



MIDDLE PENINSULA
PLANNING DISTRICT COMMISSION

COMMISSIONERS

Essex County

Mr. John Clickener
Hon. Margaret H. Davis
Hon. John C. MaGruder

Town of Tappahannock

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

Gloucester County

Hon. Ashley C. Chriscoe
Dr. William G. Reay
Hon. Michael R. Winebarger

King and Queen County

Hon. Sherrin C. Alsop
Hon. R. F. Bailey
Mr. Thomas J. Swartzwelder
(Chairman)

King William County

Hon. David E. Hansen
Hon. Travis J. Moskalski
(Treasurer)
Mr. Eugene J. Rivara
Mr. Mark K. Reeter

Town of West Point

Hon. Paul T. Kelley

Mathews County

Hon. O. J. Cole, Jr.
(Vice Chairman)
Mr. Thornton Hill
Hon. Jack White
Ms. Melinda Conner

Middlesex County

Mr. Gordon E. White
Hon. Wayne H. Jessie, Sr.
Hon. John D. Miller, Jr.

Town of Urbanna

Hon. Steve Hollberg

Secretary/Director

Mr. Lewis L. Lawrence

MEMORANDUM

TO: MPPDC Board of Commissioners

FROM: Lewis Lawrence, Executive Director 

DATE: December 13, 2017

RE: December Commission Meeting

The Middle Peninsula Planning District Commission will host its monthly meeting on Wednesday, December 20, 2017 at 6:00 p.m. in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda. ***Please note the earlier time. Dinner will be provided.**

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.

I look forward to seeing you on **December 20th**!

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Middle Peninsula Planning District Commission
Meeting

6:00 P.M.

Wednesday, December 20, 2017

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 of December
- V. Public Comment

AGENDA ITEMS FOR DISCUSSION

- VI. Update on the Middle Peninsula Alliance – Travis Moskalski
- VII. Legislative Discussion
 - a. Proposed Bills – Delegate Keith Hodges
 - b. General Assembly Lobbying
 - c. Regional Legislative Priorities
- VIII. Other Business
- IX. Adjournment

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MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

November 15, 2017

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 15, 2017, at 7:00 p.m. MPPDC Chairman Thomas Swartzwelder welcomed everyone in attendance.

Commissioners Present

Essex County: John Magruder

King and Queen County: Tom Swartzwelder

King William County: Travis Moskalski, Eugene Rivara, David Hansen, Mark Reeter

Gloucester County: Ashley Chriscoe

Mathews County: O.J. Cole, Jr., Jack White, Tim Hill, Melinda Conner

Middlesex County: Gordon White, Wayne Jessie, Jack Miller

Commissioners Absent

Essex County: Margaret "Prue" Davis, John Clickener

King and Queen County: R.F. Bailey, Sherrin Alsop

Gloucester County: Dr. Willy Reay, Michael Winebarger

Town of Tappahannock: Monte "Roy" Gladding, James Sydnor

Town of Urbanna: Steve Hollberg

Town of West Point: Paul Kelley

Also in Attendance

Lewis Lawrence, MPPDC Executive Director

Beth Johnson, MPPDC Finance Director

Dawn Kirby, MPPDC Secretary

Citizen

II. Approval of October Minutes

Chairman Swartzwelder asked whether there were any corrections or changes to the October Minutes. There being no corrections to the Minutes, Chairman Swartzwelder requested a motion to approve the October Minutes. Mr. Moskalski moved that the October Minutes be approved. Mr. Hill seconded the motion; motion carried.

III. Approval of October Financial Report

Chairman Swartzwelder asked whether there were any questions regarding the October financial report before being approved subject to audit. There being no questions, Chairman Swartzwelder requested a motion to approve the October financial report subject to audit. Mr. Rivara moved to approve the October financial report subject to audit. Mr. Chriscoe seconded the motion; motion carried.

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

Chairman Swartzwelder requested MPPDC Executive Director, Lewie Lawrence 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.

Mr. Lawrence directed Commissioners' attention to several items:

- The Living Shoreline Incentive Program RLF has \$120,027 in uncommitted funds remaining and approximately \$130,000 has been lent. This project is expected to go dormant until Spring.
- Consulted with a marina owner in the Middle Peninsula about possible donation of the marina to the Middle Peninsula Chesapeake Bay Public Access Authority to establish a publicly owned marina for the benefit of working waterman and provision of recreation access. Mr. Lawrence stated he will track this with great interest and keep the Commission informed.
- Initiated GIS account set-up for a possible USDA grant application to fund Pamunkey.Net. Began mapping areas of the Middle Peninsula with no broadband services as defined by USDA. Mr. Lawrence explained to the Commission the Pamunkey Tribe can apply for up to \$3 million in USDA funds but those funds are limited to areas that do not have service. A polygon(s) of these nonserved areas will need to be drawn which will take some time. Meanwhile the GOVirginia PamunkeyNet proposal will be submitted which includes submitting a proposal for this USDA funding as a deliverable.

V. Public Comment

None.

VI. General Legislative Discussion

MPPDC Chairman, Tom Swartzwelder asked the Commission what issues they would like MPPDC staff to monitor in the upcoming year. The Commission suggested the following – tracking reintroduction of last year's Broadband Bill looking to authorize private use of public infrastructure, Dredging, Privatizing Aids to Navigation, Spoil Sites Permitting, Medicaid Expansion. Gloucester will provide a copy of their legislative programs. The Commission will vote on the order of importance of the proposed legislative list of issues compiled by the PDC and Delegate Hodges at the December Commission meeting. This will provide the delegate with the items of most interest to the region for action at the upcoming General Assembly. Mr. Lawrence told the Commission to feel free to send him more ideas to add to this list in the meantime. Chairman Swartzwelder suggested moving the meeting time for the December meeting to 6 pm to accommodate the

anticipated full agenda. Mr. Jack White moved to start the December Commission meeting at 6pm. Mr. Miller seconded the motion; motion carried.

