



## 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**

*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: May 17, 2017**

**RE: May Commission Meeting**

The Middle Peninsula Planning District Commission will host its monthly meeting on Wednesday, May 24, 2017 at 7:00 p.m. in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda.

Enclosed are the May meeting agenda and supporting materials for your review prior to the meeting.

If you have any questions concerning material in your agenda packet, please give me a call at 804-758-2311 or email me at [LLawrence@mppdc.com](mailto:LLawrence@mppdc.com).

I look forward to seeing you on **May 24<sup>th</sup>**!

This Page Left Intentionally Blank

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

**7:00 P.M.**

**Wednesday, May 24, 2017**

**125 Bowden Street**

**Saluda VA 23149**

- I. Welcome and Introductions
- II. Approval of April Minutes
- III. Approval of April Financial Report
- IV. Executive Director's Report on Staff Activities for the Month of May
- V. Public Comment
- VI. Discussion of FEMA Floodplain Permitting Issues
- VII. Report on the Rural Coastal Summit and Open Discussion
- VIII. Report from the Nominating Committee  
*January 2017 Commission Meeting Minutes - On a motion by Mr. Hill and seconded by Mr. Rivara, the Commission will maintain the current slate of officers for FY18. Mr. Hill so moved; Mr. Rivara seconded the motion; motion carried.*
- IX. Report from the Budget & OPD Committee  
*Draft FY18 Budget & OPD Presentation*
- X. Other Business
- XI. Adjournment

This Page Left Intentionally Blank

# MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

April 27, 2017  
Saluda, Virginia

## **I. Welcome and Introductions**

The monthly meeting of the Middle Peninsula Planning District Commission was held at Roma Ristorante Italiano in Tappahannock, Virginia on Wednesday, April 27, 2017, at 8:00 p.m. In the absence of MPPDC Chairman Swartzwelder, Vice-Chairman O.J. Cole, Jr. welcomed everyone in attendance.

### **Commissioners Present**

Essex County: John Clickener, Prue Davis, John Magruder

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

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

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

Middlesex County: Trudy Feigum, Wayne Jessie

### **Commissioners Absent**

King and Queen County: Tom Swartzwelder

King William County: David Hansen

Gloucester County: Ashley Chriscoe, Dr. Willy Reay, Michael Winebarger

Middlesex County: Jack Miller

Town of West Point: Paul Kelley

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

Maria J.K. Everett, VA Freedom of Information Advisory Council

Sidney Johnson, Essex County Board of Supervisors

Jim Burns, King and Queen Board of Supervisors

Citizens

## **II. Invocation**

Mr. Sidney Johnson, Essex County Board of Supervisors, gave the Invocation.

## **III. Approval of March Minutes**

Vice-Chairman Cole asked whether there were any corrections or changes to the March Minutes. There being no corrections to the Minutes, Commissioner Cole requested a motion to approve the March Minutes. Mr. Clickener moved that the March Minutes be approved. Mr. Hill seconded the motion; motion carried.

## **IV. Approval of March Financial Report**

Vice-Chairman Cole asked whether there were any questions regarding the March financial report before being approved subject to audit. There being no questions,

Vice-Chairman Cole requested a motion to approve the March financial report subject to audit. Mr. Moskalski moved to approve the March financial report subject to audit. Mr. Clickener seconded the motion; motion carried.

**V. Executive Director's Report on Staff Activities for the Month of April**

Vice-Chairman Cole requested MPPDC Executive Director, Lewie Lawrence to review the Executive Director's Report on Staff Activities for the month of April. 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:

- Provided a follow up copy of the Middle Peninsula PDC General Services Agreement to member localities interested in commissioning PDC staff to provide professional services to update the State mandated Middle Peninsula Water Supply Plan. Local governments have until May 15 to take action on this agreement. The agreement is optional and local governments can choose to use the PDC for the update or handle compliance deficiencies recommended for the update on their own.
- Convened Loan Committee to review application for Living Shoreline project in Gloucester County. A \$43,000 loan was approved for 10 years at 4% interest. Approval letter was sent to the homeowner. Information was provided to the attorney for loan closing. Currently, there are 14 applications out and 3 more that may be converted. Demand is projected to outnumber funding. Pleased the program is working so well.
- Contracts for PAA Acquisition of land near Captain Sinclair's Recreational Area are being delayed and locked. Budget Committee will meet next week and will be looking at how money will be tied directly and indirectly to these funds.
- Attended FEMA Middle Peninsula Workshop and discussed all hazard mitigation plan amendment process, community rating system, and the process utilized by FEMA to account for construction improvements to structures. Mr. Lawrence discussed with the Commission, Uniform cost and Uniform building code and why it is important. A building permit is required for everything in the flood plain. This effects eligibility for NFIP program and is something to stay on top of. Mr. Lawrence will be able to provide copies of guidance after tomorrow.

**VI. Other Business**

None.

**VII. Presentation on Conflict of Interest, Freedom of Information Act, and public meeting policies of the Commonwealth and their application to local boards.**

Maria J.K. Everett, Executive Director and Senior Attorney, Virginia Freedom of Information Advisory Council discussed the Virginia Freedom of Information Act (FOIA) and how it applies to meetings of governing bodies and public records. Compliance with the law, professionalism, transparency and helpfulness to the citizens were discussed. Under the law, a meeting occurs whenever any three or more of the same public body come together and discuss public business. This rule is to protect the rest of the public body. For a meeting to be considered legal, public notice must be given, it must be open to the public and minutes must be taken and preserved. Cameras, video equipment, audio equipment and written communication can all fall under the FOIA.

Ms. Everett explored how easily a meeting can be formed without intention. Three or more members discussing public business/board related topics before, after or outside of a regular meeting, can be considered a meeting under the law and those involved can be sued if not conducted as required. An email can become a meeting especially when using “reply to all” as a simultaneous response turns it into a meeting. The burden of proof is always on the government when complying with a FOIA request.

