



**MIDDLE PENINSULA
PLANNING DISTRICT COMMISSION**

COMMISSIONERS

Essex County

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

Town of Tappahannock

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

Gloucester County

*Hon. Ashley C. Chriscoe
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

MEMORANDUM

TO: MPPDC Board of Commissioners

FROM: Lewis Lawrence, Executive Director 

DATE: July 16, 2015

RE: July Commission Meeting

The Middle Peninsula Planning District Commission will host its monthly meeting on Wednesday, July 22, 2015, at 7:00 p.m. in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda.

Enclosed are the July 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 July 22nd!

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

7:00 P.M.

Wednesday, July 22, 2015

125 Bowden Street

Saluda VA 23149

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

AGENDA ITEMS FOR DISCUSSION

- VI. Update on HB2
 - Joyce McGowan, VDOT Saluda Residency Administrator
- VII. Update on Social Services Initiatives across the Middle Peninsula
 - Paul Oswell, Director for the Central Regional Office of the Virginia Department of Social Services
- VIII. Adoption of the FY16 MPPDC Indirect Cost Allocation Plan
- IX. Other Business
- X. Adjournment

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MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

June 24, 2015

Captain Sinclair Landing Recreational Area

Gloucester County, Virginia

A regional networking period, seafood feast, and monthly meeting of the Middle Peninsula Planning District Commission was held at the Middle Peninsula Chesapeake Bay Public Access Authority Captain Sinclair's Landing Recreational Area on the Severn River in Gloucester, Virginia on Wednesday, June 24, 2015, at 6:00 p.m. MPPDC Chairman Edwin "Bud" Smith, Jr. welcomed everyone in attendance and called the business meeting to order.

Approval of May Minutes

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

Approval of May Financial Reports

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

Executive Director's Report on Staff Activities for the Month of June

Chairman Smith requested Lewis Lawrence, Middle Peninsula Planning District Commission Executive Director, to review the Executive Director's Report on Staff Activities for the month of June. 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 requested the Board to read the Executive Director's Report for the month of June at their leisure and direct all questions or comments to him.

Mrs. Feigum inquired about a copy of the letter submitted to DEQ concerning the State Water Resource Plan. Mr Lawrence indicated that a copy had been delivered.

Other Business

There was no other business.

Adjourn

Chairman Smith requested a motion to adjourn the meeting. Otto Williams moved to adjourn the meeting. Travis Moskalski second the motion; motion carried.

Invocation

MPPDC Chairman Edwin Smith, Vice Chairman of Essex County Board of Supervisors, gave the Invocation.

COPY TESTE:

(Secretary)

Project Financial Report

Middle Peninsula Planning District Commission

Run Date: 07/09/2015
 Run Time: 4:14:20 pm
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Period Ending: 06/30/15

		Expenditures						
Code	Description	Budget	Curr Month	Project Total	Un/Over	% Budget	Revenues	Balance
30010	Local PAA Stewardship/	17,000.00	380.82	17,000.00	0.00	100.00%	17,000.00	0.00
30013	EE&CBG Project	3,894.00	41.20	3,064.82	829.18	78.71%	3,137.58	72.76
30015	Tappahannock Comp Plan	11,200.00	0.79	12,951.60	-1,751.60	115.64%	13,700.00	748.40
30016	Essex Comp Plan Update	27,675.00	4.30	27,766.70	-91.70	100.33%	28,700.00	933.30
30017	King and Queen Fishing P	2,500.00	10.70	2,553.82	-53.82	102.15%	2,500.00	-53.82
30018	FY15 Local Programs	171,223.00	1,296.11	107,550.66	63,672.34	62.81%	190,203.81	82,653.15
30019	Urbanna Foundation	6,000.00	415.79	4,945.74	1,054.26	82.43%	3,000.00	-1,945.74
30020	Middlesex Boat Ramp	2,000.00	-9.36	2,305.34	-305.34	115.27%	2,000.00	-305.34
30104	MP-VSG Univ. Partner	44,000.00	1,757.38	44,107.01	-107.01	100.24%	35,892.26	-8,214.75
30105	EDA Broadband - In-kind	63,161.00	90.51	63,295.75	-134.75	100.21%	62,173.70	-1,122.05
30106	MPRJ Flash Freeze Study	90,000.00	1,824.37	15,212.72	74,787.28	16.90%	10,318.01	-4,894.71
30108	Building Collaborative Co	34,275.00	5,989.00	19,894.78	14,380.22	58.04%	0.00	-19,894.78
30170	MPBDP FY12 Staff Sup	13,830.00	83.40	14,448.09	-618.09	104.47%	17,068.88	2,620.79
30210	FY15 Transportation Dem	94,000.00	9,562.22	91,540.51	2,459.49	97.38%	78,242.55	-13,297.96
30312	FY15 Rural Transportati	72,500.00	8,488.20	73,140.18	-640.18	100.88%	52,677.06	-20,463.12
30420	Onsite Loan Management	118,932.85	93.82	115,717.16	3,215.69	97.30%	119,390.17	3,673.01
30423	VCWRFR Onsite Fund	82,500.00	0.00	79,970.21	2,529.79	96.93%	115,171.44	35,201.23
30441	Septic Pumpout & Ordinar	12,680.00	3,780.98	11,850.13	829.87	93.46%	1,833.88	-10,016.25
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	10,223.28	82,678.74	47,331.26	63.59%	26,821.46	-55,857.28
31202	Emergency Planner	110,000.00	9,801.88	50,462.73	59,537.27	45.88%	0.00	-50,462.73
32010	FY15 PAA Staff Support	7,000.00	71.24	8,400.65	-1,400.65	120.01%	7,984.49	-416.16
32011	PAA Altruistic Giving	40,000.00	1,505.68	20,823.99	19,176.01	52.06%	16,605.00	-4,218.99
32012	PAA Capt Sinclair Impr	39,977.00	1,059.07	15,303.83	24,673.17	38.28%	214.29	-15,089.54
32127	FY14_Coastal TA	60,000.00	0.00	60,047.29	-47.29	100.08%	60,000.00	-47.29
32128	LWQ III FY14	47,022.00	30.45	47,909.84	-887.84	101.89%	47,022.00	-887.84
32129	Water Reuse	22,535.00	51.38	21,736.64	798.36	96.46%	21,967.05	230.41
32130	Aberdeen TIF	40,000.00	21.28	40,560.88	-560.88	101.40%	40,000.00	-560.88
32132	FY15 Coastal TA	43,602.00	1,367.42	28,472.09	15,129.91	65.30%	29,625.30	1,153.21
32133	NFWF Living Shorelines I	222,267.00	2,526.15	20,453.94	201,813.06	9.20%	16,019.62	-4,434.32
32134	309 Ditching	40,000.00	4,365.04	27,754.93	12,245.07	69.39%	16,733.65	-11,021.28
32207	Working Waterfronts Pl	50,000.00	3,886.86	28,937.89	21,062.11	57.88%	17,380.63	-11,557.26
32208	VIMS WWF	5,000.00	13.53	4,881.86	118.14	97.64%	5,000.00	118.14
Totals:		<u>1,854,837.49</u>	<u>68,733.49</u>	<u>1,295,794.16</u>	<u>559,043.33</u>	<u>69.86%</u>	<u>1,236,332.83</u>	<u>-59,461.33</u>