VII. MPPDC Budget Discussion

MPPDC Finance Director, Beth Johnson provided a Powerpoint presentation which compared the estimated revenues for 2019 to the last previous years. The estimated Federal revenue for 2019 is expected to decrease significantly. As compared to 2016, revenues from federal grants may be as much as 80% lower, while no real increase in local or state funding has yet been identified. Staff will continue to look for alternate sources of funding. MPPDC has already reduced staffing with no plans to replace the planner who left in the spring. Currently, with 4 full-time and 1 part-time employee, PDC staff is the smallest it has been in 25 years. Mrs. Johnson explained how lowered staffing saves the MPPDC money but increases the agency's indirect rate reducing the buying power of each individual grant for staffing purposes. PDC staff is in negotiations with the Berkley Group to provide additional contract staffing. The Commission discussed increasing local dues. It was noted that it has been six years since the local dues structure was last visited. The last time MPPDC dues were raised was in FY2013 and previously in 1994. Mr. Magruder moved to increase local dues to \$19,300 per county and \$6,433 per town for FY19. Mr. Rivara seconded the motion; motion carried unanimously.

VIII. FY 17 Audit Presentation

Middle Peninsula Planning District Commission Finance Director Beth Johnson informed the Commission that the FY17 audit report noted that MPPDC's 2017 financial statements ended in accordance with accounting principles generally accepted in the United State of America – i.e. it was a good audit with no “findings”. Mrs. Johnson directed Commissioners' attention to the Summary Statements of Net Position which focuses on the resources available as of June 30, 2017 for future operations. The Commission ended the year with approximately \$16,760 more in current assets than the previous year. Loans Receivable decreased by approximately \$6,600 as a result of repayments on the various loans. Current liabilities decreased approximately \$16,500 during the year primarily as a result of a decrease in accrued leave payable due to the retirement of a long-term employee and also a decrease in accounts payable at the end of the year. Long-term liabilities increased by approximately \$13,600 as the Commission continued its septic repair loan program and implemented a new revolving loan program for living shorelines funded by a loan through Virginia Resources Authority. Total net position increased by \$51,808 primarily due to decreases in accrued leave and pension liabilities and an increase in current assets.

Mrs. Johnson then discussed the Summary Statements of Activities for the Years Ended June 30, 2016 and 2017. Operating revenues decreased by \$49,000 and project expenses decreased by approximately \$74,000. This is not uncommon as they are based on the availability and timing of grants to fund the Commission's work program. Total current assets are \$817,019 and total net position is \$517,222. Mrs. Johnson noted the Commission went into 2017 better than 2016

with a self-sustaining, self-supporting budget setting it up to help weather the potential decrease in federal funds. Finally Mrs. Johnson noted that the Commission's financial statements were found to be free from material misstatement and that the auditor's tests disclosed no instance of noncompliance or other matters required to be reported under Government Auditing Standards. Mrs. Johnson requested the Commission to accept the audit report as presented. Mr. Miller moved that the Commission accept the FY17 Audit Report as presented. Mr. Chriscoe seconded; the motion carried. Chairman Swartzwelder noted that this is the 15th straight year under Mrs. Johnson's oversight of MPPDC finances that the Commission has received a good audit with no findings.

IX. Other Business

None.

X. Adjournment

Chairman Swartzwelder requested a motion to adjourn the meeting. Mr. Moskalski so moved; Mr. Gordon White seconded. The motion carried.

**Note: All handouts distributed at a meeting are filed in the official MPPDC record book of the minutes. Copies of all PowerPoint presentations, if any, are filed with the official minutes.*

COPY TESTE:

(Secretary)