*\*A copy of all handouts are filed in the official MPPDC record book of the minutes.*

**VIII. Adjournment**

Vice-Chairman Cole requested a motion to adjourn the meeting. Mr. Moskalski so moved; Mr. Hill 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)**

This Page Left Intentionally Blank

# Project Financial Report

Middle Peninsula Planning District Commission

Run Date: 05/05/2017  
 Run Time: 1:02:17 pm  
 Page 1 of 1

Period Ending: 04/30/17

## Expenditures

Code	Description	Budget	Curr Month	Project Total	Un/Over	% Budget	Revenues	Balance
30013	EE&CBG Project	3,975.00	-347.68	3,836.05	138.95	96.50%	3,971.54	135.49
30021	Mathews Comp Plan Upd	8,750.00	-5.98	7,541.91	1,208.09	86.19%	7,591.24	49.33
30022	Tappahannock Economic I	4,000.00	-3.25	3,857.38	142.62	96.43%	3,991.00	133.62
30109	MPEDRO Staff Support	12,800.38	724.86	15,665.11	-2,864.73	122.38%	14,974.72	-690.39
30111	Blue/Green Infrastructure I	29,998.00	2,134.88	15,651.90	14,346.10	52.18%	13,517.02	-2,134.88
30112	BCC MPEDRO \$17K ma	86,000.00	3,946.56	57,695.67	28,304.33	67.09%	57,970.59	274.92
30114	Broadband/Tribe/Mathew	11,000.00	13.30	758.90	10,241.10	6.90%	0.00	-758.90
30170	MPBDP Staff Support	18,280.00	113.56	19,731.68	-1,451.68	107.94%	20,588.21	856.53
30212	FY17 Transportation Dem	84,807.00	6,557.34	72,763.95	12,043.05	85.80%	77,870.93	5,106.98
30313	FY16 RTP	0.00	-493.00	0.00	0.00	0.00%	0.00	0.00
30314	FY17 Rural Transporatio	72,500.00	8,032.90	64,141.17	8,358.83	88.47%	56,206.87	-7,934.30
30420	Onsite Loan Management	128,406.87	601.44	133,780.47	-5,373.60	104.18%	175,019.29	41,238.82
30424	2016 Septic Pumpout	28,600.00	-25.13	20,214.00	8,386.00	70.68%	10,328.76	-9,885.24
30428	WQIF 2016, \$183500 R	216,500.00	2,135.19	19,186.30	197,313.70	8.86%	11,108.07	-8,078.23
30429	Septic Pumpout 2017/EPA	11,082.00	895.12	895.12	10,186.88	8.08%	0.00	-895.12
30502	Water Supply Planning	121,805.89	665.31	119,003.47	2,802.42	97.70%	155,450.00	36,446.53
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	-74.87	129,815.47	194.53	99.85%	129,741.06	-74.41
31203	Emergency Planning/201	154,500.00	5,566.44	154,189.76	310.24	99.80%	90,686.57	-63,503.19
31204	Regional Emergency Plan	95,000.00	5,423.44	5,423.44	89,576.56	5.71%	0.00	-5,423.44
31205	MSAT Phones/2016SHS	58,409.00	37,668.26	45,198.26	13,210.74	77.38%	0.00	-45,198.26
31500	Living Shoreline Incentiv	0.00	162.13	229.88	-229.88	0.00%	120.00	-109.88
32014	PA Master Plan - \$2500 I	77,500.00	-145.31	77,809.86	-309.86	100.40%	77,258.59	-551.27
32015	FY17 PAA Staff Support	4,000.00	514.15	2,819.51	1,180.49	70.49%	2,305.36	-514.15
32016	VIMS Living Shoreline/	92,636.80	157.38	988.15	91,648.65	1.07%	0.00	-988.15
32133	NFWF LSIP/EPA/\$120K	222,267.00	0.00	204,238.97	18,028.03	91.89%	222,267.00	18,028.03
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	-59.66	55,027.90	-340.90	100.62%	54,687.00	-340.90
32137	Mathews Ditch Map Data	60,524.00	-59.63	60,781.39	-257.39	100.43%	54,471.60	-6,309.79
32138	FY17_Coastal_TA/NOA	60,000.00	3,251.75	33,277.96	26,722.04	55.46%	15,013.11	-18,264.85
32139	Eco_Business - PAA Mat	47,000.00	3,410.77	25,880.36	21,119.64	55.06%	0.00	-25,880.36
32209	WWF State Plan/NOAAC	50,000.00	-23.86	48,648.53	1,351.47	97.30%	48,405.93	-242.60
32210	WWF Initative/NOAAC	50,000.00	3,198.16	24,457.98	25,542.02	48.92%	0.00	-24,457.98
38017	FY17 Local Projects	136,057.00	37,127.69	161,746.84	-25,689.84	118.88%	190,057.93	28,311.09
<b>Totals:</b>		<u>2,209,343.69</u>	<u>121,062.26</u>	<u>1,663,727.67</u>	<u>545,616.02</u>	<u>75.30%</u>	<u>1,577,824.97</u>	<u>-85,902.70</u>

# Balance Sheet by Category

Middle Peninsula Planning District Commission

Period Ending: 04/30/17  
Format: 1 Board

Run Date: 5/5/17  
Run Time: 1:07:10 pm  
Page 1 of 1

## Assets:

Cash in Bank	382,316.32
Cash in Bank, Restricted	223,698.37
Receivables	192,997.55
Property & Equipment	10,184.13
Deferred Outflows	30,454.00

**Total Assets:** \$839,650.37

## Liabilities:

Accounts Payable	843.16
VRA Loan Payables	141,432.87
Payroll Withholdings	272.40
Accrued Leave	48,687.70
Deferred Inflows	220,036.00
Net Pension Liabilities	56,917.00
Cost Allocation Control	(8,058.76)

**Total Liabilities:** \$460,130.37

## Equity:

Local Initiatives/Information Resources	34,246.30
Economic Development	-2,452.76
Transportation Programs	-2,827.32
Emergency Management Projects	-114,124.90
Onsite Repair & Pumpout	22,383.12
Housing	135.74
Coastal Community & Environmental	-57,578.33
Public Access Auth Programs	-2,053.57
Mandates	36,377.43
Temporarily Restricted	178,083.69
General Fund Balance	287,330.60

