




MIDDLE PENINSULA CHESAPEAKE BAY PUBLIC ACCESS AUTHORITY

MEMORANDUM

TO: MPCBPAA

FROM: Lewie Lawrence, Director of Regional Planning 

DATE: June 1, 2010

RE: June 11th PAA Meeting

This announcement serves as notice to call a meeting of the Public Access Authority on Friday, June 11th, 2010 at or about **11:00 a.m.** The meeting will be held in the MPPDC Regional Board Room in Saluda. Lunch will be provided.

All materials related to this agenda are attached. If you have any questions, please call (804-758-2311) or e-mail (LLawrence@mpppc.com) me at your convenience.

AGENDA

1. Welcome and Introductions
2. Approval of April 2010 Minutes
3. Financial Report
4. Public Comment
5. Adoption of 2010-2011 Annual Work Plan
6. Accessing the Virginia Coast project update
7. Shallow Water Dredging Master Plan- Update
8. Working Waterfront Special Area Master Plan- NOAA Section 309 Update
9. Preliminary report on the Mathews County Public Access Survey
10. Mathews County Land Donation Update- Update
11. Browne Tract timber thinning and habitat management update
12. Update on the claim of a prescriptive ROW across the Haworth Tract
13. Update on King and Queen Sportsman Hunt Club obligation
14. Boy Scout project and usage of the Clay Tract
15. Road Ending Technical Assistance
 - Perrin Creek
 - Cappahosic
16. Other Business –
17. Chairman Observations
18. Next Meeting
19. Adjourn

MEMBERS

Essex County
Mr. David S. Whitlow

Gloucester County
Hon. Louise Theberge
Chairman

King and Queen County
Hon. Doris H Morris

King William County
Ms Terri E. Hale

Mathews County
Mr. Steve Whiteway

Town of Tappahannock
Mr. G. Gayle Belfield, Jr.

Town of Urbanna
Hon. Janet S. Smith

Town of West Point
Mr. Trenton Funkhouser

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MIDDLE PENINSULA CHESAPEAKE BAY PUBLIC ACCESS AUTHORITY MINUTES

April 9, 2010

**Middle Peninsula Planning District Commission
Saluda, Virginia**

1. Welcome and Introductions

The Middle Peninsula Chesapeake Bay Public Access Authority held its meeting in the Middle Peninsula Planning District Commission Board Room in Saluda, Virginia, at 11 a.m. on April 9, 2010.

Chairman Pleva called the meeting to order. Members and Alternates present were Louise Theberge, Gloucester County Board of Supervisors; Terri E. Hale, King William County Assistant County Administrator; Trent Funkhouser, West Point Town Manager; Janet Smith, Town of Urbanna and David Whitlow, Essex County Administrator. Also present were Lewis Lawrence, Director of Regional Planning MPPDC; and Jackie Rickards, Regional Projects Planner I.

2. Approval of February 2009 Minutes

Chairman Pleva requested a motion to approve the February 2010 minutes. Mr. Whitlow moved that the minutes be approved. Mrs. Theberge seconded the motion. Motion carried by unanimous vote.

3. Financial Report

Chairman Pleva requested a motion to approve the February 2010 Revenue and Expenditure Report. Mrs. Theberge moved that the Report be approved. Mr. Whitlow seconded the motion. Motion carried by unanimous vote.

4. Public Comment

None

5. Shallow Water Dredging Master Plan Discussion – Section 22/Planning Assistance Program and Review of Middle Peninsula Issues

Shallow water dredging and regional sediment management planning was discussed. Alternative project concepts, possible project partners, project issues, benefits and concerns were also discussed. Staff will again issue an opportunity to partner to Middlesex County with a reply date of June 30th.

6. Working Waterfront Special Area Master Plan – Virginia Coastal Program

Mr. Lawrence explained that the Virginia Coastal Zone Management Program is currently working on their annual assessment and they have held a variety of meetings to define the scope of their coastal issues to address. Through this process aquaculture, working waterfront, and public access projects were voted to receive approximately \$50,000 per year for the next five years.

7. Mathews County Land Donation Update – Tom Robinson

Mr. Lawrence explained that in order to move forward in acquiring the Hall Parcel in Mathews County, Mr. Conrad Hall's attorney must be notified. However Mr. Tom Robinson, the broker representing Mr. Hall, has informed the PAA that Mr. Hall has been busy recently and has not had the time to contact his lawyer with regards to this donation.

