

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
November 20, 2023 Meeting
ENTERPRISE BUILDING
ACCOMAC, VIRGINIA

COMMISSIONERS PRESENT:

Donna Smith	Accomack County
Robert Crockett	Accomack County
Harrison Phillips	Accomack County
C. Reneta Major	Accomack County
Arthur Leonard	Town of Chincoteague
Rev. Charles J. Kellam	Northampton County
Betsy Mapp	Northampton County
L. Dixon Leatherbury	Northampton County
Donald L. Hart, Jr.	Accomack County
Gwendolyn F. Turner	Accomack County
Adam Charney	Northampton County

COMMISSIONERS ABSENT:

John Coker	Northampton County
Vanessa Johnson	Accomack County

OTHERS PRESENT:

Elaine Meil	Anne Doyle
Eric Luchansky	Leanna Rasmussen
Myra-Riley Taylor	

1. Call to Order

The November 20, 2023 meeting of the Accomack-Northampton Planning District Commission (A-NPDC) was called to order by Chairman Phillips at 7:00 p.m.

2. Invocation

Commissioner Major offered the Invocation.

3. Minutes of the October 16, 2023 Meeting

The Minutes of the October 16, 2023 Meeting were presented. Commissioner Hart moved to approve the minutes as presented. Seconded by Commissioner Crockett, the motion was carried by unanimous vote.

4. Public Participation

Myra-Riley Taylor from the Bayside Community in Onancock attended.

5. October Financial Status Report

The report indicated that 27.85 percent of the FY 2024 Budget was expended while 33.33 percent of the fiscal year had passed.

Commissioner Crockett moved to approve the Financial Status Report as presented. Seconded by Commissioner Smith, the motion was carried by unanimous vote.

6. Financial Statement / Bills Payable

The Financial Statement, including the current Bills Payable were presented. Commission approval of the Financial Statement was requested.

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

7. Budget Amendments

Adoption of the following budget amendments were requested:

1.	3764	Town of Parksley CDBG	\$0.00
			<u>+6,000.00</u>
			\$6,000.00
2.	3592	Cedar Island	\$0.00
			<u>+2,500.00</u>
			\$2,500.00
3.	3221	HRSD Wachapreague	\$0.00
			<u>+30,000.00</u>
			\$30,000.00
4.	3211	USDA Industrial Park	\$0.00
			<u>+15,000.00</u>
			\$15,000.00
5.	3582	Chesapeake Bay Oyster Innovation	\$0.00
			<u>+10,000.00</u>
			\$10,000.00

Items 1-5 represents the amendments to include administrative funds for projects.

6.	3223	HRDS Wachapreague Direct Charges	\$0.00
			<u>+720,000.00</u>
			\$720,000.00
7.	3214	USDA Industrial Park Direct Charges	\$0.00
			<u>+182,000.00</u>
			\$182,000.00

Items 6-7 represents the amendments to include direct charges of recently awarded funds.

8.		Grant Projection	\$14,884.00
			<u>- 14,884.00</u>
			\$ 0.00

Item 8 represents decrease of projected funds due to allocation of other awarded funds.

The net change to the FY 2024 budget is \$950,616, \$48,616 administrative funds and \$902,000 direct costs.

The requested amendments would be reflected on the next financial status report.

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

8. FY 2023 Audit

The FY 2023 Draft Audit was presented.

The Budget Committee was scheduled to meet prior to the Commission Meeting to review the FY 2023 Draft Audit prepared by Dunham & Aukamp, PLC. The Budget Committee members are Commissioner Phillips, Kellam and Mapp. Commissioners were welcomed to attend.

The following were noted:

- Management Discussion and Analysis (MDA) was included on pages 4-6. The report indicated an excess of \$12,653 in expenditures for information resources and conferences. In reviewing the expenses related to information resources and conferences, it was discovered that a Virginia Polytechnic Institute and State University Invoice (Ag Study) in the amount of \$21,424 was erroneously allocated to Information Resources - Dues. Auditor Michael Aukamp would rectify this error, and the correction would be reflected in the final audit.
- There were no findings or questioned costs.

