



**FLUVANNA COUNTY BOARD OF SUPERVISORS**

**REGULAR MEETING AGENDA**

Carysbrook Performing Arts Center  
8880 James Madison Hwy, Fork Union, VA 23055

February 21, 2024

**Budget Work Session at 5:00 pm**

Regular Meeting at 6:00 pm

<b>TAB</b>	<b>AGENDA ITEMS</b>
	<b>A – CALL TO ORDER</b>
	<b>B – PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE</b>
	Capital Improvement Plan (CIP) Review – Eric Dahl, County Administrator
	Budget Discussion – Eric Dahl, County Administrator
	<b>RECESS – DINNER BREAK</b>
	<b>RECONVENE @ 6:00pm</b>
<b>TAB</b>	<b>AGENDA ITEMS</b>
	<b>1 - CALL TO ORDER</b>
	<b>2 - PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE</b>
	<b>3 – ADOPTION OF AGENDA</b>
	<b>4 – COUNTY ADMINISTRATOR’S REPORT</b>
	<b>5 – PUBLIC COMMENTS #1</b> (5 minutes each)
	<b>6 – APPOINTMENTS</b>
A	Board, Commission, and Committee Appointments – Eric Dahl, County Administrator
	<b>7 – PRESENTATIONS (normally not to exceed 10 minutes each)</b>
B	Utility-Scale Solar Energy Farm Ordinance in Appomattox County – Dan Whitten, County Attorney Eric Dahl, County Administrator
	<b>8 – ACTION MATTERS</b>
C	FY24 CIP Additional Funding Request for Car 1 and Car 30 – Tori Melton, Director of Finance & Dwayne Mayo, County Fire Chief
D	Authorization to Advertise for a Public Hearing to Amend Section 20-1-2.1 And to Enact Section 20-1-7 Of the County Code to Give the Treasurer Discretion for Application of Tax Payments When There is a Payment Arrangement – Dan Whitten, County Attorney
E	Virginia Tourism Corporation Marketing Leverage Grant Program – Jennifer Schmack, Director of Economic Development
	<b>9 – PUBLIC HEARING</b>
	<b>10 – CONSENT AGENDA</b>
F	Minutes of February 7, 2024 – Caitlin Solis, Clerk to the Board
G	Professional Engineering & Architectural Services Term Contract- MFTA Architecture, PLLC – Dan Whitten, County Attorney

*Fluvanna County is committed to providing an excellent quality of life for our citizens and businesses through the efficient delivery of core services and programs, while preserving the unique identity and rural character of the County.*

- H Professional Engineering Services for Carysbrook Waterline Project – Dan Whitten, County Attorney
- I Virginia Department of Environmental Quality Local Government Guarantee – Tori Melton, Director of Finance
- J One-time grant from Thomas I Crowell Trust – Tori Melton, Director of Finance
- K CRMF - Carysbrook Playground Repairs – Don Stribling, FCPS Executive Director
- L CRMF – Central Elementary School Replacement Doors – Don Stribling, FCPS Executive Director
- M CRMF - Fluvanna County High School Chiller Open and Close Vane Switches – Don Stribling, FCPS Executive Director
- N CRMF - Registrar SIEM and GRC Server – Andy Notman, Director of Information Technology

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**11 – UNFINISHED BUSINESS**

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TBD

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**12 – NEW BUSINESS**

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TBD

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**13 – PUBLIC COMMENTS #2** (5 minutes each)

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**14 – CLOSED MEETING AND DINNER RECESS**

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TBD

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**15 – ADJOURN**

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County Administrator Review



**PLEDGE OF ALLEGIANCE**

I pledge allegiance, to the flag,  
of the United States of America,  
and to the Republic for which it stands,  
one nation, under God, indivisible,  
with liberty and justice for all.

**GENERAL RULES OF ORDER**

1. It shall be the duty of the Chairman to maintain order and decorum at meetings. The Chairman shall speak to points of order in preference to all other members.
2. In maintaining decorum and propriety of conduct, the Chairman shall not be challenged and no debate shall be allowed until after the Chairman declares that order has been restored. In the event the Board wishes to debate the matter of the disorder or the bringing of order; the regular business may be suspended by vote of the Board to discuss the matter.
3. No member or citizen shall be allowed to use defamatory or abusive language directed at any member of the Board or other person, to create excessive noise, or in any way incite persons to use such tactics. The Chair shall be the judge of such breaches, however, the Board may by majority vote of the Board members present and voting to overrule the judgment of the Chair.
4. When a person engages in such breaches, the Chairman shall order the person's removal from the building, or may order the person to stand silent, or may, if necessary, order the person removed from the County property.

**RULES OF PROCEDURE FOR PUBLIC HEARINGS**

1. PURPOSE
  - The purpose of a public hearing is to receive testimony from the public on certain resolutions, ordinances or amendments prior to taking action.
  - A hearing is not a dialogue or debate. Its express purpose is to receive additional facts, comments and opinion on subject items.
2. SPEAKERS
  - Speakers should approach the lectern so they may be visible and audible to the Board.
  - Each speaker should clearly state his/her name and address.
  - All comments should be directed to the Board.
  - All questions should be directed to the Chairman. Members of the Board are not expected to respond to questions, and response to questions shall be made at the Chairman's discretion.
  - Speakers are encouraged to contact staff regarding unresolved concerns or to receive additional information.
  - Speakers with questions are encouraged to call County staff prior to the public hearing.
  - Speakers should be brief and avoid repetition of previously presented comments.
3. ACTION
  - At the conclusion of the public hearing on each item, the Chairman will close the public hearing.
  - The Board will proceed with its deliberation and will act on or formally postpone action on such item prior to proceeding to other agenda items.
  - Further public comment after the public hearing has been closed generally will not be permitted.

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**FLUVANNA COUNTY BOARD OF SUPERVISORS  
BCC APPOINTMENTS STAFF REPORT**

**TAB A**

<b>MEETING DATE:</b>	February 21, 2024		
<b>AGENDA TITLE:</b>	Board, Commission, and Committee Appointments		
<b>MOTION:</b>	<b>I move the Board of Supervisors approve the following Board, Commission, or Committee appointment(s):</b>		
<b>Board/Commission/Committee</b>	<b>Appointees</b>	<b>Begins Term</b>	<b>Ends Term</b>
Jefferson Area Board for Aging (JABA) Board of Directors - Citizen Representative	Christopher L. Baca, Sr.	03/01/2024	02/28/2026

<b>BCC VACANCIES AND APPLICANTS</b>				
<b>BCC Vacancies</b>	<b>Applicants</b>	<b>Appt</b>	<b>District</b>	<b>Current BCC Appointments / Other Notes</b>
Jefferson Area Board for Aging (JABA) Board of Directors - Citizen Representative	Christopher L. Baca, Sr.	Appt	Cunningham	Term to begin March 1, 2024 and end February 28, 2028.

<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>Jefferson Area Board for Aging (JABA) Board of Directors - Citizen Representative – One position available with a term to begin March 1, 2024 and end February 28, 2028.</li> </ul>
<b>ENCLOSURES:</b>	Candidate Application





# APPLICATION TO SERVE ON BOARDS/COMMISSION/COMMITTEES

## County of Fluvanna

Applicants are considered as vacancies occur and your application will be kept on file for three years.

Fluvanna County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. Before completing the application, please review the membership requirements for the Board, Commission, or Committee for which you are interested. Applicants who do not meet membership requirements will not be put forward for consideration.

Name: <b>Christopher L. Baca, Sr.</b>	Election <input type="checkbox"/> Columbia <input checked="" type="checkbox"/> Cunningham <input type="checkbox"/> Fork Union District: <input type="checkbox"/> Palmyra <input type="checkbox"/> Rivanna <input type="checkbox"/> Other
EXPERIENCE/PROFESSIONAL EXPERTISE/EDUCATION (Please provides dates of education and experience. You may also provide a resume/CV.): <b>Fluvanna Leadership Development Program 23-24</b>	
CURRENT OR PRIOR SERVICE ON BOARDS/COMMISSIONS/OR COMMITTEES:	
CIVIC ACTIVITIES AND MEMBERSHIPS (Roles with fraternal, business, church, or social groups – please provide dates): <b>Rotary Club of Ketchikan First City-Alaska</b> <b>Board member 2011/2013. President Elect 2013/14, President 2014/15, Past President 2015/16</b> <b>Rotary Club of Greater Spokane Valley</b> <b>President Elect 2020/21, President 2021/22, Past President 2022/23</b>	
REASON(S) FOR WANTING TO SERVE FLUVANNA COUNTY: <b>I want to be a part of the future decision makers and policy developers of our county to ensure we continue to intentionally grow and change for the improvement of services for our citizens and visitors.</b>	

### **Fluvanna County Board, Committee, and Commission Attendance Policy**

(Approved June 17, 2015)

1. BCC members shall attend at least two-thirds of all scheduled meetings in each calendar year while serving.
2. The Chairperson of the board, commission, or committee shall notify the Clerk to the Board of Supervisors of any absences exceeding this policy.
3. The Clerk shall report these findings to the Board of Supervisors, typically in closed session.
4. Appointees who do not meet the attendance requirement without a valid reason(s) may be deemed to have rendered an implied resignation of that appointment.
5. The Board may choose to accept the resignation and appoint another person to fill the appointed position. The Board may also override the implied resignation and extend the appointment, if extenuating circumstances so dictate.
6. This requirement shall apply to all boards, commissions, or committees listed on the attached application form, provided however, that if State or County Ordinance addresses attendance requirements in an alternative manner, such law shall prevail.

**PLEASE INDICATE BELOW THE BOARDS, COMMISSIONS, OR COMMITTEES (BCC)  
ON WHICH YOU WISH TO SERVE.**

X	BCC	X	BCC	X	BCC
X	Agricultural/Forestral District Advisory Committee	X	Finance Board	X	Piedmont Virginia Community College (PVCC) Board
X	Board of Equalization (BOE)	X	Fluvanna Partnership for Aging Committee (FPA)	X	Planning Commission (PC)
X	Board of Zoning Appeals (BZA)	X	Fork Union Sanitary District (FUSD) Advisory Committee	X	Region Ten Community Services Board
X	Building Code of Appeals Board	X	James River Water Authority (JRWA)	X	Rivanna River Basin Commission
X	Central Virginia Regional Jail (CVRJ) Authority	X	JAUNT Board	X	Social Services Board
X	Columbia Task Force (CARE)	X	Jefferson Area Board of Aging (JABA) Advisory Council	X	Thomas Jefferson Planning District Commission (TJPDC)
X	Community Policy & Management Team (CPMT)	X	Jefferson Area Board of Aging (JABA) Board of Directors	X	Thomas Jefferson Water Resources Protection Foundation
X	Economic Development Authority (EDA)	X	Library Board of Trustees		
X	Economic Develop. & Tourism Advisory Council (EDTAC)	X	Monticello Area Community Action Agency (MACAA)		
X	Family Assessment and Planning Team (FAPT)	X	Parks & Recreation Advisory Board (RAB)		

**Submit by email ([clerk@fluvannacounty.org](mailto:clerk@fluvannacounty.org)) or mail to:  
County of Fluvanna, Attention: Clerk, Board of Supervisors, PO Box 540, Palmyra, VA 22963**

By signing below you are indicating that you have read and understand the Fluvanna County BCC Attendance Policy and that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed.

In accordance with Virginia Code §2.2-3705.1, by submitting this application, it is presumed that you are providing your personal contact information to be used for communicating with the County, and unless otherwise indicated by you, your personal contact information will not be shared publicly.

Applicant's Signature <i>(Typing name below serves as digital signature)</i> <b>C. Baca (from file)</b>		Date <b>01-06-2024</b>	
Mailing Address (including City, State, & ZIP) <b>40 Turkeysag Trail Palmyra, VA 22963</b>		Physical Address (if different)	
Years Lived in Fluvanna <b>2</b>	Phone # [REDACTED]	Alternate Phone #	Email Address [REDACTED]
Office Use Only			
Application Received On:	<b>01-06-2024</b>	Application Received By:	
Acknowledgement Sent:	<b>01-08-2024</b>	<b>Leontyne Peck</b>	
Renewal Date:		Remarks:	
Renewal Date:			
Renewal Date:			
Renewal Date:			

## **Christopher L. Baca, Sr.**

40 Turkeysag Trail  
Palmyra, VA 22963

### **OBJECTIVE**

Executive with 25+ years experience in progressively larger academic clinical department operations; six years experience in new program development, community collaboration, workforce and secondary school teacher training, seeking COVID-19 Contact Tracer or Investigator opportunity in team-oriented organization.

**Certificate of Completion**, ASTHO and NCSD, Completed 12/26/2021  
Making Contact: A Training for COVID-19 Case Investigators and Contact Tracers

### **CORE EXPERTISE/SUMMARY**

- Obtained LEAN – Green Belt, PeaceHealth Medical Group
- Managing clinics on two islands in Southeast Alaska
- Extensive knowledge and experience in academic clinical department administration areas including budgeting, personnel management, project management, clinical practice operations and billing, federal grants administration – pre and post award, residency and fellowship programs.
- Over five years experience in workforce training and secondary school teacher development program planning.
- New program development within educational, economic development, state government setting.
- Developing programs to compliment university priorities and industry cluster needs.
- Organization of Advisory Committees, and Advisory Board for the Center.

Office of Biotechnology –

- Collaboratively addressed: marketing, joint oversight, and design of UT Research Park (a collaboration of UT HSC Houston and UT/MDA CC)
- Researched Biotechnology and Life Sciences Workforce issues with community-based task force
- Created small office incubator facility within office for start up operations of faculty

Academic Clinical Departments –

- Led multiple school of medicine-wide task forces and committees to address TQM of physician practice operations, ambulatory clinic processes, improve quality and accuracy of physician billing practices
- Oversaw Enterprise-wide physician practice clinical system conversion from SMS to IDX at TTU HSC MS
- Created systems for administrating multiple clinical departments to improve efficiencies and reduce operational expenses

- Approved and implemented local area network in two departments to increase staff efficiencies, and records retention.

### **MANAGERIAL ROLES:**

- **Clinic Manager, PeaceHealth Medical Group, Ketchikan, AK**, September 19, 2011 – June 21, 2019 Primary Care, Psychiatry, Pediatrics, OB/Gyn, Hospitalists, Off site Primary Care Clinic Prince of Wales - Craig
- **Clinic Manager, UTMB- Prison Management, Polunsky Prison, Livingston, TX**, 2009 – 2011 3,000 prisoner population
- **Director, Quality Control, Harris County Hospital District, Physician Practice**, 2008 – 2009

### **ACADEMIC APPOINTMENTS**

- **Research Associate Professor**, College of Technology, Department of Engineering Technology, University of Houston, June 2005- September 2008
- **Fluvanna County School District**, Substitute teacher, August 2022 – May 2023

### **ADMINISTRATIVE APPOINTMENTS**

- **Executive Director**, Center for Life Science Technology, College of Technology, Engineering Technology, University of Houston, June 2005- September 2008 (Created Center for Life Sciences Technology- [www.texasbiotech.org](http://www.texasbiotech.org))
- **DIRECTOR**, Office of Biotechnology, The University of Texas HSC – Houston, TX, 2001 to June 2005 (Established Center for Life Sciences Technology)
- **DIRECTOR MANAGEMENT OPERATIONS**, Departments of Internal Medicine and Dermatology; University of Texas HSC - Houston, Medical School, June 1995 to April 2002 (Administration of academic clinical department, worked through 6 years of declining operational budget representing ~ 40% clinical revenue budget decline, established budgeting of clinical revenues by CPT/RVU, DMO Lead- school-wide team on centralizing billing and clinic operations reengineering)
- **ASSISTANT TO THE CHAIR**, Department of Surgery, University of Texas Medical Branch @ Galveston, TX., June 1992 to June 1995 (participated in CQI projects for campus, led multi-level team on clinic access)
- **ADMINISTRATOR**, Department of Surgery, Georgetown University Medical Center, Washington, D.C., July 1988 to May 1992 (Installed Local area network for clinical department, negotiated physician managed care contracts)
- **DIRECTOR**, Texas Tech Health Sciences Center, Medical Practice Income Plan (MPIP) Lubbock, Amarillo, El Paso, Odessa, Lubbock, TX, April 1987 to July 1988 (Oversight of faculty practice plan operations in Lubbock, Odessa, Amarillo, and El Paso, responsible for successful enterprise-wide practice plan computer conversion, responsible for enterprise computer conversion and installation – SMS to IDX)



**EDUCATION**

MA Organizational Management, University of Phoenix, 2002-2004. Focused on Organizational Management

BBA, Business Economics, New Mexico State University, 1971-1976, Minor in Accounting

**RECOGNITION**

Omicron Delta Epsilon, Economic Honors Society, member 1975 – 1976, Vice President 1975-1976

Admiral of the Texas Navy, Commissioned July 1993, by Governor Ann Richards

United Who's Who, Lifetime Member, 2003



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB B**

<b>MEETING DATE:</b>	February 21, 2024				
<b>AGENDA TITLE:</b>	Utility-Scale Solar Energy Farm Ordinance in Appomattox County				
<b>MOTION(s):</b>	N/A				
<b>BOS 2 YEAR GOALS?</b>	Yes	No	<b>If yes, which goal(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			X		
<b>STAFF CONTACT(S):</b>	Dan Whitten, County Attorney				
<b>PRESENTER(S):</b>	Dan Whitten, County Attorney Eric Dahl, County Administrator				
<b>RECOMMENDATION:</b>	N/A				
<b>TIMING:</b>	N/A				
<b>DISCUSSION:</b>	<p>On October 17, 2022, the Appomattox County Board of Supervisors approved an ordinance to remove “Utility-Scale Solar Energy Farm (Large Scale)” as a conditional use in the Agricultural Zoning District. The Ordinance also amended the Appomattox County Code to increase the setbacks and buffers for solar panel arrays.</p> <p>The General Assembly in the 2024 session is considering Senate Bill 697 which passed the Senate and is heading over to the House. The relevant language in the committee substitute with amendments is as follows:</p> <p style="padding-left: 40px;">No local ordinance shall include (i) limits on the total amount, density, or size of any ground-mounted solar facility or energy storage facility until such time that the total area under panels within the locality exceeds four percent of the total area within the locality. . .</p> <p>Therefore, if SB697 is enacted, an outright ban would not be authorized until the total area under solar exceeds four percent of the total area in the county. However, localities would not be required to approve a special use permit for a solar facility.</p>				
<b>FISCAL IMPACT:</b>	N/A				

<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	<ul style="list-style-type: none"> <li>• Appomattox County Ordinance from October 17, 2022</li> <li>• Senate Bill 697 from the 2024 Session</li> </ul>				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	X				



**APPOMATTOX COUNTY COMMUNITY DEVELOPMENT DEPARTMENT  
OFFICE OF COUNTY ADMINISTRATION  
153A MORTON LANE  
APPOMATTOX, VIRGINIA 24522  
(434) 352-8183**

**ORDINANCE**

**AN ORDINANCE AMENDING THE CODE OF APPOMATTOX COUNTY, TITLE 19 (LAND USE AND DEVELOPMENT), CHAPTER 19.6 (ZONING), ARTICLE VII, (DISTRICT REGULATIONS) TO ADD AND DELETE CERTAIN LAND USE CATEGORIES (SECTIONS 19.6-67 THROUGH 19.6-72.1), AND ARTICLE VIII (ADDITIONAL REGULATIONS) FOR UTILITY-SCALE SOLAR ENERGY FARMS, BY AMENDING SECTION 19.6-97.3, UTILITY-SCALE SOLAR ENERGY FARMS RELATIVE TO VISUAL IMPACTS, SETBACKS AND BUFFERING.**

**WHEREAS**, Sections 15.2-1427 and 15.2-1433 of the Code of Virginia, 1950, as may be amended from time to time, enable a local governing body to adopt, amend and codify ordinances or portions thereof; and

**WHEREAS**, from time to time, for good zoning practice or in the judgement of the citizens, staff, the Planning Commission or the Board of Supervisors an area of text needs amending to better serve the purpose of zoning and the community at-large; and

**WHEREAS**, the Planning Commission has studied the land use categories of each zoning district and desires to make changes in those land use categories by adding, deleting or moving, certain land use categories to various zoning districts; and

**WHEREAS**, the Planning Commission desires to amend the Zoning Ordinance to change the regulations governing the siting and development of Utility-Scale Solar Energy Farms by changing certain regulations within subsection 19.6-97, et seq.; and

**WHEREAS**, Article VII, District Regulations lists the land use categories in each zoning district as either a permitted use or a conditional use; and

**WHEREAS**, the following land use categories are deleted from Section 19.6-67 A-1, Agricultural District, subsection B, Permitted Uses, “Administrative Services”, “Community Recreation”, “Crisis Center”, “Custom Manufacturing”, “Fish Hatchery”, “Garden Center”, “Public Maintenance and Service Facility”, and

**WHEREAS**, the following land use categories are deleted from Section 10.6-67, A-1, Agricultural, subsection C, Conditional Uses, “Automobile Graveyard”, “Brewery”, “Correctional Facilities”, Educational Facilities, Primary/Secondary”, “Landfill, Sanitary”, “Planned Unit Development”, “Recycling Center”, “Safety Services, Private”, “Utility-Scale Solar Energy Farm (Large Scale)”, and

**WHEREAS**, the following land use category is added to Section 19.6-67 A-1, Agricultural District, subsection C, Conditional Uses, “Garden Center”; and

**WHEREAS**, the following land use category is added to Section 19.6-70, R-3, High Density Residential District, subsection B, Permitted Uses, “Small Scale or Residential Solar Energy Farm”; and

**WHEREAS**, the following land use category is added to Section 19.6-71, V-1, Village Center District, subsection B, Permitted Uses, “Small Scale or Residential Solar Energy Farm”; and

**WHEREAS**, the following land use category is added to Section 19.6-72, B-1, General Commercial District, subsection B, Permitted Uses, “Small Scale or Residential Solar Energy Farm”; and

**WHEREAS**, the following land use category is added to Section 19.6-72.1, B-2, Limited Commercial District, subsection B, Permitted Uses, “Small Scale or Residential Solar Energy Farm”; and

**WHEREAS**, the Planning Commission has again seen the need to study the siting and development of Utility Scale Solar Energy projects by analyzing various industry studies, industry data, current trends, case studies from other Virginia localities, and studied the physical and financial impact to the county; and

**WHEREAS**, the Planning Commission has reviewed the Commonwealth of Virginia Energy Plan that aims to balance the current and future needs of all Virginians, environmental goals, economic competitiveness, consumer choice and technology innovation ; and

**WHEREAS**, the Code of Virginia limits the locality’s ability to regulate renewable energy facilities, but does allow for provisions limiting noise, requiring buffer areas, setbacks, and addressing the decommissioning of the facility; and

**WHEREAS**, Section 19.6-97 et seq, Utility Scale Solar Energy Farm, was originally added to the text of the Zoning Ordinance in February, 2020, and the Planning Commission now finds a need to amend certain portions as follows, with strikethroughs being deleted text, red/italics being the new/amended text:

**§19.6-97.3 Visual Impacts, Setbacks, and Buffering**

The petitioner shall demonstrate through project siting, and if necessary, through mitigation, that the solar project minimizes impacts to view sheds from all residential areas, and any areas of scenic, historical, cultural or recreational significance. The following should be adhered to in placement, buffering and/or setback:

1. A vegetative buffer sufficient to mitigate the visual impact of the facility is required along all areas adjacent to public roadways. The buffer shall consist of a ~~twenty (20)~~ *one hundred (100)* foot wide landscaped strip to include trees, shrubs and other vegetation considered native to the area. The landscaped strip may be located within the setback area and should run around or near the perimeter fence. Tree plantings in the buffer strip shall be a minimum of five (5) feet in height at the time of planting, no more than fifteen (15) feet between trees. Trees may be staggered. Existing trees and vegetation may be maintained within the buffer areas and may supplement and satisfy landscaping requirements. An alternative to tree plantings is to construct an earthen berm, minimum height of six (6) feet high. Berm must be stabilized with native grasses and/or plantings. The landscaped buffer must be maintained in good condition for the life of the project.
2. The solar panel arrays *and battery storage facilities* shall be set back a minimum of one hundred (100) feet, as measured from ~~the property lines external~~ *all property lines, internal and external*, to the project. Property lines internal to the project do not require a setback. ~~All other structures or infrastructure shall meet the minimum setback for the underlying zoning district.~~ Solar panel arrays *and battery storage facilities* shall be set back a minimum of  ~~fifty (50)~~ *one hundred (100)* feet from the edge of water for any stream, creek, pond, lake, or wetland *or fifty (50) feet from the*

*100-year floodplain boundary, whichever is greater.* Existing wells shall be abandoned in accordance with current Virginia Department of Health regulations.

3. The solar panel array area shall be enclosed by a security fence. The fence shall not be less than six (6) feet in height and should be equipped with appropriate antilimbing devices such as strands of barbed wire at the top. Fencing should be installed on the interior of the buffer area so that it is screened from adjacent property. The fence shall be maintained in good repair for the life of the project.

**WHEREAS**, the Appomattox County Joint Planning Commission held a public hearing on September 14, 2022 and all those wishing to speak on this topic were heard; and

**WHEREAS**, the Appomattox County Joint Planning Commission voted unanimously to recommend approval of the amendments, as written; and

**WHEREAS**, on October 17, 2022, a public hearing was held on this matter before the Appomattox County Board of Supervisors, and all of those wishing to speak on this topic were heard;

**WHEREAS**, the Appomattox Joint Planning Commission carefully considered the presentation of staff, the Comprehensive Plan, the comments from the public hearing and provided an affirmative recommendation for the proposed amendments ; and

**WHEREAS**, the Appomattox County Board of Supervisors finds that the public necessity, convenience, general welfare, or good zoning practice requires adoption of an ordinance to amend Zoning Ordinance of Appomattox County;

**NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF APPOMATTOX COUNTY, VIRGINIA** the Code of Appomattox, Chapter 19.6-Zoning is hereby amended and readopted, as described herein.

Adopted this day, October 17, 2022.

By Authority, Appomattox County Board of Supervisors,

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Samuel E. Carter, Chairman

ATTEST:

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Susan M. Adams, Clerk





# Section 1 – Agricultural District

## Division 6 – District Regulations

### Section 1

#### § 19.6-67 A-1 Agricultural District.

A. Purpose. Generally this district covers portions of Appomattox County which are occupied by various open uses such as farms, forests or lakes. This district is established for the specific purpose of protecting existing and future farming operations, conservation of water and natural resources, reducing soil erosion, protection of watersheds and reducing hazards from flood, fire and traffic. While it is recognized that certain desirable rural areas may logically be expected to develop residentially, it is the intent, however, to discourage the random scattering of residential, commercial or industrial uses in this district. Nonfarm residents should recognize that they are located in an agricultural environment where the right to farm has been established as a County policy. This district is intended to minimize the demand for unanticipated public improvements and services, such as public sewer, public water, and new roadways, by reducing development densities and discouraging large-scale development.

#### B. Permitted uses:

Accessory apartment
Accessory uses/structures
Agricultural services
Agriculture
Amateur radio tower
Bed-and-breakfast
Club, hunt
Club, private
Commercial feedlots
Composting
Domestic chickens
Family day-care home
Farm employee housing
Forestry operations
Garden center
Home beauty/barber salon
Home occupation, Type I
Home occupation, Type II
Intensive farming facility
Kennel, commercial
Kennel, private

Livestock sales/auction
Manufactured home
Manufactured home, accessory
Park-and-ride facility
Post office
Public parks and recreation areas
Religious assembly
Residential human care facility
Single-family dwelling
Stable, commercial
Stable, private
Utility services
Veterinary hospital/clinic
Wayside stand
Winery

C. Conditional uses:

Abattoir
Aviation facility, private
Campgrounds
Camps
Cemetery
Day-care center
Farm brewery, limited
Golf course
Landscaping and lawn care services
Manufactured home park
Outdoor gatherings
Public assembly
Resource extraction
Retreat/lodge
Sawmill

Scrap and salvage services
Second dwelling
Shooting range, indoor
Shooting range, outdoor
Storage of sewage sludge
Transfer station
Wind energy system
Wireless communications facility

(Ordinance of 10-19-2020, 10-17-2022)

#### D. Site development regulations.

##### (1) Minimum lot requirements:

###### (a) All lots regardless of sewer and water provisions:

[1] Area: one acre (43,560 square feet).

[2] Frontage: 150 feet on a publicly owned and maintained street.

##### (2) Minimum setback requirements:

###### (a) Principal structure:

[1] Front: 50 feet from property line or 75 feet from center line of public road, whichever is greater.

[2] Side: 25 feet.

[3] Rear: 35 feet.

###### (b) Accessory structure:

[1] Front: 75 feet from center line of public road or behind the front building line, whichever distance is less.

[2] Side: 15 feet.

[3] Rear: 15 feet.

##### (3) Maximum height of structures:

(a) All structures (except silos): 45 feet.

(b) Silos: 100 feet.

##### (4) Maximum coverage:

(a) Building coverage: 10% of the total lot area.

(b) Lot coverage: 25% of the total lot area.

# Division 9 – Utility Scale Solar Energy Farm

## Division 9 – Utility Scale Solar Energy Farm

( Adopted 06-15-2020)

### §19.6-97.1 Applicability, permitting

The requirements set forth in this section govern the siting, development, construction, installation, operation, and decommissioning of utility scale solar energy facilities in the county. A Conditional Use Permit (CUP) is required for each utility scale solar energy farm proposed to be constructed, installed, or operated in the county. Small scale solar energy arrays and associate apparatus used for individual residential dwellings, not connected to the electrical grid, shall be considered an accessory use to the principal dwelling and permitted as such.

### §19.6-97.2 Applications and Required Information for a Utility Scale Solar Energy Farm

In addition to the material required for a Conditional Use Permit petition, applications for utility scale solar energy facilities (farms) shall include the following information:

- A. Project Narrative: A narrative identifying the applicant, facility owner, property owner, and the operator of the facility. The narrative should include an overview of the project and its location, the size of the site and the project area; the current use of the site, the estimated time for construction, including a proposed date for commencement of construction; the maximum rated capacity of the facility; the approximate number, types and expected footprint of the solar equipment to be constructed to include photovoltaic panels, ancillary facilities, fencing, buffering, where the electricity generated at the facility will be transmitted, and the location of the proposed electrical grid interconnection.
- B. Site Development Plan: A site development plan of a scale and specification, in accordance with the requirements found in the Conditional Use Permit application shall be submitted with the application. Additional information may be required, as determined by the Zoning Administrator, such as scaled elevation view or other supporting drawings, photographs of the site, photographic simulations or modeling of the proposed solar energy facility, specifically from sensitive locations, as deemed necessary by the Zoning Administrator, aerial imagery or other mapping of the site or any other technical report necessary for the proper review of the Conditional Use Permit petition. If the petition is granted, then a full site development plan shall be required in accordance with the regulations found elsewhere in this ordinance.
- C. Documentation of right to use property for the proposed facility: Documentation shall include proof of control over the proposed site or possession of the right to use the proposed site in the manner requested. Any sensitive financial or confidential information may be redacted.
- D. Decommissioning plan; security
  1. The applicant shall provide a detailed decommissioning plan that provides procedures and requirements for removal of all parts of the solar energy generation facility and its various structures at the end of the useful life of the facility or if it is deemed abandoned or unsafe. The plan shall include the anticipated life of the facility, the estimated overall cost of decommissioning the facility in current dollars, the methodology for determining such estimate, and the manner in which the project will be decommissioned. The decommissioning plan and the estimated decommissioning cost shall be update every five (5) years,

from the date of the certificate of occupancy or upon request of the Zoning Administrator; however, the updated costs shall be no more than twice every ten (10) years.

2. Prior to receiving a certificate of occupancy to begin operation, the applicant must provide security in the amount of the estimated cost of the decommissioning. Options for security shall include a cash escrow, a performance surety bond, or an irrevocable letter of credit. The security must remain valid until the decommissioning obligations have been met. The security may be adjusted up or down by the county if the estimated cost of decommissioning the facility changes. The security must be renewed or replaced, if necessary, to account for any changes in the total estimated cost of decommissioning if deemed by the updated estimates. Security is a mandatory condition of all conditional use permits for utility scale solar energy farms.
  3. The decommissioning plan, cost estimates, and all updates to plans and estimates shall be sealed by a professional engineer licensed to do business in the Commonwealth of Virginia.
- E. Economic Analysis: An economic impact analysis, prepared by a qualified third-party that reports any expected change in the value of the subject property, expected employment during the construction of the facility, any expected impact on the county's tax revenues, the estimated costs to the county associated with the facility in the form of additional services, and information on any other economic benefits or burdens from the project.
- F. Environmental Protection and Product Safety: All utility scale solar energy farms shall incorporate generally accepted national environmental protection and product safety standards for the use of solar panels and battery technologies for solar photovoltaic (electric energy) projects, such as those developed for existing product certifications and standards including the National Sanitation Foundation/American National Standards Institute No. 457, International Electrotechnical Commission No. 61215-2, Institute of Electrical and Electronics Engineers Standard 1547, and Underwriters Laboratories No. 61730-2.
- G. Review fees: The county may retain qualified third-parties to review portions of the conditional use permit petition or the site development plan that are outside of the county's areas of expertise and do not have adequate state and federal review. Any costs incurred by the county for such review by qualified third-parties shall be bill to the applicant and must be paid in full prior to the issuance of a certificate of occupancy.
- H. Community meeting: A public meeting shall be held prior to the county's public hearing with the Planning Commission to give the community the opportunity to hear from the petitioner and ask questions regarding the proposed facility. The meeting shall be held at a location within a reasonable distance to the project and must be advertised in a newspaper with local circulation for two consecutive weeks prior to the meeting. The petitioner shall provide the Zoning Administrator with the date, time and place of the meeting, a copy of the advertisement, and a summary of any input/comments received from members of the public. Such information shall be provided to the Zoning Administrator no less than seven (7) business days prior to the Planning Commission public hearing.

### **§19.6-97.3 Visual Impacts, Setbacks, and Buffering**

The petitioner shall demonstrate through project siting, and if necessary, through mitigation, that the solar project minimizes impacts to viewsheds from all residential areas, and any areas of scenic, historical, cultural or recreational significance. The following should be adhered to in placement, buffering and/or setback:

1. A vegetative buffer sufficient to mitigate the visual impact of the facility is required along all areas adjacent to public roadways. The buffer shall consist of a one hundred (100) foot wide landscaped strip to include trees, shrubs and other vegetation considered native to the area. The landscaped strip may be located within the setback area and should run around or near the perimeter fence. Tree plantings in the buffer strip shall be a minimum of five (5) feet in height at the time of planting, no more than fifteen (15) feet between trees. Trees may be staggered. Existing

trees and vegetation may be maintained within the buffer areas and may supplement and satisfy landscaping requirements. An alternative to tree plantings is to construct an earthen berm, minimum height of six (6) feet high. Berm must be stabilized with native grasses and/or plantings. The landscaped buffer must be maintained in good condition for the life of the project.

2. The solar panel arrays and battery storage facilities shall be set back a minimum of one hundred (100) feet, as measured from all property lines, internal and external, to the project. All other structures or infrastructure shall meet the minimum setback for the underlying zoning district. Solar panel arrays and battery storage facilities shall be set back a minimum of one hundred (100) feet from the edge of water for any stream, creek, pond, lake, or wetland or fifty (50) feet from the 100-year floodplain boundary, whichever is greater. Existing wells shall be abandoned in accordance with current Virginia Department of Health regulations.
3. The solar panel array area shall be enclosed by a security fence. The fence shall not be less than six (6) feet in height and should be equipped with appropriate anticlimbing devices such as strands of barbed wire at the top. Fencing should be installed on the interior of the buffer area so that it is screened from adjacent property. The fence shall be maintained in good repair for the life of the project.

(Ordinance of 11/16/2020, 10/16/2022)

#### **§19.6-97.4 Processing of Application**

The conditional use permit petition will follow the normal and customary process for such petitions, meaning, a duly advertised public hearing before the Planning Commission, followed by a recommendation, and then a duly advertised public hearing before the Board of Supervisors, followed by final consideration. Petitions are subject to any action afforded any other conditional use permit as enumerated elsewhere in the zoning ordinance.

#### **§19.6-97.5 2232 Review For Utility Scale Solar Energy Farm**

In accordance with the Code of Virginia §15.2-2232 *et seq*, utility scale solar energy farm petitions are subject to review against the county's Comprehensive Plan. Prior to the petition being considered by the Planning Commission, the Planning Commission shall make a determination as to conformity with the Comprehensive Plan. The 2232 review may be advertised and approved concurrently with the conditional use permit petition.

#### **§19.6-97.6 Unsafe or Abandoned Projects; Decommissioning**

1. If the utility scale solar energy facility is determined to be unsafe by the Building Official, then the facility shall be required to be repaired by the facility owner, site owner, or operator. Repairs shall be made in a timely manner as established by the Building Official. Should the repairs not be completed in the timeframe provided, then the owners or operators will be instructed to commence decommissioning in accordance with the approved decommissioning plan.
2. If the facility is not operated for a continuous period of twelve (12) months, then the county may notify the owner/operator by registered mail and provide forty-five (45) days for the owner/operator to respond. If no response is provided, then the owner/operator will be instructed to commence decommissioning in accordance with the approved decommissioning plan.
3. If the facility is abandoned, the owner/operator is required to notify the Zoning Administrator in writing.
4. Within one (1) year of the date of said notification, or if determined to be abandoned by the Zoning Administrator in accordance with the above subsections, then the county may pursue legal action to have the facility removed at the expense of the facility owner, site owner, or operator, each of whom shall be jointly and severally liable for the

expense of removing or repairing the facility. The county may also call upon the decommissioning Security to remove the facility.



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SENATE BILL NO. 697

AMENDMENT IN THE NATURE OF A SUBSTITUTE  
(Proposed by the Senate Committee on Local Government)  
(Patron Prior to Substitute—Senator VanValkenburg)

Senate Amendments in [ ] - February 9, 2024

A BILL to amend and reenact § 15.2-2288.7 of the Code of Virginia, relating to solar and energy storage facilities; local regulation.

Be it enacted by the General Assembly of Virginia:

1. That § 15.2-2288.7 of the Code of Virginia is amended and reenacted as follows:

§ 15.2-2288.7. Local regulation of solar facilities.

A. An owner of a residential dwelling unit may install a solar facility on the roof of such dwelling to serve the electricity or thermal needs of that dwelling, provided that such installation is (i) in compliance with any height and setback requirements in the zoning district where such property is located and (ii) in compliance with any provisions pertaining to any local historic, architectural preservation, or corridor protection district adopted pursuant to § 15.2-2306 where such property is located. Unless a local ordinance provides otherwise, a ground-mounted solar energy generation facility to be located on property zoned residential shall be permitted, provided that such installation is (a) in compliance with any height and setback requirements in the zoning district where such property is located and (b) in compliance with any provisions pertaining to any local historic, architectural preservation, or corridor protection district adopted pursuant to § 15.2-2306 where such property is located. Except as provided herein, any other solar facility proposed on property zoned residential, including any solar facility that is designed to serve, or serves, the electricity or thermal needs of any property other than the property where such facilities are located, shall be subject to any applicable zoning regulations of the locality.

B. An owner of real property zoned agricultural may install a solar facility on the roof of a residential dwelling on such property, or on the roof of another building or structure on such property, to serve the electricity or thermal needs of that property upon which such facilities are located, provided that such installation is (i) in compliance with any height and setback requirements in the zoning district where such property is located and (ii) in compliance with any provisions pertaining to any local historic, architectural preservation, or corridor protection district adopted pursuant to § 15.2-2306 where such property is located. Unless a local ordinance provides otherwise, a ground-mounted solar energy generation facility to be located on property zoned agricultural and to be operated under § 56-594 or 56-594.2 shall be permitted, provided that such installation is (a) in compliance with any height and setback requirements in the zoning district where such property is located and (b) in compliance with any provisions pertaining to any local historic, architectural preservation, or corridor protection district adopted pursuant to § 15.2-2306 where such property is located. Except as otherwise provided herein, any other solar facility proposed on property zoned agricultural, including any solar facility that is designed to serve, or serves, the electricity or thermal needs of any property other than the property where such facilities are located, shall be subject to any applicable zoning regulations of the locality.

C. An owner of real property zoned commercial, industrial, or institutional may install a solar facility on the roof of one or more buildings located on such property to serve the electricity or thermal needs of that property upon which such facilities are located, provided that such installation is (i) in compliance with any height and setback requirements in the zoning district where such property is located and (ii) in compliance with any provisions pertaining to any local historic, architectural preservation, or corridor protection district adopted pursuant to § 15.2-2306 where such property is located. Unless a local ordinance provides otherwise, a ground-mounted solar energy generation facility to be located on property zoned commercial, industrial, or institutional shall be permitted, provided that such installation is (a) in compliance with any height and setback requirements in the zoning district where such property is located and (b) in compliance with any provisions pertaining to any local historic, architectural preservation, or corridor protection district adopted pursuant to § 15.2-2306 where such property is located. Except as otherwise provided herein, any other solar facility proposed on property zoned commercial, industrial, or institutional, including any solar facility that is designed to serve, or serves, the electricity or thermal needs of any property other than the property where such facilities are located, shall be subject to any applicable zoning regulations of the locality.

