

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
September 16, 2019 MEETING
HELD AT THE ENTERPRISE BUILDING
ACCOMAC, VIRGINIA

COMMISSIONERS PRESENT:

Robert Crockett	Accomack County
Laura Belle Gordy	Accomack County
Donald L. Hart, Jr.	Accomack County
Reneta Major	Accomack County
Harris Phillips	Accomack County
Rickie Ross	Accomack County
Gwendolyn F. Turner	Accomack County
John Coker	Northampton County
Robert Duer	Northampton County
Rev. Charles J. Kellam	Northampton County
Arthur Leonard	Town of Chincoteague

COMMISSIONERS ABSENT:

Spencer Murray	Northampton County
Vacant	Northampton County

OTHERS PRESENT:

Elaine Meil	Sandy Taylor
Curt Smith	Melissa Matthews
Russ Williams	Bobbie Jo Wert

1. Call to Order

Chairman Kellam called the meeting to order at 7:00 p.m.

2. Invocation

Commissioner Turner offered the Invocation.

3. Minutes of August 19, 2019 Meeting

The minutes of the August 19, 2019 Meeting was presented.

Commissioner Hart moved to approve the Minutes of the August 19, 2019 Meeting. Seconded by Commissioner Phillips, the motion carried by unanimous vote.

4. Public Participation

No public participation took place at this time.

5. Bills Payable/Financial Statement

The current Bills Payable was presented. The current Financial Statement was also presented.

Commission approval of the Bills Payable and current Financial Statement was requested.

Commissioner Phillips moved to approve the Bills Payable and current Financial Statement as presented. Seconded by Commissioner Hart, the motion carried by unanimous vote.

6. July & August Financial Status Report

The attached report indicates that 15.03 percent of the FY 2020 Budget has been expended while 16.67 percent of the fiscal year has passed.

Commission acceptance of this report was requested.

Commissioner Crockett moved to accept the Financial Status Report as presented. Seconded by Commissioner Hart, the motion carried by unanimous vote.

7. FY 2020 Budget Amendments

Adoption of the following FY 2020 budget amendments was requested:

1.	3764	Town of Parksley CDBG Block Grant	\$ 0.00
		Administrative Services	<u>+25,000.00</u>
			\$25,000.00

ITEM 1 represents the amendment to include CDBG Block Grant funds recently awarded to the Town of Parksley for FY 2020.

2.	3575	VDH Technical Assistance	\$ 0.00
		Reproduction and Administrative Services	+ 6,000.00
			\$ 6,000.00

ITEM 2 represents the amendment to include funds from VDH for FY 2020.

3.	3583	GreenWorks/Waste Watchers	\$ 5,666.00
		Administrative/Professional/Contractual Services	+ 2,834.00
			\$8,500.00

ITEM 3 represents the amendment to include additional funds awarded by Northampton County to provide services to support activities for FY 2020.

4.	3760	Gospel Temple Adams Crossing Neighborhood Revitalization Project	\$ 0.00
		Administrative Services	+25,000.00
			\$25,000.00

ITEM 4 represents the amendment to include CDBG Block Grant funds awarded by DHCD to provide services for FY 2020.

The net change to the FY 2020 budget is \$58,834. The requested amendments were reflected on the September Financial Status Report.

Commissioner Hart moved to adopt the above listed budget amendments. Seconded by Commissioner Major, the motion carried by unanimous vote.

8. Grants

2020 Virginia Section 319(h) TMDL Implementation Program

The project would continue efforts of current project #3590. It would expand the efforts to both of the two EPA-approved Implementation Plan watersheds, both in Northampton County. Implement of septic residential improvement projects would be within the Watershed Implementation Plan for The Gulf, Barlow, Mattawoman, Jacobus and Hungars Creeks on the Bayside and for Kings Creek. SERCAP has agreed to help cover the VDEQ owner cost-share requirements (approximately 20% of the construction budget). Planning staff would be working closely with Housing staff on this project. A subcontract with VIMS for water quality sampling and analysis would be part of the SOW to help provide a measure of success of the program. VIMS is providing 1:1 match for their portion of the budget. The RFA was issued August 23, 2019 and closes October 31, 2019.

Authorization for staff to develop and submit a full application was requested.

Commissioner Hart moved to grant authorization for staff to develop and submit a full 319(h) Implementation Program application. Seconded by Commisisoner Crockett, the motion carried by unanimous vote.

