



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: July 21, 2017

RE: July Commission Meeting

The Middle Peninsula Planning District Commission will host its monthly meeting on Wednesday, July 26, 2017 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 26th**!

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Middle Peninsula Planning District Commission
Meeting

7:00 P.M.

Wednesday, July 26, 2017

125 Bowden Street

Saluda VA 23149

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

AGENDA ITEMS FOR DISCUSSION

- VI. Stormwater Update
- VII. National Flood Insurance Program (NFIP) Development Permit Requirements
- VIII. Presentation on the First Net Program
- IX. Adoption of FY18 MPPDC Indirect Cost Allocation Plan
- X. Other Business
- XI. Adjournment

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MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

June 28, 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, June 28, 2017, at 7:00 p.m. MPPDC Chairman Thomas Swartzwelder welcomed everyone in attendance.

Commissioners Present

Essex County: Margaret “Prue” Davis, John Clickener, John Magruder

King and Queen County: Tom Swartzwelder

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

Gloucester County: Dr. Willy Reay, Michael Winebarger

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

Middlesex County: Trudy Feigum, Wayne Jessie

Town of West Point: Paul Kelley

Commissioners Absent

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

Gloucester County: Ashley Chriscoe

Middlesex County: Jack Miller

Town of Tappahannock: Monte “Roy” Gladding, James Sydnor

Town of Urbanna: Steve Hollberg

Also in Attendance

Lewis Lawrence, MPPDC Executive Director

Beth Johnson, MPPDC Finance Director

Harrison Bresee III, MPPDC Regional Emergency Planner

Dawn Kirby, MPPDC Secretary

Neale Barber, Community Futures

Fletcher Mangum, Mangum Economics

Delegate Keith Hodges

Citizens

II. Approval of May Minutes

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

III. Approval of May Financial Report

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

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

Chairman Swartzwelder requested MPPDC Executive Director, Lewie Lawrence 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 directed Commissioners' attention to several items:

- The Living Shoreline Incentive Program RLF has closed on its first loan from the Virginia Clean Water Revolving Loan Fund to provide \$250,000 to capitalize Living Shoreline Incentive Program Revolving Loan Fund. Processed bond counsel payment as initial disbursement needed to close on the loan. A second loan in the amount of \$50,000 is scheduled to close on Friday, June 30th.
- Staff consulted with Bob Crum, Executive Director for the Hampton Roads Planning District Commission concerning FEMA Region III permitting requirements for man made improvements within flood hazard areas and the implication for local governments to permit improvements. Both PDC's agreed to encourage local governments to respond to the 90 day public comment period. Comments should stress flexibility for rural suburban and urban that match the available resource.
- The MPPDC convened a meeting with staff from VIMS, ODU, Virginia Coastal Policy Law Center, Delegate Keith Hodges and MPPDC Chairman, Tom Swartzwelder to learn about the District of Columbia Stormwater Volume Trading Program. Matthew Espie, Environmental Protection Specialist for the Regulatory Review Division Department of Energy & Environment Government of the District of Columbia presented the DC program. Mr. Lawrence will share with Commissioners the Bay Program technical memo concerning BMP, TMDL credits and also invite Matthew Espie to a Commission meeting to discuss the credit program and how it can be adopted in a rural setting.

V. Public Comment

None.

VI. 2017 Middle Peninsula CEDS Update and Motion for Submittal for EDD District Designation

Lewie Lawrence, Executive Director gave an overview of the most current population projections for the Middle Peninsula from Weldon Cooper. Mr. Lawrence also gave an overview of the Updated 2017 Middle Peninsula Comprehensive Economic Development Strategy and updates on the 44 Economic

Development Projects identified in the CEDS. Chairman Swartzwelder requested a motion authorizing him, as Chairman of the MPPDC, to send a letter to the Economic Development Administration (Commerce Department) to apply for Economic Development District designation for the Middle Peninsula Planning District Commission. If approved, this would provide annual funding for an economic development position at the MPPDC, assist the MPA with staff support and provide additional opportunities for federal funding for economic development projects in the region. Mr. White moved to approve sending a letter of application for EDD designation. Mr. Rivara seconded the motion; motion carried.

VII. Go Virginia Region 6 Discussion

Neal Barber, President of Community Futures and Fletcher Mangum, CEO of Mangum Economics provided presentations on an economic analysis being prepared for the GoVirginia Region 6 which includes: an Economic Growth and Diversification Plan; Review of Existing Regional Plans; FRA-Cluster Analyses; Private Employment; Economic Drivers; and Industry Clusters. The purpose of GO Virginia is to create more and higher paying jobs through incentivized collaboration, primarily from out-of-state revenue, which diversifies and strengthens regional economics.