- Audit Page 49 summarized Budget to Actual.

Pending Budget Committee recommendations, acceptance of the FY 2023 Audit as prepared by Dunham & Aukamp, PLC was requested.

Commissioner Crockett moved to approve the FY 2023 Audit. Seconded by Commissioner Hart, the motion was carried by unanimous vote.

9. FY 2025 Budget Requests

In the past, both Accomack and Northampton Counties have required that fiscal year Budget Requests be submitted in December or early January.

For FY 2024 Accomack County (\$65,036), Northampton County (\$32,518) and the Town of Chincoteague (\$7,000) approved level funding as follows:

Accomack	Northampton	Chincoteague
General - \$65,036	General - \$32,518	General - \$7,000

In addition to level funding, Accomack and Northampton Counties allocated \$5,000 each for the Eastern Shore Regional Navigable Waterways Committee.

For FY 2025 staff requested the following:

Accomack	Northampton	Chincoteague
General - \$68,288	General - \$34,144	General - \$7,350

Staff recommended requesting an increase of 5% in baseline local funding. This matches the increase in cost of living given to employees this year. For many years, the Commission has absorbed inflation without changing the baseline local general funding used to match grants, pay for grant writing, initial management of projects and initial planning activities. Without sufficient general funding, projects will be delayed or eliminated as funds are not available to conduct the necessary preparatory work or match projects.

This year 35% of general funds (local and state) would be used to match projects directly. The state mandate to move to the VRS hybrid insurance plan did not consider that under general accounting standards the funds required to be paid by employers cannot be pooled and therefore are not collectible from federal grants. The only source that can pay these costs are the general funds. This has directly carved 2.5% annually from the general funds. Staff has changed grant writing procedures so that non-federal projects are matched to related federal projects.

For instance, the U.S. Economic Development Administration (EDA) requires a \$70,000 non-federal match. For many years, A-NPDC has matched other projects to this grant resulting in decreases of local general funds as needed. This year only \$13,000 of local general funds are used but this is

down from \$20,000 a few years ago. At the same time, staff costs are higher and the result is significant reductions in staff time spent on these initiatives.

The U.S. EDA funds were used to initiate the regional broadband project and access the first funds of \$2.3 million to build the network, the initial grant writing and work to initiate the HRSD wastewater transmission line and are currently the funds being used to stand up the workforce development working group that is already leading to new initiatives like Eastern Shore of Virginia Community College's Lab School application. Another recent initiative is the preparatory work that resulted in the successful DroneUp application.

VAPDC is also addressing this issue by requesting an increase in state general funds. A history of the general funds is included.

Authorization to submit the funding call was requested.

Commissioner Corckett moved to approve the funding call as presented. Seconded by Commissioner Kellam, the motion was carried by unanimous vote.

10. Projects

Informational Items

Director of Planning Report

Below is a comprehensive list of Planning Department projects, should you wish to contact the project manager for more information. Details about featured projects follow the list.

3220 - EDA-Economic Development Planning	A. Doyle
3600 - Drone Medical Package Delivery	A. Doyle
3589 - VDEM Hazard Mitigation Plan 2021	A. Mills
3401 - VDOT Rural Transportation Planning - SPR	A. Mills
3584 - VDEQ Chesapeake Bay Phase III WIP Technical Assistance	E. Luchansky
3568 - VDEQ VCZMP 306 Ecotourism Resiliency	A. Doyle
3526 - VCZMP Technical Assistance & Resiliency Planning	A. Doyle
3571 - A-N Ground Water Committee Projects	K. Singleton
3334 - Agricultural Study	K. Singleton
3587 - Navigable Waterways Committee	K. Singleton
3764 - Town of Parksley Downtown Revitalization	A. Doyle
3578 - FY21 VA Port Authority Dredging Project: Folly Creek Phase 1A	K. Singleton
3577 - FY21 VA Port Authority Dredging Project: Red Bank Creek Phase 1A	K. Singleton

