



**COMMISSIONERS**

**Essex County**

Hon. Edwin E. Smith, Jr.  
Hon. John C. Magruder  
Ms. Sarah Pope

**Town of Tappahannock**

Hon. A. Fleet Dillard, III

**Gloucester County**

Hon. Ashley C. Chriscoe  
(Chairman)  
Hon. Michael W. Hedrick  
Dr. William G. Reay

**King and Queen County**

Hon. Sherrin C. Alsop  
Hon. R. F. Bailey  
Ms. Vivian Seay

**King William County**

Hon. Edwin H. Moren, Jr.  
Hon. Travis J. Moskalski  
(Vice-Chairman)  
Mr. Otto O. Williams  
Mr. Percy C. Ashcraft

**Town of West Point**

Hon. James M. Pruett  
Mr. John B. Edwards, Jr.

**Mathews County**

Hon. Melissa Mason  
Hon. David Jones  
Mr. Harry Meeks  
Ms. Ramona Wilson

**Middlesex County**

Hon. Wayne H. Jessie, Sr.  
(Treasurer)  
Hon. Reggie Williams, Sr.  
Ms. Kendall Webre

**Town of Urbanna**

Hon. Dr. William T. Goldsmith

**Secretary/Director**

Mr. Lewis L. Lawrence, III

**MEMORANDUM**

**TO: MPPDC Board of Commissioners**  
**FROM: Lewis Lawrence, Executive Director**  
**DATE: June 22, 2023**  
**RE: June Commission Meeting**

The Middle Peninsula Planning District Commission will host its monthly meeting on Wednesday, June 28, 2023 at 7:00 p.m. in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda.

Masking is not a requirement of the CDC or the Governor. If any Commissioner desires a mask for the meeting, staff will provide such.

Enclosed are the June meeting agenda and supporting materials for your review prior to the meeting.

If you have any questions concerning material in your agenda packet, please give me a call at 804-758-2311 or email me at [LLawrence@mppdc.com](mailto:LLawrence@mppdc.com).

I look forward to seeing you on **June 28<sup>th</sup>**!

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***Middle Peninsula Planning District Commission Meeting***

**7:00 P.M.**

**Wednesday, June 28, 2023**

**125 Bowden Street**

**Saluda VA 23149**

- I. Welcome and Introductions
- II. Approval of May Minutes
- III. Approval of Financial Report for May
- IV. Executive Director's Report on Staff Activities for the month of June
- V. MPCBPAA Update
- VI. MPA Update
- VII. MPPC Public Relations/Communications Update
- VIII. Public Comment

**AGENDA ITEMS FOR DISCUSSION**

- IX. CZM Habitat Protection and Restoration Bipartisan Infrastructure Law (BIL) Competition
- X. Discussion on Septic Impediments to Economic Growth
- XI. King & Queen County Tele Work/Business Accelerator/Tele Health and MPPDC Office
- XII. Report from Advantus Strategies on Primary Election Results
- XIII. Other Business
- XIV. Adjournment

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**MIDDLE PENINSULA PLANNING DISTRICT COMMISSION**  
**May 24, 2023**  
**Saluda, Virginia**

**I. Welcome and Introductions**

The monthly meeting of the Middle Peninsula Planning District Commission was held in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda, Virginia on Wednesday, May 24, 2023 at 7:00 p.m. MPPDC Chairman, Chriscoe welcomed everyone in attendance.

**Commissioners Present**

Essex County: Bud Smith, John Magruder  
Gloucester County: Ashley Chriscoe, Michael Hedrick, Dr. Willy Reay  
King and Queen County: Vivian Seay  
King William County: Otto Williams  
Mathews County: Melissa Mason, Ramona Wilson  
Middlesex County: Wayne Jessie, Reggie Williams  
Town of West Point: John Edwards

**Commissioners Absent**

Essex County: Sarah Pope  
King and Queen County: Sherrin Alsop, R.F. Bailey  
King William County: Ed Moren, Travis Moskalski, Percy Ashcraft  
Mathews County: David Jones, Harry Meeks  
Middlesex County: Kendall Webre  
Town of Tappahannock: Fleet Dillard  
Town of Urbanna: Dr. William Goldsmith  
Town of West Point: Jamie Pruett

**Also in Attendance**

Lewie Lawrence, MPPDC Executive Director  
Curt Smith, MPPDC Deputy Director  
Heather Modispaw, MPPDC Chief Financial Officer  
Dawn Mantell, Executive Assistant  
Guests

**II. Approval of April Minutes**

Chairman Chriscoe asked whether there were any corrections or changes to the April Minutes. There being no corrections to the Minutes, Chairman Chriscoe requested a motion to approve the April Minutes. Mr. Smith moved that the April Minutes be approved. Ms. Seay seconded the motion; motion carried.

**III. Approval of Financial Report for April**

MPPDC Chief Financial Officer, Heather Modispaw presented the Financial Report for April. Chairman Chriscoe asked whether there were any questions regarding the MPPDC financial report for April before being approved subject to audit. There being no questions, Chairman Chriscoe requested a motion to approve the financial report for April subject to audit. Mr. Jessie moved to approve the financial report for April subject to audit. Mr. O. Williams seconded the motion; motion carried.

**IV. Executive Director’s Report on Staff Activities for the Month of May**

Chairman Chriscoe requested MPPDC Executive Director, Lewie Lawrence review the Executive Director’s Report on Staff Activities for May. The Executive Director’s Report on staff activities is developed at a monthly staff meeting, organized by PDC Service Centers, and the activities are used to report grant funding activities.

Mr. Lawrence stated due to the lengthy Agenda, he will forgo his review and encouraged all in attendance to review the May reports and contact him with any questions they may have.

**V. MPCBPAA Update**

MPCBPAA Chairman, John Edwards reported by utilizing PAA owned properties, the PAA will partner with Knott Alone, a therapeutic program for Veterans. Inspection of the new fishing pier at Captain Sinclair’s is currently pending and a ribbon cutting ceremony is set to take place in the near future.

**VI. MPA Update**

MPA Chairman, Ashley Chriscoe reported the IRS has completed their review and the MPA was given the approval to reconvene. Mr. Chriscoe will notify the Board and hopes to reconvene in the very near future.

**VII. MPPDC Public Relations/Communications Update**

None.

**VIII. Public Comment**

None.

**IX. VDOT Smart Scale Discussion**

Lee McKnight, VDOT Saluda Residency Administrator gave a PowerPoint presentation on the Route 17 and Woods Cross Road Smart Scale Project. In 2022, Gloucester County requested VDOT perform a traffic signal warrant analysis and directed MPPDC apply for Smart Scale funding on their behalf. In 2023, the submitted application was the top scoring project in the district. However, the award was to fund an RCUT design at the cost of ~\$4M while the installation of a traffic signal, the County desires, would cost ~\$500k-\$800k. In May, at the urging of some citizens, the Gloucester County Board of Supervisors voted in opposition to the installation of an RCUT on Route 17 at Woods Cross Road. As the applicant of record, the MPPDC can accept the funding and move forward or withdraw the application not knowing when funding will become available again. After a lengthy discussion, as the applicant of record and in support of the Gloucester County Board of Supervisors decision to oppose the installation of an RCUT on Route 17 at Woods Cross Road, Mr. Magruder moved to withdraw the Smart Scale project application and any associated costs imposed by VDOT or CTB be fully reimbursed by Gloucester County. Mr. Jessie seconded the motion; Mr. Hendrick being the only opposition; motion carried.

## **X. Presentation of the MPPDC Proposed FY24 Budget**

MPPDC Executive Director, Lewie Lawrence reported the FY24 budget is the largest it has ever been with over 60 different projects at a total of over \$7M. Mr. Lawrence projects this type of budget will continue for the next 5 years and the challenge will be how to cashflow projects. Currently, the \$3M line of credit and advance draw provision covers costs but if the budget continues to increase, MPPDC will need to work with VRA and the General Assembly to provide upfront funding instead of the current, reimbursable. Chief Finance Officer, Heather Modispaw presented the draft FY23 Budget Overview, Revenues and Expenses for Commission approval. The budget was devised taking into account the typical annual increases and the addition of a new staff planner position. The overall budget includes Resources of \$7,063,976, Expenses of \$6,443,264 with required Matching Funds of \$153,796, and \$70k to replace the outgoing Planner I. The budget committee recommended 7% COLA for existing staff in lieu of the locality average of 6% + one-time bonus. The Indirect rate of 30.76% and Fringe rate of 27.80% for each staff member is a slight increase from last year.

Mr. Lawrence reviewed the .80 Base Salary and referred to the Floating Salary 1.0 FTE as the same floating model used in universities. MPPDC staff members can increase their base salary by locating and acquiring additional grant funding thus providing the opportunity to earn a competitive salary. The MPPDC is the only PDC that provides this opportunity, and it has proven to be highly successful.

MPPDC Chief Finance Officer, Heather Modispaw reported the Indirect Cost Allocation Plan enables the Commission to charge funding sources for indirect personnel costs including salaries and fringe benefits as well as facility expenses, supplies, professional development, certain shared consultant and contractual fee expenses, travel expenses and other miscellaneous expenses such as postage and printing/duplicating. Indirect costs associated with the operating of the MPPDC are shared by all projects in the Commission's work program and are charged as incurred. Ms. Modispaw provided a breakdown and reviewed how the FY24 Indirect Cost Allocation rate of 29.65% and the fringe benefit rate of 26.47% is calculated.

Chairman Chriscoe reported that in preparation of the retirement of MPPDC as Executive Director, Lewie Lawrence, it is the recommendation of the Budget Committee that the reported salary to VRS for the remainder of the Executive Director's tenure be the 1.0 FTE of \$171,280 at no additional cost to the Commission.

Chairman Chriscoe requested a motion to adopt the FY24 Budget as presented to include continuing to pay the Executive Director's .20 salary retirement contributions to ICMA while setting the VRS rate at 1.0. Mr. O. Williams moved to adopt the FY24 Budget as presented to include continuing to pay the Executive Director's .20 salary retirement contributions to ICMA while setting the VRS rate at 1.0. Dr. Raey seconded; motion carried.

## **XI. Regional Reassessment Update**

Gloucester County BOS member and MPPDC Chairman Ashley Chriscoe reported the Gloucester County Assessor, Dan Thomas will meet with Middle Peninsula localities

in September to assess what software onboarding will entail and the costs associated. Gloucester County is currently subscribed to Eagle View at an annual cost of \$65k and can arrange a presentation at the September Commission meeting. The proposed cost to conduct a regional reassessment v. contract out annually is projected to be a 40% cost savings and would reduce yearly cycles from 6 to 4. A regional meeting to discuss the value of a regional effort is anticipated.

**XII. Virginia Port Authority – Awards**

MPPDC Deputy Director, Curt Smith drew the Commission’s attention to two resolutions in their meeting packet. Mathews County has been awarded up to \$600,000 match-free funding for dredging activities associated with Davis Creek. Three dredging projects have now been funded during the history of the VPA Waterway Maintenance Fund: Hole-in-the-Wall, Aberdeen Creek, and Davis Creek. MPPDC staff will be working with Mathews County in the coming months to launch this project. The second resolution awards Gloucester County \$221,788 for shoreline stabilization, pier replacement, and bulkhead replacement at Aberdeen Creek.

**XIII. Other Business:**

MPPDC Executive Director, Lewie Lawrence reported of his proposed appointment under consideration by Governor Youngkin to the Chesapeake Bay Program LGAC. To ensure the rural coastal voice is heard and in preparation for his retirement, Mr. Lawrence would like to respond and request the Governor appoint MPPDC Deputy Director, Curt Smith to the Chesapeake Bay Program LGAC. At the consensus of the Commission, Mr. Lawrence will respond and request the appointment of MPPDC Deputy Director, Curt Smith to the Chesapeake Bay Program LGAC.

**XIV. Adjournment**

Chairman Chriscoe requested a motion to adjourn. Mr. O. Williams so moved, Mr. Jessie seconded; motion carried.

*\*Note: All handouts distributed at a meeting are filed in the official MPPDC record book of the minutes. Copies of all PowerPoint presentations, if any, are filed with the official minutes.*

COPY TESTE:

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(Secretary)



## Project Financial Report

Middle Peninsula Planning District Commission  
 Period Ending: 5/31/2023

Run Date: 06/21/2023  
 Run Time: 4:42:56 pm  
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-----Expenditures-----								
Code	Description	Budget	Curr Month	Project Total	Un/Over	% Budget	Revenues	Balance
30013	Housing Loan Admin - EE&CBG I	250.00	0.00	0.00	250.00	0.00%	376.13	376.13
30123	FY23 PDC Staff Support for Adm	5,000.00	1,405.29	4,446.59	553.41	88.93%	2,235.53	(2,211.06)
30170	Sm Bus Loan Admin - MPBDP St	24,628.33	20.27	24,567.99	60.34	99.75%	29,050.89	4,482.90
30184	Tappahannock Comp Plan	25,279.00	(3.48)	25,222.69	56.31	99.78%	25,279.00	56.31
30186	DHCD Elevated Septic Pilot (\$10	120,000.00	398.62	6,673.81	113,326.19	5.56%	120,000.00	113,326.19
30187	VHDA Housing Development	997,596.75	2,447.43	207,445.00	790,151.75	20.79%	203,408.81	(4,036.19)
30188	VTC Water Trails Marketing	2,500.00	0.00	2,500.00	0.00	100.00%	2,500.00	0.00
30190	DCR CFPF Hoskins Creek (TappN	83,030.00	267.37	3,694.99	79,335.01	4.45%	3,241.42	(453.57)
30191	DCR CFPF MillCreekBoatRamp (I	41,251.00	7,335.68	15,530.89	25,720.11	37.65%	7,762.72	(7,768.17)
30192	DCR/FEMA FTF GIS Tool	127,050.00	11,296.19	78,078.58	48,971.42	61.46%	15,746.07	(62,332.51)
30194	RAFT Dupont LMI Pumpouts	25,000.00	7,992.87	22,266.17	2,733.83	89.06%	25,000.00	2,733.83
30198	Gwynns Island Onsite Septic Rej	10,000.00	0.00	0.00	10,000.00	0.00%	10,000.00	10,000.00
30219	DRPT CAP Operating Program F	84,171.00	7,658.25	68,777.53	15,393.47	81.71%	58,313.30	(10,464.23)
30320	FY23 VDOT Rural Transportatio	72,500.00	5,156.79	65,099.81	7,400.19	89.79%	57,490.38	(7,609.43)
30420	Onsite Loan Management	189,113.20	7,781.05	191,748.74	(2,635.54)	101.39%	219,897.74	28,149.00
31002	GA Lobby	30,000.00	3,750.00	26,250.00	3,750.00	87.50%	33,750.00	7,500.00
31212	Mid Pen AHMP Update	142,863.00	0.00	142,870.57	(7.57)	100.01%	142,832.55	(38.02)
31500	Living Shoreline Incentive Progr	36,974.86	257.83	30,954.52	6,020.34	83.72%	48,792.96	17,838.44
32015	PDC Staff Support for Admin of	501.98	(1.57)	604.05	(102.07)	120.33%	(1,776.14)	(2,380.19)
32019	PAA - VMRC Public Fishing Pier/	10,000.00	0.00	10,332.39	(332.39)	103.32%	11,574.67	1,242.28
32021	PAA GOVA Sea Grant Resilience	88,413.50	0.00	88,413.50	0.00	100.00%	87,525.54	(887.96)
32022	PDC Staff Support for Admin of	4,200.00	208.98	3,751.72	448.28	89.33%	4,200.00	448.28
32023	VLCF Tapp Hoskins Creek	2,500.00	880.73	2,099.68	400.32	83.99%	775.70	(1,323.98)
32151	NFWF Ware River LS & SL Mgmt	199,914.09	0.00	201,444.68	(1,530.59)	100.77%	201,444.68	0.00
32157	NFWF Mathews-(VIMS In-Kind \$	289,409.80	1,414.03	286,916.48	2,493.32	99.14%	233,250.45	(53,666.03)
32161	DEQ CZM Coastal TA FY22	129,000.00	0.00	129,000.19	(0.19)	100.00%	129,000.00	(0.19)
32162	DEQ Planner WIP Yr3	72,500.00	0.00	72,500.00	0.00	100.00%	72,500.00	0.00
32163	DEQ 319(h) BMP Res Septic \$57	137,560.47	13,172.47	87,784.01	49,776.46	63.81%	60,922.08	(26,861.93)
32164	DEQ Next Gen SL Yr1 (\$50k VPA	50,000.00	0.00	48,711.96	1,288.04	97.42%	45,000.00	(3,711.96)
32165	DEQ CZM ANPDC EcoTourism 5	27,200.00	0.00	26,969.62	230.38	99.15%	27,200.00	230.38
32166	DCR FTF Private Appl Fees	14,647.20	0.00	14,647.20	0.00	100.00%	14,000.00	(647.20)
32167	DEQ Flo Disaster (\$30k Homeow	120,000.00	20,353.45	67,579.79	52,420.21	56.32%	24,755.22	(42,824.57)
32169	US DOT RAISE	2,018,476.00	5,671.49	17,248.22	2,001,227.78	0.85%	0.00	(17,248.22)
32170	DEQ CZM CoastalTA FY23(Consc	129,700.00	9,696.15	84,028.09	45,671.91	64.79%	64,040.06	(19,988.03)
32171	DEQ CZM Next Gen PLANS - Yr2	50,000.00	28.35	14,817.50	35,182.50	29.64%	2,648.68	(12,168.82)
32172	DEQ CZM ANPDC Eco 6 FY23	26,000.00	2,719.70	17,187.06	8,812.94	66.10%	12,286.26	(4,900.80)
32173	VDH Local SWAP	299,980.00	1,605.52	14,405.21	285,574.79	4.80%	5,627.64	(8,777.57)
32174	NFWF & DEQ CZM Hog Island Re	499,999.15	36,607.41	211,610.00	288,389.15	42.32%	169,263.19	(42,346.81)
32175	DEQ WIP TA 2023	72,500.00	1,645.52	11,279.47	61,220.53	15.56%	1,742.48	(9,536.99)
32176	NFWF Veterans Partnership	75,001.00	6,160.98	23,962.86	51,038.14	31.95%	0.00	(23,962.86)
32177	EDA TA (FTF\$35,250/VHDA\$34,	70,000.00	3,582.05	3,582.05	66,417.95	5.12%	0.00	(3,582.05)
32178	(BIG) VDH - SWAP	180,000.00	(0.57)	220.49	179,779.51	0.12%	0.00	(220.49)
32179	DEQ ARPA SLPP Septic Repair	730,196.00	926.04	926.04	729,269.96	0.13%	0.00	(926.04)
32180	FEMA Ware Cove (H.Owner Mai	213,695.00	0.00	0.00	213,695.00	0.00%	0.00	0.00
33001	Loan Fund C-515771 Septic and	0.00	0.00	0.00	0.00	0.00%	4,117.25	4,117.25
38023	FY23 Local Projects	227,470.00	4,224.30	190,719.54	36,750.46	83.84%	246,773.64	56,054.10
38809	Mathews HITW Dredging (VDOT	174,364.00	2,929.61	145,097.57	29,266.43	83.22%	138,546.40	(6,551.17)
38810	VPA Aberdeen Dredging	156,364.00	(43.45)	43,965.47	112,398.53	28.12%	34,531.33	(9,434.14)
39000	General Fund Balance	0.00	0.00	0.00	0.00	0.00%	0.00	0.00