Balance Sheet by Category

Middle Peninsula Planning District Commission

Run Date: 7/9/15
Run Time: 4:15:40 pm
Page 1 of 1

Period Ending: 06/30/15
Format: 1 Board

Assets:

Cash in Bank	551,146.16
Receivables	240,386.92
Property & Equipment	5,703.44

Total Assets:

\$797,236.52

Liabilities:

Accounts Payable	4,305.44
VRA Loan Payables	140,171.44
Payroll Withholdings	-1.17
Accrued Leave	43,127.56
Cost Allocation Control	6,737.52

Total Liabilities:

\$194,340.79

Equity:

Local Initiatives/Information Resources	82,887.38
Economic Development	-26,610.83
Transportation Programs	-33,761.08
Emergency Management Projects	-50,462.73
Onsite Repair & Pumpout	28,860.88
Housing	73.31
Coastal Community & Environmental	-46,315.64
Public Access Auth Programs	-416.16
Mandates	-13,707.86
Temporarily Restricted	188,479.87
General Fund Balance	473,868.59

Total Equity:

\$602,895.73

Total Liabilities and Equity

\$797,236.52

Balance:

\$0.00

Agencywide R&E by Category

Middle Peninsula Planning District Commission

Run Date: 07/09/2015
 Run Time: 4:16:23 pm
 Page 1 of 1

Period Ending: 06/30/15
 Format: 1 Agencywide R&E
 With Indirect Cost Detail

Code & Description	Budget	Current	YTD	Un/Ovr	% Bud
Revenues					
Local Match	76,319.00	0.00	54,063.55	22,255.45	70.84%
Local Annual Dues	109,899.00	0.00	109,899.00	0.00	100.00%
Local Other Revenues	5,926.01	1,503.58	57,729.37	-51,803.36	974.17%
Local Other Organizations	7,000.00	0.00	21,302.50	-14,302.50	304.32%
State Revenues	168,782.16	0.00	159,782.65	8,999.51	94.67%
Federal Revenues	291,618.00	35,835.99	260,739.53	30,878.47	89.41%
Miscellaneous Income	10,050.00	592.68	6,232.54	3,817.46	62.02%
RevolvingLoan Program Income	14,699.00	766.37	16,363.33	-1,664.33	111.32%
Revenues	684,293.17	38,698.62	686,112.47	-1,819.30	100.27%
Expenses					
Personnel	410,566.00	44,953.40	489,681.39	-79,115.39	119.27%
Facilities	27,663.00	2,159.96	27,336.02	326.98	98.82%
Communications	3,925.00	698.29	4,447.13	-522.13	113.30%
Equipment & Supplies	6,000.00	3,103.90	18,123.28	-12,123.28	302.05%
Travel	6,442.00	597.02	5,620.99	821.01	87.26%
Professional Development	14,715.00	1,775.18	14,515.73	199.27	98.65%
Contractual	61,750.00	9,054.56	80,190.51	-18,440.51	129.86%
Miscellaneous	49,535.00	6,391.24	51,574.13	-2,039.13	104.12%
Regional Share	76,319.00	0.00	54,076.04	22,242.96	70.86%
Expenses	656,915.00	68,733.55	745,565.22	-88,650.22	113.49%
Agency Balance	27,378.17	-30,034.93	-59,452.75		

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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

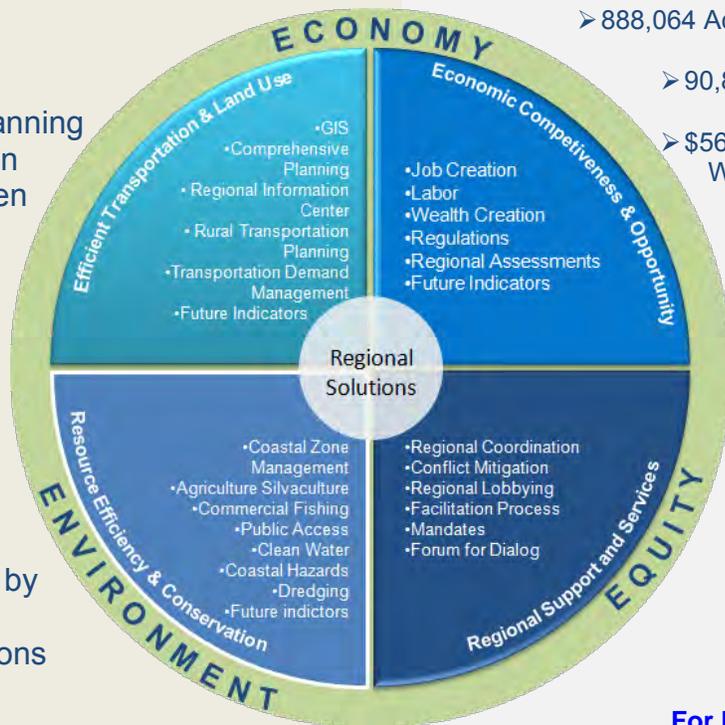
➤ \$567 Average Weekly Wage (State=\$952)

➤ 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

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%

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	\$0.86	\$0.25	\$3.75	\$35/\$25 Vehicle tax
Gloucester	3%	Bonus for lower scale employees only	None	\$0.65	None	\$2.95	
King and Queen	0%		None	\$0.54	None	\$3.94	
King William	2%		\$0.03	\$0.82	None	\$9.65	
Mathews	2%		\$0.07	\$0.54	\$0.05	\$3.70	
Middlesex	2%	Step Inc. w/ evaluation; No COLA	\$0.05	\$0.53	None	\$3.50	

