

Board Meeting
Virginia Peninsulas Public Service Authority
Cooks Corner Office Complex
2893 General Puller Highway, Saluda
9:00 a.m.
June 1, 2018

1. **Public Comment**

2. **Minutes: April 6, 2018**

3. **Project Reports**

4. **Regional Recycling Rate Report for CY 2017**

5. **Amendment #1 – Agreement for Debris Monitoring Services**

6. **Investigation and Preliminary Design for Compost Facility BMP**

7. **Salary Adjustments FY 19**

8. **Executive Directors Report**

9. **Old Business**

10. **New Business**

11. **Next Meeting: August 3, 2018**
Williamsburg Municipal Building
2nd Floor Conference Room
401 Lafayette St
Williamsburg, VA 23185
9:00 a.m.

**MINUTES
VIRGINIA PENINSULAS PUBLIC SERVICE AUTHORITY**

**Williamsburg Municipal Building
401 Lafayette St
Williamsburg, VA 23185
9:00 a.m.
April 6, 2018**

IN ATTENDANCE:

Jason Mitchell	City of Hampton
Grace Boone	James City County
Bobbie Tassinari	King William County
Matt Walker	Middlesex County
Mindy Conner	Mathews County
Dan Clayton	City of Williamsburg

ABSENT:

Timothy Wilson	Essex County
Tom Swartzwelder	King & Queen County
Tom Jones	City of Poquoson
Brian Woodward	York County

OTHERS IN ATTENDANCE:

Vernon Geddy III	Geddy, Harris, Franck & Hickman
Stephen Geissler	VPPSA
David Magnant	VPPSA
Karen Plumley	VPPSA
Lisa Polidori	VPPSA

Matt Walker called the meeting to order

1. PUBLIC COMMENT

There was no public comment.

2. MINUTES

Grace Boone moved that the minutes of the February 7, 2018 meeting be approved. Jason Mitchell seconded and the motion passed unanimously.

3. LANDFILL MONITORING

Steve Geissler said that VPPSA and Joyce Engineering had entered into an agreement in April 2015 to provide monitoring and post-closure care services. Joyce Engineering will complete the third year of the agreement in June, 2018.

Estimated costs of services for the four participating counties for FY 19 were provided by Joyce Engineering and included in the VPPSA Budget for FY 19, which was approved at the December 2018 Board Meeting. Every April, Joyce Engineering provides updated cost estimates which are included in the Board Package. This proposal includes the base activities of groundwater and gas monitoring and additional activities in response to DEQ requirements and requests. The proposal also includes an estimate of anticipated fees payable to DEQ which have not been included in the VPPSA budget. These figures will serve as budget numbers for FY18 once approved.

John Westerfield, Hillary Elder, and Jennie Johnson of Joyce Engineering were present at the meeting. Mr. Westerfield thanked VPPSA for its confidence in Joyce Engineering over the years. Mr. Westerfield noted that anticipated costs for FY 19 will mostly remain the same. King and Queen County's costs will decrease due to the removal of ground water corrective action and King William County's costs will increase slightly due to terminating all post closure care through environmental covenants. The ongoing goal for all of the communities is to shorten the remaining length of post closure care.

Grace Boone moved that the proposal from Joyce Engineering be approved for FY 19. Jason Mitchell seconded and the motion was passed unanimously.

Before moving on to the next topic, Mr. Geissler asked Mr. Westerfield to review some historical data about the landfill monitoring provided by Joyce Engineering. Mr. Westerfield stated that when monitoring began, 7 counties had landfills monitored and now there are 4 counties with landfills that are monitored with York County having the most recent landfill to complete monitoring in 2017. Mr. Geissler stated that by the end of the FY19 budget it is possible that the only landfill still to be monitored will be in King William County.

4. HEALTH INSURANCE

Steve Geissler reviewed the proposed renewal rates received from The Local Choice Health Benefits Program for FY 19. The proposed rates reflect an increase of 16.00% for the Key Advantage with Expanded Benefits program and Key Advantage 500 program to the rates for FY 18.

Rate increases from previous years are as follows:

FY 07	6.3%
FY 08	4.6%
FY 09	0.0%
FY 10	4.2%
FY 11	10.0%
FY 12	3.1%
FY 13	2.8%
FY 14	7.2%
FY 15	5.6%

FY 16	11.25% Key Advantage with Expanded Benefits
FY 16	8.75% Key Advantage 500
FY 17	4.0%
FY 18	8.5% Key Advantage with Expanded Benefits
FY 18	9.0% Key Advantage 500
FY 19	16.1%

The proposed rates for FY 19 represent the highest increase VPPSA has experienced for health insurance premiums.

The Board established the allocation of the employee and employer contributions in FY 12 as a result of a survey of health insurance programs offered by member cities and counties completed in 2011. The allocation has been in place since FY 12. Every year, the increases in premiums proposed by The Local Choice have been applied to both the employee and the employer contributions. When the policy was adopted in FY 12, the Board noted that modification to the policy should be considered when increases in the premiums paid by employees would present hardships for the employees.

With the proposed increase in rates of 16% for FY 19 a number of options were considered to ease the financial burden for employees. A proposal was prepared and presented to the Middle Peninsula Oversight Committee at their meeting on March 9, 2018. The proposal included the following

- Replace the Key Advantage with Expanded Benefits program with Key Advantage 250 keeping the same allocations between employee and employer
- Retain the Key Advantage 500 program and revise the allocation so the employee share was decreased

The consensus of the Committee was that the employee share should be reduced further so that employees with single coverage should realize no increase in monthly premiums and the employees with employee plus one and family coverage should realize a smaller corresponding increase in monthly premiums.

The recommended changes were incorporated and presented to the Compost Facility Oversight Committee on March 21. The Committee concurred with the proposal which is attached.

Mindy Conner moved that the proposal from the Local Choice for Key Advantage 250 and Key Advantage 500 be accepted and that the proposed employer and employee contribution for FY 19 be withheld starting in June 2018 for July 2018 coverage be approved. Jason Mitchell seconded and the motion was passed unanimously.

5. PROJECT REPORTS

Compost Facility

David Magnant stated that Tom Jones of the City of Poquoson had recently purchased product from the facility and expressed that the facility looked amazing, the staff was doing a great job, and that the facility has never looked so good.

The staff has been working with York County on the storm water management projects, specifically drainage. Mr. Magnant, Steve Geissler, and staff will meet with Stantec to address the outfall structure. David Magnant reported that:

- March sales were approximately \$72,000. Staff is working very hard to meet the sales goal for FY18 and there is plenty of material available for sale.
- A source has been found for testing of playground attenuation. A sample of fines will be sent for testing. A drop test will be conducted to ensure that no child will be hurt if they were to fall on the mulch. Because the products are natural this drop test is not necessary, but it was decided to have the test performed as another level of comfort. The playground product, when purchased, will significantly save money for all of the participating communities.

Transfer System

David Magnant reported:

- This is a busy time of the year for the Transfer System. The compactor containers see increased usage during the times that the landfills are closed and are continually full after the weekend. The increased usage will require painting maintenance in the future.
- The new trucks continue to be a source of frustration as new technology requires maintenance to be performed at a facility that has the equipment needed for repairs. Fortunately the trucks are still under warranty and there is no cost that is incurred for the maintenance.

Household Chemical Collection

David Magnant reported that the first event of the calendar year on the Middle Peninsula will take place on April 21 at Essex High School, and the second event will be in Middlesex on August 18. There are brochures for these events at all of the sites on the Middle Peninsula. The next event for the Peninsula will be held on April 14 in James City County.

The vehicle counts are down slightly both in participation as well as volume. This decrease will help to keep the disposal costs under budget.

At a prior event this year, two 55 gallon drums of fuel were brought for disposal. It has been discussed with staff to have a limit on the number of drums that can be brought to an event. The oversight committee will discuss a limit on 55 gallon drums and a policy will be made with regards to this.

Computer/Electronics Recycling

David Magnant reported that the first event of the calendar year on the Middle Peninsula will take place on April 21 at Essex High School, and the second event will be in Middlesex on August 18. There are brochures for these events at all of the sites on the Middle Peninsula. The next event for the Peninsula will be held on April 14 in James City County.

The vehicle counts are down slightly both in participation as well as volume. This decrease will help to keep the disposal costs under budget.

Curbside Recycling

County Waste is still working to reduce the number of misses. There is no consistency in the number of misses, with one month being minimal then the next month being much higher. Overall, the misses are not where they need to be and are slightly higher than what staff considers acceptable but they have come down. Weights for curbside recycling are up about 220,000 pounds for the period which results in more hauls.

Drop Off Recycling

Prices are down with cardboard at \$110 per ton which means that revenue overall for the year is down slightly. It is not anticipated that these number will increase significantly in the next year.

6. EXECUTIVE DIRECTOR'S REPORT

Steve Geissler commented on several upcoming volunteer projects and community events:

- Operation InAsMuch is working on houses in Essex County. VPPSA will provide containers for these projects.
- There are several Earth Day activities that will be supported by VPPSA.
- There is a York County Tire Amnesty on April 21. VPPSA will provide containers and hauling for this event.
- The City of Hampton is having their Tour de Trash program to educate the community on solid waste.
- Kim Beachum, VPPSA Compost Facility Supervisor, is conducting several school group tours at the Compost Facility.

7. OLD BUSINESS

There was no old business.

8. NEW BUSINESS

There was no new business.

The meeting was then adjourned.

9. NEXT MEETING

June 1, 2018

9:00 am

Cooks Corner Office Complex

2893 General Puller Highway, Saluda

Respectfully Submitted,

Timothy L. Wilson
Secretary / Treasurer

VPPSA Local Choice Benefits for FY 2019

All costs shown are monthly. Effective in June for July coverage.

FULL TIME WITH COMPREHENSIVE DENTAL			
Key Advantage 250- Comprehensive Dental			
Type of Coverage	Employee Contribution	VPPSA Contribution	Total
Single	\$149	\$726	\$875
Employee Plus One	\$510	\$1,109	\$1,619
Family	\$744	\$1,619	\$2,363
Key Advantage 500- Comprehensive Dental			
Type of Coverage	Employee Contribution	VPPSA Contribution	Total
Single	\$97	\$711	\$808
Employee Plus One	\$366	\$1,129	\$1,495
Family	\$535	\$1,647	\$2,182
FULL TIME WITH PREVENTIVE DENTAL			
Key Advantage 250- Preventive Dental Only			
Type of Coverage	Employee Contribution	VPPSA Contribution	Total
Single	\$133	\$726	\$859
Employee Plus One	\$480	\$1,109	\$1,589
Family	\$700	\$1,619	\$2,319
Key Advantage 500- Preventive Dental Only			
Type of Coverage	Employee Contribution	VPPSA Contribution	Total
Single	\$81	\$711	\$792
Employee Plus One	\$336	\$1,129	\$1,465
Family	\$491	\$1,647	\$2,138
FY 18 Monthly Contributions			
Key Advantage with Expanded Benefits- Comprehensive Dental			
Type of Coverage	Employee Contribution	VPPSA Contribution	Total
Single	\$149	\$679	\$828
Employee Plus One	\$506	\$1,026	\$1,532
Family	\$738	\$1,498	\$2,236
Key Advantage 500- Comprehensive Dental			
Type of Coverage	Employee Contribution	VPPSA Contribution	Total
Single	\$97	\$599	\$696
Employee Plus One	\$348	\$940	\$1,288
Family	\$507	\$1,372	\$1,879

Item No. 3. Project Reports

Background:

Compost Facility:

The Compost Facility Oversight Committee meeting scheduled for May 16, 2018, minutes of that meeting are attached.

