

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
October 21, 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
Rev. Charles J. Kellam	Northampton County
Spencer Murray	Northampton County

COMMISSIONERS ABSENT:

Robert Duer	Northampton County
Arthur Leonard	Town of Chincoteague
Vacant	Northampton County

OTHERS PRESENT:

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

1. Call to Order

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

2. Invocation

Commissioner Crockett offered the Invocation.

3. Minutes of September 16, 2019 Meeting

The minutes of the September 16, 2019 Meeting was presented.

Commissioner Hart moved to approve the Minutes of the September 16, 2019 Meeting. Seconded by Commissioner Turner, the motion carried by unanimous vote. Commissioner Murray abstained.

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

6. September Financial Status Report

The attached report indicates that 23.06 percent of the FY 2020 Budget had been expended while 25 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. Contracts

VCZMP TA _____ \$34,500

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

VCZMP Ecotourism 306 Competitive Grant Project _____ \$110,000

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

Administrative MOU with Northampton County - VPA WMF \$197,000
Kings Creek Dredging and Beneficial Use Planning and Permitting under the Virginia Port Authority Waterway Management Fund.

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

Administrative MOU with Accomack County - VPA WMF \$188,000
Quinby Channel area Dredging and Beneficial Use Planning and Permitting under the Virginia Port Authority Waterway Management Fund.

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

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

8. 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.

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 staffing 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 and future updates can be found online at <https://www.capecharles.org/pview.aspx?id=37896&catid=0>.

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 met 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 developing a white paper to submit to EDA regarding disaster funding for sewer projects in Northampton and development of an emergency shelter.

CDBG Business District Revitalization Planning Grant Prioritization

Staff notified the Town of Onley that a meeting will be coordinated during the Winter with DHCD to request planning grant funding. Staff notified the Town of Onancock that a planning grant would be pursued if the Onley planning grant did not materialize.

PLANNING PROJECTS**300640*****Town of Onancock - Northeast Neighborhood
Revitalization Project***

Bobbie Jo Wert, ext. 126

On behalf of the Town of Onancock, Staff submitted a planning grant in September. 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

Consultants have completed the draft *Feasibility Study for Regional Marketplace, Food Hub and Cooperative Marketing Opportunities for Eastern Shore of Virginia Grown and Made Products* for A-NPDC review. The draft includes secondary data analysis, qualitative data analysis, comparative analysis of best practices and outside-the-region examples and case studies, a synthesis and discussion of findings, and recommendations. The goal is to identify recommendations that, if implemented, will improve economic opportunities for agriculture and aquaculture producers and artisans on Virginia's Eastern Shore. Preliminary recommendations were presented at the EDA sub-committees' semi-annual meetings.

Staff submitted a grant application for VDOT Transportation Alternatives Program funding on behalf of the Town of Parksley. If funded, the project would update sidewalks, create new crosswalks, upgrade street lighting, and provide streetscaping improvements in downtown Parksley.

Staff continue to coordinate with VDOT Local Residency, District, and Central Office staff to develop the Scope of Work for a study examining viable transportation infrastructure projects that improve resiliency in the face of projected sea-level rise. Staff have categorized roads subject to regular tidal inundation at 1 foot of sea-level rise based on the level of funding and effort required to maintain use.

Staff continue to track the VTrans Updates and provided information on this topic during the September 24 Transportation Technical Advisory Committee meeting. Staff updated the TTAC on SMART SCALE studies in-progress for the upcoming round of pre-applications in Spring 2020 and other transportation studies and projects in progress.

Staff continue to refine a scoring system to identify priority areas for sidewalk improvements in the Eastern Shore of Virginia Pedestrian Facilities Study update and have requested VDOT assistance with GIS work. Results will be used to identify top projects for implementation across the region.

Staff plan to organize a multi-PDC Transportation Planning Meeting this fiscal year to coordinate efforts across VDOT districts. Staff tentatively plan to host this meeting in conjunction with the next quarterly Coastal PDC Meeting.