D. An owner of real property zoned mixed-use may install a solar facility on the roof of one or more buildings located on such property to serve the electricity or thermal needs of that property upon which such facilities are located, provided that such installation is (i) in compliance with any height and setback requirements in the zoning district where such property is located and (ii) in compliance with any provisions pertaining to any local historic, architectural preservation, or corridor protection district adopted pursuant to § 15.2-2306 where such property is located. Unless a local ordinance provides

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60 otherwise, a ground-mounted solar energy generation facility to be located on property zoned mixed-use  
61 shall be permitted, provided that such installation is (a) in compliance with any height and setback  
62 requirements in the zoning district where such property is located and (b) in compliance with any  
63 provisions pertaining to any local historic, architectural preservation, or corridor protection district  
64 adopted pursuant to § 15.2-2306 where such property is located. Except as provided herein, any other  
65 solar facility proposed on property zoned mixed-use, including any solar facility that is designed to  
66 serve, or serves, the electricity or thermal needs of any property other than the property where such  
67 facilities are located, shall be subject to any applicable zoning regulations of the locality.

68 E. Nothing in this section shall be construed to supersede or limit contracts or agreements between or  
69 among individuals or private entities related to the use of real property, including recorded declarations  
70 and covenants, the provisions of condominium instruments of a condominium created pursuant to the  
71 Virginia Condominium Act (§ 55.1-1900 et seq.), the declaration of a common interest community as  
72 defined in § 54.1-2345, the cooperative instruments of a cooperative created pursuant to the Virginia  
73 Real Estate Cooperative Act (§ 55.1-2100 et seq.), or any declaration of a property owners' association  
74 created pursuant to the Property Owners' Association Act (§ 55.1-1800 et seq.).

75 F. A locality, by ordinance, may provide by-right authority for installation of solar facilities in any  
76 zoning classification in addition to that provided in this section. A locality may also, by ordinance,  
77 require a property owner or an applicant for a permit pursuant to the Uniform Statewide Building Code  
78 (§ 36-97 et seq.) who removes solar panels to dispose of such panels in accordance with such ordinance  
79 in addition to other applicable laws and regulations affecting such disposal.

80 G. *No local ordinance shall include (i) limits on the total amount, density, or size of any*  
81 *ground-mounted solar facility or energy storage facility [ ~~unless~~ until such time that ] the total area*  
82 *under panels [ within the locality ] exceeds four percent of the total area within the [ ~~county~~ locality ]*  
83 *or (ii) any prohibitions on the use of solar panels that comply with generally accepted national*  
84 *environmental protection and product safety standards such as those set forth in subdivision A 13 of*  
85 *§ 15.2-2286, provided that such installation is in compliance with any provision of a local ordinance*  
86 *that establishes criteria and requirements for siting. The provisions of this subsection shall not apply to*  
87 *any site that was the subject of an application to construct a solar facility or energy storage facility*  
88 *submitted to a locality before July 1, 2024. Nothing in this subsection shall require a locality to approve*  
89 *an application for solar or energy storage projects or limit a locality's authority to establish criteria*  
90 *and requirements for siting, including those related to tree [ ~~cover~~ canopy ] and stormwater*  
91 *management, that are otherwise in compliance with this subsection and existing local zoning authority.*

**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB C**

<b>MEETING DATE:</b>	February 21, 2024					
<b>AGENDA TITLE:</b>	FY24 CIP Additional Funding Request for Car 1 and Car 30					
<b>MOTION(s):</b>	<b>I move the Board of Supervisors (Approve/Deny/Defer) additional funding for the FY23 CIP Car 1 and Car 30 in the amount of \$29,982, with funding to come from (Unassigned Fund Balance or BOS Contingency).</b>					
<b>BOS 2 YEAR GOALS?</b>	Yes	No	<b>If yes, list goal(s):</b>			
		X				
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other	
		<b>X</b>				
<b>STAFF CONTACT(S):</b>	Tori Melton, Director of Finance					
<b>PRESENTER(S):</b>	Tori Melton, Director of Finance & Dwayne Mayo, County Fire Chief					
<b>RECOMMENDATION:</b>	N/A					
<b>TIMING:</b>	Routine					
<b>DISCUSSION:</b>	In the approved FY22 CIP Budget, \$74,500 was approved for Car 1 (Fluvanna Fire Chief) and in the approved CIP for FY23 \$86,000 was approved for Car 30 (Kents Store).					
	<b>Fiscal Year</b>	<b>Vehicle</b>	<b>Amount Approved</b>	<b>Cost</b>	<b>Amount Added from Other Sources</b>	<b>Add'l Funding Needed</b>
	2022	Car 1	\$74,500.00	\$110,241.00	\$30,000.00	\$5,741.00
	2023	Car 30	\$86,000.00	\$110,241.00	\$0.00	\$24,241.00
					<b>Total</b>	\$29,982.00
The current lowest Unit Cost is \$110,241 per vehicle. Chief 1 will include \$30,000 from the Chiefs budget to help offset some of the cost but would require additional funding of \$29,982 from the Board to purchase both vehicles.						
<b>FISCAL IMPACT:</b>	TBD based upon what the Board of Supervisors decides.					
<b>POLICY IMPACT:</b>	N/A					
<b>LEGISLATIVE HISTORY:</b>	N/A					
<b>ENCLOSURES:</b>	None					

<b>REVIEWS</b>	Legal	Finance	Purchasing	HR	Other
<b>COMPLETED:</b>		<b>X</b>			

**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB D**

<b>MEETING DATE:</b>	February 21, 2024				
<b>AGENDA TITLE:</b>	Advertise for a Public Hearing to Amend Section 20-1-2.1 And to Enact Section 20-1-7 Of the County Code to Give the Treasurer Discretion for Application of Tax Payments When There is a Payment Arrangement				
<b>MOTION(s):</b>	<b>I move that the Board of Supervisors advertise the amendments to the County Code to amend Section 20-1-2.1 and to enact Section 20-1-7 for a public hearing to be held March 20, 2024.</b>				
<b>BOS 2 YEAR GOALS?</b>	Yes	No	<b>If yes, list goal(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
<b>STAFF CONTACT(S):</b>	Dan Whitten, County Attorney				
<b>PRESENTER(S):</b>	Dan Whitten, County Attorney				
<b>RECOMMENDATION:</b>	Advertise a Public Hearing on March 20, 2024 to amend the County Code				
<b>TIMING:</b>	Ordinance is effective after a public hearing and Board approval				
<b>DISCUSSION:</b>	<p>Virginia Code Section 58.1-3916 states that the penalty for failure to pay a tax shall not exceed 10 percent of the tax past due on such property or \$10, whichever is greater, provided that the penalty shall in no case exceed the amount of the tax assessable. The proposed amendment to section 20-1-2.1 would add required language and strike optional language that states in the case of delinquent tangible personal property tax more than 30 days past due, the penalty shall be 25 percent of the tax past due on such tangible personal property.</p> <p>Virginia Code Section 58.1-3913 states that unless otherwise provided by the Board of Supervisors, any payment of taxes shall be credited first against the most delinquent amount. The proposed section 20-1-7 of the County Code would give discretion to the Treasurer for the application of tax payments when there is a payment arrangement. Therefore, if the ordinance is approved the Treasurer could credit the payment to the recent amount due if there is a payment arrangement.</p>				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	Amendment to the County Code				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	<ul style="list-style-type: none"> <li>• Proposed amendment to Section 20-1-2.1 of the County Code</li> <li>• Proposed Section 20-1-7 of the County Code</li> </ul>				

	<ul style="list-style-type: none"><li>• Advertisement for Public Hearing</li><li>• Section 58.1-3916 of the Virginia Code</li><li>• Section 58.1-3913 of the Virginia Code</li></ul>				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	X				X

Code of Virginia

Title 58.1. Taxation

Subtitle III. Local Taxes

Chapter 39. Enforcement, Collection, Refunds, Remedies and Review of Local Taxes

Article 2. Collection by Treasurers, Etc.

## § 58.1-3916. Counties, cities, and towns may provide dates for filing returns and set penalties, interest, etc

Notwithstanding provisions contained in §§ 58.1-3518, 58.1-3900, 58.1-3913, 58.1-3915, and 58.1-3918, the governing body of any county, city, or town may provide by ordinance the time for filing local license applications and annual returns of taxable tangible personal property, machinery and tools, and merchants' capital. The governing body may also by ordinance establish due dates for the payment of local taxes; may provide that payment be made in a single installment or in two equal installments; may offer options, which may include coupon books and payroll deductions, which allow the taxpayer to determine whether to pay the tangible personal property tax through monthly, bimonthly, quarterly, or semiannual installments or in a lump sum, provided such taxes are paid in full by the final due date; may provide by ordinance penalties for failure to file such applications and returns and for nonpayment in time; may provide for payment of interest on delinquent taxes; and may provide for the recovery of reasonable attorney's or collection agency's fees actually contracted for, not to exceed 20 percent of the delinquent taxes and other charges so collected. A locality that provides for payment of interest on delinquent taxes shall provide for interest at the same rate on overpayments due to erroneously assessed taxes to be paid to the taxpayer, provided that no interest shall be required to be paid on such refund if (i) the amount of the refund is \$10 or less or (ii) the refund is the result of proration pursuant to § 58.1-3516. A court that finds that an overpayment of local taxes has been made in an action brought pursuant to § 58.1-3984 shall award interest at the appropriate rate, notwithstanding the failure of the locality to conform its ordinance to the requirements of this section.

Notwithstanding any contrary provision of law, the local governing body shall allow an automatic extension on real property taxes imposed upon a primary residence and personal property taxes imposed upon a qualifying vehicle, as defined in § 58.1-3523, owed by members of the armed services of the United States deployed outside of the United States. Such extension shall end and the taxes shall be due 90 days following the completion of such member's deployment. For purposes of this section, "the armed services of the United States" includes active duty service with the regular Armed Forces of the United States or the National Guard or other reserve component.

No tax assessment or tax bill shall be deemed delinquent and subject to the collection procedures prescribed herein during the pendency of any administrative appeal under § 58.1-3980, so long as the appeal is filed within 90 days of the date of the assessment, and for 30 days after the date of the final determination of the appeal, provided that nothing in this paragraph shall be construed to preclude the assessment or refund, following the final determination of such appeal, of such interest as otherwise may be provided by general law as to that portion of a tax bill that has remained unpaid or was overpaid during the pendency of such appeal and is determined in such appeal to be properly due and owing.

Interest may commence not earlier than the first day following the day such taxes are due by

ordinance to be filed, at a rate not to exceed 10 percent per year. The governing body may impose interest at a rate not to exceed the rate of interest established pursuant to § 6621 of the Internal Revenue Code of 1954, as amended, or 10 percent annually, whichever is greater, for the second and subsequent years of delinquency. No penalty for failure to pay a tax or installment shall exceed (i) 10 percent of the tax past due on such property; (ii) in the case of delinquent tangible personal property tax more than 30 days past due on property classified pursuant to subdivision A 15, 16, or 20 of § 58.1-3506, which remains unpaid after 10 days' written notice sent by United States mail to the taxpayer of the intention to impose a penalty pursuant hereto, the penalty shall not exceed an amount equal to the difference between the tax due and owing with respect to such property and the tax that would have been due and owing if the property in question had been classified as general tangible personal property pursuant to § 58.1-3503; (iii) in the case of delinquent tangible personal property tax more than 30 days past due, 25 percent of the tax past due on such tangible personal property; (iv) in the case of delinquent remittance of excise taxes on meals, lodging, or admissions collected from consumers, 10 percent for the first month the taxes are past due, and five percent for each month thereafter, up to a maximum of 25 percent of the taxes collected but not remitted; or (v) \$10, whichever is greater, provided, however, that the penalty shall in no case exceed the amount of the tax assessable. No penalty for failure to file a return shall be greater than 10 percent of the tax assessable on such return or \$10, whichever is greater, provided, however, that the penalty shall in no case exceed the amount of the tax assessable. The assessment of such penalty shall not be deemed a defense to any criminal prosecution for failing to make return of taxable property as may be required by law or ordinance. Penalty for failure to file an application or return may be assessed on the day after such return or application is due; penalty for failure to pay any tax may be assessed on the day after the first installment is due. Any such penalty when so assessed shall become a part of the tax. Any bill issued by the treasurer imposing a penalty or interest for taxes owed on machinery and tools or tangible personal property owned by a business shall separately state the total amount of tax owed, the amount of any interest assessed, and the amount of the penalty imposed.

No penalty for failure to pay any tax shall be imposed for any assessment made later than two weeks prior to the day on which the taxes are due, if such assessment is made thereafter through the fault of a local official, and if such assessment is paid within two weeks after the notice thereof is mailed.

In the event a transfer of real property ownership occurs after January 1 of a tax year and a real estate tax bill has been mailed pursuant to §§ 58.1-3281 and 58.1-3912, the treasurer or other appropriate local official designated by ordinance of the local governing body in jurisdictions not having a treasurer, upon ascertaining that a property transfer has occurred, may invalidate a bill sent to the prior owner and reissue the bill to the new owner as permitted by § 58.1-3912, and no penalty for failure to pay any tax for any such assessment shall be imposed if the tax is paid within two weeks after the notice thereof is mailed.

Penalty and interest for failure to file a return or to pay a tax shall not be imposed if such failure was not the fault of the taxpayer, or was the fault of the commissioner of the revenue, the treasurer, or the United States Postal Service when no postmark is properly affixed or if the postmark affixed by the United States Postal Service is illegible or bears no date, and the return or payment is received through the United States mail no later than five days following the time of the close of business on the last day on which such return may be filed or such tax may be paid without penalty or interest, as the case may be. No such penalty and interest shall be imposed if a taxpayer provides evidence that a tax return filing or a tax payment was timely by producing a



United States Postal Service Certificate of Mailing, or other proof of mailing, showing such return was filed or such payment was made before the close of business on the last day such return may be filed or such tax may be paid without penalty or interest. The failure to file a return or to pay a tax due to the death of the taxpayer or a medically determinable physical or mental impairment on the date the return or tax is due shall be presumptive proof of lack of fault on the taxpayer's part, provided the return is filed or the taxes are paid within 30 days of the due date; however, if there is a committee, legal guardian, conservator or other fiduciary handling the individual's affairs, such return shall be filed or such taxes paid within 120 days after the fiduciary qualifies or begins to act on behalf of the taxpayer. Interest on such taxes shall accrue until paid in full. Any such fiduciary shall, on behalf of the taxpayer, by the due date, file any required returns and pay any taxes that come due after the 120-day period. The treasurer shall make determinations of fault relating exclusively to failure to pay a tax, and the commissioner of the revenue shall make determinations of fault relating exclusively to failure to file a return. In jurisdictions not having a treasurer or commissioner of the revenue, the governing body may delegate to the appropriate local tax officials the responsibility to make the determination of fault.

The governing body may further provide by resolution for reasonable extensions of time, not to exceed 90 days, for the payment of real estate and personal property taxes and for filing returns on tangible personal property, machinery and tools, and merchants' capital, and the business, professional, and occupational license tax, whenever good cause exists. The official granting such extension shall keep a record of every such extension. If any taxpayer who has been granted an extension of time for filing his return fails to file his return within the extended time, his case shall be treated the same as if no extension had been granted.

This section shall be the sole authority for local ordinances setting due dates of local taxes and penalty and interest thereon and shall supersede the provisions of any charter or special act.

Code 1950, § 58-847; 1954, c. 253; 1968, c. 291; 1971, Ex. Sess., c. 193; 1973, cc. 321, 325; 1974, c. 309; 1976, cc. 518, 527, 675; 1978, c. 395; 1980, c. 663; 1982, cc. 87, 618; 1984, cc. 181, 675; 1986, cc. 206, 353; 1987, cc. 570, 582, 595; 1989, c. 238; 1990, cc. 667, 696, 702; 1991, cc. 471, 484, 493, 509; 1993, c. 91; 1994, c. 932; 1995, c. 395; 1997, cc. 481, 496, 911; 1998, cc. 375, 542, 649; 1999, c. 631; 2000, cc. 433, 507; 2005, c. 501; 2006, cc. 200, 231, 459; 2007, cc. 88, 609; 2008, c. 591; 2023, cc. 14, 163.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

ORDINANCE TO AMEND AND REORDAIN “THE CODE OF THE COUNTY OF FLUVANNA, VIRGINIA” BY AMENDING § 20-1-2.1 AND ENACTING § 20-1-7 TO STRIKE OPTIONAL PENALTY LANGUAGE WHEN DELINQUENT TANGIBLE PERSONAL PROPERTY TAX IS MORE THAN 30 DAYS PAST DUE AND TO AUTHORIZE THE TREASURER’S DISCRETION FOR APPLICATION OF TAX PAYMENTS WHEN THERE IS A PAYMENT ARRANGEMENT

BE IT ORDAINED by the Board of Supervisors of Fluvanna County:

- (1) *That the Code of the County of Fluvanna, Virginia is amended by amending § 20-1-2.1 and by enacting § 20-1-7 as follows:*

CHAPTER 20 TAXATION

ARTICLE 1. – IN GENERAL

Sec. 20-1-2.1. - Same—Penalty for failure to pay on time.

Any taxpayer failing to pay real estate and tangible personal property taxes on June 5 or December 5 as applicable shall incur a penalty of ten percent of the tax past due, ~~or, in the case of delinquent tangible personal property tax more than thirty (30) days past due, 25 percent of the tax past due on such tangible personal property,~~ or \$10.00, whichever is greater, which shall be added to the amount of taxes or levies due from such taxpayer; **provided that the penalty shall in no case exceed the amount of the tax assessable.**

(Comp. 1974, ch. 23; Ord. 6-17-87; Ord. 10-21-98)

State Law Reference - Counties, cities, and towns may provide dates for filing returns and set penalties, interest, etc., see Code of Va., § 58.1-3916

**Sec. 20-1-7. – Treasurer’s discretion for application of tax payments.**

**The treasurer shall not be required to apply any tax payments to the oldest outstanding account provided the taxpayer has made a bona fide arrangement for payment of the existing tax delinquency.**

State Law Reference – When treasurer to receive taxes and levies without penalty; how payments credited, see Code of Va., § 58.1-3913

- (2) *That the Ordinance shall be effective upon adoption.*

(Seal)

**PUBLIC HEARING**  
**Fluvanna County Board of Supervisors**  
Wednesday, March 20, 2024, at 7:00 p.m.

Pursuant to Virginia Code Section 15.2-1427, a Public Hearing will be held in the Carysbrook Performing Arts Center, at 8880 James Madison Highway, Fork Union, Virginia for citizens of the County to have the opportunity to appear before and be heard by the Board of Supervisors for the following item:

**ORDINANCE TO AMEND AND REORDAIN “THE CODE OF THE COUNTY OF FLUVANNA, VIRGINIA” BY AMENDING § 20-1-2.1 AND ENACTING § 20-1-7 TO STRIKE OPTIONAL PENALTY LANGUAGE WHEN DELINQUENT TANGIBLE PERSONAL PROPERTY TAX IS MORE THAN 30 DAYS PAST DUE AND TO AUTHORIZE THE TREASURER’S DISCRETION FOR APPLICATION OF TAX PAYMENTS WHEN THERE IS A PAYMENT ARRANGEMENT**

**A COPY OF THE FULL TEXT OF THE ORDINANCE IS AVAILABLE FOR REVIEW BY THE PUBLIC ON THE COUNTY'S WEBSITE AND IN THE OFFICE OF THE COUNTY ADMINISTRATOR DURING REGULAR OFFICE HOURS.**

All interested persons wishing to be heard are invited to attend the public hearing.

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TO: Fluvanna Review

Advertise on the following dates: March 7 & 14, 2023

Authorized by: Fluvanna County Board of Supervisors

Bill to: Board of Supervisors

\*\*\*\*\*

CONTACT INFORMATION:

Caitlin Solis  
Clerk, Board of Supervisors  
Fluvanna County  
P. O. Box 540  
Palmyra, VA 22963  
[csolis@fluvannacounty.org](mailto:csolis@fluvannacounty.org)  
434-591-1910  
434-591-1913



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB E**

<b>MEETING DATE:</b>	February 21, 2024				
<b>AGENDA TITLE:</b>	Virginia Tourism Corporation Marketing Leverage Grant Program				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve an application for the Virginia Tourism Corporation’s Marketing Leverage Grant Program for \$40,000 to support the Find Fluvanna tourism marketing campaign.</b>				
<b>BOS 2 YEAR GOALS?</b>	Yes	No	<b>If yes, list goal(s):</b>		
	<b>X</b>				
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		<b>X</b>			
<b>STAFF CONTACT(S):</b>	Jennifer Schmack, Director of Economic Development				
<b>PRESENTER(S):</b>	Jennifer Schmack, Director of Economic Development				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	Grant funds will be used to continue the Find Fluvanna branding and marketing campaign focusing tourism outreach efforts on visitors looking for a relaxing daytrip featuring agribusinesses, art, history, outdoor recreation, and rural scenes.				
<b>FISCAL IMPACT:</b>	The current proposed FY25 Economic Development Budget includes \$7,500 for the County’s grant match.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	N/A				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		<b>X</b>			<b>X</b>



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB F**

<b>MEETING DATE:</b>	February 21, 2024				
<b>AGENDA TITLE:</b>	Adoption of the Fluvanna County Board of Supervisors February 7, 2024 Meeting Minutes.				
<b>MOTION(s):</b>	<b>I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday February 7, 2024, be adopted.</b>				
<b>BOS 2 YEAR GOALS?</b>	Yes	No	<b>If yes, list goals(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				<b>XX</b>	
<b>STAFF CONTACT(S):</b>	Caitlin Solis, Clerk to the Board				
<b>PRESENTER(S):</b>	Eric Dahl, County Administrator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	None.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Draft Minutes February 7, 2024.				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
					<b>X</b>





**FLUVANNA COUNTY BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
Carysbrook Performing Arts Center  
8880 James Madison Hwy, Fork Union, VA 23055  
February 7, 2024  
Regular Meeting 5:00pm**

**MEMBERS PRESENT:**

Chris Fairchild, Cunningham District  
Mike Goad, Fork Union District  
Timothy M. Hodge, Palmyra District  
Tony O’Brien, Rivanna District *(entered at 5:08pm)*  
John M. (Mike) Sheridan, Columbia District

**ABSENT:**

None.

**ALSO PRESENT:**

Eric M. Dahl, County Administrator  
Kelly Harris, Assistant County Administrator  
Dan Whitten, County Attorney  
Caitlin Solis, Clerk for the Board of Supervisors

**1 - CALL TO ORDER, PLEDGE OF ALLEGIANCE, & MOMENT OF SILENCE**

At 5:06pm, Chair Fairchild called to order the Regular Meeting of February 7, 2024. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**3 - ADOPTION OF AGENDA**

- Mr. Dahl asked to add A Resolution to Oppose Senate Bill 697, and the Amended FY25 Budget Calendar to new business.

<b>MOTION:</b>	Accept the Agenda, for the February 7, 2024 Regular Meeting of the Board of Supervisors, as amended.				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>				Second	Motion
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

**4 - COUNTY ADMINISTRATOR’S REPORT**

Mr. Dahl reported on the following topics:

Happy belated birthday Mr. Hodge!

- February 3<sup>rd</sup>

Announcements and Updates - New Employees

- Brittany Baxter, E911, Communications Officer, Started February 5th

February is teen dating violence awareness month

- In the United States, up to 19% of teens experience sexual or physical dating violence, about half face stalking or harassment, and as many as 65% report being psychologically abused
- Signs of teen dating violence can include Telling a partner who they can or cannot hang out with or follow on social media, Looking through messages on a partners' phone without permission, Inconsistent school, attendance, Sudden request to change a class schedule, Constant worrying about making a partner angry, Joking about a partner's violent behavior or temper

Next BOS Meetings

Day	Date	Time	Purpose	Location
Wed	Feb 21	5:00 PM	Budget Work Session – FCPS FY25 Adopted Budget Presentation	Performing Arts Center
Wed	Feb 21	7:00 PM	Regular Meeting	Performing Arts Center
Wed	Feb 28	7:00 PM	BOS Budget Work Session – County Agency Briefs	Performing Arts Center

**5 - PUBLIC COMMENTS #1**

At 5:13pm, Chair Fairchild opened the first round of Public Comments.

- Patricia Beers-Block, 103 Island Hill Rd, spoke in favor of the map for the Resolution Designating Off-Leash Trails, Dog Parks, and Dog Exercise Areas. She also spoke in favor of Resolution opposing House Bill 800 and Senate Bill 713 which shifts make ready costs for broadband expansion to electric cooperatives.

With no one else wishing to speak, Chair Fairchild closed the first round of Public Comments at 5:17pm.

<b>MOTION:</b>	Move the Board of Supervisors approve the following Board, Commission, or Committee appointment(s)/reappointments(s):				
<b>BOARD/COMMISSION/COMMITTEE</b>	<b>APPOINTEES</b>		<b>APPT/ REAPPT</b>	<b>BEGINS TERM</b>	<b>ENDS TERM</b>
Jefferson Area Board for Aging (JABA) Advisory Council - Citizen Representative	Allison Pace		Appt	02/07/2024	06/30/2025
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>		Second			Motion
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

**7 – PRESENTATIONS**

*Blue Ridge Health Department (BRHD) Update* – Ryan McKay, BRDH Health Director

Ryan McKay provided the Board of Supervisors with a Fluvanna County Health Department (FCHD) update including, BRHD and FCHD staff, FCHD services provided, FCHD Clinical data highlights, and FCHD Environmental Health data highlights.

**8 - ACTION MATTERS**

*TJPDC Multi-Jurisdictional Safety Action Plan Letter of Support* – Curtis N. Scarpignato, TJPDC Regional Planner and Sandy Shackelford, AICP, TJPDC Director of Planning & Transportation  
 Safe Streets and Roads for All (SS4A) Project Background

- U.S. DOT Discretionary Grant Program established in the Bipartisan Infrastructure Law to improve safety and help prevent deaths and serious injuries on the nation’s roadways
- Funding is available for both planning and project implementation
- Eligibility for implementation funding is dependent on first adopting a qualifying Comprehensive Safety Action Plan
- TJPDC applied for and was awarded a grant to develop a Comprehensive Safety Action Plan that will meet eligibility requirements for all six of its member jurisdictions
- Each jurisdiction committed funding to support the local match
- Planning process is being managed regionally by the TJPDC, but priority countermeasures will be identified individually for each locality

Recommended goal and Requested Action

- Fluvanna County commits to undertake efforts to reduce the combined number of roadway fatalities and serious injuries in the County by 50 percent by 2045
  - Virginia’s Strategic Highway Safety Plan establishes a goal of reducing roadway fatalities and serious injuries by 50% by 2045
- TJPDC is requesting approval from the Board of Supervisors for the Resolution of Commitment to Roadway Safety Goals

<b>MOTION:</b>	Adopt a Resolution of Commitment to Roadway Safety Goals, as presented.				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>		Second	Motion		
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

*Resolution Designating Off-Leash Trails, Dog Parks, and Dog Exercise Areas* – Dan Whitten, County Attorney

On January 17, 2024, the Fluvanna County Board of Supervisors amended the Fluvanna County Code to enact section 4-2-5 which prohibits dogs from running off-leash within the boundaries of any property owned, leased, controlled or operated by the County. There is an exception in the code section for dogs within areas designated by a resolution approved by the Fluvanna County Board of Supervisors as off-leash trails, dog parks and dog exercise areas.

County staff recommends that the Fluvanna County Board of Supervisors designate the northwestern part of Pleasant Grove Park as shown on the attached map as an off-leash area to include the follow trails:

- (i) part of the Heritage Trail; and
- (ii) all of the Birding, North Hill, Cross Hill and Burke Heights Trails.

County staff also recommend that the Fluvanna County Board of Supervisors designate the southeastern part of Pleasant Grove Park as shown on the attached map as an off-leash area to include the following trails and areas:

Board of Supervisors Minutes

- (i) part of the Heritage and Rock Brook Trails;
- (ii) all of the Discovery, Horseshoe, River Bluff, Sandy Beach and River Anne Trails;
- (iii) 6 acres of open fields; and
- (iv) the dog park.

The prohibition regarding off-leash dogs on County property will go into effect on February 16, 2024.

<b>MOTION:</b>	Approve the resolution to designate off-leash trails, dog parks, and dog exercise areas that are exempt from the prohibition in Section 4-2-5 of the Fluvanna County Code.				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>		Motion	Second		
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

*Resolution to Approve Local Funding for the Live Fire Training Structure – Eric Dahl, County Administrator*

- August 2017: Fluvanna County was awarded the Live Fire Training Structure Grant (aka Burn Building) for a Prototype 2
  - \$450,000 for construction
  - \$30,000 for A&E
  - \$630,000 original cost estimate, \$150,000 County Contribution
- June 2018 – November 2022: Issued numerous Solicitations for a Prototype 2; RFP for Design/Build, two Invitation for Bids and redesigns to try and save costs.
  - Minimum \$1M project costs, which did not include a contingency fund, site work, special inspections, construction administration, electric and water hookups.
- September 2021 – Attended the Virginia Fire Services Board meeting requesting additional grant funding due to significant costs increases for Live Fire Training Structures. The request was denied.
- Winter 2022/2023 – Burn Building Committee was looking for additional cost effective burn building options.
- April 2023 – A presentation was made to our Live Fire Training Building Committee for a Prototype 4 - container type fire training structure.
- With the challenges we have encountered to build a Prototype 2 in a cost effective manner and knowing two other localities (City of Richmond and Goochland County) have received approval from the Fire Services Board for a Prototype 4 - container style structure (which currently is not approved under the grant), it was important to pursue this request to serve the training needs of our volunteer firefighters and therefore serving our community.
- August 2023 - A presentation was brought forward to the BOS to determine moving forward with a special request to the Virginia Fire Services Board and what Prototype 4 design that would be. Our local committee recommended the following:
  - Design “B” – A 5 container structure total, but 1 vertical container. The estimated current cost of containers, props, equipment, training and shipping for this configuration is \$675K (previously estimated at \$585K). If approved to use this type of prototype structure with the grant funds, \$450K could be used toward the structure costs only. The \$675K does not include costs for a contingency fund, site work, special inspections, construction administration, electric and water hookups (some items could be reduced/removed). The estimated costs to be \$325K, for an estimated maximum project price of \$1M, with \$450K potential to be covered by the grant if authorized by the Fire Services Board. The estimated maximum cost to the County would be \$550,000.
- September 2023 – Made a presentation to the Virginia Fire Services Board – Live Structure Committee for the Prototype 4 - container style structure request and another grant extension. The Live Fire Training Structure Committee approved the request and a one year grant extension. The full Virginia Fire Services Board tabled the approval until their December 1, 2023, waiting to get more information from their engineers on a Prototype 4.
- December 2023 – Attended the Virginia Fire Services Board meeting, where Fluvanna and an additional locality was requesting approval of a Prototype 4 - container style structure from the full Virginia Fire Services Board. The City of Hopewell was approved and Fluvanna was tabled again to present to the Virginia Fire Services Board – Live Fire Training Structure Committee in February 2024 for the following reasons:
  - More information was required and that the locality had received multiple extensions.
  - There was a comment about the County’s funding commitment for the project.
- To date, the County has received 5 grant extension approvals.
- February 2024 – Requesting the Board of Supervisors to take formal action on the funding commitment for the project.
- February 2024 – Attendance to the Virginia Fire Services Board – Live Fire Training Structure Committee, if the Board of Supervisors approves a funding commitment, to address the Live Fire Training Structure Committee to provide any additional design and funding progress and request a grant extension.

Description	Cost
Costs: containers, props, equipment, training and shipping	\$680,000
Grant funding - Applies to Structure only	(\$450,000)
<b>County Cost</b>	<b>\$230,000</b>
Costs: contingency fund, site work, special inspections, construction admin., electric and water hookups	\$320,000
<b>TOTAL ESTIMATED COUNTY COST</b>	<b>\$550,000</b>

MOTION:	Approve "A Resolution to Approve Local Funding for the Live Fire Training Structure", with the not to exceed amount of \$550,000 local funding amount to come from Unassigned Fund Balance.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:			Second		Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	<b>5-0</b>				

*Requesting an Administrative Program Specialist position for the Public Utilities Department – Robert Popowicz, Director of Public Utilities*

This request is for a full-time Administrative Program Specialist position for the Public Utilities department. The Administrative Program Specialist in the Public Works Department split duties between Public Works and Public Utilities. With the recent employee resignation of the Administrative Program Specialist in Public Works, it was determined to move forward with restructuring the position and have an Administrative Program Specialist position in each department to focus on their individual growing needs. Currently, Public Works is in the hiring process to back fill its vacant Administrative Program Specialist position. With the growth of the Public Utilities department and the expansion of the water and sewer systems in the County, it is important for Public Utilities to have its own Administrative Program Specialist to focus more specifically on daily customer service for water and sewer customers, performing monthly utility billing processing, becoming a subject matter expert for the Munis utility billing module, and handling the daily administrative functions of the department.

To offset the cost for this position request, the Public Utilities department has a vacant Utilities Operator position it is requesting to transfer the funding instead for the Administrative Program Specialist position, therefore creating no new additional cost for the department.

MOTION:	Table Tab F - Requesting an Administrative Program Specialist position for the Public Utilities Department				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:		Second	Motion		
VOTE:	Yes	Yes	Yes	No	No
RESULT:	<b>3-2</b>				

*Resolution opposing House Bill 636 and Senate Bill 567 which gives the SCC the authority to override local comprehensive plans and zoning ordinances for the siting of utility-scale solar, wind and battery storage facilities– Dan Whitten, County Attorney*

The 2024 Virginia General Assembly has convened to consider the passage of legislation that would amend laws affecting the authority and operation of Virginia local governments. Staff suggests that the Board of Supervisors approve a resolution to oppose House Bill 636 and Senate Bill 567 which gives the SCC the authority to override local comprehensive plans and zoning ordinances for the siting of utility-scale solar, wind and battery storage facilities. The proposed legislation would allow applicants to essentially bypass the Planning Commission and Board of Supervisors when seeking approval for the siting and operations of solar projects with a rated generation capacity 50 megawatts (MW) or more, wind projects of 100 MW or more, and energy storage facilities of 50 MW or more.

The proposed legislation essentially requires one statewide ordinance that defines the parameters of what qualifies as a compatible renewable energy ordinance with specific limitations on what a locality can require regarding facility setbacks, height and other design and operating features.

If the locality fails to act on the application within a specified time, or if it denies the application for land use approval, even though such application complies with minimum requirements of the statewide ordinance, then it may apply for approval from the SCC. If the SCC approves the application, then it "shall be exempt from obtaining approvals or permits, including any land use approvals or permits under the regulation and ordinances of the host locality.

<b>MOTION:</b>	Approve the resolution to oppose Senate Bill 567 (Senator R. Creigh Deeds) which gives the Virginia State Corporation Commission (SCC) the authority to override local comprehensive plans and zoning ordinances for the siting of utility-scale solar, wind and battery storage facilities.				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>		Motion			Second
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

*Resolution opposing House Bill 800 and Senate Bill 713 which shifts make ready costs for broadband expansion to electric cooperatives – Dan Whitten, County Attorney*

The 2024 Virginia General Assembly has convened to consider the passage of legislation that would amend laws affecting the authority and operation of Virginia local governments. County staff suggests that the Board of Supervisors oppose House Bill 800 and Senate Bill 713 which seeks to shift responsibility for costs associated with “make ready” efforts, which are efforts necessary to prepare existing electrical infrastructure, including poles, for the colocation of fiber and related communications infrastructure necessary to support broadband expansion.

The legislation would shift responsibility for these costs to electric cooperatives, and such costs are not necessary to the electrical system. The legislation would require rural ratepayers to foot the bill for broadband construction costs which is inequitable shift from large for-profit companies to individual homes. The electrical cooperatives would be responsible for the cost of pole upgrades in order to accommodate attachments for broadband. Electrical cooperatives do not have excess margins available for unplanned and unnecessary infrastructure upgrades. Accordingly, the legislation will significantly raise utility costs for members of electric cooperatives.

<b>MOTION:</b>	Approve the resolution to oppose Senate Bill 713 (Senator David W. Marsden) which shifts make ready costs for broadband expansion to electric cooperatives.				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>		Motion			Second
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

**9 - PUBLIC HEARING**

None.

**10 - CONSENT AGENDA**

The following items were discussed before approval:

The following items were approved under the Consent Agenda for February 7, 2024:

- *Minutes of January 17, 2024 – Caitlin Solis, Clerk to the Board*
- *Minutes of January 24, 2024 – Caitlin Solis, Clerk to the Board*
- *Amendment of the November 15, 2023 Meeting Minutes – Caitlin Solis, Clerk to the Board*
- *Approval of Open Space Agreement for April Mae Baber – Andrew M. Sheridan, Jr., Commissioner of the Revenue*
- *Resolution to Assign a Road Name: Carols Lane – Kelly Harris, Assistant County Administrator*
- *Building Official Position Description Update – Donna Snow, Director of Human Resources*
- *Services Term Contract - Sydnor Hydro, Inc. – Dan Whitten, County Attorney*
- *Project Agreement - Sydnor Hydro, Inc. – Dan Whitten, County Attorney*

<b>MOTION:</b>	Approve the consent agenda, for the February 7, 2024 Board of Supervisors meeting.				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
<b>ACTION:</b>			Motion	Second	
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

**11 - UNFINISHED BUSINESS**

None.

**12 - NEW BUSINESS**

*A RESOLUTION TO OPPOSE SENATE BILL 697 (SENATOR SCHUYLER T. VANVALKENBURG) – Dan Whitten, County Attorney*

The proposed resolution opposes Senate Bill 697 which requires localities to permit utility-scale solar and energy storage facilities as a “special exception” per 15.2-2288.8 of the Virginia Code; and affirms that localities should

Board of Supervisors Minutes

have the authority to address all impacts and all choices associated with utility-scale solar and battery storage facilities.

<b>MOTION:</b>	Approve "A RESOLUTION TO OPPOSE SENATE BILL 697 (SENATOR SCHUYLER T. VANVALKENBURG)."				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>		Motion	Second		
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

*Amendment of Budget Calendar – Tori Melton, Director of Finance*

Ms. Melton presented an updated Budget calendar, switching County Department Briefs/CIP Review to February 21, 2024 and FCPS FY25 Adopted Budget Presentation to March 6, 2024.

<b>MOTION:</b>	Approve the Amended FY25 Budget Calendar, as presented.				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>		Second		Motion	
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

**13 - PUBLIC COMMENTS #2**

At 7:00pm, Chair Fairchild opened the second round of Public Comments.

- Patricia Beers-Block, 103 Island Hill Rd, commented on solar issues in Fluvanna County.

With no one else wishing to speak, Chair Fairchild closed the second round of Public Comments at 7:02pm.

**14 - CLOSED MEETING**

<b>MOTION:</b>	At 7:03pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, & A.5 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel – Employees of Public Utilities and Public Works, Prospective Industry – Prospective Business Update.				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>				Motion	Second
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

<b>MOTION:</b>	At 7:38 pm, move Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and "BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting."				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>			Motion		Second
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

*Requesting an Administrative Program Specialist position for the Public Utilities Department – Robert Popowicz, Director of Public Utilities*

<b>MOTION:</b>	Approve a Full-time Administrative Program Specialist for the Public Utilities department, with the funding to come from the vacant Utilities Operator position.				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>		Motion	Second		
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

## Board of Supervisors Minutes

County Administrator's FY25 Budget Proposal and FY26-29 Projected Budgets (The Five-Year Financial Plan) – Eric Dahl, County Administrator presented the FY25 Budget Proposal.

FY25 Budget Proposal Highlights

- Budget totals \$107,555,422
  - Real Estate tax rate of \$0.844 remains unchanged.
  - No Change to the Personal Property tax rate, which remains unchanged at \$4.10 per \$100 of assessed value.
  - No change to the Business and Public Utility Personal Property tax rates (Remains at \$2.90 per \$100 of assessed value)
  - No change to the Machinery & Tools tax rate (Remains at \$1.90)
- Overall increase in total County expenditures by \$1,959,566, a 1.9% increase from the FY24 amended budget

Revenues

- Projected total revenues will increase by \$1.9 million above the FY24 amended budget amount. The most significant contributing factors are:
  - Net Increase of \$536K in tax and local operating revenue, mainly in part to increased real estate revenue (residential and public utilities), and an increase in sales tax and interest income revenue.
  - Net Increase of \$873K in Schools state/federal/other local revenue, not including the County contribution.
  - A decrease of \$759K in Debt Service revenue, due to the decreased use of fund balance and other subsidy/rebate revenue.
  - Net increase of \$1.4M for CIP project funding, utilizing increased use of fund balance and reflecting a reduction of federal ARPA funds and state grants to fund CIP projects.
  - Increase of \$21K in Enterprise Funds.
  - Decrease of \$181K in Social Services state/federal revenue.