Transfer System:

The Transfer System Oversight Committee scheduled for May 11, 2018 was cancelled.

Household Chemical Collection:

Collection events were held on April 14 in James City County, and on May 12 and May 19 in York County and Hampton, respectively. Summary reports are attached. The next event will be on June 9 in James City County, and then on July 14 and July 21 in York County and Hampton, respectively.

Computer Recycling:

Collection events were held on April 14 in James City County, and on May 12 and May 19 in York County and Hampton, respectively. Summary reports are attached. The next event will be on June 9 in James City County, and then on July 14 and July 21 in York County and Hampton, respectively.

Curbside Recycling:

Summary Reports are attached.

The Agreement for Curbside Recycling between VPPSA and County Waste includes a provision for an annual adjustment of the unit rates based on the Garbage and Trash Collection category of the Consumer Price Index. The memorandum establishing the unit rates for FY 19 is attached.

Drop-Off Recycling:

Summary Reports are attached.

Recommended Action:

Compost Facility: None

Transfer System: None

Household Chemical: None

Computer Recycling: None

Curbside Recycling: None

Drop-Off Recycling: None

**Minutes
Yard Waste Composting Facility
Oversight Committee
York County
May 16, 2018
9:00 A.M.**

IN ATTENDANCE:

Laurie Halperin, York County
Thomas Jones, Poquoson
Brian Woodward, York County
Chip McDonough, Hampton

Stephen B. Geissler, VPPSA
David Magnant, VPPSA
Kim Beachum, VPPSA
Robert Krieger, York County

MATERIAL QUANTITIES:

The material quantities to date are just shy of 19,000 tons. We have received 2,500 tons from our commercial customers. We are on track for 23,000 tons of incoming material for the year.

MATERIAL SALES:

Steve provided the material sales information. This summary as presented showed compost sales of over 5,000 cubic yards with revenue of \$97,000. Mulch sales of almost 14,000 cubic yards have provided revenue of \$199,000 which is \$9,000 higher than this same period in FY 17. Soil blend sales of 2,700 cubic yards and revenue of \$59,000 continues to be a popular product. We currently have combined sales in excess of \$355,000 we believe we will be very close to our sales goal, provided the weather cooperates. Steve provided a comparison of Compost and Mulch sales over the past couple of years. This comparison identified the types of products, the amounts sold with total revenue and the overall revenue per cubic yard. This year we have sold less material yet received a higher value for the product per cubic yard.

SITE STATUS:

The equipment at the compost facility is fully operational, Kim has been bringing additional operators on board, has hired a new customer service representative, with a start date in June, leaving one position left to fill. The new staff members are up to speed and the site is running exceptionally well. Plenty of material available for sale.

IMPROVEMENTS TO STORMWATER MANAGEMENT SYSTEM:

Steve complimented the York County staff that has completed the drainage ditch clean up, the site looks amazing. To compliment the work they did, we installed 20" straw wattles along the perimeter of the pavement to minimize erosion and contain sediment. Steve has been working with Stantec and

provided the anticipated scope of services with proposed initial cost estimates. The committee provided feedback on the cost proposal and directed the Executive Director to continue with the BMP Retrofit Project.

PROPANE CYLINDERS:

The City of Hampton started accepting propane cylinders at the March 2018 Household Chemical Event (HHC). The residents of Hampton had no convenient location or method for the acceptance of cylinders. The City requested that VPPSA look into alternatives. It was decided that collection through the agreement with Clean Harbors at the HHC events. The first event yielded 61 tanks, 51 coleman type and 10 BBQ grill type. Currently only residents of Hampton are able to dispose of these types of cylinders at these events. Residents of York County and Poquoson can still take them to the Compost Facility. Although it is getting more difficult to find sources that can handle those cylinders. Staff will continue to accept them until we are no longer able to properly dispose of them.

OTHER BUSINESS:

DEBRIS MONITORING CONTRACT:

Steve mentioned that he had most of the signed agreements back for the upcoming Debris Removal Contract. He would provide copies of the agreements.

NEXT MEETING:

The next Compost Facility Oversight Committee meeting will be held in Poquoson July 18, 2018, at 9:00AM.

Prepared by:
David Magnant
Director of Operations

**Minutes
Middle Peninsula Transfer System
Oversight Committee
125 Bowden Street Saluda, VA
May 11, 2018
11:00AM**

The May 11, 2018 meeting of the Transfer System Oversight Committee was canceled.

ITEM OF NOTE:

The Storm Water application for the Maintenance Building has been submitted to the DEQ and staff is awaiting a response.

NEXT MEETING:

The meeting will be held at the MPPDC office located at 125 Bowden Street in Saluda on July 13, 2018 at 11:00 A.M.

Prepared by:

David A Magnant
Director of Operations

House Hold Chemical Disposal Costs

FY 13	YORK	POQ	JCC	WMBG	HPT	TOTAL
JULY	\$ 12,048	\$ 953	\$ 373	\$ 178	\$ 10,829	\$ 24,381
AUGUST	\$ 1,025	\$ 39	\$ 12,929	\$ 1,498	\$ 39	\$ 15,530
SEPTEMBER	\$ 8,165	\$ 386	\$ 541	\$ 261	\$ 10,557	\$ 19,910
OCTOBER	\$ 2,469	\$ 8,569	\$ 13,046	\$ 1,329	\$ 490	\$ 25,903
NOVEMBER	\$ 8,980	\$ 520	\$ 851	\$ 423	\$ 9,861	\$ 20,635
FEBRUARY	\$ 551	\$ -	\$ 9,246	\$ 944	\$ 39	\$ 10,780
MARCH	\$ 10,015	\$ 1,219	\$ 709	\$ 140	\$ 12,186	\$ 24,269
APRIL	\$ 485	\$ -	\$ 12,634	\$ 1,333	\$ -	\$ 14,452
MAY	\$ 10,690	\$ 1,282	\$ 203	\$ 51	\$ 11,484	\$ 23,710
JUNE	\$ 935	\$ 36	\$ 10,470	\$ 1,583	\$ 36	\$ 13,060
TOTAL FY 13	\$55,363	\$13,004	\$61,001	\$7,741	\$55,521	\$192,630
FY 14	YORK	POQ	JCC	WMBG	HPT	TOTAL
JULY	\$ 10,791	\$ 985	\$ 674	\$ 144	\$ 17,090	\$ 29,684
AUGUST	\$ 891	\$ 40	\$ 16,519	\$ 1,700	\$ -	\$ 19,150
SEPTEMBER	\$ 13,533	\$ 702	\$ 759	\$ 324	\$ 14,606	\$ 29,924
OCTOBER	\$ 2,389	\$ 10,775	\$ 13,607	\$ 1,461	\$ 375	\$ 28,607
NOVEMBER	\$ 9,229	\$ 834	\$ 1,018	\$ 184	\$ 8,605	\$ 19,870
FEBRUARY	\$ 707	\$ -	\$ 9,527	\$ 1,248	\$ -	\$ 11,482
MARCH	\$ 9,200	\$ 788	\$ 611	\$ 326	\$ 9,017	\$ 19,943
APRIL	\$ 1,047	\$ 34	\$ 11,446	\$ 2,026	\$ 101	\$ 14,653
MAY	\$ 9,335	\$ 562	\$ 544	\$ 218	\$ 11,331	\$ 21,992
JUNE	\$ 535	\$ -	\$ 10,606	\$ 951	\$ 30	\$ 12,122
TOTAL FY 14	\$ 57,656	\$ 14,721	\$ 65,311	\$ 8,581	\$ 61,155	\$ 207,425
FY 15	YORK	POQ	JCC	WMBG	HPT	TOTAL
JULY	\$ 10,442	\$ 1,164	\$ 406	\$ 152	\$ 11,789	\$ 23,954
AUGUST	\$ 842	\$ 32	\$ 12,338	\$ 1,328	\$ -	\$ 14,540
SEPTEMBER	\$ 12,008	\$ 654	\$ 899	\$ 310	\$ 8,622	\$ 22,493
OCTOBER	\$ 1,330	\$ 6,875	\$ 12,579	\$ 1,016	\$ 202	\$ 22,002
NOVEMBER	\$ 8,710	\$ 472	\$ 1,112	\$ 287	\$ 10,629	\$ 21,210
FEBRUARY	\$ 928	\$ 121	\$ 9,799	\$ 887	\$ 161	\$ 11,896
MARCH	\$ 8,439	\$ 492	\$ 435	\$ -	\$ 10,106	\$ 19,473
APRIL	\$ 440	\$ -	\$ 11,117	\$ 1,036	\$ -	\$ 12,593
MAY	\$ 11,856	\$ 1,218	\$ 720	\$ 271	\$ 10,426	\$ 24,491
JUNE	\$ 833	\$ 100	\$ 14,297	\$ 1,100	\$ 67	\$ 16,397
TOTAL FY 15	\$ 55,828	\$ 11,128	\$ 63,703	\$ 6,387	\$ 52,001	\$ 189,048
FY 16	YORK	POQ	JCC	WMBG	HPT	TOTAL
JULY	\$ 11,242	\$ 2,599	\$ 438	\$ 563	\$ 13,287	\$ 28,129
AUGUST	\$ 739	\$ 111	\$ 13,787	\$ 961	\$ 37	\$ 15,635
SEPTEMBER	\$ 12,991	\$ 876	\$ 301	\$ 490	\$ 10,699	\$ 25,358
OCTOBER	\$ 2,921	\$ 12,811	\$ 15,062	\$ 1,729	\$ 420	\$ 32,943
NOVEMBER	\$ 10,641	\$ 550	\$ 629	\$ 389	\$ 10,823	\$ 23,032
FEBRUARY	\$ 494	\$ 110	\$ 11,428	\$ 1,099	\$ -	\$ 13,132
MARCH	\$ 12,125	\$ 840	\$ 433	\$ 38	\$ 10,402	\$ 23,838
APRIL	\$ 757	\$ 72	\$ 14,015	\$ 1,153	\$ 36	\$ 16,033
MAY	\$ 10,925	\$ 1,321	\$ 772	\$ 261	\$ 14,013	\$ 27,292
JUNE	\$ 1,113	\$ 45	\$ 13,846	\$ 1,158	\$ 134	\$ 16,295
TOTAL FY 16	\$ 63,949	\$ 19,334	\$ 70,711	\$ 7,841	\$ 59,851	\$ 221,687
FY 17	YORK	POQ	JCC	WMBG	HPT	TOTAL
JULY	\$ 13,638	\$ 1,496	\$ 787	\$ 171	\$ 9,846	\$ 25,938
AUGUST	\$ 1,123	\$ 102	\$ 14,837	\$ 1,633	\$ 102	\$ 17,798
SEPTEMBER	\$ 12,343	\$ 813	\$ 308	\$ -	\$ 12,389	\$ 25,853
OCTOBER	\$ 2,175	\$ 8,048	\$ 11,571	\$ 1,423	\$ 133	\$ 23,349
NOVEMBER	\$ 13,033	\$ 361	\$ 985	\$ 257	\$ 10,323	\$ 24,959
FEBRUARY	\$ 702	\$ 70	\$ 12,395	\$ 1,721	\$ 105	\$ 14,994
MARCH	\$ 13,488	\$ 726	\$ 562	\$ 164	\$ 9,227	\$ 24,167
APRIL	\$ 1,025	\$ 71	\$ 11,521	\$ 1,590	\$ 177	\$ 14,384
MAY	\$ 10,017	\$ 1,176	\$ 712	\$ 132	\$ 10,990	\$ 23,027
JUNE	\$ 1,421	\$ 84	\$ 12,117	\$ 1,504	\$ 125	\$ 15,251
TOTAL FY 17	\$ 68,966	\$ 12,946	\$ 65,795	\$ 8,595	\$ 53,417	\$ 209,719
FY 18	YORK	POQ	JCC	WMBG	HPT	TOTAL
JULY	\$ 12,658	\$ 1,980	\$ 695	\$ 545	\$ 9,992	\$ 25,870
AUGUST	\$ 664	\$ 35	\$ 11,079	\$ 804	\$ 70	\$ 12,651
SEPTEMBER	\$ 12,338	\$ 991	\$ 661	\$ 204	\$ 12,200	\$ 26,394
OCTOBER	\$ 1,515	\$ 8,006	\$ 14,110	\$ 1,824	\$ 142	\$ 25,597
NOVEMBER	\$ 10,373	\$ 939	\$ 934	\$ 258	\$ 6,788	\$ 19,291
FEBRUARY	\$ 627	\$ 104	\$ 11,802	\$ 1,253	\$ 157	\$ 13,943
MARCH	\$ 12,765	\$ 1,872	\$ 1,245	\$ 284	\$ 12,853	\$ 29,018
APRIL	\$ 814	\$ 68	\$ 13,936	\$ 1,695	\$ 34	\$ 16,546
MAY	\$ 11,451	\$ 1,958	\$ 537	\$ 177	\$ 10,197	\$ 24,319
TOTAL FY 18	\$ 63,204	\$ 15,953	\$ 54,998	\$ 7,044	\$ 52,432	\$ 193,631