USDA-RBDG Application for Wachapreague Hotel Feasibility Study

The Town of Wachapreague requested ANPDC assistance for the development of a USDA-Rural Business Development Grant application for the development of a study to determine the feasibility of the development of a hotel in the town's business district. The Town would pay half of the grant application development costs. There are no matching funds required for the grant.

Commissioner Hart motioned to provide support to the Town of Wachapreague with the development and submission of an USDA-RBDG grant application for a feasibility study. Seconded by Commissioner Phillips, the motion carried by unanimous vote.

9. Contracts

Virginia Department of Health Technical Assistance \$6,000

In continuance of the VDH Wellhead Protection Implementation Grant last year that allowed for the installation of a new building and development of the associated program for a Regional Household Hazardous Waste Collection Program, this contract will allow staff to continue to provide technical assistance during the first several annual-quarters of operation of the Facility and provide some support to residents as they continue to reach out to staff about these needs. The grant would be retroactively authorized to begin no earlier than August 15 and terminate no later than June 30, 2020.

Authorization for the Executive Director to execute the contract was requested.

Gospel Temple CDBG \$70,000

Authorization for the Executive Director to execute the contract was requested.

Parksley Downtown Revitalization CDBG \$70,000

Authorization for the Executive Director to execute the contract was requested.

Continuum of Care/Virginia Homeless Solutions Program \$27,109

Authorization for the Executive Director to execute the contract was requested.

Commissioner Crockett moved to grant authorization to execute all above listed contracts. Seconded by Commissioner Phillips, the motion carried by unanimous vote.

10. Projects

9970 *Capital Expenditures*

Elaine Meil, ext. 116

No activity.

3002 *Special Administrative Cost*

Elaine Meil, ext. 116

Invoices are being paid as they are received for items that cannot be directly charged to the programs through the indirect rate. These include items like Commissioner travel, certain Attorney fees and certain staff development items. Arrangements were made for Commissioner Hart to attend the Governor's Summit on Rural Prosperity that will be held on September 23rd and 24th.

3003 *Intergovernmental Coordination and Information*

Brenette Hinmon, ext.100

No report.

3010 *Planning Assistance Activities*

Elaine Meil, ext. 116

No activity.

3016 *Management Assistance Activities*

Elaine Meil, ext. 116

Administrative staff continue to work with clients to assist them in obtaining assistance, answering questions, and providing assistance to project and program staff with callbacks and tracking of incomplete documentation. A-NPDC received over 3,825 individual client visits in FY19. This was a slight decrease from FY18. Coordinated entry for the homeless programs assessed 229 households for potential housing assistance in FY19. This was an increase over FY18. The assessments are conducted on the phone after 5 pm or they are completed in the lobby as privacy allows. For years, the financial assistance runs out several months prior to the end of the fiscal year. Clients are now very aware of this and A-NPDC is seeing significant foot traffic on the first week of July. The first week of July which held three business days 23 clients were assessed and in the second full week of July a further 18 clients were assessed. Going forward, program staff will be manning the front lobby for the first week of July for the housing assessment clients and seeing these clients in one of the back offices to complete assessments.

COMMUNITY DEVELOPMENT PROJECTS

3061 Asset Management

Melissa Matthews, ext 110

All Asset Management files are kept current. Deeds of Trust are recorded as received, and expired Deeds of Trust are released twice a year. Staff works diligently to assure all properties have and maintain homeowner's insurance.

3080 Housing Project Development

Bobbie Jo Wert, ext. 126

Staff continues to assist the Eastern Shore of Virginia Housing Alliance with developing a financial strategy that would provide for the construction of affordable rental units in an area close to Tyson Foods and Parksley. Staff continues to work on several other projects in Northampton County.

3222 Town of Cape Charles Comp Plan Update

Clara Vaughn,
ext. 127

Results from the Cape Charles Comprehensive Plan Update Kickoff held July 25 have been posted online at <https://www.capecharles.org/pview.aspx?id=37896&catid=0>.

3320 EDA-Economic Development Planning

Curt Smith, ext. 114

Economic Development Committee Activities

The Full EDC met on June 12, where the Committee decided to develop an annual prioritized list for projects in the Economic Development Plan. Staff have met with Committee members to develop preliminary priorities for consideration during the Committee meeting on December 11. The industry focal area subcommittees will meet during October and the full EDC meets again December 11. The Economic Development Practitioners group will meet again later this Fall. A General Assembly Prioritization meeting among PDC member jurisdictions was held in early September between the PDC member jurisdictions and the state legislators.