Expenditures

- Departments, Constitutional Officers and Agency budgets have been reviewed in detail and funded at reasonable levels to cover day-to-day operational requirements
  - The County has not received Fluvanna County Public School's formal funding request, since the FY2025 Budget Request has not yet been adopted by the School Board.
  - The School System's full budget request will be presented to the Board of Supervisors on February 21, 2024.
- General Government
  - Reassessment- \$92,048 total: The County is on a reassessment cycle of every other year and FY2025 will reflect when a majority of the upcoming reassessments costs are expended.
  - Information Technology- \$52,319 total: \$35,000 for a one-time server replacement and the remainder of the increase is for software services.
- Public Safety
  - Emergency Services- \$276,848 total:
    - In FY2023/FY2024 the County created a new Department of Emergency Services; included hiring an EMS Supervisor, hiring 16 EMT Advanced Life Support (ALS)/Basic Life Support (BLS) providers, part-time EMT ALS/BLS providers and the associated personal and operational costs with the new department.
    - Besides the two staffed ambulances running 24/7/365, the County also authorized for the department to implement a new Quick Response Vehicle (QRV), which is staffed by a Paramedic.
    - In FY2024, the QRV costs were absorbed with vacancy savings and FY2025 will require these new costs to be reflected in the budget.
    - The FY2025 budget also includes EMS Education Equipment for our EMS providers.
- Health and Welfare
  - CSA Purchase of Services - \$104,500 total: Increases for community based services for clients of the Children's Service Act.
- Non Departmental
  - Staff Pay Plan, Health Insurance and the Virginia Retirement System - \$521,004 total cost
- Employee Compensation
  - Maintain competitive compensation to attract and retain high quality employees.
  - \$288,596 - 2% COLA for all County staff July 2024 (1% = \$144K).
  - \$135,229 - 1% Bonus for all County staff December 2024
    - Compensation Board reimbursement for the bonus is \$24,131
- Health Insurance
  - Health insurance cost increases have been significant fiscal influences every year.

February 7, 2024

**Board of Supervisors Minutes**

- The budget includes \$136,392 to cover a 6.0% portion of an estimated 8.5% increase, and lessen any adverse impact on employees.
- Each 1% premium increase represents approximately \$22,732
- Virginia Retirement System (VRS)
- The budget includes \$93,392 for the biennial VRS rates increasing 0.76% for FY25 & FY26
- New Position Requests

**Capital Projects**

- The County has made a practice of using unassigned fund balance to fund one-time expenditures.
- Many requested projects of less urgency were delayed until later fiscal years to avoid affecting the tax rates, fund balance or debt service funding requirements.
- Cannot continue to defer essential maintenance, facilities, equipment, and vehicles; before long they will be beyond effective life, potentially compromise safety, or fail at a critical time of use.
- Debt service financing may be required to maintain adequate and safe service levels for the community.

**Fund Balance**

- Fluvanna continues to adhere to a conservative fund balance policy that maintains unassigned restricted fund balance at a minimum of 12% of General Fund revenues and the School Fund revenues, less the County's funding portion from the General Fund.
- As of June 30, 2023:
  - Unassigned restricted fund balance is \$11,198,981.
  - Unassigned unrestricted fund balance is currently \$15,082,839 (use toward capital projects).

**Economic Factors**

- Annual Unemployment Rate
  - US 3.6%, VA 2.9% & Fluvanna 2.6%
  - Fluvanna Monthly Unemployment Rate
    - Nov. 2023: 2.5%
- Sales Tax
  - 2021 to 2022 increased 8.8%
    - Changes implemented for online retailers making more than \$100,000 in annual gross sales to collect and pay sales tax starting July 1, 2019.
    - Residents were shopping more locally during the coronavirus pandemic and that trend has continued.
- Population Growth
  - 2000 to 2010 increased 28.2%
    - 25,691
  - 2010 to 2020 increased 6.1%
    - 27,249
  - 2021 to 2022 increased 1.0%
- Total Building Permits
  - 2019: 609 (49%)
  - 2020: 624 (3%)
  - 2021: 631 (1%)
  - 2022: 840 (33%)
  - 2023: 651 (-23%)
- Permits for new home construction
  - 2019: 120 (-2%)
  - 2020: 212 (77%)
  - 2021: 184 (-13%)
  - 2022: 164 (-11%)
  - 2023: 108 (-34%)

**New Revenue Sources**

- Staff continues to review and investigate other potential new and existing revenue sources. New sources would include:
  - Meals Tax: A new local taxing authority was passed by the General Assembly that allows Counties to now implement a meals tax without a referendum, effective July 1, 2020. The Board considered the option of implementing a meals tax in our County (as in most surrounding counties) and put the referendum question to the voters in November 2018, but it failed to pass. The new legislation includes that a County may not impose a meals tax until six years after a referendum failed. With this language, Fluvanna is prohibited from adopting a meals tax ordinance until November 2024. A very conservative estimate shows that a meal tax could generate \$350K-\$650K annually, which



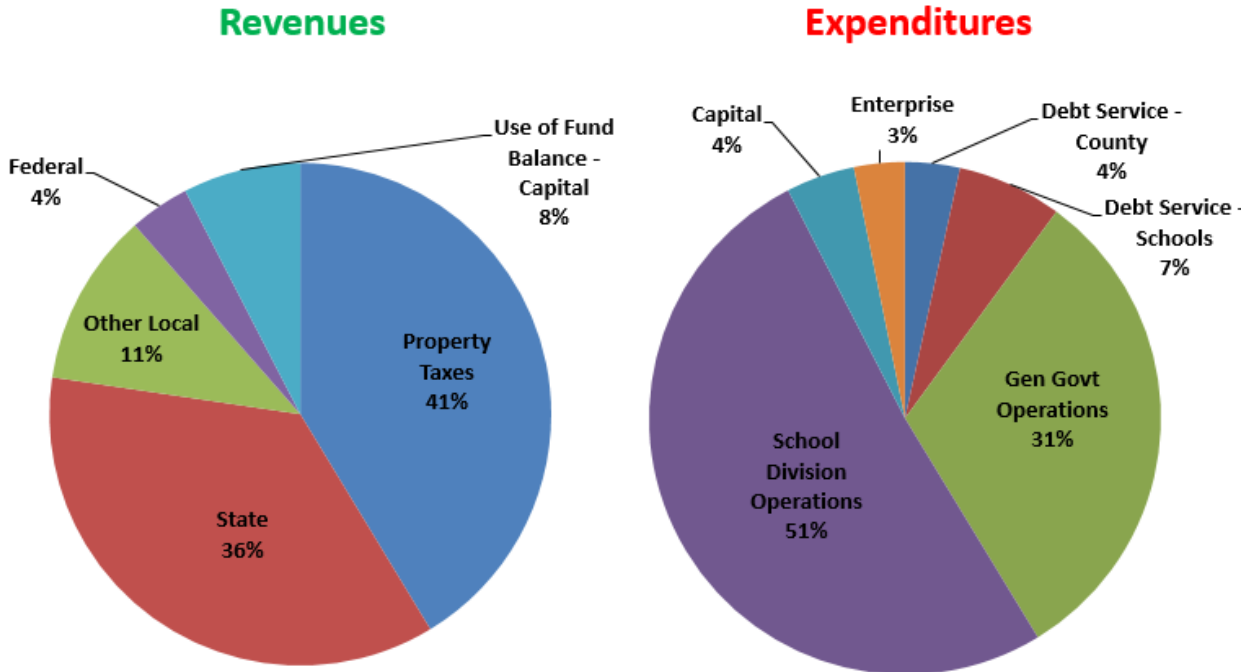
Board of Supervisors Minutes

equates to 1-2 cents of real estate tax. *The board could consider implementing this tax in the FY25 budget.*

- Mr. Sheridan suggested hiring a grant writer. Mr. Hodge suggested creating a grant advisory committee to identify and write grants for the county.
- Mr. Hodge commented on the Dog Tag Program and asked if it makes less money than it takes to administer the program. Mr. Hodge also suggested a flat fee for the convenience center to phase out the old scale and all the repair costs associated with it.
- Mr. Goad asked to take another look at the personal property tax voucher program for volunteer fire fighters.

FY25 Revenues and Expenditures – Tori Melton, Director of Finance

FY25 COAD Proposed Budget - \$107,555,422



General Fund Revenue Summary – FY23-25

Revenue Source	FY23 ACTUAL	FY24 Amended Budget	FY25 COAD	FY25 to FY24 Budget (Inc/Dec)
General Property Tax	\$41,890,987	\$43,514,909	\$44,975,623	\$1,460,714
Other local taxes	5,257,571	5,567,680	5,722,000	\$154,320
Permits and fees	410,101	434,925	378,450	(\$56,475)
Fines and forfeitures	56,019	40,800	60,925	\$20,125
Use of money	933,377	190,000	394,165	\$204,165
Charges for services	1,052,853	1,059,920	1,073,895	\$13,975
Miscellaneous	327,495	67,000	75,000	\$8,000
Recovered Cost	445,232	237,924	264,667	\$26,743
Commonwealth	8,794,385	8,132,177	8,361,649	\$229,472
Federal	2,363,396	3,189,073	1,682,210	(\$1,506,863)
<b>Total</b>	<b>\$61,531,416</b>	<b>\$62,434,408</b>	<b>\$62,988,584</b>	<b>\$554,176</b>

Top 4 Local Revenue Sources

Revenue Source	FY23 Actual	FY24 Amended	FY25 COAD	FY25 to FY24 Inc/Dec
Real Estate Taxes	\$27,068,698	\$27,533,323	\$28,552,052	\$1,018,729
Personal Property Taxes	10,657,073	10,847,942	11,754,765	906,823
Public Service Corporator	3,517,709	3,738,065	4,094,136	356,071
Local Sales Taxes	2,860,774	2,800,932	2,925,000	124,068

Commonwealth of VA Revenue

<b>PPTRA</b>	<b>\$2,996,570</b>
<b>Compensation Board</b>	<b>\$2,534,628</b>
<b>CSA</b>	<b>\$2,033,232</b>
<b>Social Services</b>	<b>\$721,557</b>
<b>Miscellaneous</b>	<b>\$1,135,278</b>
<b>TOTAL</b>	<b>\$9,421,265</b>

Real Estate Tax

#	Category	FY25 Residential	FY25 Commercial	Final Date
1	Total Assessed Real Estate Value	\$3,966,963,300	\$122,253,800	Supplements thru Oct.
2	Non-Taxable Real Estate Value	-\$321,803,000	\$0	
3	Total Taxable Real Estate Value	\$3,645,160,300	\$122,253,800	Supplements thru Oct.
4	Land Use, Conservation Easements, and Open Space Agreements (Est.)	-\$301,736,300	N/A	April
5	Tax Relief for Elderly/Veterans (Est.)	-\$97,461,496	N/A	April 1
6	Revised Taxable Real Estate Value	\$3,245,962,504	\$122,253,800	
7	Divided By	100	100	
8	Times Tax Rate	\$0.844	\$0.844	
9	Taxable Real Estate Revenue	\$27,395,924	\$1,031,822	
10	Collection Rate	97.5%	97.5%	
11	FY25 Budget Real Estate Tax	\$26,711,025	\$1,006,027	

Real Estate Penny Calculation

Real Estate (Residential) Value/100	\$32,459,625
Real Estate (Commercial) Value/100	\$1,222,538
Public Utilities Value/100	\$4,850,872
Mobile Homes Value/100	\$20,550
<b>Total Value/100</b>	<b>\$38,553,584</b>
Times \$0.01	\$0.01
<b>Revenue generated by each \$0.01 increase in tax rate (100% Collection Rate)</b>	<b>\$385,535</b>
<b>Per Penny Amount</b> (Collection Rates: 97.5% Real Estate, 100% Public Utilities, and 97.5% Mobile Homes)	<b>\$377,110</b>

General Fund Expenditure Summary – FY23-25

Expenditure	FY23 Actual	FY24 Amended Budget	FY25 COAD	FY25 to FY24 Budget (Inc/Dec)
General Govt	\$2,954,950	\$3,923,273	\$4,072,508	\$149,235
Judicial Admin	1,371,150	1,619,727	1,638,407	\$18,680
Public Safety	9,551,712	13,126,152	13,165,575	\$39,423
Public Works	2,449,103	3,156,831	3,142,108	(\$14,723)
Health & Welfare	7,128,419	6,951,965	6,899,746	(\$52,219)
Education	17,348,937	21,928,526	21,928,526	\$0
Parks, Rec. & Library	1,002,001	1,307,993	1,356,550	\$48,557
Comm. Development	1,312,087	1,456,081	1,454,170	(\$1,911)
Non-departmental	43,963	435,565	956,569	\$521,004
Debt Service	8,931,437	10,050,599	8,955,047	(\$1,095,552)
<b>Total</b>	<b>\$52,093,759</b>	<b>\$63,956,712</b>	<b>\$63,569,206</b>	<b>(\$387,506)</b>

<b>MOTION:</b>	Adjourn the regular meeting of Wednesday, February 7, 2024 at 8:50pm.				
<b>MEMBER:</b>	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
<b>ACTION:</b>				Second	Motion
<b>VOTE:</b>	No	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>4-1</b>				

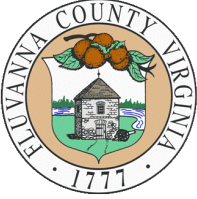
ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_  
Caitlin Solis  
Clerk to the Board

\_\_\_\_\_  
Christopher S. Fairchild  
Chair

DRAFT



**BOARD OF SUPERVISORS**  
County of Fluvanna  
Palmyra, Virginia  
**RESOLUTION No. 03-2024**

**RESOLUTION OF COMMITMENT TO ROADWAY SAFETY GOALS**

**WHEREAS**, 108 people were killed or seriously injured in crashes that took place in Fluvanna County from 2018 to 2022 and have lasting impacts on victims, loved ones, and communities at large; and

**WHEREAS**, achieving the goal indicated in the 2035 Thomas Jefferson Planning District Commission’s Rural Long Range Transportation Plan, which is referenced in Fluvanna County’s Comprehensive Plan adopted in 2015, of providing a safe and secure transportation system in Fluvanna County will require collaboration among Fluvanna residents and other jurisdictions, as well as regional, state, and federal organizations; and

**WHEREAS**, the Bipartisan Infrastructure Law established the Safe Streets and Roads for All (SS4A) discretionary program and funds regional, local, and Tribal initiatives through grants to prevent roadway fatalities and serious injuries; and

**WHEREAS**, Move Safely Blue Ridge—the safety action plan for the Thomas Jefferson Planning District Commission (TJPDC) —will identify and prioritize roadway safety improvements in the region; and

**WHEREAS**, the federal grant received by the TJPDC requires that this safety action plan contain an official public commitment to an ambitious percentage reduction of roadway fatalities and serious injuries by a specific date with an eventual goal of eliminating roadway fatalities and serious injuries; and

**WHEREAS**, Fluvanna County is committed to the Virginia Strategic Highway Safety Plan (SHSP)’s vision of zero deaths and serious injuries and its goal to reduce roadway fatalities and serious injuries by half by 2045;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Supervisors of Fluvanna County that the County supports Move Safely Blue Ridge, will actively participate in the planning process, and will prioritize implementation of the recommended safety countermeasures, all with the eventual goal of zero roadway fatalities and serious injuries.

**RESOLVED**, that Fluvanna County commits to undertake efforts to one day eliminate roadway fatalities and serious injuries; and

**RESOLVED**, that Fluvanna County commits to undertake efforts to reduce the combined number of roadway fatalities and serious injuries in the County by 50 percent by 2045.

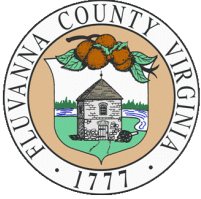
**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors on this 7<sup>th</sup> day of February, 2024.

	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Christopher Fairchild, Cunningham District	X					
D. Mike Goad, Fork Union District	X					X
Timothy M. Hodge, Palmyra District	X				X	
Anthony P. O’Brien, Rivanna District	X					
John M. Sheridan, Columbia District	X					

Attest:

\_\_\_\_\_  
Christopher S. Fairchild, Chair

Fluvanna County Board of Supervisors



**BOARD OF SUPERVISORS**  
County of Fluvanna  
Palmyra, Virginia

**RESOLUTION No. 04-2024**

**A RESOLUTION DESIGNATING OFF-LEASH TRAILS, DOG PARKS AND DOG EXERCISE AREAS THAT ARE EXEMPT FROM THE PROHIBITION IN SECTION 4-2-5 OF THE FLUVANNA COUNTY CODE**

WHEREAS, on January 17, 2024, the Fluvanna County Board of Supervisors amended the Fluvanna County Code to enact section 4-2-5 which prohibits dogs from running unrestricted within the boundaries of any property owned, leased, controlled or operated by the County; and

WHEREAS, there is an exception to the prohibition for dogs within areas designated by a resolution approved by the Fluvanna County Board of Supervisors as off-leash trails, dog parks and dog exercise areas; and

WHEREAS, the Fluvanna County Board of Supervisors desires to designate the northwestern part of Pleasant Grove Park as shown on the attached map as an off-leash area to include the follow trails:

- (i) part of the Heritage Trail;
- (ii) all of the Birding, North Hill, Cross Hill and Burke Heights Trails; and

WHEREAS, the Fluvanna County Board of Supervisors desires to designate the southeastern part of Pleasant Grove Park as shown on the attached map as an off-leash area to include the following trails and areas:

- (i) part of the Heritage and Rock Brook Trails;
- (ii) all of the Discovery, Horseshoe, River Bluff, Sandy Beach and River Anne Trails;
- (iii) 6 acres of open fields;
- (iv) the dog park; and

NOW THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Fluvanna County:

1. Designates the northwestern part and southeastern part of Pleasant Grove Park as shown on the attached map as an off-leash area and exempt from the prohibition in Section 4-2-5 of the Fluvanna County Code.
2. This Resolution shall be in effect upon adoption.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at a meeting of the Board held on the 7th day of February 2024:

	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Christopher Fairchild, Cunningham District	X					
D. Mike Goad, Fork Union District	X				X	
Timothy M. Hodge, Palmyra District	X					X
Anthony P. O'Brien, Rivanna District	X					
John M. Sheridan, Columbia District	X					

Attest:

\_\_\_\_\_

Christopher S. Fairchild, Chair

Fluvanna County Board of Supervisors



**BOARD OF SUPERVISORS**  
County of Fluvanna  
Palmyra, Virginia

**RESOLUTION No. 05-2024**

**A RESOLUTION TO OPPOSE SENATE BILL 567 (SENATOR R. CREIGH DEEDS) WHICH GIVES THE VIRGINIA STATE CORPORATION COMMISSION (SCC) THE AUTHORITY TO OVERRIDE LOCAL COMPREHENSIVE PLANS AND ZONING ORDINANCES FOR THE SITING OF UTILITY-SCALE SOLAR, WIND, AND BATTERY STORAGE FACILITIES**

**WHEREAS**, the 2024 Virginia General Assembly has convened to consider the passage of legislation that would amend laws affecting the authority and operation of Virginia local governments; and

**WHEREAS**, the Board of Supervisors opposes Senate Bill 567 which gives the SCC the authority to override local comprehensive plans and zoning ordinances for the siting of utility-scale solar, wind and battery storage facilities; and

**WHEREAS**, the legislation would allow applicants to essentially bypass the Planning Commission and Board of Supervisors when seeking approval for the siting and operations of solar projects with a rated generation capacity 50 megawatts (MW) or more, wind projects of 100 MW or more, and energy storage facilities of 50 MW or more; and

**WHEREAS**, the legislation essentially requires one statewide ordinance that defines the parameters of what qualifies as a compatible renewable energy ordinance with specific limitations on what a locality can require regarding facility setbacks, height and other design and operating features; and

**WHEREAS**, if the locality fails to act on the application within a specified time, or if it denies the application for land use approval, even though such application complies with minimum requirements of the statewide ordinance, then it may apply for approval from the SCC. If the SCC approves the application, then it “shall be exempt from obtaining approvals or permits, including any land use approvals or permits under the regulation and ordinances of the host locality;” and

**WHEREAS**, local review and approval of utility-scale solar, wind and battery storage projects are necessary to determine if the use and location are consistent with a locality’s land use goals and objectives.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Supervisors of Fluvanna County hereby expresses its opposition of Senate Bill 567 which gives the SCC the authority to override local comprehensive plans and zoning ordinances for the siting of utility-scale solar, wind and battery storage facilities.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at a meeting of the Board held on the 7th day of February 2024:

	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Christopher Fairchild, Cunningham District	X					
D. Mike Goad, Fork Union District	X				X	
Timothy M. Hodge, Palmyra District	X					
Anthony P. O’Brien, Rivanna District	X					
John M. Sheridan, Columbia District	X					X

Attest:

\_\_\_\_\_  
Christopher S. Fairchild, Chair  
Fluvanna County Board of Supervisors





**BOARD OF SUPERVISORS**  
County of Fluvanna  
Palmyra, Virginia

**RESOLUTION No. 06-2024**

**A RESOLUTION TO OPPOSE HOUSE BILL 800 (DELEGATE CHARNIELE L. HERRING) AND SENATE BILL 713 (SENATOR DAVID W. MARSDEN) WHICH SHIFTS MAKE READY COSTS FOR BROADBAND EXPANSION TO ELECTRIC COOPERATIVES**

**WHEREAS**, the 2024 Virginia General Assembly has convened to consider the passage of legislation that would amend laws affecting the authority and operation of Virginia local governments; and

**WHEREAS**, the Board of Supervisors opposes House Bill 800 and Senate Bill 713 which seeks to shift responsibility for costs associated with “make ready” efforts, which are efforts necessary to prepare existing electrical infrastructure, including poles, for the colocation of fiber and related communications infrastructure necessary to support broadband expansion; and

**WHEREAS**, the legislation would shift responsibility for these costs to electric cooperatives, and such costs are not necessary to the electrical system; and

**WHEREAS**, the legislation would require rural ratepayers to foot the bill for broadband construction costs which is an inequitable shift from large for-profit companies to individual ratepayers; and

**WHEREAS**, the electrical cooperatives would be responsible for the cost of pole upgrades in order to accommodate attachments for broadband; and

**WHEREAS**, the internet service providers or grant dollars should pay for the upgrades to the poles; and

**WHEREAS**, electrical cooperatives do not have excess margins available for unplanned and unnecessary infrastructure upgrades; and

**WHEREAS**, the legislation will significantly raise utility costs for members of electric cooperatives.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Supervisors of Fluvanna County hereby expresses its opposition of House Bill 800 and Senate Bill 713 which shifts make ready costs for broadband expansion to electric cooperatives.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at a meeting of the Board held on the 7th day of February 2024:

	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Christopher Fairchild, Cunningham District	X					
D. Mike Goad, Fork Union District	X				X	
Timothy M. Hodge, Palmyra District	X					
Anthony P. O’Brien, Rivanna District	X					
John M. Sheridan, Columbia District	X					X

Attest:

\_\_\_\_\_  
Christopher S. Fairchild, Chair

Fluvanna County Board of Supervisors



**BOARD OF SUPERVISORS**  
County of Fluvanna  
Palmyra, Virginia

**RESOLUTION No. 07-2024**

**A RESOLUTION TO APPROVE LOCAL FUNDING FOR THE LIVE FIRE TRAINING STRUCTURE**

**WHEREAS**, a fire training need was identified for our locality and the construction of a Live Fire Training Structure for our volunteer firefighters was brought forward to serve that need; and

**WHEREAS**, the County received a Live Fire Training Structure grant from the Virginia Department of Fire Programs in 2017 for \$480,000, \$30,000 for engineering and \$450,000 for construction; and

**WHEREAS**, the County has issued numerous solicitations between 2018 and 2022, to include a Request For Proposal for a Design/Build project and two Invitation For Bids for a Prototype 2 Live Fire Training Structure; and

**WHEREAS**, the County has yet to achieve cost effective total results over the years for a Live Fire Training Structure project of less than \$1,100,000; and

**WHEREAS**, in an effort to reduce project costs, a Prototype 4 Live Fire Training Structure was identified as a cost effective option; and

**WHEREAS**, the County requested from the Virginia Fire Services Board to use the \$450,000 Live Fire Training Structure grant to construct a Prototype 4 Live Fire Training Structure; and

**WHEREAS**, an approval from the Virginia Fire Services Board would require local funding above the \$450,000 construction grant; and

**WHEREAS**, the total cost to complete the Live Fire Training Structure project with a Prototype 4 is approximately \$1,000,000.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Supervisors of Fluvanna County hereby approves local funding for the Live Fire Training Structure project in an amount not to exceed \$550,000.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at a meeting of the Board held on the 7th day of February 2024:

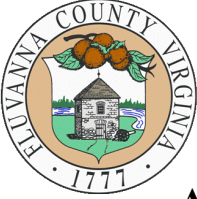
	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Christopher Fairchild, Cunningham District	X					
D. Mike Goad, Fork Union District	X					
Timothy M. Hodge, Palmyra District	X					X
Anthony P. O'Brien, Rivanna District	X					
John M. Sheridan, Columbia District	X				X	

Attest:

\_\_\_\_\_  
Christopher S. Fairchild, Chair

Fluvanna County Board of Supervisors





**BOARD OF SUPERVISORS**  
County of Fluvanna  
Palmyra, Virginia  
**RESOLUTION No. 08-2024**

**A RESOLUTION TO ASSIGN A ROAD NAME: Carols Lane**

**WHEREAS**, the E911 emergency system requires the assignment of names to all streets and roads in the county, the assignment of building numbers to all buildings having telephones and/or occupancies, and the erection of appropriate street signs at intersections; and,

**WHEREAS**, a third address has been assigned to the private road serving Carols Farm subdivision which requires that a name be assigned; and,

**WHEREAS**, Section 18-2 (B) of the Code of Fluvanna provides that the name of each street shown on a subdivision plat approved pursuant to Chapter 19 of the Code of Fluvanna and subsequently recorded in the office of the clerk of the circuit court shall be deemed to have been approved pursuant to this section; and,

**WHEREAS**, the Board of Supervisors is empowered to name streets, roads and alleys within the County in accordance with Section 18-2 of the Fluvanna County Code;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of Fluvanna County pursuant to Section 18-2 of the Fluvanna County Code that the private road located off of Kidds Dairy Road that provides access to Carol Farm subdivision, be named Carols Lane.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors on this 7<sup>th</sup> day of February 2024.

	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Chris Fairchild, Cunningham District	X					
John M. Sheridan, Columbia District	X					
Mike Goad, Fork Union District	X					
Timothy Hodge, Palmyra District	X				X	
Anthony P. O'Brien, Rivanna District	X					X

Attest:

\_\_\_\_\_

Christopher S. Fairchild, Chair

Fluvanna County Board of Supervisors



**BOARD OF SUPERVISORS**  
County of Fluvanna  
Palmyra, Virginia

**RESOLUTION No. 09-2024**

**A RESOLUTION TO OPPOSE SENATE BILL 697 (SENATOR SCHUYLER T. VANVALKENBURG)**

**WHEREAS**, the 2024 Virginia General Assembly has convened to consider the passage of legislation that would amend laws affecting the authority and operation of Virginia local governments; and

**WHEREAS**, the Board of Supervisors opposes Senate Bill 697 which requires localities to permit utility-scale solar and energy storage facilities as a “special exception” per 15.2-2288.8 of the Virginia Code; and

**WHEREAS**, the legislation requires the localities to develop an ordinance that establishes “reasonable criteria and requirements” for the siting of utility-scale solar and battery storage projects; and

**WHEREAS**, the legislation requires that such reasonable criteria and requirements “shall not include limits on the total amount, density, or size of solar and storage facilities that can be developed;” and

**WHEREAS**, the legislation requires localities to permit any application for utility-scale solar and energy storage facilities, regardless of the cumulative impact of such facilities, as long as the requirements of the local ordinance with reasonable criteria and requirements are met; and

**WHEREAS**, localities should have the authority to address all impacts and all choices associated with utility-scale solar and battery storage facilities; and

**WHEREAS**, the state should not require localities to permit utility-scale solar and battery storage facilities, regardless of the total amount, density or size of the projects.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Supervisors of Fluvanna County hereby expresses its opposition of Senate Bill 697 which requires localities to permit utility-scale solar and energy storage facilities as a “special exception” per 15.2-2288.8 of the Virginia Code; and

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at a meeting of the Board held on the 7th day of February 2024

	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Christopher Fairchild, Cunningham District	X					
D. Mike Goad, Fork Union District	X				X	
Timothy M. Hodge, Palmyra District	X					X
Anthony P. O’Brien, Rivanna District	X					
John M. Sheridan, Columbia District	X					

Attest:

\_\_\_\_\_  
Christopher Fairchild, Chair  
Fluvanna County Board of Supervisors

**FLUVANNA COUNTY BOARD OF SUPERVISORS**  
**AGENDA ITEM STAFF REPORT**

TAB G

<b>MEETING DATE:</b>	February 21, 2024				
<b>AGENDA TITLE:</b>	Professional Engineering & Architectural Services Term Contract- MFTA Architecture, PLLC				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve the Professional Engineering &amp; Architectural Services Term Contract with MFTA Architecture, PLLC and authorize the County Administrator to execute the Agreement, subject to approval as to form by the County Attorney.</b>				
<b>BOS 2 YEAR GOALS?</b>	Yes	No	<b>If yes, list goal(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				<b>X</b>	
<b>STAFF CONTACT(S):</b>	Dan Whitten, County Attorney				
<b>PRESENTER(S):</b>	Dan Whitten, County Attorney				
<b>RECOMMENDATION:</b>	Recommend approval				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>❖ An RFP was issued in October 2023 for Professional Engineering &amp; Architectural Services related to the Historic Structure Report for the Courthouse. Services may include civil engineering and design, management and review; architectural design, management and review; historic preservation; materials analysis; design of improvements; regulatory issues and coordination with regulatory agencies; site plan engineering and surveying related to site grading, environmental engineering, storm water drainage, erosion and sediment control measures and storm water management geotechnical services; construction administration; grants administration, and inspection services.</li> <li>❖ The County received a total of 5 proposals</li> <li>❖ JMA Preservation is a division of MFTA Architecture and prepared the Historic Structure Report for the Courthouse</li> <li>❖ The term contract will be used by County Staff on an as-needed basis to provide County with professional engineering &amp; architectural services for the historic Courthouse.</li> <li>❖ All project agreements will be approved by the board prior to any work being done.</li> <li>❖ The initial contract term will be for one year with up to three (3) one-year renewal options</li> </ul>				
<b>FISCAL IMPACT:</b>	❖ Costs will be based on the attached rates sheet as well as # of hours expected to complete task order.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	<ul style="list-style-type: none"> <li>❖ Professional Engineering &amp; Architectural Services Term Contract- MFTA Architecture, PLLC</li> <li>❖ 2024 Rate Sheet</li> </ul>				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	<b>X</b>		<b>X</b>		



**TERM CONTRACT BETWEEN COUNTY AND ARCHITECT/ENGINEER  
FOR PROFESSIONAL SERVICES**

This Term Contract Between COUNTY and Architect/Engineer for Professional Services (the “Contract”) dated this \_\_\_\_ day of \_\_\_\_\_, 2024 is between the **COUNTY OF FLUVANNA** (the “COUNTY”), a political subdivision of the Commonwealth of Virginia and **MFTA ARCHITECTURE, PLLC** (“A/E”), a Virginia limited liability company, and is binding among and between these parties as of the date of the COUNTY’s signature.

**RECITALS:**

1. The legal address for the COUNTY and for the A/E and the addresses for delivery of Notices and other documents related to the administration of this Contract are as follows:

COUNTY:

ATTN: County Administrator  
Fluvanna County  
P.O. Box 540  
Palmyra, VA 22963  
Telephone: (434) 591-1910  
Facsimile: (434) 591-1911

A/E:

MFTA Architecture, PLLC  
ATTN: James P. Clark, Principal  
3200 Langston Boulevard  
Arlington, Virginia 22207  
Telephone: (703) 524-6616

2. On October 6, 2023, the COUNTY issued Request for Proposals #2024-01 (the “RFP”) for Professional Architectural and Engineering Services Related to the Historic Structure Report for the Courthouse on an as-needed task order approach as more specifically set out in such RFP attached hereto as Exhibit 1, which is incorporated herein as a material part of this Contract. The original proposal submittal by the A/E to the RFP (the “Proposal”) is attached hereto as Exhibit 2 and is incorporated herein as a material part of this Contract. All the provisions and requirements, including, but not limited to, the purpose and scope, of the RFP and the Proposal are incorporated herein by reference. Project Agreement Task orders shall be issued by the COUNTY to a provider of such services as services are needed and may include civil engineering and design, management and review; architectural design, management and review; historic preservation; materials analysis; design of improvements; regulatory issues and coordination with regulatory agencies; site plan engineering and surveying related to site grading, environmental engineering, storm water drainage, erosion and sediment control measures and storm water management geotechnical services; construction administration; grants administration, and inspection services. The purposes,

functions, criteria and general requirements for the scope of work on the task order or particular project will be set forth in a Project Agreement executed by the COUNTY and the A/E.

3. The rights and duties of the COUNTY and A/E applicable to the COUNTY's projects under this Contract are set forth in the following Contract Documents: (i) this Contract including all Project Agreements executed under this Contract; (ii) the RFP and all of the terms of the County of Fluvanna General Terms, Conditions and Instructions to Bidders and Contractors; and (iii) the Proposal. In the event of any conflict between the terms of this Contract and any exhibit hereto, the following shall be the order of control in resolving such conflicts (i) controls over (ii) and (iii); and (ii) controls over (iii). Whenever possible the documents shall be read together. Notwithstanding the foregoing, Section 61 of the County's General Terms, Conditions and Instructions to Bidders and Contractor is specifically modified as follows: "the highest degree of skill and competence" is replaced with "at minimum the industry standard level of skill and competence".

4. One or more Project Agreements may be entered into with the A/E during the Contract Term. Although the potential exists for multiple projects during the Contract Term, the COUNTY does not represent or guarantee that the A/E will receive one or more Project Agreements during the Contract Term. The COUNTY has no obligation to enter into any Project Agreement(s) with the A/E.

5. The COUNTY specifically reserves the right to procure services that fall within the scope of this Contract from other sources. Without limiting the procurement procedures that may be followed by the COUNTY, the COUNTY may (i) issue RFP's for similar work and other projects as the need may occur; (ii) specifically reserves the right to enter into other term agreements for architectural and/or engineering services similar to this Contract; and (iii) specifically reserves the right to enter into Project Agreements with other A/E's under Term contracts based on its evaluation of each A/E's qualifications, expertise, current workload, capabilities, performance record, locations or distance to the project and other factors as may be pertinent to the particular project.

**THEREFORE**, in consideration of the Recitals set forth above, and good and valuable consideration as set forth below, the parties agree as follows:

1. Recitals: The Recitals are incorporated herein by reference.
2. Scope of Services: The A/E agrees that he is willing and able during the Contract term to provide professional services on an "as needed" basis during the Contract term. The work may include, but is not limited to, investigations, studies, reports, small project designs, inspection services, and similar services as more specifically described in the RFP. The purposes, functions, criteria and general requirements for the scope of work on the task or particular project will be set forth in a project agreement issued to the A/E.
3. Project Agreements; Limitation: Individual projects will be negotiated at a lump sum amount or based on hourly rates as set forth in Exhibit 3, which is attached hereto and incorporated herein by reference. The hourly rates set forth in Exhibit 3 shall control for all Project Agreements during

the Term. Project Agreements shall be entered into for each individual project, specifying additional contract terms applicable to the individual project, including but not limited to the following: (i) detailed scope of work for the project; (ii) pricing of the project; (iii) billing schedule for the project (whether periodic or on completed project basis); (iv) timing requirements for project performance; (v) identification of the COUNTY’s project manager for the project, to whom invoices and other contacts regarding the specific project shall be directed. In accordance with the provisions of Virginia Code Section 2.2-4303.1, the sum of all projects performed in a one-year contract term shall not exceed \$10 million, and the fee for any single project shall not exceed \$2.5 million, except as otherwise provided by law.

4. Contract Term: This Contract shall be in effect from the date of signature by the COUNTY for a one (1) year period (the “Initial Term”). This Agreement shall automatically renew thereafter for three (3) additional one (1) year terms unless the COUNTY notifies the A/E prior to the end of the current term that it does not intend to renew this Contract. The Term of the Contract is the Initial Term and all renewals thereof.

In witness whereof the undersigned duly authorized representatives have executed this Contract on the dates set forth beside their respective signatures:

A/E:  
**MFTA Architecture, PLLC**

COUNTY:  
**County of Fluvanna, a political subdivision of the Commonwealth of Virginia**

By: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Fluvanna County Attorney







SUBMISSION OF QUALIFICATIONS AND EXPRESSION OF INTEREST FOR:

**Professional Architectural & Engineering Services Related to  
the Historic Structure Report for the Courthouse  
RFP No. 2023-03**

November 17, 2023

COPY

JOHN MILNER ASSOCIATES  
Preservation • a division of MTFA



November 17, 2023

County of Fluvanna  
Attn: Steven McVey, CPM  
132 Main Street, PO Box 540  
Palmyra, VA 22963

**Re: RFP No. 2023-03 Professional Architectural & Engineering Services  
Related to the Historic Structure Report for the Courthouse**

Dear Mr. McVey and Members of the Selection Committee,

John Milner Associates Preservation (JMA Preservation) brings you the same team and the same individuals who completed the investigation, supported the research, and then created the Historic Structure Report for the Fluvanna County Courthouse. JMA Preservation, a division of MTFA Architecture, is one of the nation's oldest preservation firms, dedicated to the renewal of historic buildings and sites for the enhancement of the community's quality of life, and whose leaders are known throughout the Commonwealth for their achievements. Our local associate architects, Train Architects, structural engineer, Linton Engineering, MEP engineer, 2RW Consultants, Inc., and cost estimator, International Consultants, Inc., are proposed to continue their respective roles.

To this team we have added Liz Sargent, Historic Landscape Architect, of Charlottesville, VA, one of the country's leading historic landscape architects; Dewberry, from Fairfax, VA, one of this region's leading civil engineers; Tidewater, Inc., of Elkridge, MD, an environmental protection company with offices in Maryland, DC, and Virginia; and Chronicle Heritage, a nationwide archeology firm whose Herndon, VA operation used to be part of the JMA organization. We have worked with these firms for years and selected them for the team because we know them to be right for the Fluvanna County Historic Courthouse.

So, why select the JMA Preservation team for this important project?

Because we know the courthouse from top to bottom; because, as the following pages will show, we have outstanding preservation experience, much of it here in Virginia; because we have long experience working together; and because we're at home in the region and only a phone call away.

We will emphasize stakeholder involvement. We provide clients with architecture that not only satisfies their physical and budgetary needs, but also elevates their community's interests in the unique qualities of each site. In addition, to the implementation of the work at the core of this RFP, we will also stand prepared to update the historic structure report with any new findings or information resulting from our work as almost always happens.

In the following pages we will review our team and describe how our experience will benefit you, providing a sense of how we have worked on similar projects. We have the leadership, expertise, and experience it takes to meet your goals.

Preservation is what we do. This broad experience and our experience on your important building will be to your benefit as we undertake the next phase of work on the courthouse and its site. We appreciate your consideration of the JMA Preservation team for the work on the Fluvanna County Historic Courthouse.

Sincerely,



James P. Clark, FAIA  
Principal  
JMA Preservation, a division of MTFA Architecture





St. Elizabeths Hospital  
Washington, DC

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# REQUIRED FORMS



**PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA**

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL. FAILURE TO INCLUDE THIS FORM MAY RESULT IN REJECTION OF YOUR PROPOSAL

Pursuant to Virginia Code §2.2-4311.2, an Offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its Proposal the identification number issued to it by the State Corporation Commission ("SCC"). Any Offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its Proposal a statement describing why the Offeror is not required to be so authorized. Any Offeror described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the County Administrator, as applicable. If this quote for goods or services is accepted by the County of Fluvanna, Virginia, the undersigned agrees that the requirements of the Code of Virginia Section 2.2-4311.2 have been met.

Please complete the following by checking the appropriate line that applies and providing the requested information. **PLEASE NOTE: The SCC number is NOT your federal ID number or business license number.**

A.  Offeror is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such vendor's Identification Number issued to it by the SCC is S0580789.

B.  Offeror is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such vendor's Identification Number issued to it by the SCC is \_\_\_\_\_.

C.  Offeror does not have an Identification Number issued to it by the SCC and such vendor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

**Please attach additional sheets if you need to explain why such Offeror is not required to be authorized to transact business in Virginia.**

Legal Name of Company (as listed on W-9) MTFA Architecture, PLLC

Legal Name of Offeror James P. Clark, FAIA

Date November 3, 2023

Authorized Signature James P. Clark

Print or Type Name and Title James P. Clark, FAIA Principal

**PLEASE RETURN THIS PAGE WITH PROPOSAL – [REQUIRED]**

OFFEROR STATEMENT

The undersigned Offeror hereby certifies that the Offeror has carefully examined all instructions, plans, conditions, specifications and other documents or items of this Request for Proposals and hereby submits this Proposal pursuant to such instructions, plans, conditions, specifications and other documents or items. By submitting a proposal, the Offeror covenants and agrees that he has satisfied himself, from his own investigation of conditions to be met, that he fully understands his obligation and that he will not make any claim for, or have right to cancellation or relief from the resulting contract because of any misunderstanding or lack of information; certifies and warrants that the Offeror is properly licensed to provide the services specified in the Request for Proposals and has the appropriate license or certificate and classification(s) required to perform the work included in the scope of the Proposal documents, prior to submitting the proposal, in accordance with Title 54.1, Chapter 11 of the Code of Virginia. If an Offeror shall fail to obtain the required license prior to submission of his proposal, he shall be deemed to be in violation of § 54.1-1115 of the Code of Virginia (1950), as amended, and his Proposal will not be considered; Offeror further agrees that conditions herein have been carefully read and this Proposal is submitted subject to all requirements stated herein. The undersigned hereby acknowledges and agrees, if this Proposal is accepted, to furnish all services agreed upon in strict accordance with the contract.