**Household Chemical
Disposal Cost Summary
FY 18**

	York	Poquoson	James City	Williamsburg	Hampton	Total
Budget						
Disposal Cost	\$ 64,000	\$ 14,500	\$ 74,000	\$ 8,600	\$ 60,000	\$ 221,100
Administration Fee	\$ 3,813	\$ 864	\$ 4,409	\$ 512	\$ 3,575	\$ 13,173
FY 18 Budget	\$ 67,813	\$ 15,364	\$ 78,409	\$ 9,112	\$ 63,575	\$ 234,273
To Date						
Disposal Cost	\$ 63,204	\$ 15,953	\$ 54,998	\$ 7,044	\$ 52,432	\$ 193,631
Administration Fee	\$ 2,542	\$ 576	\$ 2,939	\$ 341	\$ 2,383	\$ 6,587
Total Disposal Cost	\$ 65,746	\$ 16,529	\$ 57,937	\$ 7,385	\$ 54,815	\$ 202,413
Projected Cost						
Disposal Cost	\$ 64,000	\$ 15,953	\$ 68,747	\$ 8,805	\$ 52,432	\$ 209,937
Administration Fee	\$ 3,813	\$ 864	\$ 4,409	\$ 512	\$ 3,575	\$ 13,173
Total Disposal Cost	\$ 67,813	\$ 16,817	\$ 73,156	\$ 9,317	\$ 56,007	\$ 223,110
Projected Invoice	\$ 67,813	\$ 15,364	\$ 78,409	\$ 9,112	\$ 63,575	\$ 234,273
Deferred Revenue	\$ (3,523)	\$ 9,998	\$ 540	\$ 12,994	\$ 21,146	\$ 41,155
Projected Year End Balance	\$ (3,523)	\$ 8,545	\$ 5,793	\$ 12,789	\$ 28,714	\$ 52,318

**HOUSEHOLD CHEMICAL COLLECTION
VEHICLE COUNT BY SITE**

FY 13	YC/POQ	JCC/WMBG	HPT	TOTALS
July	347		221	568
August		394		394
September	214		206	420
October	220	461		681
November	235		233	468
February		274		274
March	278		263	541
April		477		477
May	228		230	458
June		363		363
TOTAL	1,522	1,969	1,153	4,644
FY 14	YC/POQ	JCC/WMBG	HPT	TOTALS
July	239		352	591
August		473		473
September	278		260	538
October	272	499		771
November	224		242	466
February		276		276
March	190		142	332
April		434		434
May	241		234	475
June		408		408
TOTAL	1,444	2,090	1,230	4,764
FY 15	YC/POQ	JCC/WMBG	HPT	TOTALS
July	224		254	478
August		449		449
September	222		211	433
October	142	366		508
November	204		211	415
February		295		295
March	165		187	352
April		401		401
May	272		297	569
June		492		492
TOTAL	1,229	2,003	1,160	4,392
FY 16	YC/POQ	JCC/WMBG	HPT	TOTALS
July	221		295	516
August		423		423
September	378		277	655
October	355	437		792
November	262		229	491
February		239		239
March	333		220	553
April		445		445
May	235		229	464
June		366		366
TOTAL	1,784	1,910	1,250	4,944
FY 17	YC/POQ	JCC/WMBG	HPT	TOTALS
July	261		214	475
August		523		523
September	294		253	547
October	215	311		526
November	267		219	486
February		427		427
March	352		128	480
April		407		407
May	274		257	531
June		365		365
TOTAL	1,663	2,033	1,071	4,767
FY 18	YC/POQ	JCC/WMBG	HPT	TOTALS
July	296		224	520
August		362		362
September	337		209	546
October	196	474		670
November	227		143	370
February		267		267
March	216		194	410
April		488		488
May	290		267	557
June		-		-
TOTAL	1,562	1,591	1,037	4,190

**HOUSEHOLD CHEMICAL COLLECTION
NUMBER OF VEHICLES**

FY 13	YORK	POQ	JCC	WMBG	HPT	Combined Total
July	320	24	10	4	210	568
August	26	1	328	38	1	394
September	194	9	13	6	198	420
October	59	175	397	40	10	681
November	213	12	20	10	213	468
February	14	-	235	24	1	274
March	248	29	17	3	244	541
April	16	-	417	44	-	477
May	210	25	4	1	218	458
June	26	1	291	44	1	363
TOTAL	1,326	276	1,732	214	1,096	4,644
FY 14						
July	224	20	14	3	330	591
August	22	1	408	42	-	473
September	250	13	14	6	255	538
October	59	230	428	46	8	771
November	203	19	23	4	217	466
February	17	-	229	30	-	276
March	167	14	11	6	134	332
April	31	1	339	60	3	434
May	221	13	13	5	223	475
June	18	-	357	32	1	408
TOTAL	1,212	311	1,836	234	1,171	4,764
FY 15						
July	206	23	8	3	238	478
August	26	1	381	41	-	449
September	203	12	15	6	197	433
October	29	127	322	26	4	508
November	185	10	23	6	191	415
February	23	3	243	22	4	295
March	157	9	8	-	178	352
April	14	-	354	33	-	401
May	247	27	15	6	274	569
June	25	3	429	33	2	492
TOTAL	1,115	215	1,798	176	1,088	4,392
FY 16						
July	183	44	7	9	273	516
August	20	3	373	26	1	423
September	344	23	8	13	267	655
October	70	304	366	42	10	792
November	244	12	14	9	212	491
February	9	2	208	20	0	239
March	313	21	11	1	207	553
April	21	2	389	32	1	445
May	207	24	14	5	214	464
June	25	1	311	26	3	366
TOTAL	1,436	436	1,701	183	1,188	4,944
FY 17						
July	241	27	14	3	190	475
August	33	3	436	48	3	523
September	279	18	7	0	243	547
October	49	182	260	32	3	526
November	251	7	19	5	204	486
February	20	2	353	49	3	427
March	323	16	12	4	125	480
April	29	2	326	45	5	407
May	238	28	17	3	245	531
June	34	2	290	36	3	365
TOTAL	1,497	287	1,734	225	1,024	4,767
FY 18						
July	256	40	14	11	199	520
August	19	1	317	23	2	362
September	307	24	15	4	196	546
October	35	169	410	53	3	670
November	201	18	18	5	128	370
February	12	2	226	24	3	267
March	185	27	18	4	176	410
April	24	2	411	50	1	488
May	257	44	12	4	240	557
June	-	-	-	-	-	-
TOTAL	1,296	327	1,441	178	948	4,190

COMPUTER RECYCLING COLLECTION NUMBER OF VEHICLES

	JCC	WMBG	YORK	POQ	HPT	TOTAL
FY 13						
JULY	6	2	167	14	86	275
AUGUST	199	22	16	-	-	237
SEPTEMBER	4	4	90	4	77	179
OCTOBER	260	32	45	83	6	426
NOVEMBER	8	5	120	5	86	224
FEBRUARY	183	23	8	1	2	217
MARCH	9	2	185	19	97	312
APRIL	256	23	15	-	-	294
MAY	4	1	117	16	220	358
JUNE	189	28	18	-	-	235
TOTAL	1,118	142	781	142	574	2,757
FY 14						
JULY	8	1	119	12	115	255
AUGUST	230	24	12	-	-	266
SEPTEMBER	4	4	133	7	95	243
OCTOBER	260	23	26	114	1	424
NOVEMBER	10	1	108	8	112	239
FEBRUARY	124	18	9	-	-	151
MARCH	3	2	92	5	69	171
APRIL	170	24	8	1	-	203
MAY	3	-	101	5	75	184
JUNE	193	25	11	-	-	229
TOTAL	1,005	122	619	152	467	2,365
FY 15						
JULY	2	1	112	7	95	217
AUGUST	180	24	14	-	-	218
SEPTEMBER	14	-	91	2	81	188
OCTOBER	200	17	19	63	1	300
NOVEMBER	6	2	90	4	93	195
FEBRUARY	163	17	14	2	1	197
MARCH	1	-	112	6	84	203
APRIL	178	22	8	1	-	209
MAY	6	2	121	12	105	246
JUNE	215	16	8	2	2	243
TOTAL	965	101	589	99	462	2,216
FY 16						
JULY	6	3	94	24	113	240
AUGUST	205	13	19	1	-	238
SEPTEMBER	6	4	179	9	116	314
OCTOBER	187	21	35	151	3	397
NOVEMBER	4	2	130	4	94	234
FEBRUARY	144	11	6	3	-	164
MARCH	4	1	159	10	77	251
APRIL	177	19	13	1	-	210
MAY	6	3	113	11	78	211
JUNE	109	10	13	-	-	132
TOTAL	848	87	761	214	481	2,391
FY 17						
JULY	2	0	112	8	58	180
AUGUST	165	17	20	1	1	204
SEPTEMBER	0	1	134	5	86	226
OCTOBER	91	12	24	67	1	195
NOVEMBER	5	0	112	2	70	189
FEBRUARY	187	21	9	2	0	219
MARCH	5	1	132	10	49	197
APRIL	118	13	10	0	0	141
MAY	4	1	80	10	66	161
JUNE	114	24	16	0	1	155
TOTAL	691	90	649	105	332	1,867
FY 18						
JULY	3	3	89	15	60	170
AUGUST	120	10	7	0	1	138
SEPTEMBER	3	1	96	12	51	163
OCTOBER	186	24	21	75	0	306
NOVEMBER	6	1	101	6	40	154
FEBRUARY	119	10	9	1	0	139
MARCH	4	1	83	11	59	158
APRIL	144	21	7	0	1	173
MAY	1	2	69	12	61	145
JUNE						
TOTAL	586	73	482	132	273	1,546