## Project Financial Report

Middle Peninsula Planning District Commission  
 Period Ending: 5/31/2023

Run Date: 06/21/2023  
 Run Time: 4:42:56 pm  
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Code	Description	Expenditures				Revenues	Balance
		Budget	Curr Month	Project Total	Un/Over	% Budget	
Totals:		8,086,799.33		2,735,932.72		33.83%	(140,306.09)
			167,545.35		5,350,866.61		2,595,626.63

## Balance Sheet by Category

Middle Peninsula Planning District Commission  
 Period Ending: 5/31/2023  
 Format: 1 Board

Run Date: 6/21/23  
 Run Time: 4:43:26 pm  
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**Assets:**

Cash in Bank	403,950.85
Cash in Bank, Restricted	397,142.19
Receivables	504,055.93
Property & Equipment	6,523.79
Prepaid Pension (Deferred Outflows)	48,680.91

<b>Assets:</b>	<b>\$1,360,353.67</b>
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**Liabilities:**

Accounts Payable	74,371.73
VRA Loan Payables	537,673.23
Payroll Withholdings	2,352.25
Accrued Leave	62,053.46
Deferred Revenue	73,465.36
Deferred Inflows (VRS)	117,112.00
Net Pension Liabilities	(14,365.00)
Cost Allocation Control	7,422.76

<b>Liabilities:</b>	<b>\$860,085.79</b>
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**Equity:**

Local Initiatives/Information Resources	135,704.08
Economic Development	2,271.84
Transportation Programs	(18,073.66)
Emergency Management Projects	(38.02)
Onsite Repair & Pumpout	9,832.08
Housing	376.13
Coastal Community & Environmental	(265,911.36)
Public Access Auth Programs	496.41
Temporarily Restricted	177,307.09
General Fund Balance	458,303.29

<b>Equity:</b>	<b>\$500,267.88</b>
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<b>Total Liabilities and Equity</b>	<b>\$1,360,353.67</b>
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<b>Balance:</b>	<b>\$0.00</b>
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## Agencywide R&E by Category

Middle Peninsula Planning District Commission  
 Period Ending: 5/31/2023  
 Format: 1 Agencywide R&E

Run Date: 6/21/2023  
 Run Time: 4:46:31 pm  
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Without Indirect Cost Detail

Code & Description	Budget	Current	YTD	Un/Over	% Bud
<b>Revenues</b>					
Local Match	147,234.00	0.00	157,806.87	(10,572.87)	107.18%
Local Annual Dues	135,099.00	0.00	135,099.00	0.00	100.00%
Local Other Revenues	704,148.03	26,126.48	118,150.65	585,997.38	16.78%
Local Other Organizations	56,750.00	64,034.34	51,519.80	5,230.20	90.78%
State Revenues	1,266,478.00	47,945.29	252,496.58	1,013,981.42	19.94%
Federal Revenues	1,970,382.00	230,297.41	464,085.54	1,506,296.46	23.55%
Miscellaneous Income	2,400.00	2,710.60	(31,715.88)	34,115.88	(1321.50)%
Revolving Loan Program Income	10,370.00	978.71	238,804.28	(228,434.28)	2302.84%
Miscellaneous	0.00	0.00	(8,322.38)	8,322.38	0.00%
<b>Revenues</b>	<b>4,292,861.03</b>	<b>372,092.83</b>	<b>1,377,924.46</b>	<b>2,914,936.57</b>	<b>32.10 %</b>
<b>Expenses</b>					
Personnel	664,331.78	51,842.78	537,078.41	127,253.37	80.84%
Facilities	0.00	0.00	252.42	(252.42)	0.00%
Communications	0.00	150.04	383.90	(383.90)	0.00%
Equipment & Supplies	1,200.00	200.75	1,589.98	(389.98)	132.50%
Travel	9,900.00	0.00	122.50	9,777.50	1.24%
Professional Development	9,200.00	(250.00)	2,254.00	6,946.00	24.50%
Contractual	3,014,599.00	92,155.38	768,627.31	2,245,971.69	25.50%
Miscellaneous	500.00	8,085.15	9,736.14	(9,236.14)	1947.23%
Regional Share	147,234.00	0.00	107,123.08	40,110.92	72.76%
	0.00	15,361.25	187,779.63	(187,779.63)	0.00%
<b>Expenses</b>	<b>3,846,964.78</b>	<b>167,545.35</b>	<b>1,614,947.37</b>	<b>2,232,017.41</b>	<b>41.98 %</b>
<b>Agency Balance</b>	<b>445,896.25</b>	<b>204,547.48</b>	<b>(237,022.91)</b>		

**Middle Peninsula Planning District Commission  
Executive Director's Report of Regional Progress  
June 20, 2023**

**Note:** On May 23, 2018, the Commission voted to direct staff to email all future documents including the Commission meeting packets to save on postage. As we strive to make this report more informative and user friendly, some previously contained information may now be accessed by clicking on the following link(s):

- For Demographic Information: [Community Profiles \(viriniaworks.com\)](http://viriniaworks.com)
- For MPPDC Website: <https://www.mppdc.com/>

**MPPDC Staff and Contact Information**

**Executive Director: Lewis Lawrence**

Contact Info: [llawrence@mppdc.com](mailto:llawrence@mppdc.com) (804) 758-2311x24 (804) 832-6747 (cell)

Programs: *Coastal Zone Technical Assistance, Local Initiatives, Public Access Authority*

**Deputy Director: Curt Smith**

Contact Info: [csmith@mppdc.com](mailto:csmith@mppdc.com) (804) 758-2311x28 (804) 384-7509 (cell)

Programs: *Rural Transportation Planning, Dredging Coordination, General Environmental and Community Development Management*

**Chief Financial Officer: Heather Modispaw**

Contact Info: [hmodispaw@mppdc.com](mailto:hmodispaw@mppdc.com) (804) 758-2311x22

Programs: *Commuter/Employer Transportation Services, Septic Repair Assistance, Living Shoreline Incentive Program, Revolving Loan Programs Administration, PDC Finance & Grants Administration, PAA Staff Support, MPA Staff Support*

**Special Projects Planner: Jackie Rickards**

Contact Info: [jrickards@mppdc.com](mailto:jrickards@mppdc.com) (215) 264-6451 (cell)

Programs: *Environmental Programs, Hazard Mitigation Planning, Grant Writing, Graphic Arts*

**Coastal Resilience Planner I: Vacant**

Contact Info:

**Executive Assistant: Dawn Mantell**

Contact Info: [dmantell@mppdc.com](mailto:dmantell@mppdc.com) (804) 758-2311x21

Programs: *Septic Pumpout, Repair/Replacement Assistance Programs, PDC Staff Support, MPA Staff Support, PAA Staff Support, Facilities Scheduling, Website Management*

## INFORMATION RESOURCES/ASSISTANCE

- Updated [www.mppdc.com](http://www.mppdc.com) website – meeting notices, reports, news releases, GO Va meetings, and MPA notices, etc.

## COASTAL COMMUNITY DEVELOPMENT/ ENVIRONMENTAL

Funding – VDEQ, VIMS, VDCR, local match from MPPDC General Fund & partners

### **Project 30186 – Elevated Septic Pilot FY22**

*Construction of a vertically elevated septic system will occur at the King & Queen Telehealth and Business Development Center as part of a three-year pilot program to analyze an engineered septic unit that houses and treats all sewage effluent in a vertically elevated, self-contained unit suitable for areas with high water tables and flooding in Coastal Virginia.*

- Continued to coordinate with Triangle Environmental regarding designs and structural modifications for elevated septic systems for commercial application at the King and Queen facility.
- Discussed storage for monitoring equipment until the facility is constructed.

### **Project 30190 – DCR Flood Fund - Hoskins Creek (Tappahannock)**

*Project is to design, obtain permits for, and construct a living shoreline on the Town-owned property adjacent to the Rte. 17 bridge over Hoskins Creek in Tappahannock.*

- Town has provided notice of intent to wait on finalizing site designs and submitting permit application until recently awarded BIG grant for boating infrastructure is underway and the two projects can be designed and permitted concurrently.
- VHB's senior natural science staff and project manager conducted additional field work – took sounding measurements along the creek edge to verify water depths.
- Refined cross sections of shoreline based on fieldwork.
- Refined preliminary living shoreline design based on fieldwork.
- Internal coordination on permit documents.

### **Project 30191 – DCR Flood Fund – Mill Creek Boat Ramp (Middlesex)**

*Project is to design and develop a draft Joint Permit Application for the shoreline and structures adjacent to the boat ramp at the Carlton Road (Mill Creek) public wharf in Middlesex. The designed solution will help mitigate the shoaling of the boat ramp and enhance the overall resilience of the public wharf.*

- Continued project discussions between Wetland Studies & Solutions and MPPDC on behalf of Middlesex County to find long-term solutions for the boat ramp sand sedimentation challenge.

### **Project 30192 – DCR/FEMA - Fight the Flood GIS Tool Enhancements**

*Improvements will be made to the FTF online and GIS tools which are intended to enhance the GIS data tool capabilities and the overall management of the program. Improvements will include automated programs to expedite and streamline the grant application process, programs for identifying needs and advancing projects which align with available funding resources, improvements which will help feature products and services for participating FTF businesses, and training for MPPDC staff.*

- Finalized the modified RLAA methodology report. The Digital Shoreline Analysis System (DSAS) was dated and was unable to be integrated into the FTF GIS database. Instead MPPDC staff added [Shoreline Change Data \(arcgis.com\)](http://arcgis.com) from the Virginia Institute of Marine Science (VIMS).
- Researched other flood mitigation options and finalized a narrative to add to the FTF website. This was sent to Consociate Media to include on the website.
- Finalized all FTF template packets with a cover letter, financial tools, and resiliency businesses for

every FTF participant. FTF template packets were sent to every eligible FTF participant currently in the Fight the Flood Program.

- Coordinated with Timmons to update the FTF Business Survey questions.
- Staff set up new filter on FTF business dashboard to default all businesses to not appear on dashboard until they are approved by MPPDC staff.
- Staff finalized an operational policy document and GIS Data Management Policy document for the Fight the Flood Program.
- Developed narrative for the resubmission of reimbursement requests.
- Coordination with CBNERRS special video project on Fight the Flood program and development of website materials featuring FTF business living shoreline products to enhance the educational and interactive experience of the website.

#### **Project 30193 – DCR Flood Fund - West Point Bridge Study**

*Project is to conduct a Hydrologic and Hydraulic Study and Structural Design and Level of Service Study to address ongoing flooding for a Town owned bridge adjacent to the Middle Peninsula Regional Airport.*

- Continued to coordinate the use of DCR funds and Go Virginia funds to complete the project. Received a final contract with Go Virginia needed to initiate work under both DCR And Go Va funding.

#### **Project 30195 – Community Flood Preparedness Fund (CFPF) – Round 3 Supplemental (Piankatank)**

*VDCR CFPF funding for one shoreline protection construction project on private property within the Piankatank River watershed.*

- Construction of the project has begun, and the Middlesex property owner has provided the first installment of the requisite matching funds and additional funds for MPPDC staff to administer and manage the project.

#### **Project 30196 – Community Flood Preparedness Fund (CFPF) – Round 3 Supplemental (York)**

*VDCR CFPF funding for two shoreline protection construction projects on private properties within the York River watershed.*

- Sent CFPF onboarding grant agreement packet to the two private property owners. Addressing property owner questions and concerns related to the landowner maintenance agreement required by DCR.

#### **Project 30197 – Community Flood Preparedness Fund (CFPF) – Round 3 Supplemental (Mobjack)**

*VDCR CFPF funding for three shoreline protection construction projects and one stormwater flood protection project. All are located on private property within the Mobjack Bay watershed.*

- Sent CFPF onboarding grant agreement packet to the two private property owners who have indicated they wish to proceed with their projects. Addressing property owner questions and concerns related to the landowner maintenance agreement required by DCR.

#### **Project 32015 – Staff Support to Middle Peninsula Chesapeake Bay Public Access Authority (MPCBPAA)**

*Middle Peninsula Chesapeake Bay Public Access Authority Special Project – Support of Executive Order 23, Goal 8 Coastal Management Coordination Public Access: Continue implementation of adopted annual work program, including identifying land, either owned by the Commonwealth or private holdings that can be secured for use by the general public as a public access site; researching and determining ownership of all identified sites; determining appropriate public use levels of identified access sites; developing appropriate mechanism for transferring title of Commonwealth or private holdings to the Authority; developing appropriate acquisition and site management plan. This Program allows the Authority to function by supporting the individual projects and operations of the Authority, as well as by responding to daily requests for assistance from local government staff.*

- Continued to work with VAcorp regarding FY24 insurance proposal.

