

AGENDA

**Board Meeting
Virginia Peninsulas Public Service Authority
Cooks Corner County Complex
2911 General Puller Highway
Saluda, Virginia
December 7, 2018
9:00 a.m.**

- 1. Public Comment**
- 2. Minutes – October 5, 2018**
- 3. FY 19 Property and Casualty Insurance**
- 4. Project Reports**
- 5. Extension of Agreement for Household Chemical Collection Services**
- 6. Compost Facility – Improvements to Stormwater Management System**
- 7. FY 20 Budget**
- 8. Executive Directors Report**
- 9. Old Business**
- 10. New Business**
- 11. Closed Session**
- 12. Next Meeting: February 1, 2019
9:00 a.m.
2rd Floor City Manager’s Conference Room
Williamsburg Municipal Building
Williamsburg, Virginia 23185**

MINUTES
VIRGINIA PENINSULAS PUBLIC SERVICE AUTHORITY

Williamsburg Municipal Building
2nd Floor Conference Room
401 Lafayette St
Williamsburg, VA 23185
October 5, 2018

IN ATTENDANCE:

Bud Smith	Essex County
Jason Mitchell	City of Hampton
Grace Boone	James City County
Bobbie Tassinari	King William County
Pete Mansfield	Middlesex County
Tom Jones	City of Poquoson
Dan Clayton	City of Williamsburg
Brian K. Woodward	York County

ABSENT:

Thomas J. Swartzwelder	King & Queen County
Mindy Conner	Mathews County

OTHERS IN ATTENDANCE:

Vernon Geddy III	Geddy, Harris, Franck & Hickman
Stephen Geissler	VPPSA
Karen Plumley	VPPSA

1. PUBLIC COMMENT

No Public Comment

2. MINUTES: JUNE 1, 2018

Dan Clayton moved that the minutes of the June 1, 2018 meeting be approved. Brian Woodward seconded and the motion passed unanimously.

3. MINUTES: SEPTEMBER 10, 2018 SPECIAL BOARD MEETING

Bud Smith moved that the minutes of the September 10, 2018 Special Board meeting be approved. Brian Woodward seconded and the motion passed unanimously.

4. AUDIT FY 2018

Krista Edoff of Cherry Bekaert LLP presented a final draft of the Financial Statements for FY 18. Ms. Edoff noted that the audit included not only an audit of financial statements but also an audit of VPPSA's compliance with laws and regulations. Ms. Edoff reported an unmodified opinion on the financial statements which is the best opinion that can be given, and an unmodified opinion on the Authority's compliance with laws and regulations. Ms. Edoff also stated that there were no issues of internal control or non-compliance.

Ms. Edoff noted the "Emphasis of Matter" paragraph to highlight a new accounting standard that was implemented with regards to the group life insurance component of VRS. The group life insurance component is considered an Other Post Employment Benefit (OPEB). Ms. Edoff stated the new standard implemented requires the Authority to record the value of the OPEB on the face of the financial statements.

Ms. Edoff also noted some numbers within the financial statements estimated. The purpose for this is that certain items, such as the pension asset and the OPEB liability, are calculated by an actuary and there are assumptions within the calculations. A snapshot of these items is taken to estimate what will be paid to retirees in the future. These numbers are projected into the future then discounted to current day value. This process requires many estimates and assumptions for which the actuary is heavily relied on for both of these. These estimates can change from year to year depending on how investments perform on the stock market.

Ms. Edoff said that Cherry Bekaert was completely independent with regards to the Authority, there are no familial relationships etc, no reason to be biased. Also, there were no material adjustments proposed, and no disagreements with management.

Pete Mansfield moved that the report be accepted and that distribution to member communities and other interested parties be authorized. Bud Smith seconded and the motion was passed unanimously.

5. PROJECT REPORTS

Compost Facility

Steve Geissler reported that:

- There is ample material available and sales have been good despite some rainy weather.
- Staffing continues to be an issue with particular difficulty finding equipment operators.