COMPUTER RECYCLING COLLECTION WEIGHTS PER COLLECTION (In Pounds)

FY		COMPUTERS	LAPTOPS	MISC	MONITORS	PRINTERS	TOTAL
FY 13	JULY	6,629	400	3,938	5,961	2,080	19,008
	AUGUST	1,352	374	1,015	5,685	3,075	11,501
	SEPTEMBER	4,552	242	3,628	5,721	3,575	17,718
	OCTOBER	6,067	733	3,822	5,880	5,928	22,430
	NOVEMBER	3,503	340	1,746	5,293	2,028	12,910
	FEBRUARY	3,236	420	5,138	1,739	2,184	12,717
	MARCH	6,750	512	6,839	6,685	3,929	24,715
	APRIL	4,178	340	4,199	3,740	5,132	17,589
	MAY	3,867	286	4,871	2,676	2,530	14,230
	JUNE	2,210	193	2,026	2,105	2,766	9,300
	TOTAL	42,344	3,840	37,222	45,485	33,227	162,118
FY 14	JULY	3,768	190	4,392	4,174	2,942	15,466
	AUGUST	3,278	208	4,708	3,360	1,826	13,380
	SEPTEMBER	4,288	220	5,372	3,460	1,695	15,035
	OCTOBER	5,727	394	6,939	3,899	3,494	20,453
	NOVEMBER	3,081	227	5,849	2,966	1,399	13,522
	FEBRUARY	2,511		4,254	925	1,117	8,807
	MARCH	2,770	173	5,651	1,025	2,514	12,133
	APRIL	1,109	268	3,127	1,526	1,096	7,126
	MAY	3,304	125	3,833	2,756	1,348	11,366
	JUNE	3,324	270	3,285	1,599	1,763	10,241
	TOTAL	33,160	2,075	47,410	25,690	19,194	127,529
FY 15	JULY	2,078	325	5,282	1,246	1,965	10,896
	AUGUST	3,156	218	3,147	1,460	1,445	9,426
	SEPTEMBER	2,418	258	3,892	1,938	1,363	9,869
	OCTOBER	2,268	190	4,858	1,453	1,948	10,717
	NOVEMBER	2,001	148	3,229	1,573	1,607	8,558
	FEBRUARY	1,590	197	7,755	891	1,418	11,851
	MARCH	3,191	425	3,801	2,386	2,009	11,812
	APRIL	1,734	-	3,124	1,196	1,000	7,054
	MAY	4,382	177	4,253	2,167	3,012	13,991
	JUNE	2,348	560	1,964	1,190	1,992	8,054
	TOTAL	25,166	2,498	41,305	15,500	17,759	102,228
FY 16	JULY	2,081	137	3,527	1,997	1,582	9,324
	AUGUST	1,930	350	3,455	1,446	2,901	10,082
	SEPTEMBER	3,718	270	6,121	5,376	3,708	19,193
	OCTOBER	5,474	174	7,758	2,823	3,185	19,414
	NOVEMBER	2,971	298	5,687	1,695	2,016	12,667
	FEBRUARY	2,572	382	2,205	490	923	6,572
	MARCH	3,883	561	3,210	757	3,065	11,476
	APRIL	2,406	192	2,459	587	2,234	7,878
	MAY	2,468	355	2,345	556	1,124	6,848
	JUNE	2,028	389	722	572	1,000	4,711
	TOTAL	29,531	3,108	37,489	16,299	21,738	108,165
FY 17	JULY						8,480
	AUGUST						8,713
	SEPTEMBER						12,115
	OCTOBER	820	266	1651	425	160	3,322
	NOVEMBER	840	216	1214	794	610	3,674
	FEBRUARY	1920	390	3128	1417	960	7,815
	MARCH	2660	558	2886	1679	1246	9,029
	APRIL	887	342	1927	876	630	4,662
	MAY	640	108	855	669	1320	3,592
	JUNE	1520	540	2339	861	580	5,840
	TOTAL	9,287	2,420	14,000	6,721	5,506	67,242
FY 18	JULY	2,040	378	2,361	975	1,148	6,902
	AUGUST	1,220	414	526	791	1,400	4,351
	SEPTEMBER	1,960	288	897	1,494	1,868	6,507
	OCTOBER	1,690	384	4,902	1,696	1,830	10,502
	NOVEMBER	1,800	192	2,946	862	330	6,130
	FEBRUARY	920	234	1,292	800	1,360	4,606
	MARCH	2,160	366	621	1,267	1,920	6,334
	APRIL	1,560	426	983	664	1,562	5,195
	MAY	1,120	84	363	729	860	3,156
	JUNE						-
	TOTAL	14,470	2,766	14,891	9,278	12,278	53,683

No Hampton #s

HHC-Computer Collection Breakdown (In Pounds)

FY 13	JCC	WMBG	YORK	POQ	HPT	
JULY	415	138	11,543	968	5,944	19,008
AUGUST	9,657	1,068	776	-	-	11,501
SEPTEMBER	396	396	8,908	396	7,622	17,718
OCTOBER	13,690	1,685	2,369	4,370	316	22,430
NOVEMBER	461	288	6,916	288	4,957	12,910
FEBRUARY	10,724	1,348	469	59	117	12,717
MARCH	713	158	14,655	1,505	7,684	24,715
APRIL	15,316	1,376	897	-	-	17,589
MAY	159	40	4,651	636	8,745	14,231
JUNE	7,480	1,108	712	-	-	9,300
TOTAL	59,011	7,605	51,896	8,222	35,385	162,119
FY 14	JCC	WMBG	YORK	POQ	HPT	
JULY	485	61	7,217	728	6,975	15,466
AUGUST	11,569	1,207	604	-	-	13,380
SEPTEMBER	247	247	8,229	433	5,878	15,035
OCTOBER	12,542	1,109	1,254	5,499	48	20,453
NOVEMBER	566	57	6,110	453	6,337	13,522
FEBRUARY	7,232	1,050	525	-	-	8,807
MARCH	213	142	6,528	355	4,896	12,133
APRIL	5,968	842	281	35	-	7,126
MAY	185	-	6,239	309	4,633	11,366
JUNE	8,631	1,118	492	-	-	10,241
TOTAL	47,639	5,834	37,479	7,811	28,766	127,529
FY 15	JCC	WMBG	YORK	POQ	HPT	
JULY	100	50	5,624	351	4,770	10,896
AUGUST	7,783	1,038	605	-	-	9,426
SEPTEMBER	735	-	4,777	105	4,252	9,869
OCTOBER	7,145	607	679	2,251	36	10,717
NOVEMBER	263	88	3,950	176	4,082	8,558
FEBRUARY	9,806	1,023	842	120	60	11,851
MARCH	58	-	6,517	349	4,888	11,812
APRIL	6,015	743	270	34	-	7,063
MAY	365	61	7,124	670	304	8,524
JUNE	7,126	530	265	66	66	8,054
TOTAL	32,271	3,610	30,388	4,056	18,392	96,770
FY 16	JCC	WMBG	YORK	POQ	HPT	
JULY	233	117	3,652	932	4,390	9,324
AUGUST	8,684	551	805	42	-	10,082
SEPTEMBER	367	244	10,941	550	7,090	19,193
OCTOBER	9,145	1,027	1,712	7,384	147	19,414
NOVEMBER	217	108	7,037	217	5,088	12,667
FEBRUARY	5,771	441	240	120	-	6,572
MARCH	183	46	7,270	457	3,521	11,476
APRIL	6,640	713	488	38	-	7,878
MAY	195	97	3,667	357	2,531	6,848
JUNE	3,890	357	464	-	-	4,711
TOTAL	31,433	3,344	35,812	10,098	22,768	108,165
FY 17	JCC	WMBG	YORK	POQ	HPT	
JULY	94	-	5,276	377	2,732	8,480
AUGUST	7,047	726	854	43	43	8,713
SEPTEMBER	-	54	7,183	268	4,610	12,115
OCTOBER	1,550	204	409	1,141	17	3,322
NOVEMBER	97	-	2,177	39	1,361	3,674
FEBRUARY	6,673	749	321	71	-	7,815
MARCH	229	46	6,050	458	2,246	9,029
APRIL	3,902	430	331	-	-	4,662
MAY	89	22	1,785	223	1,472	3,592
JUNE	4,295	904	603	-	38	5,840
TOTAL	19,682	2,231	24,386	2,621	12,481	67,242
FY 18	JCC	WMBG	YORK	POQ	HPT	
JULY	122	122	3,613	609	2,436	6,902
AUGUST	3,783	315	221	-	32	4,351
SEPTEMBER	120	40	3,832	479	2,036	6,507
OCTOBER	6,384	824	721	2,574	-	10,502
NOVEMBER	239	40	4,020	239	1,592	6,130
FEBRUARY	3,943	331	298	33	-	4,606
MARCH	160	40	3,327	441	2,365	6,334
APRIL	4,324	631	210	-	30	5,195
MAY	22	44	1,502	261	1,328	3,156
JUNE						No Hampton #s
TOTAL	19,097	2,386	17,745	4,636	9,819	53,683

Curbside Recycling
FY 18 Cost Summary

	James City	Poquoson	Williamsburg	York	Total
Budget					
Collection Costs	\$471,240	\$77,062	\$53,592	\$317,520	\$919,414
Advertising	\$1,009	\$165	\$115	\$712	\$2,000
Postage	\$252	\$41	\$29	\$178	\$500
Printing	\$2,521	\$412	\$287	\$1,780	\$5,000
Administrative Fees	\$28,302	\$4,628	\$3,219	\$19,077	\$55,227
Administrative Support	\$12,000	\$0	\$0	\$0	\$12,000
Total Costs and Fees	\$515,324	\$82,308	\$57,241	\$339,267	\$994,140