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 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 – Working Waterfronts Coalition	\$50,000	Funded
Environmental	CZM –FY15 Coastal Technical Assistance	\$30,000	Funded
Environmental	NFWF –CBSF – SWG - Living Shorelines Incentive Program	\$200,000	Funded
Environmental	NFWF TA Service Provider	n/a	Approved
Environmental	CZM – Sinclair Landing Improvements – Pier & Landscaping	\$40,000	Funded
Emergency Mgmt	VDEM – Regional Emergency Planner	\$110,000	Funded
Environmental	Dominion Foundation – Urbanna Creek Living Shoreline	\$25,000	Funded
Economic Dev	USDA RBEG – Flash Freeze Program – MPRJA	\$90,000	Funded
Environmental	VASG/ODU/MPPDC – Real Estate Training	n/a	Awarded
Economic Dev	DHCD – BCC – Middle Peninsula Regional Economic Development Organization	\$18,750	Funded
Environmental	CZM – PAA Altruistic Giving	\$40,000	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	Submitted
Environmental	CZM – MP Public Access Master Plan	\$40,000	Submitted
Environmental	CZM – Ditch Mapping Database – Mathews	\$60,524	Submitted
Environmental	CZM – Working Waterfronts – State Plan	\$50,000	Submitted
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	Submitted
Environmental	USDA_Rural Development Housing Preservation Grant – Septic Repairs	\$106,800	Submitted
MPCBPAA	VEE – Land Acquisition Assistance	\$12,000	Funded

MPPDC ACRONYMS

ACH	Automated Clearing House	RBEG	Rural Business Enterprise Grant
AFID	Agricultural and Forestry Industries Development	RBOG	Rural Business Opportunity Grant
AHMP	All Hazards Mitigation Plan	RFP	Request for Proposal
BCC	Building Collaborative Communities Project	RLF	Revolving Loan Fund
BOS	Board of Supervisors	RTP	Rural Transportation Planning
CBPA	Chesapeake Bay Preservation Area	SERCAP	Southeast Rural Community Assistance Project
CDBG	Community Development Block Grant	SHSG	State Homeland Security Grant
CEDS	Comprehensive Economic Development Strategy	SWCD	Soil and Water Conservation District
CIP	Capital Improvement Plan	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	VAPA	Virginia Planning Association
DHR	Department of Historic Resources	VAPDC	Virginia Association of Planning District Commissions
DHCD	Department of Housing and Community Development	VAZO	Virginia Association of Zoning Officials
DMME	Department of Mines Minerals and Energy	VCP	Virginia Coastal Program
DOE	Department of Energy	VCZMP	Virginia Coastal Zone Management Program
DRPT	Department of Rail and Public Transportation	VDEM	Virginia Department of Emergency Management
EDA	Economic Development Administration	VDH	Virginia Department of Health
EECBG	Energy Efficiency and Conservation Block Grant	VDOT	Virginia Department of Transportation
EPA	Environmental Protection Agency	VDMME	Virginia Department of Mines, Minerals, and Energy
FEMA	Federal Emergency Management Agency	VEE	Virginia Environmental Endowment
Fracking	Hydraulic Fracturing	Vertical Assets	"Towers or other structures that hold cell, broadband and other equipment"
GIS	Geographic Information System	VHB	Vanasse Hangen Brustlin
HRPDC	Hampton Roads Planning District Commission	VIMS	Virginia Institute of Marine Science
LGA	Local Government Administrators	VMRC	Virginia Marine Resources Commission
LPT	Local Planning Team	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	WSP	Water Supply Plan
OLGA	On-line Grant Administration		
PAA	Public Access Authority		

Middle Peninsula Planning District Commission
Executive Director's Report of Regional Progress
July 13, 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 composed of employer representatives, regional transportation, air quality and planning officials, as well as state and local government officials concerned with promoting telework and providing telework information and technical assistance to employers (MPPDC Staff 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: Provided education and outreach on national, state and local matters related to the preservation of working waterfronts.

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

MPPDC Staff and Contact Information

Executive Director: Lewis Lawrence

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Programs: *Environmental Programs, Graphic Arts*

Secretary: Rose Lewis

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Programs: *Septic Pumpout Assistance, Facilities Scheduling*

Project 30502 Water Supply Planning

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

Project 31201 Middle Peninsula All-Hazards Mitigation Plan Update

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.

- Held the eighth meeting of the AHMP Local Planning Team meeting on June 25. Agenda items included review of the Hazards Identification Section, the HAZUS assessment, the timeline, the public participation process as well as next steps to the project.
- Sent Dave Burns, Mathews County Emergency Management Coordinator, a copy of the Stormwater Management Site Plan for the Mathews County Courthouse that was developed by Draper Aden Associates in 2014.
- As a follow up to the AHMP LPT meeting, Charles Kline, Virginia Department of Conservation and Recreation, provided the following pieces of information to assist emergency management coordinators:
 - A copy of the 2015 Dam Safety, Flood Prevention and Protection Assistance Fund Manual
 - For regional issues with dams contact the regional dam safety engineer for the Middle Peninsula. His contact information can be found here: http://www.dcr.virginia.gov/dam_safety_and_floodplains/dsfpmcontx.shtml.
 - Wetlands Watch's new report on Credit Rating System (CRS) for local governments in Virginia. It can be found here: <http://wetlandswatch.org/WetlandScience/SeaLevelRise/CRSGuide.aspx>
 - Wetlands Watch also has a YouTube channel that includes recordings of two workshops they had regarding updating Hazard Mitigation Plans and the CRS that they conducted in the Accomack-Northampton PDC. The videos can be found here https://www.youtube.com/channel/UCwzFh4RQOTg5IJ3CG_npjQA and are titled Wetlands Watch CRS Workshop Part I and Part II.
- Finished the draft of the hazards identification section of the report and sent it out the LPT for review and feedback.

- Received data from Charles Kline, Virginia Department of Conservation and Recreation regarding repetitive losses and severe repetitive losses within the Middle Peninsula.
- Organized a single document of updated sections of the All Hazards Mitigation Plan and made it ready for distribution to libraries throughout the region.
- Worked with regional newspapers to announce that the plan is being updated and that it's available on the MPPDC website and local libraries for review.
- Worked with regional emergency coordinators to the update Mitigation Goals, Objectives, and Strategies for the All Hazards Mitigation Plan.
- Reviewed the 2011 Hazards Mitigation Plan Capability Assessment section to get an understanding of what the section entails.
- Researched LiMWA (Limit of Moderate Wave Action) and added this to the All Hazards Mitigation Plan. LiMWA can be defined as the line that identifies the 1.5 foot wave height in the coastal zone.
- Contacted Gloucester and King William Counties to get an update on the development of their jurisdiction's stormwater management programs.
- Corresponded with Charles Kline to bring a CRS (Credit Rating Systems) workshop to Emergency Management Coordinators.
- Researched new flood zones and added Coastal A zone and LiMWA (Limit of Moderate Wave Action) to the Mitigation Plan.
- Scheduled a meeting on July 30, with Virginia Department of Emergency Management (VDEM) and FEMA to review the updated All-Hazards Mitigation Plan to date.
- Received data from Frederick Turck with the Virginia Department of Forestry that focused on the number of wildfire occurrences within the Middle Peninsula.
- Contacted Carol Steele, Director of Gloucester County Parks, Recreation, and Tourism Department, to update public access sites in Gloucester County for the Mitigation Plan.
- Submitted financial report and reimbursement request for completion of 2 Milestone Activities – Completion of HAZUS and Revision of Hazard Identification and Risk Analysis.
- Billed localities for FY14 & FY15 matching funds.
- As the All Hazards Mitigation Plan is updated, Committee members from Middle Peninsula localities will have the opportunity to review the updates and provide feedback. Below is a table that depicts the plan's sections (marked with an "X"= completed).