Transfer System

Steve Geissler reported that:

- Staffing is an issue, particularly finding attendants.
- Approximately two months ago, Mr. Geissler, David Magnant, and Cecil Taylor discussed the continuing problem of employees smoking in undesignated areas at the sites. Since the start of operations, VPPSA has permitted smoking in small, designated areas but employees have been abusing the privilege. There had been reports that employees were smoking while residents were at various sites. The decision was made to make all sites completely smoke-free and a one month notice was given to all employees, by memo, letting them know of this decision. The main concern was the potential for fire as there have been fires at sites in the past, although it is not known if

any were caused by smoking. After the notice, three employees with approximately 50 years of service between them terminated their employment because of the smoking ban. Mr. Magnant counseled each employee as to the impact of their decision, in particular their VRS retirement, to terminate their employment but they each decided to resign. Regardless, we have hired some new attendants and smoke-free is the best solution going forward.

- There was an accident in King and Queen County with a roll-off truck. The driver was en route to the landfill on a secondary road. Another vehicle pulled out in front of the roll-off truck. The driver avoided hitting the other vehicle by swerving to the opposite side of the road which resulted in the truck eventually tipping onto the driver side. The other driver was cited and their insurance will be responsible for the repairs. The VPPSA driver was shaken but uninjured.

Household Chemical Collection

The City of Hampton event, scheduled for September 15, 2018, was cancelled due to Hurricane Florence. There is an event in the City of Poquoson on October 6, 2018. Residents of Hampton have been directed to attend the Poquoson event as there will not be a make up for the cancelled Hampton event. Bodina Wright, City of Poquoson, has worked closely with staff to plan for the anticipated increase in attendance.

Computer and Electronics Recycling

The City of Hampton event, scheduled for September 15, 2018, was cancelled due to Hurricane Florence. There is an event in the City of Poquoson on October 6, 2018. Residents of Hampton have been directed to attend the Poquoson event as there will not be a make up for the cancelled Hampton event. Bodina Wright, City of Poquoson, has worked closely with staff to plan for the anticipated increase in attendance.

Curbside Recycling

Steve Geissler stated he will discuss curbside recycling later in the meeting under agenda topic number 7.

6. LEGAL SERVICES

Steve Geissler said that the law firm of Geddy, Harris, Franck & Hickman has provided general legal services to the Authority since origination of the organization. The proposal to provide legal services for FY 19 was presented, and it was noted that the proposed fee is the same fee as for FY 18.

Brian Woodward moved that the proposal be approved; Tom Jones seconded and the proposal was passed unanimously.

7. PROPOSALS FOR CURBSIDE RECYCLING SERVICES

VPPSA received a letter from the attorney for County Waste stating their intent to discontinue curbside recycling services at the end of November 2018. A special Board meeting was held on September 10, 2018 to discuss this matter. After the special Board meeting, Vernon Geddy, attorney for VPPSA, sent a letter to County Waste explaining VPPSA's position. An RFP for Curbside Recycling Services was issued in August 2018 requesting a start date of July 1, 2019 as the current contract expires June 30, 2019. On September 26, 2018 Jay Zook, Vice

President of County Waste, hand-delivered a proposal in response to the RFP and it was accepted. On September 28, 2018 a letter was received from the attorney for County Waste stating they would honor the terms of the agreement.

Two proposals were received in response to the RFP – TFC Recycling and County Waste. Under the Procurement Act, VPPSA is permitted to keep the contents of the proposals confidential until an award is made. VPPSA staff will conduct additional investigations and evaluate the proposals. One of the offerors will be recommended for continuation in the procurement process.

Steve Geissler read the following recommended action:

Appoint a Committee consisting of one representative from Poquoson, Williamsburg, James City County and York County.

Authorize the Committee to select an offeror to proceed in the procurement process and negotiate and approve an Agreement for Curbside Recycling Services.

