMAC is charged with assisting the State Water Commission and DEQ in developing, revising and implementing a management strategy for groundwater in Eastern Virginia Groundwater Management Area. Group #2B will identify trading options and programs used in other states; evaluate how trading programs might help with future growth and development, and individual and regional solutions; and evaluate feasibility, data needs, cost and possible participants.

## 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, PAA staff support, PAA improvements*

### **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, Economic Development*

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

Contact Info: [hbresee@mppdc.com](mailto:hbresee@mppdc.com) (804) 758-2311x26 (757) 871-2245 cell  
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, Commuter Transportation Customer Service, 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**

*As a mandated requirement of the Disaster Mitigation Act of 2000, 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, tsunami, and volcanoes.*

- Completed Sections 6-11 and sent sections to the AHMP Steering Committee for review.
- Added Health Opportunity Index (HOI) to section 3 of the plan that is related to Middle Peninsula Localities.
- Provided localities with a timeline for the remainder of the AHMP Update project:
  - 12/4/2015 – Finish Draft of Report
  - 12/15/2015 – Committee finishes plan review; MPPDC makes changes
  - 12/16/2015 - Send final draft to VDEM for a 30 day review
  - 12/16/2015 – 1/14/2016 – Public Comment Period; MPPDC staff posts draft on MPPDC website and sends copies of draft to local libraries
  - 1/5/2016 – Public Meeting in MPPDC Boardroom, Saluda, VA
  - 1/6/2016 – Public Meeting in King & Queen Library Branch, St. Stephen’s Church, VA
  - 1/15/2016 - MPPDC staff will collect public comments and send to Steering Committee.
  - 1/19/2016 - MPPDC staff will host a phone conference to review:
    - Public comments and gather feedback
    - Gather dates from localities regarding when presentations to BOS and/or public outreach will be given
  - MPPDC staff will make recommended changes
  - 1/29/2016 – 3/30/2016 - MPPDC staff will send final plan to FEMA for a 60 day review. During this time localities should consider hosting public outreach meetings and/or presenting the plan to the BOS. VDEM recommends that each locality adopt the plan after FEMA reviews and approves the plan. Therefore adoption of this plan will most likely take place in April or May 2016. Please note that the 2010 Middle Peninsula Natural Hazards Plan expires May 2016,

therefore, the 2016 plan should be adopted no later than May 2016 in order to stay compliant with the National Flood Insurance Program.

- Reviewed presentation for the Hazus Conference on December 9-11, 2015.
- Developed a public announcement for the AHMP second public comment period starting December 16, 2015 and ending January 14, 2016. This information was sent to local newspapers.

As the All Hazards Mitigation Plan (AHMP) is updated, Committee members from Middle Peninsula localities will have the opportunity to review the updates and provide feedback. Below is table that depicts the plan's sections, section feedback from localities is due, and the localities that have provided feedback (marked with an "X").

SECTION	TITLE	Status	Counties						Towns		
			Essex	Mathews	Middlesex	King William	King & Queen	Gloucester	West Point	Urbanna	Tappahannock
1	Intro	Completed 3/24/2015	X	X	X	X	X	X	X	X	X
2	Planning Process	Completed						X	X		
3	Community Profile	Completed 2/20/2015	X	X	X	X	X	X	X	X	X
4	Hazard Identification	Completed 6/19/2015	X	X	X	X	X	X	X	X	X
5	Risk Assessment Analysis (HAZUS)	Completed 5/27/2015	X	X	X	X	X	X	X	X	X
6	Capability Assessment	Completed	X	X	X	X	X	X	X	X	X
7	Review of 2010 Strategies	Completed	X	X	X	X	X	X	X	X	X
8	Mitigation Goals, Objects and Strategies	Completed	X	X	X	X	X	X	X	X	X
9	Implementation Plan	Completed						X	X		
10	Plan Adoption	Completed 11/09/2015	X	X	X	X	X	X	X	X	X
11	Plan Maintenance	Completed						X	X		
12	Appendices	Underway									

## INFORMATION RESOURCES/ASSISTANCE

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

- Updated [www.mppdc.com](http://www.mppdc.com) website – meeting notices, reports, news releases, public comment.
- Provided Kay Sheldon, Vice President/Administration of Bay Aging Inc., with contact information of County Board of Supervisors in the Middle Peninsula.