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	Underway									
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	Underway									
7	Review of 2010 Strategies	Underway									
8	Mitigation Goals, Objects and Strategies	Underway		X	X	X		X	X		X
9	Implementation Plan	TBD									
10	Plan Adoption	TBD									
11	Plan Maintenance	TBD									
12	Appendices	Underway									

INFORMATION RESOURCES/ASSISTANCE

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

- Updated www.mppdc.com website –meeting notices, Draft Hazard Mitigation Plan, and Public Comment/Meetings.

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.

- Developed and installed signs at the Perrin Wharf in Gloucester County stating that “Human refuse must be disposed of in approved sanitary facilities”. Signs were printed in English and Spanish.
- Spoke with a citizen concerned about the removal of property boundary signs at the Tin Can Alley public access site on Gwynn’s Island in Mathews County. Advised the citizen to contact the County to report the missing signs.
- Prepared vouchers, processed A/P, reconciled bank statements. Prepared monthly financial statements.
- Invoiced Gloucester Rowing Association for utility bills at Captain Sinclair Landing.
- Consulted with Lewis Lawrence, PAA Secretary, regarding annual financial reports.

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.

- Consulted with the Mr. Sidney Johnson, Board of Supervisors in Essex County, concerning the need for more public water access and public fishing. Discussed the need for a public access master plan and a public fishing pier.
- Discussed a possible land donation in Gloucester County on Kings Creek Lane with Carol Steele, Director of Parks, Recreation, and Tourism for Gloucester County. The landowner is absentee who lives in Germany and is interested in donating the land for public use.
- Consulted with Elizabeth Friel, Director for the Northern Neck Land Conservancy, on matters related to the gifting of private land for public benefit.

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.

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 32132 Virginia Coastal Zone Management Program

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

- Provided information to John Shaw, Mathews County Planning Director, on a funding opportunity through National Fish and Wildlife that would allow for community outreach and education to private property owners to gauge public interest on the impacts of climate change in coastal communities.
- Assembled photos of PAA public access sites for Kenneth Walker, NOAA Program Analyst.
- Consulted with the Gloucester County marina owner interested in donating or placing an easement on land for public access on Sarah's Creek in Gloucester County. Provided information on how conservation easements and tax credits work.
- Consulted with Mathews County Administrator Mindy Conner concerning public access on Gwynn's Island at Tin Can Alley. Discussed survey and signage issues related to delineating public land from private land.
- Consulted with John Shaw, Mathews County Planning Director and Zoning Administrator, concerning the Mathews Heritage Park and zoning designation for establishing a public park as a right by use under existing zoning designation. Discussed the implications of exercising the existing right by use status under the current zoning ordinance as a vested right and how the establishment of a conditional use permit process would work in the future to establish a public park.
- Was contacted by a commercial charter boat captain from Gloucester County concerning an issue of public access on the Barrier Island sand spit located on the Eastern Shore of Virginia. Consulted with Tony Watkinson, Chief of Habitat Management for the Virginia Marine Resources Commission, concerning Dawson Shoal located just outside of the Wachapreague Inlet concern the public being barred from accessing the sand spit by The Nature Conservancy who claims ownership of the sand spit. Mr. Watkinson researched the matter and found a 1972 Executive Order from Governor Linwood Holton directing that the shoal is public beach. Mr. Watkinson will work with TNC to clarify ownership. Handed the issue over to Curt Smith, Director of Regional Planning at the Accomack-North Hampton PDC, for further assistance.
- Consulted with a Mathews County resident concerning public access at Tin Can Alley on Gwynn's Island. Explained what a title search is for and how one can be commissioned to help determine what is located in the public records.
- Consulted with Joan Salvati, Manager, Water Division at the Department of Environmental Quality, concerning Chesapeake Bay Act Phase 3 compliance and changes to local land use ordinances to address stormwater. Ms. Salvati agreed to attend the July local government administrators meeting to discuss proposed changes being proposed by DEQ staff.

- Consulted with Delegate Keith Hodges concerning an Attorney General's informal opinion related to local government's responsibility for subdivision roads once a subdivision plat is recorded. 15.2-2265 is the controlling code in Virginia:
 - [15.2-2265](#). Recordation of approved plat as transfer of streets, termination of easements and rights-of-way, etc.

The recordation of an approved plat shall operate to transfer, in fee simple, to the respective localities in which the land lies the portion of the premises platted as is on the plat set apart for streets, alleys or other public use and to transfer to the locality any easement indicated on the plat to create a public right of passage over the land. The recordation of such plat shall operate to transfer to the locality, or to such association or public authority as the locality may provide, such easements shown on the plat for the conveyance of stormwater, domestic water and sewage, including the installation and maintenance of any facilities utilized for such purposes, as the locality may require.....

- Consulted with Matt Wall, Director of Recovery & Mitigation, Virginia Department of Emergency Management, concerning local government's use of Hazard Mitigation Grant Program to elevate or buy-out properties and how FEMA approaches adaptation strategies for hazard areas.
- Consulted with Reese Peck, Essex County Administrator, concerning Essex interest in applying for funding through the Virginia Department of Emergency Management Flood Mitigation Assistance (FMA) program to elevate one severe repetitive loss structure.
- Contacted the Secretary of Natural Resources Molly Ward concerning ways in which the Virginia Association of Planning District Commissions can assist Governor McAuliffe's Administration with implementing the Governor's work program.
- Convened the July meeting at the Middle Peninsula local government administrators meeting. Agenda items included a presentation from David Foster and Tara Delaney, USDA Rural Development and a discussion with Joan Salvati, Manager of Water Division at the Department of Environmental Quality, on matters related to Chesapeake Bay Act Phase 3 ordinance updates as well as general stormwater implementation concerns.
- Agreed to attend and present on a joint panel for the Virginia American planning Association's upcoming conference in Virginia Beach on a session about land-use and water quality and fisheries.
- Continued discussion with James Adams and Steve Kessler of Boating Access Grants Program Department of Game and Inland Fisheries on pier and kayak launch design concept for the King and Queen County public fishing pier and launch site.