Staff are working with VDACS and other partners to identify funding for a study and recruitment strategy intended to culminate in the development of a new sawmill in the region. Staff are exploring grant opportunities with EDA regarding resilience-oriented projects in Northampton and development of the regional sewer project .

CDBG Business District Revitalization Planning Grant Prioritization

As requested, Staff developed and invited the towns to complete an application to be considered for receiving PDC assistance for a CDBG planning grant leading to Business District

Revitalization. Staff provided an overview of the applications and recommendations for next steps during the meeting.

Commissioner Crockett moved they choose the Town of Onley as the first option to be considered for receiving PDC assistance for a CDBG Planning Grant leading to Business District Revitalization. He also recommended the Town of Onancock be the second option. Seconded by Commissioner Major, the motion carried by unanimous vote.

PLANNING PROJECTS

300640 ***Town of Onancock - Northeast Neighborhood Revitalization Project*** Bobbie Jo Wert, ext. 126

Staff is working with the Town of Onancock to submit a CDBG Planning Grant by September 15th. The planning grant will identify the needs of the Northeast Neighborhood. Removal of blight, housing rehabilitation, sidewalks, and flooding are some of the major concerns.

3355 ***USDA Rural Business Development - Agricultural Feasibility Study*** Clara Vaughn, ext. 127

Two focus groups plan to meet September 16 and 19 to provide feedback on a food hub intermediary as a central point for organizing produce aggregation, sales, and other efforts and a regional artisan destination and retail space. The goal of these groups is to refine preliminary recommendations provided through data collection, interviews, site visits, and surveys that, if implemented, will improve economic opportunities for local agriculture and aquaculture producers and artisans.

3401 ***VDOT Rural Transportation Planning-SPR*** Clara Vaughn, ext. 127

Staff continue to cooperate with the Town of Parksley and VDOT engineers to complete two Transportation Alternatives Program grant applications. One project seeks to improve sidewalks, create new crosswalks, upgrade street lighting and provide other streetscaping improvements in downtown Parksley. The second seeks to construct a sidewalk with street lighting between downtown Parksley and Metompkin Elementary School. A public hearing for both projects is scheduled September 16 at the Parksley Town Office, ahead of the October 1 application deadline.

Staff continue to track the VTrans Update. A-NPDC staff and representatives from Accomack and Northampton Counties attended a regional workshop in Norfolk on August 13 and provided feedback. Staff provided comments on the workshop report.

Staff are in discussions with VDOT District staff regarding a study exploring viable projects to improve transportation infrastructure resiliency in the face of projected sea level rise. A meeting to define the Scope of Work for this project is scheduled September 24.

Staff continue to refine a scoring system to identify priority areas for sidewalk improvements in the Eastern Shore of Virginia Pedestrian Facilities Study Update. Results will be used to identify top projects for implementation across the region.

Staff plan to ground truth ditch outfall locations mapped by VIMS researchers using high-resolution LiDAR data in ArcGIS. Findings seek to improve accuracy of remote mapping used to show locations where tidal water is entering ditches and contributing to roadway flooding.

Staff plan to organize a multi-regional PDC Transportation Planning Meeting to facilitate coordination of efforts across Virginia this fiscal year.

3542 ***DEQ Interpretive Signage Project-
Atlantic Coast & Bayside***

Shannon Alexander, ext. 115

The contract with VCZMP was fully executed on November 8, 2018. The three-panel interpretive kiosks for both the Town of Saxis and Onancock have been installed. Staff continues to work with TNC to finalize the design of the seaside signage, which is to be installed by the end of September, 2019, when the project concludes. The kiosk frames for Queen Sound, Gargatha, and Folly Creek Landings are being delivered to Accomack County Department of Public Works September 11, 2019 for installation in the next two weeks. The interpretive panels will then be installed by TNC staff by the end of the month. The project will be closed out in October of 2019.

3665 ***DEQ Septic Pump-out Project***

Bobbie Jo Wert, ext. 126

The Virginia Department of Environmental Quality (VDEQ) and the A-NPDC executed a grant contract to implement a septic pump-out program to reduce nonpoint source pollution to directly enhance the quality of local waters draining directly to the Chesapeake Bay. All activities will serve areas within the Chesapeake Bay watershed including Accomack County, Northampton County, and all of its Incorporated Towns. Septic pump-outs will be eligible only to owner-occupied residential properties within the Chesapeake Bay watershed whose household's income does not exceed 80% of AMI. The grant will run no later than April 30, 2020.