Project Financial Report

Middle Peninsula Planning District Commission

Run Date: 12/07/2017
 Run Time: 2:58:23 pm
 Page 1 of 1

Period Ending: 11/30/17

| | | Expenditures | | | | | | |
|----------------|---------------------------|---------------------|------------------|-------------------|-------------------|---------------|---------------------|------------------|
| Code | Description | Budget | Curr Month | Project Total | Un/Over | % Budget | Revenues | Balance |
| 30013 | EE&CBG Project | 3,975.00 | 0.19 | 4,052.05 | -77.05 | 101.94% | 4,354.50 | 302.45 |
| 30109 | MPEDRO Staff Support | 20,800.38 | 696.78 | 20,732.08 | 68.30 | 99.67% | 19,128.24 | -1,603.84 |
| 30111 | Blue/Green Infrastructure | 36,140.77 | 1,151.65 | 27,632.94 | 8,507.83 | 76.46% | 24,798.96 | -2,833.98 |
| 30115 | VHDA Community Imp | 30,000.00 | 719.23 | 1,582.34 | 28,417.66 | 5.27% | 0.00 | -1,582.34 |
| 30170 | MPBDP Staff Support | 22,213.09 | 112.79 | 20,597.76 | 1,615.33 | 92.73% | 22,332.50 | 1,734.74 |
| 30213 | FY18 TDM | 84,807.00 | 5,694.87 | 26,194.68 | 58,612.32 | 30.89% | 24,681.14 | -1,513.54 |
| 30315 | FY18 Rural Transportati | 72,500.00 | 1,838.18 | 20,189.61 | 52,310.39 | 27.85% | 16,289.83 | -3,899.78 |
| 30420 | Onsite Loan Management | 168,942.76 | 1,043.67 | 147,463.93 | 21,478.83 | 87.29% | 179,722.35 | 32,258.42 |
| 30428 | WQIF 2016, \$183500 R | 216,500.00 | 4,326.32 | 66,881.14 | 149,618.86 | 30.89% | 45,037.75 | -21,843.39 |
| 30429 | Septic Pumpout 2017/EPA | 11,082.00 | 807.89 | 6,463.58 | 4,618.42 | 58.33% | 8,552.04 | 2,088.46 |
| 30502 | Water Supply Planning | 162,950.00 | 12,853.94 | 138,842.59 | 24,107.41 | 85.21% | 160,632.45 | 21,789.86 |
| 31002 | GA Lobby FY09 | 18,247.75 | 0.00 | 18,247.75 | 0.00 | 100.00% | 24,000.00 | 5,752.25 |
| 31204 | Regional Emergency Plan | 95,000.00 | 8,578.75 | 59,568.77 | 35,431.23 | 62.70% | 21,660.93 | -37,907.84 |
| 31205 | MSAT Phones/2016SHS | 47,340.88 | 0.00 | 58,426.10 | -11,085.22 | 123.42% | 47,509.59 | -10,916.51 |
| 31206 | Regional EOP Gap Analy | 82,851.00 | 12.77 | 83,032.20 | -181.20 | 100.22% | 63,173.89 | -19,858.31 |
| 31207 | MP/NN Mass Casualty E | 64,473.00 | 179.66 | 179.66 | 64,293.34 | 0.28% | 0.00 | -179.66 |
| 31208 | MP/NN Regional Debris N | 43,000.00 | 179.66 | 179.66 | 42,820.34 | 0.42% | 0.00 | -179.66 |
| 31500 | Living Shoreline Incentiv | 25,830.00 | 114.78 | 5,793.93 | 20,036.07 | 22.43% | 7,066.40 | 1,272.47 |
| 32015 | FY17 PAA Staff Support | 8,027.46 | 337.92 | 5,400.90 | 2,626.56 | 67.28% | 8,027.46 | 2,626.56 |
| 32016 | VIMS Living Shoreline/ | 92,636.80 | 75.50 | 34,359.03 | 58,277.77 | 37.09% | 1,230.16 | -33,128.87 |
| 32017 | NAWCA PAA project | 75,000.00 | 431.84 | 1,048.35 | 73,951.65 | 1.40% | 75,000.00 | 73,951.65 |
| 32138 | FY17_Coastal_TA/NOA | 60,000.00 | 0.00 | 60,551.61 | -551.61 | 100.92% | 60,000.00 | -551.61 |
| 32139 | Eco_Business - PAA Mat | 47,000.00 | 60.94 | 47,203.13 | -203.13 | 100.43% | 46,047.40 | -1,155.73 |
| 32140 | FY18 Coastal TA | 60,000.00 | 4,564.27 | 9,293.93 | 50,706.07 | 15.49% | 0.00 | -9,293.93 |
| 32141 | WWF_ANPDC | 10,000.00 | 540.79 | 3,506.19 | 6,493.81 | 35.06% | 0.00 | -3,506.19 |
| 32142 | ANPDC Ecotourism | 47,495.00 | 3,816.07 | 5,524.73 | 41,970.27 | 11.63% | 0.00 | -5,524.73 |
| 32210 | WWF Initative/NOAAC | 50,000.00 | 60.14 | 50,093.07 | -93.07 | 100.19% | 45,000.00 | -5,093.07 |
| 38018 | FY18 Local Projects | 170,904.00 | 9,898.26 | 51,239.59 | 119,664.41 | 29.98% | 150,857.53 | 99,617.94 |
| Totals: | | <u>1,827,716.89</u> | <u>58,096.86</u> | <u>974,281.30</u> | <u>853,435.59</u> | <u>53.31%</u> | <u>1,055,103.12</u> | <u>80,821.82</u> |

Balance Sheet by Category

Middle Peninsula Planning District Commission

Period Ending: 11/30/17
Format: 1 Board

Run Date: 12/7/17
Run Time: 3:00:41 pm
Page 1 of 1

Assets:

| | |
|-------------------------------------|------------|
| Cash in Bank | 561,500.25 |
| Cash in Bank, Restricted | 231,444.05 |
| Receivables | 280,768.78 |
| Property & Equipment | 9,430.43 |
| Prepaid Pension (Deferred Outflows) | 30,454.00 |

Total Assets: \$1,113,597.51

Liabilities:

| | |
|-------------------------|------------|
| Accounts Payable | 20,982.07 |
| VRA Loan Payables | 222,974.61 |
| Payroll Withholdings | -0.15 |
| Accrued Leave | 45,589.34 |
| Deferred Inflows (VRS) | 220,036.00 |
| Net Pension Liabilities | 56,917.00 |
| Cost Allocation Control | 1,626.11 |

Total Liabilities: \$568,124.98

Equity:

| | |
|---|------------|
| Local Initiatives/Information Resources | 105,370.19 |
| Economic Development | -3,589.70 |
| Transportation Programs | -5,413.32 |
| Emergency Management Projects | -69,041.98 |
| Onsite Repair & Pumpout | 12,505.85 |
| Housing | -1,442.30 |
| Coastal Community & Environmental | -23,852.79 |
| Public Access Auth Programs | 43,449.34 |
| Mandates | 21,795.17 |
| Temporarily Restricted | 182,126.96 |
| General Fund Balance | 283,565.11 |

