

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION  
MINUTES OF THE  
July 20, 2020 MEETING  
HELD AT THE ENTERPRISE BUILDING & VIRTUAL ZOOM MEETING  
ACCOMAC, VIRGINIA

COMMISSIONERS PRESENT:

Robert Crockett	Accomack County
Donald L. Hart, Jr.	Accomack County
Vanessa Johnson **	Accomack County
Reneta Major	Accomack County
Harrison Phillips	Accomack County
Gwendolyn F. Turner **	Accomack County
Rev. Charles J. Kellam	Northampton County
L. Dixon Leatherbury **	Northampton County
Betsy Mapp	Northampton County
David Zamorski **	Northampton County

COMMISSIONERS ABSENT:

Rickie Ross	Accomack County
Vacant	Accomack County
Arthur Leonard	Town of Chincoteague

OTHERS PRESENT:

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

\*\* Attendance thru Zoom

1. Call to Order

Chairman Kellam called the meeting to order at 7:02 p.m.

2. Invocation

Commissioner Major offered the Invocation.

3. Minutes of March 16, 2020 Meeting

The minutes of the March 16, 2020 Meeting were presented.

Commissioner Phillips moved to approve the Minutes of the March 16, 2020 Meeting with the above corrections. Seconded by Commissioner Hart, the motion carried by unanimous vote. Commissioner Turner abstained due to her absence at the March meeting.

4. Public Participation

No public participation took place at this time.

5. Financial Statement/Bills Payable/May Status Report/Budget Amendments/FY 2021 Budget-Annual Work Program/Goals & Objectives

Financial Statement/Bills Payable:

The current Financial Statement and Bills Payable was attached.

Commissioner approval of the current Financial Statement was requested.

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

May Financial Status Report:

The May Financial Status Report indicates that 86.50% of the FY 2020 Budget has been expended while 91% percent of the year has passed. There are no foreseeable issues and the A-NPDC is slightly under budget.

Commissioner acceptance of the current Financial Status Report was requested.

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

Budget Amendments (FY2020):

Budget amendments are highlighted in the Financial Status Report as "BAR".

1.#3588 Go Virginia: Additional administrative funds awarded in the amount of \$8,000.

2.#3661 HUD-Housing Counseling: Additional funds awarded in the amount of \$4,700.

3.#366270 Virginia Housing Alliance: Support funds for Covid-19 homelessness/housing response efforts in the amount of \$4,263.

4.#3664 VHDA-Covid Emergency support funds in the amount of \$22,000.

5.#3665 DEQ Septic Pump Out Bayside: Funds awarded in the amount of \$5,000.

6.#3106 VHSP-Covid-19 - Support funds in the amount of \$2,651.

- 7.#366260 HUD-Cares Act - Support funds in the amount of \$25,000.
- 8.#3222 Town of Cape Charles - Withdraw from Comprehensive Plan. -\$8,800.

The net change to the FY 2020 budget is \$62,814.  
Adoption of the Budget Amendments was requested.

Commissioner Crockett moved to adopt the Budget Amendments as presented.  
Seconded by Commissioner Major, the motion carried by unanimous vote.

#### FY 2021 BUDGET:

- Attached is the FY 2021 Budget.  
Due to a 2-year contract with Covid-19 recovery, one vacant position of Regional Planner is being funded. This temporary position will have a special condition of employment ending the position 2 years from the date of hire.

#### PROJECTED REVENUES:

- Budget Line items:
  - McKemie Park
  - EDA Supplemental Covid-19Both are projected revenues based on two award notifications and will require a later budget amendment when contracts are signed.
- HUD Section 8 Fraud Recovery program (A-NRHA) reflects level funding in the fraud investigation. Revenues have been increasing but revenues are projected to level.

#### PROJECTED EXPENSES:

- A-NPDC correction for 4 employees: New VRS Hybrid employees benefits were paid during FY20 and due to an error in updating some of the systems, 4 employees lost their employer portion of benefits. These revenues are expected to be returned to the A-NPDC in a forfeiture account in December 2020. A special one-time miscellaneous expense is budgeted in the amount of \$2,000 to return these funds to each employee.
- As directed by A-NPDC Commissioners to follow Accomack County guidelines established in their budget and personnel Policies, a 2% salary increase effective July 1, is projected in the current year budget.
- Fringe Rate is reflected separately for full-time staff (25.85%) and will be calculated on workman's compensation, FICA and necessary employer taxes.
- The fringe rate has slightly increased primarily due to the 4% increase in health insurance rates.
- The VRS rate is a blended rate between VRS 1 & 2 and Hybrid participants.
- The Employer VRS Retirement Contribution certified rate is 0.52% for FY21.

- Operating expenses have been reviewed and adjusted accordingly as compared to current estimates and year-to-date expenses for May 2020.