## COASTAL COMMUNITY DEVELOPMENT/ ENVIRONMENTAL

Funding – VDEQ, VIMS, VDCR, local match from MPPDC General Fund & partners

### **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.
- Consulted with Michael Aukamp, Dunham, Aukamp and Rhodes, LLC, regarding draft FY15 audit report.
- Completed Tax Set-Off Agency Training Program and sent required paperwork to Virginia Department of Taxation to allow staff to submit claims for uncollected debts.
- Assisted hunter in gaining access to the Middle Peninsula Chesapeake Bay Public Access Authority reservation site. Virginia Interactive was contacted in order to fix the problem.
- Assembled photos of a pump used at the Captain Sinclair property for Jim Laird in Florida.

### **Project 32012 PAA Captain Sinclair Improvements**

*The Captain Sinclair’s Recreational Area, with approximately 1 mile of waterfront on the Severn River in Gloucester County, VA, is a recent gift from a private landowner to the Middle Peninsula Chesapeake Bay Public Access Authority (MPCBPAA). The MPCBPAA is partnering with the MPPDC to develop an overall use plan for the property that is compatible with the existing natural coastal landscape. The project is centered around protecting and enhancing the local coastal landscape and minimizing wetland impacts associated with constructing a new public pier to improve the current “walk in and over the wetlands” as part of the existing public access to public waters on the site. A Native Coastal Landscape Design (NCLD) will radiate away from the public access pier. The design will include the purchase and installation of native plants to enhance the coastal landscape around the project site and an educational exhibit on native plants in the main house.*

- Ordered gravel, landscape fabric and crushed clam shell for delivery to site.

- Prepared and submitted quarterly report and reimbursement request to April Bahen, Virginia CZMP, DEQ.
- Ordered signage.

**Project 32013 PAA Maritime Forest Edge Demonstration Garden**

*The Captain Sinclair’s Recreational Area, 100 acres with approximately 1 mile of waterfront on the Severn River in Gloucester County, VA, was a gift to the Middle Peninsula Chesapeake Bay Public Access Authority. The MPCBPAA is partnering with the Middle Peninsula Planning District Commission (MPPDC) to develop an overall use plan for the property compatible with the existing natural coastal landscape. An area of approximately 14,000 square feet to the northwest of the main house has been delineated by the Army Corps of Engineers as nontidal wetlands. This area is adjacent to the area utilized for parking. This project funded by the Virginia Department of Forestry will provide protection for that sensitive area by converting the mowed lawn/ parking area into a demonstration Maritime Forest Edge garden. Approximately 400 seedlings will be planted in the area to provide a small Maritime Forest Edge demonstration garden for viewing by visitors to the site.*

**Project 32014 Middle Peninsula Public Access Master Plan**

*MPPDC staff will develop a Middle Peninsula Public Access Master Plan. This plan will help Middle Peninsula localities and the general public to understand local and regional public access accomplishments and current policies, and the tools and policies that have been implemented. This plan will also provide as clear direction for the future of public access in the region.*

- Discussed Middlesex County need for two students to conduct independent review of public access sites in Middlesex County with Jim Smythers, Collateral Professor of Urban and Regional Planning Virginia Commonwealth University Wilder School. Internship students cost \$2,500 per semester. Announcement of availability of internship has been made public by VCU.
- Continued to make edits to the Memorandum of Understanding with Middlesex County to complete work with county staff on public access needs. The MOU was presented to the Middlesex County Board of Supervisions and approved on December 1, 2015.

**Project 32132/32135 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.*

- Consulted with James Adams, DGIF Facilities Director, concerning public access road, path and walkway maintenance approaches within the Resource Protection Area of the Chesapeake Bay Preservation Act. Existing access paths are considered maintenance by DGIF for the purpose of the Bay Act.
- Contacted Martin Marietta Materials located in Doswell, VA for coat estimates on #57 stone for use at the Captain Sinclair’s Recreation site.
- Met with Andy Lacatell, The Nature Conservancy and Brad Rodgers, Moreland Advisor, a Private Investment Capital Firm to discuss approaches to managing, commoditizing, and leveraging green infrastructure across the Middle Peninsula.