Complete if Offeror is an Entity: WITNESS the following duly authorized signature and seal:

Name of Entity: MTFA Architecture, PLLC

By: James P. Clark (SEAL)

Signature

Print Name: JAMES P. CLARK

Print Title: PRINCIPAL

STATE OF Virginia

COUNTY/CITY OF Arlington, to-wit:

The foregoing instrument was acknowledged before me this 12 day of October (month), 2023 (year) by James P. Clark (Print Name), Principal (Print Title) on behalf of MTFA Architecture PLLC (Name of Entity).

[Signature] [SEAL]

Notary Public

My commission expires: 03/31/2026

Notary registration number: 7326920

Complete if Offeror is a Sole Proprietor: Witness the following signature and seal:

\_\_\_\_\_  
(SEAL)

Signature

Print Name: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY/CITY OF \_\_\_\_\_, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year) by \_\_\_\_\_ (Print Name), a sole proprietor.

\_\_\_\_\_  
[SEAL]

Notary Public

My commission expires: \_\_\_\_\_

Notary registration number: \_\_\_\_\_



PLEASE RETURN THIS PAGE WITH PROPOSAL - [REQUIRED]



CERTIFICATION OF NO COLLUSION

The undersigned, acting on behalf of MTFA Architecture, PLLC, does hereby certify in connection with the procurement and Proposal to which this Certificate of No Collusion is attached that:

This Proposal is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce; nor is this Proposal the result of, or affected by, any act of fraud punishable under Article 1.1 of Chapter 12 of Title 18.1 of the Code of Virginia, 1950, as amended (18.2-498.1 et seq.).

Respectfully submitted this 3rd day of November, 2023.

Complete if Offeror is an Entity:

WITNESS the following duly authorized signature and seal:

Name of Entity: MTFA Architecture, PLLC

By: James P. Clark (SEAL)  
Signature

Print Name: JAMES P. CLARK

Print Title: PRINCIPAL

STATE OF Virginia

COUNTY/CITY OF Arlington, to-wit:

The foregoing instrument was acknowledged before me this 12 day of October (month), 2023 (year) by James P. Clark (Print Name), Principal (Print Title) on behalf of MTFA Architecture, PLLC (Name of Entity).

[Signature] [SEAL]  
Notary Public

My commission expires: 03/31/2026

Notary registration number: 7326920



Complete if Offeror is a Sole Proprietor:

Witness the following signature and seal:

\_\_\_\_\_  
(SEAL)

Signature

Print Name: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY/CITY OF \_\_\_\_\_, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year) by \_\_\_\_\_ (Print Name), a sole proprietor.

\_\_\_\_\_  
[SEAL]  
Notary Public

My commission expires: \_\_\_\_\_

Notary registration number: \_\_\_\_\_

PLEASE RETURN THIS PAGE WITH PROPOSAL - [REQUIRED]



**VENDOR DATA SHEET**

Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your Proposal nonresponsive.

1. Qualification: The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

2. Vendor's Primary Contact:

Name: James P. Clark, FAIA Phone: 703-524-6616

3. Years in Business: Indicate the length of time you have been in business providing this type of good or service:  
23 Years 10 Months

4. Vendor Information:

FIN or FEI Number: 54-2018124 If Company, Corporation, or Partnership

5. Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods. Include the length of service and the name, address, and telephone number of the point of contact.

Company: <u>City of Fairfax (Fairfax Old Town Hall)</u>	Contact: <u>Andrew Wilson</u>
Phone: <u>703-385-7851</u>	Email: <u>andrew.wilson@fairfaxva.org</u>
Dates of Service: <u>June 2021-Present</u>	\$\$ Value: <u>\$3.3M (estimated construction value)</u>

Company: <u>University of Arkansas- Fort Smith</u>	Contact: <u>Tom Wing, Site Manager, Drennen-Scott/ Wilhaf Houses</u>
Phone: <u>479-831-9436</u>	Email: <u>tom.wing@uafs.edu</u>
Dates of Service: <u>Feb 2005- Nov 2018</u>	\$\$ Value: <u>\$3.5M (construction)</u>

Company: <u>City of Fredericksburg</u>	Contact: <u>Kate Schwartz</u>
Phone: <u>540-372-1179</u>	Email: <u>ksschwartz@fredericksburgva.gov</u>
Dates of Service: <u>Sept 2022-Dec 2022</u>	\$\$ Value: <u>\$99,800 (contract value)</u>

Company: <u>Preservation Maryland</u>	Contact: <u>Laura Houston</u>
Phone: <u>410-685-2886 x301</u>	Email: <u>lhouston@presmd.org</u>
Dates of Service: <u>Feb 2022- Present</u>	\$\$ Value: <u>\$133,000 (contract value)</u>

I certify the accuracy of this information.

Signed:  Title: Principal

Date: November 3, 2023

**PLEASE RETURN THIS PAGE WITH PROPOSAL – [REQUIRED]**





*East Feliciana Parish Courthouse*  
Clinton, LA





# OVERVIEW

# John Milner Associates Preservation

PRIME | HISTORIC PRESERVATION | ARCHITECTURE | CONSERVATION

## 4.3 OVERVIEW REQUIREMENTS

### 4.3.1 | Project Manager

**Andrew Marshall, RA, LEED AP** will be the designated project manager for the professional architectural and engineering services related to the HSR for the Courthouse. Andrew will be working out of JMA Preservation's **Arlington, VA office**.

### 4.3.2 | Organization Chart

Please refer to Section 4.4- KEY PERSONNEL.

### 4.3.3 | Company Legal Name

**MTFA ARCHITECTURE, PLLC**

John Milner Associates Preservation is a Division of MTFA Architecture, PLLC

### 4.3.3 | Size of the Company

**38**

### 4.3.4 | Relevant Experience in Performing the Services

Please refer to page 14.

#### 4.3.5.i | Office Location

**Arlington, VA**

#### 4.3.5.i | No. of Employees Supporting

**38**

#### 4.3.5.i | Location of Point of Contact

**James P. Clark, FAIA**, JMA Preservation's point of contact, works from the **Arlington, VA office**.

#### 4.3.5.ii | Long-term Development Strategy & Plans

Please refer to page 16.

#### 4.3.5.iii

#### No. of Clients for Similar Services & Size of these Organizations

Please refer to page 15.

#### 4.3.5.iv

#### Experience with Buildings of Comparable Historical Significance, Age, Fragility, and Complexity

Please refer to page 17.

## 4.3.4 | Relevant Experience in Performing the Services

**John Milner Associates Preservation** (JMA Preservation), a division of MTFA Architecture, PLLC, is one of the nation's premier preservation firms, dedicated to preserving and adapting historic buildings and sites for continuing use or for changing needs. Founded over 50 years ago, we are one of the nation's first architectural firms to specialize in historic preservation. In 2014, we became the preservation division of MTFA Architecture, PLLC in Arlington, VA. The two firms had worked together for years before the acquisition.

We specialize in the preservation of historic properties and sites as outlined in the Secretary of the Interior's Standards for the Treatment of Historic Properties. We are as comfortable with 18th century buildings as we are with mid-century modern buildings. More than 200 of our projects are buildings that are on the National Register of Historic Places, of which 84 are National Historic Landmarks. In Virginia alone there are 50 such properties and historic districts in our portfolio.

Our staff includes historic preservation architects, architectural historians, architectural conservators and preservation planners who all meet the Secretary of the Interior's Professional Qualification Standards for historic preservation professionals. We are somewhat unusual in having architectural conservators on staff, but this allows for ease of collaboration between the architects and the conservators. Our conservators are experts with construction materials and techniques related to historic buildings.

During our history we have completed hundreds of preservation projects that have enhanced the quality of life in communities nation-wide. This body of work has been recognized by numerous local, state, and national awards. Involvement in a wide body of projects has built JMA Preservation's personnel into an outstanding team of preservation professionals, a uniquely equipped staff for providing services for the Fluvanna County Historic Courthouse.

In addition to the usual reconstruction, restoration, rehabilitation, and adaptive reuse of historic buildings, JMA Preservation's staff produces a full body of preservation work including architectural resource surveys, historic building design guidelines, historic structure reports, condition assessments, preservation plans, and National Register nominations. We see these capabilities as essential to the craft of our historic preservation practice. We are passionate about our work and believe that historic preservation is fundamental to establishing place-making and local identity. Each day we seek to employ these crafts in the service of this mission.

Throughout our history we strive to maintain a reputation in this specialized field because of our commitment to the highest standards and credentials. With a strong basis in the Secretary of the Interior's Standards for the Treatment of Historic Properties, our approach to restoration includes research, testing, and investigation to provide the best alternatives for budgeting a repair campaign. Through the professional organizations we are part of we participate in the ongoing quest to find the gentlest, most effective way to assess, repair and, preserve each structure's historic fabric based on its own unique material specifications.

Our experience, gained through more than 50 years of completing successful projects, has taught us how important it is to have the appropriate sub-consultants as part of the team. There is the right partner for each project and we believe that we have assembled the absolute best group of sub-consultants to work with us in providing historic preservation services to Fluvanna County.



#### 4.3.5.iii | No. of Clients for Similar Services & Size of these Organizations

Based on the RFQ and our understanding of the scope of work, the following is a partial list of JMA Preservation's relevant preservation projects that include all phases - from the conceptual phase including surveys and assessments, through the preparation of construction documents, bidding, and construction administration.

Banks House, *Dinwiddie County, VA*  
 Bealeton Depot, *Bealeton, VA*  
 Blue Ball Dairy Barn, *Wilmington, DE*  
 Cannon House Office Building Rehabilitation, *Washington, DC*  
 Charleston City Hall, *Charleston, SC*  
 Clarke County Courthouse, *Berryville, VA*  
 Cosmos Club-Warne Ballroom, *Washington, DC*  
 Drennen-Scott House, *Van Buren, AR*  
 East Feliciana Parish Courthouse, *Clinton, LA*  
 Fairfax Old Town Hall, *Fairfax, VA*  
 Folger Shakespeare Library, *Washington, DC*  
 German Chancery Annex Building, *Washington, DC*  
 Historic Blenheim, *Fairfax, VA*  
 Howard Hardy House, *Louisville, KY*  
 Hustings Courthouse Clock Tower, *Petersburg, VA*  
 Lewis Powell Courthouse, *Richmond, VA*  
 Macdonough Hall, US Naval Academy, *Annapolis, MD*  
 Maggie Walker National Historic Site, *Richmond, VA*  
 Master Clock Facility, US Naval Observatory, *Washington, DC*  
 McKinley Technology Highschool, *Washington, DC*  
 Monumental Church, *Richmond, VA*  
 OAS Building-Simon Bolivar Room, *Washington, DC*  
 Robert Johnson Community Center, *Hagerstown, MD*  
 Sage Chapel, Cornell University, *Ithaca, NY*  
 Silas Burke House, *Burke, VA*  
 St. Anne's Episcopal Church, *Annapolis, MD*  
 Stratford Hall Northwest Stairway, *Stratford, VA*  
 Varsity Hall, University of Virginia, *Charlottesville, VA*  
 Virginia Hall, University of Mary Washington, *Fredericksburg, VA*  
 Vol Walker Hall, University of Arkansas, *Fayetteville, AR*  
 Walter Reed National Military Center, *Bethesda, MD*  
 Willard Hall, University of Mary Washington, *Fredericksburg, VA*  
 Woodrow Wilson Family Home, *Columbia, SC*



*Cannon House Office Building, Washington, DC*



*Lewis Powell Courthouse, Richmond, VA*



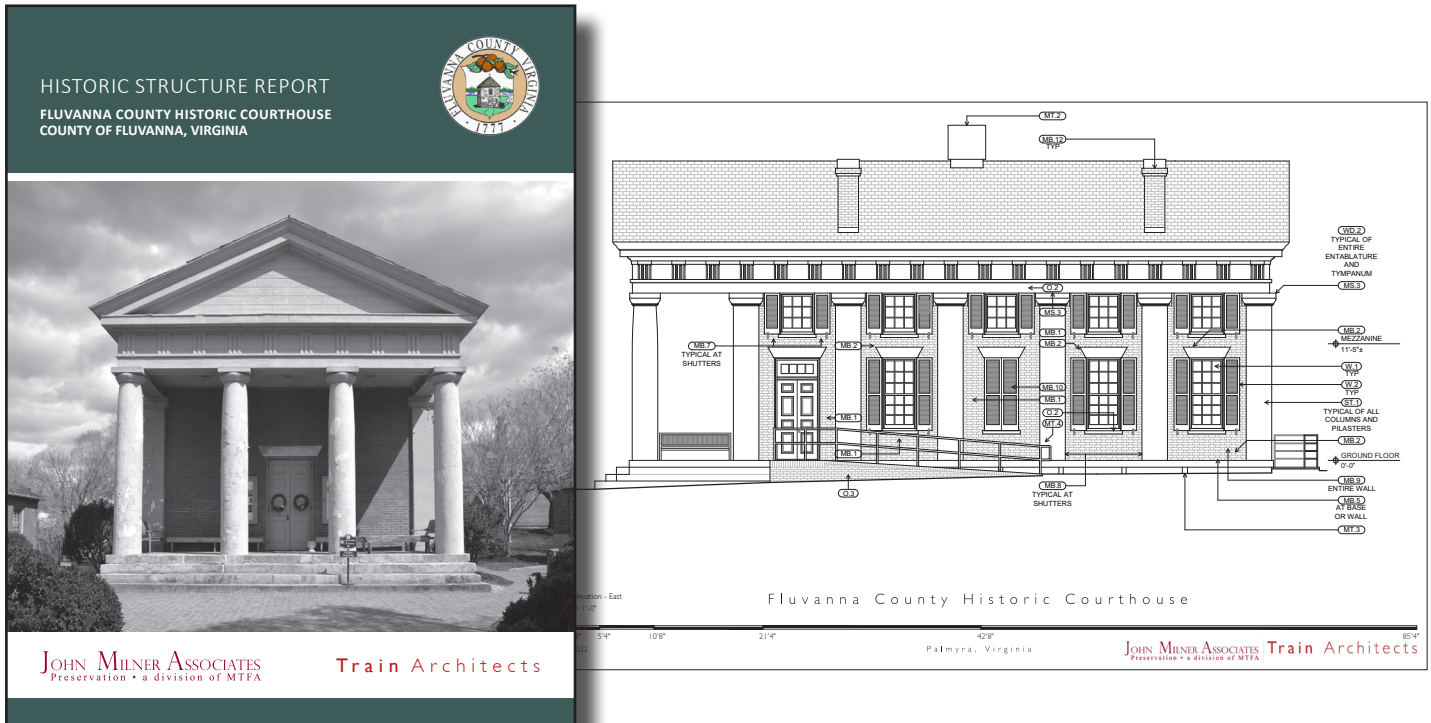
*Blue Ball Dairy Barn, Wilmington, DE*



*Charleston City Hall, Charleston, SC*

# John Milner Associates Preservation

PRIME | HISTORIC PRESERVATION | ARCHITECTURE | CONSERVATION



## 4.3.5.ii | Long-term Development Strategy & Plans

We sincerely hope to be able to extend our collaboration with Fluvanna County in preserving one of the Commonwealth's most important buildings, and move from study and analysis towards execution of the treatment recommendations. We admire the County's ongoing dedication to preserve this iconic building; that passion and sense of service was evident in our work together on the HSR. It would be an exciting opportunity to implement these shared values via the complex series of design and administrative tasks needed to accomplish your long-term goals.

**We understand the Architectural and Engineering Services for the Fluvanna County Historic Courthouse seeks to implement the array of recommendations our team prepared for the Historic Structure Report (HSR) via Task Order approach.** Our team stands ready to provide the services indicated in the RFP for all phases potentially required for this project, from programming to construction documentation and through construction phase services for all disciplines. Further, we understand that there may be critical elements which affect the immediate surroundings of the courthouse which may have been excluded from the focus of HSR. Our diverse team is ready to confront any challenges that might arise at Court Square.

If selected, **an important first step will be to confirm the scope of work for the initial phase.** We understand that the county has procured significant funding to begin the series of phases recommended as a part of HSR. In some cases the phasing proposed during pre-design efforts such as an HSR needs to be revised once funding is secured or new discoveries are made. To that end, we would work with you to understand the how the limitations currently align with the recently completed HSR recommendations.

The Historic Courthouse currently serves as a public historic site with ongoing use as an assembly space for various public events. It is our understanding that no significant change in use is proposed for the building at this time, and that the focus of this project is to protect and improve this important historic structure for decades to come. However, if any have arisen, **we would seek to understand if there are any proposed programming changes** at the start of the project to allow for the design to best meet your goals.

Confirming these key issues will be critical towards establishing the long-term development plan. In the Project Approach section of this proposal, we have outlined the steps needed to resolve those open questions and pursue the subsequent design and construction efforts. Alongside the completion of the rehabilitation and restoration work, we would be ready to **prepare updates to the HSR** so as to maintain a living document that reflects the present state of your building.



#### 4.3.5.iv | Experience with Buildings of Comparable Historical Significance, Age, Fragility, and Complexity

Our experience with significant historic buildings is extensive—more than 150 of our projects are buildings that are on the **National Register of Historic Places**, of which 69 are National Historic Landmarks.

##### Partial List of National Register of Historic Places Projects in Virginia:

Blenheim, *Fairfax*  
 Carr's Hill, (University of Virginia Historic District), *Charlottesville*  
 Cathedral of the Sacred Heart, *Richmond*  
 Christ Church, *Alexandria*  
 Clarke County Courthouse, *Berryville*  
 Colvin Run Mill, *Great Falls*  
 DC Workhouse & Reformatory Historic District, *Lorton*  
 Fairfax Old Town Hall, *Fairfax*  
 Fairmount Historic District, *Richmond*  
 Fluvanna County Courthouse, *Palmyra*  
 Garrett Hall (University of Virginia Historic District), *Charlottesville*  
 Huntley, *Alexandria*  
 Hustings Courthouse, *Petersburg*  
 Janelia Farm, *Ashburn*  
 John Marshall House, *Richmond*  
 Kenmore, *Fredericksburg*  
 Lewis Powell Federal Courthouse, *Richmond*  
 Maggie L. Walker House, *Richmond*  
 Matthew Fontaine Maury School, *Fredericksburg*  
 Monumental Church, *Richmond*  
 Mt. Zion Old School Baptist Church, *Aldie*  
 Newsome House, *Newport News*  
 Oatlands, *Leesburg*  
 Phoenix Bank of Nansemond, *Suffolk*  
 Pohick Church, *Lorton*  
 Portsmouth Naval Hospital, *Portsmouth*  
 Quantico Marine Corps Base Historic District, *Quantico*  
 Stabler-Leadbeater Apothecary Shop, *Alexandria*  
 Stratford Hall, *Lerty*  
 Terminal A, Reagan Washington National Airport, *Arlington*  
 The Tuleyries, *White Post*  
 Tredegar Iron Works, *Richmond*  
 University of Virginia Historic District, *Charlottesville*  
 Uptown-Parker Grey Historic District, *Alexandria*  
 Varsity Hall (University of Virginia Historic District), *Charlottesville*  
 Virginia Military Institute Historic District, *Lexington*  
 Virginia State Capitol, *Richmond*  
 Washington & Lee University Historic District, *Lexington*  
 Westover, *Charles City*  
 Williams Ordinary, *Dumfries*  
 Yeocomico Church, *Tucker Hill*



Blenheim, Fairfax, VA



Tredegar Iron Works, Richmond, VA



University of Virginia, Garrett Hall  
 Charlottesville, VA



Virginia Military Institute, Lexington, VA





Hume School  
Arlington, VA





## KEY PERSONNEL



## PRIME | HISTORIC PRESERVATION | ARCHITECTURE | CONSERVATION

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### JOHN MILNER ASSOCIATES Preservation • a division of MTFA



**JAMES P. CLARK, FAIA**  
**LEED AP BD+C**  
*Principal-in-Charge*



**JOHN K. MOTT, FAIA**  
*Director of Preservation*



**ANDREW MARSHALL, RA**  
**LEED AP**  
*Project Manager, Historic Architect*



**ALLISON HUCHKO, RA, LEED AP**  
*Historic Architect*



**AMANDA EDWARDS, PA-AIC**  
**LEED GA**  
*Architectural Conservator*

# SUB-CONSULTANTS

## ARCHITECTURE

**Train Architects**

Train Architects

**BILL ADAMS, AIA**  
*Senior Project Architect*

**AARON GAHR**  
*Project Architect*

## STRUCTURAL ENGINEERING



Linton Engineering

**DAVE LINTON, PE**  
*Structural Engineer*

## MEP ENGINEERING



2RW

**MATTHEW LEWIS, PE**  
*Mechanical Engineer*

**NEAL CRAMER, PE**  
*Electrical Engineer*

## CIVIL ENGINEERING



Dewberry

**MARIA MINNICK, PE**  
*Civil Engineer*

**MIKE HOOVER, LS**  
*Survey Dept Manager*

## GEOTECHNICAL ENGINEERING



Froehling & Robertson

**MATTHEW DUBOIS, PE**  
*Geotechnical Engineer*

## ENVIRONMENTAL ENGINEERING



Tidewater

**MENEKA RODRIGO**  
*HAZMAT Project Manager*

## COST ESTIMATING



INTERNATIONAL CONSULTANTS, INC.

International Consultants, Inc

**MICHAEL C. FUNK**  
*Senior Cost Estimator*

## HISTORIC LANDSCAPE ARCHITECTURE



Liz Sargent

**LIZ SARGENT, FASLA, PLA, LEED AP**  
*Historic Landscape Architect*

## ARCHAEOLOGY



Chronicle Heritage

**CHARLES GOODE**  
*Archaeologist*



**JAMES P. CLARK, FAIA, LEED AP BD + C**

PRINCIPAL-IN-CHARGE

JOHN MILNER ASSOCIATES  
Preservation • a division of MTFA**EDUCATION**Bachelor of Architecture  
*The Catholic University of America*Bachelor of Science: Architecture  
*The Catholic University of America***LICENSE AND REGISTRATION**Registered Architect (RA)  
AR / DC / MD / VA**PROFESSIONAL AFFILIATIONS**American Institute  
of Architects (FAIA), *Fellow*AIA, Northern Virginia Chapter,  
*Fellow and Past President*AIA, Virginia Society  
*Fellow and Past President*AIA, Forum for the National Mall,  
*Chairman*National Ideas Competition for the  
Washington Monument Grounds,  
*Chairman*LEED Accredited Professional (AP)  
Building Design & Construction (BD+C)

As principal-in-charge, James has built an outstanding professional career dedicated to leadership and design excellence. His design leadership empowers collaborative connections which harness and direct the collective knowledge and talents of his team to inspire awareness, creativity, education, and excellence. Jim was a past chairman for the Professional Excellence Commission in Virginia, and he has been honored with the distinguished VSAIA Award of Achievement—an achievement of Virginians who have made creating, preserving, and enhancing Virginia's communities an important life commitment.

**SAMPLING OF RELEVANT PROJECTS****Fairfax Old Town Hall Rehabilitation****Fairfax, VA**

Principal-in-Charge for the rehabilitation of the late 19th century building in downtown Fairfax, recently completed. Failure of one of the columns initiated the project which included replacement of the column, restoration of the exterior portico and porch structure and floor, and addition of an ADA-compliant entry. This work was followed by additional exterior restoration and renovation of the interior, which is now underway, to improve the ability of the building to serve the City as a rental venue and an event site.

**US Naval Academy | Macdonough Hall Rehabilitation****Annapolis, MD**

Principal-in-Charge for all preservation matters including the survey, assessment, and restoration of the exterior stone walls, doors and windows, treatment of historic materials on the interior, coordination with the SHPO (State Historic Preservation Offices), and working with all members of the design team to facilitate compliance with the Secretary of the Interior's Standards for Rehabilitation. National Register of Historic Places.

**NAVFAC | US Naval Academy Nimitz Hall Renovation****Annapolis, MD**

Principal-in-Charge to this IDIQ with NAVFAC, scope included the renovation of the US Naval Academy's library in Nimitz Hall. Coordination with consultants as well as the client, NAVFAC, included establishing guidelines and parameters for the Library to maintain operations while renovations were underway. Renovation involved architectural interior design, structural, MEP, hazmat abatement, and cost estimating.

**Marine Barracks | Commandant's Quarters****Washington, DC**

Principal-in-Charge to a project scope spanning a projected 30-year full renovation of the Commandant's Quarters 6, a National Historic Landmark. This project provides full architectural and engineering services to renovate all building systems, improve the functionality of the facility, to restore the historic fabric, and provide site improvements.

**Patterson House and Museum****St. Leonard, MD**

Part of the 512-acre Jefferson Patterson Park and Museum, the Patterson Center rehabilitation involves Mr. and Mrs. Patterson's historic home and two supporting structures. This project will transform the three structures of this residential estate's five buildings into a fully integrated tourism site to include comprehensive building and site upgrades meeting modern building codes and visitation standards, as well as providing greater accessibility.

**Idlewild Site Preservation Plan****Fredericksburg, VA**

Preparation of a rehabilitation and preservation plan for the former Idlewild Plantation, a seven-acre property consisting of a ca. 1859 Gothic Revival-style brick mansion along with three brick outbuildings. The purpose was to create an outdoor education facility focused on the extant outbuildings and the story they could tell about the lives of the enslaved African Americans who worked and lived in them. The mansion suffered two fires in the 2000s, but the brick walls remain in a stabilized condition, the outbuildings are in poor condition.

## JOHN K. MOTT, FAIA

DIRECTOR OF PRESERVATION

JOHN MILNER ASSOCIATES  
Preservation • a division of MTFA



John has worked for some of the leading preservation firms in the country before joining MTFA in 2014 when they acquired John Milner Associates, which he headed. John has led the design team on more than 200 restoration, adaptive re-use, and preservation planning projects; and has provided preservation consulting to more than 30 professional firms. Of his projects, almost 100 have been National Register buildings and sites with more than 30 being National Historic Landmarks. His preservation projects have won 22 design awards.

### SAMPLING OF RELEVANT PROJECTS

#### Stratford Hall Plantation

Stratford, VA

The firm was initially hired to develop a condition assessment and maintenance plan for the Great House (c. 1738) and 8 outbuildings to overcome serious deferred maintenance. This was the beginning of a 13-year relationship. Following the condition assessment, the firm did everything that needed to be done – annual maintenance projects, restoration of the smokehouse, Great House fire protection, moisture abatement in the outbuildings, restoration of garden walls and stairways, and reconstruction of an interior stairway that had been removed by mistake in an early restoration.

#### East Feliciana Parish Courthouse

Clinton, LA

Principal in Charge and Historic Architect for the rehabilitation of this 1840 courthouse. Work was done in two phases. The first was exterior restoration and work to abate major moisture problems. The second phase was on the interior where historic materials were restored, new accessible restrooms were created, code compliant exiting was provided, and new mechanical, electrical, lighting and life safety systems were installed along with exterior site lighting.

#### Fairfax Old Town Hall Rehabilitation

Fairfax, VA

Director of Preservation and specification writer for the rehabilitation of the late 19th century building in downtown Fairfax, recently completed. Failure of one of the columns initiated the project which included replacement of the column, restoration of the exterior portico and porch structure and floor, and addition of an ADA-compliant entry. It will be followed by additional exterior restoration and renovation of the interior, which is now underway, to improve the ability of the building to serve the City as a rental venue and an event site.

#### Varsity Hall Rehabilitation, University of Virginia

Charlottesville, VA

The three-story building was built in 1858 as the campus infirmary. Since 1901, when it ceased to function as an infirmary, it served as faculty apartments, fraternity house and AFROTC Building. He led the preservation team for the relocation of the building and for its repurposing as offices and classrooms.

#### Drennen-Scott Historic House Museum

Van Buren, AR

Owned by the University of Arkansas, the house originated as a single-room structure in 1838 and grew to a total of 6,000SF. It was rehabilitated to serve as the home of the University's historic site interpretation program. The project, for which John was the Project Manager, began with an HSR, a key component of which was the determination of the manner in which the house evolved from one room to its current six bedrooms. John was responsible for the research and investigation of the evolution. The HSR was followed by development of a master plan, restoration of the historic house in three phases, design of a new visitor center, and landscaping of the 5-acre site.

#### Idlewild Site Preservation Plan

Fredericksburg, VA

Preparation of a rehabilitation and preservation plan for the former Idlewild Plantation, a seven-acre property consisting of a ca. 1859 Gothic Revival-style brick mansion along with three brick outbuildings. The purpose was to create an outdoor education facility focused on the extant outbuildings and the story they could tell about the lives of the enslaved African Americans who worked and lived in them. The mansion suffered two fires in the 2000s, but the brick walls remain in a stabilized condition, the outbuildings are in poor condition.

### EDUCATION

Bachelor of Architecture  
University of Arkansas

### LICENSE AND REGISTRATION

Registered Architect (RA)  
MD / PA / VA

### PROFESSIONAL AFFILIATIONS



American Institute  
of Architects (FAIA), *Fellow*

Association for Preservation Technology,  
*Member*

National Trust for Historic Preservation,  
*Member*

DC Preservation League,  
*Member*

Preservation Virginia,  
*Member*

Preserve Arkansas,  
*Sustaining Member*

Tudor Place Building Advisory  
Committee, *Member*

Chase-Lloyd House Preservation  
Advisory, *Member*

### TECHNICAL QUALIFICATIONS

Meets the Secretary of Interior's  
Standards for Historic Architecture  
under 36 CFR Part 61.

**ANDREW MARSHALL, RA, LEED AP**

PROJECT MANAGER, HISTORIC ARCHITECT

JOHN MILNER ASSOCIATES  
Preservation • a division of MTFA

Andrew is a licensed architect and architectural historian with more than a decade of practice in historic preservation. His professional experience encompasses numerous National Register of Historic Places-listed properties across an array of preservation project types, including historic structure reports and preservation plans in addition to restoration, renovation, and adaptive reuse architectural commissions.

**SAMPLING OF RELEVANT PROJECTS****Fluvanna County Courthouse Historic Structure Report** **Palmyra, VA**

Project Manager and Historic Architect for a historic structure report for the 1830 county courthouse. Designed by John Hartwell Cocke, the building served in its official capacity for over 170 years. Principal efforts included a condition assessment of the building, collaboration on the historical narrative, and preparation of recommendations for repairs and alterations to improve the building's operation and restore its historic fabric.

**Fairfax Old Town Hall Rehabilitation** **Fairfax, VA**

Project Manager and Historic Architect for the rehabilitation of the late 19th century Old Town Hall. Its original owner donated it to serve as a community gathering space and it continues to serve that purpose today. JMA Preservation carried out a recently completed reconstruction of the portico after one of the columns failed. The current project calls for a detailed condition assessment of the interior and exterior plus a redesign of the 1970s rear addition to improve its functionality and to overcome accessibility problems.

**Robert W. Johnson Community Center** **Hagerstown, MD**

Project Manager and Historic Architect for the condition assessment and rehabilitation of a historic community center. Originally built in 1888, this building was the largest African American school in Washington County before being repurposed. The project included a historical narrative, inspection of the existing fabric, assessment of all utility systems, and development of treatment recommendations. Approval of the condition assessment was followed by preparation of construction documents for high-priority repairs and looks ahead to long-term preservation planning efforts.

**Marine Barracks Quarters 6, Commandant's House** **Washington, DC**

Historic Architect for the rehabilitation of the early 19th century residence of the Commandant of the US Marine Corps at its oldest post. Built from 1801- 1806 and added to over the next century and a half, the active residence required improvements to its building systems, exterior and interior finishes, and surrounding site. Andrew led the design and construction documentation effort to implement all long-term improvements. The project achieved approvals with various state and federal reviewing agencies for this National Historic Landmark.

**Idlewild Site Preservation Plan** **Fredericksburg, VA**

Historic architect for the preparation of a rehabilitation and preservation plan for the former Idlewild Plantation, a seven-acre property consisting of a ca. 1859 Gothic Revival-style brick mansion along with three brick outbuildings. The purpose was to create an outdoor education facility focused on the extant outbuildings and the story they could tell about the lives of the enslaved African Americans who worked and lived in them. The mansion suffered two fires in the 2000s, but the brick walls remain in a stabilized condition, the outbuildings are in poor condition.

**EDUCATION**

Master of Architectural History  
Certificate in Historic Preservation  
*University of Virginia*

Bachelor of Architecture  
*Virginia Polytechnic Institute and State University*

**LICENSE AND REGISTRATION**

Registered Architect (RA)  
VA

**PROFESSIONAL AFFILIATIONS**

Latrobe Chapter of the Society of  
Architectural Historians,  
*Board Member*

DC Preservation League, *Member*

DC Historical Society, *Member*

Vernacular Architecture Forum,  
*Member, Communications Committee*

Society of Architectural Historians,  
Thomas Jefferson Chapter,  
*Past President*

LEED Accredited Professional (LEED AP)

**TECHNICAL QUALIFICATIONS**

Meets the Secretary of Interior's  
Standards for Historic Architecture,  
Architectural History, and History under  
36 CFR Part 61.



**AMANDA EDWARDS, PA-AIC, LEED GA**

ARCHITECTURAL CONSERVATOR

JOHN MILNER ASSOCIATES  
Preservation • a division of MTFA

Amanda has 24 years of experience, 20 of which have been with MTFA Architecture, where she is now a Associate Principal. As a conservator, her experience includes historic material research and condition assessments for the preparation of architectural preservation plans, historic structure reports, and construction documents. This range of skills includes mortar analysis, paint analysis, masonry cleaning and stabilization, materials testing, and building survey. Amanda is proud to list some of the area's most prestigious buildings on her resume.

**SAMPLING OF RELEVANT PROJECTS****Fluvanna County Historic Courthouse Historic Structure Report** **Palmyra, VA**

Architectural Conservator. The historic courthouse stands as one of the best-preserved expressions of nineteenth century public architecture in the Commonwealth of Virginia. Amanda served as Architectural Conservator for the condition assessment which will facilitate the planning of major repairs and long-term maintenance efforts of the interior and exterior of the structure. Recommendations will provide the proper preservation treatment so as to protect the building's historic fabric for years to come.

**St. Elizabeths Hospital, Center Building** **Washington, DC**

A mid-19th century landmark, the hospital was repurposed to serve as the new Department of Homeland Security headquarters. As the Sr. Architectural Conservator, Amanda evaluated the existing brick and sandstone masonry, cast iron features, windows in the central restoration zone, ornamental plaster, and interior doors and trim. Full construction documents and construction administration services for all restoration work were provided, resulting in a historic preservation award in 2021.

**East Feliciana Parish Courthouse Rehabilitation** **Clinton, LA**

Architectural Conservator for the comprehensive interior and exterior moisture investigation of a c.1840 courthouse. Project involved a condition assessment, moisture mapping of all accessible surfaces, mechanical system and utilities evaluation, environmental monitoring, non-destructive site evaluation and soil analysis, archeological investigation of foundations, and all rainwater conductors, roofing, and drain lines. The purpose was to identify and overcome all sources of persistent moisture impacting historic building materials in advance of developing construction documents to address these problems.

**Macdonough Hall, US Naval Academy** **Annapolis, MD**

Macdonough Hall was built in 1903 as the Naval Academy's Boathouse and was converted to a physical education facility in 1908. It is a contributing building in the Naval Academy's National Historic Landmark District. The project is estimated to be a \$27 million restoration of the exterior and total renovation of the building's interior. JMA Preservation was responsible for all preservation matters including the survey/assessment/restoration of the exterior stone walls and the doors and windows, treatment of historic materials on the interior, and coordination with the SHPO.

**Marine Barracks Quarters 6, Commandant's House** **Washington, DC**

Architectural conservator for the rehabilitation of the early 19th century residence of the Commandant of the US Marine Corps at its oldest post. Built from 1801- 1806 and added to over the next century and a half, the active residence required improvements to its building systems, exterior and interior finishes, and surrounding site.

**EDUCATION**

Master of Science, Historic Preservation  
*University of Pennsylvania*

Bachelor of Arts,  
Anthropology and Architectural History  
*Washington University in St. Louis*

**PROFESSIONAL AFFILIATIONS**

Professional Association of the  
American Institute for Conservation  
of Historic and Artistic Works (AIC),  
*Professional Associate*

The Association for Preservation  
Technology International, *Member*

National Trust for Historic Preservation  
(NTHP), *Member*

LEED Green Associate

**TECHNICAL QUALIFICATIONS**

Meets the Secretary of the Interior's  
Professional Qualification Standards  
for Conservator.

**ALLISON HUCHKO, RA, LEED AP BD+C**

HISTORIC ARCHITECT

JOHN MILNER ASSOCIATES  
Preservation • a division of MTFA

Allison is a licensed architect with more than 5 years of practice in historic preservation. She joined JMA Preservation after practice with preservation firms in Chicago and Pittsburgh. The majority of her work to date includes that on National Register of Historic Places properties. Allison was selected to participate in a US/ICOMOS program as a World Heritage summer intern, a program geared for early career professionals. Through this opportunity, she spent a summer in Lithuania performing inspections and preventative care on historic buildings.

**SAMPLING OF RELEVANT PROJECTS****Washington Navy Yard, Building 76****Washington, DC**

Built as the historic Naval Gun Factory in 1899 it then became the Naval Museum. She is the Historic Architect on the team that is repurposing the building to serve the new Naval Museum that will be located at the Navy Yard. Work includes condition assessment of the historic brick building, design and construction documents to reconfigure the building's interior for reuse to support artifact storage and restoration activities.

**EDUCATION**

Master of Architecture, Urban Design  
Kent State University

Bachelor of Science, Architecture, Minor  
in Historic Preservation  
Kent State University

**LICENSE AND REGISTRATION**

Registered Architect (RA)  
PA

**PROFESSIONAL AFFILIATIONS**

International Council on Monuments  
and Sites (US/ICOMOS)  
Member-Young Professional

Alpha Rho Chi Alumni Association,  
Board Member

LEED Accredited Professional  
(LEED AP BD+C)

**TECHNICAL QUALIFICATIONS**

Meets the Secretary of Interior's  
Standards for Historic Architecture under  
36 CFR Part 61.

**Fairfax Old Town Hall Rehabilitation****Fairfax, VA**

Historic Architect for the rehabilitation of the Town Hall, designed in a Classical Revival style and built in 1899. Its owner donated it to serve as a community gathering space and it continues to serve that purpose today. JMA Preservation carried out a recently completed reconstruction of the portico after one of the columns failed. The current project calls for a detailed condition assessment of the interior and exterior plus a redesign of the 1970s rear addition to improve its functionality and to overcome accessibility problems.

**ICOMOS International Exchange Program\*****Vilnius, Lithuania**

As a part of the ICOMOS International Exchange Program, Allison was matched with Fixus Mobilis, a grant funded organization, that performs preventative maintenance on historic structures across Lithuania. She performed on-site conditions assessments, collected materials for laboratory testing, drafted conditions assessment reports, curated existing conditions photographs, and executed repair and maintenance work on historic buildings. The program concluded in Washington, DC where program participants presented their work to ICOMOS board members, and met with representatives from the National Trust for Historic Preservation, The Architect of the Capitol, The National Park Service, The Department of State, and the Commission of the Fine Arts.

**Lincoln's Tomb\*****Springfield, IL**

The tomb, completed in 1874 and constructed of granite, was one of the country's first sites to be listed on the National Register of Historic Places. It has a rectangular base surmounted by a 117-foot high obelisk and a semicircular entrance way. Four flights of stairs — two flanking the entrance at the front and two at the rear — lead to a level terrace. The terrace was closed due to safety concerns. Allison was a member of the design team that developed a design to once again allow pedestrian access to the upper deck. Work also included an in-depth condition assessment of needed cleaning and repair work to the monument.

**Alumni Hall, University of Pittsburgh\*****Pittsburgh, PA**

Originally the Masonic Temple of Pittsburgh, the Greek Revival building was designed by Benno Janssen, clad primarily in limestone with terra cotta details, and was constructed in 1915. Acquired by the University in 1993, as part of a plan of site improvements, the western entrance was selected for accessible upgrades in 2019. The project includes an accessible ramp, built-in benches, and planters, and was designed to naturally fit into the site in respect to the original Janssen design. The project also includes upgrades to existing site handrails originally designed by blacksmith Samuel Yellin.

\*performed with a previous firm



# PROPOSED SUB-CONSULTANTS

Architecture

MEP Engineering

Structural Engineering

Civil Engineering

Geotechnical Engineering

Environmental Engineering

Cost Estimating

Historic Landscape Architecture

Archaeology

JOHN MILNER ASSOCIATES  
Preservation • a division of MTEA



Fluvanna County Courthouse  
Palmyra, VA

# TRAIN ARCHITECTS

## ARCHITECTURE

# Train Architects



*University of VA- Hotel A, Charlottesville, VA*

Now into its 30th year, Train Architects is located in Charlottesville, Virginia. They practice architecture, historic preservation, interior design, and master planning on a regional basis, primarily in Central and Southwestern Virginia, but also across the Commonwealth—including projects in Fredericksburg, the Northern Neck, and the Richmond suburbs. It is their philosophy that providing clients with quality facilities in a timely manner at a fair cost is entirely reasonable, absolutely achievable, and results in the best projects.