3579 - FY21 VA Port Authority Dredging Project: Nassawadox Creek Phase 1A K. Singleton
3351 - FY22 VA Port Authority Dredging Project: Kings Creek Phase 2 K. Singleton
3353 - FY22 VA Port Authority Dredging Project: Nassawadox Creek Phase 1B K. Singleton

3220, 3325

Economic Development and Economic Recovery

Anne Doyle
ext. 115

A-NPDC co-hosted a successful Workforce Convening on October 25th in Wachapreague with 47 in attendance. The event was underwritten by the Bay Consortium Workforce Development Board, Inc., but Shawn Avery from the Hampton Roads Workforce Council participated in person. Both Workforce Boards have money and want to assist with efforts on the Eastern Shore, including ESCC's Aerospace Academy Lab School and the Delmarva Tech Hub initiative for autonomous systems technology. We need to provide them with a specific *request* and the appropriate justification for the request. Other workforce initiatives are within the Eastern Shore's healthcare sector and the collaborative internship effort among the Virginia Institute for Spaceflight and Autonomy, Riverside Health System, and A-NPDC.

The Legislative Priorities meeting for the region is scheduled for December 21st. Both Senator DeSteph and Delegate Bloxom will be in attendance.

3211

USDA Rural Business Development Grant

Anne Doyle
Ext. 115

The Economic Development Authority of Accomack County entered into a contract with the A-NPDC to administer the USDA-funded project totaling \$304 thousand, including a \$90 thousand match from Accomack County for the development of the Melfa Industrial Park. A-NPDC currently is advertising two Requests for Proposal for the industrial park: a boundary survey and a stormwater master plan. The proposals are due back to A-NPDC on November 21st. The next task will be to commission a marketing study for the industrial park that will focus on business development in the agribusiness and aerospace sectors.

3401

VDOT - Rural Transportation Planning

Ashley Mills
Ext. 127

Staff attended the Eastern Shore Rail Trail (ESRT) Work Group meeting and advised the ESRT Foundation that VDOT has recommended changes in the cost estimate for the Transportation Alternatives Program application. This change results in an increase of the required 20% match, totaling \$393,193, an increase of over \$120K. As the responsible entity for the match requirement, the ESRT Foundation has decided the best course of action is to ask that the project application no longer be considered for funding. The application requested VDOT to administer funds to construct a 0.65-mile segment of the ESRT through the Town of Parksley. This segment is included in the Onley to Parksley SMART SCALE application that staff is requesting to be funded in place of the Melfa to Onley application due to an overlap of project limits with the RAISE grant.

Staff completed quarterly reports for the VDOT Rural Work Program and attended the State Trails Office Virtual Town Hall.

TBD

USDOT RAISE Grant - Eastern Shore Rail Trail

Anne Doyle
Ext. 115

A-NPDC staff continue to work through project limits with the Federal Highway Administration before the project agreement can be executed. A-NPDC has requested the Commonwealth Transportation Board transfer all funding away from the Melfa-to-Onley SMART SCALE segment and onto the Onley-to-Parksley SMART SCALE segment. This would enable design/build of the RAISE grant's original project limit. More importantly, it would better serve the public by enabling 25.1 miles of the Eastern Shore Rail Trail to be built rather than the 16.9 miles that is currently awarded. Our goal is to maximize the number of miles constructed with funding that has already been awarded.

3221

Wachapreague - HUD

Ashley Mills
Ext. 127

Staff assisted the Town of Wachapreague to publish a Notice of Finding of No Significant Impact and Notice of Intent to Request Release of Funds, as required by HUD for the environmental review certification. Once the objection period has ended, HUD will confirm and release the awarded grant funds. The Town has still not received the grant agreement from DEQ.

3764

Town of Parksley Downtown Revitalization

Anne Doyle
Ext. 115

Progress continues to be made on the Parksley Downtown Revitalization project through a DHCD grant. Project close-out is January 31, 2024. A-NPDC has procured a contractor for the demolition of a derelict building on Bennett Street and will proceed with due haste to complete this task. Additionally, the Town of Parksley has purchased sidewalk planters and hanging baskets for the town center and is purchasing storefront signs, awnings, and a mural to complete the final revitalization spend plan.