- Prepared and presented FY24 budget at the PAA June meeting. Budget was accepted.
- Convened the June meeting of the Middle Peninsula Chesapeake Bay Public Access Authority.

**Project 32019 – Sinclair’s Public Fishing Pier**

*The MPCBPAA has contracted the MPPDC to administer a grant from the VA Saltwater Recreational Fishing Development Fund to rehabilitate the public fishing pier at the Captain Sinclair’s Recreational Area, which had fallen into a state of disrepair. The project will consist of procuring a qualified contractor to rebuild a traditional wooden framed open pile 400-feet long public use fishing pier that will provide year-round opportunities for saltwater fishing and recreational viewing.*

- Project has been successfully closed out.
- Began communications preparations for the unveiling of the new pier.

**Project 32021 – PAA GO VA Sea Grant Resilience Economy**

*Virginia Sea Grant was awarded a GO Virginia award to assist the Middle Peninsula and other coastal areas with developing a water management economy to combat flooding and sea-level rise. This project will utilize land owned by the MPCBPAA as field stations to encourage business innovation in the flood resiliency space.*

- Continued to assist water management business competition winners move into applied implementation space using PAA sites and other public holdings.
- Attended public relations and communications planning session with RISE and VA Sea Grant representatives to continue coordinating outbound messaging about the program.
- Participating in a series of RISE/Virginia Sea Grant Water Management economy meetings to receive project updates from award winners. Discussed project status and permitting challenges.
- Continue conversations with Virginia Sea Grant regarding permit challenges for water management solutions within VMRC, DEQ Chesapeake Bay Preservation Act area and local wetland board jurisdiction.
- Consulted with Troy Hartley, Director for Virginia Sea Grant regarding the need for an experimental permit on public access authority lands to monitor water management solutions, as well as to expedite the ability for companies to test and bring the market water management solutions.

**Project 32157 – NFWF Mathews – East River Yr2**

*This project will design, permit, construct and monitor living shorelines in targeted shorelines on the East River.*

- Construction remains at the 95% level with plant installation being the only remaining step. Plants have been delivered to the site and are pending installation.
- Required monitoring of the shoreline structures has been scheduled and will be completed by VIMS staff during July.
- Project will be closed out upon completion of construction, VIMS monitoring and final photographic documentation of the site.

**Project 32164 – CZM 306 Next Generation Shoreline Plan (Pilot Project – Yr1)**

*VIMS Shoreline Studies Program will develop a whitepaper to examine the use of technology, modeling, alternative materials, proprietary products, and innovative nature-based mitigation measures in the planning process for “next generation shorelines” which are intended to provide an enhanced level of shoreline resilience and water quality in response to more frequent and severe flooding and accelerated sea-level rise. One design of a next generation shoreline for a publicly owned property in a high energy wave environment will be completed. Year 2 will involve further development of the whitepaper and a next generation shoreline design for a moderate wave energy publicly owned site.*



- Finalized complete draft of the presentation following edits from MPPDC leadership. Anticipate completion in June and project close out.

### **Project 32166 – Fight the Flood Participant Grant Application Development**

*MPPDC staff work regularly to develop and oversee grant applications for property owners who have submitted flooding-related needs and projects to the Fight the Flood program.*

- Coordinated with Supplemental Round 3 private property award recipients regarding whether they wish to proceed with the grant-funded projects.

### **Project 32167 – DEQ Florence Disaster Living Shoreline Micro-grants**

*This project will offer grant funds as micro-grants to property owners in the Piankatank River, Gwynns Island, Milford Haven Implementation Plan area to install living shorelines and other eligible BMPs to improve water quality and coastal resilience. It is estimated that four micro-grants of \$20,000 each will be accomplished under this project.*

- Consulted with several Mathews County Hurricane Florence grant awardees regarding necessary documentation to close out their grant award and request reimbursement.

### **Project 32170 – Virginia Coastal TA FY23**

*This project provides ongoing support to member localities of the Planning District Commission and other stakeholders committed to improving community development and coastal management within the coastal zone.*

- Hosted training between DEQ Stormwater staff and local government staff for VA Stormwater Management Program opt-out localities during the May MPPDC local government planners meeting.
- Presented to the York River and Small Coastal Basins Roundtable during the June 8 meeting regarding the MPCBPAA structure and ongoing programs and current MPPDC coastal resilience and habitat restoration projects.
- Held training with VDH and local government staff on May 24 to finalize necessary details regarding the transfer of CBPA septic pumpout program responsibilities over to VDH.
- Reached out to Matt Crane, Tyler Technologies, Inc., about the MPCBPAA Reservation Site to address an issue of two hunting parties reserving the same hunting track. MPPDC staff is still working to schedule meeting to upgrading the reservation website.
- Vetted and approved Portadam, Inc. as a new Fight the Flood partner business.
- Vetted and approved Earth Systems Management, LLC as a new Fight the Flood partner business.
- Finalized all FTF template packets with a cover letter, financial tools, and resiliency businesses for every FTF participant. FTF template packets were sent to every eligible FTF participant currently in the Fight the Flood Program.
- Continuing to work on Coastal TA FY23 Product 5: a community inundation assessment and analysis for the Bavon Community at New Point. Began to build list of alternatives and precautionary measures homeowners can take to extend the time they have in the community.
- Hosted a meeting between the USACE Norfolk District, Mathews County and MPPDC regarding coordination for the dredging of Davis Creek in Mathews County.
- Met with NOAA Chesapeake Bay Program Office staff regarding opportunities for NOAA grant funding coastal resilience and habitat restoration projects in the region.
- Hosted the quarterly Coastal PDC meeting on May 25 which included roundtable updates and discussion among the PDCs and VCZMP staff and broader impact training between VIMS and Coastal PDC staff.
- Continued to coordinate a proposal for the US Department of Commerce Economic Development Administration FY 23 disaster funding for coastal resiliency related infrastructure.

- Assisted two citizens with loan applications and income verification for living shoreline construction.
- Developed and submitted application for NOAA/VCZMP Section 306A funding for rehabilitation of the public observation deck at the New Point Comfort Natural Area Preserve in Mathews County.
- Presented to the Accomack-Northampton Planning District Commission’s Navigable Waterways Committee regarding MPPDC’s efforts to study and launch a municipal dredging program during the May 30 committee meeting.
- Worked with Essex County’s GIS Coordinator to collect conservation parcels in Essex to create an annual map for Essex County Conservation Alliance (ECCA). Essex County’s GIS Coordinator created the map and provided tax easement and tax parcel data to MPPDC.
- Staff finalized an operational policy document and GIS Data Management Policy document for the Fight the Flood Program.
- Updated the MPCBPAA reservation site with information on Belvin's Creek Property. Also add a new property named Power-King Nature Area.
- Attended a meeting hosted by the Virginia Coastal Zone Management Program to discuss the various funding opportunities created through the Bi-partisan Infrastructure Law (BIL) and Inflation Reduction Act (IRA).
- Attended a webinar titled “Intro to ECHO: EJScreen in ECHO” hosted by the Environmental Protection Agency (EPA). The webinar focused on how to use the ECHO facility searches to learn about environmental and demographic data from EPA's EJScreen.
- Attended a Blue Catfish meeting held at Advantus Strategies in Richmond to discuss possible funding and program implementation concepts for proposed draft program design under development.
- Consulted with Justin Williams, Director, Office of Watersheds and Local Government Assistance Programs Dept of Environmental Quality regarding Chesapeake Bay Preservation Act Program regulations related to public water access recreational facilities owned by the Public Access Authority. Provided DEQ with a white paper, explaining the history behind Public Access Authorities and the need for guidance to assist with better understanding what public access facilities are under the Bay Act.
- Consulted with Earth Systems Management, a Fight the Flood business regarding need for aqua drone survey assistance as part of the Wake Boat ramp post dredging permit requirements.
- Provided Middle Peninsula Local Govt Administrators with information related to the FY 23 BIL Competitive Grant Schedule for Land Acquisition and Habitat Restoration.
- Participated in a meeting on June 22 to provide input and feedback on a VIMS model for shoreline protection and habitat restoration priority locations in the Mobjack Bay.
- Consulted with a Gloucester County campground regarding various funding options to address septic failures at the campground.
- Convened the monthly meeting of the Middle Peninsula Local Government Administrators. Agenda items included a discussion of Blue Cat funding, NOAA land acquisition funding, and FEMA Federal Flood Risk Management Standard (E.O. 13690) (FFRMS).
- Received an update from Ron Gorton regarding flocculant training for dredge material and the use of “fines”.
- Convened the June meeting of the Middle Peninsula Chesapeake Bay Public Access Authority. Agenda items included approval of draft budget, update on Captain Sinclair’s improvements, Hog Island restoration, Dredging, and Infrastructure funding forthcoming.

- Referred a Gloucester County resident with permitting and pier building question to a local Fight the Flood marine contractor for assistance.
- Continued web maintenance of the Fight the Flood website.
- Graphic design updates to the Fight the Flood welcome packet.
- Coordination with CBNERRS special video project on Fight the Flood program and development of website materials featuring FTF business living shoreline products to enhance the educational and interactive experience of the website.
- Assisted a local dredging contractor with completing survey to be considered as a participating business in the Fight the Flood Program.

#### **Project 32171 – CZM 306 Next Generation Shoreline Plan Yr2**

*VIMS Shoreline Studies Program will continue to develop a whitepaper to examine the use of technology, modeling, alternative materials, proprietary products, and innovative nature-based mitigation measures in the planning process for “next generation shorelines” which are intended to provide an enhanced level of shoreline resilience and water quality in response to more frequent and severe flooding and accelerated sea-level rise. One design of a next generation shoreline for a publicly owned property in a moderate energy wave environment publicly owned site will be completed.*

- Continued progress with literature research regarding living shoreline construction which will supplement the Year 2 white paper.
- Completed field work for assessment of 100-acre new addition at PAA Captain Sinclairs recreation area and initiated development of Next Generation Shoreline Management Plan for the site based on feedback and input from MPPDC staff.

#### **Project 32172 – DEQ CZM ANPDC Ecotourism VI FY23**

*This project will build on the efforts completed between 2020-2021. During this project, PDCs will focus on implementing actions identified in the 36-month Marketing Strategy and Action Plan. MPPDC staff will also develop a grant application to seek funds which address resilience needs identified in the 2022 resilience assessment of MPCBPAA properties. PDCs will also collaborate to identify a long-term sustainability plan for maintaining the site for years to come.*

- Finalized the memorandum of understanding between the MPPDC and NNPDC, ANPDC, and PlanRVA with regards to the maintenance of the Virginia Water Trails website post –CZM funding. The draft was sent to all parties to sign.
- Collaborated with Consociate Media to understand what is needed to transfer the Virginia Water Trails website to the MPPDC.
- Initiated development of proposal for resilience activities at the MP-PAA Captain Sinclairs property under the VA Outdoors Foundation Coastal Resilience and Trees grant program.

#### **Project 32174 – NFWF & VCZMP Hog Island Restoration**

*Project is for permitting and constructing a nature-based shoreline protection solution along the perimeter of the MPCBPAA-owned Hog Island property which continues to experience substantial erosion. The project is funded in part with federal funding from NFWF and NOAA via the VA Coastal Zone Management Program.*

- Project is advancing with contractor and manufacturer working together to coordinate installation and delivery. The project is advancing as planned.
- Received the NOAA Contract for second phase of Hog Island Restoration.

#### **Project 32175 – DEQ Chesapeake Bay WIP Technical Assistance (2023)**

*MPPDC will continue to engage localities and regional and state partners regarding Bay WIP III programmatic actions and implementation activities with funding provided by DEQ.*

- Held training with VDH and local government staff on May 24 to finalize necessary details regarding the transfer of CBPA septic pumpout program responsibilities over to VDH.
- Vetted and approved Portadam, Inc. as a new Fight the Flood partner business.
- Vetted and approved Earth Systems Management, LLC as a new Fight the Flood partner business.
- Assisted a local dredging contractor with completing survey to be considered as a participating business in the Fight the Flood Program.
- Staff finalized an operational policy document and GIS Data Management Policy document for the Fight the Flood Program.
- Participated in a meeting on June 22 to provide input and feedback on a VIMS model for shoreline protection and habitat restoration priority locations in the Mobjack Bay.
- Hosted training between DEQ Stormwater staff and local government staff for VA Stormwater Management Program opt-out localities during the May MPPDC local government planners meeting.
- Presented to the York River and Small Coastal Basins Roundtable during the June 8 meeting regarding the MPCBPAA structure and ongoing programs and current MPPDC coastal resilience and habitat restoration projects.
- Provided Middle Peninsula Local Govt Administrators with information related to the FY 23 BIL Competitive Grant Schedule for Land Acquisition and Habitat Restoration.
- Assisted two citizens with loan applications and income verification for living shoreline construction.
- Held meeting with Jake Kline on June 21 regarding next steps for execution of the WIP FY24 scope.
- Forwarded a data request from the Chesapeake Conservancy, in support of the Chesapeake Bay Program, to planners of the counties of Middlesex, Mathews and King & Queen. Chesapeake Conservancy is requesting the datasets (I.e., parcels, sewer service areas, MS4 boundaries, streets/road, right of ways and other impervious surfaces, building footprints, and local land use) for 2021 to input into the 20221/22 Land Use/Land Cover data.

#### **Project 32176 – NFWF Veterans Partnership**

*MPPDC will develop and formalize an operating agreement between the MP-PAA and Knott Alone-Hold Fast, Inc, a nonprofit organization providing counseling and coastal eco and restoration workforce development services focusing on leveraging Chesapeake Bay coastal environs for veterans. The project will build capacity to address a known gap in local workforce for resilience and restoration activities.*

- Discussed first draft of MOU between Knott Alone Hold Fast and MP-PAA with various stake holders.

#### **Project 38809 – VPA Hole-in-the-Wall Dredging Implementation**

*Mathews County was awarded VA Port Authority Waterway Maintenance Funding to dredge the Hole in the Wall channel to -7 feet Mean Low Water and place the dredged sand at the county-owned Haven Beach property. MPPDC is administering the grant on behalf of the County with procurement and permitting assistance and project oversight.*

- Met with VDOT and County staff regarding additional funding availability from VDOT for the dredging and breakwater activities. VDOT is prepared to bring nearly ~\$1.7 million to support the project.
- Completed proposal and bid review process with legal counsel and County appointed reviewers.
- Convened first meeting to negotiate a contract for only Phase 1 of the project which involves dredging and placement of sand at Haven Beach.
- Communicated with other offerors for Phases 2 and 3 and the monitoring under the separate invitation for bid regarding procurement progress.

### **Project 38810 – VPA Aberdeen Dredging**

*Gloucester County was awarded VA Port Authority Waterway Maintenance Funding to dredge the Aberdeen Creek channel to –7 feet Mean Low Water and place the dredged material at an upland disposal site. MPPDC is administering the grant on behalf of the County with procurement and permitting assistance and project oversight.*

- Continued to research dredge material disposal options and will reconvene to meet with the County and DCR in the near future.

### **Project 38811 – DCR Flood Fund - Deltaville Dredging (Middlesex)**

*Project is for designing and developing draft permit applications for dredging and beneficial reuse or disposal of dredged material and flood/shoaling protection structures at Broad and Jackson Creeks in Middlesex County.*

- Presented draft service agreement to Middlesex County Board on June 6 and sent final agreement to County Administrator for execution. Will initiate project once service agreement is finalized.