355201

DEQ VCZMP 309 Rural Enhancement Authority

Clara Vaughn, ext. 127

A-NPDC and Middle Peninsula PDC staff successfully coordinated the Rural Coastal Virginia Community Enhancement Authority summit July 25 in Gloucester Point. A-NPDC staff and representatives from both Accomack and Northampton Counties attended the summit focusing on regional problems and solutions that may be addressed through a unified voice via the Enhancement Authority. Each County will be presented a draft resolution for joining the Authority in the coming months.

3553

DEQ VCZMP 309 WWF Master Plan Implementation

Clara Vaughn, ext. 127

Staff conducted interviews with nine working waterfronts businesses in Accomack and Northampton counties and is compiling write-ups for a StoryMaps project highlighting the economic value and cultural significance of working waterfronts in Rural Coastal Virginia. This and an outreach video will be used as tools to educate community leaders and the public on the importance of working waterfronts in the A-NPDC, Middle Peninsula PDC, and Northern Neck PDC regions.

***355202 DEQ VCZMP 306 Oyster and Water Trail
Collaboration***

Shannon Alexander, ext. 115

The Middle Peninsula has compiled relevant assets into an inventory and GoogleMaps, the Northern Neck is working with the newly incorporated nonprofit The Virginia Oyster Trail (previously part of the Artisan Center of Virginia) on refinement of the digital engagement tool for the Virginia Oyster Trail, the A-NPDC staff organized and facilitated the 2019 Virginia Certified Ecotour Guide course concluded in March with 16 new graduates. A-NPDC staff facilitated a Bayside Water Trail stakeholder meeting in Cape Charles, held a second in Onancock in August, and will communicate by phone and email to get to the final product. The Ecotourism Steering Committee for the three rural coastal peninsular regions met on March 6th, June 6th, and September 9th to guide the overall project. The new www.VirginiaWaterTrails.org website and the itinerary tool for the Virginia Oyster Trail are active and online, but will continue to be refined over the next year and a half, with a hard roll out anticipated for spring of 2020. Efforts are being reported at the visitor industries Economic Development Subcommittee and incorporated into the regional economic development plan as well. Staff coordinated with the Chamber of Commerce and Tourism Commission to offer an interpretive kayaking experience for two influencers that were on the Eastern Shore the second week of July. This will help provide social media exposure for the Ecotour Guide program and the new Water Trails website. Staff will be completing the National Association of Interpretation course/certification with DCR staff at First Landing State Park in November. Staff has set up and opened registration for the 2020 iteration of the Virginia Certified Ecotour Guide course.

Staff has scheduled a Climate Adaptation Working Group (CAWG) meeting for November 21 to continue developing new goals and objectives for the group which are centered around developing draft policies and action plans for local governments within the region. CAWG members will work with interested localities to explore policies addressing sea-level rise and flooding and develop draft action plans for consideration accordingly. This effort is anticipated to expedite completion of the highest priority implementation actions.

Staff have participated in a final RAFT regional workshop on August 14. Staff continue working on advancing designs for living breakwaters to mitigate daily erosion and enhance coastal habitat at highest priority locations at Tangier. The partners are now working to finalize preliminary designs and cost estimates so that funding for the projects may be pursued. Staff met with researchers from NASA to explore the potential for conducting research and modeling for future precipitation patterns that can be useful for adaptation plans for natural resource-based industries and stormwater infrastructure.

3541 & 3551 *A-N VCZM Technical Assistance, FY 18*
Qtr3

Shannon Alexander, ext.115

Staff continues to serve the Eastern Shore of Virginia Ground Water Committee, the Regional Navigable Waterways Committee, and offer technical assistance to localities in the region.

As part of the necessary education and training events, staff presented to about 300 sixth grade students at the Watershed Festivals in April. The Eastern Shore Soil and Water Conservation District implemented the Shore Big Tree and Eastern Shore Natives Outreach and Education at Metompkin Elementary and the Montessori School May 30th.

Staff attended the Coastal PDC meeting at Fort Monroe June 4th, the Coastal PDC conference call July 9th, the Coastal Policy Team meeting on September 12th, and will attend the quarterly Coastal PDC meeting later in the fall. In collaboration with GreenWorks goals, staff attended the Mid-Atlantic Marine Debris Summit in June and brings new ideas and partnerships to the region as a result.