3581

ESVA Community Resilience & Sustainability Plan (CRSP)

Anne Doyle
Ext. 115

The consultant has postponed the first community session in Wachapreague until the beginning of 2024. It will be the first citizen engagement session for incorporation into the final plan.

3587

Eastern Shore Regional Navigable Waterways Committee (ESRNWC)

Kellen Singleton
Ext. 129

The Kings Creek Phase 2 project construction was completed on schedule November 2. Dredging and beneficial use placement began September 28. A total removed of 22,888 cy (22,228 cys payable) was utilized to restore the Cape Charles Public Beach. The Nassawadox Creek project is undergoing the JPA permit review process and issuance before moving on to the construction phase. In active design/survey phase are the following dredging projects: Red Bank Creek and Folly Creek. Dredging material management and project funding remain considerations.

3571

A-N Ground Water Committee Projects

Kellen Singleton

The Residential Well Testing Subcommittee will lead in the detailed planning and oversight of the Residential Well Testing Program and continues to meet regularly. The subcommittee has proposed and will determine the feasibility of a collaborative effort with regional high schools. GWC advisor continues assessing groundwater monitoring drilling and supplemental monitoring techniques including the potential enhancement of saltwater intrusion tools and modeling as well as identifying future locations for well testing. Surficial Aquifer mischaracterization and Yorktown-Eastover Aquifer overutilization remain areas of increasing concern. The Committee advisor is moving forward in drafting a Surficial Aquifer Characterization Plan that will provide quantitative information on yield and water quality for the surficial aquifer. The Committee has reached out to the DEQ to address recent surficial aquifer mischaracterizations and other ground water withdrawal concerns. The Committee continues to stress the importance of surficial aquifer utilization for new or expanded withdrawal use when feasible.

3334

*Agricultural Study*Kellen Singleton
Ext. 129

Dr. Abhilash Chandel of Virginia Tech has completed the data collection of 32 years of Virginia Eastern Shore climate, planting, yield, and satellite data totalling 26 TB of data towards Objective I, II, and III. The study timeline has been extended. A third quarter update has been scheduled for November.

3351

*Kings Creek Phase 2*Kellen Singleton
Ext. 129

Dredging and beneficial use placement began September 28. The Kings Creek Phase 2 project construction was completed on schedule November 2. A total removed of 22,888 cy (22,228 cys payable) was utilized to restore the Cape Charles Public Beach. Following AD surveys by Michel's Construction, Inc. and Waterway Surveys & Engineering, Ltd. A review and acceptance meeting between staff, project engineers, ESRNWC members, Northampton County and Cape Charles officials, was held November 8 at which Michel's Construction, Inc. was commended for their work. Michel's is in the last stages of their demobilization from the project site.

3353

*Nassawadox Creek Phase 1B*Kellen Singleton
Ext. 129

The Joint Permit Application needed for the dredge construction phase of Nassawadox Creek has been completed by the project engineer, signed by Northampton County, and submitted. Representatives from USACE, VMRC, VIMS, the project engineer, and staff met October 17th to discuss steps moving forward. Issues with General Permit designation were discussed. A follow-up meeting has been scheduled.

Director of Housing Services Report

Below is a comprehensive list of Housing Service Department projects, should you wish to contact the project manager for more information. Details about the featured projects follow the list.

3661 - HUD-Housing Counseling Services	A. Wert
3662 - VHDA HCE Foreclosure/Housing Counseling	A. Wert
366250 - Homeless Solutions COC Activities	J. Hope

366250	<i>Continuum of Care (CoC)</i>	Jen Hope Ext. 123
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Community Partners of the Eastern Shore’s General Membership met on November 8th. Updates were provided by participating service providers and committees. The Homeless Management Information System (HMIS) committee met on November 14th, and they continue planning for the annual Point-In-Time homelessness count. The date for the 2024 PIT count is now definitively set for January 24th, with a weather date alternative of January 25th. A-NPDC staff will be assisting in the overnight canvas of the Eastern Shore.