Historic projects are particularly important to Train Architects, as these provide a design clarity and uniqueness that needs to be understood in order to respond to their special challenges. The composition and circumstances of the original building are the critical factors which inform a course of action. They seek solutions which are in concert with the existing building. Where interventions are required by program or necessity, they ought not draw undue attention or seem out of place; maintaining the strength of the original is a primary concern.

Similar to our efforts on the Historic Structure Report, Train Architects offers a local presence for our team. With our close proximity, we can support any urgent issues or capture key documentation needed for the rest of the A/E team. We will collaborate with JMA Preservation in their efforts to prepare the design and construction documentation needed for this important restoration effort. Perhaps most critically, we will be involved during the construction administration for short notice meetings, field reports, and other efforts as directed by JMA Preservation.

Train principals have been members and the chairman of the Charlottesville Board of Architectural Review, and have served on the board of directors of Preservation Piedmont.

Preservation projects of note include the following:

- Fluvanna County Historic Courthouse HSR, Palmyra, VA
- Varsity Hall, University of Virginia Charlottesville, VA
- Hotel A Renovation, University of Virginia Charlottesville, VA
- Christ Episcopal Church Charlottesville, VA
- Willard Hall Renovation, University of Mary Washington Fredericksburg, VA
- Wachovia Bank Regional Headquarters Charlottesville, VA
- Virginia Hall Rehabilitation, University of Mary Washington Fredericksburg, VA
- Lexington Presbyterian Church Lexington, VA

Design quality is the result of thoughtful responses to a clients' needs. Train designs and delivers projects appropriate to the circumstances, within the constraints of program, schedule, cost, and the realities of construction. They are problem solvers dedicated to quality, integrity, and elegance. They do not design to a particular style or reference; rather, they work to solve each problem specifically for its client, program, and context.

Train Architects works as an open studio to facilitate communication. They assemble teams specific to the needs of the project; these teams can include associated firms or outside consultants. For continuity and optimal service, the team assigned is on the project from the very beginning until construction is complete. Their relationship with clients and ensuring they meet their needs is Train Architect's highest priority.

***Train Architects and JMA Preservation have worked together for more than twenty years on various preservation projects including Fluvanna County Courthouse.***



# BILL ADAMS

SENIOR PROJECT ARCHITECT

Train Architects



Bill has more than 36 years of experience—including 24 years with Train Architects—and considerable expertise in the development and execution of institutional and commercial projects of all scales. At Train, he’s led consultant teams and been responsible for more than \$250 million of construction contracts; he’s also been a local consulting architect for larger national firms working at UVA, assisting with project development and construction administration on projects valued at over \$208 M. With a broad knowledge of industry practices and an innate grasp of detail, Bill understands the importance of document clarity and coordination to a successful project. Bill’s interests in history, representation and construction methods have led him to a sub-specialty of renovation and preservation of historic buildings. Bill was a past chairman of the Board of Architectural Review in Charlottesville and is on the Board of Preservation Piedmont, where he chairs the “Document before Demolition” program. He’s been honored with the VSAIA Citizen Architect award for preservation and service to the community.

## EDUCATION

Master of Architecture  
*Harvard University*  
A.B. History and Studio Art  
*Bowdoin College*

## LICENSE AND REGISTRATION

Registered Architect (RA)  
DC / VA

## PROFESSIONAL AFFILIATIONS

American Institute of Architects (AIA)  
*Member*

## SPECIAL COMPETENCIES

Historic Preservation/Renovation  
Project Management  
Quality Control  
Consultant Coordination  
Building Envelope  
Detailing  
Construction Administration

## SAMPLING OF RELEVANT PROJECTS

### Fluvanna County Historic Courthouse Historic Structure Report\* *Palmyra, VA*

In association with JMAP, Bill was the associate architect for a historic structure report for the 1830 county courthouse. Designed by John Hartwell Cocke, the building served in its official capacity for over 170 years. Principal efforts included a condition assessment of the building, collaboration on the historical narrative, and preparation of recommendations for repairs and alterations to improve the building’s operation and restore its historic fabric.

### UMW Virginia Hall | Historic Dormitory Renovation\* *Fredericksburg, VA*

1914, 1926, and 1934 (constructed in 3 phases). Charles M. Robinson. This renovation restored interior and exterior historic features and provided new MEP/FS systems, ADA accessibility improvements, new elevator, and bathrooms. The renovation redefined the building as a living-learning community with shared academic spaces, collaborative learning spaces, and a maker space.

### UMW Willard Hall | Historic Dormitory Renovation\* *Fredericksburg, VA*

1911 Charles M. Robinson. This renovation restored the building to its original floor plan with all new MEP/FS systems, ADA improvements. The original first floor open dining hall was recovered, and became shared academic and collaborative learning spaces which transformed the building into a living-learning community space.

### UVA Varsity Hall | Historic Renovation & Relocation\* *Charlottesville, VA*

1858, William A. Pratt. The brick masonry structure is believed to be the nation’s first purpose-built college infirmary. Relocation was necessary to make way for expansion of the University’s School of Commerce. Major restoration included reconstructing the basement which had been demolished in moving the building, reconstruction of balconies, integration of new HVAC, accessibility improvements, and restoration of exterior and interior finishes.

### Hotel A | Historic Renovation *Charlottesville, VA*

1819-1828, Thomas Jefferson (John Neilson, et. al.) Located within UVA’s Academical Village, the renovation allowed the building to become the home for the Center for Global Inquiry and Innovation. The scope of work included a new ADA accessible entrance to the main floor, restoration of the basement, new MEP and fire protection systems, and remedies to structural and moisture issues identified in the Historic Structures Report.

\*Performed with MTFJA/JMA Preservation

# LINTON ENGINEERING

## STRUCTURAL ENGINEERING



*Fluvanna County Courthouse\**  
*Palmyra, VA*

### **SAMPLING OF RELEVANT PROJECTS**

#### **Historic Fluvanna County Courthouse, Structural Condition Assessment, Palmyra, VA\***

Structural condition assessment and historic structures report for the rehabilitation and preservation of the circa-1831, two-story, Greek temple-style courthouse. Often referred to as the 'Acropolis of Palmyra', the building features many of its original fittings and is among a handful of courthouses of the era to retain its form without alteration or addition.

#### **Augusta County Circuit Court, Structural Condition Assessment, Staunton, VA**

10,000 GSF structural condition assessment and historic structures report for an existing, 3-level courthouse. The feasibility study and designs addressed required repairs of structural deficiencies and focused on maintaining the historic character of the building, while also modernizing and addressing ADA-compliant accessibility and security, including separate circulation routes for the public, staff, and prisoners.

#### **Loudoun County Courthouse Renovation, Leesburg, VA**

Renovation of an existing, circa-1895 county courthouse judicial center to include the addition of victim, witness rooms and security rooms. The removal of interior, load bearing masonry walls and wall openings required structural support and abandoned chimney flues were underpinned for new transfer girder loads.

***Linton Engineering and JMA Preservation have worked together for more than twenty years on various preservation projects including Fluvanna County Courthouse.***

**Linton Engineering, LLC (LE)** provides high quality, professional structural engineering services and delivers on a commitment of creativity, responsiveness, and timeliness across a diverse project portfolio.

Projects comprise structural assessments, historic structures reports design and construction administrative services for adaptive reuse, and historic preservation and rehabilitation. LE has worked on facilities that are listed in the National Register of Historic places and is familiar with state and federal historic preservation laws and regulations.

Founded in 2003, LE is a SWaM, micro-business certified team that provides building investigations, evaluations and structural design for new construction, renovations, adaptive reuse, and the restoration and/or rehabilitation of historic structures. LE's principals and staff have worked extensively with MTFA for 20 years on more than 120 projects. This close partnership creates a seamless design, quality control and project requirement evaluation process, resulting in projects that are completed on time and on budget.

#### **Fairfax Old Town Hall, Fairfax, VA\***

Structural assessment for the rehabilitation and preservation of the circa-1900 classical revival-style town hall building that experienced a partial collapse at one of the entry colonnade columns. Listed on the National Register of Historic Places, the iconic columns that serve as a photographic backdrop for weddings and special events required temporary bracing provided stability until the columns were restored.

#### **Gloucester Village, Historic Feasibility/Conditions Assessment, County of Gloucester, Gloucester, VA**

Structural feasibility study, site survey, condition assessment and reuse recommendations are underway for the Museum of History Gloucester and Court Circle Properties. In 2019, completed structural assessments for the historic hotel and original bank buildings in the heart of the village, considered Virginia's oldest living main street.

#### **Idlewild/Downman House Outbuilding Structural Assessments, Fredericksburg, VA**

Provided an investigation, evaluation, and remediation recommendations for an existing circa-1859, 2.5-story, Gothic Revival-style brick main house listed on the National Register of Historic Places. The house has been significantly damaged by fire and the 2011 earthquake. Two phases of preservation planning are underway to identify and document archeologically significant brick outbuildings and the overall site's ties to Virginia's Antebellum, Civil War, and Reconstruction era, with a specific emphasis on the African American perspective.



## DAVE LINTON, PE

STRUCTURAL ENGINEER



### EDUCATION

Bachelor of Science,  
Civil Engineering  
University of Maryland College Park

### LICENSE AND REGISTRATION

Professional Engineer (PE)  
VA, DC, MD

### PROFESSIONAL AFFILIATIONS

The Virginia Society of the American  
Institute of Architects

### SPECIAL COMPETENCIES

Project Management

Structural Concept Design and  
Schematic Design

Structural Quality Control

Educational Buildings

Addition/Renovation Experience

Restoration/Rehabilitation Experience

Technical Detailing Experience

Steel, Concrete, Masonry and Wood  
Design Experience

Specialized Seismic Design Experience

Seismic Review Committee

Building Failure Forensics

David Linton brings more than 30 years of creative and innovative engineering experience to design and construction projects of various sizes and scope. Since 2004, he has served as the Engineer of Record for historic, academic facilities, libraries, commercial buildings, churches, residences, and recreational facilities. He is an active member of the American Society of Civil Engineers, The American Institute of Steel Construction, The National Concrete Masonry Association, and the American Forest Products Association. He also served as part of the Standards Committee member for the development of the ASCE/SEI 31-03 "Seismic Evaluation of Existing Buildings".

### SAMPLING OF RELEVANT PROJECTS

#### Historic Fluvanna County Courthouse, HSR

*Palmyra, VA*

Structural condition assessment and historic structures report for the rehabilitation and preservation of the circa-1831, two-story, Greek temple-style courthouse. Often referred to as the 'Acropolis of Palmyra', the building features many of its original fittings and is among a handful of courthouses of the era to retain its form without alteration or addition.

#### Fairfax Old Town Hall\*

*Fairfax, VA*

Structural assessment for the rehabilitation and preservation of the circa-1900 classical revival-style town hall building that experienced a partial collapse at one of the entry colonnade columns. Listed on the National Register of Historic Places, the iconic columns that serve as a photographic backdrop for weddings and special events required temporary bracing provided stability until the columns were restored.

#### Gloucester Village, Historic Feasibility/Conditions Assessment

*Gloucester, VA*

Structural feasibility study, site survey, condition assessment and reuse recommendations are underway for the Museum of History Gloucester and Court Circle Properties. In 2019, completed structural assessments for the historic hotel and original bank buildings in the heart of the village, considered Virginia's oldest living main street.

#### Loudoun County Courthouse Renovation

*Fredericksburg, VA*

Renovation of an existing, circa-1895 county courthouse judicial center to include the addition of victim, witness rooms and security rooms. The removal of interior, load bearing masonry walls and wall openings required structural support and abandoned chimney flues were underpinned for new transfer girder loads.

#### Augusta County Circuit Court, Structural Condition Assessment

*Staunton, VA*

10,000 GSF structural condition assessment and historic structures report for an existing, 3-level courthouse. The feasibility study and designs addressed required repairs of structural deficiencies and focused on maintaining the historic character of the building, while also modernizing and addressing ADA-compliant accessibility and security, including separate circulation routes for the public, staff, and prisoners.

*\*Performed with MTF/JMA Preservation*



**2RW**

MECHANICAL | ELECTRICAL | PLUMBING | FIRE PROTECTION



Hume School  
Arlington, VA

**2RW** has been assessing and designing building systems for historic structures while retaining their historic features since the firm's inception. Conservation and restoration provide an opportunity to honor a city's heritage and meet its evolving needs. It supports resiliency by extending the building life and reducing the impact of demolition waste on the environment. Maintaining and updating systems for older facilities requires expertise in carefully integrating modern building MEP systems within the constraints of a building, often, initially designed for other purposes.

2RW's engineers are skilled in working within the constraints of historic buildings to integrate modern and efficient mechanical systems that enhance the user experience and preserve the historic integrity of the building for the benefit of future generations. 2RW understands and is aware of the coordination required with historic building regulations to facilitate the integration of these modern building systems. The engineers research the original building to understand how it was intended to be used and they leverage existing design and building elements for the new systems and users. 2RW's skilled engineers work within the constraints of existing buildings and systems to integrate modern and efficient mechanical systems that enhance the user experience.

**SAMPLING OF RELEVANT PROJECTS****Alexander Black House & Cultural Center Restoration**

(Targeting LEED Silver) *Blacksburg, VA*

**American Civil War Museum White House of the Confederacy**

Restoration *Richmond, VA*

**Arlington Historical Society Arlington Historical Museum**

(Hume School) Study *Arlington, VA*

**Carter-Gilmer House Restoration** *Charlottesville, VA***Chase-Lloyd House\***

Assessment & Recommendations *Annapolis, MD*

**Fluvanna County Historic Courthouse\***

Historic Structures *Palmyra, VA*

**Gadsby's Tavern** 10-Year Plan *Alexandria, VA***Gunston Hall Mansion** Renovation *Lorton, VA***Halifax County Courthouse** Renovation/Addition *Halifax, VA***Hampden-Sydney College** *Hampden-Sydney, VA*

- Venable Hall Renovation
- Whitehouse Quadrangle Renovation

**Historic Blenheim House\*** Restoration *Fairfax, VA***Historic Masonic Theatre** Rehabilitation *Clifton Forge, VA***Imperial Centre for the Arts & Sciences**

Restoration and Renovation *Rocky Mount, NC*

**Montalto** Restoration, Renovation, and Addition (LEED Silver) *Charlottesville, VA***Morgan State University**

Historic Buildings Investigation *Baltimore, MD*

**Mount Vernon Greenhouse and Slave Quarters\***

Condition Assessment *Mount Vernon, VA*

**National Park Service\*** *Washington, DC*

- Camp #4 Recreation/Theater Building HSR
- Washington Aqueduct Engineer's House HSR
- Williamsport Power House & Cushwa Warehouse HSR

**Preservation Maryland Robert Johnson Community Center\***

Preservation Plan *Hagerstown, MD*

**Prince William County Brentsville Courthouse**

Historic Centre Restoration *Bristol, VA*

**State Theatre** Addition and Restoration *Culpeper, VA***Sweet Briar Collage Historic Structures**

Condition Survey & Rehabilitation Plan *Sweet Briar, VA*

**University of Virginia Historic District** *Charlottesville, VA*

- Garrett Hall Renovation and Restoration (LEED Gold)
- New Cabell Hall Renovation (LEED Gold)
- Old Cabell Hall Music Library Restoration/Renovation
- Rotunda Restoration and Renovation

**Virginia Theological Seminary Bicentennial Hall**

Adaptive Reuse and Renovation *Alexandria, VA*

**Woodrow Wilson Birthplace**

Effinger House Restoration *Staunton, VA*

***2RW and JMA Preservation have worked together for more than twenty years on various preservation projects including Fluvanna County Courthouse.***



# MATTHEW LEWIS, PE

MECHANICAL ENGINEER



Matthew is a skilled mechanical engineer and adept team manager, specializing in high-performance building systems. As part of his multifaceted role at 2RW, he leads business development and client relationship efforts, demonstrating a unique blend of leadership, expertise, and communication skills. His talent lies in fostering effective teams and facilitating seamless communication between all project stakeholders. Matthew's customer-centric approach focuses on achieving energy efficiency and operational goals through the design of practical, cost-effective solutions. With experience in design-build, Matthew is innately involved in the construction administration phase and proactively communicates with contractors to solve any unforeseen issues. He values early collaboration and frequent communication to ensure projects are delivered on time and within budget without sacrificing quality.

## SAMPLING OF RELEVANT PROJECTS

### **Southampton County Courthouse Facilities Renovation | Addition** *Washington, DC*

Senior mechanical engineer for this project which included facility condition assessment and subsequent MEP/FP engineering, including a complete HVAC system upgrade, for the renovation and expansion of the 40,000 SF historic courthouse and 1960s additions. The project features general district and juvenile and domestic relations courtrooms, staff and deputy clerk offices, archival records room, holding cells, juvenile and domestic relation courtroom, and jury assembly room. The project also entails the demolition and replacement of the more recent additions at the complex.

### **Halifax County Court Complex Renovation and Addition** *Halifax, VA*

Senior mechanical engineer for this project which included a feasibility study to identify optimal temporary locations for courts and administrative services during renovation. The project involved MEP engineering for the partial makeover of the 4,750 SF Mary Bethune building and a comprehensive overhaul and three-story expansion of the existing historic courthouse, listed on the National Register of Historic Places and annex. The updated court facilities boast secure holding areas, administrative offices, and judge's chambers, alongside a new three-story office for the Commonwealth's Attorney. These renovations modernized the building and MEP systems, ensuring user comfort and safety while preserving historical integrity.

### **Shenandoah County Shenandoah District Courts Building\*** *Woodstock, VA*

Mechanical engineer for this two-story, two-courtroom building houses the county's general district court, juvenile and domestic relations court, commonwealth's attorney and juvenile probation offices, and support spaces. Focused on providing a safe and comfortable facility for staff and public, the project is LEED Certified by the US Green Building Council. Notable high performance design features include pervious pavement and a geothermal, closed loop, water source heat pump system, which provides significant energy savings over a standard heating and cooling system.

### **U Mary Washington Willard Hall Restoration Renovation\*** *Fredericksburg, VA*

Project manager and senior mechanical engineer for this project which included an assessment to restore the historic, three story building, back to its original design, while updating the MEP/FP systems. The firm also offered LEED consulting and planning, contributing to the development of efficient and sustainable energy solutions. Modern HVAC, plumbing, and electrical systems were installed in various rooms, balancing contemporary standards with the preservation of the building's historical character.

*\*Performed with MTF/JMA Preservation*

## EDUCATION

Bachelor of Science,  
Mechanical Engineering  
*Virginia Tech*

*CPSM Training*

## LICENSE AND REGISTRATION

Professional Engineer (PE)  
VA

## PROFESSIONAL AFFILIATIONS

The Virginia Society of the American  
Institute of Architects



## NEAL CRAMER, PE

ELECTRICAL ENGINEER



### EDUCATION

Bachelor of Science,  
Mechanical Engineering  
*Virginia Tech*

*CPSM Training*

### LICENSE AND REGISTRATION

Professional Engineer (PE)  
VA

### PROFESSIONAL AFFILIATIONS

The Virginia Society of the American  
Institute of Architects

Neal is a senior electrical engineer and project manager with over two decades of industry experience, a strong work ethic, and a highly technical skill set. He is dedicated to client satisfaction and passionate about developing and growing client relationships. Neal ensures that 2RW delivers on commitments to clients and has managed and led electrical design for an extensive array of project types in various markets. His comprehensive knowledge of building systems brings a breadth and depth of expertise to every project. Neal advocates for his clients first and believes in maintaining open communication and responsiveness to meet stakeholders' needs for project success. His technical skills, knowledge of building systems, and client-focused approach make him an invaluable asset to 2RW.

### SAMPLING OF RELEVANT PROJECTS

#### **Charlotte County Courthouse Addition**

***Charlotte Court House, VA***

Project manager and senior electrical engineer for this project which included MEP engineering for a three-story addition and corridor connection to the original historic courthouse. Unique design features include indoor air quality systems that do not interfere with acoustics or security measures, maintenance-friendly MEP/FP systems, electrical systems that support hydraulic accessibility lifts, and secure holding cells with no exposed plumbing, lighting, or exhaust systems.

#### **Halifax County Court Complex Renovation and Addition**

***Halifax, VA***

Project manager and senior electrical engineer for this project which included a feasibility study to identify optimal temporary locations for courts and administrative services during renovation. The project involved MEP engineering for the partial makeover of the 4,750 SF Mary Bethune building and a comprehensive overhaul and three-story expansion of the existing historic courthouse, listed on the National Register of Historic Places and annex. The updated court facilities boast secure holding areas, administrative offices, and judge's chambers, alongside a new three-story office for the Commonwealth's Attorney. These renovations modernized the building and MEP systems, ensuring user comfort and safety while preserving historical integrity.

#### **Shenandoah County Courthouse Historic Renovation**

***Woodstock, VA***

Project manager and senior electrical engineer for this project which included MEP engineering for the modernization of systems while preserving its historic integrity.

#### **Thomas Jefferson's Monticello Mountaintop Project**

***Charlottesville, VA***

Senior electrical engineer for a multi-year project restoring Monticello to its historic state, involving comprehensive MEP engineering design and infrastructure consulting. Work encompassed renovations of various buildings, including the Mansion and North Dependency, and included the introduction of 33 geothermal wells as part of a ground source heat pump system. The role involved peer reviewing original MEP designs, upgrading electrical and utility services, enhancing building automation controls, and monitoring environmental conditions to safeguard the artifacts' historic significance within the main house.

#### **U Mary Washington Willard Hall Restoration Renovation\***

***Fredericksburg, VA***

Senior electrical engineer for this project which included an assessment to restore the historic, three-story building, back to its original design, while updating the MEP/FP systems. The firm also offered LEED consulting and planning, contributing to the development of efficient and sustainable energy solutions. Modern HVAC, plumbing, and electrical systems were installed in various rooms, balancing contemporary standards with the preservation of the building's historical character.



# THEODROS (TED) GIDEY, CPD, GPD

SENIOR PLUMBING AND FIRE PROTECTION DESIGNER



Ted is an accomplished senior plumbing designer with a wealth of experience in the industry. His comprehensive knowledge extends to designing domestic water, sanitary, natural gas, fire protection, and other building systems. Ted has a proven ability to create innovative and efficient solutions for a diverse range of building types, including historic, municipal, K-12 education, higher education, commercial, mixed-use, and residential projects. This broad range of experience has honed his ability to understand and adapt to the specific requirements of each project, ensuring the delivery of tailored solutions that maximize performance and sustainability.

## EDUCATION

Bachelor of Science, Computer  
Information Systems  
*Bellevue University*

AAS, Architecture Technology  
*Northern Virginia Community College*

## REGISTRATIONS

Certified in Plumbing Design (CPD)  
Certified in Green Plumbing Design (GPD)

## PROFESSIONAL AFFILIATIONS

American Society of Plumbing Engineers  
(ASPE)

## SPECIAL COMPETENCIES

Proficient in effective cross-disciplinary communication, ensuring accurate and seamless designs.

Expertise in utilizing best-in-class technologies for superior plumbing system design.

Strong emphasis on quality control and assurance.

Specialized in client engagement and satisfaction.

## SAMPLING OF RELEVANT PROJECTS

**Winchester Public Schools Douglas School Restoration & Conversion** *Winchester, VA*  
2RW is providing MEP/FP engineering for the restoration and conversion of the 1927 School to serve as the new central administrative offices. The project aims to preserve the building while transforming it into high-quality office and public meeting spaces for WPS.

**Gunston Hall Historic Mansion and Visitor Center Renovation** *Mason Neck, VA*  
2RW provided MEP/FP engineering for multiple projects at the historic mansion and adjacent buildings. Projects included the renovation of the Ann Mason Visitors Center to modernize the existing exhibition, gallery, and public areas and an update of the HVAC system in the historic mansion to an energy-efficient system.

**Southampton County Courthouse Facilities Renovation & Addition** *Courtland, VA*  
2RW is providing a facility condition assessment and subsequent MEP/FP engineering, including a complete HVAC system upgrade, for the renovation and expansion of the historic courthouse and 1960s additions. The project features general district and juvenile and domestic relations courtrooms, staff and deputy clerk offices, archival records room, holding cells, juvenile and domestic relation courtroom, and jury assembly room. The project also entails the demolition and replacement of the more recent additions at the complex.

**City of Alexandria Gadsby's Tavern Museum 10-Year Plan** *Alexandria, VA*  
2RW is providing MEP/FP assessment that will inform a 10-year repair and renovation plan for to the historic Gadsby's Tavern complex (Gadsby's Tavern Museum, Gadsby's Tavern Restaurant, American Legion Post, and Stabler Leadbeater Apothecary Museum properties).

**NPS Kenilworth Aquatics Gardens Main Greenhouse Renovation\*** *Washington, DC*  
2RW conducted a facility condition assessment and MEP/FP systems assessment to evaluate replacing the existing ventilation system with a new high-efficiency fans, ductwork, thermostats, automated control systems, and related electrical components to improve capacity, efficiency, and durability.

**NPS Washington Aqueduct Engineer's House\*** *Washington, DC*  
2RW conducted a facility condition assessment and MEP/FP systems assessment of the historic structure. The findings contributed to a report that documents the current state of the MEP&FP systems and provides recommendations for future building treatments.

\*Performed with MTF/JMA Preservation

## LIZ SARGENT

HISTORIC LANDSCAPE ARCHITECTURE

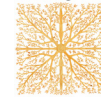


**Liz Sargent HLA** is a small, woman-owned, landscape architecture firm based in Charlottesville, VA. Liz Sargent HLA provides expertise in the areas of historical landscape architecture, preservation planning, and landscape architectural design through construction documentation. The firm regularly collaborates with architects, landscape architects, historians, and archaeologists in devising plans and reports that provide clients with comprehensive products that successfully meet their needs. Hallmarks of the firm include their small size, depth of professional experience, and ability to collaborate with other professionals on teams of all sizes to meet the needs of each project. Liz Sargent HLA offers flexibility and collegiality, attention to detail, and the ability to visualize synthetic and comprehensive solutions as part of problem solving. Founding Principal Liz Sargent is an award-winning designer, as well as a historian, and can offer the unusual capability of translating preservation projects into built work. Principal Jen Trompetter, also an award-winning designer, has worked on master plans and implemented park projects throughout the United States.

Liz Sargent HLA is a local practice with a national reputation, regularly working on projects throughout the United States. Liz Sargent HLA offers more than twenty-five years of experience in the field of cultural landscape studies and historical landscape architecture for clients such as the National Park Service, National Trust for Historic Preservation, state and local governments, colleges and universities, and private clients and non-profit organizations. Much of the firm's project experience stems from work conducted on cultural landscape reports for the National Park Service, the agency that has served as a front runner for this emerging field internationally. Liz Sargent HLA has served in a key role on more than 100 cultural landscape reports, cultural landscape inventories, historic structures reports, historic resource studies, and similar projects.

Liz Sargent HLA personnel fully meet the Secretary of the Interior's Guidelines for Professional Qualifications Standards (36 CFR Part 61, Appendix A) for professionals working in the field of historic preservation. They are experienced with the use of the Secretary of the Interior's Standards for the Treatment of Historic Properties with respect to landscapes. Liz Sargent HLA is experienced in the methodology for assessing cultural landscapes through the recognition of historical contexts and significance, identification of character-defining patterns and features, analysis of issues and opportunities, and development of appropriate treatment guidelines and recommendations. A cultural landscape perspective infuses all of our work. The firm is also experienced in working with local, state, and federal review agencies having responsibility for compliance with historic preservation programs and regulations.

***Liz Sargent and JMA Preservation have worked together on projects for thirty years.***



# LIZ SARGENT

HISTORICAL LANDSCAPE ARCHITECT



Liz is a Historical Landscape Architect offering more than thirty years of experience in design, documentation, and planning for significant historic landscapes around the United States. With degrees in botany, American history, and landscape architecture, Ms. Sargent specializes in research, landscape history, planting design, and planning for the stewardship of significant American landscapes. Ms. Sargent works with a wide variety of clients, including the University of Virginia and other colleges and universities, the National Park Service, National Trust for Historic Preservation, Civil War Trust, Fairfax County Park Authority, and various non-profit organizations. Ms. Sargent regularly collaborates with architects, archaeologists, and engineers to address complex multi-disciplinary client needs. Additionally, Ms. Sargent enjoys speaking and publishing on topics related to her work.

## SAMPLING OF RELEVANT PROJECTS

<b>Appomattox Court House National Historical Park*</b> Cultural Landscape Report	<b>Appomattox, VA</b>
<b>Ash Grove Plantation House</b> Historic Structure Report	<b>Tysons, VA</b>
<b>Clemyjontri Park/Lebowitz House</b> Historic Structure Report	<b>Langley, VA</b>
<b>Confederate Fortifications*</b> Historic Site Treatment Plan	<b>Centreville, VA</b>
<b>DC Workhouse and Reformatory (Lorton Prison)*</b> Historic District National Register Nomination	<b>Lorton, VA</b>
<b>Fairfax Arms</b> Historic Structure Report	<b>Lorton, VA</b>
<b>Fort Ward Museum and Museum Site*</b> Resource Management Plan	<b>Alexandria, VA</b>
<b>Idlewild/Downman House*</b> Site Rehabilitation Plan	<b>Fredericksburg, VA</b>
<b>Jamestowne Island and Neck of Land*</b> Cultural Landscape Report	<b>Jamestown, VA</b>
<b>Lahey House</b> Historic Structure Report	<b>Vienna, VA</b>
<b>Mount Vernon Estate and Gardens*</b> Cultural Landscape Report	<b>Mount Vernon, VA</b>
<b>Oatlands Plantation*</b> Master Plan	<b>Leesburg, VA</b>
<b>Washington &amp; Lee University*</b> Preservation Master Plan	<b>Lexington, VA</b>

## EDUCATION

Master of Landscape Architecture  
*University of Virginia*

Bachelor of Arts, Botany and  
United States History  
*Connecticut College*

## LICENSE AND REGISTRATION

Professional Landscape Architect (PLA),  
VA

## PROFESSIONAL AFFILIATIONS

American Society of Landscape  
Architects, Member and Fellow

Center for Cultural Landscapes,  
University of Virginia, Affiliate

Ivy Creek Foundation, Carr-Greer  
Farmhouse / Riverview Farm Study  
Group, Chair

Highlands Biological Station, Botanical  
Gardens and Grounds Planning and  
Advisory Committee, Member

## PRACTICE AREAS

Historical Landscape Architecture

Landscape Architecture

Preservation Planning

\*Performed with MTF/JMA Preservation



**DEWBERRY**

CIVIL ENGINEERING | SITE SURVEYING



Rotunda Renovation, University of Virginia  
Charlottesville, VA

Established in 1956, Dewberry is a family-owned business, headquartered in Fairfax, Virginia, with more than 55 locations and over 2,000 professionals nationwide. With a legacy of more than 65 years of excellence, Dewberry is a nationwide firm of planning, design, and construction professionals. They create responsible and innovative solutions for those who own, operate, and maintain natural and built environments. Dewberry values lasting relationships, achieving their clients' visions, and celebrating in their success.

In their long and successful history in site/civil design, they've worked in tandem with municipalities, land developers, and citizens to develop successful community projects. Dewberry has worked with communities to develop corridors that incorporate Complete Streets principles, providing access for vehicles, bicycles, pedestrians, and community transit systems. Dewberry's water resources engineers have designed stormwater infrastructure for clients throughout Virginia to address the growing need for managing stormwater and environmental resources associated with land development and public infrastructure projects. They understand the trends, successes and failures associated with stormwater management and ecological enhancement.

**Relevant Experience****Rotunda Renovation, University of Virginia****Charlottesville, VA**

Provided complete site/civil design services for the University of Virginia Rotunda Renovation. Services included new storm drainage, water service, sanitary sewer services, and stormwater design to decrease/slow the runoff originating from the site. Stormwater runoff for the project was fully managed on-site through an innovative and historically sensitive use of permeable pavers. Previously, the University did not allow permeable pavers in the historic Academical Village due to their modern appearance and the nubs on the side of the brick that create the infiltration gap between adjacent bricks. However, the Dewberry team was able to utilize the University's preferred brick for historic areas and add subsurface plastic spacers to create the infiltration gap without losing the historic look of the area.

**Birdwood Mansion Renovation, University of Virginia Foundation****Charlottesville, VA**

The Birdwood Mansion is a historic home built in the 1800's and is currently located on the grounds of the University of Virginia's Birdwood Golf Course. Once used as a working plantation for several generations the property includes additional cottages, barns, a pavilion, and lakes. The property, now owned by the University of Virginia Foundation, has sat idle for several years. Dewberry is providing site/civil services for this renewal project, that preserves the historic structure, while adding modern building systems and amenities. Dewberry's services include the design of storm drainage, domestic/fire water services, sanitary sewer services, stormwater management design, electrical, and mechanical/fire sprinkler routings between the mansion and the outbuildings. A new parking area was provided to the east, which was depressed and landscaped to keep the parking lot out of the historic view shed. Once the restoration and additions to the property are complete, the facilities will be used as an event space.

**Chesterfield County Courts Planning Study****Chesterfield, VA**

Dewberry provided services to fully analyze and describe current conditions, forecast future needs and ultimately develop a long-term plan for courts facilities that places equal emphasis on new resources, implementation of efficiencies and process changes and how to best utilize the facilities currently in place. The information generated from this needs analysis will be utilized to determine future actions and capital budget planning.

***Dewberry and JMA Preservation have worked together on projects for over twenty years.***

# MARIA MINNICK, PE

CIVIL ENGINEER



## EDUCATION

Bachelor of Science,  
Civil Engineering  
*Virginia Tech*

## LICENSE AND REGISTRATION

Professional Engineer (PE)  
VA

Maria is an experienced civil engineer and project manager at Dewberry, and has extensive experience managing projects for institutional and public sector clients. Her background includes site/civil improvements, central utilities, stormwater management, drainage design, and construction administration for a wide variety of project types. Maria leads technical teams and is responsible for project schedule, design team coordination, stakeholder engagement, and design efforts for civil engineering-focused scope.

## SAMPLING OF RELEVANT PROJECTS

### **Rotunda Renovation, University of Virginia**

**Charlottesville, VA**

Civil engineer for the completion of site/civil design services for the University of Virginia Rotunda Renovation. Services included new storm drainage, water service, sanitary sewer services, and stormwater design to decrease/slow the runoff originating from the site. Stormwater runoff for the project was fully managed on-site through an innovative and historically sensitive use of permeable pavers. Previously, the University did not allow permeable pavers in the historic Academical Village due to their modern appearance and the nubs on the side of the brick that create the infiltration gap between adjacent bricks. However, our team was able to utilize the University's preferred brick for historic areas and add subsurface plastic spacers to create the infiltration gap without losing the historic look of the area.

### **Birdwood Mansion Renovation, University of Virginia Foundation**

**Charlottesville, VA**

Project manager and civil engineer for the Birdwood Mansion is a historic home built in the 1800's and is currently located on the grounds of the University of Virginia's Birdwood Golf Course. Once used as a working plantation for several generations the property includes additional cottages, barns, a pavilion, and lakes. The property, now owned by the University of Virginia Foundation, has sat idle for several years. Dewberry is providing site/civil services for this renewal project, that preserves the historic structure, while adding modern building systems and amenities. Dewberry's services include the design of storm drainage, domestic/fire water services, sanitary sewer services, stormwater management design, electrical, and mechanical/fire sprinkler routings between the mansion and the outbuildings. A new parking area was provided to the east, which was depressed and landscaped to keep the parking lot out of the historic view shed. Once the restoration and additions to the property are complete, the facilities will be used as an event space.

### **Renew Renovate Academic Buildings, Virginia Tech**

**Blacksburg, VA**

Dewberry supported an architect-led team on the renovation of three academic buildings on the Virginia Tech campus. These buildings included the Liberal Art's Building (LAB), Davidson Hall, and Sandy Hall. Dewberry provided survey and site/civil engineering for the project. Dewberry's scope of work involved advanced planning, field investigation, design, and construction administration services. Permitting was completed by the University Building Official and Site & Infrastructure Development, as well as the Town of Blacksburg, Virginia.



# FROEHLING & ROBERTSON

## GEOTECHNICAL ENGINEERING



Established in 1881, F&R's longevity is tangible proof of our commitment to client service. Our 20+ Crozet staff includes professional engineers, scientists, technicians, and support staff. F&R has been a continuous presence in Crozet and the central Virginia area since 1972. Minority Owned - A third-generation minority-owned firm, F&R is a Virginia SWaM-certified firm (Certification # 649650)

### SERVICES PROVIDED

- Environmental Due Diligence
- Phase I ESAs, PCAs, Third-Party Reviews
- GeoEnvironmental
- Soil & groundwater, vapor assessment & mitigation, USTs/ASTs
- Industrial Hygiene
- Asbestos, lead; Indoor Air Quality
- Natural Resources
- Wetland delineations & permitting, NEPA, mitigation monitoring
- Geotechnical
- In-house drilling operations
- Subsurface investigations
- AASHTO-accredited laboratory analysis
- In-situ testing
- Geostuctural and vibration monitoring
- Geotechnical engineering analysis and recommendations
- Construction Materials Testing & Inspections
- Special Inspections
- Testing for concrete, earthwork, structural steel, foundations, masonry, waterproofing, spray applied fireproofing
- Support of excavation (SOE) systems
- Concrete and asphalt mix designs, pavement investigations, ultrasonic testing, forensic services

### F&R Projects in Fluvanna County

#### Dominion Energy - Grapevine Substation

Palmyra, VA

Services: Geotechnical Services

Year: 2021

#### Stanley Martin Homes - Beaverdam Farm

Troy, VA

Services: Geotechnical Services

Year: 2021

#### Central Virginia Electrical Cooperative Warehouse

Palmyra, VA

Services: Geotechnical Services

Year: 2020

#### Stanley Martin Homes - Colonial Circle

Palmyra, VA

Services: Geotechnical Services

Year: 2020

#### Dominion Energy - Fork Union Substation and Transmission

Line Brems Bluf, VA

Services: Geotechnical Services

Year: 2019

#### Dominion - Cumberland to Fluvanna Transmission Line

Columbia, VA

Services: Geotechnical Services

Year: 2018

### F&R Experience with Historic Projects

#### Monticello South Wing Foundation Improvements

Charlottesville, VA

Services: Geotechnical Services

Year: 2018

#### Tufon Farm Stone House

Charlottesville, VA

Services: Geotechnical Services

Year: 2019

#### Fort Monroe African Landing

Hampton, VA

Services: Geotechnical Services

Year: 2022

#### Waterford Mill Renovation

Waterford, VA

Services: Geotechnical Services

Year: 2020

#### Semper Fi Memorial Trail Extension - National Museum of the Marine Corps

Triangle, VA

Services: Geotechnical Services

Year: 2020

# MATTHEW DUBOIS, PE

GEOTECHNICAL ENGINEER



Matthew has experience in a wide range of geotechnical and construction materials testing projects. His duties include proposal development, coordinating and supervising subsurface investigations and laboratory testing programs, geotechnical engineering analyses for shallow and deep foundations, pavement design, foundation settlement, preparation of geotechnical reports, troubleshooting on various construction quality related issues, and overall project management. His geotechnical experience includes water lines, pump stations, multi-story structures, communications towers, military projects, and roadways.

### SAMPLING OF RELEVANT PROJECTS

#### City of Staunton - Gardner Spring Pump Station

*Augusta County, VA*

Mr. DuBois provided project supervision of the subsurface investigation and prepared the geotechnical report for the project. The project consisted of a new raw water pump station as well as approximately 1,000 feet of 20-inch diameter raw water intake line. Mr. DuBois analyzed field and laboratory data to determine suitable foundation and site preparation recommendations.

#### Albemarle Court Facility Addition and Renovation

*Charlottesville, VA*

Mr. DuBois provided geotechnical engineering oversight of the subsurface exploration in support of the renovations of the existing Levy Opera House and construction of a new building in place of the Levy Annex once it was demolished. Once the field activities were concluded, Mr. DuBois provided a geotechnical support that contained descriptions of the subsurface soil conditions and commented on the geotechnical aspects of the proposed construction.

#### Memorial Drive Corridor Improvements,

*Luray, VA*

Mr. DuBois served as geotechnical engineer for the subsurface exploration and geotechnical evaluation for the improvements to Memorial Drive, linking West Main Street to the Page Memorial Hospital in Luray, Virginia. The project included widening of the existing road, new curb and gutters on each side of the road, and a sidewalk to the east side of Memorial Drive.

#### University of Virginia Contemplative Sciences Center

*Charlottesville, VA*

Mr. DuBois served as geotechnical engineer for the subsurface exploration and geotechnical evaluation during the construction of the new UVA Contemplative Sciences Building. The new structure will be a four-story building that will also include a pedestrian bridge across Emmet Street North. Mr. DuBois analyzed field and laboratory data to determine suitable foundation and site preparation recommendations.