**Total Equity:** \$379,520.00

**Total Liabilities and Equity** \$839,650.37

**Balance:** \$0.00

## Agencywide R&E by Category

Middle Peninsula Planning District Commission

Run Date: 05/05/2017  
Run Time: 1:08:09 pm  
Page 1 of 1

Period Ending: 04/30/17  
Format: 1 Agencywide R&E  
With Indirect Cost Detail

Code & Description	Budget	Current	YTD	Un/Ovr	% Bud
<b>Revenues</b>					
Local Match	0.00	35,394.37	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	1,500.00	60,053.75	-53,772.75	956.12%
Local Other Organizations	34,000.00	518.13	4,478.80	29,521.20	13.17%
State Revenues	143,817.00	70,254.73	190,397.49	-46,580.49	132.39%
Federal Revenues	467,618.00	15,480.97	193,344.22	274,273.78	41.35%
Miscellaneous Income	9,800.00	1,116.38	4,884.43	4,915.57	49.84%
RevolvingLoan Program Income	9,000.00	688.32	49,533.99	-40,533.99	550.38%
<b>Revenues</b>	<b>780,415.00</b>	<b>124,952.90</b>	<b>716,773.89</b>	<b>63,641.11</b>	<b>91.85%</b>
<b>Expenses</b>					
Personnel	417,254.00	36,163.67	410,399.56	6,854.44	98.36%
Facilities	30,887.00	2,853.11	25,416.99	5,470.01	82.29%
Communications	4,400.00	443.36	3,693.36	706.64	83.94%
Equipment & Supplies	3,250.00	45,335.08	49,379.00	-46,129.00	1,519.35%
Travel	8,202.00	301.58	6,789.75	1,412.25	82.78%
Professional Development	17,580.00	1,409.89	12,858.45	4,721.55	73.14%
Contractual	181,700.00	-6,115.00	140,315.28	41,384.72	77.22%
Miscellaneous	63,928.00	5,276.16	49,583.71	14,344.29	77.56%
Regional Share	0.00	35,394.37	104,232.05	-104,232.05	0.00%
<b>Expenses</b>	<b>727,201.00</b>	<b>121,062.22</b>	<b>802,668.15</b>	<b>-75,467.15</b>	<b>110.38%</b>
<b>Agency Balance</b>	<b>53,214.00</b>	<b>3,890.68</b>	<b>-85,894.26</b>		

This Page Left Intentionally Blank

# 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)

➤ 71% Out Commute Rate

#### By the Numbers

➤ 1.1% Total State Population

➤ \$50,001 Median Household Income



#### For More Information:

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

# Regional Profile:

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

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

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

FY18 Locality Budget Data							
Locality	Raise %	Compensation Notes	Real Property Increase	Real Property Rate	Personal Property Increase	Personal Property Rate	Other
Essex	2%		\$0.02	<b>\$0.86</b>	\$0.25	<b>\$3.75</b>	\$35/\$25 Vehicle tax
Gloucester	3%	Bonus for lower scale employees only	None	<b>\$0.65</b>	None	<b>\$2.95</b>	
King and Queen	0%		None	<b>\$0.54</b>	None	<b>\$3.94</b>	
King William	2%		None	<b>\$0.90</b>	None	<b>\$9.65</b>	
Mathews	0%		\$0.07	<b>\$0.54</b>	\$0.05	<b>\$3.70</b>	
Middlesex	2%	Step Inc. w/ evaluation; No COLA	None	<b>\$0.56</b>	None	<b>\$3.50</b>	

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

## MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

### Staff Activities Service Summary of Regional Progress

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

### Report on Mandated Initiatives

Locality	Water Supply Plan Update Support Staff: Lewie Lawrence Start Date: 7/2016 Completion Date: TBD		All-Hazards Mitigation Plan Update Support Staff: Jackie Rickards Start Date: 1/2014 Completion Date: 8/2016	
	Participating	Current Status	Participating	Current Status
Essex	✓	Presented scope, budget, & service agreement to localities	✓	Adopted
Gloucester	NA	NA	✓	Adopted
King & Queen	✓	Presented scope, budget, & service agreement to localities	✓	Adopted
King William	✓	Presented scope, budget, & service agreement to localities	✓	Adopted
Mathews	✓	Presented scope, budget, & service agreement to localities	✓	Adopted
Middlesex	✓	Presented scope, budget, & service agreement to localities	✓	Adopted
Town of Tappahannock	✓	Presented scope, budget, & service agreement to localities	✓	Adopted
Town of West Point	✓	Presented scope, budget, & service agreement to localities	✓	Adopted
Town of Urbanna	✓	Presented scope, budget, & service agreement to localities	✓	Adopted

## Opportunities Identified to Implement Commission Priorities

Service Center	Project Title and Description	Funding Requested	Status
Environmental	NFWF TA Service Provider	n/a	Approved
Emergency Mgmt	Dominion Foundation – Prescription & Drug Abuse – Habitat for Humanity Glouc/Mat	\$49,735	Not Funded
Environmental	DEQ – Septic Pumpout	\$28,600	Funded
Environmental	DEQ – NPS Septic Repair WQIF grants to homeowners	\$200,000	Funded
Environmental	CZM – ECO PAA Dragon Run	\$40,000	Funded
Environmental	CZM – Coastal Technical Assistance – FY17	\$30,000	Funded
Environmental	NFWF – PAA Living Shoreline Oyster Bag Sills & Monitoring (VIMS)	\$96,637	Funded
Economic Dev	NFWF – Economic Leverage of Blue & Green Assets in MP	\$33,000	Not Funded
Economic Dev	NFWF – Aquaculture Business Park and Oyster Hatchery	\$538,536	Not Funded
Environmental	DEQ – Capitalization – MP Living Shoreline Revolving Loan Program	\$250,000	Approved
Emergency Mgmt	VDEM – Homeland Security Regional Emergency Planner	\$95,000	Funded
Emergency Mgmt	VDEM – Homeland Security Satellite Radios	\$58,000	Funded
Emergency Mgmt	VDEM – Homeland Security EOP Gap Analysis	\$85,000	Funded
Economic Dev	VDHCD – BCC Grant – MPREDO Advisory Board and Staffing	\$78,000	Funded
Economic Dev	EDA – VASG Care4CoastalVA	\$999,000(\$19,340)	Not Funded
Economic Dev/Environ	NFWF – Harnessing the Intrinsic Value of Coastal VA Green Infrastructure	\$33,000	Not Funded
Environmental	DEQ – Septic Pumpout	\$17,000	Funded
Environmental	NAWCA Acquisitions	\$75,000	Approved
Economic Dev/Environ	CZM Project of Special Merit – Coastal Resiliency & Adaptation	\$165,000	Pulled by DEQ
Environmental	CZM Legal Research	\$7,000	Submitted
Economic Dev	VATI-FTS – Dark Fiber	\$914,760	Not Funded
Economic Dev	DHCD – CDBG Planning Grant – Broadband	\$11,000	Funded
Environmental	CZM FY18 Coastal TA	\$30,000	Submitted
Environmental	CZM – Public Trust Doctrine	\$28,008	Not Funded
Environmental	NFWF – Living Shoreline Cost Share and Demo Project	\$137,000	Submitted
MPCBPAA	VEE – Land Acquisition Assistance	\$12,000	Funded
MPCBPAA	Chesapeake Bay Restoration Fund – Education & Marketing for Land Donations	\$1,500	Funded