VIII. General Discussion: Mathews County Withdrawal from Regional Water Supply Plan

- Compliance - Tabled
- Temporal Alignment of Plan Content - Tabled
- Permission to Use Plan Content - Tabled
- Other Issues

Mathews County Administrator, Mindy Conner and BOS Chairman, Jack White addressed the Commission and requested consideration to rejoin the Regional Water Supply Plan. There was discussion as to the costs that have been incurred by MPPDC due to Mathew's withdrawal from the update and costs that will be associated with their proposed rejoining. The Commission was in agreement that it would be more effective to work together and continue to be good neighbors. Chairman Swartzwelder requested a motion that PDC staff will only work with county staff to provide locality inputs. Mr. Clickener moved that Mathews County will assure the MPPDC their county staff will be available to work with PDC staff as needed. Rivara seconded the motion; motion carried. Mathews County was given 30 days to determine what they would like to do. In the meantime, Mr. Lawrence will contact the consultant and determine the costs associated with including Mathews in the Regional Water Supply Plan Update which is ongoing, the costs already incurred by the PDC, and follow up with Mathews County before their next BOS meeting. Chairman Swartzwelder suggested in the interest of time, the

Board authorize Executive Director, Lewie Lawrence to follow up with Mathews County before their next BOS meeting and not have to come back to PDC for discussion on the costs associated with including them back into the Regional Water Supply Plan Update. Mr. Moskalski moved to approve the Executive Director follow up with Mathews County without having to come back to PDC for discussion, Mr. Clickener seconded the motion; motion carried.

IX. Other Business

• **Chesapeake Bay Foundation Boat Tour**

Lewie Lawrence reminded the Commission of the invitation extended by the Chesapeake Bay Foundation to take part in a boat tour with on-board discussion of the York River and Chesapeake Bay on Thursday, June 29. Only 3 Middle Peninsula elected officials have responded to the invitation, so there is opportunity for others to attend.

X. Adjournment

Chairman Swartzwelder requested a motion to adjourn the meeting. Mr. Moskalski so moved; Mr. 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: 07/10/2017
 Run Time: 9:54:00 am
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Period Ending: 06/30/17

		Expenditures						
Code	Description	Budget	Curr Month	Project Total	Un/Over	% Budget	Revenues	Balance
30013	EE&CBG Project	3,975.00	49.56	3,883.87	91.13	97.71%	4,046.28	162.41
30021	Mathews Comp Plan Upd	8,750.00	-1.59	7,533.88	1,216.12	86.10%	7,591.24	57.36
30022	Tappahannock Economic I	4,000.00	-5.39	3,847.84	152.16	96.20%	3,991.00	143.16
30109	MPEDRO Staff Support	12,800.38	1,299.22	17,199.98	-4,399.60	134.37%	14,974.72	-2,225.26
30111	Blue/Green Infrastructure I	29,998.00	2,868.75	21,140.77	8,857.23	70.47%	13,517.02	-7,623.75
30112	BCC MPEDRO \$17K ma	86,000.00	4,292.32	86,825.61	-825.61	100.96%	86,689.49	-136.12
30114	Broadband/Tribe/Mathew	11,000.00	10,000.00	10,758.90	241.10	97.81%	0.00	-10,758.90
30170	MPBDP Staff Support	18,280.00	102.13	19,969.47	-1,689.47	109.24%	20,856.09	886.62
30212	FY17 Transportation Dem	84,807.00	5,426.65	85,033.95	-226.95	100.27%	77,870.93	-7,163.02
30213	FY18 TDM	0.00	650.00	650.00	-650.00	0.00%	0.00	-650.00
30314	FY17 Rural Transporatio	72,500.00	4,138.60	72,863.50	-363.50	100.50%	56,206.87	-16,656.63
30420	Onsite Loan Management	128,406.87	7,570.95	141,969.06	-13,562.19	110.56%	176,304.75	34,335.69
30424	2016 Septic Pumpout	28,600.00	-6.70	20,180.36	8,419.64	70.56%	10,328.76	-9,851.60
30428	WQIF 2016, \$183500 R	216,500.00	2,662.16	23,879.36	192,620.64	11.03%	11,108.07	-12,771.29
30429	Septic Pumpout 2017/EPA	11,082.00	883.39	3,350.47	7,731.53	30.23%	0.00	-3,350.47
30502	Water Supply Planning	121,805.89	767.81	120,548.95	1,256.94	98.97%	155,450.00	34,901.05
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	-27.09	129,722.52	287.48	99.78%	129,741.06	18.54
31203	Emergency Planning/201	154,500.00	-137.23	153,562.24	937.76	99.39%	90,686.57	-62,875.67
31204	Regional Emergency Plan	95,000.00	8,590.94	21,660.93	73,339.07	22.80%	0.00	-21,660.93
31205	MSAT Phones/2016SHS	58,409.00	1,412.21	47,509.59	10,899.41	81.34%	0.00	-47,509.59
31206	Regional EOP Gap Analy	0.00	59,031.34	59,031.34	-59,031.34	0.00%	0.00	-59,031.34
31500	Living Shoreline Incentiv	25,830.00	72.46	4,531.56	21,298.44	17.54%	3,084.69	-1,446.87
32014	PA Master Plan - \$2500 I	77,500.00	-51.33	77,628.21	-128.21	100.17%	77,258.59	-369.62
32015	FY17 PAA Staff Support	4,000.00	397.66	3,827.46	172.54	95.69%	2,305.36	-1,522.10
32016	VIMS Living Shoreline/	92,636.80	107.97	1,230.16	91,406.64	1.33%	0.00	-1,230.16
32133	NFWF LSIP/EPA/\$120K	222,267.00	18,700.00	222,938.97	-671.97	100.30%	222,267.00	-671.97
32135	Coastal TA FY16	60,000.00	0.00	60,222.58	-222.58	100.37%	60,222.58	0.00
32136	Mathews SLR Adapatati	54,687.00	-15.83	54,948.19	-261.19	100.48%	54,687.00	-261.19
32137	Mathews Ditch Map Data	60,524.00	-15.84	60,701.69	-177.69	100.29%	60,524.00	-177.69
32138	FY17_Coastal_TA/NOA	60,000.00	3,717.66	40,546.93	19,453.07	67.58%	30,026.21	-10,520.72
32139	Eco_Business - PAA Mat	47,000.00	4,050.13	33,860.14	13,139.86	72.04%	22,469.59	-11,390.55
32209	WWF State Plan/NOAAC	50,000.00	-15.38	48,597.65	1,402.35	97.20%	48,405.93	-191.72
32210	WWF Initative/NOAAC	50,000.00	3,332.09	31,512.90	18,487.10	63.03%	21,259.82	-10,253.08
38017	FY17 Local Projects	136,057.00	1,957.96	165,905.28	-29,848.28	121.94%	191,540.68	25,635.40
Totals:		<u>2,235,173.69</u>	<u>141,805.58</u>	<u>1,875,822.06</u>	<u>359,351.63</u>	<u>83.92%</u>	<u>1,677,414.30</u>	<u>-198,407.76</u>