- Consulted with Speaker Pollard of Williams Mullen concerning the valuation of land converted to wetland mitigation bank and how local government reassessment process accounts for a commercial use of wetlands.
- Consulted with representatives of the West Point Chamber of Commerce. The Chamber is interested in conducting a strategic planning session to focus on new ways to engage in community support.
- Attended the National Working Waterfront Symposium held in Tampa, FL. Focused on ways to strengthen job generation, business retention, and derelict vessel removal.
- Received the latest proposed consolidation of Stormwater, Erosion & Sediment Control and Chesapeake Bay Act statutes into one statute. Distributed the final draft to all Middle Peninsula local government administrators and requested review and comment.
- Consulted with King William County Administrator Dr. Ken Griffin concerning the removal of the Executive Director for the VASAP program and the further resignation of Middle Peninsula ASAP staff. Offered to place on the local government administrators agenda for discussion.
- Consulted with Tony Watkinson, Chief of Habitat for the Virginia Marine Resource Commission, concerning the mandate for local governments to include shoreline management in future comprehensive plan updates. Language has been developed by the Center for Coastal Resource Management at VIMS. Provided contact information for the Director of Planning from Mathews and Gloucester counties to discuss cost estimates for updating Comp plan language using prepackaged material.
- Received request from Northern Neck Planning District Commission for census population data layer information for Middle Peninsula localities. Data was requested from several localities for which information was unavailable including King and Queen, Mathews, and Middlesex County. No response received.
- Drafted a revised summary of the Coastal Technical Assistance final report for consideration by Coastal Zone Management on new reporting standards to NOAA.
- Provided comments on new hydraulic fracking regulations that Expand disclosure of ingredients used in well stimulation & completion & reviewing best practices (4 VAC 25-150). Posted public comment notice on MPPDC website.

### **Project 32133 NFWF Living Shorelines**

*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.*

- Prepared presentation on Middle Peninsula Planning District Commission Living Shoreline Incentive Funding Program Design and Guidelines for December Commission meeting.
- Reviewed draft Virginia Clean Water Revolving Loan Fund Living Shorelines Loan Program Guidelines and draft Virginia Clean Water Revolving Loan Fund Living Shorelines Local Plan Guidelines and provided comments to Walter Gill, DEQ. Draft guidelines will be presented to the State Water Control Board at its January 2016 meeting.
- Sent copies of VMRC permit to Donna Milligan, VIMS Shoreline Studies Program, and laminated and posted permit on site in preparation for construction.
- Sent Living Shoreline Incentive Program (LSIP) application to Essex homeowner interested in installing a living shoreline.
- Received notice of the receipt of 7 bid packets for the Captain Sinclair Landing living shoreline construction by VIMS Shoreline Studies Program. Procurement is being handled by project partner at VIMS. Bids were opened on December 4.

#### **Project 32136 Coastal Zone Management Sea Level Rise**

*The purpose of this project is to provide planning options to be considered by rural coastal local governments in the Middle Peninsula to assist with mitigating the impacts of flooding and sea level rise in coastal communities. Using Mathews County as the pilot location, the project will identify and explore planning and development techniques that may be implemented at the local level to encourage and steer development to properties located outside of high risk flood hazard areas. The project will also provide information on how local government-acquired land may be leveraged to encourage more elevations or relocations by commoditizing protected lands in high hazard areas.*

- Researched and compiled information on planning adaptation strategies recommended by NOAA. Researched Transfer of Development Rights (TDR) legislation and information on several other counties and how they have implemented TDR into the planning process.
- Received and reviewed the draft report from William and Mary Law Clinic students on TDR and Purchase Development Rights (PDR).
- Provided a timeline for discussion on the Sea Level Rise (SLR) adaptation project with the Mathews County Planning Commission to John Shaw, Mathews County Planning Director.
- Began reviewing the Mathews County Zoning Ordinance for existing planning options currently in place to address recurrent flooding issues.
- Prepared and sent contract to the Virginia Coastal Policy Law Clinic at the College of William & Mary to research and develop a report on various planning techniques being used in localities in and outside Virginia for land and natural resource protection. The research will focus on how such methods can be modified and implemented in Middle Peninsula as adaptation strategies.
- Consulted with Jim Robinson, Chair of the Mathews County Planning Commission, concerning forthcoming flooding and land use planning policy work. Discussed letter of engagement and process for professional service engagement.

- Discussed anticipated 2016 Mathews County Planning Commission meeting schedule and agenda organization with John Shaw, Mathews County Planning Director.