#### Ashtree Drive Culvert

*Fishersville, VA*

Mr. DuBois served as geotechnical engineer for the subsurface exploration and geotechnical evaluation for design of a culvert to cross Goose Creek in the next phase of the Ivy Ridge Subdivision in Augusta County, Virginia. Mr. DuBois analyzed field and laboratory data to determine suitable foundation and site preparation recommendations.

### EDUCATION

*Bachelor of Science, Civil Engineering,  
Clarkson University*

### LICENSE AND REGISTRATION

Professional Engineer (PE)  
VA

### CERTIFICATIONS

ACI: Field Testing – Level I  
Strength Testing  
Aggregate Testing

Humboldt Radiation Safety

# INTERNATIONAL CONSULTANTS, INC.

COST ESTIMATING



**Folger Shakespeare Library\***  
Washington, DC

**International Consultants, Inc.** (ICI) is a professional cost estimating firm for the design and construction industries. ICI is experienced in all levels of cost estimating, from preliminary feasibility estimates to bid document cost estimates. Their estimating services are tailored to meet the individual client's needs and include: cost control systems, value engineering studies, bid negotiation and analysis, change order consultation, and capital reserve studies.

ICI's experience includes a full range of construction projects; historic preservation, new construction, renovations, restorations, additions and adaptive reuse, institutional, commercial, monumental, and LEED certified. Projects range in construction value from a few thousand dollars to hundreds of millions of dollars.

In the early stages of a proposed project, ICI offers services for feasibility studies, preliminary budgets, and value management options. As the project evolves, they monitor cost and schedule implications and provide hands on coordination within the project team to maintain a thorough and consistent progression toward a successful completion.

The ICI management program is based on close scrutiny of each phase of a project – its economic impact and scheduling. Their ability to deliver unbiased and objective information in these areas enables the client to maintain firm control over the entire design and construction process while monitoring construction costs and completing projects on schedule with the highest degree of quality.

## SAMPLING OF RELEVANT PROJECTS

### **Buckelew Mansion**

Assessment and Restoration  
\$1.9M / 7,957 SF  
Jamesburg, NJ

### **Cornell University Sage Chapel\***

\$936,506 / 21,200 SF  
Ithaca, NY

### **Drumthwacket Estate**

ADA Renovations and Addition  
\$560,000 / 2,487 SF  
Princeton, NJ

### **Folger Shakespeare Library\***

Exterior Restoration  
\$3.3M / 125,430 SF  
Washington, DC

### **Fluvanna County Historic Courthouse\*** **Historic Structure Report**

\$1.9M  
Palmyra, VA

### **Magnolia Flouring Mill**

Assessment, Restoration/Rehabilitation  
\$2.9M / 20,289 SF  
Magnolia, OH

### **Patapsco Female Institute Ruins\***

Restoration/Rehabilitation,  
Selective Reconstruction  
Ellicott City, MD

### **University of Arkansas-Fort Smith Drennen-Scott House Restoration\***

\$3.7M / 6,200 SF  
Van Buren, AR

### **University of Arkansas-Fort Smith Willhaf House Restoration\***

Fort Smith, AR

### **University of Virginia Presidents House on Carr's Hill\***

Repair and Restoration  
\$4M / 13,456 SF  
Charlottesville, VA

### **Urban County Government Center**

Rehabilitation, \$2.4 M  
Lexington-Fayette, KY

### **Waterliet Arsenal**

Revitalization of Historic Quarters  
\$6.8M  
Waterliet Arsenal, NY

### **Yale University - Payne Whitney Gymnasium & Ray Tompkins Hall**

Exterior Condition Study  
\$76M  
New Haven, CT

**ICI and JMA Preservation have worked together on projects for over twenty five years.**

# MICHAEL FUNK

COST ESTIMATOR



Michael has 40 years of experience in the development of budgetary, schematic, design development and construction document cost estimates. He is the coordinator of all in-house cost consulting assignments, and has extensive background in the development of estimates and schedules for historic preservation projects, both public and private. He has provided estimates on preservation projects for JMA Preservation for more than 25 years.

### SAMPLING OF RELEVANT PROJECTS

#### Fluvanna County Historic Courthouse\*

Palmyra, VA

Prepared cost estimate for restoration and rehabilitation of historic courthouse building, including pricing a series of options for key scope items.

#### Drennen-Scott House Restoration\*

Van Buren, AR

A schematic estimate for the total restoration of the historic house was provided at the beginning of the multi-phase project with estimates for each phase at the completion of construction documents.

#### Folger Shakespeare Library\*

Washington, DC

Scope of cost estimate included the restoration of the façade with work including cleaning, repointing, and repairing of the stone masonry.

#### Cornell University | Sage Chapel\*

Ithaca, NY

Cost estimate for a project involving exterior restoration of a chapel including slate roof, exterior masonry, structural deficiencies, and stained-glass windows.

#### University of Arkansas | Willhaf House\*

Fort Smith, AR

A schematic estimate for the total restoration of the historic house was provided at the beginning of the multi-phase project with estimates for each phase at the completion of construction documents.

#### University of Virginia\*

##### President's House on Carr's Hill

Charlottesville, VA

Scope included interior repairs, restoration, minor renovations with a value of \$4 M.

#### Yale University | Residential Colleges

Restoration, Renovations & Systems Upgrade

New Haven, CT

Senior Cost Estimator for the Restoration, Renovations and Systems Upgrades to five residential Colleges, and the Exterior Restoration of the Gymnasium complex at Yale University—Berkley College, Pearson College, Davenport College, Silliman College, Calhoun College, Payne Whitney Gym / R. Tompkins House.

#### Buckelew Mansion

Jamesburg, NJ

The scope included select structural repairs in restoration of damaged areas, and rehabilitation of select exterior and interior areas.

#### Western Kentucky University Alumni House

Louisville, KY

Senior Cost Estimator for the exterior restoration, and repairs of the Western Kentucky University Alumni House.

#### Drumthwacket Estate

Princeton, NJ

Senior Cost Estimator for various projects of a few years at Drumthwacket Estate, the Governor's Mansion. These projects included ADA Upgrades to entrances, restrooms and public areas, Roofing rehabilitation projects, Mechanical/Electrical upgrades.

### EDUCATION

BS, Construction Management

Spring Garden College

AS, Construction Engineering

Spring Garden College

### PROFESSIONAL AFFILIATIONS

American Association of Cost Engineers

Community Design Collaborative

National Trust for Historic Preservation

Preservation Alliance of Greater

Philadelphia | Project Management

Institute

### SPECIAL COMPETENCIES

Cost Estimating

Life-Cycle Cost Analysis

Value Engineering

Change Order Review & Negotiation

\*Performed with MTF/JMA Preservation



# CHRONICLE HERITAGE

ARCHAEOLOGICAL SERVICES



CHRONICLE™  
HERITAGE



Great Dismal Swamp  
Chesapeake, VA

Commonwealth Heritage Group, LLC dba **Chronicle Heritage** (Chronicle) is a professional consulting firm providing Cultural Resource Management (CRM), and Historic Preservation Planning services throughout the United States. Commonwealth's multi-disciplinary professional staff includes prehistoric, historic, urban, and industrial archaeologists; preservation planners; historians; and architectural historians. A support staff of IT and geospatial specialists, field and laboratory assistants, and administrative personnel further augments this professional expertise. Their archaeologists and historians meet or exceed the Secretary of the Interior's Professional Qualifications Standards. The Chantilly office has been providing CRM services to the Mid-Atlantic Region and nationally since 1984 and features a multi-disciplinary staff with expertise in history, architectural history, and prehistoric, historic, military, and urban archaeology. They provide services to private clients, local municipalities, and state and federal agencies. Cultural resources services provided by the office include Architectural History, and Archaeological Phase I identification, Phase II evaluation, and Phase III data recovery investigations under Sections 106 and 110, as well as local and state regulations. In 2022, Commonwealth Heritage Group merged with PaleoWest to become the largest CRM firm in the nation.

## **VDOT Cultural Resource Consulting**

**Virginia (statewide)**

Since 2011, Chronicle's Chantilly office has provided statewide Cultural Resource consulting services for the Virginia Department of Transportation (VDOT) under three multi-year contracts. In 2019, Commonwealth conducted Phase I and II investigations on behalf of the VDOT at Site 44PW2040, a multi-component site that includes precontact, eighteenth, and early nineteenth century deposits, including intact building remains in the former Colonial port town of Dumfries, Virginia. Chronicle identified multiple activity areas and features, including a possible kitchen deposit, the sandstone foundation of the eighteenth-century Calvert House, the slate and sandstone foundation of the eighteenth-century Merchant Mansion, and the possible locations of the nineteenth-century Waters House and Barn with associated buried yard surfaces. The site was recommended as eligible to the National Register of Historic Places (NRHP).

## **Fort McHenry National Monument and Historic Shrine**

**Baltimore, MD**

In 2017, Commonwealth Heritage Group (Commonwealth) assisted the National Park Service (NPS) Northeast Region Archaeology Program with archaeological monitoring for the installation of a high-pressure gas main and several gas service lines at the NRHP-listed Fort McHenry National Monument and Historic Shrine in Baltimore, Maryland. Fieldwork included the excavation of test units and monitoring of 34 excavation locations. All work was conducted in consultation with NPS staff.

## **Salona Park Archaeological Investigation**

**Fairfax County, VA**

In 2013 and 2014, Commonwealth conducted multiple Phase I archaeological investigation in Salona Park for the Cultural Resource Management and Protection Branch (CRMPB) of the Fairfax County Park Authority. Commonwealth investigated archaeological sites associated with the NRHP-listed Salona Manor house. Site 44FX2728, the Salona main house and its outbuildings, and Site 44FX2762, Camp Griffin, a large Union encampment occupied during the fall and winter of 1861 and 1862 were investigated with shovel testing, metal detection, and test units. Additional test unit excavations in summer 2014 were designed to investigate a trash pit feature initially identified by CRMPB that contained two separate deposits dating to the second quarter of the nineteenth century. The feature is likely associated with enslaved African American women who lived at the nearby stone house during the Smoot family occupation of the site.

***Chronicle Heritage and JMA Preservation have worked together on projects for over twenty five years.***

# CHARLES E. GOODE, RPA

ARCHAEOLOGIST



Charles specializes in Middle Atlantic prehistoric archaeology, African-American archaeology, and soils. Charles has been involved in investigating prehistoric Native American sites as well as historic-period sites dating from the mid-18th century to the mid-20th century. He has experience in analyzing both prehistoric lithic and ceramic assemblages. He has investigated enslaved African-American occupations at numerous Northern Virginia domestic sites. Charles has 25 years of experience in cultural resource management and 17 years with this firm.

## EDUCATION

Master of Arts: Anthropology  
*The Catholic University of America*  
Bachelor of Arts: Anthropology  
*The American University*

## LICENSE AND REGISTRATION

Registered Professional  
Archaeologist (RPA)

## PROFESSIONAL AFFILIATIONS

Society for American Archaeology  
Member

## SAMPLING OF RELEVANT PROJECTS

### Virginia Department of Transportation, NOVA District Route 1 Dumfries Widening Project Cultural Resources Survey & Phase II Evaluation

**Dumfries, VA**

Principal Investigator. Managed project and co-authored report for Phase I and II investigations. The site is the location of four early Town Lots in Dumfries and contains multiple 18th-century occupations and intact foundation features.

### Fairfax County Park Authority Cultural Resource Management & Protection Branch Salona Park | Phase I Archaeological Investigation

**McLean, VA**

Principal Archaeologist. Directed fieldwork and co-authored report and addendum report. Investigated Civil War Camp Griffin and deposits from earlier occupation of Manor property. Approximately 19.55 acres investigated.

### Virginia Theological Seminary | Proposed Chapel of the Ages Archaeological Evaluation

**Alexandria, VA**

Principal Archaeologist. Directed fieldwork and co-authored report. Remote Sensing and subsurface investigations around the Oakwood House built during turn of the nineteenth century. The seminary was established in 1827 and was a military camp and hospital during the Civil War.

### Fairfax County Park Authority Cultural Resource Management & Protection Branch Huntley (Site 44FX1740) | Further Archaeological Testing

**Alexandria, VA**

Principal Archaeologist. Managed project and authored report. Testing of the ca. 1820 Mason-family manor before planned improvements by the county. Included investigations of the terraced yard.

### US Army Corps of Engineers, Norfolk District | Phase I Testing along the Dismal Swamp Canal & Building Assessment of the Dismal Swamp Canal Company Toll House Chesapeake City, VA & Camden County, NC

Principal Archaeologist. Directed fieldwork and co-authored report for investigation of 23-mile-long canal including the Deep Creek, Northwest, Culpepper, Spence's, and South Mills Locks.

### Maryland State Highway Administration | Elizabeth Lowry Site (18CR226) Phase III Archaeological Data Recovery

**Carroll County, MD**

Project Archaeologist. Directed fieldwork and co-authored report. Site consisted of the remains of early-19th-century log cabins belonging to a free African-American woman and her family located northwest of Westminster.





**Tidewater, Inc.**, located in Elkridge, MD, has the resources and experience to provide quality, cost-effective, timely, and practical solutions for environmental and hazardous materials sampling, due diligence, permitting, abatement design, and cost estimating. With a dedicated technical and management staff of 120 employees nationwide, Tidewater has extensive capabilities to perform traditional engineering and design services for alteration and renovation support, specifically hazardous materials investigations, remedial design, waste disposal, and abatement design.

Tidewater's professional staff is comprised of program managers; construction managers and inspectors; environmental, geotechnical and civil engineers; environmental scientists and chemists; certified health physicists, certified industrial hygienists (CIH); geologists; certified safety professionals (CSP); fire protection specialists; trainers; AHERA certified asbestos building inspectors and project designers; lead inspectors and lead risk assessors; radiological technicians; drillers; and remediation field staff.

Tidewater performs field examination and testing of building materials using non-destructive methods (use of non-intrusive instrumentation such as XRF equipment, borescopes) or, where necessary, destructive (intrusive) examination and/or testing of materials, components, and systems. Use of Instruments where feasible permits enhanced examination while limiting damage to the existing building fabric.

***Tidewater has a long history of teaming with JMA Preservation on multiple term contracts and currently serves on the following MTFA contracts: The GSA Mid-Atlantic Region 3 A-E Services; GSA Engineering and Design Services for Building Envelope and Roofing and Waterproofing IDIQ Contract; National Institute of Standards and Technology (NIST) A-E Design Contract; and Naval Facilities Engineering Command (NAVFAC) Washington A-E Design Contract, National Parks Services, and the Catholic University IDIQ contract.***

***Tidewater and JMA Preservation have worked together on projects for over twenty five years.***



# MENEKA RODRIGO

ENVIRONMENTAL SPECIALIST/HAZMAT PROJECT DESIGNER



More than 24 years of diversified consulting experience involving inspection surveys, site assessments and project consulting for remediation at a range of historic, federal and state-owned facilities. Experience includes project management, developing specification documents and abatement designs, technical reviews, submittal reviews, and compliance audits for AHERA programs. Ms. Rodrigo served as an Asbestos Program Manager (APM) for 5 years at a General Services Administration (GSA) owned facility.

## SAMPLING OF RELEVANT PROJECTS

### Rose Hill Manor Hazardous Materials Survey

*Frederick, MD*

Teamed with AE Services firm to Perform inspection at the Rose Hill Manor for asbestos, lead-based paint (LBP inspection using XRF instrument) and other regulated substances, i.e., PCBs and Mercury containing devices inventory. Prepared hazardous materials survey reports, specifications, and hazmat notes for AE design phase drawings.

### Hazardous Materials Consulting Services\*

*Baltimore, MD*

Hazmat consultancy for multiple buildings, such as US Customs House, Fallon Federal Building, Garmatz US District Courthouse. Performed inspection of buildings for asbestos, lead-based paint (LBP inspection using XRF instrument) and other regulated substances, i.e., PCBs and Mercury containing devices inventory. Prepared hazardous materials survey reports, specifications, and hazmat notes for AE design phase drawings.

### University of Maryland Hazmat Surveys

*College Park, MD*

Hazardous materials assessments, asbestos bulk sampling and Lead-based paint inspections performed at the UMD Service Building, Cole Field House, Hornbake Library, H.J. Patterson Hall, Chestertown building, etc. Surveys include asbestos and Lead-based paint testing using XRF instrumentation and preparation of hazmat reports, specifications and written recommendations.

### Historic Old Marlboro Elementary School Hazmat Survey

*Upper Marlboro, MD*

The purpose of the inspections was to determine the extent and approximate locations of hazardous materials within the Old Marlboro building, i.e. asbestos-containing materials (ACMs), the proper disposal of universal wastes and other potentially hazardous materials, and lead-based paint (LBP) Inspection to facilitate a feasibility study for this property.

### Social Security Administration (SSA) Buildings\*

*Woodlawn, MD*

Performed campus wide hazardous materials surveys and inspection of buildings for asbestos, lead-based paint (LBP inspection using XRF instrument) and other regulated substances, i.e., PCBs and Mercury containing devices inventory. Prepared hazardous materials survey reports, specifications, and written recommendations and hazmat notes for the AE firm.

## EDUCATION

Bachelor of Arts, English  
*University of Peradeniya, Sri Lanka*

Master's, English  
*Illinois State University*

## LICENSE AND REGISTRATION

NIOSH 582 Airborne Fiber Analysis  
AHERA Asbestos Supervisor  
AHERA Asbestos Inspector  
MDE Asbestos Supervisor  
MD Lead Risk Assessor License  
40 Hour HAZWOPER Training

## SPECIAL COMPETENCIES

Experience includes project management, preparation of specification documents, work plans, sampling plans, remedial designs, technical and blueprint reviews, submittal reviews, compliance audits for AHERA programs, Phase II ESAs, Confined Space Assessments and Consultancy for A-E Projects.

\*Performed with MTFA/JMA Preservation





*Gloucester Court Circle Properties and Museum of History  
Gloucester County, VA*





# PROJECT APPROACH



## PROJECT APPROACH



The following **Project Approach** maintains the phasing proposed as a part of the HSR for both the design and construction portions of the project. However, depending on the extent of current and future funding, it may be desired to combine all design phases into one project. Such a consolidated strategy offers efficiency in both design costs and the county's project management, but it would only be recommended if all construction work can be executed in the near term.

- 1** Hold **kick-off meeting** with the project management team to confirm the project goals and scope of work. At this meeting, we will seek to understand the available project budget and any programming changes so as to confirm or revise the proposed phasing in the HSR. We will also coordinate any initial site work, additional research, and discuss a preliminary project schedule.
- 2** **Review previously completed historic research and existing documentation.** With our previous experience at the building working on the HSR, this effort will be drastically reduced from a typical project. However, it is always important to return to the existing documentation previously provided so as to refresh our grasp on what is known and what remains to be ascertained. Complex sites with long histories such as your courthouse are routinely made anew by archival discoveries and re-discoveries.
- 3** With these initial efforts underway, we will **prepare a work plan for the remaining investigations** for your review. First and foremost is the determination of the treatment approach on the front columns. Given the range of potential cost impacts for this scope, we believe that investigating this matter early in the project will provide insight into one of the most significant unknowns in the overall project. In the HSR, our team also proposed interior paint analysis and limited selective removals of interior plaster during this first effort. Our work plan will include a schedule of the fieldwork as well as proposed materials testing locations.
- 4** Next, our historic preservation architects and conservators would **perform the first phase investigations** of the applied paint finish and three-part stucco of the front columns, the interior paint analysis, and coordinate selective removals at the wall adjacent to the east doors. The latter investigations could be shifted to a later phase if preferred. The removal of the damaged interior plaster could offer important insight into the exterior wall assembly. Meanwhile, the paint analysis would guide future finish work on the interior, including the refinishing of the interior side of the windows and doors.





Worthington House  
Frederick, MD

- 5** During these initial surveys, we will **coordinate resolution of urgent items with the County**. Depending on the preferred approach for the initial phase of work, there will likely be a substantive period before a general contractor is on-board to execute any outstanding priority repairs. The items may include removal of loose slate tiles, patching missing slate tile locations, and targeted study of the mechanical system operation. We would provide clear guidance to the county public works team to provide temporary repairs, either directly or via outside craftspeople, to mitigate additional deterioration. It is always critical to avoid duplicate work or inappropriate treatments during this interim process.
- 6** As a part of the first phase investigations, we will develop treatment recommendations and consider the impact to the future work. Then, **we will meet with the county team to confirm the next phase of work at the building**. The HSR proposed the exterior envelope issues be addressed at this stage. By combining all exterior work into a single phase, the principal issue which threatens the historic building – moisture infiltration at deteriorated exterior assemblies or finishes – will be addressed. Other key issues included are slate roof replacement; roof decking repairs; replacement of the bell enclosure; repairs to masonry, stucco, and wood elements; restoration of windows, shutters, and doors; exterior painting; as well as myriad other items on the exterior of the building.
- 7** Then our team would **prepare design development drawings and outline specifications for the exterior scope of work**. We would be building upon the previously completed measured drawings keyed with locations of the various treatment recommendations. As such, we would propose moving directly to a design development submission and skipping a schematic design phase. This approach will reduce costs and move the project forward more quickly, while still allowing for a considered process with county input and guidance.
- 8** The design development documents would then be utilized to **develop a cost estimate**. This estimate will serve to inform where the exterior phase stands in relation to the overall project budget.
- 9** When finalized, the design development documents will be submitted to the county for review. Input will be essential at this submission so as to ensure that we are aligned with your budget and goals. A **follow-up review meeting** will provide a forum to address all key concerns and issues from the project team. We find that direct communication with client teams allows JMA Preservation and its consultants to respond with greater efficiency and clarity.
- 10** Depending on the source of your funding, it may be required to **engage historic review officials** for review and approval of the proposed alterations to the building. If required, we stress the importance of engaging early in the process and at each milestone submission. Even when not mandated, we often propose to our clients to hold informal reviews with the Virginia Department of Historic Resources. Proactive coordination with review officials of all types paired with our team’s experience with a range of distinct approval processes will produce a smooth and successful conclusion.
- 11** The preparation of **construction drawings and specifications** will commence upon approval of the design development phase. We would suggest the design team next prepare a pre-final construction documents submission. Our team consistently excels at producing construction documentation that achieves cost effectiveness without sacrificing the design quality. We also repeatedly succeed in preparing documents which allow contractors to accurately bid and construct



## PROJECT APPROACH



Sage Chapel at Cornell University  
Ithaca, NY

projects per all applicable code and design requirements. We would suggest a revised cost estimate during the construction document process to capture any changes in the approach and the additional design detail.

**12** When the documents have been completed and approvals have been received from all reviewing authorities our team will work with the county staff to **issue final bid documents**. We will coordinate with you to attract interested and qualified bidders, and to receive bids in compliance with all required procedures. During the bidding period we will issue addenda as necessary and will conduct a pre-bid conference with interested contractors.

**13** Following a contract award, JMAP and its sub-consultants will be prepared to **perform construction administration services**. This phase of a project requires diligence and care to make certain that the design intent is executed to the high standards expected for such a significant investment. It is our policy for staff to remain on a project from design through to construction to ensure efficiency and utilize the institutional knowledge embedded in a project. We are prepared to complete RFI and submittal reviews, periodic site visits, construction progress meetings, preparation of meeting minutes and field reports, and review of payment applications, among other services as desired by the county project managers. Our team includes Train Architects who are located in Charlottesville and will serve as our local support team to facilitate any urgent issues during construction administration, while also contributing drafting work as a part of the design phases. Our team also includes archaeologists who are available to guide resolution of materials found during site disturbances.

**14** As the exterior phase work begins construction, we would stand ready to **begin any future design phases**. The HSR proposed the implementation of the interior treatment recommendation as a part of this subsequent phase of work. This outside-inside division provides the cleanest delineation of work between phases and also economically consolidates the work for the many trades involved. The RFP includes references potential scopes of work that were not included in our HSR recommendations, such as civil engineering. If such items are required in future phases as well, our team stands ready to support you.





Federal American National Bank  
Washington, DC





Rappahannock County Courthouse  
Washington, VA





## REPRESENTATIVE PROJECTS



# FLUVANNA COUNTY COURTHOUSE

PALMYRA, VA

JOHN MILNER ASSOCIATES  
Preservation • a division of MTFPA



## PROJECT TYPE

Condition Assessment  
Historic Structure Report

## RELEVANCE

Project Management  
Measured Drawings  
Condition Assessment  
Historic Architecture  
Conservation Services

The Fluvanna County Courthouse stands as one of the finest expressions of nineteenth century public architecture in the Commonwealth of Virginia. Designed by John Hartwell Cocks, a gentleman architect, planter, soldier, and businessman, the 1831 Greek Revival courthouse was executed in a modified Doric order with its temple form rendered in red brick, stone, wood, and sanded stucco. The building has remained remarkably undisturbed over its history. A 1970s basement expansion was designed to expand the building and its services while minimizing the visual impact. The virtually untouched exterior offers visitors the opportunity to experience what architectural historian Talbot Hamlin called the “Acropolis of Palmyra.”

JMA Preservation was commissioned by Fluvanna County to prepare a historic structure report (HSR) for the iconic building and to emphasize the condition assessment portion of the HSR to facilitate the planning of major repairs and long-term maintenance. Our team reviewed the building over the course of multiple days to determine interior and exterior deficiencies. Our visual analysis was augmented by the efforts of our conservators who collected samples of paint and mortar for laboratory analysis. Notable issues identified in our report included the failure of exterior stucco, deterioration of windows and doors, unsafe egress conditions, and ongoing deterioration of interior finishes. The HSR provided the proper preservation treatment and the estimated cost of each so as to protect the building’s fabric for years to come.



# EAST FELICIANA PARISH COURTHOUSE

CLINTON, LA

JOHN MILNER ASSOCIATES  
Preservation • a division of MTF A



## PROJECT TYPE

Condition Assessment  
Preservation Plan

## RELEVANCE

Condition Assessment  
Construction Documents  
Cost Estimate  
Construction Administration  
Interior Rehabilitation  
Exterior Rehabilitation  
Moisture Abatement  
New Mechanical System  
New Electrical and Lighting  
Fire Protection System

## AWARDS

AIA VA Design Award, 2015

National Trust for Historic Preservation  
Honor Award, 2014

Built in 1840, this simple, peripteral structure is the oldest still functioning parish courthouse in Louisiana. As part of the first phase of work, a condition assessment to identify factors contributing to the excessive moisture in the exterior walls was completed. Moisture in the walls was mapped using moisture meters, and the environment within the building was tracked over a period of time.

The investigation revealed impermeable clay soils around the building were contributing to poor site drainage, however, the cause of the excessive rising damp was the installation of a concrete slab on fill at the 1st Floor, as well as the replacement of the original lime plaster with Portland cement plaster on both the exterior and interior sides of the walls.

The scope of work for the construction phase included removal of hard Portland cement plaster from both the interior and exterior of the brick bearing walls, and replacing it with a traditional lime plaster; reconstruction of the original ventilated crawl space; rehabilitation of all interior finishes based on documented historic colors; installation of two new accessible restrooms; provision of code compliant exiting; new mechanical, life safety and electrical systems and lighting; as well as upgrades to the exterior site lighting, sprinkler systems and accessible parking.

The project also included installation of state-of-the-art courtroom AV systems, which were carefully integrated into the historic courtroom. Under a separate contract work also included conservation of the rich collection of historic courthouse casework and furnishings.

# FAIRFAX OLD TOWN HALL

FAIRFAX, VA

JOHN MILNER ASSOCIATES  
Preservation • a division of MTFA



## PROJECT TYPE

Condition Assessment  
Rehabilitation

## RELEVANCE

Treatment Plan  
Condition Assessment  
Construction Documents  
Cost Estimate  
Construction Administration  
Design Options

The Old Town Hall is one of the principal public buildings in the City of Fairfax. It was designed in a Classical Revival style and constructed in 1899. Joseph E. Willard donated the Town Hall to serve as a community gathering space for the town of Fairfax, as it was then known. The refinement of the Old Town Hall stands in stark contrast to many other town hall buildings from the period. Throughout its history, the building served as the quarters of the local Masonic Lodge, the town's first public library, and held numerous community events. Today the building continues to function as a public hall.

In August 2020, one of the front portico columns failed and collapsed onto the adjacent sidewalk. Our firm was selected to determine the cause of the column failure and to assess the three standing columns, porch floor, foundation walls, and other portico elements. To facilitate this assessment, our team performed historic research to document changes to the building over its history. Pairing archival research with extensive hands-on investigation of the historic fabric, the historic preservation team and Linton Engineering prepared an assessment report which included treatment recommendations for all components of the portico. Our investigation found that moisture-related deterioration at the column base caused the column to sink and then slip free from the capital, ultimately causing its collapse.

After collaboration with the city's building committee and presentations to the local Board of Architectural Review, we prepared construction documents to complete these repairs, reconstruct the wood porch decking, reconstruct the stone foundation walls for the porch, and add a new stair and ADA ramp. Construction was completed in 2023.

Since completion of Phase 1, our team has completed Schematic Design drawings for the rehabilitation of the remaining building. For this phase of the project, the historic fabric will be restored and repaired; the modern addition will be redesigned to improve its relationship to the historic building and increase functionality; as well as addressing deficiencies with the existing building systems, among other improvements.



# DRENNEN-SCOTT HISTORIC HOUSE MUSEUM

VAN BUREN, AR



## PROJECT TYPE

Historic Structure Report  
Master Site Plan  
Interpretive Master Plan  
Construction Documents  
Construction Administration

## RELEVANCE

Phasing  
Rehabilitation

## AWARDS

Preserve Arkansas Award for  
Excellence in Preservation

The Drennen-Scott House (ca. 1840), on a five-acre site overlooking the Arkansas River, was acquired by the University of Arkansas—Fort Smith as the site of their degree program in historic site interpretation. At the time of purchase, the heirs of the original builder had lived in the sadly deteriorated house for more than 150 years.

Pre-design services included the preparation of a historic structure report. Of special interest to the University was learning how the house had grown from the original one-room structure to its current 6,000 SF. Extensive research and physical investigation determined that it had evolved over a 65-year period as the builder and his heirs added to it during 6 separate building campaigns. In the 1970s, a final addition was constructed on the rear.

The historic structure report also included a history of the family, a condition assessment with recommended treatment plan, paint and wallpaper analysis, dendrochronology, and master planning of the site that included restoration/rehabilitation of the house and the remaining outbuildings, the addition of a visitors center and a maintenance building, and landscaping of the five-acre site including a partial restoration of the formal gardens. In addition to the HSR, an interpretive master plan for the house, the visitor center, and the site was developed.

The design for the house, for which the HSR served as a basis, called for restoration of the original portion which is open as a historic house museum. The newer addition is converted into work space and classroom space for the academic program. Archaeology played a major role from monitoring of ground disturbing activities to the discovery of the historic kitchen and site features.

Construction was accomplished in three successive phases as dictated by the time of funding grants. A fourth and final phase included a large addition to the visitor center parking lot and other site improvements.

**VARSITY HALL | UNIVERSITY OF VIRGINIA**

CHARLOTTESVILLE, VA

**JOHN MILNER ASSOCIATES**  
Preservation • a division of MTFA**PROJECT TYPE**Rehabilitation  
Restoration**RELEVANCE**Exterior Restoration Design  
Site Development  
Adaptive Reuse Design of the Interior

Constructed in 1858 as the country's first purpose-built college infirmary, it later functioned as a fraternity house, dormitory, faculty residence, and headquarters for the Air Force ROTC. In disrepair, the decision was made to rehabilitate the building as the headquarters of the Batten School of Leadership and Public Policy. Train & Partners was selected as the architect with JMA Preservation serving as the team's preservation architect.

Pre-design work included moving the building to a site adjacent to its original location because of a large construction job on the campus. JMA Preservation consulted on site location as well as the physical move. Prior to the move, JMA Preservation was commissioned to prepare a set of HABS Drawings of the building, to carry out an analysis of the stucco coating, and to do mortar analysis.

Rehabilitation work incorporated new HVAC, electrical, plumbing, and sprinkler systems while preserving the building's distinctive historic features. To provide handicapped accessibility, a new pedestrian bridge was constructed. The front entry and rear balconies are recreations of the originals. The original floor plan of patient rooms adapted easily to new uses as offices and conference rooms. Historic plaster finishes, heart pine wood floors, and woodwork have all been preserved, repaired and refinished. Original paint colors, both exterior and interior, were utilized.



# MBW QUARTERS 6 | COMMANDANT'S HOUSE

WASHINGTON, DC

JOHN MILNER ASSOCIATES  
Preservation • a division of MTF A



## PROJECT TYPE

Modernization of Historic Structure  
Long Range Maintenance Plan

## RELEVANCE

Documentation Review  
Architectural History  
Condition Assessment  
Preservation Plan  
Maintenance Plan  
Cost Estimate

Quarters 6, also known as the Commandant's House, is a significant example of military architecture dating to the early nineteenth and twentieth centuries. President Thomas Jefferson selected a location for a Marine post that was equidistant from the Capitol Building and Washington Navy Yard. George Hadfield, an English architect known for his work designing the Custis-Lee Mansion and his role as superintendent of the construction of the Capitol Building, was selected to design the entire campus in 1801 and the quarters was completed in 1806. Several additions and numerous alterations followed with the building reaching its current state in the late 1930s. The house and the surrounding post were later honored as a National Historic Landmark in 1976.

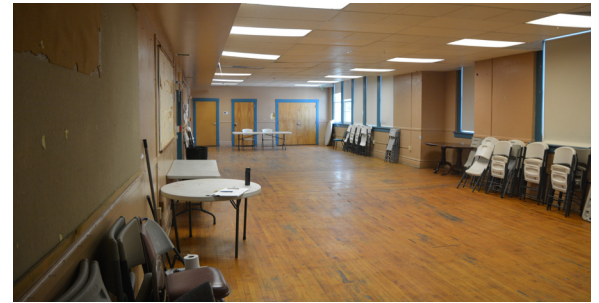
By direction of Naval Facilities Engineering Systems Command (NAVFAC), MTF A first developed a long-range maintenance plan for the Commandant's House to provide a guiding document for Marine Barracks Washington personnel to use in performing work on the historic buildings. The report provided the road map for our team to develop design and construction documents for the rehabilitation of the Commandant's House. The team investigated and developed detailed repair recommendations to ameliorate a significant threat to the building's structure stemming from moisture infiltration and inappropriate materials that had been previously installed. The most extensive effort on the project involved inserting new building systems throughout the house without negatively impacting the historic fabric. Other key aspects of the project involved the following: removal of an outbuilding for a new mechanical enclosure; provision of stormwater management and foundation drain systems; exterior and interior finish repairs; structural improvements; provision of accessible lifts; and anti-terrorism and force protection upgrades. The design was reviewed and approved by state and federal review agencies.



# ROBERT W. JOHNSON COMMUNITY CENTER

HAGERSTOWN, MD

JOHN MILNER ASSOCIATES  
Preservation • a division of MTFA



## PROJECT TYPE

Condition Assessment  
Construction Documents  
Construction Administration

## RELEVANCE

Contributing to National Register  
Historic District  
19th Century Public Building  
Cost Estimate  
Phasing Plan

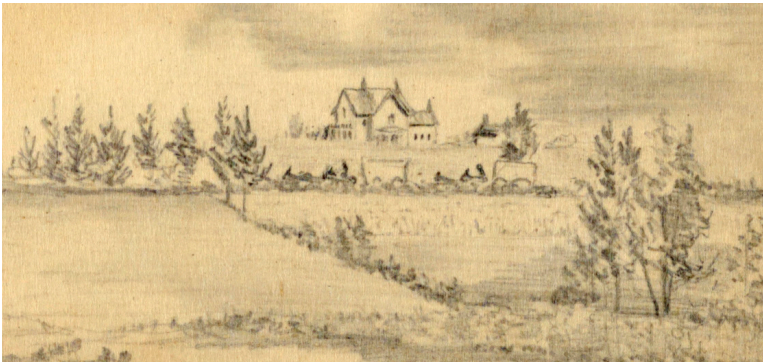
The Robert W. Johnson Community Center originally served as the largest African American school in Washington County for decades. Originally built in 1888 and expanded on its front elevation in 1924 with a Neoclassical-styled addition, the school served as a vital fixture within the historic Black neighborhood of Jonathan Street in downtown Hagerstown, Maryland. The school served as a vital fixture within the historic Black neighborhood of Jonathan Street in downtown Hagerstown, Maryland. Although replaced in the mid-twentieth century, the building continued to serve the community as a community center, first as a YMCA and now as a local non-profit.

After years of neglect due to lack of funding, the community center received project management support and grant support from Preservation Maryland and the State of Maryland to preserve the building. The first phase of the project involved our team working with Preservation Maryland and the Community Center board to prepare a condition assessment report. The project included preparation of a historical narrative, inspection of the existing fabric, condition assessment of all systems, and development of treatment recommendations. These items were compiled into a condition assessment report to initiate high-priority repairs and look ahead to long-term preservation planning efforts.

Upon completion of the report, our team worked continued our efforts and completed urgent repairs, such as a roof replacement, masonry repairs, and building system improvements. The next phase will consist of a full building rehabilitation to meet the community's goals and needs.

# IDLEWILD SITE REHABILITATION PLAN

FREDERICKSBURG, VA



## SCOPE OF WORK

Condition Assessment  
Interpretive Plan  
Site Rehabilitation Plan

Idlewild is a 6-acre property in Fredericksburg, VA, owned and administered by the City of Fredericksburg. The property, listed in the National Register of Historic Places, features the remains of a ca. 1859 Gothic Revival style brick dwelling and three brick outbuildings — a two-story building with kitchen, laundry, and quarters above; a dairy; and a smokehouse — constructed by William Downman. These buildings formed the domestic core of a 222-acre plantation established immediately prior to the Civil War. In addition to the Downman family, there were several African American residents of the property, including enslaved individuals during the early years of the plantation, tenants who lived on and farmed the property, and staff associated with the household.

As of 2023, the house is in a ruinous condition due to two fire events that occurred in 2003 and 2006. The structure has been stabilized for the safety of visitors. Although the outbuildings survived the fires, they are in poor condition.

The Idlewild Site Rehabilitation Plan has been prepared to provide the City with plans for preservation and rehabilitation of the Idlewild grounds and outbuildings in support of its future use. While not currently open to the public, Idlewild is anticipated to serve as a community amenity that will be accessible from an adjacent school as well as from nearby public trails. The property will serve local residents and students in the form of passive recreation and education. The focus of interpretation is the lives and lifeways of the African American residents of the property.



## VIRGINIA PROJECTS OVER THE LAST 2 YEARS



Allison Huchko, Historic Architect on site at Fairfax Old Town Hall surveying the exterior envelope

The following list details all projects performed in the last two (2) years for the Commonwealth of Virginia and Virginia public bodies by John Milner Associates Preservation and MTFA Architecture.

### 1. ARLINGTON COUNTY TERM CONTRACT

**OWNER/CLIENT:** Arlington County

**CONTACT:** Cynthia Wilson, Project Manager; 703-228-4438

**BRIEF DESCRIPTION:** Currently under a three-year contract with Arlington County to provide multi-disciplinary architectural services for multiple projects as requested. First awarded this term contract in 2006 and under contract ever since. Renovations and additions to Arlington County parks, courthouse, and office buildings.

### 2. DRANESVILLE ELEMENTARY SCHOOL

**OWNER/CLIENT:** Fairfax County Public Schools

**CONTACT:** Paul Parkinson, Coordinator II; 571-501-5738; pwparkinson@fcps.edu

**BRIEF DESCRIPTION:** This full, phased-occupied renewal of a 1980's facility will increase capacity to 1000 students. Program includes relocation of administration suite, addition of a security vestibule, new and reconfigured classrooms and support spaces, a new library, and enlarged gymnasium. The school will receive new MEP systems.

### 3. GLOUCESTER COURT CIRCLE PROPERTIES AND MUSEUM OF HISTORY

**OWNER/CLIENT:** Gloucester County, VA

**CONTACT:** Katey Legg, Director of Parks, Recreation and Tourism; 804-693-2355; klegg@gloucesterva.info

**BRIEF DESCRIPTION:** Condition Assessment report and development of repair documentation for historic court circle and tavern, including seven buildings, one monument, and two cultural landscapes.

### 4. FAIRFAX OLD TOWN HALL

**OWNER/CLIENT:** City of Fairfax

**CONTACT:** Andrew Wilson, Project Manager; 703-887-9189; andrew.wilson@fairfaxva.gov

**BRIEF DESCRIPTION:** Prime architect and architectural historian for Phase 1 portico restoration and Phase 2 full building rehabilitation of 1900 Old Town Hall building.

### 5. FOX MILL ELEMENTARY SCHOOL

**OWNER/CLIENT:** Fairfax County Public Schools

**CONTACT:** Eric Brunner, PE- Coordinator, Capital Projects; 703-930-2149; ecbrunner@fcps.edu

**BRIEF DESCRIPTION:** Complete renovation, including the addition of a classroom; new front entrance with a new street presence and identity.



## 6. FLUVANNA COUNTY HISTORIC COURTHOUSE

**OWNER/CLIENT:** Fluvanna County

**CONTACT:** Calvin Hickman, Public Works Director; 434-591-1925; calvin.hickman@fluvannacounty.gov

**BRIEF DESCRIPTION:** Historic structure report (HSR) for the iconic building and to emphasize the condition assessment portion of the HSR to facilitate the planning of major repairs and long-term maintenance.