Balance Sheet by Category

Middle Peninsula Planning District Commission

Period Ending: 06/30/17
Format: 1 Board

Run Date: 7/10/17
Run Time: 9:55:29 am
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Assets:

Cash in Bank	307,908.41
Cash in Bank, Restricted	224,483.21
Receivables	173,163.89
Property & Equipment	9,430.43
Prepaid Pension (Deferred Outflows)	30,454.00

Total Assets:

\$745,439.94

Liabilities:

Accounts Payable	9,984.59
VRA Loan Payables	145,382.87
Payroll Withholdings	102.25
Accrued Leave	48,687.70
Deferred Inflows (VRS)	220,036.00
Net Pension Liabilities	56,917.00
Cost Allocation Control	(6,728.68)

Total Liabilities:

\$474,381.73

Equity:

Local Initiatives/Information Resources	31,588.18
Economic Development	-19,857.45
Transportation Programs	-24,469.65
Emergency Management Projects	-191,077.54
Onsite Repair & Pumpout	8,365.22
Housing	162.66
Coastal Community & Environmental	-34,913.79
Public Access Auth Programs	-3,121.88
Mandates	34,924.90
Temporarily Restricted	182,126.96
General Fund Balance	287,330.60

Total Equity:

\$271,058.21

Total Liabilities and Equity

\$745,439.94

Balance:

\$0.00

Agencywide R&E by Category

Middle Peninsula Planning District Commission

Run Date: 07/10/2017

Run Time: 9:56:02 am

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Period Ending: 06/30/17

Format: 1 Agencywide R&E

With Indirect Cost Detail

Code & Description	Budget	Current	YTD	Un/Ovr	% Bud
Revenues					
Local Match	0.00	0.00	104,182.21	-104,182.21	0.00%
Local Annual Dues	109,899.00	0.00	109,899.00	0.00	100.00%
Local Other Revenues	6,281.00	0.00	60,077.75	-53,796.75	956.50%
Local Other Organizations	34,000.00	1,440.39	5,919.19	28,080.81	17.41%
State Revenues	143,817.00	28,028.51	218,426.00	-74,609.00	151.88%
Federal Revenues	467,618.00	6,052.40	258,139.13	209,478.87	55.20%
Miscellaneous Income	9,800.00	546.79	5,865.32	3,934.68	59.85%
RevolvingLoan Program Income	9,000.00	4,320.63	53,854.62	-44,854.62	598.38%
Revenues	780,415.00	40,388.72	816,363.22	-35,948.22	104.61%
Expenses					
Personnel	417,254.00	34,215.24	479,875.14	-62,621.14	115.01%
Facilities	30,887.00	2,518.72	30,360.15	526.85	98.29%
Communications	4,400.00	338.41	4,274.12	125.88	97.14%
Equipment & Supplies	3,250.00	-51.75	50,718.86	-47,468.86	1,560.58%
Travel	8,202.00	337.93	7,335.93	866.07	89.44%
Professional Development	17,580.00	1,088.65	15,997.10	1,582.90	91.00%
Contractual	181,700.00	91,986.27	235,332.25	-53,632.25	129.52%
Miscellaneous	63,928.00	11,372.09	86,636.98	-22,708.98	135.52%
Regional Share	0.00	0.00	104,232.05	-104,232.05	0.00%
Expenses	727,201.00	141,805.56	1,014,762.58	-287,561.58	139.54%
Agency Balance	53,214.00	-101,416.84	-198,399.36		

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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	
	<i>Participating</i>	<i>Current Status</i>	<i>Participating</i>	<i>Current Status</i>
	Essex	✓	Project initiated	✓
Gloucester	NA	NA	✓	Adopted
King & Queen	✓	Project initiated	✓	Adopted
King William	✓	Project initiated	✓	Adopted
Mathews	?	Status unsure	✓	Adopted
Middlesex	✓	Project initiated	✓	Adopted
Town of Tappahannock	✓	Project initiated	✓	Adopted
Town of West Point	✓	Project initiated	✓	Adopted
Town of Urbanna	✓	Project initiated	✓	Adopted

MPPDC ACRONYMS

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

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
July 18, 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*

Funding – VDEM, MANDATES
VDEQ, localities, MPPDC General Fund

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.