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.

- Requested update from Donna Milligan, Shoreline Studies Program, Virginia Institute of Marine Science, regarding status of project.
- Coordinated with Walter Gills, Program Manager Clean Water Financing and Assistance Program Virginia Department of Environmental Quality, concerning an upcoming meeting to design a revolving loan program for living shoreline installations. Delegate Hodges House Bill 1734 passed the General Assembly and became law on 3/23/15.

Loans for creation of living shorelines. Authorizes the State Water Control Board to provide loans from the Virginia Water Facilities Revolving Fund to (i) a local government for the purpose of establishing living shorelines that protect or improve water quality and prevent water pollution or (ii) a local government that has developed a funding program to provide low-interest loans or other incentives to individuals to assist in establishing living shorelines.

- Shorelines Studies Program, VIMS reported that they are finalizing the permit application and drawings for Captain Sinclair and will submit soon.
- Attended Funding Living Shorelines through the Virginia Clean Water Revolving Loan Fund (VCWRLF) Workgroup Meeting July 20th at VIMS/Chesapeake Bay National Estuarine Research Reserve. Agenda items included an Overview of the VCWRLF by Walter Gills, DEQ; Funding Living Shorelines Legislation by Lewie Lawrence, MPPDC; What are Living Shorelines/Interest Survey by Pam Mason, VIMS; VMRC General Permit Process by Chip Neikirk, VMRC; Draft of Living Shorelines Loan Program Guidance by Walter Gills, DEQ; Group Discussion of Issues to be Resolved; Next Steps and a visit to the onsite living shoreline project.

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.

- Developed a cover page for the final report and began to draft the introduction to the report.
- Organized data and research collected to-date to find information gaps and research needs.
- Discussed the use of rural ditches as qualified BMPs with James Davis Martin, Chesapeake Bay Coordinator, Department of Environmental Quality. Discussed how the city of Virginia Beach is considering using phragmites as a qualified nutrient removal BMP strategy. In concept, modifications to the grasses grown in the ditch can be considered eligible for nitrogen removal credits.

Project 32207 Working Waterfront Plan

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

- Developed a cover page for the final report of the Working Waterfront Plan and began to draft the introduction to the report.
- With clarification about the project's deliverables, an outline of the final report was developed.
- Consulted with Tim Thompson, Marketing and Branding Specialist, interested in establishing *Chesapeakeville*, a new literary journal dedicated to the Virginia Seafood Industry with a central focus on the Middle Peninsula.
- Coordinated with project consultant Mr. Bill Pruitt on presentations to be given to the local government administrators on the Northern Neck.

TRANSPORTATION

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

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

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

- Updated website – www.midpenrideshare.org.
- Attended VTA Conference in Williamsburg May 20-21.
- Received online registration from Gloucester County resident commuting to South Richmond. Checked Ridefinders website for potential vanpools. No matches available.
- Executed FY16 contract with DRPT.
- Registered to attend Association for Commuter Transportation Conference to be held July 26-29 in Baltimore.
- Current commuter database – 162

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.

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.

- Drafted preliminary sidewalk gap project and maintenance report for review by localities to provide additional input.
- Distributed registration information to local Planners and encouraged attendance at the Transportation Alternatives Program workshop to be held in July and August 2015.
- Requested and received updates on the status of bicycle and pedestrian projects in Gloucester County from Joyce McGowan, VDOT Saluda Residency Program Manager.
- Attended VAPDC Training on June 16th in Charlottesville, VA. The training provided examples of how other PDCs have been able to acquire local zoning and land use data to plan long range transportation projects.
- Researched funding opportunity for county road pavement projects in Gloucester and King and Queen Counties and the Town of West Point.
- Hosted Local Planners meeting on June 10th. Topics included Transportation Alternatives Program funding opportunity and local sidewalk maintenance projects.
- Reviewed and provided comments on an Environment Impact review request for a VDOT project for a Chemical Storage Facility in King and Queen County.
- Submitted the FY15 RTP Rural Work Program Final Report to Craig Van Dussen and Darrel Johnson of VDOT.
- Executed contract for FY16 program funds and returned to VDOT.
- Submitted final reimbursement request for FY15 Q4 to VDOT.
- Attended a special meeting held on July 14, 2015 at the Rappahannock Community College, Glens Campus called by the Virginia Department of Transportation to discuss HB2 provisions. HB2 required the Commonwealth Transportation Board to develop, adopt and implement a prioritization process to evaluate projects for funding. Local governments and Planning District Commissions will now actively compete for transportation funding for specific projects. Planning District Commissions have been granted the power to support or reject transportation improvement projects along corridors of state wide significance. The scoring process is about investing tax dollars in the projects that will generate the greatest return on investment for Virginians in terms of easing congestion and stimulating economic growth. This new process is intended to improve transportation decision-making. Projects will be scored according to the following factors:
 - Safety – reduce the number and rate of fatalities and severe injuries
 - Congestion – reduce hours of delay people spend in traffic and move more people through the transportation system

- Accessibility – increase access to jobs and travel options
- Economic Development – support economic development and improve movement of goods
- Environmental Quality – improve air quality and avoid impacts to the natural environment
- Land Use – support transportation and efficient land development patterns

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.

- Submitted HPG pre-application submission to USDA for \$106,840 to provide \$90,000 in grants to low and very low income Middle Peninsula homeowners to repair failing septic systems.
- Worked with Dean Camille, Sands Anderson, and Shawn Crumlish, Virginia Resource Authority, to close on \$200,000 loan to recapitalize Septic Repair Revolving Loan Fund. Loan closed on July 10th.
- Continued to receive inquiries regarding inaccurate article in *Gazette-Journal* for interest-free loans. Discussed the program and mailed/emailed numerous applications to interested homeowners. Received 6 incomplete applications – from Middlesex and Gloucester homeowners.
- 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 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.

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 – \$4115 loan funds.

30441 Septic Pump-out and Technical Assistance Project

This program, with funding from EPA Chesapeake Bay Implementation Grant through the Department of Environmental Quality, will provide septic pump-out financial assistance to low income homeowners and technical assistance to the Town of Tappahannock and Essex County to develop land use ordinance provisions that address the water quality requirements of Phase III of the Chesapeake Bay Preservation Area Designation and Management Regulations (9VAC25-830.10 – 280).

- Received the DEQ review and assessment criteria of Tappahannock and Essex County ordinance from Nancy Miller to assist with updating the local ordinances for compliance with Phase III Implementation of the Chesapeake Bay Preservation Act.