## MPPDC ACRONYMS

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

VMRC	Virginia Marine Resources 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**  
**May 15, 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](mailto:llawrence@mppdc.com) (804) 758-2311x24 (804) 832-6747 (cell)

Programs: *Coastal Zone Technical Assistance, Local Initiatives, Public Access Authority*

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

Contact Info: [bjohnson@mppdc.com](mailto:bjohnson@mppdc.com) (804) 758-2311x22

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

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

Contact Info: [hbreesee@mppdc.com](mailto:hbreesee@mppdc.com) (804) 758-2311x26 (757) 871-2245 (cell)

Programs: *Regional Emergency Planning*

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

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

Programs: *Environmental Programs, Graphic Arts*

### **Secretary: Dawn Kirby**

Contact Info: [dkirby@mppdc.com](mailto:dkirby@mppdc.com) (804) 758-2311x21

Programs: *Septic Pumpout Assistance, Facilities Scheduling*

**Project 30502 Water Supply Planning**

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

- Tammy Stephenson, DEQ, provided MPPDC with a letter to address the process that local governments can expect to complete the five-year update of the water supply plan. According to the letter, “With regard to formal governing body action, public hearing, and public comment, DEQ is leaving that decision to the localities.”
- Provided Bowman Consulting with comments about the environmental impacts of the Lower Middlesex County Regional Water System as the project relates to the 2011 Regional Water Supply Plan.
- Consulted with Department of Environmental Quality Water Supply Planning program staff regarding anticipated approval steps for the update to the Middle Peninsula Water Supply Plan.
- Received executed Water Supply Plan Update Service Agreements from Essex, King and Queen, King William and Town of West Point and Tappahannock. Middlesex and Urbanna have approved, but not transmitted documents.

**INFORMATION RESOURCES/ASSISTANCE**

- Updated [www.mppdc.com](http://www.mppdc.com) website – meeting notices, reports, news releases, living shoreline RLF application link.

**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.

- Organized information about the Perrin Wharf in Gloucester County, including MPCBPAA’s acquisition of the site from VDOT, infrastructure upgrade of the wharf, current uses of the site and approaches that MPCBPAA have attempted to collect fees at the site.

**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.*

- Created a summary document regarding the Living Shoreline Incentive Funding Program to be passed out at meetings with community groups, the public and elected officials.
- Attended Living Shorelines Fundamentals Workshop in Lancaster County to discuss MPPDC LSIP program financing opportunities.
- Consulted with Kevin McLean, Virginia Association of Soil and Water Conservation Districts regarding the Virginia Conservation Assistance Program (VCAP) cost share program and whether MPPDC and VASWCD could partner to provide a complete financing package to homeowners interested in installing living shorelines.
- Consulted with Kristal Evans, Tidewater SWCD regarding the VCAP program and partnering possibilities.
- Attended Shoreline Management Workshop at Abingdon Ruritan Club, Gloucester to discuss MPPDC LSIP program financing opportunities.
- Prepared and submitted proposal to NFWF for a grant to fund a Middle Peninsula Living Shoreline Cost share program, fund the living shoreline insurance program, partner with VIMS Shoreline Studies Program to install an oyster bag sill demo project at a MPCBPAA property in Gloucester County and design a living shoreline demo proprietary concrete structure project for a MPCBPAA property in Middlesex County.
- Closed on first LSIP project to be constructed in Gloucester County.
- Consulted with Camille Dean, paralegal Sands Anderson regarding invoice for bond counsel work to be used to capitalize living shoreline RLF through Virginia Resources Authority (VRA).
- Consulted with Shawn Crumlish, VRA regarding loan closing.
- Received phone call from Mathews homeowner following up with living shoreline application process.
- Received follow-up email from Mathews applicant. Project permit process ongoing.

### **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.*

- Consulted with Christina Ryder, Wildlife Biologist Chesapeake Bay Field Officer U.S. Fish & Wildlife Service concerning grant processing requirements for land acquisition.

### **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 DEQ Phase III Chesapeake Bay TMDL Staff Workshop at King and Queen County Public Library. III WIP is due April 2019. This one will focus more on engagement with localities – identifying actions and practices to be implemented 2018-2025, accounting for climate change and the Conowingo Dam closing in Maryland, growth, and developing plans below statewide goals. No regulatory requirements for localities to do anything BUT if goals are not met through voluntary action, that could change. The state needs to have the draft state WIP to EPA by December 2018. DEQ asking what resources do localities need to implement their local strategies? Localities will be asked to participate in meetings, identify and report existing BMPs, continue with permitting requirements, identify pollutant reductions that are implemented, and take advantage of funding opportunities to implement strategies. The Chesapeake Bay Model now allows nonmonetized credits for shoreline management practices. There will be some credit given for practices implemented since 2014 including living shorelines and even some for riprap and rock revetments, but none for bulkheads or breakwaters unless they include plantings.
- Consulted with a Middlesex County resident concerning a fall speaking engagement for the Middle Peninsula and Northern Neck Garden Club. The club is interested in learning about fracking issues and water supply issues.
- Consulted with the Executive Director for the Virginia Wildlife Foundation concerning land valuation for a possible donation on the Mobjack Bay in Gloucester County to the MPCBPAA.
- Consulted with James Davis Martin, Chesapeake Bay Coordinator for the Department of Environmental Quality with questions regarding how the Soil and Water Conservation District received grant funding for living shorelines and if the MPPDC program could be better aligned with the Soil and Water Conservation District program to advance forward mutual programmatic benefits.
- Coordinated and convened a FEMA resiliency workshop held at the MPPDC office in Saluda. Workshop afforded local elected officials and staff an opportunity to learn and discuss how federal policy and funding is provided to address for part of the flooding.
- Updated graphics in presentation for the Virginia Rural Summit.
- Updated the MPCBPAA reservation site with tidal information with a USGS link: [https://waterdata.usgs.gov/va/nwis/uv/?site\\_no=01670080&PARAMeter\\_cd=62620](https://waterdata.usgs.gov/va/nwis/uv/?site_no=01670080&PARAMeter_cd=62620)

### **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.*

- Updated the MPDCBPAA Eco-Business program documents with updated application submission dates. MPCBPAA will accept applications on a rolling basis.
- MPCBPAA Eco-Business program documents will be placed on the MPCBPAA website. A splash page was drafted that will introduce the program to the public and officially open the application process for entrepreneurs.
- Consulted with Katherine Shankles, Attorney General’s Office of the Commonwealth of Virginia concerning appropriate lease hold business tax model for the Middle Peninsula Chesapeake Bay Public Access Authority.