## **TRANSPORTATION**

**Funding – VDRPT, VDOT, local match from MPPDC General Fund**

### **Project 30219 – Commuter Assistance Program (CAP) Operating FY23**

*This program assists local commuters and employers with transportation issues. The main emphasis is on lowering the number of single occupancy vehicle commutes within and from the Middle Peninsula region through marketing and promotion of the program through local media and provision of ride matching services to commuters.*

- Participated in monthly conference call with Kathy Molin of DRPT. Requested that we be allowed to reallocate \$150 of Ed/Training to Dues for the program’s domain renewal under the FY23 budget. Kathy approved.
- After reviewing the VTA conference agenda, cancelled attendance due to time constraints. The agenda showed that the conference would not be beneficial to our program this year.
- Asked that Consociate prioritize the order of Rideshare email content so that Carpool and Vanpool are at the top and Telecommuting be at the bottom.
- Submitted FY20-FY22 (7/1/2019-6/30/2022) Compliance Review to James Boudreau, DRPT Senior Compliance Review Analyst.
- Wrote and published blog post on Tips for Biking to Work.
- Wrote and published blog post on the Guaranteed Ride Home Program.
- Attended the Food Trucks by the River event in West Point with in-person marketing booth to raise awareness of program in the community and sign-up users.
- Attended the Mathews Farmers Market on May 20, 2023 with in-person marketing booth to raise awareness of program in the community and sign up users.
- Attended the Deltaville Farmers Market on May 27, 2023 with in-person marketing booth to raise awareness of program in the community and sign up users.
- Attended the Gloucester Main Street Association beer garden event on June 3, 2023 with in-person marketing booth to raise awareness of program in the community and sign up users.
- Attended the Williamsburg Farmers Market on June 3, 2023 with in-person marketing booth to raise awareness of program in the community and sign up users.
- Attended the Ware Church Farmers Market event in Gloucester on June 10, 2023 with in-person marketing booth to raise awareness of program in the community and sign up users.

- Packaged 100 bags with program brochures and gave away to business leaders at Gloucester Chamber of Commerce Business After Hours event on June 15, 2023.
- Set up an informational booth about the program at the Gloucester Chamber of Commerce After Hours event on June 15, 2023.
- Designed and printed additional materials for booths at special marketing events to include laminated posters with details about the program, coloring pages with new mascot for program for children to take home and informational sheets.
- Coordinated pop up events at local restaurants for June and July 2023 to bring marketing booth to businesses during busy time of day. Events to roll out through the summer.
- ***Current commuter database in May – 446***
- ***Number of Commuters with logged alt mode trips in May – 87***
- ***Number of logged alt trips in May – 737***
- ***Reduced miles (VMT) in May – 17,551***
- ***Commuter Savings in May – \$10,970***

### **Project 30320 – Rural Transportation Planning FY23**

*This program provides rural transportation planning services through the Rural Transportation Planning Work Program which outlines specific tasks and goals to guide the rural planning of transportation services.*

- Coordinated and hosted the MPPDC Local Government Planners meeting on May 31 and developed meeting agenda for next meeting on June 28.
- Participated in the VDOT MPO/PDC Quarterly Coordination and Annual Planning and Programming meeting on June 22.
- Coordinated presentation from VDOT to MPPDC Board regarding Smart Scale Round 5 project at Woods Cross Roads on US-17 in Gloucester. The Board voted to notify the CTB to have the project removed from consideration for funding following similar action taken by the Gloucester County Board of Supervisors.
- Continued to coordinate with VDOT Residency regarding engineering needs for bridges within the region in an effort to supplement a future application for federal infrastructure funding for rehab or replacement of bridges with identified needs.
- Coordinate with Saluda Residency regarding communications with local government planners regarding current and forthcoming road improvement projects.
- Coordinate with VDOT Fredericksburg District planners regarding study needs and location reported by the local government planning staff.
- Complete VDOT Vulnerable Roadway User Safety Assessment Survey and distributed to localities.
- Hosted a meeting between the USACE Norfolk District, Mathews County and MPPDC regarding coordination for the dredging of Davis Creek in Mathews County.
- Presented to the Accomack-Northampton Planning District Commission's Navigable Waterways Committee regarding MPPDC's efforts to study and launch a municipal dredging program during the May 30 committee meeting.
- Researched USDOT Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (Protect) Discretionary Grant Program for potential project opportunities in the Middle Peninsula.

## **Project 32169 – USDOT RAISE Public Working Waterfront Designs**

*Project is to conduct a region-wide planning project that will result in a suite of shovel-ready, high-priority multi-modal transportation infrastructure improvements intended to address critical needs related to the region's publicly owned working waterfronts in order to meet the modern and future needs of the region's growing commercial seafood and maritime industries. The project will involve three distinct tasks: 1) State of Good Repair Condition Assessments, 2) Multimodal Working Waterfront Needs Assessment and Improvement Strategies, and 3) Multimodal Working Waterfront Improvement Plan Development.*

- Published request for proposal for project consultant and engineer. Proposals are due before July 6. Fielded numerous emails and issued an RFP Addendum on MPPDC website to share responses to questions received publicly.
- Presented and revisited the list of public working waterfront sites to be targeted during the project with the Local Government Administrators during June 9 meeting to solicit updates and revisions to the list. Will conduct same exercise with the Local Government Planners during their June 28 meeting.

## **ONSITE REPAIR & PUMPOUT**

Funding – Grants, VRA Loan Funds, local match from MPPDC General Fund, cost sharing

## **Project 30194 – RAFT Dupont LMI Pumpouts**

*This project will provide grant funding to ~55 LMI Middle Peninsula homeowners to assist them in complying with the Chesapeake Bay Preservation Act requirement to have their septic tanks pumped out or inspected every 5 years.*

- As of June 21, a total of 131 applications for septic pumpout assistance were provided to Middle Peninsula homeowners in person, by mail, and electronically. Staff received, reviewed, and approved 78 applications. Vouchers were issued on a first-come, first-served basis to 65 applicants and 13 applicants were placed on the waitlist should a voucher become available. Staff received a total of 148 inquiries with 82 homeowners being placed on the waiting list should other funding become available.
- **Total Septic Pumpout Applications Distributed and Received as of June 16, 2023**

Applications Mailed, Emailed, Picked up or Downloaded from Website: 131

Essex	40
Gloucester	12
King and Queen	12
King William	21
Mathews	14
Middlesex	32

Incomplete Applications	01
Approved Applications	65
Vouchers Issued	65
Completions	61
Voided Vouchers	03

- **Total Septic Pumpout Vouchers Issued and Completed by County**

Vouchers issued on a first-come, first-served basis: 65

Essex	20
Gloucester	06
King and Queen	04
King William	11
Mathews	06
Middlesex	18

Septic Pump-outs completed: 61 (1 Voucher is outstanding from Smith's Septic)

Essex	20
Gloucester	05
King and Queen	04
King William	10
Mathews	04
Middlesex	18

## **Project 32163 – DEQ 319(h) NPS IP for BMP Residential Septic 2021**

*Provides cost-share assistance to landowners, homeowners, and agricultural operators as an incentive to voluntarily install nonpoint source (NPS) best management practices (BMPs) in designated watersheds.*

- (As of June 16) MPPDC staff has received phone calls from 132 homeowners in Gloucester, Mathews, and Middlesex Counties in response to the press release for available 319(h) funding. The physical addresses of each of these septic systems were entered into the mapping tool to verify their location is within the program's target areas. (34) homeowners had miscellaneous requests, declined moving forward, requested ineligible practices such as voluntary upgrades and reimbursement for work completed prior to program launch; (3) Mathews County homeowners placed their project on hold; and (59) homeowners' septic system isn't located in the program's target area. To-date, (5) Alternative Septic Systems in Mathews County have been installed (1) Conventional Septic System in Gloucester County has been repaired (2) Septic Systems in Middlesex County, (1) in Gloucester County, and (2) in Mathews County have been pumped out. All 11 homeowners were approved and reimbursed 50% of the average practice cost set DEQ. The installation of (1) Alternative Septic System in Mathews County is currently in progress.
  - (12) Homeowners remain on the Septic Pumpout list. (5 Mathews, 5 Middlesex, 2 Gloucester)
  - (13) Homeowners remain on the Septic Repair/Replacement list. (10 Mathews, 3 Middlesex)
- Continue to receive inquiries from King William, King & Queen, and Essex County residents looking for septic assistance and are not in the designated target area set by DEQ to be eligible for 319(h) septic reimbursement funding. When applicable, these inquiries are referred to their local VDH for SWAP intake/screening, VA DHCD, VHDA, and SERCAP for possible septic repair/replacement assistance and those seeking septic pumpout assistance are placed on the waiting list for when funding becomes available.
- Received voicemail from Mathews County homeowner requesting 319h program information for septic repair/replacement assistance.
- Updated press release with more precise language and map of target areas to reduce the number of frustrated homeowners who want to know why they don't qualify when they live on the posted watershed. Emailed updated press release to Consociate Media for distribution to local media.
- Received phone call from Mathews County homeowner interested in 319(h) reimbursement program for septic repair/replacement assistance. Explained program, loan funding, and provided website to download loan application. Homeowner reported the septic system requires frequent pumpouts and an estimate or permit has not been obtained. Soil Analyst, Bill Meyer instructed the homeowner to apply for a permit for voluntary upgrade. MPPDC staff informed homeowner voluntary upgrades are not eligible for 319h funding and work cannot begin prior to the submission of a 319(h) application. Homeowner requested a 319(h) application be emailed to the email address provided. Application was emailed to the address provided as requested.
- Received email from Mathews County homeowner confirming receipt of check for 50% cost share for the installation of an alternative septic system and thanked MPPDC staff for their assistance.
- Received Mathews County homeowner's Completion Statement and paid invoice via email from Farmers Septic. Received email from Mathews County homeowner confirming receipt of information from Farmer's Septic. Homeowner was emailed NPS BMP Cost-Share Contract for final execution.
- Received email from Mathews County homeowner interested in 319(h) reimbursement program for septic repair/replacement assistance. Unfortunately, homeowner isn't eligible as their permit is for a voluntary upgrade. Homeowner was referred to MPPDC CFO, Heather Modispaw to discuss the septic repair loan program.
- Received email from Gloucester County homeowner seeking financial assistance for 2 septic repair/replacement projects. Addresses of the septic systems aren't in the target area set by DEQ. Homeowner was provided information on SWAP, DHCD, SERCAP, and MPPDC septic repair loan funds.<sup>22</sup>



### **Project 32173 VDH Septic Well Assistance Program (SWAP)**

*This project will provide grant funding to assist VDH approved low-income Middle Peninsula homeowners with costs associated with septic repair/installation, private well installation/abandonment, and connecting to public water and sewer for the purposes of wastewater/water improvements.*

- As of June 16, MPPDC staff has received inquiries from 30 Middle Peninsula homeowners in need of well and/or septic repair/replacement assistance. Homeowners will now begin the intake/application process for SWAP assistance at the MPPDC. Homeowners whose income is at or below 200% FPG will have their SWAP applications and corresponding documentation packaged and submitted to the homeowner's local health department for income qualification and permitting. Qualified and permitted homeowner's projects are then remitted to the MPPDC where staff will implement private well installation and abandonment of existing wells, repair and replacement of malfunctioning and failing septic systems and engage contractors to address water quality on behalf of eligible homeowners.
- Homeowners deemed ineligible for SWAP assistance are screened for other MPPDC septic funding and referred to VA DHCD, VHDA and SERCAP for possible septic repair/replacement assistance.
- Received Essex County homeowner's qualified Owner Interest Form, Petition for VDH Services Form, Well Construction Drawing and Permit for Well installation via email from Kate Jones, Essex County Health Department.
- Received Essex County homeowner's updated, executed, and qualified Owner Interest Form via email from Kate Jones, Essex County Health Department.
- Received phone call from King William County, Senior Environmental Health Specialist Robert Becker inquiring as to whether SWAP funding can be used for the removal of junk cars. Mr. Becker had been referred to the MPPDC by VDH SWAP Regional Grant Coordinator, Amy Pemberton.
- Received phone call from Mathews County homeowner requesting the status of their approved SWAP septic repair/replacement application. MPPDC is continuing to wait for guidance and final determination regarding procurement.
- Received voicemail from Gloucester County homeowner interested in well assistance.
- Received phone call from Gloucester County homeowner interested in repair/replacement of distribution box. Explained SWAP program and application process.
- Received phone call from Gloucester County homeowner interested in well improvement. Homeowner stated their water is too high in iron. Explained SWAP program and application process.
- Received phone call from Essex County SWAP applicant who had been directed to the MPPDC by Kate Jones, Essex County Health Department to request the status of their VDH approved well replacement application. MPPDC is continuing to wait for guidance and final determination regarding procurement.
- Received voicemail from King William County homeowner requesting assistance with their well and plumbing.
- Received email from King William County homeowner requesting assistance with their well and plumbing as advertised in press release. Responded to King William County homeowner via email and informed them staff is out of the office and will contact them upon return.
- Received King William County homeowner's Private Well Construction Permit and VDH approved SWAP Owner Interest Form via email from King William County VDH Environmental Health Specialist, Robert Becker.
- Received voicemail from Essex County VDH Environmental Health Specialist, Kate Jones requesting status of Essex County homeowner's SWAP application. Homeowner has been without water.
- Received email from Essex County VDH Environmental Health Specialist, Kate Jones stating an Essex

County homeowner on the SWAP list is in her office inquiring about the status of their SWAP application.

- Received email from VDH Wastewater Infrastructure Manager, Nicole Sandberg requesting a list of SWAP applications the MPPDC has received to-date and the status of each.
- Received Essex County homeowner's Well Permit via email from VDH Wastewater Infrastructure Manager, Nicole Sandberg. Permit was added to the homeowner's SWAP file.
- Emailed VDH staff Nicole Sandberg, cc'd Kate Jones, Amy Pemberton, David Fridley, and MPPDC legal team at Sands Anderson informing VDH that MPPDC is awaiting legal advice from Sands Anderson regarding guidance and instructions related to approaching procurement of SWAP projects.
- Received email from King William County homeowner requesting a text rather than phone call as they have difficulties receiving calls at times. Homeowner is requesting information on SWAP Well assistance as advertised in press release.
- Emailed VDH staff Nicole Sandberg, cc'd Kate Jones, Amy Pemberton, David Fridley, and MPPDC legal team at Sands Anderson requesting an update on an advance draw provision.
- Received email from VDH Wastewater Infrastructure Manager, Nicole Sandberg verifying receipt of a SWAP application or an Interest Form from a Mathews County homeowner.
- Received voicemail from Essex County homeowner requesting information on SWAP assistance as advertised in press release.
- Received voicemail from Mathews County homeowner requesting information on SWAP assistance as advertised in press release.
- Received voicemail from Gloucester County homeowner requesting information on SWAP assistance as advertised in press release.

#### **Project 32178 VDH Septic Well Assistance Program (SWAP) Direct to Partner Initiative (D2PI)**

*This project will utilize American Rescue Plan Act Funding (ARPA) through the SWAP Program to expedite the installation and completion of ~5 VDH approved Middle Peninsula low-income homeowner's shovel-ready septic, sewer, and well installation projects for the purposes of wastewater/water improvements.*

- As part of the SWAP Direct to Partner Initiative (D2PI), MPPDC has been contracted by the Virginia Department of Health (VDH) to secure competitive vendor contracts for (6) shovel-ready projects and oversee the contractors while they install the systems. MPPDC has received 5 of the 6 shovel-ready septic project files from Nicole Sandberg, Wastewater Infrastructure Manager Division of Onsite Water and Wastewater Services at the Virginia Department of Health Office of Environmental Health Services.
  - 3 shovel-ready projects received (1 Gloucester, 1 Essex, 1 King & Queen)
  - 3 shovel-ready projects pending receipt (2 Essex, 1 King William)
- Emailed VDH staff Nicole Sandberg, cc'd Kate Jones, Amy Pemberton, David Fridley, and MPPDC legal team at Sands Anderson informing VDH that MPPDC is awaiting legal advice from Sands Anderson regarding guidance and instructions related to approaching procurement of SWAP projects and MPPDC's SWAP Program Manager is currently out of the office attending to a family emergency.
- Emailed VDH staff Nicole Sandberg, cc'd Kate Jones, Amy Pemberton, David Fridley, and MPPDC legal team at Sands Anderson requesting an update on an advance draw provision.
- Received phone call from King William County homeowner inquiring the status of their SWAP application. Homeowner's file has not yet been received from VDH.
- Received email from VDH Wastewater Infrastructure Manager, Nicole Sandberg informing staff to expect 2 more SWAP project files. One will require design and other solutions. VDH had contracted with Madison Environmental to do the design work but due to unique site limitations, the engineer was

unable to draft the design. Ms. Sandberg stated she will send that information at a later date.