OTHER NOTES:

- The indirect cost rate is projected at 35.51% for FY 2021 while the indirect cost rate was estimated at 38.41% for FY 2020.

Commission adoption of the Proposed FY 2020 Budget/Annual Work Program was requested.

Commissioner Crockett made the motion that the adoption of the FY 2020 Budget/Annual Work Program be postponed until the September meeting to allow the General Assembly to meet and see if any budget cuts will be occurring. The motion passed by consensus.

The FY 2021 Goals and Objectives:

The FY 2021 Goals and Objectives were attached for your review.

6. Contracts

- A. FY20/21 COVID-19 Emergency Funding Support: HUD Housing Counseling Network, \$50,000 Virginia Housing (formerly VHDA) is providing grant funding via Resources Enabling Community Housing in Virginia (REACH) to cover costs that are reasonable and necessary to provide housing services during the COVID-19 pandemic crisis. Funding is not to provide direct services to clients, but rather support operations through salaries and fringe benefits, IT hardware and software, marketing, postage, and supplies. The period of performance for this grant is June 1, 2020 through August 31, 2020.
- B. FY21/22 VDEM Regional Hazard Mitigation Plan Update \$120,000 VDEM is providing grant funding from FEMA for the update of the regional Hazard Mitigation Plan. Plans are valid for 5-years, with the current plan validity ending in April of 2022. The in-kind efforts of the Steering Committee will serve as the required match for this project. The period of performance for this grant is July 1, 2020 through December 31, 2022.
- C. FY21 VPA WMF Administration Contracts \$50,000 The Virginia Port Authority awarded Waterway Maintenance Funds to both Accomack and Northampton Counties. The PDC is to serve as the grant administrator and project manager for all projects. For Accomack County, the administrative contract is for Folly Creek (preliminary engineering/planning) and for Wachapreague Channel (fully engineered and permitted) and to update the Regional Dredging Needs Assessment database for Accomack County waterways for a total of \$25,000. The Northampton administrative contract is for Red Bank, Nassawadox, and Hungars Creeks (preliminary

engineering/planning only) and to update the RDNA database for Northampton County waterways for a total of \$25,000.

- D. FY20/21 Virginia Housing Alliance COVID-19 Homelessness and Housing Response, \$4,263.57 Virginia Housing Alliance grant award is provided to bridge gaps in direct service funding during the COVID-19 pandemic crisis. Funding is for direct services such as emergency sheltering of individuals and families, the rehousing of those recently unhoused, prevention payments to avoid eviction and utility cut-off, and case management. These funds will be distributed using the established criteria of the Virginia Homeless Solutions Program. The period of performance for this grant is May 2020 through August 2020.
- E. FY20/21 COVID-19 Emergency Funding Support: Continuum of Care CoC/Balance of State (BoS), \$24,150 Virginia Housing is providing grant funding via Resources Enabling Community Housing in Virginia (REACH) to cover costs that are reasonable and necessary to provide housing services during the COVID-19 pandemic crisis. Funding is not to provide direct services to clients, but rather support operations through salaries and fringe benefits, IT hardware and software, marketing, postage, and supplies. The period of performance for this grant is June 1, 2020 through August 31, 2020.
- F. FY22 USGS Water Resource Investigations \$14,000  
This contract is an annually recurring investigative project overseen by the Ground Water Committee. Twelve wells, six in each County, have an electromagnetic log completed in order to gain knowledge of movement of the saltwater transition zone and results are compiled and presented to the Committee.
- G. FY21/22 U.S. Economic Development Administration Noncompetitive Supplemental: Regional Disaster Economic Recovery Response, Planning, & Implementation \$400,000 24-month implementation period The U.S. EDA identified four optional scope of work elements in order to respond to the coronavirus, recover from the impacts, and move forward with a more resilient and robust economy and community. This project addresses all four elements and more details can be found below.
1. Short & long-term economic development planning & coordination, and Plan update; The Director of Planning, the Regional Planner, the Regional Disaster Economic Recovery Coordinator (see #2) will work with partners and stakeholders towards this effort.
  2. Regional Disaster Economic Recovery Coordinator to serve as liaison & implement Plan; A job description has been developed and the position will begin being advertised in early July.
  3. Technical assistance & capacity building for organizations, businesses, & stakeholders; An RFQ was issued in early June with a close date of June 19 in preparation for this fast turnaround contract. Three responses were received and have been ranked. Notice has been given to the applicants and subcontract awards will be developed following full execution of the EDA contract.
  4. Organizational capacity support for coronavirus, namely technology costs; the pandemic has brought to light the inadequacy of the A-NPDC technology to support telecommuting and virtual public engagement. By updating the server, router, and

purchasing new laptops (6) and their associated software, we will be prepared to implement the SOW of this project and serve the community moving forward.