- Reviewed and made suggested amendments to Tappahannock and Essex County Zoning and Subdivision Ordinances for compliance with performance standard criteria to implement Chesapeake Bay Preservation Act requirements.
- Consulted with Joan Salvati and Nancy Miller, DEQ regarding deliverables for ordinance revision component.
- Consulted with Lara Kling, DEQ, regarding inability to spend out entire septic pumpout budget during grant window.
- Prepared and submitted final report and reimbursement request to DEQ.
- Septic Pump-outs as of July 13, 2015

Applications Mailed	115
Approved Vouchers	51
Completions	41

Pumpout Vouchers by County

Essex	09
Gloucester	03
King and Queen	02
King William	31
Mathews	00
Middlesex	06

ECONOMIC DEVELOPMENT

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

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

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

- Consulted with John Shaw, Mathews County regarding CAMS reimbursement request issues.
- Consulted with Beverly Coleman, DHCD, regarding issues with CAMS grants system.
- Submitted final reimbursement request via CAMS.
- Consulted with Sarah Stafford, Director of the Jefferson Program in Public Policy Professor of Economics, Public Policy, and Law College of William and Mary, who has reviewed the Middle Peninsula Virginia Sea Grant University Partnership Report. Ms. Stafford is interested in advancing forward several of the projects identified in the Virginia Sea Grant University Partnership: Survey of Health Care Needs; Middle Peninsula Demographic study; Broadband deployment.
- Contacted Michelle Jones, Virginia Department of Housing and Community Development Building Collaborative Communities program lead concerning reimbursement for work completed to date. “CAMS” DHCD grant management system is not processing reimbursement.

- Assembled and submitted the final Middle Peninsula- Virginia Sea Grant University Partnership report to the Virginia Department of Housing and Community Development for review.

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). 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.

Project 30108 Building Collaborative Communities (BCC) Grant

This project, with funding from the Virginia Department of Housing and Community Development, 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.

- Completed a draft Memorandum of Agreement for localities participating in establishing a regional Economic Development Organization. The draft document will be reviewed and discussed at the August Mayors and Chairs meeting.
- Researched information on the coastal counties in North Carolina and South Carolina identified as competitors of the Middle Peninsula region to update the River Country Regional Economic Development Partnership Study.
- Consulted with Michele Jones, DHCD, regarding reimbursement request and CAMS system issues.
- Sent Save the Date memo to Mayors and Chairs group regarding next meeting scheduled for August 20th.

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.

- Conducted research seeking examples of flash freeze produce facilities throughout the nation and sent a list to Tim Doss, Regional Security Superintendent. Examples include:
 - University of Missouri Bradford Research Center, the USDA and the Missouri Department of Agriculture: <http://bradford.cafnr.org/mobile-flash-freezerkitchen/>
 - Franklin County Community Development Cooperation (western Massachusetts): <http://www.fccdc.org/food-processing>
 - Jefferson Area Board for Aging: <http://www.ams.usda.gov/AMSV1.0/getfile?dDocName=STELPRDC5102637>
 - CropStop: <http://www.cumbeepplace.com/Commercial-Kitchen.html>
 - Elkhart County, Indiana: <http://www.elkharttruth.com/living/2014/08/21/Farm-to-table-idea-in-Elkhart-County-involves-use-of-jail-kitchen.html>
- Drafted the quarterly report to the USDA and submitted to BJ Fulcher.
- Contacted Neal Barber (Community Futures) and Scott Tate (Vtech) to help update the quarterly plan.
- Prepared and submitted quarterly financial reports and reimbursement request to BJ Fulcher, USDA.
- Submitted reimbursement request to Tom Swartzwelder, Chairman, Middle Peninsula Regional Jail Authority.
- Researched available state prison transfer labor potential from other Virginia Department of Corrections facilities across the Commonwealth who might be available to the Middle Peninsula flash freeze facility
- Preliminary research was conducted with local seafood producers to gauge interest and need for a flash freeze facility.

Project 30018 Local & Regional Technical Assistance

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

- Researched and provided information to Essex County Administrator, Reese Peck and Essex County Environmental Code Compliance Officer, Wynn Davis on FEMA's Flood Hazard Mitigation program funding opportunity administered through Virginia Department of Emergency Management.
- Attended a meeting with Tara Delaney, USDA Program Specialist, representatives from Middlesex Water Authority, and Sydnor, Inc. to discuss available funding opportunities for the Deltaville Water project.
- Received a request from Mary Moss Walker of Countryside Alliance for updated GIS maps of Essex County conservation easement areas acquired from 2014- 2015. David Boyd with Virginia Department of Conservation and Recreation provided current GIS parcel data for the update.
- Attended an EPA Brownfield proposal debriefing on July 8th at the Department of Environmental Quality for the FY14 application that was submitted. At the debriefing, staff was also provided with information on Virginia state Brownfield funding opportunities and insight into the reopening of FY15 federal funding opportunity.

- Met with Juliet Sanford at her home in Essex County. Ms. Sanford has a severe repetitive loss home as defined in the National Flood Insurance Program (NFIP) on the Rappahannock River and is interested in working with Essex County to apply for FEMA Hazard Mitigation Funds to raise her utilities above the Base Flood Elevation (BFE). If funded, the project has the potential to lower her flood insurance premiums.
- Attended meeting of the Tidewater Resource Conservation & Development Area Council where the Board voted to continue with only Middle Peninsula representation. The Board voted to have the MPPDC become the new fiscal agent for the entity and MPPDC Executive Director Lewis Lawrence to become the Secretary/Treasurer. The assets were divided with 40% (the Northern Neck share) turned over to Northern Neck Planning District Commission, Inc. and the remainder to be used to open a Middle Peninsula bank account. New account opened at C&F Bank Cooks Corner Branch. Updated SAMS registration with new management information.
- Attended MOU signing between Governor Terry McAuliffe and the heads of VDOT, DGIF, and DCR regarding coordination of state agencies for expansion of public access to Virginia's waterways.
- Provided King William staff with information about Executive Directors for each PDC across the Commonwealth for use at the Virginia American Planning Association Conference.

Project 30019 Urbanna Oyster Festival Project

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

- Requested and received draft site assessment and shoreline design plan from Donna Milligan, Marine Scientist with VIMS. Forwarded the information to Joe Heyman with the Urbanna Oyster Foundation for review and future discussion.
- Drafted and submitted final summary report with site assessment and design plan attachments to Kevin Leaven of Virginia Dominion Foundation on June 30th.

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 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.

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.