- Received Essex County homeowner's executed and approved SWAP Grant Application, Petition for VDH Services, VDH Application for Services, VDH Denial letter for septic permit, Site and Soil Evaluation, Scope of Work, Sub-Recipient Agreement and historic documents via email from VDH Wastewater Infrastructure Manager, Nicole Sandberg.
- Received King William County homeowner's executed and approved SWAP Grant Application, Owner Interest Form, Petition for VDH Services, VDH Application for Services, Well Construction Permit, and Scope of Work via email from VDH Wastewater Infrastructure Manager, Nicole Sandberg.
- Continued conversation with Sands Anderson regarding the appropriate bid process for VDH SWAP funding.

## ECONOMIC DEVELOPMENT

Funding – EDA, local match from MPPDC General Fund, BDP Loan Program Income

### **Project 30123 – Staff Support to Middle Peninsula Alliance (MPA) FY23**

*MPPDC staff are providing clerical and fiscal assistance to the Middle Peninsula Alliance.*

- Prepared vouchers, processed A/P, processed deposits (if any), and reconciled bank statements. Prepared monthly financial statements.
- First meeting of the MPA has been rescheduled for Wednesday July 12<sup>th</sup>.

### **Project 32177 – EDA Technical Assistance Program**

*MPPDC will facilitate the maintenance, update, and implementation of the Middle Peninsula Comprehensive Economic Development Strategy (CEDS) utilizing existing regional partnerships and building upon recent and ongoing regional initiatives focusing on fostering economic growth within the region.*

- Participated in a conference call sponsored by the US Department of Commerce Economic Development Administration, regarding rolling submittals for resiliency-based projects for qualified localities in the Middle Peninsula eligible for FY 23 disaster funding.
- Vetted and approved Portadam, Inc. as a new Fight the Flood partner business.
- Vetted and approved Earth Systems Management, LLC as a new Fight the Flood partner business.
- Continued to coordinate a proposal for the US Department of Commerce Economic Development Administration FY 23 disaster funding for coastal resiliency related infrastructure.
- Attended a meeting hosted by the Virginia Coastal Zone Management Program to discuss the various funding opportunities created through the Bi-partisan Infrastructure Law (BIL) and Inflation Reduction Act (IRA).
- Attended a Blue Catfish meeting held at Advanus Strategies in Richmond to discuss possible funding and program implementation concepts for proposed draft program design under development.
- Provided Middle Peninsula Local Govt Administrators with information related to the FY 23 BIL Competitive Grant Schedule for Land Acquisition and Habitat Restoration.
- Assisted a local dredging contractor with completing survey to be considered as a participating business in the Fight the Flood Program.
- Coordinated for a GO Virginia Grant to assist the Town of West Point with enhancing the old airport site to accommodate resiliency based businesses. The Middle Peninsula Planning District Commission, in partnership with the Town of West Point and King and Queen County, will raise the VEDP Business Ready Sites tier level of the Middle Peninsula Airport property from a Tier 2 to a Tier 3 through due diligence professional services through the following activities:

- Preliminary Geotechnical Investigation
- Surveying services - boundary and topographic survey
- Phase 1 ESA
- Waters of the U.S. Delineation and Determination
- Cultural Resources Review
- Threatened and Endangered Species Review
- Master Planning / Preliminary Engineering Report
- Bridge Condition Assessment
- Runway Pavement Coring

**Project 301702 – Small Business Revolving Loan Fund**

*MPPDC agreed to service Middle Peninsula Business Development Partnership’s (MPBDP) Small Business Loan Portfolio after MPBDP’s dissolution November 30, 2011. MPPDC established a revolving loan fund and staff initiate ACH loan payments from clients’ bank accounts and manages the accounts. Principal repaid will be held until the Commission determines the best use for these funds as allowed by the USDA (RBEG) original lending restrictions. Interest earned will be used to offset administration costs.*

- **Funds available – \$147,195**

**LOCAL INITIATIVES**

Funding – local dues, PDC base-funding from VDHCD and/or MPPDC General Fund. Funding for specific projects may come from a locality requesting assistance.

**Project 30184 – Tappahannock Comprehensive Plan & GIS Mapping**

*Technical assistance for reviewing and updating data in the Town Plan and digitizing with GIS and printing the Town Zoning and Land Use maps.*

- Project extended to accommodate Town determination of Intensely Developed Area process. IDA map will be developed once the Town finalizes process.

**Project 38023 – FY23 Local & Regional Technical Assistance**

*This program responds to daily requests for technical assistance which other commission programs are unable to provide.*

- Began to update the TDM report.
- Attending a webinar hosted by FEMA titled “Virginia Scope of Work for Hazard Mitigation Plans” that reviews the expectations for the next mitigation plan update.
- Began to scope a proposal for the HMGP to update the All-Hazards Mitigation Plan.

**HOUSING**

Funding – Housing Loan Program Income

**Project 30187 – VHDA Affordable Workforce Housing Development**

*The three-year project will involve planning, designing, and constructing approximately ten affordable workforce housing units on property owned by the Middle Peninsula Public Access Authority. The project goals involve creating resilient and safe housing for citizens who need to live and work on or near the water. The designs will involve long-range planning for increased flooding and sea-level rise where the units can be readily moved once a site becomes unsafe for continued residential use.*

- Discussed the upcoming Department of Housing and Community Development Industrial Revitalization Grant fund application process with Neal Barber and possible resubmittal for rehabilitation of the main house complex to facilitate improvements to attract tenants. Working with a second Veteran service assistance provided on needs for the mixed-use portion of the Captain Sinclair’s facility.
- Attended a Gloucester Chesapeake Bay Board meeting to discuss permitting needed to advance the project to construction.

### **Project 300132 – Energy Efficiency and Conservation Block Grant (EECBG) Revolving Loan Fund**

*The program emphasizes a community-based approach to help meet energy and climate protection goals. MPPDC was awarded a contract to provide weatherization renovations to 12 homeowners ineligible for LMI weatherization programs in each of the 6 counties. MPPDC subcontracted the promotion and construction portions of this project to Bay Aging but was tasked with administering the overall project. MPPDC is administering the revolving loan program per DMME.*

- ***Funds available – \$45,971***

### **EMERGENCY SERVICES**

**Funding – VDEM/FEMA/Homeland Security**

### **Project 31212 – Middle Peninsula All-Hazards Mitigation Plan Update Yr2**

*MPPDC staff will work with participating localities to update the 2016 All-Hazards Mitigation Plan (AHMP). The plan will address mitigation of several natural hazards impacting the region.*

- Gathered requested annual review information from the Town of Urbanna.
- Met with Connie Dalton, the new Community Development and Zoning Administrator in Essex County. MPPDC staff reviewed the AHMP and what information is being requested for the 2023 AHMP annual update.
- With all the information received from localities and tribes, MPPDC staff drafted and submitted the 2023 annual review of the Middle Peninsula AHMP to VDEM and FEMA.

### **LOAN FUNDS FOR SEPTIC AND LIVING SHORELINES**

**Funding – VRA**

### **Project 30420/30428 – On-Site Technical Guidance Assistance and Loan Program**

*The On-Site Technical Guidance Program aids the Middle Peninsula localities and residents in the technical understanding and implementation of approaches to address On-Site Disposal Systems and improve water quality by assisting local homeowners with repairing failing septic systems through low-interest loans and/or grants. In addition, MPPDC received funding under the Water Quality Improvement Fund (WQIF) to provide grants to low-to-moderate income Middle Peninsula and New Kent County homeowners to repair failing septic systems impacting water quality and health in the region. Grants can be paired with loans from the MPPDC Onsite Wastewater Revolving Loan Fund to provide matching funds as required. It is anticipated this funding will be used to provide assistance to 20-27 homeowners.*

- Continued to work with various clients interested in loan financing for septic repair.
- Continued to work with clients who have closed on their loans but are waiting for their project to be complete.
- Provided loan payoff for a septic client who is considering paying off their loan.
- Consulted auditor and then VRA regarding how to handle two uncollectible septic loans. One is a small unsecured septic loan whose bank account has been frozen, home foreclosed upon, and they have moved out of the area. The other is a secured septic loan, but the homeowner now has zero income and lives in long-term care (nursing home). VRA has said that “loan forgiveness” cannot be used retroactively. Auditor recommends writing off to bad debt.
- ***Remaining uncommitted septic repair funds: \$115,935 in loan funds – \$42,081 in grant funds.***

### **Project 31500 – Living Shoreline Loan Program**

*The MPPDC Living Shoreline Incentive Program Loan Fund provides low interest loans to local homeowners to implement living shorelines. These funds will be used for erosion prevention and water quality control and to protect and enhance natural shoreline habitats using strategically placed plants, stone, sand fill and other structural and organic materials.*

- Continued to work with clients who have closed on their loans but are waiting for their project to be complete.
- Continued working with legal regarding living shoreline client who would like to increase their note amount for costs that exceed the project's original estimate.
- **Remaining uncommitted living shoreline funds: \$0**

**Project 33001 – Loan Fund Program for Septic and Living Shoreline**

*During 2022, the MPPDC received a \$3M line of credit for living shoreline and septic repair projects from the VA Resources Authority. The fund provides a single financing program for activities historically covered by the MPPDC's On-Site Technical Guidance and Living Shoreline Incentive Programs.*

- Continued to work with various clients interested in loan financing for septic and living shoreline.
- **Remaining uncommitted funds: \$2,700,825 in loan funds - \$300,000 in grant funds.**

**AGENCY ADMINISTRATION**

Funding - Indirect cost reimbursements from all PDC projects

**MPPDC Administration**

*Administrative services provided to MPPDC programs. Planned FY23 Indirect Cost rate = 25.25%.*

- Prepared vouchers, processed A/P, processed deposits, and reconciled bank statements. Prepared monthly payroll run. Prepared monthly financial statements.
- Prepared final financial reports and/or reimbursement requests for all projects requiring them.
- Updated quarterly staff allocations.
- Reminded staff to complete timesheets and update award/grant Master File.
- Replenished office and kitchen supplies.
- Finalized FY24 agency budget preparation. Presented to Budget Committee and then to Commissioners who approved at May's meeting.
- Terminated PJ LeBel in GMS, Anthem, and VRS.
- Began onboarding process for Taylor Ovide, new Coastal Resilience Planner.
- Addressed multiple Positive Pay notifications received from C&F Bank. No error on our part. The bank's Positive Pay system had a "bug" which has now been resolved.
- CFO attended VRS Hybrid Rate Separation Information Session.
- CFO attended GMS Accounting Financial Management Summit in St. Pete, Florida.

## **Closed Projects**

### **Project 30122 – Staff Support to Middle Peninsula Alliance (MPA) FY22**

*MPPDC staff are providing clerical and fiscal assistance to the Middle Peninsula Alliance.*

### **Project 30188 – VTC Water Trails Marketing**

*Consociate Media will produce blog and social media posts to drive traffic and activity to the Middle Peninsula page of the Virginia Water Trails website ([www.Virginiawatertrails.org](http://www.Virginiawatertrails.org)) to increase outdoor recreation and tourism for the Middle Peninsula.*

### **Project 30218 – Commuter Assistance Program (CAP) Operating FY22**

*This program assists local commuters and employers with transportation issues. The main emphasis is on lowering the number of single occupancy vehicle commutes within and from the Middle Peninsula region through marketing and promotion of the program through local media and provision of ride matching services to commuters.*

### **Project 30319 – Rural Transportation Planning FY22**

*This program provides rural transportation planning services through the Rural Transportation Planning Work Program which outlines specific tasks and goals to guide the rural planning of transportation services.*

### **Project 32151 – NFWF Landowners Living Shorelines & Shoreline Management – Ware River Yr2**

*This is a two-part project that focused on continuing coastal resiliency and mitigation efforts, while simultaneously improving water quality, managing shoreline erosion and marsh loss. First, MPPDC staff will work directly with FEMA National Flood Insurance repetitive loss property owners to offer grant and loan funds through the MPPDC Living Shorelines Incentives Revolving loan to install living shorelines. Second, MPPDC will contract with VIMS to create a grant template to be used by localities to receive funding through the Virginia Waterway Maintenance Fund.*

### **Project 32161 – Virginia Coastal TA FY22**

*This project provides ongoing support to member localities of the Planning District Commission and other stakeholders committed to improving community development and coastal management within the coastal zone.*

### **Project 32162 – DEQ Chesapeake Bay WIP Technical Assistance (Yr3)**

*MPPDC will continue to engage localities and regional and state partners regarding Bay WIP III programmatic actions and implementation activities with funding provided by DEQ.*

### **Project 32165 – DEQ CZM ANPDC Ecotourism V**

*This project will build on the efforts completed between 2020-2021. During this project, PDC's will focus on implementing actions identified in the 36-month Marketing Strategy and Action Plan. PDC's will also focus on Public Access Site Resiliency for public access locations within the region, including assessments, implementation strategies, and signage.*

### **Project 32168 – Septic Pumpout Program**

*This project will provide grants to 32 LMI Middle Peninsula homeowners to assist them in complying with the Chesapeake Bay Act requirement to have their septic tanks pumped out or inspected every 5 years.*

### **Project 38022 – FY22 Local & Regional Technical Assistance**

*This program responds to daily requests for technical assistance which other commission programs are unable to provide.*

## MPPDC: Membership, Appointments, Committee Assignments, and Networks

**Coastal Policy Team (CPT):** The CPT, whose members and alternates represent the Virginia Coastal Zone Management Program's key partners and eight planning district commissions, provides a forum for discussion and resolution of cross-cutting coastal resource management issues. Members serve on the team at the discretion of their agency or planning district commission director. The CPT recommends funding levels to the DEQ Director for coastal zone management projects. (MPPDC Staff 15 years +)

**Virginia Coastal Resilience Master Plan Technical Advisory Committee:** As appointed by the Governor in EO-71, a Technical Advisory Committee (TAC) with representatives of state agencies, coastal planning districts and regional commissions, and academic advisors, among others will facilitate the coordination and the development of the Virginia Coastal Resilience Master Plan. The Commonwealth's Chief Resilience Officer, Special Assistant to the Governor for Coastal Adaptation and Protection, and TAC will work with localities, regional entities, citizens, and stakeholder groups to identify critical infrastructure, at-risk communities, adaptation strategies, and specific resilience projects for inclusion in the Plan.

**Congressman Robert Wittman's Fisheries Advisory Committee and Environmental Advisory Committee:** (MPPDC Staff 8 years +)

**Virginia Sea Grant Program External Advisory Committee (EAC):** The EAC provides stakeholder input on the strategic planning process, the research proposal review process, and on Commonwealth-wide trends and needs. The EAC is a diverse group of end-users including representatives from state agencies, the education community, coastal planning and management, the private sector, and NGOs. (MPPDC Staff 9 years+)

**The Association for Commuter Transportation (ACT) (Telework Council Secretary):** ACT is the premier association for professionals and organizations whose focus is the delivery of commuting options and solutions for an efficient transportation system. The Telework Council is concerned with promoting telework and providing telework information and technical assistance to employers (MPPDC Staff 10 years+)

**The Coastal Society:** The Coastal Society is an organization of private sector, academic, and government professionals and students. The Society is dedicated to actively addressing emerging coastal issues by fostering dialogue, forging partnerships, and promoting communications and education. (MPPDC staff serves as a Director)

**Virginia Shoreline Working Group:** The Virginia Coastal Zone Management Program launched the working group in 2022 to focus in on complex regulatory and legal matters pertaining to shoreline management and to help advance shoreline protection and habitat restoration projects that can compete for federal funding.