H. FY20/21 DHCD 2020 Rent and Mortgage Relief Program, \$270,833

DHCD grant award to help ensure housing stability during the Coronavirus pandemic. The relief is targeted to assist families and individuals affected by the pandemic, and living below the 50% and 80% area median income that are not otherwise eligible for assistance via existing programs. Funds are provided for eligible mortgage and rent relief for those in imminent danger of foreclosure or eviction. The period of performance for this grant is April 1, 2020 through December 31, 2020.

I. FY21 DHCD Virginia Homeless Solutions Program, Continuum of Care, \$27,109

DHCD grant award to fund Coordinated Entry, Homeless Management Information System (HMIS) processes, Continuum of Care planning, and associated administrative costs as related to the Virginia Homeless Solutions Program. The period of performance is July 1, 2020 through June 30, 2021

J. FY/21 Virginia Housing HUD Housing Counseling, \$36,836

Virginia Housing grant award to funding HUD approved Housing Counseling Programs to educate families and individuals in order to help them make smart decisions regarding improving their housing situation and meeting the responsibilities of tenancy and home ownership. The period of performance for this grant is October 1, 2019 through March 31, 2021.

K. FY/21 VDOT Rural Transportation Work Program, \$58,000

VDOT has approved the FY21 Rural Transportation Work Program. This program supports the Transportation Technical Advisory Committee, provides technical assistance to A-NPDC partners and supports development of transportation plans and projects such as the Southern Tip Bicycle Trail development. The period of performance for this grant is July 1, 2020 through June 30, 2021.

Total A-J Contracts Amount: \$1,041,191.57

The Commission has been offered several contracts (Contract A, D, E, H and K) to access COVID-19 emergency funds immediately and Contract K, which had a deadline to submit, during the period the Commission was not able to meet safely. Retroactive authorization to execute these contracts was requested.

The Commission has also been offered several contracts (Contracts B, C, F, G, I and J) for existing programs, new projects requested by subcommittees of the Commission and emergency funds for COVID-19. Authorization to execute these contracts was requested.

Commissioner Hart moved to grant retroactive authorization to execute Contracts A, D, E, H and K and grant authorization to execute Contracts B, C, F, G, I and J. Seconded by Commissioner Major, the motion carried by unanimous vote.

7. Project Action Items

The FY2020 Watershed Implementation Plan Phase III annual contract requires information to be provided to the Commission regularly. The following update provides the Commission and other Boards and committees with the opportunity to review the work to implement the Chesapeake Bay cleanup locally.

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

Clara Vaughn,  
ext. 127

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***Eastern Shore BMPs Chesapeake Bay stakeholders identified during meetings to develop the Phase III WIP:***

The Chesapeake Bay WIP, or Watershed Implementation Plan, is a blueprint for meeting TMDL (total maximum daily load) goals for reducing pollution entering the Chesapeake Bay. During a series of stakeholder meetings in 2018, the Eastern Shore of Virginia developed a suite of BMPs (best management practices) that, if implemented, meet our basin's goals.

Here are the top five identified by our stakeholders:

**1. Establish Filter-Feeding Shellfish as a BMP** – Thanks to their ability to filter and clean our waters, shellfish such as oysters were identified as a top BMP for the Eastern Shore basin. DEQ included oyster diploid and triploid aquaculture and oyster reef restoration as BMPs in its Phase III WIP.

**a. Example:** The A-NPDC recently applied for a National Fish and Wildlife grant to conduct engineering to establish best locations to install living breakwaters on Tangier Island. These reefs have the co-benefits of hampering erosion while filtering the water.

**2. Explore New Technologies and Options for On-site Septic Systems** – Failing septic systems pose a threat to human and environmental health, and the cost of installing and repairing this systems falls almost exclusively on homeowners. DEQ included six septic-related BMPs for restoring water quality in the Chesapeake Bay in its Eastern Shore WIP.

**a. Example:** The A-NPDC recently applied for and received a Department of Housing and Community Development Urgent Needs grant to address a failing, multi-house septic system in Makemie Park.

**3. Promote Working Waterfronts** – Working waterfronts are historically and currently significant sources of economic and cultural wealth on the Eastern Shore. These economic efforts can be married to Bay restoration work through BMPs such as oyster aquaculture. Further efforts could promote the co-benefits of blue-green businesses on Virginia's Eastern Shore.

**a. Example:** The Town of Saxis in partnership with the Chincoteague Bay Field Station recently constructed living reefs on the shoreline surrounding the Town-owned public pier, a working waterfront. The reefs slow erosion and stabilize sediment while filtering surrounding water.