**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.*

- Completed a draft of the Working Waterfront Steering Committee meeting minutes from the April 12, 2017 meeting.
- Researched Maryland Working Waterfront Program and created a presentation to share with the Working Waterfront Steering Committee at their next meeting.

**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](http://www.midpenrideshare.org)
- Convened Association for Commuter Transportation Telework and Alternative Work Arrangements Council meeting. Council continuing to work on a National Telework Week program and planning for a webinar on telework and hoteling to be held in the fall.
- 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.*

- Provided notice of review to all Middle Peninsula local planners and localities for the **Draft FY 2018 – 2021 STIP** for the Fredericksburg district as well as the list for STATEWIDE projects.
- Reviewed and discussed staff transition plan and draft final deliverables with Doug Diedrichsen, MPPDC RTP planner who has resigned.

## 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 assistance available for voluntary upgrade and provided application.
- Received application from Gloucester homeowner for voluntary upgrade.
- Consulted with Jamie Miller, Millers Septic regarding Northern Neck septic repair. Referred to NNPDC for assistance.
- Consulted with Julie Goens, Gloucester Health Department regarding status of 3 septic repair projects.
- Consulted with Bill Simmons, Hands Across Mathews regarding assistance available for control panel replacement. Low income family in need of assistance. Sent application for Small Repair/Maintenance program.
- Consulted with Mathews homeowner regarding Small Repair/Maintenance program. Approved grant/loan package of \$600 grant/\$600 loan. Homeowner received assistance from Hands Across Mathews for \$400, lowering loan to \$271.
- Met with Mathews homeowner to close on Small Repair Assistance package.
- Consulted with Bill Meigher, AOSE/Engineer regarding assistance available for Mathews homeowner.
- Discussed program with Mathews homeowner, referred by Bill Meigher. Homeowner not eligible for grant due to income. Discussed loan program, loan terms and mailed application.
- Consulted with septic client looking for assistance with well pump replacement. Referred to SERCAP.
- Consulted with Ashley Miller, Millers Septic regarding status of 3 applications.
- Consulted with Mathews resident regarding assistance available for mother's septic repair on Gwynn's Island. Discussed program and directed him to website for application download.
- Sent follow-up letters to several homeowners with incomplete applications requesting additional documentation.
- Consulted with law office of Sidney Speight, LLC regarding client in default and requesting letter to be sent to client.
- 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 15<sup>th</sup> of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to loan processing date of the 12<sup>th</sup> of the month to request a payment be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans as well as collections efforts.

- Septic Pumpouts as of May 15, 2017

Applications Mailed	22
Approved Vouchers	11
Completions	4

**Pumpout Vouchers by County**

Essex	02
Gloucester	00
King and Queen	03
King William	00
Mathews	03
Middlesex	03

- *Remaining uncommitted septic repair funding – \$152,678 in loan funds, \$160,640 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 Economic Development Resource Organization, 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.*

- Drafted a resolution for localities to support the Middle Peninsula Planning District Commission in its application to designate the Middle Peninsula region of Virginia as an economic development district through the U.S. Economic Development Administration.
- Processed grant budget amendment in DHCD CAMS program.
- Unable to process new reimbursement request in CAMS system as budget amendment request has not been processed by DHCD in CAMS. Reached out to Michelle Jones for assistance. Received message that she had sent it up the chain.
- Consulted with Liz Povar, MPEDRO Executive Director regarding need for project extension. Reviewed project extension letter from MPEDRO.
- Consulted with staff concerning updates to the Middle Peninsula Comprehensive Economic Development Strategy, CEDS Plan and assembled an application to request Federal designation of an Economic Development District (EDD) to provide enhanced and focused technical assistance and economic development program delivery.

**Project 30111 - Blue/Green Infrastructure**

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

- Received calls from Senator Tim Kaine’s and Congressman Rob Wittman’s staff concerning interest in speaking at Delegate Keith Hodges Rural Coastal Virginia Summit on matters related to federal spending to support rural coastal economic development.

- Coordinated and presented at Delegate Keith Hodges Rural Coastal Virginia Summit held at VIMS on May 12<sup>th</sup>. Discussed the unique economic development challenges and opportunities faced by the Middle Peninsula, Northern Neck and Eastern Shore.

### **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 15<sup>th</sup> of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to the loan processing date of the 12<sup>th</sup> of the month to request a payment to be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans.

### **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.*

- Assembled RFP review committee to rank and score received proposals under the DHCD broadband planning grant. Design Nine was selected as the preferred consulting firm for the planning and assessment work. Contacted the principals at Design Nine and coordinated for a May 11<sup>th</sup> meeting with the Project Management Team to discuss project objectives and outcomes.
- Consulted with Mindy Conner, Mathews County Administrator regarding reimbursements to MPPDC for Planning Grant.
- Convened Management Team Meeting to discuss work to be performed by Design Nine to provide technical design and cost estimates for a Middle Peninsula Broadband system to provide wireless coverage to the region. Working from the King and Queen model, the system would be run by the Pamunkey Tribe. RCC could provide training for a local workforce to maintain the system. Marketing and awareness will be key to the success of any local/regional system.

### **LOCAL INITIATIVES**

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

### **Project 380171 - Local & Regional Technical Assistance**

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

- Began to gather FY2018 adopted budget information from Middle Peninsula localities to update the MPPDC agenda packets (i.e. cover sheet and regional profile data).

### **Project 30109 – MPEDRO Staff Support**

*MPPDC staff are providing clerical and fiscal assistance to the Middle Peninsula Economic Development Resource Organization.*

- Prepared vouchers, processed A/P, processed deposits and balanced bank account. Prepared monthly financial statements.
- Consulted with Faith Bowe, CIV DLA Info Operations Center regarding SAM.Gov update problems resulting from MPEDRO name change and lack of response from Navy.
- Consulted with Liz Povar, MPA Executive Director regarding FY18 MPA budget. Prepared a “Skinny Budget” for MPA Board consideration.