## 7. GEORGE MASON UNIVERSITY TERM CONTRACT

**OWNER/CLIENT:** George Mason University

**CONTACT:** Christy Hogan, Director of Program Management; 703-993-2559; chogan6@gmu.edu

**BRIEF DESCRIPTION:** Design, construction documents, and construction administration for multiple task order projects for exterior envelope and interior renovations required throughout the Fairfax and Arlington campuses.

## 8. HARRISONBURG SHELTER

**OWNER/CLIENT:** City of Harrisonburg

**CONTACT:** Amy E. Snider, Acting Deputy City Manager; 540-432-7701; Amy.Snider@HarrisonburgVA.gov

**BRIEF DESCRIPTION:** Program, planning, and design for the renovation of an historic three-story building and new emergency shelter. The design process included extensive community and stakeholder meetings, listening, and learning about operational, educational, and service needs.

## 9. IDLEWILD SITE REHABILITATION PLAN

**OWNER/CLIENT:** City of Fredericksburg

**CONTACT:** Kate S. Schwartz, Historic Resources Planner; 540-372-1179; ksschwartz@fredericksburgva.gov

**BRIEF DESCRIPTION:** Condition assessment report and preparation of site interpretive plan and schematic design proposals for historic 19th century Idlewild plantation buildings and cultural landscape.

## 10. LIGHTRIDGE HIGH SCHOOL

**OWNER/CLIENT:** Loudoun County Public Schools

**CONTACT:** Melissa Tello, Assistant Director of Design; 571-252-1283; Melissa.Tello@LCPS.org

**BRIEF DESCRIPTION:** New, modern high school design of approximately 306,000 SF with a student capacity of 1,850. The school includes traditional academic programs, a full range of athletic programs, and competition and auxiliary gymnasiums.

## 11. RAPPAHANNOCK COUNTY COURTHOUSE

**OWNER/CLIENT:** Rappahannock County, VA

**CONTACT:** Garrey W. Curry, Jr., PE, County Administrator; 540-675-5330; gwcurry@rappahannockcountyva.gov

**BRIEF DESCRIPTION:** Condition assessment of the brick masonry exterior walls of the historic courthouse built in 1834 along with the adjoining historic Treasurer's Office and Revenue Office. Preservation consultants to Wiley|Wilson.

## 12. VIRGINIA MILITARY INSTITUTE

**OWNER/CLIENT:** Virginia Military Institute/ SFCS, Inc (Prime Architect)

**CONTACT:** Terry Ramsey, Project Manager; (540)464-7527; ramseytc@vmi.edu

**BRIEF DESCRIPTION:** Historic preservation architectural and conservation consultant to SFCS, Inc. for a \$24 million window replacement project at National Historic Landmark Old and New Barracks.



Fairfax Old Town Hall  
Fairfax, VA





# EFFECTIVE CONTROLS



## A HISTORY OF EFFECTIVE COST CONTROL

PROJECT	BID SPREAD	ESTIMATE VS BID COST	SCHEDULE VS ACTUAL TIME	CHANGE ORDERS			
				A	B	C	D
DOI Child Development Center	7.00%	4.00%	0%	2	0	0	1
DEA Cafeteria	4.00%	-1.30%	2%	5	0	0	0
Joint Operations Command	4.25%	3.50%	12%	2	0	0	0
Nebraska Avenue Complex Buildings 61 and 19	8.20%	2.50%	0%	17	0	0	0
Fairfax Villa Elementary School	4.50%	-3.00%	0%	0	1	1	2
Wilbur Cohen Roof	3.00%	-1.05%	0%	2	0	0	0
Crestwood Elementary School	3.50%	-4.50%	0%	0	0	1	0
Department of Justice Roof	6.25%	5.20%	2%	4	2	0	0
George Washington University President's House	5.50%	3.00%	8%	2	0	0	0
Clermont Elementary School	10.25%	7.25%	5%	11	0	0	1
Baltimore US Custom House Roof	4.00%	-1.00%	0%	3	0	0	0
<b>AVERAGE</b>	<b>5.50%</b>	<b>1.33%</b>	<b>2.64%</b>	<b>4.36</b>	<b>0.27</b>	<b>0.18</b>	<b>0.36</b>

At JMA Preservation, we understand that **effective cost control** is an essential component to the service we provide our clients. Establishing a confirmed scope that aligns with the county's budget and the project goals is a key step to cost management. During design and construction phases to come. It is critical to establish viable cost expectations for our public clients to use in their appropriations and outside funding pursuits. For the Fluvanna County Historic Courthouse project, we will design solutions and documentation to facilitate the preparation of a detailed cost estimate. Our drawings and specifications document all aspects of the project scope for the bidding and construction process, thereby mitigating the potential for surprise costs along the way. During the recently completed construction of Fairfax Old Town Hall Phase 1 Rehabilitation, we completed the project with change orders totaling less than 1% of the overall project budget.

No project has an unlimited budget. Aligning the budget with ambition often requires **reducing project costs**. Reductions can be found in both design and construction arenas. We seek to offer efficient and concise design phases with strong momentum, and we look for efficiencies which we can offer to our clients. Be it fewer submissions, consolidating design phases, or clarity on design scope, administration of the project offers avenues for cost control. However, the vast majority of costs will come as a part of construction. Your most substantive savings will come from presenting a clear scope of work – the bigger, the better – to a competitive pool of qualified bidders. We bring successful processes which are malleable enough to respond to each project to the distinctive demands of every unique client without sacrificing proven approaches. We strive to meet each request from the client at every point through a project. For the Fluvanna County Historic Courthouse project, we will work to incorporate all needs within the proper moment of the series of steps that you have indicated. Once the project reaches construction, we will work with you and the general contractor to maintain the critical path of the project. Even in the new world of remote meetings, we believe that meeting at a project site can be necessary to solve detailed issues and build rapport. **We pride ourselves on responsiveness and believe our agility has been proven through strong working relationships on term contracts with clients such as the National Park Service, US Department of State, US Navy, various local school districts, among several others.**

## PROJECT MANAGEMENT AND COST CONTROL

JOHN MILNER ASSOCIATES  
Preservation • a division of MTFA

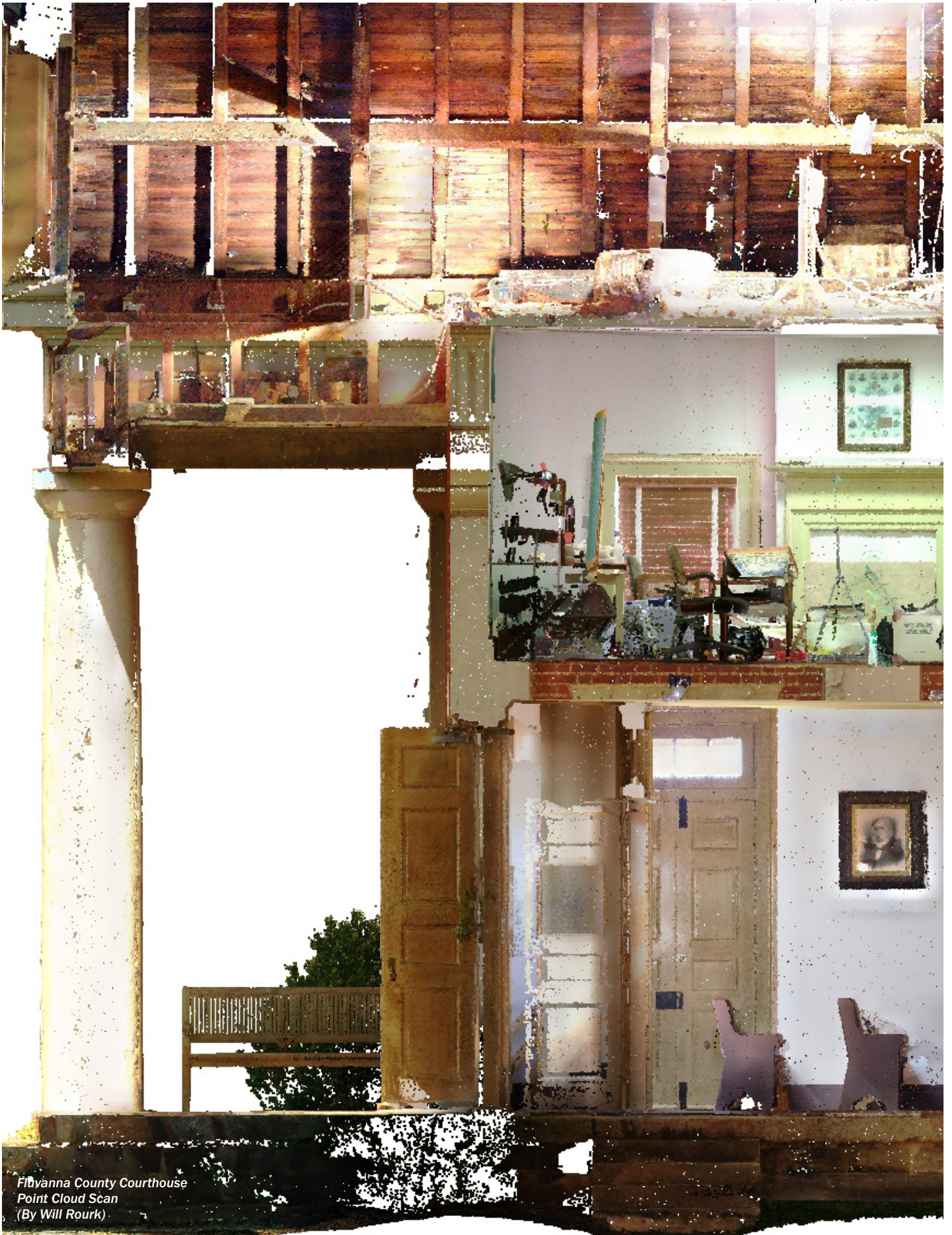
Our **ability to accomplish work in a timely manner** is an important and sensitive focus for our team. Our emphasis on preparation and professionalism has produced strong and positive working relationships with our clients. Developing and meeting the schedule is a central part of this effort. Our team will rely on open channels of communication to receive direction from city officials and to report findings that will impact future work at the Fluvanna County Historic Courthouse. During construction we will work with the county project manager and the general contractor to foster collaboration, rather than conflict, with all parties involved. Given the often highly stressful stakes and tight deadlines, we believe it is essential to assert the importance of a positive atmosphere across all parties in a construction project. ***We meet or exceed deadlines on every project. For example, on the active Quarters 1 and 2 Renovation project at the Marine Barracks Washington we submitted our drawings ahead of schedule to help facilitate our client's aggressive project schedule.***

All reports and construction documentation are subject to our firm's **detailed quality assurance plan**. This rigorous review process oversees the production of all documents. Our Principal-in-Charge, Jim Clark, and Director of Preservation, John Mott, will review content and quality to make sure that it conforms to the applicable standards and communicates information clearly and efficiently. Our architectural conservator, Amanda Edwards, will review material recommendations so as to protect the historic fabric. Regular internal team meetings will facilitate our preparedness for meetings with the city's project manager and submission deadlines. ***Our recent restoration work at the Warne Ballroom of the Cosmos Club in Washington required extensive coordination and internal and external reviews. Since its completion the project has since been awarded by numerous preservation organizations and we have continued our work on subsequent phases.***



US Naval Academy  
Macdonough Hall  
Annapolis, MD





Flyanna County Courthouse  
Point Cloud Scan  
(By Will Rourke)





# OTHER REQUIREMENTS

## OTHER REQUIREMENTS

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### ASSISTANCE FROM COUNTY STAFF

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Establishing strong working relationships with clients is a key focus of all of our projects. We work with many types of clients, from those routinely managing large construction efforts down to clients who have never undertaken the process before, and we work to support each client as best fits for the project. A key consideration is understanding the level of assistance on the client side that is available and needed for the project.

- A key point of assistance from the owner's side that is essential to each project is **clear and focused direction on your goals**. The HSR project for the historic courthouse was led by a small core team from the County's side. This team offered excellent guidance on the goals and limitations for the project.
- If more voices are expected to be involved in the construction project, **we may request a dedicated project manager** who serves as our primary point of contact and manages the various concerns and criteria from the owner's side and any interested members of the public. This person could also serve to support meeting set-up and collect and consolidate review comments.
- We would seek **preferred approaches to local administration processes**. These involve permitting, invoicing, and any other conditions that may affect the various submitted documents. We want to align our work with your processes to provide a smooth, easy submission at each stage.
- **Support for public presentations** is another key item where we will seek assistance from county staff. We will follow your lead on sensitive items within your community, and we will prepare our public presentations with maximum utility for the specific audience.
- As a part of the proposed initial investigations and subsequent construction efforts, there may be areas where the county could provide **interim or limited construction support**. Such items could include executing removals for investigative openings or facilitating construction administration decisions or reviews which are within the capacity of the county team. Further, we would you're your continual input during construction administration.

### STATEMENT REGARDING LITIGATION

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JMA Preservation, a division of MTFA Architecture, has had no history of litigation nor dispute of any kind, as well as no pending litigation nor dispute. The next few pages reflect the firm's financials. If any additional information is required, our accounting office will be able to answer any questions or additional requests.

### ACKNOWLEDGEMENT OF ADDENDUMS

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JMA Preservation acknowledges the following addendums issued for this submission:

#### ADDENDUM NO 1

##### Historic Courthouse Report

*Posted on October 13, 2023*

#### ADDENDUM NO 2

##### Appendix 1: County of Fluvanna General Terms, Conditions and Instructions to Bidders and Contractors

*Posted on October 19, 2023*

#### ADDENDUM NO 3

##### Questions and Answers Due Date Change

*Posted on November 1, 2023*

Thursday, October 12, 2023

Date Range from: 1/1/2022 to 12/31/2022

Page 1 of 2

**MTFA****Assets****Current Asset****Cash**

Arch Operating: JMB	-54,343.30	
Pending Deposits	61,107.98	
<b>Total Cash</b>		6,764.68

**Investments**

Charles Schwab	2,156,975.91	
<b>Total Investments</b>		2,156,975.91

**Receivables**

Notes Receivable	178.22	
Redemption of Shares Receivable	274,800.00	
<b>Total Receivables</b>		274,978.22

**Total Current Asset**

2,438,718.81

**Non-Current Asset****Furnishing & Equipment**

Cost: Computer Equipment	89,905.39	
Cost: F & F	81,418.94	
Cost: Office Equipment	40,213.34	
<b>Total Furnishing &amp; Equipment</b>		211,537.67

**Leasehold Improvements**

Cost: LI	421,657.94	
<b>Total Leasehold Improvements</b>		421,657.94

**Accumulated Depreciation & Amortization**

Accum Depr: Computer Equipment	-27,576.43	
Accum Depr: F & F	-177,299.07	
Accum Depr: LI	-320,961.04	
Accum Depr: Office Equipment	-27,860.83	
<b>Total Accumulated Depreciation &amp; Amortization</b>		-553,697.37

**Intangible Assets**

Accum Amort: Goodwill	-129,221.00	
Other Asset: Goodwill	264,364.00	
Other Intangibles	44,851.04	
<b>Total Intangible Assets</b>		179,994.04

**Total Non-Current Asset**

259,492.28

**Total Assets****\$ 2,698,211.09**



## OTHER REQUIREMENTS

Thursday, October 12, 2023

Date Range from: 1/1/2022 to 12/31/2022

Page 2 of 2

**MTFA**

**Liabilities and Equity**

**Current Liability**

**Current Payables**

401(k) Employer Contribution	204,834.65	
Capital Payable	46,133.00	
Note Payable	68,999.36	
<b>Total Current Payables</b>		319,967.01

**Payroll Payables**

Flexible Spending Account	1,065.49	
<b>Total Payroll Payables</b>		1,065.49

**Other Current Liabilities**

Retainers	5,000.00	
<b>Total Other Current Liabilities</b>		5,000.00

**Total Current Liability** 326,032.50

**Equity**

**Capital**

Capital: Braden Field	68,033.00	
Capital: Brian Vassallo	170,903.98	
Capital: James Clark	533,510.90	
Capital: Meagan Jancy	206,675.98	
Capital: Michael Foster	533,523.90	
Capital: MTFA Architecture Inc	821,155.83	
Capital: Nikki Topa	38,375.00	
<b>Total Capital</b>		2,372,178.59

**Total Equity** 2,372,178.59

**Retained Earnings**

Retained Earnings	-1,362,580.59	
Net Income	1,362,580.59	
<b>Total Capital</b>		.00

**Total Retained Earnings** .00

**Total Liabilities and Equity** \$ 2,698,211.09

Thursday, October 12, 2023

Page 1 of 4

Date Range from: 1/1/2022 to 12/31/2022

<b>MTFA</b>	<b><u>YTD Balance</u></b>
<b>Income</b>	
<b>Professional Services Revenues</b>	
Billed Fee Revenue	6,517,633.11
<b>Total Professional Services Revenues</b>	<u>6,517,633.11</u>
<b>Total Income</b>	<b>6,517,633.11</b>
<b>Cost Of Sales</b>	
<b>Billable Cost</b>	
<b>Billable Cost of Services: Expenses</b>	
Consultant/Subcontractor Expense	675,911.66
General Project Expenses	57,052.37
<b>Total Billable Cost of Services: Expenses</b>	<u>732,964.03</u>
<b>Billable Cost of Services: Labor</b>	
Direct Labor: Employee	1,617,811.80
Direct Labor: Owner	194,344.98
Direct Labor: Variance	-103,828.70
Direct Labor: Variance - ELA	119,828.33
<b>Total Billable Cost of Services: Labor</b>	<u>1,828,156.41</u>
<b>Total Billable Cost</b>	<b><u>2,561,120.44</u></b>
<b>Total Cost Of Sales</b>	<b><u>2,561,120.44</u></b>
<b>Gross Margin</b>	<b>3,956,512.67</b>
<b>Expenses</b>	
<b>Indirect Labor Cost</b>	
Employee Paid Time Off	174,049.38
Holiday	69,744.78
Indirect Labor: Employee	174,017.21
Indirect Labor: Owner	229,251.35
Proposal Development Labor: Employee	203,927.49
Proposal Development Labor: Owner	89,419.39
Proposal Development Labor: Variance - ELA	33,042.27
<b>Total Indirect Labor Cost</b>	<u>973,451.87</u>
<b>Employment Taxes</b>	
FICA Expense: Employer	208,463.02
FUTA	1,400.33
SUTA	870.66
<b>Total Employment Taxes</b>	<u>210,734.01</u>
<b>Benefit Insurance</b>	
Health Ins: .Group	130,789.67
Health Ins: B. Field	7,460.01
Health Ins: B. Vassallo	7,460.01
Health Ins: J.Clark	7,460.01
Health Ins: M.Foster	7,460.01
Life Ins: .Group	1,582.00
Life Ins: B.Field	364.00
Life Ins: B.Vassallo	364.00
Life Ins: J.Clark	364.00
Life Ins: M.Foster	31,986.50

## OTHER REQUIREMENTS

**MTFA**  
Basis: Cash

Thursday, October 12, 2023  
Page 2 of 4

Date Range from: 1/1/2022 to 12/31/2022

<b>MTFA</b>	<b>YTD Balance</b>
Life Ins: N.Topa	364.00
Long-Term Disability Insurance	4,002.67
Workers' Comp Insurance	220.00
<b>Total Benefit Insurance</b>	<b>199,876.88</b>
<b>Pensions &amp; Profit Sharing</b>	
401(k) TPA Fees	3,500.77
Pension / Profit Sharing Contribution	204,834.65
<b>Total Pensions &amp; Profit Sharing</b>	<b>208,335.42</b>
<b>Other Benefits</b>	
Bonuses	205,000.00
Education / Seminars	352.34
Employee Functions / Events	2,832.09
Licenses: Professional	5,116.00
<b>Total Other Benefits</b>	<b>213,300.43</b>
<b>Operating Expenses</b>	
Business Development	5,675.98
Dues & Subscriptions	6,905.96
Internet Expense	3,837.68
Janitorial Expense	9,972.00
Licenses: Business	1,973.78
Models/Renderings/Photos Expense	2,637.50
Office Expense	23,020.62
Postage Expense	670.25
Printing / Reproduction Expense	30,513.51
Property Management	43,474.96
R/M: Equipment	6,987.28
R/M: Leasehold	17,840.13
R/M: Pest Control	570.00
R/M: Trash / Recycling	5,579.85
Records Management	5,536.46
Rent: Equipment	4,942.09
Rent: Office	600,770.76
Rent: Parking	77,100.00
Supplies: Computer / Software	7,080.88
Supplies: Gen Office	11,469.77
Supplies: Kitchen / Janitorial	4,154.71
Supplies: Lab / Library	255.12
Telephone Expense	12,335.01
Travel Expense	523.23
Utility: Electric	11,707.02
Utility: Gas	1,287.00
Utility: Water	722.26
<b>Total Operating Expenses</b>	<b>897,543.81</b>
<b>Bid / Proposal Expense</b>	
B/P: Courier	205.60
B/P: Fees / Permits	410.66
B/P: Overnight	110.16
B/P: Postage	103.95
B/P: Printing / Repro	4,636.22
<b>Total Bid / Proposal Expense</b>	<b>5,466.59</b>



Thursday, October 12, 2023

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Date Range from: 1/1/2022 to 12/31/2022

<b>MTFA</b>	<b>YTD Balance</b>
<b>Professional Services</b>	
Acctg / Audit / Tax Plan Fees	12,179.55
Advisor Fees	7,670.00
Computer / Network Maintenance	29,615.48
Legal Fees	4,035.28
Payroll Service Fees	4,058.61
Professional Consulting Fees	43,617.56
<b>Total Professional Services</b>	<b>101,176.48</b>
<b>Taxes</b>	
Business License Tax	18,914.50
Business Tangible Property Tax	2,692.43
Real Estate Tax	33,910.80
State Tax	29,000.00
<b>Total Taxes</b>	<b>84,517.73</b>
<b>Business Insurance</b>	
Cyber Insurance	6,953.00
General Liability Insurance	6,709.00
Professional Liability Insurance	21,200.00
Profit Sharing Plan Insurance	186.00
<b>Total Business Insurance</b>	<b>35,048.00</b>
<b>Interest &amp; Charges</b>	
Interest Expense	496.70
<b>Total Interest &amp; Charges</b>	<b>496.70</b>
<b>Marketing Expenses</b>	
Marketing: Awards Submission	327.44
Marketing: Other	347.98
Marketing: Renderings/Photos	7,700.00
Marketing: Travel	738.45
<b>Total Marketing Expenses</b>	<b>9,113.87</b>
<b>Depreciation Expense</b>	
Amortization Expense	20,615.00
Depreciation Expense	25,071.00
<b>Total Depreciation Expense</b>	<b>45,686.00</b>
<b>Contributions</b>	
Charitable Donations	7,200.00
<b>Total Contributions</b>	<b>7,200.00</b>
<b>Total Expenses</b>	<b>2,991,947.79</b>
<b>Net Operating Income</b>	<b>964,564.88</b>
<b>Other Income</b>	
<b>Investments</b>	
Dividend Income	112,422.10
Interest Income	100.83
<b>Total Investments</b>	<b>112,522.93</b>
<b>Other Income</b>	
ELA Expenses/Reimbursements	206,407.67
Printing Concessions	79,085.11
<b>Total Other Income</b>	<b>285,492.78</b>
<b>Total Other Income</b>	<b>398,015.71</b>

## OTHER REQUIREMENTS

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### Profit and Loss Statement

**MTFA**  
Basis: Cash

Thursday, October 12, 2023  
Page 4 of 4

Date Range from: 1/1/2022 to 12/31/2022

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Net Income (Loss)

1,362,580.59

*END OF SUBMISSION*





*Thank you for your time and consideration of this proposal.*

**JOHN MILNER ASSOCIATES**  
Preservation • a division of MTF A

January 26, 2024



County of Fluvanna, Virginia  
132 Main Street  
P.O. Box 540  
Palmyra, VA 22963

ATTN: Steven McVey, CPM  
Procurement Officer  
*Submitted by e-mail: smcvey@fluvannacounty.org*

RE: *Non-binding Fee Rates for Request for Proposal #2023-03: Fluvanna County Historic Courthouse A/E Services*

Dear Mr. McVey:

We are pleased to submit our non-binding hourly fee rates for the A/E Services for the Fluvanna County Historic Courthouse in Palmyra, Virginia. If selected by the county, we will stand ready to negotiate fees for any task orders which the county seeks to pursue.

**JMAP, a division of MTFA Architecture – Prime Architecture/Preservation/Conservation**

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Principal:	\$232.64
Director of Preservation:	\$168.63
Historic Preservation Architect:	\$154.50
Materials Conservator:	\$157.78
Project Designer:	\$116.97

**Train Architects – Associate Architect**

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Senior Architect:	\$150.00
Architect:	\$120.00
Administrative:	\$100.00

**Linton Engineering – Structural Engineering**

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Principal:	\$275.00
Senior Associate Engineer:	\$245.00
Associate Structural Engineer:	\$230.00
Structural Engineer:	\$200.00
Structural Technician:	\$165.00

**2RW Consultants, Inc. – MEP/FP Engineering**

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Principal:	\$220.00
Project Manager:	\$190.00
Senior Engineer:	\$170.00
Project Engineer:	\$155.00

## Fluvanna County Historic Courthouse A/E Services – Non-Binding Fee Rates

BIM Coordinator:	\$145.00
Technician:	\$105.00

**Dewberry – Civil Engineering**

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Civil Project Manager:	\$195.00
Engineer III:	\$135.00
Engineer I:	\$110.00
Licensed Surveyor:	\$160.00
Survey Computer:	\$110.00

**Froehling & Robertson – Geotechnical Engineering**

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Geotechnical Engineer:	\$185.00
Engineer III:	\$120.00
Engineer I:	\$110.00
Licensed Surveyor:	\$160.00
Survey Computer:	\$110.00

**Tidewater, Inc. – Environmental Engineering**

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Sr. Environ. Consultant/PM:	\$125.00
Environmental Engineer:	\$115.00
Certified Industrial Hygienist:	\$130.00

**International Consultants, Inc. – Cost Estimating**

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Senior Cost Estimator:	\$215.00
Project Estimator:	\$180.00
Para-Technical:	\$155.00

**Liz Sargent Historic Landscape Architect – Historic Landscape Architect**

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Principal:	\$150.00
Project Manager:	\$125.00
Landscape Architect:	\$100.00
Designer:	\$ 75.00

**Chronicle Heritage – Archaeology**

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Senior Principal:	\$220.00
Principal:	\$195.00
Principal Investigator:	\$165.00
Senior Archaeologist:	\$135.00
Associate Archaeologist:	\$115.00
Assistant:	\$ 90.00



Thank for your consideration of our proposal and we hope to be able to continue our collaboration with Fluvanna County.

Sincerely,

A handwritten signature in black ink that reads "James P. Clark". The signature is written in a cursive, flowing style.

James P. Clark, FAIA

*Principal*

**MTFA Architecture, PLLC**



**FLUVANNA COUNTY BOARD OF SUPERVISORS**  
**AGENDA ITEM STAFF REPORT**

**TAB H**

<b>MEETING DATE:</b>	February 21, 2024				
<b>AGENDA TITLE:</b>	Professional Engineering Services for Carysbrook Waterline Project				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve Project Agreement #01 between Fluvanna County and its Fork Union Sanitary District and Dewberry Engineers Inc. for the Carysbrook Waterline Project totaling \$74,890, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
<b>STAFF CONTACT(S):</b>	Dan Whitten, County Attorney				
<b>PRESENTER(S):</b>	Dan Whitten, County Attorney				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>• The County intends to replace the existing 6-inch waterline with a new 8-inch waterline along Route 15 near the Carysbrook Recreation Center.</li> <li>• The project is located within the Fork Union Sanitary District.</li> <li>• The existing 6-inch waterline will be abandoned in place.</li> <li>• The new 8-inch waterline will tie into the existing 8-inch waterline and will also need to be reconnected to the three (3) existing 2-inch service connections for the Carysbrook Recreation Center.</li> <li>• The existing hydrant will be replaced with a new hydrant.</li> <li>• This proposal includes professional services for approximately 630 linear feet of 8-inch waterline, vault for the service connections, hydrant, and appurtenances.</li> <li>• It is anticipated that the proposed work under this proposal will require survey, subsurface utility investigation, design, permitting, bidding, and construction administrations services.</li> </ul>				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Dewberry Project Agreement #01				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	X	X	X		





**PROJECT AGREEMENT # 01**  
**TERM CONTRACT BETWEEN COUNTY AND ARCHITECT/ENGINEER FOR**  
**PROFESSIONAL SERVICES**  
**Carysbrook Waterline**

This Project Agreement #01 (the "Project Agreement") made this \_\_\_ day of \_\_\_\_\_, 2024 between Fluvanna County, Virginia and its Fork Union Sanitary District (the "County"), a political subdivision of the Commonwealth of Virginia, and Dewberry Engineers Inc. (the "Consultant"), a New York corporation authorized to transact business in Virginia, is an addendum to that TERM CONTRACT BETWEEN COUNTY AND ARCHITECT/ENGINEER FOR PROFESSIONAL SERVICES dated the 19th day of January, 2024 (including all exhibits, and as modified by any amendments or addendums thereto the "Agreement"). All defined terms in the Agreement shall have the same meaning in this Project Agreement unless the context used herein requires otherwise.

Whereas, pursuant to the Agreement the County shall issue written task orders to the Consultant as services are needed;

Whereas, the Consultant submitted a proposal letter dated August 21, 2023 entitled "RE: Proposal for Professional Engineering Services Carysbrook Waterline" (the "Proposal") which is attached hereto as **Exhibit 1** and made a material part hereof;

Whereas, the County desires that the Consultant complete the work and services set forth in the Proposal, including, without limitation, the services described in the "Scope of Services" section are generally described therein as:

- Replace the existing 6-inch waterline with a new 8-inch waterline along Route 15 near the Carysbrook Recreation Center.

For good and valuable consideration, the parties hereby agree as follows:

**ARTICLE I: THE AGREEMENT**

The foregoing recitations are incorporated by reference into this Project Agreement.

This Project Agreement is an addendum to and made a material part of the Agreement. The parties hereto agree that except as specifically and expressly modified hereby that Agreement remains in full force and effect and the provisions of the Agreement are incorporated herein and are a material part hereof.

**ARTICLE II: TASK ORDER**

Consultant shall provide all work and services as needed and necessary or desired to complete Services on the Task Order consistent with all provisions of this Project Agreement, the Proposal, and the Agreement.

The County's project manager for technical inquiries relating to this Project Agreement shall be:

Bobby Popowicz  
Director of Public Utilities  
132 Main Street  
Palmyra, VA 22963  
Phone: (434) 591-1925 Ext. 1051  
E-mail: rpopowicz@fluvannacounty.org

Billing inquiries should be directed to Steven McVey, Procurement Officer, whose contact information appears below in Article VI.

### **ARTICLE III: EXHIBITS AND RESOLVING CONFLICTS**

The rights and duties of the County and Consultant applicable to the County's projects under this Project Agreement are set forth in the following Agreement Documents:

- i. This Project Agreement;
- ii. Exhibit 1 hereto;
- iii. The Agreement including exhibits thereto; and
- iv. The County of Fluvanna General Terms Conditions and Instructions to Bidders and Contractors, being a portion of Attachment 1 which is attached to and a part of the Agreement.

Whenever possible, the terms of the above Agreement Documents shall be read together, however in the event of a conflict, the order of preference above shall govern which Agreement Document will control. In other words, (i) shall control over (ii) to (iv) above, and (ii) shall control over (iii) and (iv) and so forth.

### **ARTICLE IV: FEES**

The Consultant shall receive up to a not-to-exceed total of SEVENTY-FOUR THOUSAND EIGHT HUNDRED NINETY DOLLAR ANDS NO/100 (\$74,890.00) based on actual time worked; and which shall be payable by the County MONTHLY based on actual time worked upon Final Completion of the Services.

The flat fee is a not-to exceed amount. The hourly fees up to the not-to-exceed total per task shall be payable by the County upon proper invoice by the Consultant as described herein. The Consultant shall submit invoices to the County monthly for services actually rendered on each subtask and upon final completion. The invoice shall describe the services rendered to date with specificity. The Consultant will be paid within forty-five (45) days of receipt of a valid invoice following final acceptance of all work by the County in the County's sole discretion ("Final Completion"). No invoice may be provided by the Consultant to the County until the items or services purchased have been delivered to, inspected by and accepted by the County. In no event shall the fees invoiced or due under this Project Agreement exceed \$74,890.00 total.

Notwithstanding anything to the contrary contained in the Proposal, the Consultant shall be paid the lower of the hourly rate for the title/type of person actually performing the work set forth in the Proposal hereto or the hourly rate set forth in Exhibit 3 to the Agreement (being that Term Contract between County and Architect/Engineer for Professional Services dated January 19, 2024); up to the not-to-exceed fees for the Task Order Services set forth in this Project Agreement. For clarification, the rate charged for a "Project Manager" would only apply if that person was at minimum an "Engineer VI"; and so forth consistent with or less than the rates as set forth in the Agreement. The County shall be billed for increments of an hour based on Consultant's standard procedure except as otherwise required by the Agreement.

The fee includes all fees, costs and charges of any kind to perform all the services and work, including supplying at its own cost and expense any necessary tools, equipment or materials necessary or desirable for completion of the task specified.

### **ARTICLE V: TERM**



Consultant shall with due diligence and dispatch assiduously pursue this Task Order to completion. In any event such Services and work on this Task Order must be completed to the sole satisfaction of the County no later than sixteen (16) months from the date the County executes this Project Agreement, time being of the essence.

#### **ARTICLE VI: MISCELLANEOUS**

As appropriate to the context, the singular will include the plural and vice versa, and reference to one gender will include the others. This Project Agreement may be executed in one or more counterparts, each of which will be considered the Project Agreement for all purposes of proof. In addition to allowing electronic signatures upon an electronic copy of this Project Agreement, as provided by Virginia law, facsimile signatures upon any signature page will be considered to be original signatures. This Project Agreement contains the entire understanding of the parties with respect to the subject matter hereof and is to be modified only by a writing signed by the parties to this Project Agreement. This Project Agreement will be binding upon and inure to the benefit of the respective parties and their successors. This Project Agreement is not assignable by either party, except by operation of law. The legal address for the County and for the Consultant and the addresses for delivery of Notices and other documents related to the administration of this Project Agreement are as follows:

County:

ATTN: Steven McVey, Procurement Officer  
Fluvanna County  
P.O. Box 540  
Palmyra, VA 22963  
Telephone (434) 591-1930  
FAX (434) 591-1931

Consultant:

Dewberry Engineers Inc.  
ATTN Dan Villhauer  
4805 Lake Brook Drive, Suite 200  
Glen Allen, VA 23060  
Telephone: (804) 290-7957  
Facsimile: (804) 290-7928

Any party may substitute another address for the one set forth above by giving a notice in the manner required. Any notice given by mail will be deemed to be received on the fifth (5<sup>th</sup>) day after deposit in the United States mail. Any notice given by hand will be deemed to be received when delivered. Notice by courier will be deemed to have been received on the date shown on any certificate of delivery.

**[Signature page to follow.]**

**In witness whereof the undersigned duly authorized representatives have executed this Project Agreement on the dates set forth beside their respective signatures.**

Consultant:  
Dewberry Engineers Inc.

County:  
Fluvanna County:

By: \_\_\_\_\_  
Name: Danylo A. Villhauer  
Title: Vice President

Date: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: Eric M. Dahl  
Title: County Administrator

Fork Union Sanitary District

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Approved as to form:

By: \_\_\_\_\_  
Fluvanna County Attorney



August 21, 2023

Mr. Eric M. Dahl  
County Administrator  
County of Fluvanna  
132 Main Street  
Palmyra, Virginia 22963

**VIA E-MAIL**

**RE: Proposal for Professional Engineering Services  
Carysbrook Waterline**

Dear Mr. Dahl:

Dewberry Engineers Inc. (Dewberry) is pleased to submit our proposal, in response to your request, to provide professional services for the replacement of an existing 6-inch waterline near the Carysbrook Recreation Center along Route 15. Dewberry's Project Understanding, Scope of Services, and Fee have been developed based on phone and email correspondence. The Work will be performed in accordance with the Term Agreement for Professional Engineering Services, executed October 8, 2018.

**PROJECT UNDERSTANDING**

Dewberry understands Fluvanna County intends to replace the existing 6-inch waterline with a new 8-inch waterline along Route 15 near the Carysbrook Recreation Center. The existing 6-inch waterline will be abandoned in place. The new 8-inch waterline will tie into the existing 8-inch waterline and will also need to be reconnected to the three (3) existing 2-inch service connections for the Carysbrook Recreation Center. The existing hydrant will be replaced with a new hydrant.

This proposal includes professional services for approximately 630 linear feet of 8-inch waterline, vault for the service connections, hydrant, and appurtenances. It is anticipated that the proposed work under this proposal will require survey, subsurface utility investigation, design, permitting, bidding, and construction administrations services.

Dewberry understands the waterline extension will be installed within the limits of the existing right-of-way or within the Carysbrook Recreation Center Parcel owned by Fluvanna County. Permanent utility easements and temporary construction easements are not anticipated for the project; therefore, preparation of easement plats is not included in this proposal.

**SCOPE OF SERVICES**

**Task 1 – Project Kickoff and Field Investigations**

1.1 Project Kickoff Meeting on site with the Owner to walk the alignment and collect information.



## 1.2 Survey

- a. Dewberry will conduct property research to identify parcels, property lines, and property owners on one side of James Madison Highway (Route 15).
- b. Dewberry will establish horizontal control and benchmarks.
- c. Survey will be tied to Virginia State Plane Coordinates – South Zone, NAD 83 horizontal and NAVD 1988 vertical, and will be tied into local County geodetic monumentation.
- d. GIS data provided by the County will be used to supplement collected survey data.

## 1.3 Subsurface utility exploration (SUE) and designation.

- a. Subsurface Utility Engineering (SUE) for utility designation (Quality Level B) will be provided by our sub-consultant Accumark.
- b. Accumark will perform utility designating in compliance with Quality Level B, as defined in CI/ASCE 38-02, Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data. Known non-locatable utilities will be added to the designating mapping at Quality Level C or D, as appropriate.

## Task 2 – Preliminary Design Phase

- 2.1 Develop preliminary design plan and profile of the waterline, an Opinion of Probable Construction Cost (OPCC), and outline specifications.
- 2.2 Dewberry will conduct a virtual meeting with the County to review the preliminary design.

## Task 3 – 100% Design Phase

- 3.1 Dewberry will address preliminary design comments and prepare the 100% design drawings and specifications.
- 3.2 The 100% design submission will include the following:
  - a. Design Drawings
    - i. Horizontal and vertical pipeline alignment (plan and profile) with updated stationing (if applicable)
    - ii. Updated limits of disturbance
    - iii. Updated material quantity list
    - iv. Traffic control plan, notes, and details (traffic control plan will be a standard template from the Virginia Work Area Protection Manual for work along ROW)
    - v. Erosion and Sediment (E&S) control plans
    - vi. Specifications – front end documents and technical specifications
    - vii. Opinion of Probable Construction Cost
    - viii. Quality Assurance / Quality Control (QA/QC)
    - ix. Construction Schedule
- 3.3 Dewberry will conduct a virtual workshop with the County to review the 100% submission and address comments.

- 3.4 Submit plans to the County and the necessary review agencies. Anticipated regulatory agency reviews include Virginia Department of Transportation (VDOT), Virginia Department of Environmental Quality (VDEQ), and Fluvanna County Department of Public Works. Coordinate with agencies to address any comments and obtain approvals.
- 3.5 Complete 100% final bidding documents and obtain final project approvals and necessary permits.

#### **Task 4 – Bid Phase**

- 4.1 Prepare final bid-ready drawings and project manual and assist the County with issuing the advertisement.
- 4.2 Prepare pre-bid meeting agenda. Organize and facilitate the pre-bid meeting and issue meeting minutes.
- 4.3 Answer bidder questions and issue up to two (2) addenda.
- 4.4 Attend bid opening (assumed virtual bid opening).
- 4.5 Review apparent low-bidder qualifications package. Perform bidder reference checks and issue letter of recommendation to award.

#### **Task 5 – Construction Administration**

- 5.1 Prepare pre-construction meeting agenda. Organize and facilitate the pre-construction meeting and issue meeting minutes.
- 5.2 Progress Meetings and Site Visits: For the purposes of fee development, a construction duration of four (4) months is assumed with an actual onsite construction period of two (2) months. Two (2) monthly progress meetings/site visits have been budgeted.
- 5.3 Shop Drawing and Submittal Review: Review of Contractor Shop Drawings and Submittals.
- 5.4 Clarifications and Claims: Review and answer Contractor requests for clarifications (RFIs).
- 5.5 Requests for Proposals: Review and preparation of Owner Requests for Proposals (RFPs).
- 5.6 Change Order Support: The Engineer will review and provide comments on the Contractor's proposed cost estimates for Authorized Changes in the Work and review final change documents.
- 5.7 Contract Closeout: The Engineer will attend the substantial completion inspection, as well as the final completion inspection with the Contractor and Owner. The Engineer will participate in the development of a punch-list of deficient items that need to be corrected by the Contractor. Upon satisfactory completion of punch-list items, the Owner will issue a Notice of Substantial (or Final) Completion.
- 5.8 Record Drawings: Upon completion of the Work, the Engineer will compile and deliver to the Owner a complete set of record documents based on as-constructed information furnished to the Engineer by the Contractor. The Engineer will review existing documentation (RFIs, submittals and Authorized Changes in the Work) and update the redlines accordingly after confirmation from the County. The record drawings submittal will include one (1) USB drive with half (1/2) size PDF and native files.