Authorize the Executive Director to execute an Agreement for Curbside Recycling Services after approval of legal counsel.

The agreement, with pricing and conditions established, will be contingent on approval by Poquoson, Williamsburg, James City County and York County.

Brian Woodward moved that the recommended action be accepted. Grace Boone seconded and the motion was passed unanimously.

8. FY 19 BUDGET PLANNING

Steve Geissler presented the following schedule for the preparation of the FY 20 Budget.

Distribute Draft Project Budgets to Board Members

November 2

(Draft Budgets for Community Review) Distribute Budgets for:
Curbside Recycling
Landfill Monitoring
Computer Recycling
Compost Facility
Transfer System
Convenience Centers
Landfill Disposal
Household Chemical Collection - Middle Peninsula
Administrative Services

Middle Peninsula Oversight Committee Meeting

November 9

Review Budgets for:
Landfill Monitoring
Transfer System
Convenience Centers
Landfill Disposal
Household Chemical Collection - Middle Peninsula

Administrative Services Compost Facility Oversight Committee Meeting	November 21
Review Budgets for: Curbside Recycling Household Chemical Collection - Peninsula Computer Recycling Compost Facility Administrative Services	
Distribute Draft Budget in Board Meeting Package	November 30
Budget Approval at Board Meeting	December 7

Mr. Geissler noted that meetings with the City of Williamsburg and James City County would be scheduled individually for the purpose of reviewing the budget. No major changes in the budget are expected with the exception of Curbside Recycling which is unknown at this time. The final budget will be included in the December Board Package, for approval at the meeting December 7, 2018.

9. EXECUTIVE DIRECTOR'S REPORT

Steve Geissler reported that David Magnant attended Wastecon in Nashville, Tennessee. There were a number of sessions and discussions on recycling. Mr. Magnant attended the MRF summit while at Wastecon. Many presenters discussed the long-term forecasts for the recycling market. The consensus was optimistic for the future due to positive steps being taken in the market, especially with mixed paper. Mr. Geissler stated that the market will most likely never return to \$100 per ton for mixed paper but that it is improving with rates increasing from \$2 a few months ago to now \$20. Mr. Geissler said that due to China's requirements for product with essentially no contamination, MRF operators like the product received from VPPSA because the centers are manned and the product is inspected when it is received at the centers.

Steve Geissler reported that the Compost Facility Supervisor, Kim Beachum, attended a composting school in Maryland. Mr. Beachum reported to staff that the training event was very worthwhile.

Steve Geissler reported on the administrative staff. Lisa Polidori is retiring in October and Karen Plumley will move into the position of Office Manager. Andy Bittenbusch was hired as the new Accounting Technician, bringing a lot of accounting experience with him.

10. OLD BUSINESS

Jason Mitchell stated that, before the end of the year, the Board needs to conduct a performance review of the Executive Director, Steve Geissler. Mr. Geissler will forward his most recent performance evaluation to the Board. Mr. Mitchell will then contact the Board members to determine a date and time to conduct the performance review.

11. NEW BUSINESS

No new business

Jason Mitchell announced the date of the next Board meeting and meeting was then adjourned.

12. NEXT MEETING DATE

December 7, 2018
9:00 a.m.
Cooks Corner Office Complex
2893 General Puller Highway, Saluda

Respectfully Submitted,

Brian Woodward
Secretary/Treasurer

Item No. 3. FY 19 Property and Casualty Insurance:

Background:

Commercial Risk Consultants, Inc. has prepared the enclosed summary of property and casualty insurance coverage for FY 19. A review of the document will be provided at the Board Meeting.