**Virginia Bay Enhancement Working Group (BEWG):** The Northam Administration and VMRC launched BEWG in 2020 as result of administration policy of no future overboard discharge of dredged material. The group is tasked with identifying beneficial reuse opportunities for the 1 Million cubic yards of material that is dredged every 3-5 years from the York Spit Navigation Channel which is the primary shipping channel for the Baltimore Harbor in the southern section of the middle of the Chesapeake Bay. MPPDC staff were requested to serve to evaluate alternatives from around the Bay and including the Middle Peninsula.

**Government Finance Officers Association (GFOA):** The Government Finance Officers Association (GFOA), founded in 1906, represents public finance officials throughout the United States and Canada. The association's more than 20,000 members are federal, state/provincial, and local finance officials deeply involved in planning, financing, and implementing thousands of governmental operations in each of their jurisdictions. GFOA's mission is to advance excellence in public finance. (MPPDC Staff 9 years)

**National Grants Management Association (NGMA):** NGMA provides national and international leadership, helping its members achieve success in the grants management community through the advocacy of best practices and the promotion of professional excellence. (MPPDC Staff 2 years)



**Opportunities Identified to Implement Commission Priorities**  
*Proposals Status for Grant Applications Submitted During FY2023*

<b>Service Center</b>	<b>Project Title and Description</b>	<b>Date Applied</b>	<b>Funding Requested</b>	<b>Status</b>
Community Development	VCZMP New Point Comfort NAP Boardwalk Replacement	Jun. 2023	\$183,952	Submitted
Transportation	VDOT Rural Transportation Planning Program FY24	Apr. 2023	\$72,500	Awarded
Environmental	NFWF Small Watershed Grant: Ware River Shoreline Construction (Phase 2)	Apr. 2023	\$349,835	Submitted
Environmental	NFWF Coastal Resilience–Fight the Flood Staffing Capacity (Preapplication)	Mar. 2023	\$605,000	Not Awarded
MPCBPAA	VA Outdoors Foundation Veterans Trailblazer Initiative	Mar. 2023	\$25,000	Awarded
Environmental	VA Outdoors Foundation Coastal Resilience Mini grants	Mar. 2023	\$10,000	Not Awarded
Environmental	NOAA/VCZMP Coastal Technical Assistance FY24	Mar. 2023	\$129,000	Submitted
Environmental	EPA CBPO Ware River Private Shoreline Construction	Mar. 2023	\$300,000	Not Awarded
Environmental	EPA CBPO MPCBPAA Hog Island Shoreline Construction	Mar. 2023	\$300,000	Not Awarded
Environmental	EPA CBPO New Point Comfort Natural Area Preserve Shoreline Protection	Mar. 2023	\$300,000	Not Awarded
Environmental	Mathews Gwynns Island Onsite Septic Repairs (Mathews Community Foundation)	Mar. 2023	\$10,000	Awarded
Transportation	VDRPT Commuter Assistance Program FY24	Feb. 2023	\$91,474	Awarded
Environmental	VPA ATLP East River Boat Yard Enhancements	Feb. 2023	\$400,000	Not Awarded
Environmental	VPA WMF Davis Creek Dredging	Feb. 2023	\$700,000	Awarded
MPCBPAA	VPA WMF Dredge Material Disposal Master Plan Development & Implementation	Feb. 2023	\$1,095,000	Not Awarded
Community Development	Working Waterfronts Resilience Assessments	Feb. 2023	\$54,841	Submitted
MPCBPAA	Captain Sinclairs ADA Accessibility Plan	Jan. 2023	\$50,000	Submitted
MPCBPAA	VA Water Trails Experiential Upgrades for Website	Jan. 2023	\$50,000	Submitted
Community Development	GOVA West Point Airport Industrial Site Evaluation	Jan. 2023	\$157,800	Awarded
Environmental	DEQ ARPA SLPP Septic Repair	Dec. 2022	\$730,195	Awarded
Environmental	CFPF Round 3 Supplemental - Gloucester Point Landing	Nov. 2022	\$1,276,332	Not Awarded
Environmental	CFPF Round 3 Supplemental - Middlesex Whiting Creek Public Boat Ramp Resilience	Nov. 2022	\$107,692	Awarded
Environmental	CFPF Round 3 Supplemental - Mathews Whites Creek Landing	Nov. 2022	\$160,669	Awarded
Environmental	CFPF Round 3 Supplemental - Mathews East R. Boat Yard	Nov. 2022	\$618,812	Awarded
Environmental	CFPF Round 3 Supplemental - Mathews Davis Creek Dredging	Nov. 2022	\$1,461,615	Awarded
Environmental	CFPF Round 3 Supplemental - PAA Sinclairs Road Elevation and Berm construction	Nov. 2022	\$146,000	Awarded
Environmental	CFPF Round 3 Supplemental - York R. Private Shoreline Construction (2 projects)	Nov. 2022	\$192,880	Awarded
Environmental	CFPF Round 3 Supplemental - Piankatank R. Private Shoreline Construction (1 project)	Nov. 2022	\$76,625	Awarded
Environmental	CFPF Round 3 Supplemental - Chesapeake Bayfront Private Shoreline Construction (1 project)	Nov. 2022	\$65,281	Not Awarded
Environmental	CFPF Round 3 Supplemental - Mobjack Bay Private Shoreline Construction (4 projects)	Nov. 2022	\$519,843	Awarded
Environmental	NSF MARTHA VA Sea Grant Resilience Monitoring	Nov. 2022	\$120,000	Not Awarded
Environmental	NOAA/VCZMP Hog Island 306A Shoreline Protection Construction	Nov. 2022	\$432,230	Awarded
Environmental	DEQ Chesapeake Bay WIP Technical Assistance 2023	Oct. 2022	\$72,500	Awarded
Environmental	NOAA Underserved Communities – Fight the Flood Staffing & Capacity	Oct. 2022	\$500,000	Not Awarded
Environmental	RAFT Dupont Mini grant - Septic Pumpouts for LMI Citizens	Sep. 2022	\$25,000	Awarded
Environmental	RAFT Dupont Micro grant - Fight the Flood video tutorials	Sep. 2022	\$5,000	Not Awarded
Environmental	FEMA BRIC Fight the Flood Analysis & Project Identification	Sep. 2022	\$300,000	Not Awarded
Haz. Mitigation	FEMA FMA Powers House Elevation	Sep. 2022	\$200,000	Awarded
Environmental	NOAA Mobjack Bay Habitat Restoration Projects Study	Aug. 2022	\$10,000	Not Awarded
MPCBPAA	DHCD Industrial Revitalization Fund Capt. Sinclairs Improvements	Aug. 2022	\$946,000	Not Awarded
Environmental	NOAA CBNERRS Fight the Flood Videos & Technical Assistance	Aug. 2022	\$50,000	Awarded

**Opportunities Identified to Implement Commission Priorities**  
*Proposals Status for Grant Applications Submitted During FY2023*

<b>Service Center</b>	<b>Project Title and Description</b>	<b>Date Applied</b>	<b>Funding Requested</b>	<b>Status</b>
Transportation	Smart Scale Round 5 – Rt. 17 Woods Cross Roads Intersection Improvements	Jul. 2022	\$4,037,924	Recommended for Award
Transportation	Smart Scale Round 5 – Rt. 17 Glenns Intersection Improvements	Jul. 2022	\$5,240,929	Not Recommended for Award
Haz. Mitigation	FEMA Demo/Reconstruction Ware River	Jul. 2022	\$298,860	Awarded
MPCBPAA	NOAA IJA West Point Airport Acquisition Letter of Intent	Jul. 2022	\$579,000	Not Awarded
MPCBPAA	NOAA IJA Hog Island Letter of Intent	Jul. 2022	\$905,000	Not Awarded
MPCBPAA	NOAA IJA Captain Sinclairs Addition Design Letter of Intent	Jul. 2022	\$213,000	Not Awarded
MPCBPAA	NOAA IJA Tappahannock Acquisition Letter of Intent	Jul. 2022	\$520,100	Not Awarded
<b>FY 2023 Awarded Total (July 2022 – May 2023)</b>			<b>\$10,187,619</b> (23 awards)	
<b>FY 2023 Requested Total (July 2022 – May 2023)</b>			<b>\$25,247,005</b> (48 proposals submitted)	
<b>FY 2023 Funding Request Remaining Award Potential Total</b>			<b>\$817,628</b> (6 proposals awaiting award decision)	

## ACRONYMS

ACH	Automated Clearing House	PAA	Public Access Authority
AFID	Agricultural and Forestry Industries Development	RBOG	Rural Business Opportunity Grant
AHMP	All Hazards Mitigation Plan	RFP	Request for Proposal
BCC	Building Collaborative Communities Project	RFQ	Request for Qualifications
BOS	Board of Supervisors	RLF	Revolving Loan Fund
CBPA	Chesapeake Bay Preservation Area	RTP	Rural Transportation Planning
CDBG	Community Development Block Grant	SERCAP	Southeast Rural Community Assistance Project
CEDS	Comprehensive Economic Development Strategy	SHSG	State Homeland Security Grant
CIP	Capital Improvement Plan	SWCD	Soil and Water Conservation District
COI	Conflict of Interest	SWM	Storm Water Management
CZMP	Coastal Zone Management Program	SWRP	State Water Resource Plan
DEQ	Department of Environmental Quality	THIRA	Threat & Hazard Identification & Risk Assessment
DCR	Department of Conservation & Recreation	TMDL	Total Maximum Daily Loads
DGIF	Department of Game and Inland Fisheries	USACE	U.S. Army Corps of Engineers
DHR	Department of Historic Resources	USDA	U.S. Department of Agriculture
DHCD	Department of Housing and Community Development	USFWS	U.S. Fish and Wildlife Service
DMME	Department of Mines Minerals and Energy	VACORP	Virginia Association of Counties Risk Pool
DOE	Department of Energy	VAPA	Virginia Planning Association
DRPT	Department of Rail and Public Transportation	VAPDC	Virginia Association of Planning District Commissions
EDA	Economic Development Administration	VASG	Virginia Sea Grant
EDO	Economic Development Organization	VCP	Virginia Coastal Program
EECBG	Energy Efficiency and Conservation Block Grant	VCRMP	Virginia Coastal Resilience Master Plan
EOC	Emergency Operation Center	VCWRLF	Virginia Clean Water Revolving Loan Fund
EPA	Environmental Protection Agency	VCZMP	Virginia Coastal Zone Management Program
FEMA	Federal Emergency Management Agency	VDEM	Virginia Department of Emergency Management
Fracking	Hydraulic Fracturing	VDH	Virginia Department of Health
GIS	Geographic Information System	VDOT	Virginia Department of Transportation
HRPDC	Hampton Roads Planning District Commission	VEE	Virginia Environmental Endowment
LGA	Local Government Administrators	VIMS	Virginia Institute of Marine Science
LPT	Local Planning Team	VLCF	Virginia Land Conservation Fund
LSIP	Living Shoreline Incentive Program	VMRC	Virginia Marine Resource Commission
MOU	Memorandum of Understanding	VOAD	Volunteer Organization Active in Disasters
MPA	Middle Peninsula Alliance	VOP	Virginia Outdoors Plan
MPBA	Middle Peninsula Broadband Authority	VRA	Virginia Resources Authority
MPCBPAA	Middle Peninsula Chesapeake Bay Public Access Authority	VSMP	Virginia Stormwater Management Program
MPEDRO	Middle Peninsula Economic Development and Resource Organization	VTA	Virginia Tourism Association
NIMS	National Incident Management System	VTC	Virginia Tourism Corporation
NFWF	National Fish and Wildlife Foundation	VWP	Virginia Water Protection
NOAA	National Oceanic and Atmospheric Administration	VWWR	Virginia Water Withdrawal Reporting
NPS	National Park Services	WIP	Watershed Implementation Plan
OCVA	Oyster Company of Virginia	WQIF	Water Quality Improvement Fund
OLGA	Online Grant Administration		

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# TELEWORK / BUSINESS ACCELERATOR, TELEHEALTH, & MIDDLE PENINSULA PLANNING DISTRICT COMMISSION OFFICE

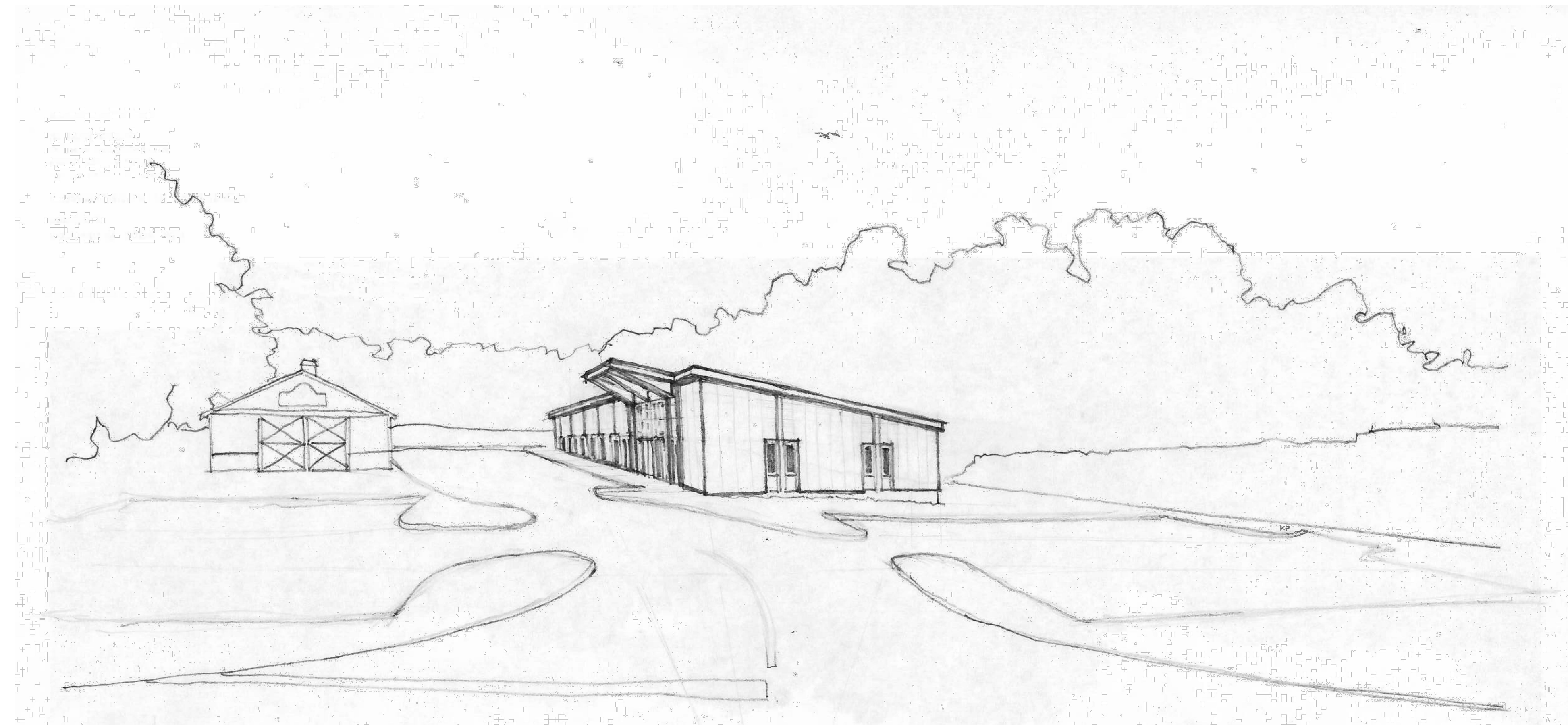
EDA AWARD NUMBER 01-01-15168

4521 LEWIS B. PULLER MEMORIAL HIGHWAY

KING AND QUEEN COUNTY



SHACKLEFORDS, VA 23156



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A3.02	BUILDING ELEVATIONS
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P-3	PLUMBING FIRST FLOOR WASTE AND VENT
P-4	PLUMBING FIRST FLOOR WATER SUPPLY
P-5	PLUMBING RISER DIAGRAMS