3661	<i>HUD Housing Counseling Services</i>	Andrea Wert Ext. 124
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34 clients are receiving homeownership counseling. 3 clients have prequalified for a loan and are looking for a home (one with FHA, one with VA, and one with USDA). 29 clients are working to repair their credit and increase their savings, with 5 clients currently participating in the new Credit Improvement program. Qualifying Credit Improvement clients will be eligible for up to \$2000 towards past due accounts as long as this expenditure allows them to then qualify for a mortgage. 1 client is receiving foreclosure counseling. 5 clients have successfully purchased homes in the past 15 months, and 3 of these families were formerly Section 8 tenants.

Staff attended the USDA’s Home Loan Packager Workshop on October 12th, and will attend a USDA 502 Direct Loan Application Packaging Training 5-Day Course in December. This certification will allow housing Counseling staff to assist our clients in a more timely fashion.

3662	<i>Virginia Housing Counseling & Education</i>	Andrea Wert Ext. 124
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Staff continues to conduct Financial Literacy, Rental Topics, and Fair Housing classes for new HCV recipients during intake briefings. These briefings are being held twice monthly, with 6-12 attendants in each class.

Partners are required to conduct New Home Ownership Certification class. Unfortunately, commitments to these partnerships have been inconsistent. New Real Estate partners are scheduled to attend Train–The-Trainer classes this coming April. Staff continues to look for commitment from a Financial Partner to participate. Plans for these classes remain on hold.

Director of Housing Development Report

Below please find a list of A-NPDC related Housing Development Department projects, should you wish to contact the project manager for more information. Details about featured projects follow the list.

300640 - Town of Onancock-Northeast Neighborhood	E. Luchansky
3335 - Accomack County CDBG Planning Grant	E. Luchansky
3760 - Gospel Temple/Adams Crossing CDBG	E. Luchansky
300660 - Makemie Park Urgent Need Project	K. Singleton
300702 - Metompkin CDBG - Program Income	B. Herbert
3690 - Occhannock Neck Road Project	B. Herbert
3680 - Accomack County COVID CDBG Urgent Needs	E. Meil
4710- HMGP - DR-4001 & DR-4411	E. Luchansky
3823 - HMGP - DR-4291	E. Luchansky
4401 - VDH Septic and Well Assistance Program	E. Luchansky

300640

Town of Onancock - Northeast Neighborhood

Eric Luchansky
Ext. 118

Staff applied for \$855,250.00 to supplement the budget overages for rehabbing 10 homes. To date one home has been demolished and it is expected that 2 will be demolished in the month of Decmeber. Staff is still in the process of receiving easements for the construction of a sidewalk that would span the Pine Street.

3760

Gospel Temple/Adams Crossing Neighborhood Revitalization CDBG

Eric Luchansky
Ext. 118

The project is closed out.

300660

Makemie Park Urgent Need Project

Kellen Singleton
Ext. 129

To date all 26 septic systems have been installed, per the initial construction agreement and contract addendum. All conflicting wells have been abandoned and replaced. Staff and District 3 Supvr. Johnson has initiated a door-2-door info, outreach, and recordation signing effort. A decommissioning procedure for the current Makemie Park Sewage Disposal Area has been drafted. The project engineer will assess the communal system and property. SERCAP, Inc. has approved a \$38,000 allocation for the effort. The contractor and staff continue to engage Makemie Park residents to address landscaping and residential plumbing impacts as well as future AOSS maintenance needs. A third in a series of community outreach and septic training events is being planned. A final DHCD compliance review took place October 30 and 31.

I am pleased to report that both homes have reached completion, marking a significant milestone in our project. However, the final step, the issuance of the Certificate of Occupancy, is pending. We anticipate obtaining the necessary approvals soon and are actively working towards a swift resolution.

The interest in both homes has surpassed our expectations, with the one-bedroom unit already successfully sold. This positive response speaks to the appeal and desirability of our properties.

In terms of legal matters, our dedicated attorney has been diligently crafting the sales contract for over a month. While the process may seem prolonged, it reflects our commitment to ensuring a comprehensive and legally sound agreement for all parties involved. We appreciate your patience and understanding as we finalize this crucial document.