To Date (Through April 2018)					
Collection Costs	\$381,157	\$64,668	\$44,877	\$262,133	\$752,836
Advertising	\$793	\$72	\$22	\$643	\$1,530
Postage	\$0	\$0	\$0	\$0	\$0
Printing	\$0	\$0	\$0	\$0	\$0
Additional Service Costs	\$5,196	\$3,764	\$2,608	\$6,753	\$18,321
Administrative Fees	\$23,585	\$3,857	\$2,683	\$15,898	\$46,022
Administrative Support	\$10,000	\$0	\$0	\$0	\$10,000
Total Costs and Fees	\$420,731	\$72,361	\$50,190	\$285,426	\$828,708

Anticipated					
Collection Costs	\$457,979	\$77,646	\$53,734	\$314,949	\$904,308
Advertising	\$800	\$72	\$23	\$643	\$1,538
Postage	\$252	\$41	\$29	\$178	\$500
Printing	\$1,700	\$250	\$175	\$1,200	\$3,325
Additional Service Costs	\$6,236	\$4,521	\$3,139	\$8,224	\$22,120
Administrative Fees	\$28,302	\$4,628	\$3,219	\$19,077	\$55,227
Administrative Support	\$12,000	\$0	\$0	\$0	\$12,000
Total Cost and Fees	\$507,269	\$87,158	\$60,319	\$344,271	\$999,017
Variance from Budget	-\$8,055	\$4,850	\$3,078	\$5,004	\$4,877

**Curbside Recycling
House Count
FY 18**

House Counts

	James City	Poquoson	Williamsburg	York	Total
July	24,632	4,191	2,852	17,719	49,394
August	24,671	4,193	2,856	17,744	49,464
September	24,700	4,198	2,857	17,755	49,510
October	24,725	4,198	2,857	17,770	49,550
November	24,759	4,200	2,860	17,790	49,609
December	24,778	4,201	2,862	17,802	49,643
January	24,810	4,201	2,865	17,811	49,687
February	24,834	4,201	2,868	17,822	49,725
March	24,869	4,205	2,870	17,844	49,788
April	24,905	4,211	2,872	17,876	49,864
May	0	0	0	0	0
June	0	0	0	0	0

**Curbside Recycling
Material Quantities
FY 17**

**Total Material Quantities Collected
(Pounds)**

	James City	Poquoson	Williamsburg	York	Total
July	848,140	206,360	103,960	709,960	1,868,420
August	1,003,880	125,720	163,380	793,400	2,086,380
September	953,740	172,680	107,900	731,440	1,965,760
October	990,040	144,140	103,980	698,840	1,937,000
November	1,063,720	149,420	108,140	706,540	2,027,820
December	1,100,500	198,680	148,660	805,700	2,253,540
January	1,099,580	123,020	110,240	763,920	2,096,760
February	879,500	147,060	105,400	629,400	1,761,360
March	1,022,120	193,360	154,840	728,540	2,098,860
April	932,140	166,460	96,880	624,200	1,819,680
May	1,101,040	175,120	93,940	741,580	2,111,680
June	1,004,820	248,760	95,880	750,860	2,100,320
Totals	11,999,220	2,050,780	1,393,200	8,684,380	24,127,580

FY 18

**Total Material Quantities Collected
(Pounds)**

	James City	Poquoson	Williamsburg	York	Total
July	964,800	164,160	104,980	674,220	1,908,160
August	1,045,720	174,960	174,000	675,320	2,070,000
September	973,980	205,660	129,260	675,180	1,984,080
October	1,014,480	160,780	108,000	666,380	1,949,640
November	1,017,080	169,180	114,220	720,260	2,020,740
December	1,070,640	244,040	135,200	734,920	2,184,800
January	1,129,460	171,800	182,840	734,580	2,218,680
February	902,500	158,700	119,100	682,900	1,863,200
March	968,820	179,080	112,520	654,140	1,914,560
April	998,920	158,700	131,220	662,000	1,950,840
May	0	0	0	0	0
June	0	0	0	0	0
Totals	10,086,400	1,787,060	1,311,340	6,879,900	20,064,700

**Curbside Recycling
Monthly Statistics
FY 18**

	JCC		POQUOSON		WILLIAMSBURG		YORK	
	Set Out Rate	Pounds Per Stop	Set Out Rate	Pounds Per Stop	Set Out Rate	Pounds Per Stop	Set Out Rate	Pounds Per Stop
July	72.38%	25.79	83.67%	21.29	69.14%	28.25	78.75%	27.01
August	73.19%	24.83	83.44%	24.42	67.16%	27.43	78.29%	23.62
September	72.82%	26.05	82.15%	24.35	72.66%	30.26	78.98%	24.45
October	71.62%	25.10	81.44%	23.49	68.63%	26.64	78.31%	22.81
November	69.45%	26.63	80.15%	24.89	67.62%	25.87	76.27%	25.04
December	69.73%	28.44	78.93%	27.19	67.07%	30.91	76.60%	25.79
January	63.52%	31.02	62.52%	31.05	62.04%	30.42	71.17%	26.95
February	66.35%	27.45	77.74%	24.49	71.18%	27.00	77.33%	24.06
March	66.47%	26.79	73.26%	24.51	77.91%	24.77	74.86%	23.62
April	68.04%	28.14	76.80%	24.42	73.77%	25.55	79.85%	23.78
May	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00
June	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00
Average	72.79%	25.31	83.56%	22.86	68.15%	27.84	78.52%	25.32

REPORTED MISSES (Monthly)

	<u>James City County</u>	<u>Poquoson</u>	<u>Williamsburg</u>	<u>York County</u>	<u>Total</u>
January 2016	20	5	2	15	42
February 2016	30	3	8	16	57
March 2016	20	1	14	24	59
April 2016	25	0	19	13	57
May 2016	21	2	14	26	63
June 2016	34	4	21	17	76
July 2016	57	8	14	61	140
August 2016	60	9	32	113	214
September 2016	41	2	14	85	142
October 2016	34	1	11	50	96
November 2016	32	11	9	39	91
December 2016	18	6	7	40	71
January 2017	34	7	8	31	80
February 2017	41	1	10	40	92
March 2017	53	2	9	24	88
April 2017	19	1	6	18	44
May 2017	18	0	10	22	50
June 2017	25	3	3	33	64
July 2017	40	6	9	54	109
August 2017	36	3	11	35	85
September 2017	34	3	9	23	69
October 2017	34	5	10	24	73
November 2017	30	3	3	44	80
December 2017	31	5	7	30	73
January 2018	43	1	2	53	99
February 2018	34	5	13	23	75
March 2018	20	0	16	28	64
April 2018	19	1	4	39	63
May 2018	35	0	0	19	54
<i>as of 5/23</i>					
AVERAGE	32	3	10	36	82
<i>Acceptable Performance Standards</i>	31	10	6	28	75

**Drop Off Recycling
FY 18 Cost Summary**

	Essex	James City	King William	King & Queen	Mathews	Middlesex	York	Total
Budget								
Container Rental	\$7,920	\$9,552	\$6,336	\$6,336	\$1,584	\$6,336	\$1,584	\$39,648
Pull Costs	\$18,130	\$12,227	\$15,179	\$6,746	\$14,757	\$25,298	\$4,216	\$96,552
Administrative Fees	\$3,104	\$2,595	\$2,564	\$1,559	\$1,947	\$3,770	\$691	\$16,230
Material Revenue	\$14,875	\$14,419	\$8,510	\$4,151	\$9,082	\$13,320	\$4,428	\$68,785
Total Costs and Fees	\$14,280	\$9,956	\$15,568	\$10,490	\$9,206	\$22,083	\$2,063	\$83,646

To Date (through April 2018)								
Container Rental	\$6,600	\$7,960	\$5,280	\$5,280	\$1,320	\$5,280	\$1,320	\$33,040
Pull Costs	\$14,335	\$9,486	\$12,438	\$6,324	\$11,595	\$20,870	\$2,951	\$78,000
Administrative Fees	\$2,587	\$2,163	\$2,137	\$1,299	\$1,623	\$3,142	\$576	\$13,525
Total Costs and Fees	\$23,522	\$19,609	\$19,854	\$12,903	\$14,537	\$29,292	\$4,847	\$124,565
Material Revenue	\$8,849	\$12,173	\$4,290	\$2,594	\$4,925	\$7,521	\$1,890	\$42,242
<i>(received as of 5/24/18)</i>								
Net Costs and Fees	\$14,497	\$6,317	\$15,214	\$10,243	\$9,458	\$21,649	\$3,276	\$80,654

Anticipated								
Container Rental	\$7,920	\$9,552	\$6,336	\$6,336	\$1,584	\$6,336	\$1,584	\$39,648
Pull Costs	\$17,286	\$11,173	\$14,968	\$7,589	\$14,124	\$25,086	\$3,584	\$93,810
Administrative Fees	\$3,104	\$2,595	\$2,564	\$1,559	\$1,947	\$3,770	\$691	\$16,230
Total Costs and Fees	\$28,310	\$23,320	\$23,868	\$15,484	\$17,655	\$35,192	\$5,859	\$149,688
Material Revenue	\$9,165	\$13,367	\$4,597	\$2,755	\$5,258	\$8,050	\$1,927	\$45,119
Net Costs and Fees	\$19,145	\$9,953	\$19,271	\$12,729	\$12,397	\$27,143	\$3,932	\$104,569
Variance from Budget	\$4,865	-\$3	\$3,703	\$2,239	\$3,191	\$5,060	\$1,869	\$20,923

Drop Off Recycling

Total Weights (Pounds)

FY 17

	Paper	Container
July	254,160	97,800
August	33,500	122,380
September	168,900	90,080
October	75,040	81,380
November	93,480	74,180
December	134,580	90,960
January	102,120	82,900
February	108,420	80,260
March	66,220	83,000
April	170,720	76,740
May	158,560	88,490
June	100,060	108,880
Totals	1,465,760	1,077,050

FY 18

	Paper	Container
July	155,560	116,820
August	57,900	98,740
September	127,540	98,080
October	126,920	69,040
November	80,440	83,220
December	161,716	96,960
January	127,280	91,640
February	81,460	72,140
March	74,180	70,240
April	66,660	74,380
May	0	0
June	0	0
Totals	1,059,656	871,260



Virginia Peninsulas Public Service Authority

May 25, 2018

Memorandum to: Scott Earl
From: Stephen B. Geissler
Subject: Curbside Recycling

A handwritten signature in black ink, appearing to be 'S. Geissler', is written over the 'From:' line of the memorandum.

Attached are worksheets with calculations of the adjusted rates for curbside recycling effective July 1, 2018.

The adjustment is in accordance with Section 9 of the Agreement for Curbside Recycling Services between the Virginia Peninsulas Public Service Authority and County Waste LLC, dated December 6, 2013. Both parties have agreed to use the index values for April to calculate the annual adjustment.