Mr. Eric M. Dahl  
Proposal for Professional Engineering Services  
Carysbrook Waterline  
August 21, 2023  
Page 4 of 5

**SCHEDULE**

Dewberry assumes the following design schedule:

Project Kickoff and Preliminary Field Work .....	2 months
Preliminary Design .....	1 month
100% Design .....	2 months
Permitting.....	3 months
Finalize Bid Documents .....	1 month
Bid Phase .....	3 months
Construction Phase.....	4 months
 Total Project Duration .....	 16 months

**FEE**

Dewberry proposes to perform the scope of service described herein for a lump sum fee of **\$74,890**.

Refer to **Attachment A – Work Breakdown Structure and Cost Estimate** for additional details.

**CLARIFICATIONS AND EXCLUSIONS**

1. Specific services outside of those identified in the Scope of Services outlined above will be deemed an additional service.
2. Services for environmental investigations, threatened and endangered species, wetland delineations, cultural resource surveys, and any associated permitting are excluded.
3. Flood plain studies are not included.
4. Geotechnical services, soil testing, and materials testing are not included.
5. Due to the linear nature of the proposed utility project, which will not disturb greater than one (1) acre of land on any given day of construction, the completion of a Virginia Stormwater Management Program (VSMP) registration statement and preparation of a Stormwater Pollution Prevention Plan (SWPPP) are not anticipated for this project and therefore are not included in this proposal.
6. Preparation of easement plats, easement acquisition, and property appraisal services are excluded.
7. The County will be responsible for all permitting fees.
8. Assistance in connection with bid protests, re-bidding or renegotiating contracts for construction, materials, equipment, or services are excluded.
9. The proposal assumes the County will self-perform construction inspection services.
10. Services resulting from significant changes in the general scope, extent or character of the project or its design including, changes in size, complexity, schedule, character of construction or method of financing; and revising previously accepted studies, reports, design documents or Contract Documents when such revisions are required by changes in laws, rules, regulations, ordinances,



Mr. Eric M. Dahl  
Proposal for Professional Engineering Services  
Carysbrook Waterline  
August 21, 2023  
Page 5 of 5

codes or orders enacted subsequent to their preparation, or are due to any other causes beyond Dewberry's control.

We look forward to the opportunity to serve Fluvanna County on this project. If you have any questions, or require additional information, please feel free to contact us.

Sincerely,  
**Dewberry Engineers Inc.**



Dan Villhauer, PE  
Vice President



Ryan Bogese, PE  
Senior Associate, Senior Project Manager

Attachment A: Work Breakdown Structure and Cost Estimate

Q:\PROPOSAL\2023\Fluvanna County\Carysbrook Waterline

Fluvanna County																			
Carysbrooke Waterline Replacement																			
Attachment A - Work Breakdown Structure and Cost Estimate																			
Task/Subtask	QA/QC (Engineer VIII)	Project Manager (Engineer VII)	Process Engineer (Engineer V)	Project Engineer (Engineer III)	Civil Engineer (Engineer VIII)	Civil Engineer (Engineer VI)	Architect (Engineer VI)	Architect (Engineer III)	Structural Engineer (Engineer VI)	Electrical Engineer (Engineer VI)	Controls Engineer (Engineer VI)	HVAC Engineer (Engineer VI)	Plumbing Engineer (Engineer VI)	Surveyor (Surveyor VII)	Survey Team (2 Person Survey Crew)	Env. Scientist (Engineer VI)	Subs (+10% markup)	Other Direct Costs	Totals
<b>Task 1 - Project Kickoff and Field Investigations</b>					\$ 205.00	\$ 175.00	\$ 175.00	\$ 125.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 140.00	\$ 150.00	\$ 175.00			
1.1 Site Visit	4			4														\$ 75.00	8
1.2 Survey	1													18	30			\$ 75.00	1
1.3 Subsurface Utility Engineering (SUE) and Designation	1																5445		1
<b>Subtotal Hours</b>	6	0	0	4	0	0	0	0	0	0	0	0	0	18	30	0	N/A	N/A	10
<b>Subtotal Cost</b>	\$ 1,230.00	\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,520.00	\$ 4,500.00	\$ -	\$ 5,445.00	\$ 150.00	\$ 14,345.00
<b>Task 2 - 15% Preliminary Design Phase</b>																			
2.1 Preliminary Alignment Drawings	4			24															28
2.2 Outline Specifications	1			2															3
2.3 15% OPCC	2			2															4
2.4 Virtual Review Meeting	2			2															4
<b>Subtotal Hours</b>	9	0	0	30	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	39
<b>Subtotal Cost</b>	\$ 1,845.00	\$ -	\$ -	\$ 3,750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,595.00
<b>Task 3 - 100% Design Phase</b>																			
3.1 100% Submission																			0
3.1a 100% Drawings	12			60	8	28													72
3.1b 100% Specifications	8			18															26
3.1c 100% Opinion of Probable Construction Cost	2			4															6
3.1d 100% QA/QC	6																		6
3.1e 100% Construction Schedule	2			4															6
3.2 Review meeting with Fluvanna County	2			2															4
3.3 Address Fluvanna County Comments	2			2															4
3.4 Prepare and submit drawings for agency review	2			8															10
3.5 Revise documents based on agency and review and obtain all permits listed above	6			12	4	12													18
<b>Subtotal Hours</b>	42	0	0	110	12	40	0	0	0	0	0	0	0	0	0	0	N/A	N/A	152
<b>Subtotal Cost</b>	\$ 8,610.00	\$ -	\$ -	\$ 13,750.00	\$ 2,460.00	\$ 7,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,820.00
<b>Task 4 - Bid Phase</b>																			
4.1 Assist County with compiling front end documents provided by County Attorney's Office	4			8															12
4.2 Prepare, organize, and facilitate pre-bid meeting and issue meeting minutes	4			8														\$ 75.00	12
4.3 Answer bidder questions and issue up to two (2) addenda	4			12															16
4.4 Attend bid opening	1			1															2
4.5 Review bidder qualifications package, perform reference checks, issue letter of recommendation	2			4															6
<b>Subtotal Hours</b>	15	0	0	33	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	48
<b>Subtotal Cost</b>	\$ 3,075.00	\$ -	\$ -	\$ 4,125.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	\$ 7,275.00
<b>Task 5 - Construction Phase</b>																			
5.1 Prepare, organize, and facilitate pre-construction meeting and issue meeting minutes	4			6															10
5.2 Progress meetings and site visits (2 progress meetings, 2 site visits)	8			12															20
5.3 Shop drawing and submittal review	4			8														\$ 150.00	12
5.4 Clarifications and Claims	4			12															16
5.5 Requests for Proposals	4																		4
5.6 Change order support	4			6															10
5.7 Contract Closeout	6			6														\$ 75.00	12
5.8 Record Drawings	2			16															18
<b>Subtotal Hours</b>	36	0	0	66	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	102
<b>Subtotal Cost</b>	\$ 7,380.00	\$ -	\$ -	\$ 8,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225.00	\$ 15,855.00

Total Labor Costs Tasks 1 - 5	
Task 1 - Project Kickoff and Field Investigations	\$ 14,345.00
Task 2 - 15% Preliminary Design Phase	\$ 5,595.00
Task 3 - 100% Design Phase	\$ 31,820.00
Task 4 - Bid Phase	\$ 7,275.00
Task 5 - Construction Phase	\$ 15,855.00
<b>TOTAL</b>	<b>\$ 74,890.00</b>

**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB I**

<b>MEETING DATE:</b>	February 21, 2024				
<b>AGENDA TITLE:</b>	Virginia Department of Environmental Quality Local Government Guarantee				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve “Appendix G - Local Government Guarantee Without Standby Trust Made by a Local Government” to demonstrate financial assurance for regulated underground storage tanks for the Virginia Department of Environmental Quality, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.</b>				
<b>BOS 2 YEAR GOALS?</b>	Yes	No	<b>If yes, list goal(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				<b>X</b>	
<b>STAFF CONTACT(S):</b>	Tori Melton, Director of Finance				
<b>PRESENTER(S):</b>	Tori Melton, Director of Finance				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	<p>The Virginia Department of Environmental Quality (DEQ) requires petroleum underground storage tank financial assurance documentation on file for the tanks owned by the Fluvanna County Public Schools at the Fluvanna Public Schools Fuel Site.</p> <p>Per the Virginia Petroleum Underground Storage Tank Financial Responsibility Requirements, 9 VAC 25-590 (the Regulation), a tank owner must annually maintain a current mechanism to demonstrate financial assurance for regulated underground storage tanks and must submit evidence of compliance with the Regulation whenever requested to do so.</p> <p>DEQ requires this financial assurance on an annual basis. The County is the primary entity responsible for financials on behalf of the Fluvanna County School Board, therefore the guarantee is required from the local government.</p>				
<b>FISCAL IMPACT:</b>	The County could be responsible for a \$20,000 per occurrence/\$20,000 annual aggregate payment if DEQ determines corrective actions have not been performed arising out of releases from the schools underground storage tanks.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	<ul style="list-style-type: none"> <li>Appendix G - Local Government Guarantee Without Standby Trust Made by a Local Government -</li> </ul>				



	• Appendix C – Letter from Chief Financial Officer				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	X	X			X

## APPENDIX G

### Local Government Guarantee Without Standby Trust Made by a Local Government

Guarantee made this \_\_\_\_ day of \_\_\_\_\_, 2024 by *Fluvanna County*, a local government organized under the laws of *the Commonwealth of Virginia*, herein referred to as guarantor, to Virginia Department of Environmental Quality and to any and all third parties, and obliges, on behalf of *the Fluvanna County School Board, a political subdivision of the Commonwealth of Virginia ("FCSB")*.

#### Recitals

(1) Guarantor meets or exceeds the local government financial test requirements of 40 CFR Part 280.105.

(2) *FCSB* owns or operates the following underground storage tank(s) covered by this guarantee: (1) 10,000 gallon diesel tank located at the Fluvanna Public Schools Fuel Site (6026035) 131 Carysbrook Rd, Fork Union, VA 23055 and (1) 10,000 gallon gasoline tank located at the Fluvanna Public Schools Fuel Site (6026035) 131 Carysbrook Rd, Fork Union, VA 23055 This guarantee satisfies 40 CFR Part 280, Subpart H requirements for assuring funding for "taking corrective action" and/or "compensating third parties for bodily injury and property damage caused by" either "sudden accidental releases" or "nonsudden accidental releases" or "accidental releases" arising from operating the above-identified underground storage tank(s) in the amount of **\$20,000.00** per occurrence and **\$20,000.00** annual aggregate.

(3) Incident to our substantial governmental relationship with *FCSB*, guarantor guarantees to *the Virginia Department of Environmental Quality* and to any and all third parties and obliges that:

In the event that *FCSB* fails to provide alternative coverage within 60 days after receipt of a notice of cancellation of this guarantee and the Director of the Virginia Department of Environmental Quality (the Director) has determined or suspects that a release has occurred at an underground storage tank covered by this guarantee, the guarantor, upon written instructions from the Director shall make funds available to pay for corrective actions and compensate third parties for bodily injury and property damage in an amount not to exceed the coverage limits specified above.

In the event that the Director determines that *FCSB* has failed to perform corrective action for releases arising out of the operation of the above-identified tank(s) in accordance with 40 CFR part 280, subpart F, the guarantor upon written instructions from the Director shall make funds available to pay for corrective actions in an amount not to exceed the coverage limits specified above.

If **FCSB** fails to satisfy a judgment or award based on a determination of liability for bodily injury or property damage to third parties caused by "sudden" and/or "nonsudden" accidental releases arising from the operation of the above-identified tank(s), or fails to pay an amount agreed to in settlement of a claim arising from or alleged to arise from such injury or damage, the guarantor, upon written instructions from the Director, shall make funds available to compensate third parties for bodily injury and property damage in an amount not to exceed the coverage limits specified above.

(4) Guarantor agrees that, if at the end of any fiscal year before cancellation of this guarantee, the guarantor fails to meet or exceed the requirements of the financial responsibility mechanism specified in paragraph (1), guarantor shall send within 120 days of such failure, by certified mail, notice to **FCSB**, as evidence by the return receipt.

(5) Guarantor agrees to notify **FCSB** by certified mail of a voluntary or involuntary proceeding under Title 11 (Bankruptcy), U.S. Code naming guarantor as debtor, within 10 days after commencement of the proceeding.

(6) Guarantor agrees to remain bound under this guarantee notwithstanding any modification or alteration of any obligation of **FCSB** pursuant to 40 CFR part 280.

(7) Guarantor agrees to remain bound under this guarantee for so long as **FCSB** must comply with the applicable financial responsibility requirements of 40 CFR part 280, Subpart H for the above identified tank(s), except that guarantor may cancel this guarantee by sending notice by certified mail to **FCSB**, such cancellation to become effective no earlier than 120 days after receipt of such notice by **FCSB**, as evidenced by the return receipt. If notified of a probable release, the guarantor agrees to remain bound to the terms of this guarantee for all charges arising from the release, up to the coverage limits specified above, notwithstanding the cancellation of the guarantee with respect to future releases.

(8) The guarantor's obligation does not apply to any of the following:

- (a) Any obligation of **FCSB** under a workers' compensation, disability benefits, or unemployment compensation law or other similar law;
- (b) Bodily injury to an employee of **FCSB** arising from, and in the course of employment by **FCSB**;
- (c) Bodily injury or property damage arising from the ownership, maintenance, use, or entrustment to others of any aircraft, motor vehicle, or watercraft;
- (d) Property damage to any property owned, rented, loaned to, in the care, custody, or control of, or occupied by **FCSB** that is not the direct result of a release from a petroleum underground storage tank;
- (e) Bodily damage or property damage for which **FCSB** is obligated to pay damages by reason of the assumption of liability in a contract or agreement other than a

contract or agreement entered into to meet the requirements of 40 CFR part 280.93.

(9) Guarantor expressly waives notice of acceptance of this guarantee by *Virginia Department of Environmental Quality*, by any or all third parties, or by *FCSB*.

I hereby certify that the wording of this guarantee is identical to the wording specified in 40 CFR part 280.106(d) as such regulations were constituted on the effective date shown immediately below.

Effective date: \_\_\_\_\_

Fluvanna County

By: \_\_\_\_\_  
Eric M. Dahl, County Administrator



## APPENDIX C

### Letter from Chief Financial Officer

I am the chief financial officer of Fluvanna County. This letter is in support of the use of the financial test of self-insurance to demonstrate financial responsibility for taking corrective action and/or compensating third parties for bodily injury and property damage caused by sudden accidental releases and/or nonsudden accidental releases in the amount of at least \$20,000 corrective action and \$20,000 third party liability per occurrence and \$20,000 annual aggregate rising from operating (an) underground storage tank(s).

Underground storage tanks at the following facilities are assured by this municipal financial test: (1) 10,000 gallon diesel tank located at the Fluvanna Public Schools Fuel Site (6026035) 131 Carysbrook Rd, Fork Union, VA 23055 and (1) 10,000 gallon gasoline tank located at the Fluvanna Public Schools Fuel Site (6026035) 131 Carysbrook Rd, Fork Union, VA 23055.

This owner or operator has not received an adverse opinion, or a disclaimer of opinion from an independent auditor on its financial statements for the latest completed fiscal year. Any outstanding issues of general obligation or revenue bonds, if rated, have a Moody's rating of Aaa, Aa, A, or Baa or a Standard and Poor's rating of AAA, AA, A, or BBB; if rated by both firms, the bonds have a Moody's rating of Aaa, Aa, A, or Baa and a Standard and Poor's rating of AAA, AA, A, or BBB.

### Worksheet for Municipal Financial Test

#### Part I: Basic Information

##### 1. Total Revenues

a. Revenues (dollars) 114,063,512

Value of revenues excludes liquidation of investments and issuance of debt. Value includes all general fund operating and non-operating revenues, as well as all revenues from all other governmental funds including enterprise, debt service, capital projects, and special revenues, but excluding revenues to funds held in a trust or agency capacity.

b. Subtract interfund transfers (dollars) 17,718,207

c. Total Revenues (dollars) 96,345,305

##### 2. Total Expenditures

a. Expenditures (dollars) 111,384,807

Value consists of the sum of general fund operating and non operating expenditures including interest payments on debt, payments for retirement of debt principal, and total expenditures from all other governmental funds including enterprise, debt service, capital projects, and special revenues.

- b. Subtract interfund transfers (dollars) 17,718,207
- c. Total expenditures (dollars) 93,666,600

### 3. Local Revenues

- a. Total Revenues (from 1c) (dollars) 93,345,305
- b. Subtract total intergovernmental transfers (dollars) 43,760,086
- c. Local Revenues (dollars) 52,585,219

### 4. Debt Service

- a. Interest and fiscal charges (dollars) 2,947,120
- b. Add debt retirement (dollars) 7,002,063
- c. Total Debt Service (dollars) 9,949,183

### 5. Total Funds (Dollars) 48,203,403

(Sum of amounts held as cash and investment securities from all funds, excluding amounts held for employee retirement funds, agency funds, and trust funds).

### 6. Population (Persons) 28,055

## Part II: Application of Test

### 7. Total Revenues to Population

- a. Total Revenues (from 1c) 93,345,305
- b. Population (from 6) 28,055
- c. Divide 7a by 7b 3,434.1581
- d. Subtract 417 3,017.1581
- e. Divide by 5,212 0.5789
- f. Multiply by 4.095 2.3705

### 8. Total Expenses to Population

- a. Total Expenses (from 2c) 93,666,600
- b. Population (from 6) 28,055
- c. Divide 8a by 8b 3,338.6776
- d. Subtract 524 2,814.6776
- e. Divide by 5,401 0.5211
- f. Multiply by 4.095 2.1341

### 9. Local Revenues to Total Revenues

- a. Local Revenues (from 3c) 52,585,219
- b. Total Revenues (from 1c) 96,345,305

- c. Divide 9a by 9b            0.5458
- d. Subtract .695                -0.1492
- e. Divide by .205               -0.7278
- f. Multiply by 2.840            -2.0670

#### 10. Debt Service to Population

- a. Debt Service (from 4c) 9,949,183
- b. Population (from 6)    28,055
- c. Divide 10a by 10b    354.6314
- d. Subtract 51                303.6314
- e. Divide by 1,038        0.2925
- f. Multiply by -1.866    -0.5458

#### 11. Debt Service to Total Revenues

- a. Debt Service (from 4c)  9,949,183
- b. Total Revenues(from 1c) 96,345,305
- c. Divide 11a by 11b        0.1033
- d. Subtract .068              0.0353
- e. Divide by .259             0.1362
- f. Multiply by -3.533        -0.4811

#### 12. Total Revenues to Total Expenses

- a. Total Revenues (from 1c) 96,345,305
- b. Total Expenses (from 2c) 93,666,600
- c. Divide 12a by 12b        1.0286
- d. Subtract .910              0.1186
- e. Divide by .899             0.1319
- f. Multiply by 3.458         0.4562

#### 13. Funds Balance to Total Revenues

- a. Total Funds (from 5)    48,203,403
- b. Total Revenues (from 1c) 96,345,305
- c. Divide 13a by 13b        0.5003
- d. Subtract .891              -0.3907
- e. Divide by 9.156          -0.0427
- f. Multiply by 3.270         -0.1395

## 14. Funds Balance to Total Expenses

- a. Total Funds (from 5) 48,203,403
- b. Total Expenses (from 2c) 93,666,600
- c. Divide 14a by 14b 0.5146
- d. Subtract .866 -0.3514
- e. Divide by 6.409 -0.0548
- f. Multiply by 3.270 -0.1793

## 15. Total Funds to Population

- a. Total Funds (from 5) 48,203,403
- b. Population (from 6) 28,055
- c. Divide 15a by 15b 1,718.1751
- d. Subtract 270 1,448.1751
- e. Divide by 4,548 0.3184
- f. Multiply by 1.866 0.5942

16. Add  $7f + 8f + 9f + 10f + 11f + 12f + 13f + 14f$   
 $+ 15f + 4.937 = 7.0793$

I hereby certify that the financial index shown on line 16 of the worksheet is greater than zero and that the wording of this letter is identical to the wording specified in 40 CFR Part 280.105(c) as such regulations were constituted on the date shown immediately below.

[Date]  
 [Signature]  
 [Name]  
 [Title]





**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB J**

<b>MEETING DATE:</b>	February 21, 2024				
<b>AGENDA TITLE:</b>	One-time grant from Thomas I Crowell Trust				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve a supplemental appropriation of \$4,688 to the FY24 Parks &amp; Rec Site Improvement Budget to reflect a one-time grant received from the Thomas I Crowell Trust.</b>				
<b>BOS 2 YEAR GOALS?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
<b>STAFF CONTACT(S):</b>	Tori Melton, Director of Finance				
<b>PRESENTER(S):</b>	Tori Melton, Director of Finance				
<b>RECOMMENDATION:</b>	Recommend approval of the following action.				
<b>TIMING:</b>	One-time				
<b>DISCUSSION:</b>	<p>The Charlottesville Area Community Foundation awarded Fluvanna County Parks and Recreation a one-time, non-renewable gift in the amount of \$4,688 from the Crowell Estate to preserve the natural environment, open spaces, and public trails specifically in Fluvanna County, VA.</p> <p>Thank you to the Thomas I Crowell Trust.</p>				
<b>FISCAL IMPACT:</b>	This action will increase the FY24 Parks & Rec Site Improvement Budget by \$4,688.00.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	Charlottesville Area Community Foundation Approval Letter				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		X			





Fluvanna County Parks and Recreation  
P. O. Box 128  
Fork Union, VA 23055

November 6, 2023

Dear Fluvanna County Parks and Recreation,

I am pleased to inform you that the Charlottesville Area Community Foundation is awarding the Fluvanna County Parks and Recreation department a one-time, non-renewable gift in the amount of \$4,688. This gift is made by the generosity of the Crowell Estate to preserve the natural environment, open spaces and public trails specifically in Fluvanna County, VA.

- There are no formal reporting requirements for this grant. Your organization was identified as one that meets the terms of the bequest.
- If you are unable to deploy the funds as intended, or have any follow up questions, please contact Eboni Bugg, Director of Community Investment at [ebugg@cacfonline.org](mailto:ebugg@cacfonline.org) to discuss reallocating funds.

Thank you for your work to ensure that all people in our region have access to the natural environment.

Best,  
Eboni Bugg







# Capital Reserve Maintenance Fund Request

**TAB K**

**MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of **\$9,620.00** for the purpose(s) of: replacing, installing, and securing (3) pieces of playground equipment at Carysbrook Elementary.**

### Section 1 - REQUEST

Requesting Department/Agency <b>FCPS</b>	Dept/Agency Contact <b>Don Stribling</b>	Date of Request <b>01/22/2024</b>
Phone <b>(434) 589-5948</b>	Fax <b>(434) 589-5393</b>	Fiscal Year <b>FY24</b>

Reserve Fund Purpose Category: **Ongoing facility or equipment maintenance requirements**

Description of Project/Repair	Qty	Unit Price	Total Price
<b>Playground Specialist (1)</b>	1	\$5,595.00	\$5,595.00
<b>Playground Specialist (2)</b>	1	\$4,025.00	\$4,025.00
			\$0.00
			\$0.00

**Total Request: \$9,620.00**

### Description and justification for proposed use.

- The sliding board on one of the newer pieces of equipment has cracked and will require replacement, digging and the pouring of concrete to reinstall. This incident occurred in the last month.**
- There is another sliding board and steps, from the equipment taken from Columbia and Cunningham, that also needs to be replaced, installed and secured. We have been working with the same company to find the appropriate and matching parts due to the age of the equipment.**

Department/Agency Head Name <b>Don Stribling</b>	Signature <b>Don Stribling</b> <small>Digitally signed by Don Stribling DN: cn=Don Stribling, o=FCPS, ou=FCPS, email=dstribling@apps.fluco.org, c=US Date: 2018.08.21 13:12:45 -04'00'</small>	Date <b>01/22/2024</b>
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### Section 2 - REVIEW

Recommended? <input type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director <b>Tori Melton</b> <small>Digitally signed by Tori Melton Date: 2024.01.31 16:53:30 -05'00'</small>	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator <b>Eric Dahl</b> <small>Digitally signed by Eric Dahl Date: 2024.02.13 14:55:46 -05'00'</small>	Date

### Section 3 - BOARD OF SUPERVISORS

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date	Comments
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# Capital Reserve Maintenance Fund Request

TAB L

**MOTION:** I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of **\$21,065.00** for the purpose(s) of: replace and install (5) new doors at Central Elementary.

### Section 1 - REQUEST

Requesting Department/Agency <b>FCPS</b>	Dept/Agency Contact <b>Don Stribling</b>	Date of Request <b>01/22/2024</b>
Phone <b>(434) 589-5948</b>	Fax <b>(434) 589-5393</b>	Fiscal Year <b>FY24</b>

Reserve Fund Purpose Category: **Ongoing facility or equipment maintenance requirements**

Description of Project/Repair	Qty	Unit Price	Total Price
<b>Glass and Metals (5)</b>	1	\$21,065.00	\$21,065.00
			\$0.00
			\$0.00
			\$0.00

Total Request: **\$21,065.00**

### Description and justification for proposed use.

**Original doors (2) at the old loop and the back doors across from the office (3) leading to play ground are not functioning properly, are difficult to open and close for staff and students, and are not easily locked and secured with the alarm system.**

Department/Agency Head Name <b>Don Stribling</b>	Signature <b>Don Stribling</b> <small>Digitally signed by Don Stribling DN: cn=Don Stribling, o=FCPS, ou=FCPS, email=dstribling@apps.fluco.org, c=US Date: 2018.08.21 13:12:45 -04'00'</small>	Date <b>01/22/2024</b>
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### Section 2 - REVIEW

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director <b>Tori Melton</b> <small>Digitally signed by Tori Melton Date: 2024.01.31 16:55:02 -05'00'</small>	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator <b>Eric Dahl</b> <small>Digitally signed by Eric Dahl Date: 2024.02.13 14:56:30 -05'00'</small>	Date

### Section 3 - BOARD OF SUPERVISORS

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date	Comments
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# Capital Reserve Maintenance Fund Request

TAB M

**MOTION:** I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of **\$11,880.00** for the purpose(s) of:  
 replace and install open and close vane switch on the main chiller at FCHS.

### Section 1 - REQUEST

Requesting Department/Agency <b>FCPS</b>	Dept/Agency Contact <b>Don Stribling</b>	Date of Request <b>01/22/2024</b>
Phone <b>(434) 589-5948</b>	Fax <b>(434) 589-5393</b>	Fiscal Year <b>FY24</b>

Reserve Fund Purpose Category: **Unexpected facility repairs or replacements**

Description of Project/Repair	Qty	Unit Price	Total Price
<b>Daikin</b>	1	\$11,880.00	\$11,880.00
			\$0.00
			\$0.00
			\$0.00

Total Request: **\$11,880.00**

Description and justification for proposed use.

**The (2) chillers at FCHS control the water temperature for the HVAC. The vane switch controls the pressures in the chillers. After a routine maintenance check, it was found that the vane switch is not functioning properly (leaking pressure, oil, and refrigerant) in the main chiller and will not run efficiently, along with causing with the smaller chiller to not function properly.**

Department/Agency Head Name <b>Don Stribling</b>	Signature <b>Don Stribling</b> <small>Digitally signed by Don Stribling DN: cn=Don Stribling, c=FCPS, ou=FCPS, email=dstribling@apps.fluco.org, c=US Date: 2018.08.21 13:12:45 -04'00'</small>	Date <b>01/22/2024</b>
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### Section 2 - REVIEW

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director <b>Tori Melton</b> <small>Digitally signed by Tori Melton Date: 2024.01.31 16:54:08 -05'00'</small>	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator <b>Eric Dahl</b> <small>Digitally signed by Eric Dahl Date: 2024.02.13 14:57:15 -05'00'</small>	Date

### Section 3 - BOARD OF SUPERVISORS

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date	Comments
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# Capital Reserve Maintenance Fund Request Form 3.10

TAB N

**MOTION:** I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of **\$5,437.19** for the purpose(s) of:

Purchasing a server to run Security information and event management (Wazuh) and Governance, Risk and Compliance (eramba) software for Registrar's office.

### Section 1 - REQUEST

Requesting Department/Agency <b>Information Technology</b>	Dept/Agency Contact <b>Andy Notman</b>	Date of Request <b>01/29/2024</b>
Phone <b>(434) 591-1910</b>	Fax <b>(434) 591-1911</b>	Fiscal Year <b>FY24</b>


Reserve Fund Purpose Category: **Other one-time, minor capital projects costing less than \$50,000**

Description of Project/Repair	Qty	Unit Price	Total Price
<b>Dell PowerEdge R6515 server</b>	1	\$5,437.19	\$5,437.19
			\$0.00
			\$0.00
			\$0.00

Total Request: **\$5,437.19**

Description and justification for proposed use.

**Required to meet cybersecurity requirements mandated by the Virginia Department of Elections.**

Department/Agency Head Name <b>Andy Notman</b>	Signature 	Date <b>02/08/2024</b>
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### Section 2 - REVIEW

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director <b>Tori Melton</b> <small>Digitally signed by Tori Melton Date: 2024.02.13 15:00:22 -05'00'</small>	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator <b>Eric Dahl</b> <small>Digitally signed by Eric Dahl Date: 2024.02.14 15:18:13 -05'00'</small>	Date

### Section 3 - BOARD OF SUPERVISORS

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date	Comments
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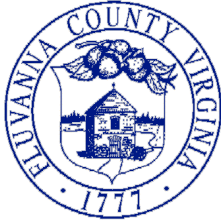




**FLUVANNA COUNTY BOARD OF SUPERVISORS  
MEETING PACKAGE ATTACHMENTS**

Incl?	Item
<input checked="" type="checkbox"/>	BOS Contingency Balance Report
<input type="checkbox"/>	Building Inspections Report
<input checked="" type="checkbox"/>	Capital Reserve Balances Memo
<input type="checkbox"/>	Fluvanna County Bank Balance and Investment Report
<input checked="" type="checkbox"/>	Unassigned Fund Balance Report
<input checked="" type="checkbox"/>	VDOT Monthly Report & 2020 Resurfacing List
<input type="checkbox"/>	ARPA Fund Balance Memo
<input checked="" type="checkbox"/>	The Board of Supervisors Two Year Plan





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# COUNTY OF FLUVANNA

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*“Responsive & Responsible Government”*

BOS2024-02-21 p. 185/198

P.O. Box 540

Palmyra, VA 22963

(434) 591-1910

Fax (434) 591-1911

www.fluvannacounty.org

## MEMORANDUM

**Date:** February 21, 2024  
**From:** Theresa McAllister – Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY24 BOS Contingency Balance

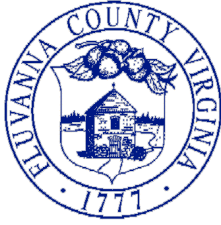
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The FY24 BOS Contingency line balance is as follows:

<b>Beginning Original Budget:</b>	<b>\$146,615</b>
Less: Consulting Services Agreement with B.W. Murray, Inc. – Registrar – BOS Approval 07.05.23	-\$20,000
Less: Agreement with VDOT regarding “Watch for Children” signs – Public Works - BOS Approval 09.20.23	-850
Less: Annual Card Terminal Fees – Information Technology – BOS Approval 10.04.23	-2,736
<b>Available:</b>	<b>\$123,029</b>







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BOS2024-02-21 p. 187/198  
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Fax (434) 591-1911  
www.fluvannacounty.org

## MEMORANDUM

**Date:** February 21, 2024  
**From:** Theresa McAllister – Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY24 Capital Reserve Balances

The FY24 Capital Reserve account balances are as follows:

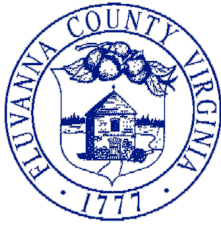
### County Capital Reserve:

FY23 Carryover	\$540,987.90
<b>FY24 Budget Allocation:</b>	<b>\$250,000</b>
Add: Closed CRM Projects 07.24.23	6,477.05
Add: Closed CRM Projects 08.21.23	3,769.97
Less: Lower Court Clerk's Office Mold Remediation. 11.01.23	-37,079
Less: Replace Turbo Assembly and minor repairs to Ambulance 49. 12.06.23	-6,198.36
Less: Commonwealth Attorney's Office Restoration. 12.20.23	-78,504
Less: Fluvanna County Attorney's Office Restoration. 12.20.23	-180,720
<b>FY24 Available:</b>	<b>\$498,733.56</b>

### Schools Capital Reserve:

FY23 Carryover	\$258,993.42
<b>FY24 Budget Allocation:</b>	<b>\$200,000</b>
Add: Closed CRM Projects 07.24.23	365.93
Add: Closed CRM Projects 08.21.23	3,071
Less: Quality CCTV Systems Abrams Academy. 09.06.23	-11,800
Less: Bluebird Buses. 09.06.23	-9,994.74

Less: Central Elementary Capital and Budget Electric. 09.20.23	-5,785
Less: HAVTECH at FCHS. 09.20.23	-12,861.39
Less: Replace Transceiver and Supply Boards	-10,570.82
Less: VPS Recreation	-46,675.00
Less: Replace Pump and Motor at Pleasant Grove	-7,864.81
<b>FY24 Available:</b>	<b>\$356,878.59</b>



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[www.fluvannacounty.org](http://www.fluvannacounty.org)

## MEMORANDUM

**Date:** February 21, 2024  
**From:** Theresa McAllister– Management Analyst  
**To:** Board of Supervisors  
**Subject:** Unassigned Fund Balance

<b>FY23 Year End Audited Total Unassigned Fund Balance:</b>	<b>\$26,584,082</b>
<b>Unassigned Fund Balance – 12% Target Per Policy:</b>	\$11,198,981
<b>Unassigned Fund Balance – Excess Above Policy Target:</b>	\$15,385,101
Less: Palmyra Village Streetscape Project – BOS Approval 08.02.23	-118,169
Less: EMS for an Ambulance Purchase – BOS Approval 01.17.24	-184,093
Less: Live Fire Training Structure – BOS Approval 02.07.24	-550,000
<b>Current Unassigned Fund Balance – Excess Above Policy Target:</b>	<b>\$14,532,839</b>







**VDOT Maintenance Issues or Concerns  
Call 1-800-367-ROAD**

**February Report**

Fluvanna County  
February 2024

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MAINTENANCE

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Palmyra & Zions Crossroads Area Headquarters for the month of January 2024

- Pipe Clean Rte 623,659, 682
- Litter Control Rte 6,15,601,650
- Boomaxe Guardrail Rte 610,630
- Shoulder Maint Rte 611. Ditch Maint Rte 6,637,646,683,773
- Debris/Brush Removal Rte 600, 641,646,710
- Pothole Patching Rte 600,601,605,659,660

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LAND DEVELOPMENT & PERMITS

Aaron LeBeau, PE

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Plans with outstanding comments or under review (Activity within last 90 days)

Plans Found Acceptable

JRWA Site Plan

LUPS Permits Issued and Completed

VDOT issued 2 permits in January 2024

VDOT closed 1 permit in January 2024

## CONSTRUCTION

### Bridge Projects

- **On-Call Bridge Maintenance Contract BRDG-967-457,N501 (UPC 115014) –**  
Scope: Bridge Maintenance (Various locations)  
Estimated Contract Completion Date: January 31, 2024 (Term 3)  
*(Currently inactive in the area)*
- **BRDG-967-548, N501 (UPC 121080) On-Call Bridge Maintenance Contract –** Bridge maintenance on various structures. Sounding assessment in progress on various structures.  
Scope: Bridge Maintenance -Various locations  
Estimated Contract Completion Date: December 31, 2024

### Road Projects

- **ADA Compliance 9999-967-317, N01 (UPC 119781)** various locations. Contract executed 02-07-2022  
NTP: Specific to task orders  
Scope: On call ADA compliance  
Estimated contract completion date: January 01, 2023 (T1)  
*(Currently inactive in the area)*

### Schedules

- **ST7A-967-F24, P401 (UPC 123572)** Various routes  
NTP: March 25, 2024  
Scope: Plant Mix  
Estimated contract completion date: October 20, 2024  
*(Currently inactive in the area)*



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**TRAFFIC STUDIES/ SPECIAL REQUESTS**

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## The Board of Supervisors Two Year Plan – *Adopted September 21, 2022*

#	Complete	2022 Two Year Goals	Year 1	Year 2	Notes
<b>A</b>		<b>SERVICE DELIVERY</b>			
<b>A1</b>		Work with FRA to identify support options for Fire and Rescue volunteers.		X	
<b>A2</b>		Perform comprehensive review of existing partnerships with local area support and non-profit groups providing services to Fluvanna residents; review service gaps and identify needed partnerships.	X	X	Begin in Year 1; complete in Year 2
<b>A3</b>		Initiate comprehensive review of traffic throughout the county with a particular focus on high-traffic areas around the Lake Monticello community.		X	
<b>A4</b>		Community transportation options and alternatives.		X	Shared school buses/drivers providing transportation for county residents; TJPDC Rural Transportation work group; JAUNT
<b>A5</b>		Implement annual county volunteer recognition ceremony.		X	
<b>A6</b>		Design implementation plan for professional Fire Chief position.		X	
<b>B</b>		<b>COMMUNICATION</b>			
<b>B1</b>		Develop communication plan to inform residents of County projects, accomplishments, and where tax dollars are spent.		X	
<b>C</b>		<b>PROJECT MANAGEMENT</b>			
<b>C1</b>		Continue Columbia area renewal efforts.	X	X	

#	Complete	2022 Two Year Goals	Year 1	Year 2	Notes
C2		Complete a Master Water and Sewer (Plan Phase I) to identify sources for the county's long-term water needs; particularly for each of its community planning areas.	X		
C3		Continue Palmyra Village Streetscape	X	X	Phase I: project begins in 2025, street flow, sidewalks, and street parking on Stone Jail Street side of Civil War Park. Phase II: Crosswalks, sidewalks and parking on Main Street.
		C3.1 Review and pursue opportunities and options for a Palmyra Village Streetscape project to improve safety, parking, walkability, and overall appearance.	X		2022 Smart Scale Grant Awarded.
		C3.2 Research options for civic displays (flags, banners, Notable Residents, etc.)		X	
C4		Successfully oversee and manage Fluvanna County aspects of the James River Water Project.	X	X	
C5		Successfully oversee and manage the design and construction of the Zion Crossroads water and sewer system.	X	X	
C6		Pursue Fork Union revitalization.		X	
		C6.1 Research options for civic displays (flags, banners, Notable Residents, etc.)		X	
C7		Oversee New Administration Building project.	X	X	Multi-year project.
		C7.1 Create and Issue Request for Proposal for Design	X		
		C7.2 Select Design Firm for design of New Admin Building		X	
<b>D</b>		<b>COMMUNITY DEVELOPMENT &amp; ENRICHMENT</b>			
D1		Draft and a formal County-wide economic development and tourism strategy inclusive of an implementation schedule.	X	X	

#	Complete	2022 Two Year Goals	Year 1	Year 2	Notes
		D1.1 Adopt Economic Development Strategic Plan.	X		
		D1.2 Implement five-year Economic Development Strategic Plan.		X	
D2		Seek opportunities to coordinate development activity at Fluvanna's northern border with Louisa County.	X	X	
D3		Hold an Economic Development Discussion Forum for local businesses with planning, zoning, building inspections, infrastructure components.	X		
D4		Investigate options for utilizing Dominion proffer - \$500,000 for recreation, green space.	X	X	
D5		Investigate opportunities to support expanded recreation opportunities, arts, and tourism.	X	X	Coordination with State agencies regarding the installation of additional boat ramps along the Rivanna and James Rivers.  Fluvanna After Five @ Pleasant Grove.
D6		Research creating a "teaching farm" at PG Park.		X	Collaborative effort - FCPS? Cooperative Extension? Farm Bureau?
D7		Implement stronger Code Enforcement on the County's Spot Blight Abatement program	X	X	
D8		Review the Subdivision Ordinance on Cluster subdivisions; large lot subdivisions.		X	
D9		Review the Zoning Ordinance to look at higher density options between CPA and R4.		X	
E		<b>FINANCIAL STEWARDSHIP AND EFFICIENCY</b>			



#	Complete	2022 Two Year Goals	Year 1	Year 2	Notes
E1		Reduce the County's reliance on creating and mailing paper checks for payments and implement expanded ACH/EFT transaction options.	X		
E2		Implement credit card payment option for citizen at all County funds collection points through MUNIS Cashiering process.	X	X	
E3		Plan for ways to adequately fund, implement and standardize the Capital Improvement Plan, eliminating deferred CIP projects.		X	