- Met with Gloucester County Emergency Management staff on June 18 to discuss Resource Typing for their county. Gloucester County provided a comprehensive listing of emergency resources, including shelter equipment, fire and rescue equipment, school buses and equipment, parks and recreation equipment, on more which will be added to the Regional Resource Typing document being prepared by the Emergency Planner.
- Participated in the Gloucester County Chamber of Commerce Business Emergency Preparedness event on June 23. Over 20 local businesses attended. The event panelists included: Creig Moore of Gloucester County Emergency Management; John Phillips, President of Phillips Energy, Inc; Tim Ryan of Virginia Small Business Development Center (SBDC) and Technology, Business & Innovation Center (TBIC); WXGM 99.1 FM station President, Tom Robinson; Major Ryan Cookson of Gloucester County Sheriff's Office, Joe Moughon of Dominion Virginia Power, as well as, a representative from VDOT. The speakers noted that business emergency preparedness is vital for the economy of a rural region as 40% of small businesses never re-open after a major disaster. Categorizing which businesses have the ability to maintain operations during an evacuation is vital to the regional evacuation planning effort for Rt. 17.
- Partook in the Regional Evacuation Seminar on June 24, in Gloucester County. Gloucester County was recently awarded funding for the creation of a Regional Evacuation capability. Thus far, the project has resulted in the development of a draft Regional Evacuation Framework amongst Gloucester, Mathews, and Middlesex Counties and three County-specific evacuation and re-entry annexes. This seminar involved key stakeholders, including representatives from Mathews County, Middlesex County, Gloucester County, Virginia Department of Emergency Management, VDOT, State Police, American Red Cross, and others, who all provided their input on the draft documents. The evacuation planning in this exercise provides necessary data that will be included in the regional evacuation planning effort for Rt. 17.
- Participated on the Planning Committee at the June 29th Sheltering TTX Final Planning Meeting. The meeting, involving Middlesex, Gloucester, and the American Red Cross, met to review the draft Regional Sheltering agreement. July 22 was set as the date for the tabletop exercise to finalize the Sheltering Plan. The sheltering information will be included in the regional evacuation plan for Rt. 17.

- Met with James Brann, Essex/Tappahannock Emergency Coordinator, in Tappahannock on July 6th to discuss items from the Regional Emergency Managers meeting.
- Met with Dawn Brantley, VDEM Sheltering Coordinator, on June 29th. Discussed the Commonwealth's position on "state shelters" and the future focus on developing the capacity of local shelters. The regional evacuation plan for Rt. 17 will include pertinent shelter information.
- Participated in the Mathews County live Hurricane exercise on June 30th at the Mathews Volunteer Rescue Squad. The exercise provided details on Mathews County's evacuation plan and resource capabilities which will be included in the Rt. 17 evacuation plan and the resource typing document being prepared by the regional emergency planner.
- Met with Kay Karstaedt, American Red Cross, in Tappahannock on July 10th to discuss the rebuilding of the relationship between the American Red Cross and the Middle Peninsula localities. Ms. Karstaedt has offered to perform free assessments of each shelter in the Middle Peninsula Region. The Regional Emergency Planner is helping to coordinate this effort to bring free resources to the region.
- Held an Emergency Managers meeting on June 25th in Saluda. Attendees were: Dave Burns, Mathews County; Creig Moore, Gloucester County; Chris Bruce, King William County; Terrence McGregor, Lancaster County; Mark Nugent, Middlesex County; and Kay Karstaedt, American Red Cross. Agenda items included: a discussion with invited guest Ms. Karstaedt from the American Red Cross on the Virginia Capital Region's process with sheltering in the Middle Peninsula; The Locality's needs for funding from the State Homeland Security Grant Program; Resource Typing; and grant programs available for Emergency Services in Localities. A draft Rt. 17 Evacuation Plan and a draft Resource Typing Document were provided for review by the Emergency Managers.

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.
- Consulted with representative of Ring Central regarding VOIP services. Scheduled another call in August to continue discussion.
- Consulted with Michael Aukamp regarding scheduling of audits for MPPDC and MPCBPAA.

CLOSED FY15 PROJECTS

Project 30017 King & Queen Fishing Pier Funding

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

Project 32128 Land and Water Quality Protection

In light of changing Federal and State regulations associated with Bay clean up-nutrient loading, nutrient goals, clean water, OSDS management, storm water management, TMDLs, etc, staff from the Middle Peninsula Planning District Commission (MPPDC) will develop a rural pilot project which aims to identify pressing coastal issue(s) of local concern related to Bay clean up and new federal and state legislation which ultimately will necessitate local action and local policy development. Staff has identified many cumulative and secondary impacts that have not been researched or discussed within a local public policy venue. Year 1-3 will include the identification of key concerns related to coastal land use management/water quality and Onsite Sewage Disposal System (OSDS) and community system deployment. Staff will focus on solution based approaches, such as the establishment of a regional sanitary sewer district to manage the temporal deployment of nutrient replacement technology for installed OSDS systems, assessment of land use classifications and taxation implications associated with new state regulations which make all coastal lands developable regardless of environmental conditions; use of aquaculture and other innovative approaches such as nutrient loading offset strategies and economic development drivers.

Project 32129 Water Reuse

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

Project 32130 Aberdeen TIF

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

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

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

Project 32208 Working Waterfront-VIMS

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

Project 30105 Middle Peninsula Broadband Study

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

- Consulted with Bob Gittler, Economic Development Administration, regarding final reimbursement.

Project 30020 Middlesex Boat Pier

Middlesex County requested MPPDC/PAA staff to perform the necessary work to develop project proposal for Virginia Department of Game and Inland Fishery grant funding. The proposal would seek funding for the planning, design and potential construction of a new public access site on Mill Creek in Deltaville that would include a double boat ramp, a courtesy pier and a parking lot that could accommodate trucks with boat trailers.

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July 22, 2015

MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

INDIRECT COST ALLOCATION PLAN

FY 2015-2016

The FY 2015-2016 Indirect Cost Allocation Plan attached is based on the budget figures adopted by the Commission in May, 2015. The Indirect Cost Allocation Plan enables the Commission to charge funding sources for indirect personnel costs including salaries and fringe benefits as well as facility expenses, supplies, professional development, certain shared consultant and contractual fee expenses, travel expenses and other miscellaneous expenses such as advertising, postage, and printing/duplicating. The Indirect Cost Rate and Employee Benefit Rate are aids used in preparing future funding proposals.

Indirect costs associated with the operating of the Middle Peninsula Planning District Commission are shared by all projects in the Commission's work program and charged as incurred. The direct charges associated with the various programs are charged directly to the appropriate project.

Attached is the Statement of Indirect Costs and the calculation for the FY15 Indirect Cost Allocation rate of **49.03%**. The Statement of Employee Benefits and the Salary Distribution are supporting documents used to calculate the employee benefit rate of **34.88%** and, ultimately, the indirect cost allocation rate.