Staff continues to serve as a mentor for VIMS Graduate Student, Justin Shawler, who is researching the seaside barrier islands and working with local communities and stakeholders. Mr. Shawler was selected as a recipient for a VA Sea Grant Graduate Research Fellowship that will take place during 2018-2020. Among the items Mr. Shawler's work will address is the development of a sediment budget for the seaside barrier island system, which is a critical data gap in understanding how the system may evolve into the future.

The Ground Water Committee met August 20 and will meet again on September 17. Staff has and continues to reach out to DEQ, the U.S. EPA, our representatives, and private companies to acquire requested data and policy information concerning underground storage tanks, instances of discharge non-compliance, enforcement, importance of use of the unconfined aquifer, etc. Staff continues to work with the Consultant to ensure that the Groundwater Protection and Preservation Plan is updated with new data from the 2018 Water Supply Plans and new information, legislation, and permits prior to the conclusion of the 2019 calendar year. The Committee Consultant has provided summary presentation on VDEQ Consent Orders and aquifer water quality information and presented at the Environment Virginia Conference in Lexington on March 26th.

On behalf of the Committee and the Chairman, staff submitted a public comment on the draft permits for the 49 poultry operations in the VDEQ Consent Order and to VDH regarding the draft Hardship Guidelines. Staff will be partnering with the ESSWCD to organize and facilitate educational events once their new soil trailer is delivered (anticipated delivery in August).

Virginia Department of Health (VDH) Household Hazardous Waste Collection (HHWC) Site Development includes a Joint Resolution of Agreement for long-term funding/management of the new facility between Accomack and Northampton Counties. Accomack County Department of Public Works staff completed three relevant trainings during the months of June and July. The building was delivered and installed on July 18, and continues to have slight alterations to be able to function appropriately. The new goal for the grand opening no later than the end of September, as VDH granted an extension through that date. Staff is working with the Accomack County Emergency Management Services, Regional HazMat Response Team leaders, and the Painter Fire Company to develop a safety plan and held a meeting 20 to review roles and responsibilities August 20. Staff supplied a draft SOW/Contract for the collection services, which should be published by Accomack County staff in mid-August. The collection service contractor will influence the maintenance and operations plan for the new facility and program. The A-NPDC was also awarded a \$3,000 grant from the VDEQ Litter Prevention and Recycling competitive grant to match some of the funds for this portion of the VDH grant and multiply the effectiveness of the outreach for proper disposal of waste, including HHW, in the region, this was contracted and final products submitted to VDEQ at the end of July.

VDEQ Litter Prevention and Recycling

Shannon Alexander, ext.115

The Virginia Department of Environmental Quality (VDEQ) offered an award of \$3,000 of the requested \$12,000, from the VDEQ Litter Prevention and Recycling competitive grant. This served as pass through funding and match funds. The final Accounting and Performance Reports was submitted prior to the August 1, 2019 deadline. The contract was completed by REAL Virginia, William Dyas, and involved subcontracts to local educators. This project is closed out.

3583

GreenWorks

Shannon Alexander, ext.115

Staff continues to distribute monthly GreenNews E-Newsletter, editions are available via link on the A-NPDC website. The GreenWorks Committee met July 10th and the next meeting will be January 8th. Staff continues to help provide guidance to Waste Watchers with regards to organizational practices and manage the Sponsor-A-Road pilot program, which was extended by one year on 5/23/2019, and may be renewed for an additional one-year term. GreenWorks has reimbursed Waste Watchers for costs associated with the KAB Annual Litter Survey, the Essay Contest, and necessary equipment for Operation Our Clean Road Events. Staff provided assistance in an application to KVB for a grant for anti-litter educational signage at public water access facilities in the region. Waste Watchers is working with Keep it Beach Clean of Virginia Beach for outreach materials for public access facilities and on the Straw Free campaign for local restaurants. Staff continues to serve on the Accomack County Solid Waste Committee.

3556 & 3557

VA Port Authority Dredging Projects

Curt Smith, ext.114

The VPA awarded both applications for the Waterway Maintenance Fund Grant Program. The projects are for permits, engineering, and all other necessary planning work for dredging and beneficial use projects in the state portion of the Quinby Channel in Accomack County and for Kings Creek in Northampton County. VPA supplied a draft copy of the contract on July 8 and staff are meeting with each county to review and finalize each contract. Invitations to bid will be published for each project as soon as the contracts are finalized..