On a related note, the bids for clearing Sunnyside Village have been received, revealing unexpected challenges in terms of budget constraints. The low bid stands at \$222,739.00, exceeding our initial estimates. In response, our team is actively reevaluating options to bring costs within budgetary constraints without compromising the project's quality. As a result, bid preparations have been temporarily postponed until we can address and mitigate the lot development costs.

3823

*Accomack County VA HMGP 4291-VA-009 Elevation Project*Eric Luchansky
Ext. 118

The sixth home in the project is completed. Staff is working on preparing bid documents for demolition for the acquisition/demolition of 20055 Saxis Road. Staff is working with 2 previously uninterested homeowners to lift their homes. There is room in the budget.

4710

*Accomack County VA 4401-VA-016 Elevation/Acquisition Project*Eric Luchansky
Ext. 118

Staff is still waiting on engineering designs to be finished. Once complete bid documents will be prepared for the elevation of one home.

3801

*East Horntown Planning Grant*Eric Luchansky
Ext. 118

Staff are working with neighborhood citizens to qualify for assistance. Work is being done to identify owners of derelict homes in the project area.

3340

*Holland Lane - Cheriton Planning Grant*Bruce Herbert
Ext. 128

Staff is working on scheduling a kick off meeting for late November.

Two homes are complete. One is in the process of being completed. Three homes are in the process of engineering design. Once complete, bid documents will be sent out to prospective contractors.

11. Grants

Leveraging Cooperative Extension to Build an Enduring Capacity for Equitable and Inclusive Rural Resilience across Coastal Virginia, Maryland, and Delaware

The Accomack-Northampton Planning District Commission in collaboration with Virginia Tech, the University of Delaware, University of Maryland Extension, University of Maryland Eastern Shore, Delaware State University, Virginia State University, Virginia Tech/Virginia Sea Grant, Maryland Sea Grant, Middle Peninsula Planning District Commission, Hampton Roads Planning District Commission, Chesapeake Bay Foundation, and Resilient Virginia has been chosen to move forward with a NOAA Climate Resilience Regional Challenge proposal.

This effort would combine Sea Grant expertise in coastal resilience with Land Grant (1862 and 1890 institutions) expertise in natural resource systems and rural economic development to build an ongoing capacity for Extension to support climate resilience in rural coastal communities. The A-NPDC role would include the development of locality capacity building materials, the recruitment of localities for participation in capacity building activities, and technical expertise in local resilience challenges and opportunities. The current proposal would sub-award A-NPDC \$90,000 over a three year period.

Authorization to apply was requested.

Commissioner Crockett moved to approve the Leveraging Cooperative Extension to Build an Enduring Capacity for Equitable and Inclusive Rural Resilience across Coastal Virginia, Maryland, and Delaware as requested. Seconded by Commissioner Mapp, the motion was carried by unanimous vote.

Southeast Crescent Regional Commission State and Economic Infrastructure Development

This grant would assist low to moderate income individuals receive funds to rehabilitate their homes.

Authorization to apply was requested.

Commissioner Hart moved to approve the Southeast Crescent Regional Commission State and Economic Infrastructure Development Grant as requested. Seconded by Commissioner Turner, the motion was carried by unanimous vote.

12. Contracts

<u>DEQ Coastal Zone Management Technical Assistance Contract</u>	<u>\$58,000</u>
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The Department of Environmental Quality Coastal Zone Management has offered us the federal fiscal year 2024 Technical Assistance contract. These funds are used to provide technical assistance to localities, work on resiliency projects and education and operate the Eastern Shore Groundwater Committee.

Retroactive authorization to execute the contract was requested.

Commissioner Crockett moved to retroactively execute the Contract as presented. Seconded by Commissioner Hart, the motion was carried by unanimous vote.

13. Executive Director's Memo

RC&D Council Dissolution

The sponsors met on October 27, 2023 to discuss the RC&D Council recommendation to dissolve. After discussion, the sponsors gave unanimous consent to the Council representatives to select the date of the resolution to dissolve.