### **Project 32137 Mathews Ditch Map Database**

*Building on the NFWF Ditching project in Mathews County, MPPDC staff in contract with Draper Aden Associations will continue reducing the information gap between stakeholders and those tasked with repairing the drainage system. First, maps will be created to identify ditch locations in the target areas using associated parcel information using Mathews County tax parcel maps overlapped with aerial imagery to provide information on ditch and channel locations. Additionally Virginia Coastal Policy Clinic will conduct research, compile deeds and easement documents that identify ditch ownership responsibility, easement rights and other interests in the roadside and outfall ditches. Finally a database will be designed for the organization and illustration of legal records for property owners of failing ditches.*

- Prepared and sent contract to the Virginia Coastal Policy Law Clinic at the College of William & Mary to have students research the land records of the properties within the targeted area. The goal is to collect all public records for future use to help understand who owns every inch of the drainage system and who should be responsible for the maintenance of the roadside ditch on the property. MPPDC staff will organize the data to fit into a database.
- Prepared and sent contract to Draper Aden Associates to:
  - Create maps identifying ditches in the designated targeted area of Mathews County with associated parcel information. The maps will be created using Mathews County tax parcel maps overlapped with aerial imagery to provide information on ditch and channel locations. This information is imperative to identify ownership for the success of the goals and objectives of ditch maintenance and water quality.
  - Help determine the appropriate database architecture necessary to maintain and connect deed and easement information relative to private and public property for failing ditches and associated parcels. This will either be done through a database using a hyperlink to a map or through a GIS project.

### **Project 32209 Virginia Working Waterfront Master Plan and 2<sup>nd</sup> Virginia Working Waterfront Summit**

*MPPDC staff will work with the Northern Neck PDC and Hampton Roads PDC to develop a Virginia Working Waterfronts coastal zone-wide plan that will serve to guide communities in protecting, restoring and enhancing their water-dependent commercial and recreational activities.*

- Drafted an outline for chapters of Virginia Working Waterfront Plan that will be developed by Tidewater Planning District Commissions.

## **TRANSPORTATION**

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

### **Project 30211 Transportation Demand Management (TDM) Services**

*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 Virginia Department of Rail and Public Transportation (DRPT).*

- Updated website – [www.midpenrideshare.org](http://www.midpenrideshare.org).

- Attended joint Middle Peninsula and Northern Neck Coordinated Human Services Mobility Committee Meeting with Bay Transit and DRPT to review grant applications for FY17.
- Received online registration for ridematching for a Newport News resident commuting to Petersburg. Referred to Richmond Ridefinders and Hampton Roads Traffic for assistance.
- Sent notice for Association for Commuter Transportation Telework Council meeting for teleconference on December 7.
- Current commuter database – 132

**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.*

- Sent a request to Middle Peninsula local planning offices for a prioritized list of current transportation projects to be compiled and submitted to VDOT for consideration on in the Six Year Improvement Plan. Received responses from Essex and King William counties.
- Compiled information from VDOT business Corridor 17 study of Gloucester County for inclusion into the Sidewalk gap analysis report.
- Reported power line laying on stop light in Gloucester Courthouse to Saluda Residency for safety concerns.

**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.*

- Consulted with homeowner and contractor regarding pending Gloucester County septic repair. Processed down payment. Repair must be completed before 12/31/15 for homeowner to receive \$7500 grant from the VDH NFWF grant program.
- Prepared and submitted reimbursement request to Walter Gill, DEQ.
- Consulted with Julie Goins, Gloucester County Health Department, regarding assistance available to locate a drain field and septic tank. Discussed limitations of current funding to pay for diagnostic services. Referred to social service and Bay Aging for assistance for elderly homeowner.
- Reviewed 2015 Virginia Water Quality Improvement Fund – Nonpoint Source Request for Applications. This funding provides for grants for septic repairs. MPPDC will be submitting a proposal to be matched with loans from the MP Septic Revolving Loan Fund Program to provide assistance to low-mod income homeowners to repair failing septic systems.

- 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 – \$196,086 loan funds.***

## ECONOMIC DEVELOPMENT

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

### **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.*

- Consulted with loan client regarding release of automobile lien. Client wants to sell the vehicle. Client has an excellent payment record and has repaid over 75% of the loan. Request was approved and title mailed to homeowner. Client will call after depositing proceeds from sale of auto to authorize final payment from his bank account to close loan.
- 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.