Total Equity: \$545,472.53

Total Liabilities and Equity \$1,113,597.51

Balance: \$0.00

Agencywide R&E by Category

Middle Peninsula Planning District Commission

Run Date: 12/07/2017
 Run Time: 3:02:23 pm
 Page 1 of 1

Period Ending: 11/30/17
 Format: 1 Agencywide R&E
 With Indirect Cost Detail

| Code & Description | Budget | Current | YTD | Un/Ovr | % Bud |
|------------------------------|-------------------|------------------|-------------------|-------------------|---------------|
| Revenues | | | | | |
| Local Match | 0.00 | 0.00 | 23,005.67 | -23,005.67 | 0.00% |
| Local Annual Dues | 109,899.00 | 0.00 | 109,899.00 | 0.00 | 100.00% |
| Local Other Revenues | 28,524.00 | 0.00 | 45,907.85 | -17,383.85 | 160.94% |
| Local Other Organizations | 15,000.00 | 7,000.00 | 8,928.26 | 6,071.74 | 59.52% |
| State Revenues | 143,817.00 | 37,985.00 | 60,220.00 | 83,597.00 | 41.87% |
| Federal Revenues | 474,620.00 | 37,213.79 | 143,767.89 | 330,852.11 | 30.29% |
| Miscellaneous Income | 7,700.00 | 454.25 | 7,959.88 | -259.88 | 103.38% |
| RevolvingLoan Program Income | 9,000.00 | 1,191.77 | 40,047.51 | -31,047.51 | 444.97% |
| Revenues | 788,560.00 | 83,844.81 | 439,736.06 | 348,823.94 | 55.76% |
| Expenses | | | | | |
| Personnel | 341,895.00 | 33,302.46 | 165,598.68 | 176,296.32 | 48.44% |
| Facilities | 30,878.00 | 2,438.80 | 12,592.92 | 18,285.08 | 40.78% |
| Communications | 4,400.00 | 362.22 | 2,188.61 | 2,211.39 | 49.74% |
| Equipment & Supplies | 4,900.00 | 198.00 | 1,600.41 | 3,299.59 | 32.66% |
| Travel | 10,350.00 | 857.13 | 3,438.16 | 6,911.84 | 33.22% |
| Professional Development | 9,950.00 | 325.00 | 6,341.35 | 3,608.65 | 63.73% |
| Contractual | 323,574.00 | 17,611.85 | 128,169.64 | 195,404.36 | 39.61% |
| Miscellaneous | 58,685.00 | 3,001.40 | 17,020.16 | 41,664.84 | 29.00% |
| Regional Share | 0.00 | 0.00 | 23,005.67 | -23,005.67 | 0.00% |
| Expenses | 784,632.00 | 58,096.86 | 359,955.60 | 424,676.40 | 45.88% |
| Agency Balance | 3,928.00 | 25,747.95 | 79,780.46 | | |

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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
- > \$681 Average Weekly Wage (State=\$1063)
- > 73% 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



Regional Profile:

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

| Population Trends | | | | Median Household Income and Unemployment Rate ¹ | | | |
|----------------------|------------------|---------------|----------------------------------|--|-----------------|-----------------------------|-------------|
| 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% |
| Region Total | 83,684 | 90,826 | 9% | \$49,735 | \$51,055 | 7.6% | 6.5% |

| 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% |
| Regional Total | 65,535 | 72,057 | 10% | 15,884 | 15,039 | -5% | 416 | 575 | 38% | 1,849 | 3,155 | 71% |

| FY18 Locality Budget Data | | | | | | | |
|---------------------------|---------|---|------------------------|--------------------|----------------------------|------------------------|---------------------------|
| Locality | Raise % | Compensation Notes | Real Property Increase | Real Property Rate | Personal Property Increase | Personal Property Rate | Other |
| Essex | None | Holiday bonus included | \$0.02 | \$0.86 | \$0.25 | \$3.75 | \$40 Vehicle Licenses Tax |
| Gloucester | | 1% Contingent bonus funded from FY year end operating results | None | \$0.695 | None | \$2.95 | |
| King and Queen | 2% | | -\$0.02 | \$0.53 | None | \$3.94 | |
| King William | 2% | | -\$0.02 | \$0.90 | None | \$3.65 | |
| Mathews | 2% | | \$0.035 | \$0.575 | None | \$3.70 | |
| Middlesex | | 1.5% increase to those "County only" Salaried(not comp board) employees with a favorable evaluation | \$0.03 | \$0.56 | \$0.42 | \$1.65 | |

¹ 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 Update Support Staff: Lewie Lawrence Start Date: 7/2016 Completion Date: TBD | | All-Hazards Mitigation Plan Update Support Staff: Jackie Rickards Start Date: 1/2014 Completion Date: 8/2016 | |
|----------------------|---|---|---|----------------|
| | Participating | Current Status | Participating | Current Status |
| Essex | ✓ | <i>Submitted VA Hydro Access Release Form</i> | ✓ | Adopted |
| Gloucester | NA | NA | ✓ | Adopted |
| King & Queen | ✓ | <i>Submitted VA Hydro Access Release Form</i> | ✓ | Adopted |
| King William | ✓ | <i>Submitted VA Hydro Access Release Form</i> | ✓ | Adopted |
| Mathews | ✓ | <i>Submitted VA Hydro Access Release Form</i> | ✓ | Adopted |
| Middlesex | ✓ | <i>Submitted VA Hydro Access Release Form</i> | ✓ | Adopted |
| Town of Tappahannock | ✓ | <i>Submitted VA Hydro Access Release Form</i> | ✓ | Adopted |
| Town of West Point | ✓ | <i>Submitted VA Hydro Access Release Form</i> | ✓ | Adopted |
| Town of Urbanna | ✓ | <i>Submitted VA Hydro Access Release Form</i> | ✓ | Adopted |

Opportunities Identified to Implement Commission Priorities

| Service Center | Project Title and Description | Funding Requested | Status |
|----------------|---|-------------------|------------|
| Environmental | NFWF TA Service Provider | n/a | Approved |
| Environmental | DEQ – NPS Septic Repair WQIF grants to homeowners | \$200,000 | Funded |
| Environmental | CZM – ECO PAA Dragon Run | \$40,000 | Funded |
| Environmental | CZM – Coastal Technical Assistance – FY17 | \$30,000 | Funded |
| Environmental | NFWF – PAA Living Shoreline Oyster Bag Sills & Monitoring (VIMS) | \$96,637 | Funded |
| Environmental | DEQ – Capitalization – MP Living Shoreline Revolving Loan Program | \$250,000 | Funded |
| Emergency Mgmt | VDEM – Homeland Security Regional Emergency Planner | \$95,000 | Not funded |
| Emergency Mgmt | VDEM – Middle Peninsula/Northern Neck Mass Casualty Functional Exercise | \$64,473 | Funded |
| Emergency Mgmt | VDEM – Homeland Security Middle Peninsula/Northern Neck Regional Debris Mgmt Plan | \$43,000 | Funded |
| Environmental | DEQ – Septic Pumpout | \$17,000 | Funded |
| Environmental | NAWCA Acquisitions | \$75,000 | Funded |
| Economic Dev | CZM Legal Research | \$7,000 | Submitted |
| Environmental | CZM FY18 Coastal TA | \$30,000 | Funded |
| Environmental | NFWF – Living Shoreline Cost Share and Demo Project | \$137,000 | Not Funded |
| Environmental | CZM ANPDC WWF | \$10,000 | Funded |
| Housing | VHDA – Community Impact Grant | \$30,000 | Funded |
| Environmental | CZM ANPDC Ecotourism | \$36,930 | Approved |
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MPPDC ACRONYMS