- Contacted Mike Pumo, who is affiliated with The Country Club of West Point in an attempt to update information in the Water Supply Plan regarding a flow meter that was planned to be installed in the Spring of 2008.
- Drafted a memo to the LGA requesting participating localities to designate a representative from their locality to serve on the Water Supply Planning Committee who can provide the necessary input/guidance to insure their locality's information is accurate and up to date. It's recommended that the appointee be under control of the County Administrator.
- Consulted with Andy Kassoff, President of EEE Consulting concerning cost estimates to amend the current contract for engineering services to update the Middle Peninsula Water Supply Plan to reflect the request from Mathews County to rejoin the initiative.

INFORMATION RESOURCES/ASSISTANCE

- Updated www.mppdc.com website – meeting notices, reports, news releases, GoVirginia meetings.

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.

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.

- Closed on second living shoreline project with Mathews homeowner.
- Consulted with Middlesex homeowner regarding living shoreline program. Referred to Tidewater Soil and Water Conservation District for information on VCAP costs – share program. Mailed application.
- Received phone call from Gloucester client announcing that he had received cost-share from VCAP program and thanking MPPDC staff for referral.
- Consulted with Mathews homeowner regarding LSIP program, mailed application, referral to Tidewater SWCD for information on VCAP cost-share.
- Received phone from Gloucester homeowner regarding LSIP program, referred to Tidewater SWCD for VCAP cost-share.
- Consulted with Gloucester homeowner regarding LSIP application process. Referred to Tidewater SWCD for cost-share.
- Received notice that 2nd MPPDC LSIP client was approved for VCAP funding.
- Mathews client notified that contractor estimate was too low. New estimate increased significantly. Homeowner would like to increase LOC. Consulted with Middlesex Title regarding process and cost for increasing LOC. Approved increase to LOC with corresponding increase in lien, monthly payments, etc.
- ***Funding available - \$134,952***

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.

Project 32138 - Virginia Coastal TA FY17

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.

- Attended the VACO Environmental Subcommittee meeting to provide an update on the work of Delegate Hodges HB1774 Stormwater Management; work group to examine ways to improve Stormwater management by Tidewater Bay Act jurisdictions.
- Participated in a Chesapeake Bay Foundation Boat Trip sponsored by the CBF looking to learn more about the concerns of Middle Peninsula elected officials on matters related to Chesapeake Bay health.
- Received notification from the Virginia Outdoors Foundation of easement monitoring on the Clay tract and the Haworth tract located on the Dragon Run in King and Queen County.
- Discussed presenting at the Resilient Virginia Conference on the subject of land ownership, land valuation, sea level rise and local policy development.
- Consulted with Jennie West, Executive Director for the Virginia Wildlife Foundation concerning a possible land transfer of approximately 1,500 acres on the Mobjack Bay to the Middle Peninsula Chesapeake Bay Public Access Authority.
- Consulted with Morgan Moss, representative from the Circle Up Middle Peninsula group requesting a presentation on potential impacts of Federal budget cuts to Rural Coastal Virginia.
- Consulted with Nancy Herman Thompson, concerning the production of a GIS map to illustrate ancient shorelines across the Middle Peninsula.
- Agreed to speak to the Gloucester County Rotary Club in September. Speaking topic will be the Success of the Middle Peninsula Chesapeake Bay Public Access Authority.

Project 32139 - Eco-Business Framework

The PAA in partnership with MPPDC staff will explore new approaches to allow privately owned eco-business ventures to operate on publicly owned land to encourage new and innovative environmentally sensitive business that that showcases and preserves PAA land.

- Began to draft the final report of the Eco-Business Framework, including formatting the report, creating a cover page and table of contents.
- Riverworks Construction has begun construction of two nature viewing platforms on the Clay Tract, located on the Dragon Run in King and Queen County.

Project 32210 - Working Waterfronts (Task 93.03)

During this project MPPDC staff will explore the creation of either a state sponsored uninsured "motorist" program for workboats or a self-funded insurance program. Additionally, MPPDC staff will focus on reviewing and refining legislative solutions that may benefit working waterfronts. In part, MPPDC staff will coordinate with Legislative Services and the General Assembly. Finally, MPPDC staff will contract with HRPDC to expand the working waterfront inventory to include public landings currently utilized by watermen and working waterfront locations in Richmond Regional, George Washington, and Crater PDCs.

- Reviewed the National Working Waterfront Network Strategic Planning 2017-2022.
- Reached out to Ben McFarlane, HRPDC, for a progress report on the Working Waterfront Inventory he

is conducting for Richmond Regional, George Washington, and Crater PDC's.