## **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.*

- Consulted with Barbara Simcoe, VDMME regarding use of repaid principal to pay or legal collections costs. There is a client in default, but no program income to pay for collections. If principal repayments can be used for collections, will request letter be sent to client. If funds cannot be used for such purposes will not pursue collections.
- Discussed allowed uses of repaid principal payments with Barbara Simcoe. Received list of uses for EECBG funds. Identified telework centers as authorized use of said funds. Provided this information to King and Queen County.
- 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 15<sup>th</sup> of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to the loan processing date of the 12<sup>th</sup> of the month to request a payment be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans 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 in Gloucester County’s Crisis Track training. Crisis Track is a software for damage assessment and has been provided free of charge by VDEM to Virginia localities.

- Attended the quarterly Hurricane Evacuation Coordination Workgroup to discuss the progress made on each committee. The Regional Emergency Planner sits on the Mass Care Committee, which is responsible for collecting data on shelter resources in Virginia.
- Participated in the VDEM VESTEX, which is an annual tabletop exercise that, if a locality participates by opening an EOC and communicating with the state, satisfies the local EOP annual exercise requirement. This year's exercise scenario was an East Coast power outage caused by terrorism.

### **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.*

- Developed a draft MSAT Satellite telephone Asset Transfer Agreement and submitted to localities for review. Once finalized, Regional Emergency Planner will assign satellite telephones to localities, schedule a training and equipment distribution meeting for Emergency Managers, and activate service.

### **AGENCY ADMINISTRATION**

Funding - Indirect cost reimbursements from all PDC projects

### **MPPDC Administration**

*Administrative services provided to MPPDC programs. Planned FY16 Indirect Cost rate =49.8%.*

- Prepared vouchers, processed A/P, processed payroll, processed deposits and balanced bank accounts. Prepared MPPDC monthly financial statements.
- Convened MPPDC Budget Committee to review draft FY18 budgets – one for full funding, one with possible federal cuts. Committee recommends presenting federal cuts budget to the Commission.

### **CLOSED FY17 PROJECTS**

### **31201 - AHMP Update**

### **Project 31203- Regional Emergency Management Planner**

- Held an Amateur Radio workshop at the Rappahannock Community College campus in Glenss. The workshop was designed to educate Emergency Managers, local government officials, local volunteers, and other interested emergency personnel on the capabilities and processes of amateur radio operations during and after an event. 20 citizens of the Middle Peninsula, including Emergency Coordinator from Mathews County, the VDEM DRRO for our region, and others, either involved with amateur radio or interested in becoming involved, attended.
- Attended the National Hurricane Conference in New Orleans, LA. Attended sessions on Debris Management, Hurricane Readiness, Amateur Radio, and more. Took a course on the Next-Gen Hurricane Decision Support Platform for Emergency Managers. Met with contractors and other Emergency Managers from across USA and the Caribbean. Earned 32 professional development hours for participation

**32014 - Public Access Master Plan**

**32133 - NFWF Living Shorelines PAA**

**32135 - Coastal TA**

**32136 - Mathews SLR Adaptation**

**Project 32137 - Mathews Ditch Map Database**

- Made edits to the final report upon request of the Virginia Coastal Management Program (CZM). Sent a digital copy and hard copy of the report to the CZM program.

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

## MEMORANDUM

TO: Middle Peninsula Planning District Commissioners

FROM: Lewie Lawrence, Executive Director

DATE: May 17, 2017

SUBJECT: Report on the FY'18 Draft Budget and Overall Program Design

Enclosed please find the Overall Program Design and Budget Committee's recommendations for the FY18 Budget and Overall Program Design (OPD). The Committee met on May 9, 2017 and respectfully submits the attached for your consideration. The full budget document is available on the Commission's website [www.mppdc.com](http://www.mppdc.com) and will be at your place for review at the Commission meeting on May 24.

### **Comments on the Overall Program Design**

For FY 18, the Commission's OPD is very much uncertain, financially unstable and represents a best guess estimate of the resources that will be available to fund the work program. Continued uncertainty over approval of a Federal Budget by Congress juxtaposed against significant proposed cuts to federal programs and services important to the Commission and constituents of the region creates an unusual budgetary challenge. Therefore, the Budget Committee recommends submittal to the Commissioners of a budget that only reflects anticipated funding considered by staff to be less likely to be cut with the understanding of a likelihood of amending the PDC budget in the Fall if and when a Federal Budget is approved.

Staff had originally anticipated Federal funding of just under \$670,000 but uncertainty could cause significant decreases in Federal programs and funding of the Commission's work program with federal resources now identified ranging from \$475,000 to \$347,000. This represents a reduction in federal funding from 29% to 48% of that in the original draft budget. Anticipated State funding committed to the MPPDC remains similar to the approved FY17 budget at \$144,000.

Currently for FY 18, staff has obtained funding commitments to fully fund the Executive Director and Finance Director positions and to partially fund the remaining PDC staff. Management recommends not filling the Transportation Planner position until the federal funding scenario becomes more certain. To be clear, **we do not anticipate additional workforce reductions**, its more that we have received no guidance from our Federal Partners about what to expect and cannot recommend including in the budget those resources most at risk of cuts.

The enclosed Overall Program Design and Budget documents offer updated, easier to read traditional budget spreadsheets and the PDC Service Center budget spreadsheet which further identifies and explains the work of your staff under the proposed PDC Service Centers. Viewing the agency budget from a Service Center perspective affords Commissioners the ability to compare the importance of the work of the Commission viewed against the percent of agency staff time dedicated to, and the resources available for, each Service Center. In other words, the Commission's resources and work plan can be viewed against the needs of the region and availability of funding opportunities identified by staff.

For the FY2018 budget, the Committee recommends presenting the Commission with a reduced work plan, to be updated in the Fall as needed. The Commission will operate the following limited Service Centers:

- Service Center #1 Administrative Support (staff time 26%)
- Service Center #2 Environmental Coastal Community Development (staff time 7%)
- Service Center #3 Transportation (staff time 15%)
- Service Center #4 Local Projects/Staff Support (staff time 4%)
- Service Center #5 Local/Regional Planning (staff time 17%)
- Service Center #6 Direct Constituent Service (10%)
- Service Center #7 Mandates (2%)
- Service Center #8 Emergency & Hazard Management (staff time 17%)
- Service Center#9 Blue/Green Environmental Economic Dev (staff time 2%)

This package contains the following documents which support the recommendations of the Committee:

1. FY18 Draft Overall Program Design & Project List
2. FY18 Proposed Budget that includes an overall summary page
3. FY18 Fiscal Analysis of PDC Service Centers

### **Comments on the Budget**

In reviewing the anticipated revenues, two significant points must be kept in mind:

1. Most of the agency's revenues are received on a reimbursable basis and require the Commission to maintain a general fund balance to cover cash flow expenses until reimbursement arrives. Funds are only available if expended and cannot be banked.
2. Receipt of revenues often does not coincide with the Commission's July 1- June 30 fiscal year.