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

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 were installed by Accomack County Department of Public Works staff between September 1th and 20th. The interpretive panels will then be installed by TNC staff by the end of the month. Partners with TNC installed the new panels into the frames the first two weeks of October. Staff has submitted the final report to VCZMP for this project and it will be closed as soon as products are approved and invoice satisfied.

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. MPPDC staff are working with Kaufman & Canoles, P.C. to develop draft documents such as by-laws and operating agreements pro bono to help advance the Authority. These documents are anticipated prior to the November 15 deadline for the final report.

3553

*DEQ VCZMP 309 WWF Master Plan
Implementation*

Clara Vaughn, ext. 127

Staff is compiling write-ups and photographs for a StoryMaps project to highlight the economic and cultural significance of working waterfronts on Virginia's Eastern Shore and 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. This project has been extended to December, pending formal approval.

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, September 9th, and will meet again December 4th 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 is reaching out to Planning Staff from the PDC member jurisdictions to solicit guidance regarding Climate Adaptation Working Group (CAWG) activities. A CAWG meeting will be scheduled in January to finalize the development of new goals and objectives for the group that are centered on 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 conducted a site visit to Tangier to advance 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. Staff helped lead a field trip for William & Mary Law Students and VA Coastal Policy Center Staff on October 11. The group toured and discussed resilience sites at Wachapreague, Chincoteague, and Assateague.

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 the quarterly Coastal PDC meeting October 8th. 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 September 17 and will meet again October 15. 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. Staff published a new RFP for consultant services, reviewed the proposal received, and presented to the Review SubCommittee.

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 is working with other coastal PDCs and VDH for in providing input to VDH to complete the General Assembly mandates of 2019 HB2322. Staff will be collaborating with the ESSWCD to organize and facilitate educational events once their new soil trailer is delivered.

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 needed alterations to be able to function appropriately. 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 was published by Accomack County staff in mid-August, proposals reviewed, and applicants interviewed during September. The contract execution should be approved during the October 16 Accomack County Board meeting and onsite 2-day training provided before the end of October. The collection service contractor will influence the maintenance and operations plan for the new facility and program. The new goal for the grand opening is November 6, 2019.

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.

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 concerning 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. Staff continues to collaborate with HRGreen and other coastal PDCs to discuss best programs for influencing behavior and improve recycling options.

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 worked with each county to review and finalize each contract. The Accomack County contracts were fully executed as of October 9th. Northampton County contracts are anticipated to be fully executed by October 18th. Invitations to bid will be published for each project as soon as possible as the next step.

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 in Accomac. 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 working with partners in other Coastal PDCs to develop a list of priority Section 408 regional review project areas and to develop support for increasing the funds available through the Waterway Maintenance Fund (WMF) in the next state budget. Staff is working to priorities and develop applications for each county to the VPA for WMF by the end of January 2020.

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 offering. 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. Staff has advertised the program through social media, local news, and direct mailings. Staff continues to take phone calls, emails, and review applications.

3585 ***DEQ Chesapeake Bay Phase III Watershed
Implementation Plan (WIP) Technical Assistance***

Clara Vaughn, ext. 127

Staff submitted a final report to DEQ on September 27. The A-NPDC is awaiting DEQ approval of its proposed FY-20 Scope of Work to continue WIP- and BMP-related planning and implementation tasks.

3335 ***Accomack County CDBG Planning Grant –
Prioritization***

Bobbie Jo Wert, Ext. 126

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 might delay the next housing improvement area, East 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 October.

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 submitted the application, and waiting for approval.

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 attended Bayside Community meeting on Saturday, October 5, 2019. The survey process is underway. Once completed, staff will rank the neighborhood for prioritization.