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

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| VOAD | Volunteer Organization Active in Disasters |
| VOP | Virginia Outdoors Plan |
| VRA | Virginia Resources Authority |
| VSMP | Virginia Stormwater Management Program |
| VTA | Virginia Transit Association |
| VWP | Virginia Water Protection |
| VWWR | Virginia Water Withdrawal Reporting |
| WIP | Watershed Implementation Plan |
| WQIF | Water Quality Improvement Fund |

Middle Peninsula Planning District Commission
Executive Director's Report of Regional Progress
December 13, 2017

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 15 years +)

Congressman Robert Wittman's Fisheries Advisory Committee and Environmental Advisory Committee: (MPPDC Staff 8 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 9 years+)

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 10 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 12 years)

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)

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.

Eastern Virginia Groundwater Management Advisory Committee (EVGMAC) Workgroup #2B: EVGMAC 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.

Stakeholder Advisory Group for fees related to the consolidated Virginia Erosion and Stormwater Management Program: Item 8 of Chapters 68 and 758 of the 2016 Acts of Assembly directed Virginia Stormwater Management Program Authorities and Virginia Erosion and Sediment Control Program Authorities to submit information to DEQ by August 1, 2016 and directed DEQ to conduct its evaluation based on revenues and resource needs from July 1, 2014, to June 30, 2016.

MPPDC Staff and Contact Information

Executive Director: Lewis Lawrence

Contact Info: 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 (804) 758-2311x22

Programs: *Commuter/ Employer Transportation Services, Septic Repair & Pumpout Assistance, Revolving Loan Programs Administration, PDC Finance & Grants Administration, PAA staff support, MPEDRO Staff support*

Planner 2: Harrison Bresee

Contact Info: hbresee@mppdc.com (804) 758-2311x26 (757) 871-2245 (cell)

Programs: *Regional Emergency Planning*

Planner 2: Jackie Rickards

Contact Info: jrickards@mppdc.com (215) 264-6451 (cell)

Programs: *Environmental Programs, Graphic Arts*

Secretary: Dawn Kirby

Contact Info: dkirby@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.

- Continued working with the Water Supply Planning Committee to gather data for the EEE Consultants regarding parcel data for each locality that includes the owner name that will be used in a GIS model to help estimate the amount of water used by large self-supplied agricultural users in the region. The table below shows those localities that have submitted the necessary data. MPPDC staff is continuing to work with localities to gather the requested data.

| Locality | Attended Meeting 1 (Oct 25 th) | Submitted VA Hydro Request Access Form to DEQ | Submitted Data to EEE Consultants |
|----------------------|--|---|-----------------------------------|
| Essex County | No | Yes | Yes |
| King & Queen County | Yes | Yes | Yes |
| King William County | Yes | Yes | Yes |
| Mathews County | Yes | Yes | No |
| Middlesex County | Yes | Yes | No |
| Town of Urbanna | No | Yes | No |
| Town of Tappahannock | Yes | Yes | No |
| Town of West Point | Yes | Yes | No |

- Corresponded with Dave Kretz, Middlesex County and Mindy Conner, Mathews County regarding the submission of their VA Hydro Request Access Form to DEQ. Each submitted their forms prior to the Thanksgiving holiday break.
- Reached out to Virginia Department of Mines, Minerals and Energy (DMME) to gather GIS data regarding burrowing pits within the Middle Peninsula that may be alternative sources of water that will be explored in the updated Water Supply Plan. The data was forwarded to EEE Consultants.
- Reviewed a progress report submitted by EEE Consultants, provided updates regarding water use rates, the King William Reservoir, agriculture users, and an assessment of alternatives (i.e. basement drilling, industrial use of super salt from the Chesapeake Bay Impact Crater, use of burrow pits, and impounding ditch water for other uses).

INFORMATION RESOURCES/ASSISTANCE

- Updated www.mppdc.com website – meeting notices, reports, news releases, GoVa meetings, VTRANS 2040 Survey.

- Attended Middle Peninsula Northern Neck Resource Council meeting to provide presentation on MPPDC programs. The Council had invited the MPPDC and the NNPDC to attend to inform them on the programs and activities of the PDC's in the region.
- Responded to request from VAPDC Finance Officers group regarding mobile phone policies.
- Provided information on MPPDC Septic Repair program to Roy Hoagland, Esq, James River Water Quality Improvement Program.

COASTAL COMMUNITY DEVELOPMENT/ ENVIRONMENTAL

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

Project 32015 - 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.
- Reviewed FY17 audit report, prepared Management Discussion and Analysis in preparation for presentation to MPCBPAA Board. Presented FY7 audit to Board which accepted the report.

Project 32016 - VIMS Living Shoreline

MPPDC submitted a proposal to the National Fish and Wildlife Foundation for VIMS. The objective of this project is to leverage previous funding from NFWF to install oyster bag sills at two publicly-owned (MPCBPAA) properties on and monitor them for a year. In addition, existing oyster bag sill installations at four private locations will be monitored to determine overall project effectiveness. This work will provide recommendations for installations along fetch-limited shorelines of Chesapeake Bay.

Project 31500 - Living Shoreline Incentive Program RLF

This program provides low interest loans to homeowners to install living shorelines as defined by § 28.2-104.1 of the Code of Virginia: “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. Revolving loan program capitalization provided through an interest free loan from the Virginia Clean Water Revolving Loan Fund through the Virginia Resources Authority.