** FY15 actual indirect rate was 49.88% - planned rate was 50.0%*

**MIDDLE PENINSULA PLANNING DISTRICT COMMISSION
STATEMENT OF INDIRECT COSTS FY 2015-2016 BUDGET**

Indirect Personnel Costs

Indirect Salaries	\$73,000	
Employee Benefit Rate at 34.88%	25,462	
Total Indirect Personnel Costs.....		\$98,462

Facility Expense

Rental	\$22,202	
Utilities	5,600	
Telephone	2,850	
Facility Insurance	161	
Total Facility Expense.....		\$30,813

Equipment and Supplies Expense

Office Supplies	\$2,800	
Depreciation	0	
Total Supplies Expense.....		\$2,800

Consultant/Contractual Expense

Accounting/Auditing Expense	\$6,000	
Legal	500	
Total Consultant/Contractual Expense.....		\$6,500

Travel Expense

Vehicle Lease	1,800	
Vehicle Insurance	1,229	
Vehicle Operating Costs	1,500	
Total Travel Expense.....		\$4,529

Miscellaneous Expense

Postage	1,800	
Printing/Duplicating	8,500	
IT Costs	18,500	
Pub Officials Insurance	1,856	
VAPDC Dues	2,300	
Total Miscellaneous Expense.....		\$32,956

TOTAL INDIRECT COSTS\$176,060

**MIDDLE PENINSULA PLANNING DISTRICT COMMISSION
STATEMENT OF INDIRECT COSTS FY 2015-2016 BUDGET**

Direct Personnel Costs

¹ Direct Chargeable Salaries	\$266,206	
Employee Benefit Rate at 34.88%	92,853	
Total Direct Chargeable Personnel Costs.....		\$359,059

CALCULATION OF INDIRECT COST ALLOCATION RATE

Total Indirect Costs	\$176,060	
<hr/>		= 49.03%
Total Chargeable Direct Personnel Costs	\$359,059	

**MIDDLE PENINSULA PLANNING DISTRICT COMMISSION
STATEMENT OF EMPLOYEE BENEFITS FY 2015-2016 BUDGET**

Benefits

Health Insurance	\$50,398
Retirement	34,914
Workmen’s Compensation	326
Social Security	25,658
Life Insurance	3,451
Unemployment	3,577
Total Employee Benefits.....	\$118,324

Basis for Allocation of Employee Benefits

Total Chargeable Salaries.....	\$339,206
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Employee Benefit Rate

Total Employee Benefits	\$118,324	= 34.88%
<hr/>		
Total Chargeable Salaries	\$339,206	

Annual leave is based on employment tenure and accumulated per calendar month as follows:

0-5 years.....	8 hours/month	15-19 years.....	14 hours/month
5-9 years.....	10 hours/month	20-24 years.....	16 hours/month
10-14 years.....	12 hours/month	25 plus years.....	18 hours/month

Carryover of annual leave from one fiscal year to the next may not exceed the maximums listed in the personnel handbook. Full-time staff earn 10 hours of sick leave for each completed calendar month of work. Sick Leave may be carried over from one fiscal year to the next. Upon termination employees with five or more years continuous salaried service, may receive up to 25% of their unused sick leave balances up to a maximum of \$5,000.

**MIDDLE PENINSULA PLANNING DISTRICT COMMISSION
FY 2015-2016 SALARY DISTRIBUTION**

Position	Base Salary	Indirect Salaries	%Indirect
Executive Director	\$104,081	\$17,500	17%
Finance Director	\$53,951	\$17,500	32%
Regional Planner	\$43,775		
Regional Planner	\$42,479		
Regional Planner	\$43,487		
Regional Planner (PT)	\$6,691		
Secretary	\$44,742	\$38,000	85%
Total Chargeable Salaries	\$339,206	\$73,000	

**CALCULATION OF DIRECT CHARGEABLE SALARIES
AND TOTAL CHARGEABLE SALARIES**

¹Direct Chargeable Salaries

Total Salaries	\$339,206
Less Indirect Salaries	<u>73,000</u>
	\$266,206

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Commonwealth of Virginia
Office of Governor Terry McAuliffe

FOR IMMEDIATE RELEASE

Date: June 17, 2015

Office of the Governor

Contact: Brian Coy

Email: Brian.Coy@governor.virginia.gov

Governor McAuliffe Announces New Data-Driven Scoring Process to Fund the Right Transportation Projects for Virginia

RICHMOND - Following several months of meetings and input from local and regional governments, the Commonwealth Transportation (CTB) today approved a new scoring process for transportation projects. Once projects are scored, the CTB will have the best information possible to select the right projects for funding.

“The scoring process is about investing tax dollars in the projects that will generate the greatest return on investment for Virginians in terms of easing congestion and stimulating economic growth,” **said Governor Terry McAuliffe**. “I was proud to work with Speaker Howell and the General Assembly to pass the legislation that established this scoring process so that we can make transportation planning decisions based on sound data, not on the political whims that have defined our process for too long. This new process will improve our transportation decision-making so that we can invest in the infrastructure we need to build a new Virginia economy.”

“The law known as House Bill 2 (HB2) will improve transparency and accountability because the public will know how projects scored and the decisions behind the CTB’s project selections,” **added Transportation Secretary Aubrey Layne**. “The Commonwealth developed the scoring process in collaboration with localities across the state so their particular needs are addressed.”

Since the beginning of the year, the state held numerous meetings, involving more than 200 representatives from local and regional governments to integrate their input, including more than 300 written comments, into the scoring process. The CTB also held public hearings in each of the nine construction districts that included opportunities for residents to learn and comment on the scoring process. Projects will be scored according to the following factors:

- Safety – reduce the number and rate of fatalities and severe injuries
- Congestion – reduce hours of delay people spend in traffic and move more people through the transportation system

- Accessibility – increase access to jobs and travel options
- Economic Development – support economic development and improve movement of goods
- Environmental Quality – improve air quality and avoid impacts to the natural environment
- Land Use – support transportation and efficient land development patterns

Projects in Northern Virginia and Hampton Roads will score higher if they reduce congestion. Projects in other parts of the state will score higher if they increase economic development.

Projects will be screened and scored through early 2016. Once the projects are scored and public input received, the CTB will select projects for funding to be included in next year's update of the Six-Year Improvement Program, which will be adopted in June 2016.

Background:

Projects that are required to be scored will improve transportation on Corridors of Statewide Significance, such as interstates, major primary roads and regional multi-modal networks and urban development areas. The CTB must consider highway, transit, rail, road operational improvements and transportation demand projects, including vanpooling and ridesharing.

Projects funded with federal safety dollars, and projects that rehabilitate aging pavements and bridges are exempted from scoring.

HB2 presentation delivered to the CTB:

<http://www.ctb.virginia.gov/resources/2015/june/pres/HB2Update.pdf>

For more information, go www.virginiahb2.org.