Based on the attached worksheets, the unit rates for FY 19 will be as follows

**Curbside recycling for James City County, Poquoson and Williamsburg
\$1.58 per household per month**

Curbside recycling for York County - \$1.51 per household per month

Front Load Collection

One eight CY can – once per week collection - \$59.31 per location per month

One eight CY can – twice per week collection - \$97.04 per location per month

Private Lane Collection - \$10.77 per location per month

Let me know if you have any questions

475 McLaws Circle, Suite 3B ♦ Williamsburg ♦ VA 23185-5676 ♦ 757-259-9850 ♦ www.vppsa.org



King and Queen, King William, Mathews, Middlesex, Poquoson, Williamsburg and York

Serving the Communities of Essex, Hampton, James City,

Curbside Recycling Calculation of Unit Rates for FY 19

Index values from BLS website
Series CUUR0000SEHG02

April 2014	425.393
April 2015	429.807
April 2016	437.676
April 2017	447.129
April 2018	458.722

Change in index = $(458.722 - 447.129) / 447.129$

= 2.5928%

Rates for FY 19

James City County, Poquoson and Williamsburg

\$1.54 X 1.025928 = **\$1.58 per household per month**

York County

\$1.47 X 1.025928 = **\$1.51 per household per month**

Front Load Collection

One eight CY can - once per week collection

\$57.81 X 1.025928 = **\$59.31 per location per month**

One eight CY can - twice per week collection

\$94.59 X 1.025928 = **\$97.04 per location per month**

Private Lane Collection

\$10.50 X 1.025928 = **\$10.77 per location per month**

Bureau of Labor Statistics

Series Title	Garbage and trash collection in U.S. city average, all urban consumers, not seasonally adjusted
Series ID	CUUR0000SEHG02
Seasonality	Not Seasonally Adjusted
Survey Name	CPI-All Urban Consumers (Current Series)
Measure Data Type	Garbage and trash collection
Area	U.S. city average
Item	Garbage and trash collection

Year	Period	Label	Observation Value
2016	M01	2016 Jan	437.205
2016	M02	2016 Feb	438.296
2016	M03	2016 Mar	437.699
2016	M04	2016 Apr	437.676
2016	M05	2016 May	438.317
2016	M06	2016 Jun	437.858
2016	M07	2016 Jul	438.607
2016	M08	2016 Aug	439.358
2016	M09	2016 Sep	439.707
2016	M10	2016 Oct	440.311
2016	M11	2016 Nov	443.343
2016	M12	2016 Dec	444.745
2017	M01	2017 Jan	446.266
2017	M02	2017 Feb	447.699
2017	M03	2017 Mar	446.987
2017	M04	2017 Apr	447.129
2017	M05	2017 May	447.272
2017	M06	2017 Jun	448.046
2017	M07	2017 Jul	448.328
2017	M08	2017 Aug	448.717
2017	M09	2017 Sep	449.008
2017	M10	2017 Oct	452.196
2017	M11	2017 Nov	453.820
2017	M12	2017 Dec	453.596
2018	M01	2018 Jan	453.354
2018	M02	2018 Feb	454.915
2018	M03	2018 Mar	455.230
2018	M04	2018 Apr	458.722

Item No. 4. Regional Recycling Rate Report for CY 2017

Background:

Every year, VPPSA compiles recycling and waste generation figures from all ten member cities and counties and submits the Recycling Rate Report to the Department of Environmental Quality (DEQ) on behalf of the member cities and counties. The most recent report, for calendar year 2017, is attached and reported that 26.4% of the waste in the VPPSA region was recycled which exceeds the state mandated rate of 25%.

The Solid Waste Planning and Recycling Regulations (9VAC 20-130) make the “solid waste planning unit” responsible for reporting the recycling rate for the entire unit. The first Solid Waste Management Plan for the VPPSA service area, submitted in 1991, identified all ten member cities and counties as the solid waste planning unit. One Recycling Rate Report is prepared by VPPSA and submitted to DEQ on behalf of all members. DEQ, therefore, does not acknowledge recycling rates for the individual members of VPPSA.

Recommended Action:

No action required.



**Commonwealth of Virginia
Locality Recycling Rate Report
Calendar Year 2017**

DEQ Form 50-30 (Revised September 2017)

Date Submitted

4/30/18

Email completed form to:

virginia.butler@deq.virginia.gov

Solid Waste Planning Unit

Virginia Peninsulas Public Service Authority

Click on the adjacent cell for drop down menu

SWPU Web Page

Contact 1

Contact 2

Name	Tracy Hofmeyer	Name	
Title	Recycling Coordinator	Stephen Geissler	
Address Line 1	475 McLaws Circle, Suite 3B	Executive Director	
Address Line 2	Williamsburg, VA 23185	475 McLaws Circle, Suite 3B	
Address Line 3		Williamsburg, VA 23185	
Phone Number	757-259-9850	757-259-9850	
Email address	thofmeyer@vppsa.org	sbgeissler@vppsa.org	
Total Population for SWPU	361,970	SWPU Population Density	213
Mandated Recycling Rate (% will auto calculate)	25%	Reporting Frequency (Will auto calculate)	Yearly
Sources for PRM Data <i>Example: Permit #112, County Landfill</i>	SWP#572 - Middle Peninsula Landfill & Recycling Facility; SWP#554 - King & Queen Sanitary Landfill; SWP#531 - Charles City County Landfill; SWP#297 - NASA Steam Plant (Hampton); PBR#013 - VPPSA Compost Facility; PBR#022 - York County Transfer Station; PBR#021 - James City County Transfer Station; PBR#568 - TFC Recycling (Chesapeake); PBR#588 - Bay Disposal & Recycling (Hampton); PBR#039 - Virginia Recycling Corp		
Other Sources for collected data <i>Example: Walmart/Target</i>	County Waste Material Recovery Facility; SB Cox Recycling Facility (Yorktown); Walmart; Kohl's; Best Buy; Sav A Lot; Busch Gardens		
Comments:			

Enter tons (whole numbers only) in the yellow highlighted boxes for PRMs and MSW Disposed. Totals will auto calculate.

Principal Recyclable Materials (PRM)	
PRM Material	Tons recycled
Paper	14,593
Metal	6,182
Plastic	1,302
Glass	63
Commingled	24,067
Yard Waste	28,083
Waste Wood	1,125
Textiles	7
Waste Tires	794
Used Oil	707
Used Oil Filters	34
Used Antifreeze	9
Batteries	334
Electronics	69
Inoperative Motor Vehicles	0
Other Total (Specify Material and tonnage on Rows 24 - 39 to the right.)	999
Total PRM in Tons	78,368

Specify Other PRMs for Row 39	
PRM Material	Tons recycled
Cooking Oil	246
Bones, Fats, Meats	89
Food Waste	610
Ink Cartridges	16
Plastic Film	37
Soaps	1
Other Total	999

MSW Disposed	
Household Waste	280,023
Commercial Waste	
Institutional Waste	
Other	
Total MSW	280,023

Credit for Source Reduction Program
SRP does not apply enter "0" SRP does apply enter "2"
0%

Enter facility information and material in columns A and B. Enter tons (whole numbers only) in the yellow highlighted boxes. Totals will auto calculate.

Credits Recycling Residue		
Facility/Operation	Material	Tons
Total		0

Credits Solid Waste Reused		
Reuse Method	Material	Tons
Building/Construction	Building Materials	50
Reuse	Concrete	2,396
Reuse	Pallets	8
Reuse	Asphalt	3,346
Refurbishment/Reuse	Mattresses	6
Reuse	Flower Pots	1
Total		5,807

Credits Non-MSW recycled		
Recycling Method	Material	Tons
Recycled	C & D Materials	16,144
Recycled	Bricks	180
Total		16,324
CREDITS TOTAL		22,131

Recycling rates auto calculate.

Base Recycling Rate	21.9%
Adjusted Recycling Rate	26.4%
Adjusted Recycling Rate + SRP	26.4%
Credit Max Allowed Base +5	26.9%
Final Recycle Rate	26.4%

Item No. 5. Amendment Number 1 – Agreement for Debris Monitoring Services:

Background:

VPPSA entered into Agreements for Monitoring and Management Services for Debris Removal, Reduction and Disposal for Hurricanes and Other Disasters in 2017. The executed agreements did not include certain clauses required by the federal government for non-federal governmental agencies that receive certain federal funds.

Agreements are in place with

- Rostan Solutions, LLC
- Tetra Tech
- Witt OBrien's, LLC

The attached Amendment resolves the matter. The contractors are prepared to execute the amendment.

Recommended Action:

Approve Amendment Number 1 to the Agreement for Monitoring and Management Services for Debris Removal, Reduction and Disposal for Hurricanes and Other Disasters with Rostan Solutions, LLC, Tetra Tech, and Witt OBrien's, LLC and authorize the Executive Director to execute the Amendments.

THIS AMENDMENT Number 1 is made by the Virginia Peninsulas Public Service Authority, (hereinafter referred to as the AUTHORITY) and Rostan Solutions, LLC (hereinafter referred to as CONTRACTOR), parties to the Agreement for Monitoring and Management Services for Debris Removal, Reduction and Disposal for Hurricanes and Other Disasters, dated May 5, 2017 (the AGREEMENT).

The AGREEMENT is amended as follows:

The attached Federal Contract Provisions and the completed Certification Regarding Lobbying are hereby part of and modify the AGREEMENT.

Except as set forth in this AMENDMENT, the AGREEMENT is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this AMENDMENT and the AGREEMENT or any earlier amendment, the terms of this amendment will prevail.

For the **Virginia Peninsulas Public Service Authority**

By: _____

Printed Name: _____

Title: _____

Dated: _____

For **Rostan Solutions, LLC**

By: _____

Printed Name: _____

Title: _____

Dated: _____

FEDERAL CONTRACT PROVISIONS

A. EQUAL EMPLOYMENT OPPORTUNITY CLAUSE (2 CFR §200.326 Appendix II to Part 200 (C))

During the performance of the contract, CONTRACTOR shall comply with the Equal Employment Opportunity Clause (41 CFR 60-1.4(b)):

1. CONTRACTOR will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. CONTRACTOR will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
2. CONTRACTOR will, in all solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
3. CONTRACTOR will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the CONTRACTOR's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. CONTRACTOR will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
5. CONTRACTOR will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor for purpose of investigation to ascertain compliance with such rules, regulations, and orders.
6. In the event of the CONTRACTOR's noncompliance with the nondiscrimination clauses of this Contract or with any of the said rules, regulations or orders, this contract may be canceled, terminated, or suspended in whole or in part and the CONTRACTOR may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
7. CONTRACTOR will include the portion of the sentence immediately preceding paragraph 1 and the provisions of paragraph 1 through 7 in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The CONTRACTOR will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: provided, however, that in the event a CONTRACTOR becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the CONTRACTOR may request the United States to enter into such litigation to protect the interest of the United States.

B. DAVIS-BACON ACT (2 CFR §200.326 Appendix II to Part 200 (D))

(Not applicable to this Contract; applicable only for prime construction contracts in excess of \$2,000.) CONTRACTOR shall pay wages to laborers and mechanics at a rate not less than those in the attached Davis-Bacon Act Wage Rate Table(s) as made by the Secretary of Labor. CONTRACTOR shall pay wages not less than once per week.