3587

Navigable Waterways Committee

Shannon Alexander, ext.115

The last quarterly Eastern Shore Regional Navigable Waterways Committee was held in Accomac on April 18th. The meeting scheduled to be held in Eastville on July 18th was cancelled and the next meeting will be October 17. Staff have held discussions with the USCG and Committee members regarding removal of navigational markers. Staff submitted comments to the US Army Corps' plans for a beneficial use of dredge material project for the Cedar Island/Wachapreague area and completed the USCG survey regarding their plans to improve distribution of maritime safety information (MSI). Staff is preparing a letter of support for the Town of Chincoteague with regards to private aids to navigation in Lewis Creek.

The project will implement septic residential improvement projects within the EPA approved Watershed Implementation Plan for The Gulf, Barlow, Mattawoman, Jacobus and Hungars Creeks on the Bayside in Northampton County. SERCAP has agreed to help cover the VDEQ owner cost-share requirements up to \$13,500 (20% of the construction budget). Planning staff is working closely with Housing staff on this project. Staff has developed a list of mailing addresses based on the Indoor Plumbing Needs Assessment data from 2014 and sent out 200 targeted mailings about this program offerings. Staff developed a new outreach marketing strategy, which includes Facebook 'boosts' and ad(s) in the local Eastern Shore Post to help spread awareness to residents about the project. Staff worked with VDEQ to develop an approved Residential Septic Program Design and Guidelines. Staff developed and published an RFP for BMP implementation contractual services. Staff is working with ESSWCD to organize an educational event in lieu of the well and septic forum, in order to educate residents about proper maintenance and protection measures for their private well and septic systems. Staff is working with VDEQ and SERCAP to expand this project, which is anticipated to provide aid to almost double the original number of households. Staff attended the mandatory VDEQ annual grantee meeting in Augusta County in late July.

3585 DEQ Chesapeake Bay Phase III Watershed Implementation Plan (WIP) Clara Vaughn, ext. 127

The final statewide Phase III WIP was released August 23rd and can be found at <https://www.deq.virginia.gov/Programs/Water/ChesapeakeBay/ChesapeakeBayTMDL/phaseIII/WatershedImplementationPlanning.aspx>.

3585 DEQ Chesapeake Bay Phase III Watershed Implementation Plan (WIP) Technical Assistance Clara Vaughn, ext. 127

Staff attended a meeting with VDH August 26 to discuss potential solutions for Makemie Park's failing alternative septic system. Staff participated with other Virginia PDCs to design and distribute a survey of local government and other organizations regarding BMP reporting and training needs. Staff are in the process of contacting locality and non-profit partners to develop a matrix of potential BMP grant priorities for the region.

On August 26, 2019, Governor Ralph Northam announced Accomack County would receive \$700,000 in Community Development Block Grant (CDBG) funds for the Gospel Temple/Adams Crossing Neighborhood. Contract negotiation with the Department of Housing and Community Development on Friday, September 13, 2019.

On June 19, 2019, the Accomack County Board of Supervisors voted to endorse efforts to remedy the failing sewer system in Makemie Park. The Board noted this endorsement may delay the next housing improvement area, Horntown, by at least one (1) year. Staff is working closely with DHCD and VDH to submit the CDBG Urgent Need application by the end of the month.

On August 21, 2019, the Accomack County Board of Supervisors adopted a resolution directing the County Administrator to apply for a CDBG Planning Grant. The Planning Grant will provide support to Mary Nottingham Smith Alumni Association in organizing and designing a strategy and project for the school. HD Advisors is working to submit an application by September 15th.

The Housing Service and Housing Development team continues to provide referral services to families located in priority areas of East Horntown, Wishart's Point, Graysville, Whitesville, Linhaven Circle, and Sanford. Families will be referred to other agencies that may be able to provide alternative housing, well, and septic solutions.

Staff will be working in the Bayside area in the near future. It is our goal to complete the community housing survey process by the end of the month. Once completed, staff will rank the neighborhood for prioritization.