RC&D Council is meeting to finalize the request for formal dissolution including an end date. A small amount of funds remain (less than \$1,000) that the Council will determine its disposition in line with its bylaws requirements. One older grant remains and they will also find an agency that can use those funds in line with requirements of the funder. Additionally, an inventory of equipment and furniture is also being prepared. The description suggested it is one computer work station, desk and chair.

Organizational Matters

Per Diem Rate. Inflationary effects have driven up the cost of meals. Recently, staff have requested increased per diem rates for travel to Richmond. After review of the Virginia per diem rate (\$59 per diem), staff is recommending an increase in the per diem rate from \$41 to \$50 per day. Virginia has a more complicated system that reduces the per diem rate on travel days. Virginia's system is based on travel time and which meals are eaten on the travel days. A-NPDC authorizes full per diem on travel days which involves less staff administrative work and reduces errors, the per diem rate is lowered to compensate.

Authorization to increase the per diem to \$50 and make the necessary amendments to the personnel policies and financial procedures manual is requested.

Commissioner Hart moved to approve the increased per diem to \$50 and make the necessary amendments to the personnel policies and financial procedures manual as requested. Seconded by Commissioner Smith, the motion was carried by unanimous vote.

Per Diem, No Alcohol Description. The basis of the A-NPDC travel expenditure system has been a reduced rate shared across the entire trip. The benefit is it has made it easier for the traveling staff member to manage, reduced the administrative burden and allowed A-NPDC to rarely increase the rate. Since 2009, it has only been increased one year.

Amend the Financial Procedures Manual Section XII. Travel to add item "F. The total per diem amount is calculated across the entire trip. Employees will receive reimbursement based on actual expenditures with documentation such as receipts. Alcohol purchases will not be reimbursed."

Amendment to the Financial Procedures Manual is requested.

Commissioner Crockett moved to approve the Financial Procedures Manual Amendment as requested. Seconded by Commissioner Leonard, the motion was carried by unanimous vote.

Organizational Chart Update. After review, an organizational chart update is attached. In the next few months, staff anticipates funding will become available for at least one additional position due to new contracts and increases in workload. One of the Planning Department positions had a shared workload with the Development Department. While one of those projects is ending, one contract that was shared has been moved to the Development Department completely.

For these reasons, one vacant position in the Planning Department is being reclassified to a Planner position and one vacant Community Development Coordinator position and a vacant Housing Specialist position added to the Development Department. Although staff is not currently requesting authorization to fill any of these positions it is expected that sometime in the new year at least one of these positions will need to be filled.

Adoption of the Organizational Chart is requested.

Commissioner Crockett moved to approve the adoption of the Organizational Chart as requested. Seconded by Commissioner Hart, the motion was carried by unanimous vote.

Job Descriptions.

Staff has updated the job descriptions. Salary ranges have been updated based on the October 2023 VAPDC salary survey. Seventeen of 21 PDCs responded.

The Executive Director job description is also included. Staff requested the Executive Committee consider whether or not a salary range should be created and what it would be, if created.

Adoption of the Job Descriptions is requested.

Commissioner Crockett moved to approve the Job Descriptions as requested with no Executive Director salary listed. Seconded by Commissioner Hart, the motion was carried by unanimous vote.

14. Next Meeting

The following By-Laws Amendment to Article IV, Section 1, Regular Meetings, was approved in March 2011:

Regular monthly meetings of the Commission shall be held at 7:00 p.m. on the third Monday of each month, except January, February and December, at a place to be determined by the Commission. The regular January meeting will be held at 7:00 p.m. on the third Tuesday. No regular meetings will be held in February or December. The Commission may change the date and time of any regular meeting at any proper meeting and may adjourn any meeting from time to time or to another place.

Therefore, the next regular meeting is scheduled for Tuesday, January 16, 2024.

No action was required at the time.

15. Chairman's Report

Chairman Phillips thanked the Commission for the time he has served on the Board.

16. Other Matters

No other matters were discussed at this time.

17. Adjournment

There being no further business brought before the Commission, Commissioner Crockett moved to adjourn the meeting. Seconded by Commissioner Leonard, the meeting was then adjourned.