**Commonwealth**  
ARCHITECTS  
101 SHOCKOE SLIP, THIRD FLOOR  
RICHMOND, VIRGINIA 23219  
TELEPHONE: 804.648.5040  
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TELEWORK / BUSINESS  
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& MPPDC OFFICE  
4521 LEWIS B. PULLER MEMORIAL HIGHWAY  
KING AND QUEEN COUNTY  
SHACKLEFORDS, VA 23156

Issue Record	Date
BID SET	03.12.21
TELEHEALTH REVISION	01.16.23



Drawing Title  
**COVER SHEET**  
Sheet  
**CS.01**



### BUILDING ENVELOPE REQUIREMENTS

PER TABLE C402.1.3 / C402.1.4 2015 VIRGINIA ENERGY CONSERVATION CODE (VECC)  
**OPAQUE THERMAL ENVELOPE REQUIREMENTS - CLIMATE ZONE 4 - METAL BUILDING**

ROOF: R-19 + R-11 LS - W/ THERMAL SPACER BLOCK

WALLS:  
 ABOVE GRADE: U-0.052 INSULATED METAL PANELS, U-.033 SPECIFIED

UNHEATED SLABS: R-10 FOR 24" BELOW

OPAQUE DOORS:  
 SWINGING U-0.61

PER TABLE C402.4  
**BUILDING ENVELOPE REQUIREMENTS: FENESTRATION**

U-FACTOR  
 FIXED FENESTRATION 0.38  
 OPERABLE FENESTRATION 0.45  
 ENTRANCE DOORS 0.77

SHGC 0.40

### CODE/BUILDING DATA

CODE: 2015 VIRGINIA CONSTRUCTION CODE (VCC)

GROUP: SEPARATED MIXED USE:  
 B BUSINESS & A-3 ASSEMBLY

CONSTRUCTION TYPE: IIB

TABLE 504.3 & 504.4  
 ALLOWABLE BUILDING HEIGHT: 3 STORIES, 55' - 0"  
 ACTUAL BUILDING HEIGHT: 1 STORY, 15' - 3" TO MIDPOINT OF ROOF

TABLE 506.2  
 ALLOWABLE BUILDING AREA: 23,000 SF  
 ACTUAL BUILDING AREA (PER VCC DEFINITION) NON-SPRINKLERED: 6,000 SF + 1,000 SF TELEHEALTH OFFICE

TABLE 508.4  
 2 HOUR SEPARATION OF B & A-3

OCCUPANT LOAD - TABLE 1004.1.2 - OFFICE

LG. CONFERENCE	650 NSF @ 5/NSF	= 130
SM. CONFERENCE	150 NSF @ 5/NSF	= 30
BUSINESS	5,000 @ 100/GSF	= 50
OFFICE		210
TELEHEALTH		10
<b>TOTAL</b>		<b>220</b>

PLUMBING FIXTURES - 2015 VIRGINIA PLUMBING CODE (VPC) TABLE 403.1  
 TELEWORK / BUSINESS ACCELERATOR & MPPDC OFFICE

A-3 LG. CONFERENCE	130 @	MEN 1:125 = .52	
		WOMEN 1:65 = 1.00	
A-3 SM. CONFERENCE	30 @	MEN 1:125 = .12	
		WOMEN 1:65 = .23	
		MEN: .64 ~ 1	
		WOMEN: 1.23 ~ 2	

B BUSINESS	50 @	1:25 FOR 50	= 2
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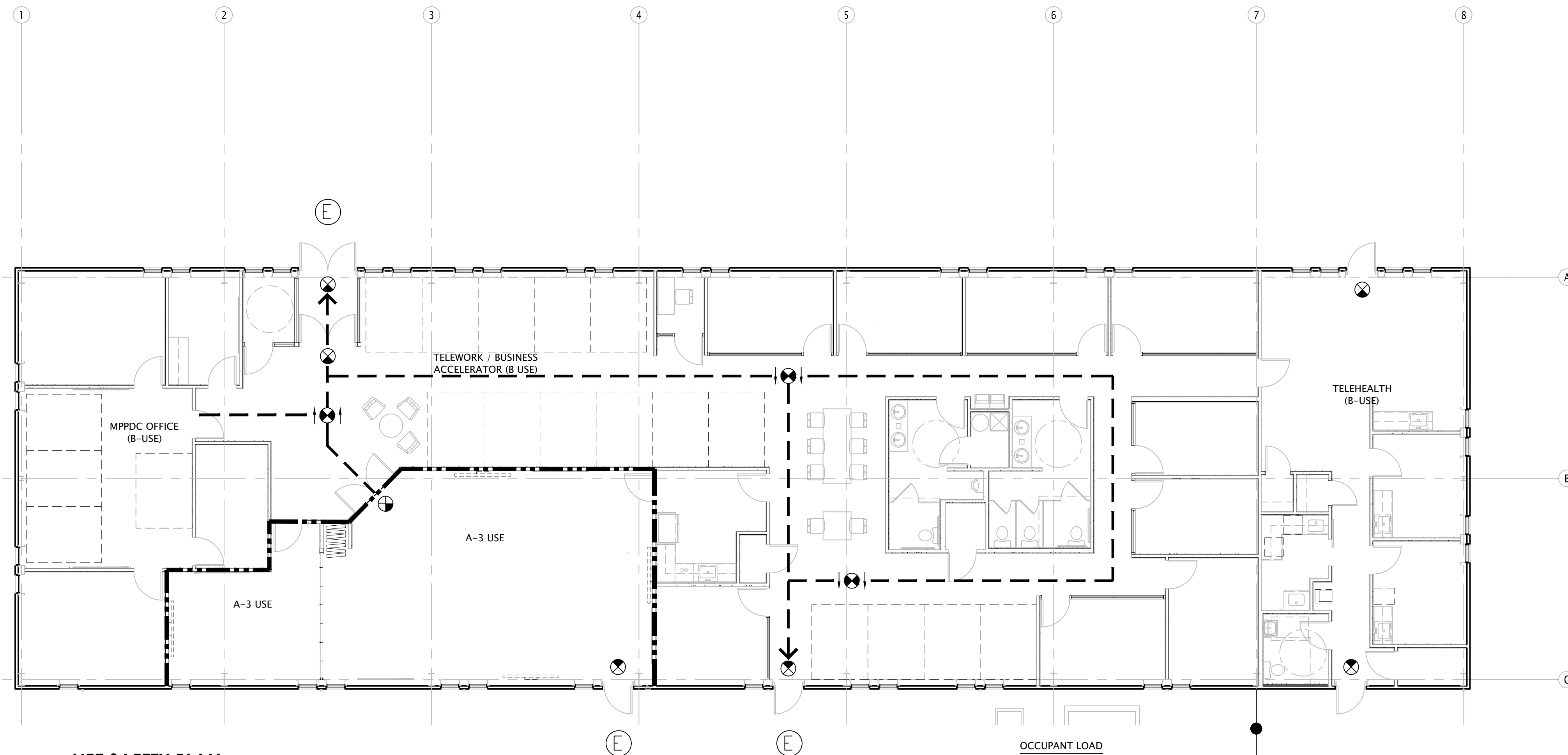
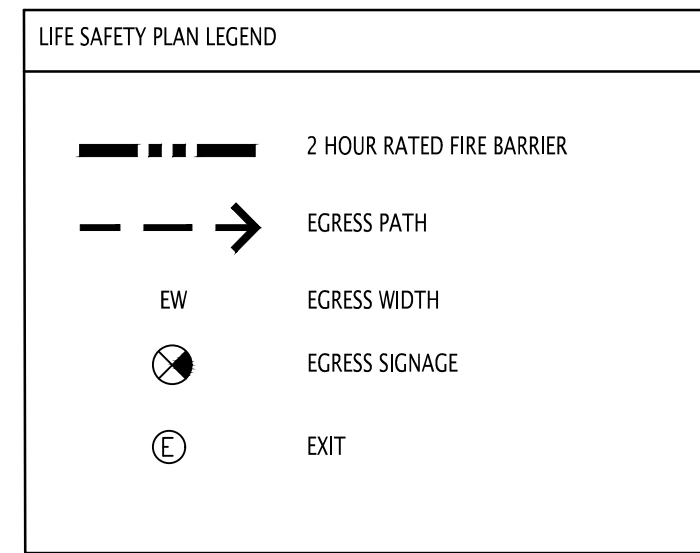
# OF W.C. REQUIRED - 3.87

# OF W.C. PROVIDED - 4 + 1 URINAL

TELEHEALTH # OF W.C. - 1  
 (VCC 2902.2 EXEMPTION 2 ALLOWS FOR SEPARATE TOILETS NOT REQUIRED FOR 15 OR FEWER OCCUPANTS)

### FIRE RESISTANCE REQUIREMENTS

TYPE IIB	PER TABLE 601
PRIMARY STRUCTURAL FRAME	0 HOURS
INTERIOR/EXTERIOR BEARING WALLS	0 HOURS
NONBEARING WALLS AND PARTITIONS	0 HOURS
FLOOR CONSTRUCTION AND ASSOCIATED SECONDARY MEMBERS	0 HOURS
ROOF CONSTRUCTION AND ASSOCIATED SECONDARY MEMBERS	0 HOURS

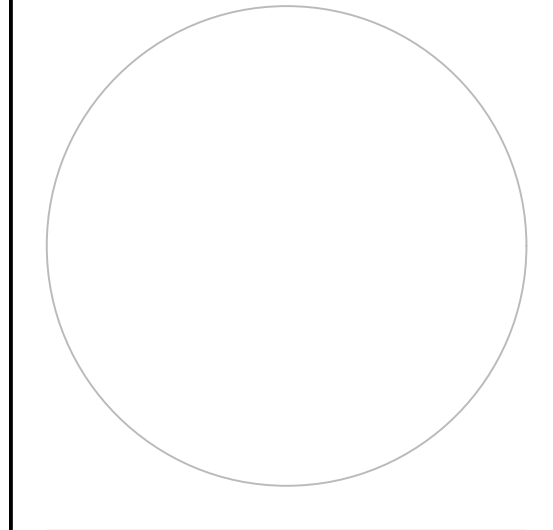


**LIFE SAFETY PLAN**  
 SCALE: 1/8" = 1'-0"

OCCUPANT LOAD  
 210 OCCUPANTS X 0.2 = 42" EW REQUIRED  
 136" EW PROVIDED

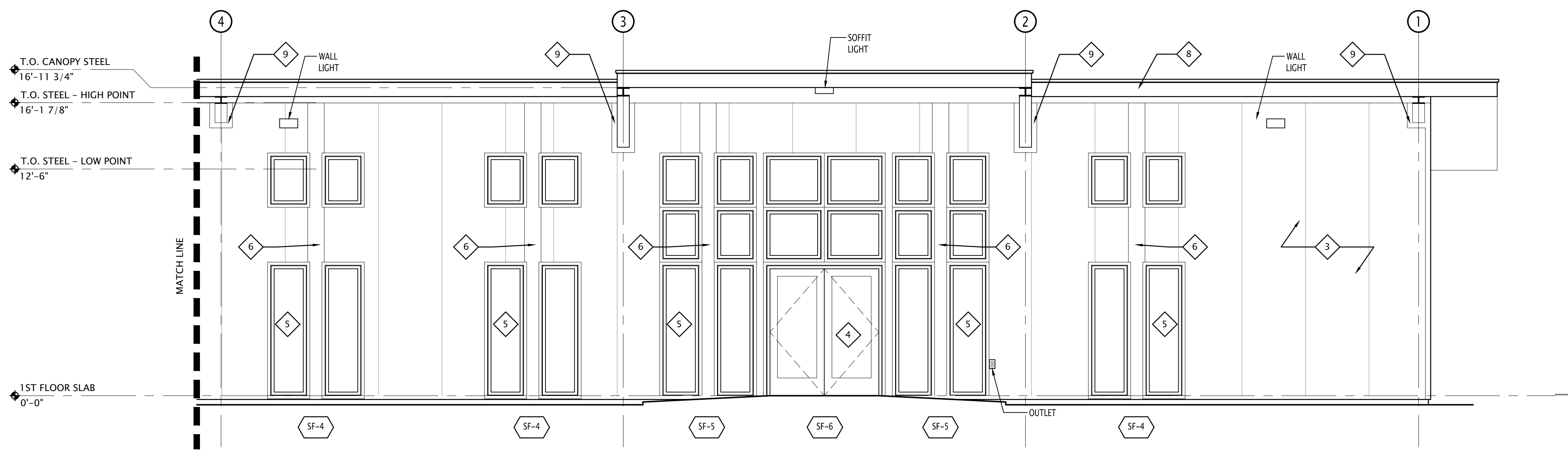
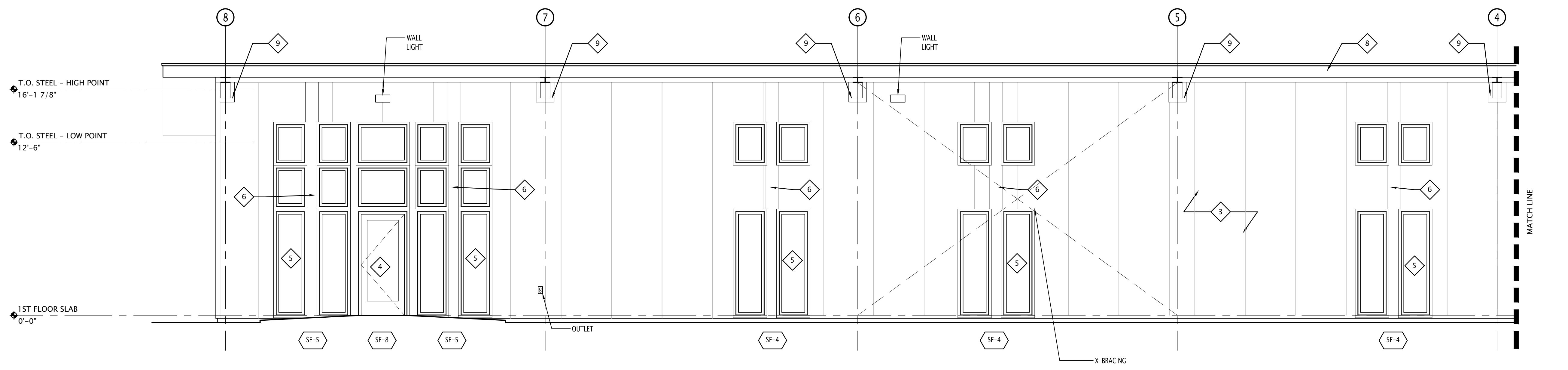
10 OCCUPANTS X 0.2 = 2" EW REQUIRED  
 72" EW PROVIDED