Anticipated total revenues for this draft budget are \$788,560. Due to expected budget cuts, this is a reduction of 10% of FY17 approved budget.

The Commission provides matching funds for grant-funded projects from the local dues, DHCD base funding and, when necessary and considered appropriate, from the PDC General Fund. This allows the Commission to maximize leverage of additional federal, state and other funds. The proposed draft budget requires matching funds in the amount of \$70,661 which includes funds to continue the Blue Green Economic Development program. Because of federal budget uncertainty, the leverage ratio for FY18 has not been calculated. An amended budget in the Fall will more accurately document the leverage ratio for FY 18.

In reviewing the draft budget, two significant points must be kept in mind

1. By providing a Service Centers budget, the Commission can better recognize how policies such as rate of pay, fringe benefit levels, equipment upgrades, travel, staff professional development and access to consultants are funded and expensed.
2. The true cost of agency administration and indirect cost allocation can more easily be identified.

As always, much of the expenditure is dictated by individual project budgets approved by the funders and revenues to offset the costs are only received by the Commission on a reimbursable basis. Because of Federal Budget uncertainty, there are several project proposals pending on which funding decisions have not yet been made. Administration is not comfortable including most of these in the budget at this time as too much uncertainty remains, but it is anticipated that several additional projects will be funded by end of the fiscal year to significantly fund FY18 agency operations and staffing.

Overall, this budget proposal proportionally responds to the priorities expressed by the Commissioners and maximum utilization of available grant funding while maintaining the Commission's conservative fiscal philosophy. General Fund dollars will be utilized as "gap funding" for both Blue Green Economic Development and staff retention if necessary, \$15,000 in General Fund dollars are requested to be used to advance forward the Blue/Green Environmental Economic Development Model which may be supplanted by grant funds if and when identified.

MPPDC Budget & OPD Committee:

Tom Swartzwelder, King and Queen County and MPPDC Chair

O.J. Cole, Mathews County and MPPDC Vice Chair

Travis Moskalski, King William County and MPPDC Treasurer

**DRAFT OVERALL PROGRAM DESIGN  
FY '18**

THE DESIGN OF THE OVERALL PROGRAM OF THE MIDDLE PENINSULA PLANNING DISTRICT COMMISSION FOR FY '18 ASSUMES A STAFFING LEVEL AS FOLLOWS:

1. EXECUTIVE DIRECTOR
2. (LEFT VACANT)- DIRECTOR OF REGIONAL PLANNING
3. REGIONAL PROJECTS PLANNER (2 FTE, 1 vacant)
  - a. RTP Staff Position resigned April of 2017 (Hold the position vacant)
  - b. General Planner
  - c. Emergency Planner
4. FINANCE DIRECTOR
5. SECRETARY/PT
6. CONTRACTED SERVICES AGREEMENT FOR PLANNING STAFF

MPPDC SERVICES WILL BE PROVIDED IN THE FOLLOWING AREAS:

- Service Center #1      Administrative Support (staff time 26%)
- Service Center #2      Environmental Coastal Community Development (staff time 7%)
- Service Center #3      Transportation (staff time 15%)
- Service Center #4      Local Projects/Staff Support (staff time 4%)
- Service Center #5      Local/Regional Planning (staff time 17%)
- Service Center #6      Direct Constituent Service (staff time 10%)
- Service Center #7      Mandates (staff time 2%)
- Service Center #8      Emergency & Hazard Management (staff time 17%)
- Service Center#9      Blue/Green Environmental Economic Dev. Model (staff time 2%)

**(1) Service Center: Administrative Support**

Description: This Service Center allows the Overall Program to function by supporting the agency as a whole and the individual projects.

Activities: Personnel administration; financial management; maintenance and equipping of office, files, and library; audit; grants administration and reporting, and other general office functions; Administration of the MPPDC Intergovernmental Review Process to determine proposed projects' conformity with local and regional planning efforts and the physical environment and to eliminate duplication of services

Responsibility: Executive Director, Finance Director, and Secretary

Support: Indirect cost reimbursements by funders/base funding if disallowed by funders

**(2) Service Center: Environmental / Coastal Community Development**

**FY 18: Limited, Reduced or Eliminated Services**

Description: This service center responds to local planning needs for major projects, such as comprehensive plan updates, other land use plans, zoning and subdivision ordinances, management studies, and minor technical assistance for grant applications. The center also provides for the collection, organization, and dissemination of technical, socio-economic, and geographic data to local governments, market analysts, financial institutions, the general public, and others. The Middle Peninsula Planning District Commission is designated as a Regional Data Center with the responsibility of being the official repository for all U. S. Census data for the District. Lastly, the center responds to daily requests for assistance from local government staff. In order to properly manage the workload, requests should be channeled through the County Administrators and Town Manager offices to the Executive Director.

Activities: Consultation on review of development proposals; consultation on individual rezoning and special exception applications; minor review of zoning, subdivision, and other land use ordinances; development of local planning work programs; preparation of brief written reports in relation to these activities; preparation of grant proposals; training and support for local GIS implementation; continued system administration and database maintenance of the MPGIS; continued technical assistance regarding emerging coastal zone management issues impacting member localities.

Responsibility: Executive Director, Regional Projects Planners, Finance Director

Support: Virginia Coastal Program Technical Assistance Program, Rural Transportation Program, Virginia Coastal Program, other CZM grants, National Fish and Wildlife Foundation, Local dues

**(3) Service Center: Transportation Planning**

**FY 18: Limited, Reduced or Eliminated Services**

Description: This program includes transportation activities of general interest to the District. It involves special studies, collection and analysis of data, and coordination and advocacy activities and commuter services to constituents.