- Consulted with Mathews homeowner regarding status of installation. Contractor requesting partial payment. Homeowner approved down payment as contractor has begun construction.
- Consulted with Gina Sawaya, Chesapeake Bay Foundation regarding MPPDC Living Shoreline Incentive Program. Ms. Sawaya is compiling resources for a landowner wetland restoration database. Discussed MPPDC LSIP and provided contact information for the VCAP program, local VMRC contacts, DCR contacts and the MPPDC living shoreline application URL.
- Received phone call from Mathews landowner regarding information on grants/loans for living shoreline installations. Provided resources via email. Landowner is military and stationed overseas, but will be retiring to property in Mathews in the near future.

- Received phone call from Mathews homeowner interested in VCAP grant. Provided contact information for Kevin McLean, VASWCD.
- Consulted with Kevin McLean, VASWCD regarding status of grants from Tidewater Soil and Water Conservation District. Mr. McLean confirmed that the program should be open to receiving costshare applications again in January. This state-wide program was not available to homeowners in Mathews, Middlesex and Gloucester due to a staffing problem at the Tidewater SWCD.
- *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 15th 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 12th of the month to request a payment be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans.*
- **Remaining uncommitted funds - \$120,027**

Project 32017 - NAWCA PAA Acquisitions

The Wetlands Conservation on the Middle Peninsula of Virginia Phase I proposal is the first in a series of projects planned by the Middle Peninsula District Commission (MPPDC) in coordination with local, state and federal agencies, non-government organizations and landowners to protect key wetlands along the Chesapeake Bay. This project will employ a novel, creative and cost effective land conservation model in order to perpetually protect 77.05 acres of coastal habitat.

- Reviewed the U.S. Grant Administration Standards of the North American Wetland Conservation Act and the Neotropical Migratory Birds Conservation Act.
- Discussed land acquisition process steps with a potential land owner interested in selling a half dozen outparcels that adjoin Captain Sinclair's. Provided the landowner with the federal guidance for how to approach land acquisition under the program.

Project 32140 - Virginia Coastal TA FY18

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 Jean Bass, Acting Executive Director for Virginia Resource Authority concerning modification to the VRA Enabling Statute to allow for dredging as an eligible VRA public financing category.
- Consulted with the Urbanna Town Mayor concerning a proposal to update the Town's Comprehensive Plan including a public survey to address the needs of several of the town's committees.
- Responded to a request from Jean Bass, Acting Executive Director for VRA to participate in a meeting called by Senator Linwood Lewis to discuss approaches to both fund and administer resilience efforts to assist Coastal Virginia with addressing flooding.
- Consulted with Bruce Vogt, NOAA Ecosystems Science and Synthesis Manager concerning Chesapeake Bay restoration goals for priority watersheds and the US Army Corps of Engineers restoration approach for the York and Mobjack Bay.
- Consulted with Ben McFarlane, Hampton Roads PDC concerning legislative priorities regarding dredging, flooding and resiliency planning. Agreed to attend the HRPDC Environmental Committee and present on draft legislative concepts under development by Delegate Hodges.

- Consulted with a marina owner interested in donating a marina to the MPCBPAA to assist with the preservation of working waterfronts and provide ample dockage for watermen.
- Consulted with Diane Gravatt, Urbanna Town Council member concerning community planning assistance that the MPPDC staff can provide to the Town.
- Convened the bi-monthly meeting of the MPCBPAA. Primary agenda items focused on the development of social marketing strategy to increase public awareness of PAA lands and eco-business opportunities.

Project 32141 – Working Waterfront Zoning and Coastal Living Policy Development

MPPDC staff in partnership with Accomack-Northampton PDC and the Northern Neck PDC will work to develop a legislative brief for the 2018 General Assembly Session. Also staff will work with localities to develop working waterfront zoning and coastal living policy language. This work will then be shared with interested Board of Supervisors, Town Councils and the general public.

- Contracted and coordinated with Shannon Alexander, Accomack Northampton Planning District Commission, to develop a timeline for this project. Also requested updates on this project and tasks to be completed to date.

Project 32142 – ANPDC Ecotourism

This project is a collaboration between rural PDCs (ANPDC, NNPDC, and MPPDC) to develop and expand watertrails within each region. MPPDC staff will focus on developing watertrails on the York River, Pamunkey River, Mattaponi River and the Mobjack. MPPDC staff will also work with PDCs to create an interactive itinerary tool and to develop an overall Rural Coastal Virginia Water Trails theme/brand.

- Met with John Edwards, West Point Town Manager, Tom Swartzwelder, King and Queen County Administrator, Mark Reeter, King William County Administrator regarding the development of a network of watertrails on the Mattaponi, Pamunkey and York Rivers. The group discussed and mapped potential access locations to the waterways. Discussed the need to develop a matrix of public access locations and associated rules and amenities.
- Used Google Earth to map potential access locations to the Mattaponi, Pamunkey and York Rivers, including boat ramps owned by the Virginia Department of Game and Inland Fisheries, Virginia Department of Transportation road endings, State Parks, County owned sites, and PAA sites.

TRANSPORTATION

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

Project 30212 - 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.

- Updated website – www.midpenrideshare.org – I64 lane closures
- Received phone call from Mathews resident commuting to Midlothian, looking for a one-time ride into work. Emailed potential carpool contact information and referred to Ridefinders for additional assistance.
- Attended annual DRPT Grantee Workshop in Williamsburg.
- Consulted with Chris Arabia, DRPT Manager of Mobility Programs regarding a marketing project

proposal to provide social marketing plan for MPPDC TDM program and for pending King and Queen Telework facility. DRPT grant window is open from 12/1/17 – 1/31/18.

- Agreed to serve on State Ridematching System Advisory Group for new ridematching system for non-NOVA TDM agencies. Purpose of the SAG is to define the needs of the new ridematching system to be used for the RFP for solicitation of bids, review proposals, participate in demos and select the vendor to provide the new system for the 5 TDM programs that do not operate in the Commuter Connections region.
- Convened Association for Commuter Transportation Telework and Alternative Work Arrangements Council leadership meeting to discuss FY18 Council Workplan.
- Sent notice and reminder to ACT Telework Council regarding December 14 Council Telemeeting.
- Discussed TDM marketing grant proposal ideas with Stephanie Heinatz, Consociatemedialia.
- Current commuter database – 151

Project 30314 - 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.