- Scheduled the third meeting of the Working Waterfront Steering Committee meeting to discuss findings from research about the Maryland Working Waterfront Program, legislative ideas associated with working Waterfronts, and providing an update on the Working Waterfront Inventory. The meeting is scheduled for Thursday, August 10, 2017 at 10am at the Hampton Roads Planning District Commission.
- Continued to update the final report to CZM.
- Registered for the 2017 Resilient Virginia Conference in Richmond on August 1st – 2nd

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.
- Volunteered to man registration desk at ACT Conference.
- Received phone call from commuter interested in vanpool to Richmond. Not willing to wait for information or leave contact information.
- Consulted with Brigitte Carter, Ridefinders regarding status of vanpools from Middle Peninsula Downtown Richmond.
- Current commuter database – 146

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 VDOT Saluda Resident Engineer, Joyce McGowan concerning Route 3 Rappahannock River bridge maintenance work and problems with deck buckling.
- Received a call from a lobbyist inquiring about political support for the replacement of the Route 3 Rappahannock River Bridge linking Middlesex County to White Stone.
- Consulted with VDOT Saluda Resident Engineer, Joyce McGowan about an Essex County bridge abandonment across Route 691 and the transfer of the bridge to the Middle Peninsula Chesapeake Bay Public Access Authority.
- Consulted with King and Queen County Administrator concerning the HB2 Smartscale Tele Work/Telecommute center in Shackelfords. Discussed the project and its potential nexus to Go Virginia funding.

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 Gloucester homeowner regarding loan balance.
- Consulted with Mathews homeowner regarding small septic repair program. Met with homeowners to discuss application process. Approved funding for repair of Clearstream airpump. Consulted with Millers Septic. System requires additional repairs – since this is an heir situation, additional funding will be difficult. Homeowners need to come in to sign note.
- Consulted with Jamie Miller, Millers Septic regarding Gloucester septic repair.
- Consulted with Kaitlin Ranger, DEQ regarding use of WQIF cost share for tree removal needed for drain field. DEQ will not approve cost share for tree removal.
- Consulted with Kaitlin Ranger, DEQ regarding use of homeowner funds as provision of match for grant. Documented homeowner payments can be used as matching funds.
- Consulted with Angela Land, King and Queen Social Services regarding septic repair program. Emailed application.
- Approved funding for Gloucester septic repair - \$4,800 WQIF grant, \$2,999 loan, \$201 homeowner funds. Met with homeowner to close on loan. Processed downpayment. Consulted with Richard Smith, Smith's Septic regarding status of project.
- Discussed MPPDC Septic Repair and Pumpout Programs with Bill Nachman, *Gloucester Mathews Gazette-Journal*. Article focusing on assistance to Gloucester and Mathews homeowners published.
- Received update from Gloucester homeowner regarding septic repair project. Homeowner has been having difficulty getting contractor to begin job. Discussed options.
- Consulted with Gloucester homeowner regarding septic repair program. Mailed application.
- Consulted with Middlesex homeowner regarding septic pumpout program. Homeowners do not want to pay 50% cost share, provide income documentation or have County sign-off on authorization that property is in CBPA area. Multiple phone calls with staff.
- Consulted with Gloucester homeowner concerned that contractor has delayed start of project and the effect on funding. Reassured homeowner that his funding was secure.
- Closed on Mathews septic repair loan - \$10,292 - \$7,719 in WQIF grant, \$2,573 loan.
- Approved application from Middlesex homeowner for septic repair financing.

- Received application from Gloucester homeowner for septic repair financing.
- Consulted with Joan Duke, Archie Soucek Law Offices regarding foreclosure accounting for property MPPDC held second position on that was auctioned off in February. Accounting not due until end of August. Will contact her again in early September.
- Wrote off 3 nonperforming loans – 1 homeowner in nursing home, bank account closed, no deed of trust; 1 homeowner in nursing home, bank account closed, property foreclosed and auctioned off, waiting on foreclosure accounting to be filed; 1 homeowner deceased, no deed of trust. Total amount written off \$6,579.
- 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 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.
- Septic Pumpouts as of July 18, 2017

Applications Mailed	28
Approved Vouchers	13
Completions	9

Pumpout Vouchers by County

Essex	03
Gloucester	00
King and Queen	03
King William	00
Mathews	03
Middlesex	04

- *Remaining uncommitted septic repair funding – \$139,706 in loan funds, \$131,827 in grant funds.*

ECONOMIC DEVELOPMENT

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

Project 30112 - Building Collaborative Communities EDO Implementation

With funding from DHCD, this project will allow for staffing of the Middle Peninsula Alliance, training for the Advisory Board members on operating a regional economic development organization and managing regional projects, and creation of a long term sustainability plan for the organization.

- Reviewed the Virginia Baseline Economic Analyses by the Virginia Economic Development Partnership. Information from this report regarding the gross domestic products, employment, and real wages of industries and industry clusters with the region will be included in the 2017 CEDS Update.
- Reformatted the 2017 CEDS Update document which included the addition of a new cover sheet and table of contents.
- Reviewed a presentation from the Virginia Economic Development Partnership titled the “Virginia Economic Development Strategy and Action Plan”.

Project 30111 - Blue/Green Infrastructure

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

- Coordinated a presentation given by the District of Columbia Stormwater Program staff to discuss volume-based stormwater trading within a rural setting. Meeting was held at MPPDC in an effort to advance forward the work of HB1774. Attendees included representatives from VIMS, ODU, private industry, PDC and local government staff.
- Consulted with Neal Barber, Special Consultant working for Mangum Economics to conduct an economic analysis of Go Virginia Region 6. Reviewed draft assessment and discussed industry cluster issues important to Rural Coastal Virginia.
- Discussed and reviewed how VIMS approaches commercialization of its scientific work with Neal Barber, Special Consultant working for Mangum Economics as part of the economic analysis of Go Virginia Region 6.
- Consulted with Troy Hartley, Director for Virginia Sea Grant concerning an I6 Challenge Grant submitted to the US Department of Commerce Economic Development Administration looking to leverage science, technology and engineering associated with developing a water based economy in the face of sea level rise and repetitive flooding.