Activities: Middle Peninsula Rural Transportation Planning Program, Transportation Demand Management Services

Responsibility: Executive Director, Finance Director

Support: VDOT Rural Transportation Planning Assistance Program, VDRPT Transportation Demand Management Program, Local dues

**(4) Service Center: Local Projects/ Staff Support to External Entities**

Description: This program provides planning assistance to localities and staff support to external entities

Activities: Middle Peninsula Chesapeake Bay Public Access Authority staff support; Middle Peninsula EDO staff support, new project development and evaluation of the PDC services and structure, local planning assistance.

Responsibility: Executive Director, Finance Director.

Support: Virginia Coastal Program, Special Local Assessment (MPCBPAA), MPEDRO, Local funds.

**(5) Service Center: Local /Regional Planning**

**FY 18: Limited, Reduced or Eliminated Services**

Description: This service center responds to and encourages the sponsorship of meetings, seminars and workshops for local elected and appointed officials, local government administrators, local economic developers, and local opinion leaders covering such subjects as economic development, planning commission functions and activities, leadership techniques, local government operations, environmental management. This program also includes initial development activities of programs that would utilize the economies of scale and the inherent efficiency of a larger service delivery area in order to produce cost savings to local government and/or deliver better service to users.

Activities: Planning Commissioners Training Program, Boards of Zoning Appeals Members' Training Program, PDC dinner meetings, monthly Local Government Administrators Meetings, monthly Local Planners Meetings, as well as special infrastructure planning and development; community development studies; project coordination.

Responsibility: Executive Director, Regional Projects Planners, Finance Director

Support: PDC Base Funding (DHCD), Local dues.

**(6) Service Center: Direct Constituent Services**

**FY 18: Limited, Reduced or Eliminated Services**

Description: This service center responds to the needs of Middle Peninsula constituents for onsite septic repair; Small Business Revolving Loan Program; Housing Improvements Revolving loan program and the Living Shoreline Incentive revolving loan program.

Activities: Assistance to homeowners for septic repair, pump out, small business loans, housing loans and living shoreline construction loans. Most of the staff time is dedicated to servicing existing loans under these long-standing programs and qualifying new applicants requesting financial assistance for septic repairs and living shoreline projects.

Responsibility: Finance Director, Executive Director

Support: Virginia Resources Authority/Virginia Department of Environmental Quality

**(7) Service Center: Mandates**

Description: This service center provides assistance and responses to local and regional government needs associated with mandates issued from the state legislature or the federal government.

Activities: Update to the Middle Peninsula Regional Water Supply Plan

Responsibility: Executive Director, Regional Projects Planners.

Support: Retained funds, Local funds

**(8) Service Center: Emergency & Hazard Management**

**FY 18: Limited, Reduced or Eliminated Services**

Description: This service center provides assistance and responses to local and regional government needs associated with emergency management.

Activities: Development of new programs and services to assist with public education, safety, evacuation planning, as well as local fire and rescue programs focusing on staff retention and grant program development. New opportunities include evacuation planning and State Homeland Securities Grant Program; FEMA Community Rating System to help offset premium increase under the Federal Flood Insurance program. Special focus will be given in FY18 to substance abuse and prevention.

Responsibility: Regional Projects Planners

Support: Federal, State and other Local funds, FEMA and VDEM

**(9) Service Center: Blue/Green Environmental Economic Development**

Description: This service center responds to the needs of local government by providing solutions and services necessary to carry out economic development and job creation/retention activities.

Activities: Legislative and Policy Development centered on Environmental Regulations and Commoditizing Blue and Green infrastructure across the region; MPEDRO, CEDS and University Partnership Plan implementation

Responsibility: Executive Director, Regional Projects Planners, Finance Director

Support: Virginia Department of Housing and Community Development, EDA, Virginia Sea Grant and Local Funds

## MPPDC FY 18 PROJECT LIST

### (1) Service Center: Administrative Support

Agency Administration: Indirect Cost Sharing/ PDC Base Funding/General Fund

### (2) Service Center: Environmental / Coastal Community Development

FY 18: Limited, Reduced or Eliminated Services

- Coastal Technical Assistance - CZM/DEQ
- Working Waterfront Legislation & Inventory Expansion – CZM/DEQ
- Eco Business Planning – CZM/DEQ

### (3) Service Center: Transportation Planning

- Transportation Demand Management – DRPT
- Rural Transportation Planning - VDOT

### (4) Service Center: Local Projects/Staff Support

- MPCBPAA – PAA
  - General PAA Administration
  - Grants Management
- MPEDRO/MPA
  - Fiscal Agent
  - Clerical Support
  - Grants Management

### (5) Service Center: Local / Regional Planning

- TBD Local Initiatives
- Regional Meetings

### (6) Service Center: Direct Constituent Services

- Loan Processing and homeowner assistance –Program Income
  - Onsite Septic Repair RLF – DEQ
  - Housing RLF
  - Small Business RLF
  - Living Shoreline RLF
- Septic Pumpout – DEQ
- Small Septic Repairs/Maintenance – Retained Onsite Program Income

### (7) Service Center: Mandates

- Water Supply Plan Update- Local and retained funds

### (8) Service Center: Emergency & Hazard Management

- TBD local assistance and grants applications
- Homeland Security Regional Emergency Planning

### (9) Service Center: Economic Development

- CEDS Implementation – EDA?
- Blue/Green Environmental Economic Development – Local Dues/General Fund

**FY18 DRAFT BUDGET**

**Revenues**

<b>LOCAL (annual contributions)</b>	\$114,099.00
<b>LOCAL (other)</b>	\$39,324.00
<b>STATE</b>	\$143,817.00
<b>FEDERAL</b>	\$474,620.00
<b>OTHER</b>	\$16,700.00

**\$788,560.00**

**Expenses**

<b>PERSONNEL EXPENSE</b>	\$260,367.00
<b>FRINGE BENEFITS</b>	\$81,528.34
<b>FACILITY EXPENSE</b>	\$35,278.00
<b>EQUIPMENT AND SUPPLIES EXPENSE</b>	\$3,800.00
<b>TRAVEL EXPENSE</b>	\$10,350.00
<b>PROFESSIONAL DEVELOPMENT EXPENSE</b>	\$16,950.00
<b>CONSULTANT/CONTRACTUAL EXPENSE</b>	\$310,574.00
<b>MISCELLANEOUS EXPENSE</b>	\$72,685.00

**\$784,532.34**

**General Fund Increase (Decrease) \$4,027.66**

**Matching Funds Required \$70,661.00**

This Page Left Intentionally Blank