- Consulted with Linda LaSut, VDOT Assistant Planning Manager regarding overpayment.
- Consulted with Mathews County representatives regarding the transfer of Aids to Navigation (ATONS) from the US Coast Guard to Mathews County due to shoaling around Davis Creek and the Hole in the Wall.
- Participated in the monthly Mathews County transfer of ATONS discussion coordinated by Congressman Robert Wittman’s office.
- Reviewed Mathews County draft request for proposals to assist with maintaining ATONS if Mathews County agrees to take ownership of the navigation asset from the US Coast Guard.
- Discussed VDOT traffic calming engineering design issues in Urbanna related to traffic calming “bump outs” with Diane Gravatt, Urbanna Town Council member.

ONSITE REPAIR & PUMPOUT

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

Project 30420/30428 - 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. In addition MPDC received funding under the Water Quality Improvement Fund (WQIF) to provide grants to low to moderate income Middle Peninsula and New Kent County homeowners to repair failing septic systems impacting water quality and health in the region. Grants can be paired with loans from the MPPDC Onsite Wastewater Revolving Loan Fund to provide matching funds as required. It is anticipated this funding will be used to provide assistance to 20-27 homeowners.

- Consulted with Richard Smith, Septic Contractor regarding Mathews repair.
- Consulted with Mathews homeowner regarding pending repair and loan/grant.
- Consulted with AOSE regarding status of Mathews application.

- Consulted with Allen Farmer, Septic Contractor regarding assistance available for septic repair. Emailed applications.
- Received phone call from Gloucester homeowner regarding septic repair program application.
- Registered with DEQ for access to the DEQ BMP Warehouse online system.
- Met with Katie Ranger, DEQ to discuss MPPDC Septic Repair Program achievements, milestones, process for requesting variance for tree removal and other costs beyond DEQ cost caps for cost-share for septic repairs.
- Consulted with Julia Goens, Gloucester Health Department regarding Repair Permit for Gloucester applicant.
- Agreed to loan subordination for mortgage refi for client with current septic repair loan. Loan is in good-standing with no late payments or defaults. MPPDC will remain in second position.
- Consulted with loan client regarding subordination request for MPPDC to move into 3rd position behind pending home equity loan. Discussed MPPDC policy of agreeing only to subordination to first mortgage for refis. Recommended that client payoff MPPDC septic repair loan with home equity loan. Sent loan payoff report per request to Chesapeake Bank.
- Consulted with Gloucester Health Department regarding repair permit.
- Convened MPPDC Onsite Program Loan Committee to review application for Gwynn resident. Committee approved septic repair loan/grant financing package of \$13,482 - \$8000 grant and \$6182 loan at 2.5% interest for 10 years. Information forwarded to attorney to schedule a loan closing to include a deed of trust as collateral for the loan.
- Discussed loan payoff process with Susan Ridley, Ridley Coastal Closings. Current loan client needs to payoff MPPDC loan so as to be eligible for a home equity loan to finance roof repairs. Provided loan payoff amount via email as requested.
- Septic Pumpout project ends on December 31, with pumpout funds of \$3965 remaining unspent. Demand for this assistance continues to drop and homeowners do not always follow-through. 36 applications were sent out, but only 21 returned.
- *Executed ACH loan payments for septic repair 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). These payments occur on the 15th 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 12th of the month to request a payment to be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans as well as collection efforts.*
- **Remaining uncommitted septic repair funding – \$115,098 in loan funds, \$114,200 in grant funds.**
- **Septic Pumpouts as of December 13, 2017**

| | |
|---------------------|----|
| Applications Mailed | 36 |
| Approved Vouchers | 21 |
| Completions | 17 |

Pumpout Vouchers by County

| | |
|----------------|----|
| Essex | 03 |
| Gloucester | 01 |
| King and Queen | 04 |
| King William | 00 |
| Mathews | 06 |
| Middlesex | 07 |

ECONOMIC DEVELOPMENT

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

Project 30111 - Blue/Green Infrastructure

Commission's effort to promote compatible economic development across the Middle Peninsula looking to leverage blue and green assets.

- Reviewed the Virginia Outdoor Foundation Open Space Lands Preservation Trust Fund program and began to develop a proposal to submit by January 15, 2018.
- Consulted with Robert Crockett of Advantus Strategies concerning various legislative approaches to addressing the lack of funding for dredging.
- Attended the Region 6 GoVirginia interview panel subcommittee meeting to discuss two proposals submitted by MPA requesting state funding: PamunkeyNet and Virginia SeaGrant Resiliency Design.
- Met with staff from the Center for Coastal Resource Management located at VIMS to discuss GIS analysis of flood prone areas and relationship to structures.

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.

- *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). These payments occur on the 15th of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to loan processing date of the 12th of the month to request a payment be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans as well as collections efforts.*
- ***Funds available – \$132,611***

Project 30109 – Staff Support to Middle Peninsula Alliance (MPA)

MPPDC staff are providing clerical and fiscal assistance to the Middle Peninsula Alliance.

- Prepared vouchers, processed A/P, processed deposits and balanced bank account. Prepared monthly financial statements.
- Prepared MPA Board meeting minutes, printed monthly meeting materials, placed monthly reminder calls and provided Liz Povar, MPA Principal Officer with the anticipated attendance.
- Participated in bi-weekly conference calls with Liz Povar, MPA Principal Officer.

- Sent invitation for a conference call to Tourism Committee members to discuss MPA’s Tourism Plan for the upcoming year.
- Sent Financial Commitment memo for PamunkeyNet project to Middle Peninsula County Administrators, Town Managers, Mayors, Board of Supervisor’s Chairs and MPA Board members.
- Emailed Heather Huddle, US Navy regarding status of reimbursement and advance requests. Reminded Ms. Huddle that MPA does not have the resources to pay the contractor without the funds from the Navy.
- Consulted with Crystal Brower-Petty, US Navy regarding reimbursement request for Navy Cooperative Agreement.
- Consulted with Scott Blossom, Blossom Consulting regarding final inspection at Range Station 21.
- Consulted with Scott Blossom, Blossom Consulting regarding issue with homeowner and access road damage. Requested that all contractors submit final invoices so that we can determine what, if any, funds remain that could possibly be used to repair access road.
- Attended MPA VEDP Holiday Luncheon in Richmond. MPA hosted a luncheon for VEDP staff to familiarize them with the Middle Peninsula and to allow for a meet and greet between MPA members, MPA staff and locality representatives and VEDP staff.
- Reviewed MPA GoVirginia proposal budgets.
- Reviewed MPA website and provided feedback to Liz Povar.