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. 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 to be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans.

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.

Project 30114 - CDBG Planning Grant – Pamunkey Tribe Broadband Project

This project looks to conceptually link the six counties of the Middle Peninsula using the Microwave- E911 Communication systems (or other technology approaches) to create a regional broadband network to deliver broadband services across the Middle Peninsula region under one unified platform. Localities for evaluation include: Essex, Gloucester, King & Queen, King William, Mathews, and Middlesex Counties.

- Consulted with Design Nine staff concerning the status of a Middle Peninsula Broadband study looking to leverage existing technology to develop a ubiquitous broadband delivery system for much of the Middle Peninsula.

- Consulted with staff from the Center for Innovative Technology (CIT) concerning Federal incentives for partnering with the Pamunkey Tribe to provide broadband services.
- Invoiced Mathews County for services provided and reimbursed by DHCD.

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.

- Finalized table of FY18 Locality Budget information to be updated in the Executive Director's Packet.
- Created a table of on-going legislative ideas to improve Rural Coastal Virginia.
- Submitted an email request and a hard copy letter to the Executive Director for the Northern Neck PDC, including Delegate Margaret Ransone requesting more information about the Northern Neck PDC letter issued to Brian McGurk at DEQ wherein the NNPDC requested that public comment period for the WestRock withdrawal permit be extended. The Northern Neck PDC expressed concern over the Mill's request. No response has been received to either communication.

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.

- Processed final loan payment for final open loan. All EECBG loans have either been repaid or written-off (1). This project is now closed until determination is made as to what to do with repaid funds.
- Consulted with Al Christopher, DMME regarding use of repaid principal for collections costs to go after loan client in default.
- 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 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 as well as collection efforts.

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.

- Participated as a committee member in the Virginia Mass Care Task Force virtual meeting. The task force is in the final stages of developing recommendations for improving the Commonwealth plan to care for displaced citizens during disasters in the Commonwealth.
- Reviewed 10 Virginia State Homeland Security grant proposals as part of the Peer Review Committee for the SHSG program. The grants reviewed covered topics ranging from Ballistic Vests for Fire and EMS personnel to a Hazardous Material Commodity Flow Study. The grants return to VDEM for selection based on the competitive review process. Awards are expected in October 2017.
- Coordinated with VDEM on the Statewide Weather Conference Call regarding the potential impacts of Tropical Storm Cindy on the Commonwealth. The storm was not expected to have any impacts, so the conference call acted as an exercise for local emergency managers, VDEM Staff, National Weather Service meteorologists, and other involved in protecting assets and lives during a weather emergency in the Commonwealth.
- Took part in the Federal Executive Forum's Emergency Communications & Preparedness Webinar to hear how top government emergency response officials and communications executives from the Department of Homeland Security, Department of Transportation, FirstNet and FEMA are implementing strategies and initiatives around emergency communications and preparedness. Panel members included:
 - Rear Admiral Ron Hewitt, Director, Office of Emergency Communications, Department of Homeland Security
 - Laurie Flaherty, Coordinator, National 911 Program, Department of Transportation
 - TJ Kennedy, President, FirstNet
 - Wade Witmer, Deputy Director, Integrated Public Alert and Warning System Division, FEMA
 - Mark McNulty, Vice President and Senior Director, Motorola Solutions
 - Mike Maiorana, Senior Vice President, Verizon Enterprise Solutions, Public Sector
 - Moderator: Jim Flyzik, President, The Flyzik Group

Project 31205 - MSAT Phones

This project will procure and deploy one satellite phone for each locality's Emergency Manager, total of 6, to develop a redundant level of satellite based communications to regionally assist the localities in the event of a catastrophic event. The participating localities will share a local Middle Peninsula Emergency Management coordination talkgroup to facilitate local support. The phones are compatible with the statewide VDEM/Virginia EOC talkgroup, the Urban Search and Rescue Program, and federal level assets through use of the SMART talkgroups deployed nationwide in the satellite phones.

- Met with Greg Hunter, Emergency Manager of King and Queen County, to work on activating satellite phones.
- Coordinated a training class on the satellite phones with Middle Peninsula Emergency Managers. Mr. Greg Hunter, King and Queen County, an expert in satellite radiophone communications, was the instructor.

Project 31206 – EOP Gap Analysis Project

The Middle Peninsula will participate and the Northern Neck will be invited to participate in an Emergency Operations Plan (EOP) Gap Analysis to improve jurisdiction's Planning, Operational Coordination, and Community Resilience capabilities. A review of all participating jurisdiction's EOP's common gaps and best practices will be completed by: 1) Conducting a Review of all interested local and regional EOP's, 2) Developing Gap Identification and Analysis, 3) Conducting a Workshop discussing the findings of the Gap Analysis, and 4) Developing an EOP Framework that meets the identified gaps/needs across the region.

- Worked with the contractor, The Olson Group, to finalize the Gap Analysis document (includes Access and Functional Needs Draft Annex), The Draft Mutual Aid Agreement, the EOP Template and the Regional Resource document. Documents were distributed to the MP/NN Emergency Managers for review and comment.