No Action Required

Insurance Summary

Virginia Peninsulas Public Service Authority

2018 - 2019

**COMMERCIAL RISK CONSULTANTS, INC.
RISK MANAGEMENT CONSULTANTS**

Telephone (757) 273-1153
Facsimile (757) 273-0408
www.commercialrisk.com

Post Office Box 606
Hampton, Virginia 23669-0606
jnewby@commercialrisk.com

HOW TO USE THIS INSURANCE POLICY SUMMARY

The policy summary is designed to give the reader a better overall understanding of the Property & Casualty Insurance Program. It is not intended as a replacement or a complete interpretation of all the terms and conditions of the policies themselves.

Not all exposures to loss are insured. There is the possibility of an uninsured loss in any area of the program. It is the responsibility of the insured to notify the agent of additions, deletions and changes in operations that will affect this program.

The premiums listed are the initial deposit premiums and are subject to change throughout the year as buildings, vehicles or operations are added or deleted. Coverages such as general liability and workers' compensation are audited at the end of the year. Adjustments are then made in the premium which may result in an additional billing or a return premium.

With regard to specific coverage questions, the insurance contract should always be consulted.

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POLICY # VA-VI-098-19
EXPIRATION 7/1/19

POLICY

PROPERTY COVERAGE

NAMED INSURED

Virginia Peninsulas Public Service Authority

INSURANCE COMPANY

VACoRP

LOCATIONS INSURED

Per Location Schedule

LIMITS OF LIABILITY

\$ 889,000	Blanket buildings & contents
\$ 500,000	Pollutant cleanup and removal
\$20,000,000	Building laws/ordinance
\$25,000,000	Demolition/debris removal
\$ 100,000	Extra expense/business interruption
\$ 5,000,000	Off premises power failure
\$10,000,000	Backup of sewers and drains
\$ 100,000	Valuable papers and records research
\$ 6,592,118	Scheduled equipment
\$ 100,000	Computer hardware and software
\$ 100,000	Property in insured's care
\$ 5,000,000	Property in transit
\$10,000,000	Property at unnamed locations
\$ 889,000	Flood or earthquake (Policy Limit)
Included	Fire department service charge
Included	Refill fire equipment
\$10,000,000	Fine arts
\$ 5,000,000	Outdoor property
\$ 100,000	Recovery of accounts receivable
\$ 100,000	Electronic hardware and software
\$ 500,000	Cost of excavation, back filling
\$ 500,000	Underground pipes, flues or drains
\$ 500,000	Unnamed contractor equipment
\$ 5,000,000	Utility services loss of use
\$ 100,000	Piers, wharves due to wind, water, wave action
\$ 500,000	Mobile communication and radio equipment
Included	Covered property overseas

PROPERTY COVERAGE**DEDUCTIBLES**

\$ 250	Per loss
\$ 25,000	Per flood or earthquake loss

PROPERTY COVERED

Buildings	Including materials and supplies
Contents	In building & within 1,000 feet; improvements and betterments
Property in Transit	

PROPERTY EXCLUDED

1. Piers and wharves beyond policy sublimit due to wind, water, wave action
2. Foundations below the surface of the ground
3. Flues, pipes or drains below ground beyond policy sublimit
4. Cost of excavation, grading or filling beyond policy sublimit
5. Aircraft, automobiles, and trailers
6. Watercraft over 26 feet
7. Property sold on installment plan
8. Money or securities, furs, stamps, jewelry, precious metals
9. Property insured specifically elsewhere
10. Damage to pressure vessels (boilers, etc.) due to internal condition
11. Building under construction that is not reported for Builder's Risk coverage
12. Property located within 100-year flood zones for flood losses
13. Land, water, and growing crops
14. Animals
15. Contraband
16. Obsolete electronic data or media