### **Project 30108 Building Collaborative Communities (BCC) Grant**

*This project, with funding from the Virginia Department of Housing and Community Development (DHCD), is a collaborative effort with regional and local, public and private stakeholders to create an organizational structure with the capacity and resources to lead regional economic development initiatives in the Middle Peninsula. The project will seek to provide education, training and outreach to local officials on regional economic development partnerships, re-establish the Tidewater Resource Conservation and Development Council, update the River County Economic Development study, as well as draft policies, bylaws and a conceptual work plan for the newly created economic development organization.*

- Reviewed and revised draft bylaws and incorporation documents received from legal counsel for presentation to the Planning District Commission at the November Meeting.
- Scheduled December 16 meeting of Middle Peninsula Mayors and Chairs to review draft legal documents and seek agreement in principle to terms proposed.
- Prepared and submitted documents and reimbursement request in DHCD CAMS system.

## 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.*

- Hosted the fourth meeting of the Flash Freeze Feasibility Steering Committee on December 3 at 10:30am – 12pm in Saluda, VA. At the meeting, the Committee reviewed the draft final report provided by VTech. Recommendation and comments from the meeting will be incorporated into the final report. MPPDC staff is expecting the final report on December 18.
- Reviewed the draft final feasibility report and sent comments to VTech.
- Created a summary of the flash freeze feasibility study to be included in the 2016 CEDS performance update.

### **Project 380161 Local & Regional Technical Assistance**

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

- Attended the Poverty Simulation Workshop hosted by Gloucester Resource Council on November 19<sup>th</sup> at Newington Baptist Church. The simulation featured “a month in the life of a family living in poverty” where participants were able to experience interactions with public and nonprofit organizations from the client’s perspective. The simulation was designed to help service providers better understand the gaps and deficiencies and the demand for services in Gloucester County.
- Received a call from Tara Delaney and Matt Underwood of USDA Rural Development regarding funding opportunities available to support Middle Peninsula programs and local projects.
- Submitted the Middle Peninsula Comprehensive Economic Development Strategy annual performance update to Bob Gittler with EDA.
- Sent a request to Nancy Miller of DEQ, for Advisory Checklist for Chesapeake Bay Phase III Implementation Advisory Checklist on Mathews County Local Ordinances.
- Consulted with Tom Swartzwelder, King and Queen County Administrator, regarding regional locality salary survey.
- Completed Tax Set-Off Agency Training program.

### **Project 30109 Tidewater RC&D Staff Support**

*The Tidewater RC&D Council, Incorporated is a 501(c)(3) corporation organized to provide leadership, initiative and direction in development of a plan for the orderly development and utilization of the Middle Peninsula/Northern Neck regions’ human and natural resources. With loss of federal support, the Northern Neck members opted to retire from the Council. The Middle Peninsula members desired to continue the*

organization and requested MPPDC to provide staff support and act as their fiscal agent. Tidewater RC&D's resources were divided and 40% was transferred to the Northern Neck Planning District Commission, Inc.

- Followed up with Maurice Lynch, Tidewater RC&D Chair regarding MOU for staff services to be provided by MPPDC staff.

## 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 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.

## 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.*

- Completed the draft Middle Peninsula Rt. 17 Regional Evacuation Technical Support Plan. To date, Gloucester, King and Queen, King William, Mathews, Middlesex, and Essex/Tappahannock have submitted data and are reviewing the plan. The final draft will be completed by December 31.
- Attended the Hurricane Evacuation Coordination Workgroup Meeting on December 2 where the agenda included a talk from Dawn Brantley, VDEM Shelter Director, on her experiences and observations while deployed to South Carolina during the October flooding, an update on the plans for a state wide update on the Hurricane Evacuation Study, and a discussion on the Phase II Long Term Priority Initiative to address Hurricane Evacuation gaps in the Commonwealth. The Regional Emergency Planner was asked to sit on the "Local Shelter Information Sharing" workgroup as part of Phase II.

- Met with the Emergency Managers from Gloucester, Middlesex, and Lancaster Counties in Urbanna on December 1 to discuss Resource Typing, Shelters, Evacuation, and Homeland Security Grant projects in 2015.
- Consulted with Jocelyn Bagby, VDEM, regarding paperwork needed to execute contract for new funding and inquired as to status of past 2 quarterly reimbursement requests.
- Completed, input, and emailed contract and budget paperwork needed to execute contract for 2016 funding.