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%.

July 26, 2017

MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

INDIRECT COST ALLOCATION PLAN

FY 2017-2018

The FY 2017-2018 Indirect Cost Allocation Plan attached is based on the budget figures adopted by the Commission in May, 2017. 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 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 **58.89%**. The Statement of Employee Benefits and the Salary Distribution are supporting documents used to calculate the employee benefit rate of **31.31%** and, ultimately, the indirect cost allocation rate.

** FY17 actual indirect rate was 49.48% - planned rate was 49.72%*

**MIDDLE PENINSULA PLANNING DISTRICT COMMISSION
STATEMENT OF INDIRECT COSTS FY 2017-2018 BUDGET**

Indirect Personnel Costs

Indirect Salaries	\$56,135	
Employee Benefit Rate at 31.31%	17,576	
Total Indirect Personnel Costs.....		\$73,711

Facility Expense

Rental	\$22,202	
Facilities Maintenance	3,750	
Utilities	4,750	
Telephone	4,400	
Facility Insurance	176	
Total Facility Expense.....		\$35,278

Equipment and Supplies Expense

Office Supplies	\$3,800	
Total Supplies Expense.....		\$3,800

Consultant/Contractual Expense

Accounting/Auditing Expense	\$8,300	
Legal	0	
Total Consultant/Contractual Expense.....		\$8,300

Travel Expense

Vehicle Lease	3,000	
Vehicle Insurance	1,100	
Vehicle Operating Costs	1,250	
Lodging and Staff Expense	850	
Total Travel Expense.....		\$6,200

Miscellaneous Expense

Postage	2,000	
Printing/Duplicating	11,200	
IT Costs	13,000	
Pub Officials Insurance	1,950	
VAPDC Dues	2,500	
Total Miscellaneous Expense.....		\$30,650

TOTAL INDIRECT COSTS\$157,939

**MIDDLE PENINSULA PLANNING DISTRICT COMMISSION
STATEMENT OF INDIRECT COSTS FY 2017-2018 BUDGET**

Direct Personnel Costs

¹ Direct Chargeable Salaries	\$204,232	
Employee Benefit Rate at 31.31%	63,945	
Total Direct Chargeable Personnel Costs.....		\$268,177

CALCULATION OF INDIRECT COST ALLOCATION RATE

Total Indirect Costs	\$157,939	
<hr/>		= 58.89%
Total Chargeable Direct Personnel Costs	\$268,177	

**MIDDLE PENINSULA PLANNING DISTRICT COMMISSION
STATEMENT OF EMPLOYEE BENEFITS FY 2017-2018 BUDGET**

Benefits

Health Insurance	\$38,543	
Retirement	20,800	
Workmen's Compensation	422	
Social Security	19,013	
Life Insurance	2,698	
Unemployment	52	
Total Employee Benefits.....		\$81,528

Basis for Allocation of Employee Benefits

Total Chargeable Salaries.....	\$260,367
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Employee Benefit Rate

Total Employee Benefits	\$81,528	
<hr style="width: 50%; margin-left: 0;"/>		= 31.31%
Total Chargeable Salaries	\$260,367	

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 2017-2018 SALARY DISTRIBUTION**

Position	Eff. Salaries	Indirect Salaries	%Indirect
Executive Director	\$104,081	\$20,391	20%
Finance Director	\$67,439	\$20,944	31%
Regional Planner(vacant)			
Regional Planner	\$37,267		
Regional Planner	\$34,420		
Regional Planner (PT)			
Secretary	\$17,160	\$14,800	86%
Total Chargeable Salaries	\$260,367	\$56,135	

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

Direct Chargeable Salaries

Total Salaries	\$260,367
Less Indirect Salaries	<u>56,135</u>
	\$204,232

COST POLICY STATEMENT
MIDDLE PENINSULA PLANNING DISTRICT COMMISSON
MPPDC
PO Box 286, Saluda VA 21349
804 758-2311

I. General Accounting Policies

A. Basis of Accounting -Modified Accrual Basis

B. Fiscal Period - July 1 through June 30

C. Allocation Basis for Individual Cost Elements - Direct Allocation Basis

D. Indirect Cost Rate Allocation Base - Direct Salaries and Wages including applicable Fringe Benefits.

E. Fringe benefit expense is allocated using the percentage of benefits to total salaries. Fringe benefits include Group Health Insurance, Retirement and Pension, FICA and medicare, Unemployment, Group Life Insurance and Workers Compensation.

F. MPPDC maintains adequate internal controls to insure that no cost is charged both directly and indirectly to Federal contracts or grants. MPPDC uses the GMS accounting system for its agencywide and project accounting needs. GMS is designed to meet the highly specialized requirements of non-profit and public organizations accounting for contracts and grants by program activity and providing indirect cost, leave and fringe pool allocations.

G. MPPDC accumulates all indirect costs and revenues in an indirect cost pool for allocation to all programs.

II. Description of Cost Allocation Methodology

A. Salaries and Wages

1. Direct Costs - The majority of MPPDC's employees direct charge their salary costs since their work is specifically identifiable to specific grants, contracts, or other activities of the organization such as providing services to members. The charges are supported by auditable labor distribution reports which reflect the actual activities of employees.