A-NPDC HOUSING PROJECTS

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

Mary Smolinski,
ext.124

One client family is in the final phases of purchasing their first home with a VHDA loan; closing scheduled for late September delayed until early October. Another client improved their credit score enough to submit a pre-qualification application with VHDA and receive a pre-qualification letter. Still working with HeadStart in Belle Haven and Accomac to set up outreach/financial literacy classes in October/November. Homeownership calls and appointments have remained steady, with a 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 Occohannock 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 continues to work with the Town of Exmore and VDOT to receive authority to relocate a driveway. After meeting with the Property Owner, it was necessary to have our attorney draft an Amended Option Agreement. Staff will secure signatures on Thursday.

Relocation for all nine families is almost complete, with one remaining.

Community Partners of the Eastern Shore (CPES) Executive committee hosted a movie showing of the film “The Public” for their general membership on October 10th. The film highlights the circumstances and social injustice experienced by homeless individuals and those that experience mental illness and addiction disorders. The Membership is discussing the possibility of sponsoring public viewings of the film to be conducted in concert with panel discussions and fund-raising efforts addressing local needs.

CPES Homeless Management Information System (HMIS) Committee held a meeting on October 9th. The meeting involved detailed planning for the upcoming January 22nd Point-In-Time count. DHCD will release the survey questionnaire in early December.

3823 *Accomack County VA HMGP 4024-012 Elevation Project* Bobbie Jo Wert, ext. 126

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) because 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. Unfortunately, the Accomack County application was placed in reserves and the Northampton County project was not funded. After speaking with VDEM representatives, the Accomack County application will be submitted to FEMA as an alternate. The representative disclosed VDEM has taken a stance they will not support Emergency Retrofit projects for shelters and the purchase of generators. Their stance is to support elevation and acquisition projects.

9. Executive Directors Report

Personnel Policies

Staff requests that Appendix A: Job Descriptions be amended to include the following positions.

COASTAL PLANNER (2)

Classification of Position

The position of Coastal Planner is classified as a technical position. The individual in this position reports directly to the Director of Planning.

Responsibilities and Duties

Job responsibilities include assisting in the implementation of grant programs related to coastal and natural resources and other duties assigned by the Director of Planning.

Qualifications, Skills, Abilities

The position of Coastal Planner requires a bachelor degree in planning, natural resources, or a related field, or equivalent experience.

Salary Range

\$32,000-\$58,000

REGIONAL PLANNER (2)

Classification of Position

The position of Regional Planner is classified as a technical position. The individual in this position reports directly to the Director of Planning.

Responsibilities and Duties

The Regional Planner performs a variety of assignments in areas of community and economic development planning, grant preparation, and administration. Work is performed under the regular supervision of the Director of Planning as needed in the course of specific assignments. Job responsibilities include developing planning studies and reports in support of new and updated plans, programs, and regulations; assisting in the implementation of grant programs; and acting as liaison between community groups, government agencies, local government personnel and elected officials.

Qualifications, Skills, Abilities

The position of Regional Planner requires a bachelor degree in planning, natural resources, or a related field, or equivalent experience.

Salary Range

\$32,000-\$58,000

INTERDISCIPLINARY PROJECT MANAGER (1)

Classification of Position

The position of Interdisciplinary Project Manager is classified as a technical position. The individual in this position reports directly to the Director of Planning.

Responsibilities and Duties

The Interdisciplinary Project Manager performs a variety of assignments in areas of community and economic development planning, grant preparation, and administration. Work is performed under the regular supervision of the Director of Planning as needed in the course of specific assignments. Job responsibilities include developing planning studies and reports in support of new and updated plans, programs, and regulations; assisting in the implementation of grant programs; and acting as a liaison between community groups, government agencies, local government personnel and elected officials.

Qualifications, Skills, Abilities

The position of Interdisciplinary Project Manager requires a bachelor degree in planning, engineering, or a related field, or equivalent experience.

Salary Range

\$32,000-\$58,000

Commission approval of the Personnel Policy amendments was requested.

Commissioner Crockett moved to approve the Personnel Policy amendments as requested. Seconded by Commissioner Hart, the motion carried by unanimous vote.

10. Chairman's Report

No report was given.

11. Other Matters

No other matters were discussed at this time.

12. 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