A-NPDC HOUSING PROJECTS

**3661 HUD Housing Counseling Services & VHDA
& Housing Counseling & Education
3662**

Mary Smolinski, ext.124

One client family is in the final phases of purchasing their first home with a VHDA loan. Closing scheduled for September. One client brought his mortgage current. Working with HeadStart in Belle Haven and Accomac to set up outreach/financial literacy classes in September/October. Homeownership calls and appointments have remained steady, with a slight decrease in Foreclosure Intervention activity.

300660

Makemie Park Project

Bobbie Jo Wert, ext. 126

Virginia Department of Health (VDH) staff completed an on-site sanitary survey of Makemie Park on Thursday, July 25th. The objective is to determine if an alternative sewage system would fit on each property. A-NPDC Staff met with VDH on August 26th. After a long deliberation, all parties involved felt a phased approach would be the best method to remedy failed system.

The Accomack County Board of Supervisors voted to endorse the proposed plan to apply for a Community Development Block Grant (CDBG) Urgent Needs Funding. Staff has begun the application process.

3690

Occhohannock Neck Road Project

Bobbie Jo Wert, ext. 126

Staff continues to meet regularly to evaluate the progress of this project. To date, an Option Agreement has been executed, Staff executed a contract with GEY to survey the property, Staff has contacted Bundick and Bogg's to receive pricing for well and septic installation, and Staff is working with our attorney to finalize the title search and final documents necessary to purchase the property. Staff received a preliminary survey, and is working with the Town of Exmore and VDOT to receive authority to relocate a driveway.

Relocation for all nine families is almost complete. One family is eligible for the Section 8 Housing Choice Voucher program, four are eligible for VHSP services, and three families were not eligible for housing services we provide. All but one family has either relocated or a plan is in place. Staff is working with the one remaining family to secure housing options prior to the sale of the property.

366250

Continuum of Care (CoC)

Russ Williams, Ext. 119

Community Partners of the Eastern Shore (CPES) held their General Membership meeting on September 11th, and 21 members and guests participated. A presentation was given Rudy Zavalo, of Accomack Department of Social Service concerning the Children's Service Act services for youths and families on the Eastern Shore. Bill Moore from Star Transit also presented discussing expanded routes, fee rates and assistance, and door-to-door scheduling and eligibility.

CPES Homeless Management Information System (HMIS) Committee held a meeting on September 10th. The majority of the meeting involved detailed planning for the upcoming January Point-In-Time count.

The Accomack County FEMA application is pending review and approval. Staff recently revised the budget, per Amy Howard, VDEM - HMGP Administrator-Finance Director. With a revised budget of \$1,578,114, A-NPDC staff proposed nine elevation and one acquisition projects. The staff continues to supply additional information as requested. Although confident we will receive funding; we have not received the notification of award.

2019 Applications

The Virginia Department of Emergency Management has announced the Hazard Mitigation Grant Program (HMGP), which will reduce the long-term risks to individuals and property. These funds will be available for the Commonwealth through the Federal Emergency Management Agency (FEMA) as a result of two Presidential Disasters from damages associated with Hurricane Florence and Tropical Storm Michael. On February 19th, Staff attended the Region 5 - Hazard Mitigation Grant Program Applicant Briefing. A-NPDC staff is working with Accomack and Northampton Counties, and the Incorporated Towns to determine their level of interest.

Staff submitted applications for Northampton County (Emergency Wind Retrofit) and Accomack County (scattered site Elevation and Acquisition) on May 30, 2019. More information has been requested for each application. Staff has fulfill the request.

11. Executive Directors Report

A-NPDC Revolving Loan Fund

The closing date is set for September 11, 2019.

Sesco Management Consultants - Compensation and Benefit Survey

A-NPDC was contacted by SESCO Management Consultants on behalf of Petersburg Redevelopment & Housing Authority, to take part in a salary compensation survey since A-NPDC provides staff to the Accomack-Northampton Regional Housing Authority. Staff agreed on condition that A-NPDC would receive a copy of the results. SESCO agreed and has sent us the general numbers and also broken out A-NPDC's matching positions for comparison. When A-NPDC actual number is blank it is because there is no equivalent position here. A copy has been included.

Requests for Assistance

Towns are being directed to complete the Commission's approved application. At this time, two towns have inquired about assistance and, once completed, applications will be noted in this section of the memo.

12. Chairman's Report

No report was given.

13. Other Matters

No other matters were discussed at this time.

14. Adjournment

There being no further business brought before the Commission, the meeting was adjourned.

Rev. Charles J. Kellam
Chairman

Copy Teste:

Elaine K. N. Meil
Executive Director