8. Brown Tract Timber Thinning

In early March, the Brown Tract was visited by Mike Budd, Private/Public Land Biologist with United States Department of Agriculture (USDA)/ Natural Resource Conservation Service (NRCS), to assess the suitability for Quail Management Projects. As a result the Virginia Department of Game and Inland Fisheries has sent the PAA an official Quail Management Assistance program Certification that recognizes our commitment to furthering quail and early-successional habitat restoration in Virginia. However, the PAA is still waiting to receive the actual Quail Management Recommendations to enhance the Brown Tract.

Additionally, the PAA has received a proposal from the Virginia Department of Forestry to coordinate the thinning of the Brown Tract. As a proper habitat management tool recognized by the PAA, the PAA discussed the implications of the thinning and agreed that clear cutting the mature pine would be most beneficial for the tract for a several reasons: (1) a mature pine is highly susceptible to bark beetles therefore thinning would reduce this risk and (2) a profit could be made from thinning that could support future PAA goals.

9. Update on the Claim of a prescriptive ROW across the Haworth

Mr. Lawrence explained that Mr. Haworth is currently in the process of trading his parcel with a TNC tract of land. However according to TNC, the PAA should be receiving a letter from Mr. Haworth stating that he will be taking the PAA to court. To-date the PAA has not received the letter.

10. Update on King and Queen Sportsman Hunt Club obligation

In December 2009, the PAA contracted with the King and Queen Sportsman Hunt Club to plant habitat improvement cover crop in exchange for the Hunt Club to have extended non-exclusive hunting privileges on the Clay Tract. Therefore Mr. Lawrence reported that the Hunt Club did call the PAA last week to proceed with habitat improves, however further discussions about the details will need to take place.

11. Other Business – Change in PAA officer status

Due to Mr. Pleva's departure from the PAA, the PAA elect new officers. Upon discussion Mr. Whitlow requested a motion effective May 1, 2010 that Lousie Theberge will be the Chairman and Trent Funkhouser will be vice chair. Mrs. Therberge seconded the motion. Motion carried by unanimous vote.

12. Chairman Observations

None

13. Next Meeting

The next meeting of the Middle Peninsula Chesapeake Bay Public Access Authority is scheduled for Friday, June 11, 2010 at 11:00pm.

14. Adjournment

Chairman Pleva requested a motion to adjourn the meeting. Mr. Whitlow moved that the motion be approve; Ms. Theberge, seconded the motion. Meeting was adjourned.

Revenue and Expenditure Report by Project

Middle Peninsula Planning District Commission

Run Date: 05/06/2010
Run Time: 10:33:47 am
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Period 07/01/09 to 04/30/10

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
32007 PAA Administration				Project Period	7/1/2007	to 6/30/2010	
Revenues							
41700 VDCR	75,900.00	75,900.00	0.00	0.00	75,900.00	0.00	100.00
44010 MPLT/BFI Award	12,160.27	12,160.27	0.00	0.00	12,160.27	0.00	100.00
44012 PAA Prior Year's Un	9,782.58	-31,105.80	0.00	40,888.38	9,782.58	0.00	100.00
44200 Interest Income	6.00	2.11	0.37	2.61	4.72	1.28	78.67%
44300 PAA Hunting License	2,500.00	0.00	0.00	2,050.00	2,050.00	450.00	82.00%
44900 Miscellaneous Incom	1,342.25	1,342.25	0.00	0.00	1,342.25	0.00	100.00
Revenues	101,691.10	58,298.83	0.37	42,940.99	101,239.82	451.28	99.56%
Expenses							
50000 SALARIES	18,541.06	16,336.06	121.18	362.14	16,698.20	1,842.86	90.06%
50500 FRINGE BENEFITS	6,234.25	5,427.75	42.44	127.48	5,555.23	679.02	89.11%
52251 website	64.00	0.00	0.00	64.00	64.00	0.00	100.00
53400 Office Supplies	2,633.20	1,633.20	31.00	702.12	2,335.32	297.88	88.69%
53500 Meeting Supplies	757.49	639.08	163.17	362.97	1,002.05	-244.56	132.29
54100 Private Mileage	309.64	274.25	0.00	88.94	363.19	-53.55	117.29
54500 Lodging/ Staff Expen	63.94	63.94	0.00	29.74	93.68	-29.74	146.51
55150 Subscriptions/Publica	29.95	0.00	0.00	29.95	29.95	0.00	100.00
55300 Conferences	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00%
56300 Legal Services	13,400.69	3,040.69	0.00	594.00	3,634.69	9,766.00	27.12%
56400 Consulting/Contractur	22,879.55	11,379.55	0.00	1,000.00	12,379.55	10,500.00	54.11%
56600 Construction	413.11	413.11	0.00	0.00	413.11	0.00	100.00
56700 Contractural Other	500.00	0.00	0.00	500.00	500.00	0.00	100.00
57100 Postage	154.00	0.00	0.00	154.00	154.00	0.00	100.00
57300 Promotion/Advertisin	0.00	0.00	47.50	47.50	47.50	-47.50	0.00%
57400 Public Officials Insur	4,236.00	2,836.00	0.00	1,380.00	4,216.00	20.00	99.53%
57500 Miscellaneous Other	6,363.58	6,233.58	0.00	130.00	6,363.58	0.00	100.00
59700 INDIRECT COSTS	11,544.62	10,021.62	84.22	252.61	10,274.23	1,270.39	89.00%
Expenses	90,125.08	58,298.83	489.51	5,825.45	64,124.28	26,000.80	71.15%
Project Revenues:	101,691.10	58,298.83	0.37	42,940.99	101,239.82	451.28	99.56%
Project Expenses:	90,125.08	58,298.83	489.51	5,825.45	64,124.28	26,000.80	71.15%
Project Balance:	11,566.02	0.00	-489.14	37,115.54	37,115.54		