C. COPELAND "ANTI-KICKBACK" ACT (2 CFR §200.326 Appendix II to Part 200 (D))

(Not applicable to this Contract; applicable only for prime construction contracts in excess of \$2,000.) CONTRACTOR shall comply with the Copeland "Anti-Kickback" Act (40 U.S.C. §3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that the CONTRACTOR and COUNTY is prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The COUNTY must report all suspected or reported violations to the appropriate Federal agency.

1. *CONTRACTOR. The CONTRACTOR shall comply with 18 U.S.C. § 874, 40 U.S. C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this Contract.*
2. *Subcontracts. The CONTRACTOR or subcontractor shall insert in any subcontracts the clause above and such other clauses as the FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime CONTRACTOR shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.*
3. *Breach. A breach of the contract clause above may be grounds for termination of the Contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. §5.12.*

D. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (2 CFR §200.326 Appendix II to Part 200 (E)) (40 U.S.C. 3701-3708)

(Not applicable to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.) Contracts in excess of \$100,000 that involve the employment of mechanics or laborers shall comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each CONTRACTOR and its subcontractors shall compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous.

E. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT (2 CFR §200.326 Appendix II to Part 200 (F))

(Not applicable to this Contract.) If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business." Firms under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

F. CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT (2 CFR §200.326 Appendix II to Part 200 (G))

CONTRACTOR shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

G. DEBARMENT AND SUSPENSION (2 CFR §200.326 Appendix II to Part 200 (H))

A contract cannot be awarded to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. The Vendor/CONTRACTOR agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The Vendor/CONTRACTOR further agrees to include a provision requiring such compliance in its lower tier covered transactions.

H. PROCUREMENT OF RECOVERED MATERIALS (2 CFR §200.322)

CONTRACTOR must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

I. CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS (2 CFR §200.321)

Should the CONTRACTOR subcontract any of the work under this Contract, CONTRACTOR shall take the following affirmative steps: place qualified small and minority businesses and women's business enterprises on solicitation lists; assure that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources; divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises; establish delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce. Their websites and contact information can be found at www.SBA.gov and www.MBDA.gov.

J. ENERGY EFFICIENCY AND CONSERVATION

CONTRACTOR shall comply with the mandatory standards and policies of the Virginia state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. § 6201).

K. BYRD ANTI-LOBBYING AMENDMENT (2 CFR §200.326 Appendix II to Part 200 (I)) Vendors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. If not provided with the bid response, Vendor must complete and submit the **Certification Regarding Lobbying Form** within three business days of request.

44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING

The undersigned [Contractor] certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

By: _____

Name: _____

Title: _____

Date: _____

Item No. 6. Investigation and Preliminary Design for Compost Facility BMP:

Background:

Improvements to the Compost Facility BMP are required as part of the TMDL Action Plan approved by DEQ. The improvements include dredging of the pond, construction of a forebay dam and replacement of the outlet structure.

Through a competitive procurement process Stantec was selected to provide a number services related to the stormwater management system at the Compost Facility. Attached is a proposal from Stantec to investigate the site conditions, initiate required permitting and complete a preliminary design for the required improvements.

While the FY 19 and FY 20 budgets do not have funds identified for this work, the Compost Facility Fund Balance has sufficient funds for the work that has been identified.

Recommended Action:

Approve the proposal from Stantec and the use of up to \$32,000 from the Compost Facility fund balance. Authorize the Executive Director to execute the document.

May 15, 2018

Attention: Mr. Steve Geissler
Virginia Peninsulas Public Service Authority
475 McLaws Circle, Suite 3B
Williamsburg, VA 23185

Dear Mr. Steve Geissler,

Reference: VPPSA BMP Retrofit, Opportunity #664404

In response to your request, Stantec Consulting Services Inc. (Stantec) is pleased to provide this proposal for environmental services to the Virginia Peninsulas Public Service Authority (VPPSA) on the project generally described as VPPSA BMP Retrofit (Project). The following presents a brief discussion of the proposed scope of services, which collectively entails the initial BMP retrofit assessment and conceptual design.

Scope of Services

Site Survey (subcontracted)

Stantec will subcontract a licensed surveyor (Landtech Resources, Inc.) to establish vertical control (local benchmark with fixed datum) and perform land surveying services. The surveyor will provide a topographic survey of the existing BMP site, surrounding areas that may be utilized in the BMP retrofit, the entirety of the existing outlet pipe, and bathymetry of the BMP bottom. The survey will be transmitted in digital format (CAD with a referenced horizontal and vertical datum) for use in the BMP retrofit design.

Pipe Inspection (subcontracted)

Stantec will subcontract Bander Smith to inspect the pipe system that runs from the BMP to the outfall. Approximately 500 to 600 feet is expected to be evaluated. First, a general visual inspection of the riser & discharge outfall area will be performed. Water will be controlled if necessary. All manholes will be noted and inspected. The manholes will be considered a permit confined space and Bander Smith will adhere to their confined space plan and conditions. An inspection crawler with large tractor tires will obtain recorded video along the entirety of the 24" pipe, assuming debris does not limit access. A live feed will be available for onsite personnel, but video recordings and photographs of key features will be provided on a thumb drive. The deliverable will also include a formal report with the findings, recommendations, and budget figures for any repairs. The work assumes vehicular access to within 100 feet of all inspection crawler entry points.

Site Visit

Stantec will conduct a supplemental site visit with engineering staff to help identify specific site constraints that may affect the proposed BMP retrofit design. Stantec will build upon prior data collected at the site during this site visit and attention will be focused upon the BMP inflow, area of possible expansion, the existing riser structure, dam embankment, outlet pipe, and outfall point.

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Reference: VPPSA BMP Retrofit, Opportunity #664404

Wetland Delineation

Stantec will conduct a detailed delineation of wetlands and other waters of the U.S. (WOUS) within the Project area, subject to jurisdiction by the U.S. Army Corps of Engineers (Corps) under Section 404 of the Clean Water Act. Stantec will utilize the Routine Determination Method as outlined in the *1987 Corps of Engineers Wetland Delineation Manual* and methods described in the *2010 Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Atlantic and Gulf Coastal Plain Region (Version 2.0)* to identify and delineate the wetland boundaries within the project area. Stantec will prepare a preliminary review of archival information of wetland features on-site, including available resources such as National Wetlands Inventory (NWI) Maps, U.S. Geologic Survey (USGS) topographic maps, aerial color infrared photography, and soils maps. Site visits will then be conducted to delineate and flag the boundaries of wetlands and other WOUS. Stantec will record the necessary data to complete the wetland delineation data sheets, which are required by the Corps for confirmation. The wetland and WOUS boundaries will be located using a sub meter accurate Trimble Pro XH Global Positioning System (GPS) provided there is adequate reception on-site. The geo-referenced wetland data will be overlain onto the digital plat of the project area provided to Stantec. Though this GPS data will improve the accuracy of the wetland mapping and assist in detailed future site planning and flagging, the mapping will not be reviewed or stamped by a licensed land surveyor.

U.S. Army Corps of Engineers Submittal and Confirmation

The most important aspect of a delineation of WOUS is obtaining confirmation from the Corps that it is consistent with the Manual and Regional Supplement. For this reason, it is prudent to obtain confirmation of the delineation early in the planning process to avoid costly delays in the project. Upon completion of the fieldwork, Stantec proposes to prepare our findings for submittal to the Corps to obtain a Preliminary Jurisdictional Determination (PJD). The submittal will include data sheets, a letter summarizing findings and describing characteristics of the site, a wetlands map depicting the on-site boundaries of WOUS (either field mapped or GPS located), and data point locations. This submittal will also request an on-site confirmation visit from the Corps to verify the delineation is consistent with the Manual and Regional Supplement. Following submittal of the delineation package, Stantec will follow-up with the Corps to schedule an on-site meeting. This site visit appointment can be at least six (6) weeks from time of submittal. Upon completion of the on-site visit, Stantec will obtain the Corps letter indicating that the WOUS are flagged and mapped consistent with the Manual and Regional Supplement. You will be notified if the Corps has any revisions to the submitted delineation as prepared by Stantec.

BMP Retrofit Concept Plan

Utilizing any available design and/or as-built plans (provided by VPPSA), as well as the results from the other assessment services listed above, Stantec will develop a BMP retrofit concept plan. This plan will approximately correspond with a 35% design level. The conceptual retrofit plan will include preliminary layout and orientation of the proposed retrofit and repairs. The conceptual design will include stormwater calculations using the Virginia Runoff Reduction Methodology for water quality treatment projections and sizing, as well as hydrologic and hydraulic modeling with PondPack. The final conceptual design will include proposed layout, two (2) conceptual cross sections (or profiles) depicting the proposed water quality upgrades and BMP repairs, and conceptual level notes and details. The BMP retrofit concept plan will be presented on full size graphics (22"x34") with associated stormwater calculations. A preliminary cost opinion will also be provided at this stage for planning purposes.

Reference: VPPSA BMP Retrofit, Opportunity #664404

Permit Review

Stantec will include a preliminary regulatory review with respect to potential impacts to WOUS expected with the BMP retrofit to identify whether permits may be required and what level of permitting should be pursued. The regulatory review will not include cultural resources or T&E database reviews or surveys.

Project Meeting and Communication

Stantec will communicate with VPPSA throughout the completion of the services. This task includes one (1) meeting, to take place after conceptual designs are completed, for the purposes of attaining general concurrence and comments on the concept, as well as to discuss any next-phase services that may need to be scoped.

Exclusions

If additional items are required which were not specifically incorporated into the present scope of services, Stantec would be pleased to provide a separate proposal or address by a change order. Costs that are outside the scope of this proposal include, but are not limited to, geotechnical evaluations, Resource Protection Area (RPA) determination or encroachment coordination, final design, plan submittal and/or review fees, local, state, or federal permitting, and/or construction phase services.

Some of these services are anticipated in a second phase under a separate scope of services, so that the initial constraints and conceptual design can first be identified through the tasks included herein and VPPSA can decide if progressing to final design and permitting is still desirable.

Estimated Cost and Schedule

The above-referenced non-binding estimated cost of services is proposed to be charged on a time and materials basis, not to exceed **\$28,993** without prior approval. This cost estimate is valid for a period of 90 days from the date of the estimated cost of services.

Task	Cost
Site Survey (Subcontracted)	\$4,950
Pipe Inspection (Subcontracted)	\$4,015
Site Visit	\$976
Wetland Delineation	\$2,653
USACE Submittal and Confirmation	\$2,122
BMP Retrofit Concept Plan	\$11,664
Permit Review	\$667
Project Meeting and Communication	\$1,614
Expenses	\$332
Total	\$28,993

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Reference: VPPSA BMP Retrofit, Opportunity #664404

If all of the provisions stated above meet with your approval, please indicate your acceptance by signing below. Please return the originals to us and, upon acceptance, this document, along with the attached Stantec Professional Services Terms and Conditions, will become the contract between Stantec and VPPSA. Work on this project can start within 30 days of notice to proceed. The project can be completed within 120 days after notice to proceed.