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 380181 - Local & Regional Technical Assistance

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

- Convened meeting with Virginia Department of Health staff, Three Rivers Health Department staff, PDC staff and local government administrators to discuss Environmental enforcement issues.
- Distributed MP Salary Survey spreadsheets to local government administrators for updates.
- Advised Middle Peninsula local government administrators of the deadline for registration for the US Census update. Offered PDC staff assistance to help coordinate with the US Census Bureau.
- Attended training for the Census Local Update of Census Address Operation (LUCA) program on December 6. The LUCA program trainings provide an opportunity to tribes, states and/or local governments to review, update, and change the US Census Bureau’s list of residential addresses for their jurisdiction. The updated address lists will be used to send the 2020 Census Surveys. An accurate count helps the federal government annually allocate more than \$675 billion across 26 federal agencies for tribal, state and local government programs and services. For more information please visit: <https://www.census.gov/geo/partnerships/luca.html>.
- Corresponded with Tim Wilson, Essex County Administrator regarding the Census Local Update of Census Address Operation (LUCA) program and if inquired as to whether Essex has the in house capability to update the address LUCA needs.

- Continued working on the grant proposal for a Building Collaborative Communities grant (DHCD) that would focus on standing up the Rural Coastal Virginia Community Enhancement Authority.

HOUSING

Funding –Housing Loan Program Income

Project 300132 - Energy Efficiency and Conservation Block Grant (EECBG) Revolving Loan Fund

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 was 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). These payments occur on the 15th of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to loan processing date of the 12th of the month to request a payment be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans as well as collections efforts.*
- **Funds available = \$39,848**

Project 30115 – VHDA Community Impact Grant

This project will consider new approaches to address vacant homes and clouds on deeds within the Middle Peninsula. Using recommendations derived from VCPC's extensive policy analysis, MPPDC will identify feasible strategies to address housing issues in the region. This work will also include a limited field inventory which will help MPPDC better evaluate how many vacant homes are in the Middle Peninsula. The short-term objective of Phase I is to identify tools available to address housing vacancies and determine how many vacant homes are in the Middle Peninsula. MPPDC will contract with VCPC and the Berkley Group to provide needed analysis and footwork.

- Contacted several Commissioners of Revenue across the Middle Peninsula and local real estate assessing staff concerning the ability to track vacant and dilapidated residential structures across rural coastal Virginia.
- Consulted with Keith Sherrill, Virginia Housing Authority regarding issues with VHDA's grants management website.
- Prepared and submitted financial documentation to VHDA as requested.

EMERGENCY SERVICES

Funding - Pending

Project 31204 – 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 week two of the L0101 80 hour, two-week *Foundations of Emergency Management* course sponsored by VDEM. The course is the entry-point for individuals pursuing a career in emergency management. The L0101 course provides a shared classroom of adult learners and skillful instructors resulting in a sound basis upon which to build further studies and make good career choices.

- Attended the invitation only Verizon Safety Day in Newport News. The Safety Day was an informative program highlighting how Verizon supports public safety and first responders – both day-to-day and in times of crisis. The meeting was held at the state of the art Verizon facility and included a tour of the mobile network assets and a behind the scenes look at the nerve center of the local Verizon network, including backup systems.
- Participated as a member of the Mass Care Task Force Fall meeting. The agenda included:
 - a) Drafts of purpose, scope, background, and planning assumptions
 - b) Discussion of capabilities, assessment, and gaps at the local, regional, and state levels
 - c) Discussion of decision points for sheltering operations
 - d) Status of framework adoption
 - e) Status of collateral activities (development of training, development of FNSS tools, etc)
 - f) Working groups for 2018 planning activities
- Received notification of grant awards for 2 of 3 State Homeland Security Program grants applied for from VDEM in June 2017. The awards were for:
 - 1) MP/NN Mass Casualty Exercise - \$64,473.00
 - 2) MP/NN Debris Management Plan - \$43,000.00
- Completed and submitted to VDEM, the required grant paperwork for the 2017 SHSGP grants.

Project 31207 – MP/NN Mass Casualty Exercise

The 2017 Gap Analysis of the Middle Peninsula/Northern Neck’s Emergency Operations Plans (EOPs), identified the need of integrating as a region, including the need for a regional exercise that would require multiple jurisdictions to carry out a coordinated response to an incident. This functional exercise will include the Middle Peninsula, will invite the Northern Neck, and will provide jurisdictions that recently purchased regional support trailers, the opportunity to deploy and use that gear in a simulated real-world event.

- Executed contract with VDEM for grant.
- Initial planning meeting with MP/NN Emergency Managers scheduled for January 2018.

Project 31208 – MP/NN Regional Debris Management Plan

The Middle Peninsula/Northern Neck Debris Management Plan improves and supports the jurisdictions within the Middle Peninsula/Northern Neck’s Operational Coordination, Information Sharing and Recovery Planning. The 2017 Gap Analysis of the Middle Peninsula/Northern Neck’s Emergency Operations Plans (EOPs), identified the need to develop a Regional Debris Removal Plan that would engage the 10 county area in a joint planning process.

- Executed contract with VDEM for grant.
- Initial planning meeting with MP/NN Emergency Managers scheduled for January 2018.

AGENCY ADMINISTRATION

Funding - Indirect cost reimbursements from all PDC projects

MPPDC Administration

Administrative services provided to MPPDC programs. Planned FY18 Indirect Cost rate =58.9%.