MIDDLE PENINSULA CHESAPEAKE BAY PUBLIC ACCESS AUTHORITY
DRAFT OVERALL PROGRAM DESIGN

FY '10: July 1, 2010 – June 30, 2011

PROGRAMS WILL BE OPERATED IN THE FOLLOWING GENERAL AREAS:

- (1) MPCBPAA ADMINISTRATION and LOCAL PUBLIC ACCESS TECHNICAL ASSISTANCE
- (2) PUBLIC ACCESS LAND TRANSFERS
 - a. Prince Street
 - b. Bill Hogg's Landing
 - c. Hall Donation
- (3) ACCESS INFRASTRUCTURE MANAGEMENT and IMPROVEMENTS
- (4) WATER ACCESS STRATEGIC PLANNING
 - a. Master Planning
 - b. Shallow water dredging

(1) Program: General PAA Administration and Local Technical Assistance \$8,400

Description: This program allows the Overall Program to function by supporting the individual projects and operation of the Authority, as well as by responding to daily requests for assistance from local government staff . In order to properly manage the workload, requests should be channeled through Authority members to PAA lead staff.

Activities: Personnel administration; financial management; administrative grant reporting; and other general Authority functions. Consultation on public access related issues; review of local public access projects; GIS and other public access technical assistance provision as necessary.

- a. Liability Insurance FY11 (\$ 1,400 PAA General Fund)
- b. Direct project expense (\$7,000 PAA General Fund)
 - a. General Administration (\$3,000)
 - b. Working Waterfront /Public Access Professional Development (\$2,000)
 - c. Site Maintenance (\$2,000)
- c. Direct PAA staff time (As needed- staff time from MPPDC Coastal Technical Assistance Program)

Responsibility: Director of Regional Planning, Regional Planner

Support: PAA General fund and DEQ Coastal Zone Management Program

(2) Program: Public Access Land Transfer \$15,000

Description: This program responds to a number of VDOT road ending acquisition opportunities in the Middle Peninsula. The transfer of certain county road endings will continue with Lower Guinea Landing (Bill Hoggs Landing) in Gloucester County and Prince Street in Tappahannock. Land transfers and public donations will be assessed and coordinated with member localities to ensure compatibility with local planning initiatives, and administered. Strategic acquisition planning may also be included.

Activities:

- a. Prince Street (Tappahannock) and Bill Hogg's Landing (Gloucester) Road Ending Transfers (\$5,000 PAA General Fund -anticipated legal services)
- b. Private-Public-NGO land transfer (\$5,000 PAA General Fund -anticipated legal services)
- c. Other specific land transfer research (\$5,000 PAA General Fund-anticipated research)

Responsibility: Director of Regional Planning, Regional Planner, PAA Legal Assistance

Support: PAA General Fund

(3) Program: Water Access Strategic Planning and Access Infrastructure Management \$ 29,000

Description: Those activities, which promote and support efforts to study and plan for local and regional water access needs including: access studies; infrastructure planning and development; project coordination assistance to the Authority and local governments in public access grant funding programs; as well as project administration and coordination of public access infrastructure improvement projects.

Activities:

- a. Ongoing Acquisition Planning and Management
 - i. Access Master Plan Development
 - \$4,000 PAA General Fund for PAA staff support
 - \$5,000 Access Waterway of Virginia- PAA General Fund anticipated VA Sea Grant Support
 - ii. Working Waterfront-Shallow Water Dredging
 - \$20,000 in staff time under the DEQ Coastal Program for coordination with the Shallow Water Dredging Master Plan

Responsibility: Director of Regional Planning, Regional Planner, Consulting Services

Support: PAA General Fund DEQ Coastal Zone Management Program

***NOTE**
PROPOSED RESERVE FUND BALANCE \$15,000