**4. Address Coastal Flooding** – Recurrent flooding is among the top concerns for Eastern Shore residents. Forrest buffers, storm water runoff reduction, and other BMPs can help mitigate the impacts of coastal flooding.

**a. Example:** The Virginia Department of Transportation in partnership with the Virginia Institute of Marine Science is leading a five-year study of the impacts of coastal flooding on infrastructure and access to key community resources across Virginia. Policy recommendations resulting from this study will share overlap with clean water goals and provide the opportunity for VDOT to increase implementation of BMPs in transportation projects.

**5. Incentivize Living Shorelines** – Living shorelines absorb excess nutrients, stabilize sediment, and buffer against erosion. DEQ includes vegetated shoreline erosion control and shoreline management in its list of BMPs.

**a. Example:** Eastern Shore Soil and Water Conservation District assists property owners install BMPs through the Virginia Conservation Assistance Program. VCAP is a cost-share program for living shorelines as well as conservation landscaping, rain gardens, and other BMPs.

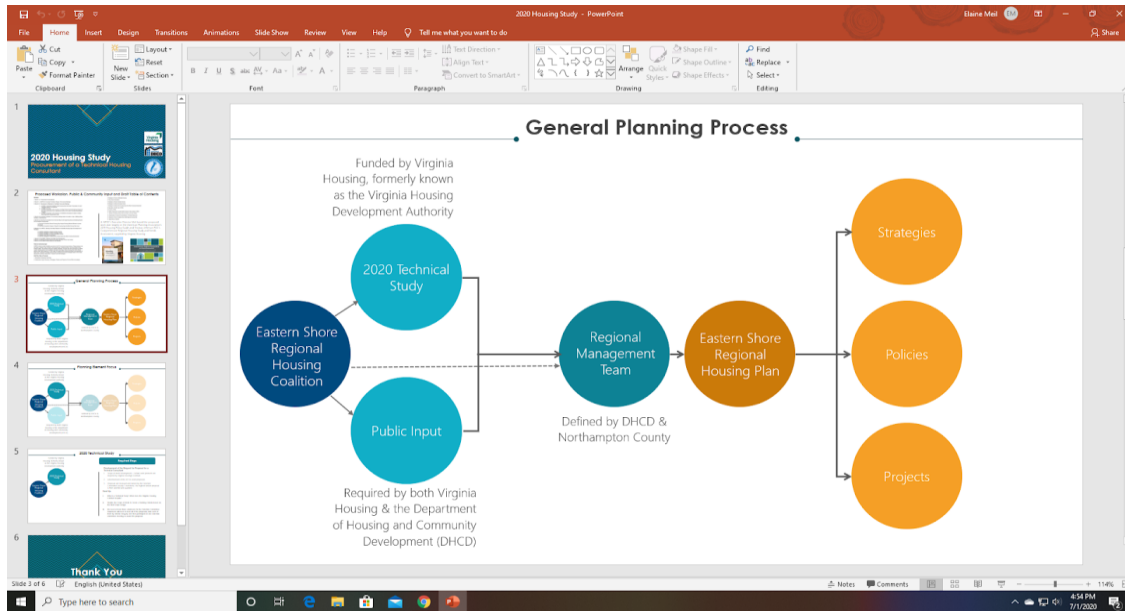
Learn more at [www.a-npdc.org/wip](http://www.a-npdc.org/wip).

## 8. Executive Directors Report

### Strategic Housing Plan Applications

Staff prepared two strategic housing plan applications to the Virginia Department of Housing and Community Development for \$60,000 and the Virginia Housing Development Authority (now Virginia Housing) for \$40,000. A-NPDC has already been awarded the \$40,000 VHDA grant. DHCD has awarded Northampton County the \$60,000 Community Development Block Grant - Regional Planning Grant. Northampton County agreed to sponsor the regional planning grant. A housing provider input session will be held July 6 to work on development of the scope of work for the technical consultant for the 2020 Technical Study.





### COVID-19 Response

A-NPDC is preparing to make temporary modifications (removal of furniture, bringing a desk into the area, placing temporary and removable plastic screens on the desk and counter) to the lobby to allow a limited amount of daily appointments, mostly to allow for intake appointments for new clients. The public will still be encouraged to use the mail slot and telephone to conduct most business.

### 9. Chairman's Report

Chairman Kellam said he was glad to see everyone and everyone is safe. He welcomed all members to the “virtual world”.

### 10. Other Matters

Commissioner Dixon stated that virtual meetings are better than nothing, but he would prefer staff find a larger place to have the next meeting so that everyone can attend in person.

Commissioner Mapp commented on the Occohannock Neck Project. She stated that the trash has been cleaned up and that the area looks nice.

11. Adjournment

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

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Rev. Charles J. Kellam  
Chairman

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Elaine K. N. Meil  
Executive Director