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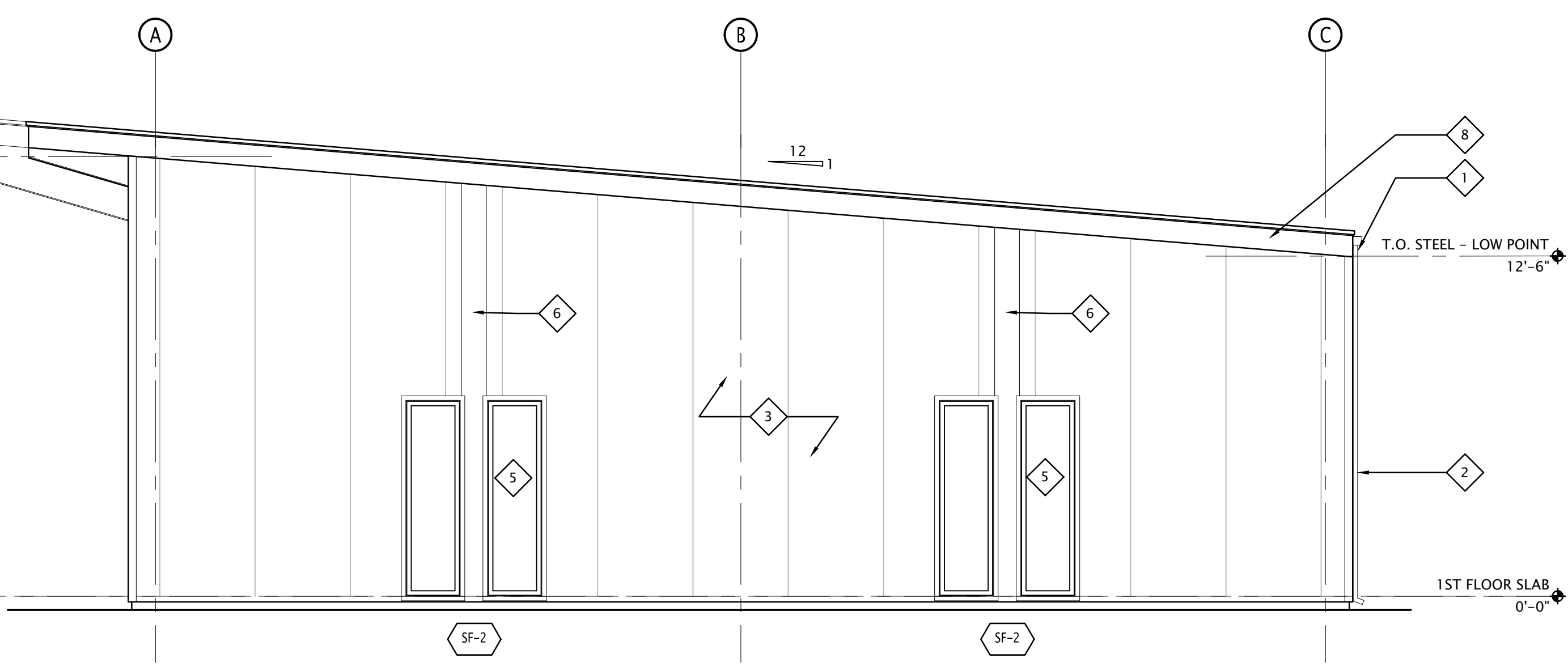


Drawing Title  
**LIFE SAFETY PLAN**

Sheet  
**LS.01**



**1 NORTH ELEVATION**  
SCALE: 1/4" = 1'-0"

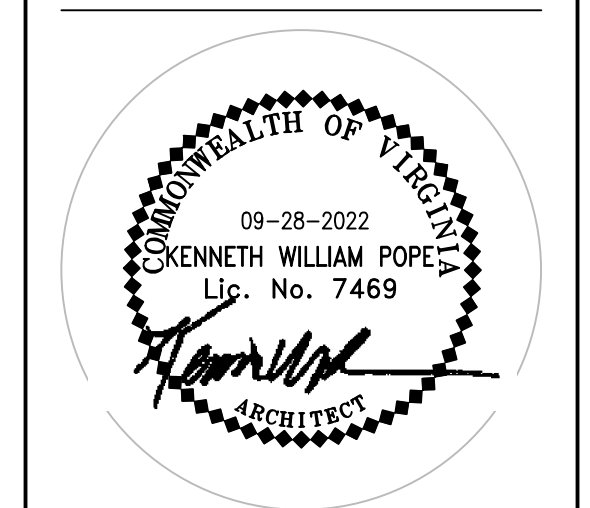


**2 WEST ELEVATION**  
SCALE: 1/4" = 1'-0"

EXTERIOR MATERIALS LEGEND		
KEYNOTE	ITEM	COLOR
1	4"x4" PRE-FINISHED ALUMINUM GUTTER, TYP.	WHITE
2	2"x3" PRE-FINISHED ALUMINUM DOWNSPOUT, TYP.	DARK GRAY
3	4" THICK, 42" W PRE-FIN. R-30 INSULATED METAL PANELS (FLAT W/ CONCEALED FASTENERS) AND TRIM, TYP.	SILVER METALLIC - PVDF FINISH
4	ALUMINUM STOREFRONT DOOR & FRAME, THERMALLY BROKEN	CLEAR ANODIZED
5	ALUMINUM STOREFRONT WINDOW, THERMALLY BROKEN	CLEAR ANODIZED
6	SURFACE APPLIED BREAK METAL ACCENT	DARK GRAY
7	HVAC UNIT ON CONC. PAD - SEE MECHANICAL	-
8	25 GA. STANDING SEAM METAL ROOF FASCIA & SOFFITS	WHITE
9	METAL TRIM AT BEAM PENETRATIONS	SILVER METALLIC - PVDF

- GENERAL ELEVATION NOTES**
1. PAINT ALL EXPOSED STRUCTURE WHITE
  2. PAINT ALL EXPOSED MEP EQUIPMENT, LOUVERS, PIPING, AND RACEWAYS MOUNTED ON BUILDING TO MATCH ADJACENT MATERIAL.

Issue Record	Date
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TELEHEALTH REVISION	01.16.23



Drawing Title  
**BUILDING ELEVATIONS**

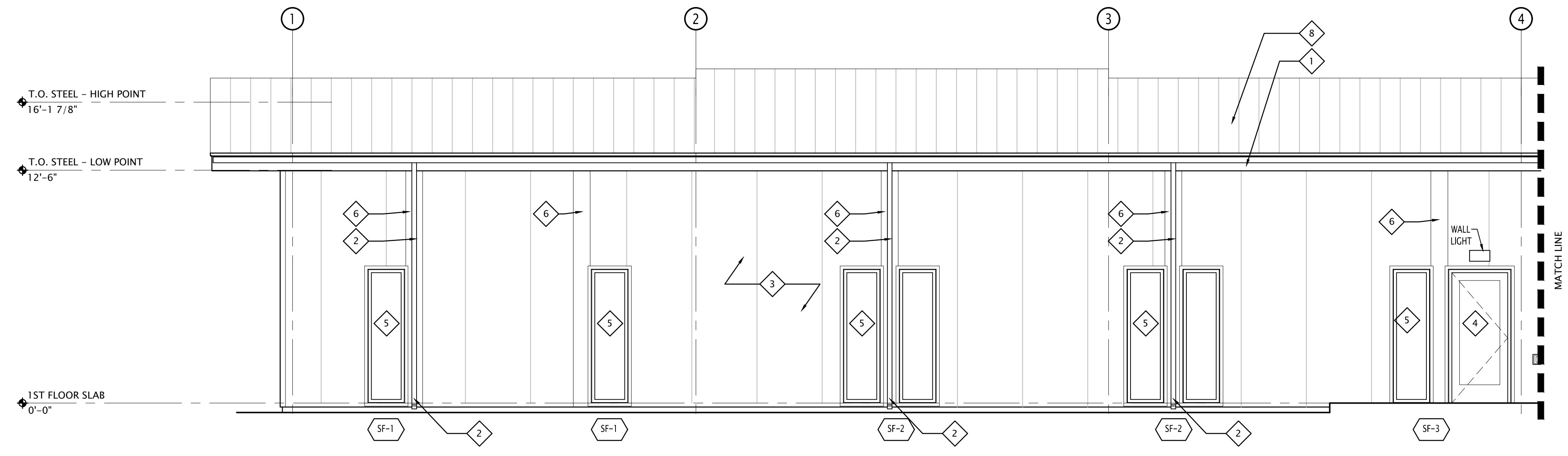
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Issue Record	Date
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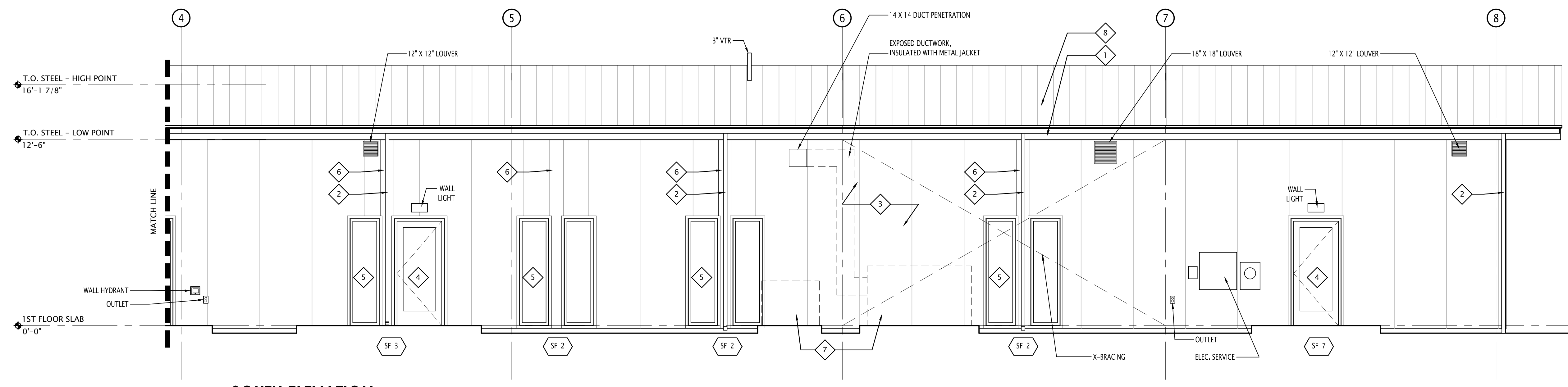


Drawing Title  
**BUILDING  
ELEVATIONS**

Sheet  
**A3.02**



**1 SOUTH ELEVATION**  
SCALE: 1/4" = 1'-0"

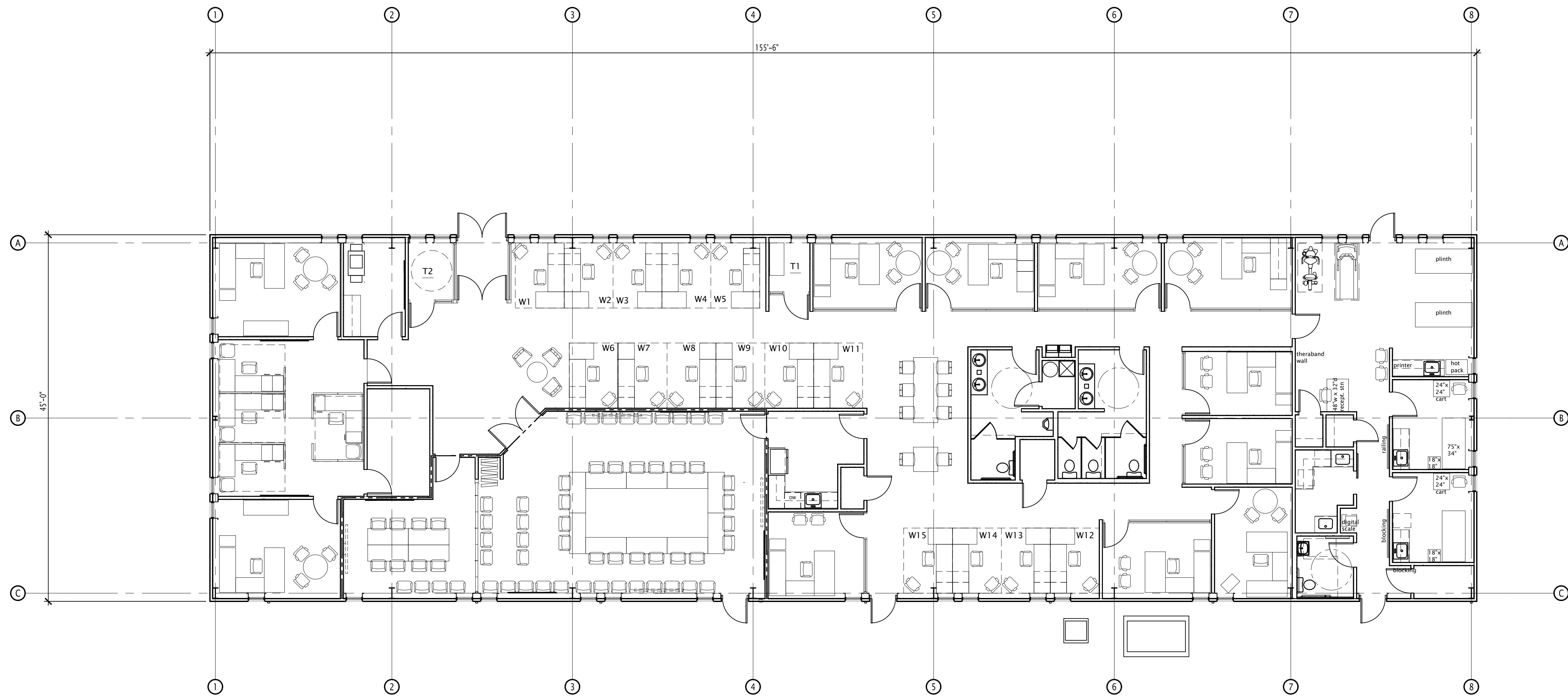


**2 EAST ELEVATION**  
SCALE: 1/4" = 1'-0"

EXTERIOR MATERIALS LEGEND		
KEYNOTE	ITEM	COLOR
1	4"x4" PRE-FINISHED ALUMINUM GUTTER, TYP.	WHITE
2	2"x3" PRE-FINISHED ALUMINUM DOWNSPOUT, TYP.	DARK GRAY
3	4" THICK, 42" W PRE-FIN. R-30 INSULATED METAL PANELS (FLAT W/ CONCEALED FASTENERS) AND TRIM, TYP.	SILVER METALLIC - PVDF FINISH
4	ALUMINUM STOREFRONT DOOR & FRAME, THERMALLY BROKEN	CLEAR ANODIZED
5	ALUMINUM STOREFRONT WINDOW, THERMALLY BROKEN	CLEAR ANODIZED
6	SURFACE APPLIED BREAK METAL ACCENT	DARK GRAY
7	HVAC UNIT ON CONC. PAD - SEE MECHANICAL	-
8	25 GA. STANDING SEAM METAL ROOF FASCIA & SOFFITS	WHITE
9	METAL TRIM AT BEAM PENETRATIONS	SILVER METALLIC - PVDF

- GENERAL ELEVATION NOTES**
- PAINT ALL EXPOSED STRUCTURE WHITE
  - PAINT ALL EXPOSED MEP EQUIPMENT, LOUVERS, PIPING, AND RACEWAYS MOUNTED ON BUILDING TO MATCH ADJACENT MATERIAL.

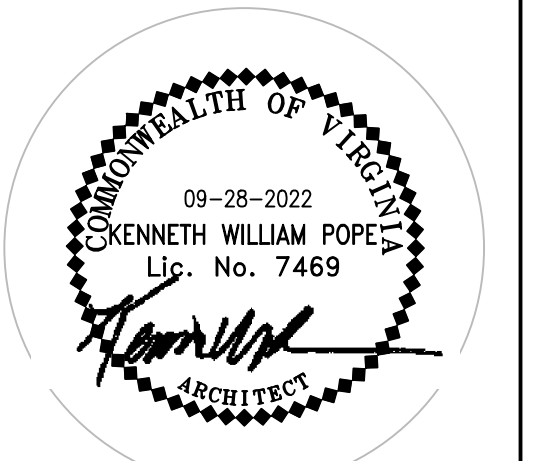




**1**  
A5.01 **FURNITURE PLAN**  
SCALE: 1/8" = 1'-0"

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Drawing Title  
**FURNITURE PLAN**

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**A5.01**