## AGENCY ADMINISTRATION

Funding - Indirect cost reimbursements from all PDC projects

### **Project 300181 MPPDC Administration**

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

- Prepared vouchers, processed A/P, processed payroll, processed deposits, and balanced bank accounts. Prepared MPPDC monthly financial statements.

## CLOSED FY16 PROJECTS

### **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.*

### **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.*

### **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.*

**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.*

**DRAFT**

**Middle Peninsula Planning District Commission  
Living Shoreline Incentive Funding Program  
Virginia Revolving Loan Fund Program Design  
And Guidelines – December, 2015**

**OVERVIEW**

The Program Design and Guidelines for the Middle Peninsula Living Shoreline Incentive Funding Program (LSIP) will delineate marketing strategies, loan application and review process, environmental review, funds management and administration, and loan agreements with property owners.

This program will provide incentives in the form of funding and insurance for homeowners to install living shorelines in lieu of shore hardening approaches for shoreline stabilization on private property.

**I. Marketing Strategy**

- A.** Geographic Area of Program: The Program will be available to homeowners of property located in the Middle Peninsula Planning District of Virginia. The localities of the Middle Peninsula are the counties of Essex, Gloucester, King and Queen, King William, Mathews, and Middlesex; and the towns of Tappahannock, Urbanna, and West Point.
- B.** Solicitation of Applications: Loan applications will be sought through the following means:
  - 1. Referrals from private sector contractors and engineers.
  - 2. Referrals from Local Governments or other agencies.
  - 3. News releases, Public Information Notices-Newspapers, fliers at public locations, educational displays at Captain Sinclair Landing
- C.** Income Guideline -Participation will be based on the household income and ability to pay. Grant/Loan awards, if available will be based on the program requirements of the source of the funds, if any.
- D.** Terms of Loan:

All loans over \$3,000 will be secured with a deed of trust granted to the Middle Peninsula Planning District Commission. The owner of the approved property must agree that, if the property is sold,

transferred, or otherwise conveyed voluntarily, when the owner is living, or if the real estate ceases for any reason to be the owner's principal place of residence, any outstanding principal amount must be paid back to the Middle Peninsula Planning District Commission.

- E.** All beneficiaries must make monthly loan payments by automated clearing house debit from a valid checking or savings account.
- F.**
  - 1. Interest and principal payments will commence as soon as funds are released. Final payment to owner or contractor will not be released until review by VMRC or local wetlands board staff to ensure the project has been completed consistent with the terms and conditions of the VMRC or wetlands permit.
  - 2. Loan interest rates will be at the WSJ Prime Rate as published at [www.bankrate.com](http://www.bankrate.com).
- G.** Loans shall be amortized by monthly installment payments.
- H.** Loan term:
  - 1. Loans of \$10,000 or less will be financed for up to 60 months.
  - 2. Loans of \$10,000 to \$35,000 will have the option of financing for up to 120 months.
  - 3. Loans over \$35,000 will have the option of financing for up to 180 months.
- I.** Property transfer criteria: Balance of the principal of the loan shall be due and payable to The Middle Peninsula Planning District Commission upon sale or transfer of the property.
- J.** Identification of Prior Existing Debt:
  - 1. No subordination of loan shall be done for equity mortgage requests by beneficiary.
  - 2. Applications found to carry a delinquent or defaulted first mortgage shall be ineligible for assistance. Applicants whose property is financed must carry a current first mortgage in good standing. This mortgage must have been current for at least the 12-month period prior to application or since inception of mortgage if in existence less than 12 months.