Stantec appreciates the opportunity to provide the above-referenced environmental services to VPPSA for the BMP Retrofit project. If you have any questions about anything contained in this proposal for environmental services, please contact me at (757) 220-6869.

Regards,

Stantec Consulting Services Inc.



Toni Small, PE
Senior Engineer

Phone: (757) 220-6869
Fax: (757) 229-4507
toni.small@stantec.com



Daniel Proctor, PE
Water Resources Program Manager, Senior Associate

Phone: (757) 220-6869
Fax: (757) 229-4507
daniel.proctor@stantec.com

By signing this proposal, VPPSA authorizes Stantec to proceed with the services herein described and the Client acknowledges that it has read and agrees to be bound by the attached Professional Services Terms and Conditions.

This proposal is accepted and agreed on the _____ day of _____, 2018.

Per: VPPSA

Print Name & Title

Signature

Attachment: Terms and Conditions

- c. Cory Anderson, PE, Stantec
- Chris Kuhn, Stantec

Design with community in mind

The following Terms and Conditions are attached to and form part of a proposal for services to be performed by Consultant and together, when the CLIENT authorizes Consultant to proceed with the services, constitute the AGREEMENT. Consultant means the Stantec entity issuing the Proposal.

DESCRIPTION OF WORK: Consultant shall render the services described in the Proposal (hereinafter called the "SERVICES") to the CLIENT.

DESCRIPTION OF CLIENT: The CLIENT confirms and agrees that the CLIENT has authority to enter into this AGREEMENT on its own behalf and on behalf of all parties related to the CLIENT who may have an interest in the PROJECT.

TERMS AND CONDITIONS: No terms, conditions, understandings, or agreements purporting to modify or vary these Terms and Conditions shall be binding unless hereafter made in writing and signed by the CLIENT and Consultant. In the event of any conflict between the Proposal and these Terms and Conditions, these Terms and Conditions shall take precedence. This AGREEMENT supercedes all previous agreements, arrangements or understandings between the parties whether written or oral in connection with or incidental to the PROJECT

COMPENSATION: Payment is due to Consultant ~~upon~~ within 30 days of receipt of invoice. Failure to make any payment when due is a material breach of this AGREEMENT and will entitle Consultant, at its option, to suspend or terminate this AGREEMENT and the provision of the SERVICES. Interest will accrue on accounts overdue by ~~30-45~~ 30 days at the lesser of 1.5 percent per month (18 percent per annum) or the maximum legal rate of interest. Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required.

NOTICES: Each party shall designate a representative who is authorized to act on behalf of that party. All notices, consents, and approvals required to be given hereunder shall be in writing and shall be given to the representatives of each party.

TERMINATION: Either party may terminate the AGREEMENT without cause upon thirty (30) days notice in writing. If either party breaches the AGREEMENT and fails to remedy such breach within seven (7) days of notice to do so by the non-defaulting party, the non-defaulting party may immediately terminate the Agreement. Non-payment by the CLIENT of Consultant's invoices within 30 days of Consultant rendering same is agreed to constitute a material breach and, upon written notice as prescribed above, the duties, obligations and responsibilities of Consultant are terminated. On termination by either party, the CLIENT shall forthwith pay Consultant all fees and charges for the SERVICES provided to the effective date of termination.

ENVIRONMENTAL: Except as specifically described in this AGREEMENT, Consultant's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater.

PROFESSIONAL RESPONSIBILITY: In performing the SERVICES, Consultant will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices normally provided in the performance of the SERVICES at the time and the location in which the SERVICES were performed.

~~**LIMITATION OF LIABILITY:** The CLIENT releases Consultant from any liability and agrees to defend, indemnify and hold Consultant harmless from any and all claims, damages, losses, and/or expenses, direct and indirect, or consequential damages, including but not limited to attorney's fees and charges and court and arbitration costs, arising out of, or claimed to arise out of, the performance of the SERVICES, excepting liability arising from the sole negligence of Consultant. It is further agreed that the total amount of all claims the CLIENT may have against Consultant under this AGREEMENT, including but not limited to claims for negligence, negligent misrepresentation and/or breach of contract, shall be strictly limited to the lesser of professional fees paid to Consultant for the SERVICES or \$50,000.00. No claim may be brought against Consultant more than two (2) years after the cause of action arose. As the CLIENT's sole and exclusive remedy under this AGREEMENT any claim, demand or suit shall be directed and/or asserted only against Consultant and not against any of Consultant's employees, officers or directors.~~

~~Consultant's liability with respect to any claims arising out of this AGREEMENT shall be absolutely limited to direct damages arising out of the SERVICES and Consultant shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the CLIENT, including but not limited to claims for loss of use, loss of profits and/or loss of markets.~~

~~**INDEMNITY FOR MOLD CLAIMS:** It is understood by the parties that existing or constructed buildings may contain mold substances that can present health hazards and result in bodily injury, property damage and/or necessary remedial measures. If, during performance of the SERVICES, Consultant knowingly encounters any such substances, Consultant shall notify the CLIENT and, without liability for consequential or any other damages, suspend performance of services until the CLIENT retains a qualified specialist to abate and/or remove the mold substances. The CLIENT agrees to release and waive all claims, including consequential damages, against Consultant, its subconsultants and their officers, directors and employees arising from or in any way connected with the existence of mold on or about the project site whether during or after completion of the SERVICES. The CLIENT further agrees to indemnify and hold Consultant harmless from and against all claims, costs, liabilities and damages, including reasonable attorneys' fees and costs, arising in any way from the existence of mold on the project site whether during or after completion of the SERVICES, except for those claims, liabilities, costs or damages caused by the sole gross negligence and/or knowing or willful misconduct of Consultant. Consultant and the CLIENT waive all rights against each other for mold damages to the extent that such damages sustained by either party are covered by insurance.~~

~~**DOCUMENTS:** All of the documents prepared by or on behalf of Consultant in connection with the PROJECT are instruments of service for the execution of the PROJECT. Consultant retains the property and copyright in these documents, whether the PROJECT is executed or not. These documents may not be used for any other purpose without the prior written consent of Consultant. In the event Consultant's documents are subsequently reused or modified in any material respect without the prior consent of Consultant, the CLIENT agrees to defend, hold harmless and indemnify Consultant from any claims advanced on account of said reuse or modification.~~

Any document produced by Consultant in relation to the Services is intended for the sole use of Client. The documents may not be relied upon by any other party without the express written consent of Consultant, which may be withheld at Consultant's discretion. Any such



consent will provide no greater rights to the third party than those held by the Client under the contract, and will only be authorized pursuant to the conditions of Consultant's standard form reliance letter.

Consultant cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format ("Electronic Files"). CLIENT shall release, ~~indemnify and hold~~ Consultant, its officers, employees, Consultant's and agents harmless from any claims or damages arising from the use of Electronic Files. Electronic files will not contain stamps or seals, remain the property of Consultant, are not to be used for any purpose other than that for which they were transmitted, and are not to be retransmitted to a third party without Consultant's written consent.

FIELD SERVICES: Consultant shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with work on the PROJECT, and shall not be responsible for any contractor's failure to carry out the work in accordance with the contract documents. Consultant shall not be responsible for the acts or omissions of any contractor, subcontractor, any of their agents or employees, or any other persons performing any of the work in connection with the PROJECT. Consultant shall not be the prime contractor or similar under any occupational health and safety legislation.

GOVERNING LAW/COMPLIANCE WITH LAWS: The AGREEMENT shall be governed, construed and enforced in accordance with the laws of the jurisdiction in which the majority of the SERVICES are performed. Consultant shall observe and comply with all applicable laws, continue to provide equal employment opportunity to all qualified persons, and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, age, disability or national origin or any other basis prohibited by applicable laws.

DISPUTE RESOLUTION: If requested in writing by either the CLIENT or Consultant, the CLIENT and Consultant shall attempt to resolve any dispute between them arising out of or in connection with this AGREEMENT by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. If a dispute cannot be settled within a period of thirty (30) calendar days with the mediator, if mutually agreed, the dispute shall be referred to arbitration pursuant to laws of the jurisdiction in which the majority of the SERVICES are performed or elsewhere by mutual agreement.

ASSIGNMENT: The CLIENT and Consultant shall not, without the prior written consent of the other party, assign the benefit or in any way transfer the obligations under these Terms and Conditions or any part hereof.

SEVERABILITY: If any term, condition or covenant of the AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of the AGREEMENT shall be binding on the CLIENT and Consultant.

Item No. 7. Salary Adjustments:

Background:

A summary of salary adjustments for FY 19 for all member cities and counties is attached.

The budget approved by the VPPSA Board at the December 2017 meeting included an allowance for a salary adjustment of 2.75% for all employees for FY 19.

At the April 2018 meeting, the VPPSA Board approved health insurance premiums which included no increase in the employee contribution for employee only coverage and modest increases for employee plus one and family coverage (<1% to 4%).

The proposed plan for salary adjustments for FY 19 includes an increase for all eligible employees and larger adjustment for employees at the lower end of the pay range. An increase of 2.00% for all eligible employees leaves sufficient funds to significantly increase the salary range for the four lowest paying positions:

- Convenience Center Attendant
- Transfer Station Attendant
- Compost Facility Equipment Operator I
- Compost Facility Customer Service Representative

An increase of 2.00% for all eligible employees and an increase in the salary range of \$0.75 to \$1.00 per hour for these four positions can be accommodated within the approved budget for FY 19.

Most salary ranges have not been adjusted for several years. It is recommended that all salary ranges other than those noted above be increased 2.00 %. This adjustment will have no bearing on the budgeted salaries for FY 19.

Recommended Action:

Approve a salary adjustment of 2.00% effective July 1, 2018 for all eligible employees receiving a performance evaluation of “meets expectations” or better.

Increase salary ranges as follows:

- Convenience Center Attendant – increase starting pay from \$8.75 to \$9.75 per hour
- Transfer Station Attendant – increase starting pay from \$10.00 to \$11.00 per hour
- Compost Facility Equipment Operator I – increase starting pay from \$11.75 to \$12.50 per hour
- Compost Facility Customer Service Representative – increase starting pay from \$11.50 to \$12.25 per hour

Increase all other salary ranges by 2%

Salary Adjustments for FY 19

Community	Salary Increase	Comments
Essex	2%	
Hampton	2% plus	Bonus in December of \$250 for PFT, and \$125 for PPT
James City	2%	No increase in employee health insurance premiums
King & Queen	0%	Step increase of about \$2,000
King William	0%	No increase in employee health insurance premiums
Mathews	2%	
Middlesex	7%	Salary adjustments as a result of salary study
Poquoson	2%	
Williamsburg	2% plus	Plus \$500 for employees making less than \$50,000, 8% increase in employee health insurance premiums
York	2% plus	Plus \$750 for employees making less than \$100,000, no increase in employee health insurance premiums