2. Mixed Charges - The following employees may charge their salary costs to both direct and indirect activities:

- Executive Director
- Finance Director
- Secretary

The distinction between direct and indirect is primarily based on functions performed. For example, when the positions shown are performing functions that are necessary and beneficial to all programs they are indirect. When functions are specific to one or more programs they are direct because they do not benefit all programs.

Auditable labor distribution records which reflect the actual activities of employees are maintained to support the mix of direct/indirect charges. The time records are certified by the Executive Director or designee.

B. Fringe Benefits

MPPDC contributes to the following fringe benefits for its employees:

1. Health Insurance
2. Worker's compensation,
3. F.I.C.A., Medicare
4. Unemployment
5. Group Life Insurance
6. Matching contributions to a 457 plan

Treatment of Fringe Benefits: MPPDC's accounting system tracks fringe benefit costs by agency and allocates to individual programs through a Fringe pool based on salary and leave charges to the programs.

Treatment of Paid Absences - Release time costs (vacation leave earned, sick leave used, and holiday pay) are considered part of salary costs. Consequently, separate claims for release time costs are not made. MPPDC's accounting system records release time as a direct or indirect cost through a leave pool. Costs are allocated based on salary charges to the programs. Leave earned but not used during each fiscal period is recorded as a cost in the period earned.

C. Travel

Travel costs may be charged as either direct or indirect costs depending on the purpose of the trip.

For example:

If the Executive Director travels to perform a specific task for a contract or grant, the trip would be considered a direct cost. If the Executive Director travels to a venue to learn information of value to the agency as a whole, the trip would be considered an indirect cost.

D. Board Expenses

Board expenses are not charged indirectly.

E. Supplies and Material

To the maximum extent possible, office supplies and materials are direct charged to the contract/grant which uses the supplies or materials. Supplies and materials used by staff who are engaged in indirect activities are charged on an indirect basis.

F. Occupancy Expenses

MPPDC occupies space it leases. The lease provides for equal monthly payments during the term of the lease. Monthly lease and facility maintenance costs are charged to the indirect cost pool.

G. Utilities

The cost of electricity is charged to the indirect cost pool.

H. Communications

Local, long distance and mobile telephone service as well as internet access services are charged to the indirect cost pool.

Postage is charged to the indirect cost pool. Express mail costs are specifically identified to the program or activity incurring the cost.

I. Photocopying and Printing

Printing and copying services are generally charged to the indirect cost pool unless very large reports are being printed for a particular project. These exceptional printing costs are charged to the project incurring the cost and subtracted from the indirect cost pool. Outside printing costs are direct charged to the program incurring the cost.

J. Outside Services

MPPDC incurs outside services for its annual audit, legal fees, and for IT services.

1. The cost of the annual audit is charged indirectly.
2. In general, legal fees are charged directly to the benefiting program or activity.
3. IT service fees are charged indirectly.

K. Capital Items

Capital expenditures are charged directly to programs only in cases where a contract or grant specifically authorizes such charges. No capital item is charged indirectly. The cost of capital items purchased with non-Federal funds are recovered through depreciation charges. MPPDC's capitalization threshold is \$1,000.

L. Depreciation

The cost of capital items purchased with non-Federal funds which are used in a manner which benefits Federal programs is recovered through depreciation charged.

The cost of capital items purchased with direct Federal funds are not depreciated for indirect cost recovery purposes.

MPPDC recovers the cost of capital items using straight line depreciation methods in accordance with generally accepted accounting principles. Depreciation is charged indirectly except for special equipment used solely for a specific program.

M. Service to Members

The cost of activities performed primarily as a service to members, clients, or the general public are classified as direct costs and bear their fair share of indirect costs. These activities include: publications, and related functions, providing services and information to members, legislative or administrative bodies, or the public; promotion, lobbying, and other forms of public relations; meetings and conferences; and maintenance, protection, and investment of special funds not used in operation of the MPPDC.

N. Unallowable Costs

MPPDC recognizes that unallowable costs, as defined in 2 CFR Part 200, Subpart E, or the FAR (Subpart 31.205), cannot be charged to Federal awards and has internal controls in place to insure that this is followed. Examples of unallowable costs are:

- 1. advertising and public relations,
- 2. entertainment/alcoholic beverages,
- 3. capital expenditures,
- 4. defense claims by or against the Federal Government,
- 5. interest,
- 6. lobbying and fund raising.



Signature

7/26/17
Date

Executive Director
Title

Middle Peninsula Planning District Commission
125 Bowden Street
PO Box 286
Saluda VA 23149
804 758-2311

TITLE 2 OF THE CFR, PART 200 CERTIFICATE OF INDIRECT COSTS

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

1. All costs included in this proposal dated **July 26, 2017** to establish billing or final indirect costs rates for the fiscal year ended **June 30, 2018** are allowable in accordance with the requirements of the Federal award(s) to which they apply and 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Unallowable costs have been adjusted for in allocating costs as indicated in the indirect cost proposal.
2. All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Middle Peninsula Planning District Commission

Governmental Unit



Signature

Lewis L. Lawrence

Name of Official

Executive Director

Title

7/26/2017

Date of Execution

NOTE: THE ABOVE CERTIFICATION IS A REQUIREMENT OF 2 CFR 200. WE WILL NOT BE ABLE TO PROCESS YOUR INDIRECT COST PROPOSAL WITHOUT THIS CERTIFICATION.

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