- K.** Size of Loan: Loans shall not be less than \$1,000.
- L.** Fees and Service Charges:
1. Application Fee-\$40 required at time of application
  2. Administrative Fee – To be determined based on cost of necessary documentation and closing costs. May be amortized with loan funds.
  3. Late Fee-5% charged on unpaid payment due applies when 7 days past due date of payment.
- M.** Security: Individual property owners receiving loans will sign a promissory note for the term of the loan. Loans over \$3,000 are to be secured by a Deed of Trust.
- N.** Scope of Work: The Middle Peninsula Planning District Commission Living Shoreline Incentive and Funding Program will consider financing any project not prohibited by any local ordinance and approved by VMRC or the applicable local wetlands board that satisfies the definition of a living shoreline consistent with § 28.2-104.1 of the Code of Virginia. That definition states: “Living shoreline” means a shoreline management practice that provides erosion control and water quality benefits; protects, restores or enhances natural shoreline habitat; and maintains coastal processes through the strategic placement of plants, stone, sand fill, and other structural and organic materials.”
- O.** Insurance Program: Dependent on securing the necessary funding, the Middle Peninsula Planning District Commission Living Shoreline Incentive and Funding Program will “insure” the plants of eligible living shoreline installations for up to 2 years following the initial construction. In the event the plants die and need to be replaced, the program will provide grant funds necessary to purchase and replant the same or similar plants in the installation that was previously funded by the program. This insurance can be utilized up to 2 times per project as long as insurance funds remain in the program. Documentation of plant failure **TBD.**

## II. Loan Application and Review

### A. Application Guidelines:

1. **Income Eligibility:** An applicant shall complete an Income Eligibility worksheet to determine income qualification for determination of ability to repay loan.
2. **Application Fee:** A \$40 application fee shall be charged at the time of application. The fee shall be nonrefundable.
3. **Place and Time of Application:** Applications are available at the offices of the Middle Peninsula Planning District Commission, P O Box 286, Saluda Professional Center, 125 Bowden Street, Saluda, Virginia between the hours of 8:30 a.m. to 12 noon and 1:00 p.m. to 4:30 p.m., Monday through Friday, except holidays, by mail request, and by phone at (804) 758-2311. A downloadable application is also available at [www.mppdc.com](http://www.mppdc.com).

### B. Review and Approval of Applications:

1. **Staff Review-** The staff of the Middle Peninsula Planning District Commission will review each application for completeness. Staff will verify income eligibility.
2. **Project Management Committee-** The Middle Peninsula Planning District Commission will designate a committee to review and approve each application. If grant funds are available the Committee will determine eligibility for grant funding following the criteria required by the funder. The Committee shall consider the following in determining loan project priorities: **TBD**
3. The MPPDC Board may authorize the Executive Director to complete all loan agreements and notes pursuant to approved loans.

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## III. Administration of **VRA Financing Funds**

- A. Security:** The Living Shoreline Incentive Funding Program will secure the loan with the Virginia Revolving Loan Fund through the revenues generated through loan payments made by individual property owners and through investment of capital funds.

1. Interest Security- The Program will offer loans at interest rates of WSJ Prime as published at [www.bankrate.com](http://www.bankrate.com).

2. Principal Security- The MPPDC Program will borrow \$\_\_\_\_\_ for a period of \_\_ years at a \_\_\_\_\_ interest rate.

3. Total Annual Security/Annual Debt Payments- Annual debt payments will be \$\_\_\_\_\_, to be paid in semi-annual payments of \$\_\_\_\_\_ MPPDC will manage the loan fund and portfolio to ensure repayment of indebtedness.

4. MPPDC will establish a Loan Loss Reserve in the amount of \$\_\_\_\_\_ or an amount equal to one (1) year debt service payments. These funds will be designated as “Restricted Cash – LSIP Loan Loss Reserve” on the MPPDC balance sheet until such time as the loan is repaid in full.

**B. Administration:**

1. The Middle Peninsula Planning District Commission will dedicate staff personnel to administer the Program. The Executive Director will provide supervisory guidance to the program.

2. The MPPDC will work closely with the State agencies involved in the protection of water quality. The Department of Environmental Quality and the Virginia Marine Resources Council will provide project guidance and assist through the permitting process.

3. The MPPDC Board will designate a Project Management Committee to provide input into the loan review and financial management aspects of the Program. The Board will also be involved in oversight of the entire program.

4. Fund Administration-The Program will invest any undisbursed portion of the loan proceeds with banks operating in the region or the Commonwealth of Virginia Department of the Treasury Local Government Investment Pool. Revenues from loan payments will be invested in said accounts providing liquidity to coincide with debt payments to the VRLF. Interest earnings from the Program will be available for administration costs and loan security to the VRLF. All revenues available after debt payments and administration costs may be utilized to provide additional assistance through the form of additional loans and/or grants to qualified applicants.

#### **IV. Notification of Changes to the Local Program**

The MPPDC will notify the Department of Environmental Quality and the Virginia Resources Authority of any anticipated changes to the Program Design at least 60 days prior to the effective date of such changes.

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