PROPERTY COVERAGE**TYPES OF LOSSES INSURED**

All Risks of Physical Loss to Property

TYPES OF LOSSES EXCLUDED

1. War or seizure by governmental authority
2. Nuclear losses
3. Artificially generated electric currents (Does not apply to computer hardware and software.)
4. Continuous or repeated seepage of water 14 days or more
5. Water exerting pressure to walls and floors; normal cracking, settling of walls, floors or ceilings
6. Damage caused by water or hail, snow or dust, unless exterior of building first damaged by wind
7. Mysterious disappearance of property
8. Delay, loss of market; wear, tear; inherent vice; rust, mold, rot; dampness, change in temperature, smoke from industrial operations; birds, vermin, insects, animals; release of pollutants (beyond policy sublimit); settling, cracking, shrinking or expansion; mechanical breakdowns of equipment
9. Explosion of boiler or pressure vessels unless fire chamber causes loss
10. Voluntary parting of property due to trick or scheme
11. Employee or volunteer dishonesty
12. Rain, snow or ice to property in open
13. Removal of pollution contaminated property over \$500,000 due to a covered property loss
14. Faulty design, site planning, unless fire or other covered loss occurs
15. Dryness or dampness of atmosphere; weather conditions
16. Increase in any loss due to suspension, lapse, or cancellation of any lease, contract, license, or order

PROPERTY COVERAGE

17. Asbestos materials
18. Collapse of a building except for limited causes
19. Flood or earthquake beyond policy sublimit
20. Computer virus, programming errors or omissions
21. Sprinkler leakage to vacant buildings beyond 60 days
22. Ordinance or law imposed improvements beyond policy sublimit
23. Loss of income due to off premises power failure beyond policy sublimit
24. Electronic hardware or software beyond policy sublimit
25. Delay or loss of market

BASIS OF PAYMENT

- | | |
|------------------------------------|-----------------------------|
| 1. Buildings & Contents | Replacement cost |
| 2. Scheduled Contractors Equipment | Replacement Cost |
| 3. Computer Equipment | Functional Replacement Cost |

POLICY TERRITORY

The 50 United States and the District of Columbia

CANCELLATION

90 Days

VIRGINIA PENINSULAS PUBLIC SERVICE AUTHORITY
2018 - 2019 LOCATION SCHEDULE / VALUES OF COVERED PROPERTIES

#	Address	Description	Buildings	Contents
1.1	475 McLaw's Circle, Suite 3B, Williamsburg, VA	Office	\$0	\$45,000
2.1	704 Poor House Road, Tappahannock, VA	Transfer Station Office	\$100,000	\$5,000
3.1	57 Recycle Road, King William, VA	Transfer Station Office	\$100,000	\$5,000
4.1	Rt. 14, John Clayton Memorial Hwy., Mathews, VA	Transfer Station Office	\$100,000	\$5,000
5.1	462 Faraway Road, Stormont, VA	Transfer Station Office	\$100,000	\$5,000
6.1	145 Goodwin Neck Road, Yorktown, VA	Yard Waste Processing Ctr., Bldg. 1	\$75,000	\$10,000
7.1	1091 VFW Road, King William County, VA	Convenience Center	\$15,500	\$1,000
8.1	23785 Tidewater Trail, Tappahannock, VA	Convenience Center	\$15,500	\$1,000
9.1	223 Byrds Bridge, Center Cross, VA	Convenience Center	\$15,500	\$1,000
10	131 Dy. Mathews Church Road, Champlain, VA	Convenience Center	\$15,500	\$1,000
11	Rt. 14, John Clayton Memorial Hwy., Mathews, VA	Mathews Convenience Ctr. Attendant	\$10,000	\$1,000
12	984 Epworth Road, King William County, VA	Convenience Center-Landfill	\$15,500	\$1,000
13	24562 King William Road, King Wm. County, VA	Convenience Center	\$15,500	\$1,000
14	145 Goodwin Neck Road, Yorktown, VA	Yard Waste Processing Ctr., Bldg. 2	\$35,000	\$10,000
15	371 Faraway Road, Stormont, VA	Maintenance Building	\$0	\$65,000
16	Owenton, New Town, VA	Convenience Center	\$15,500	\$1,000
17	Dahlgren, Stevensville, VA	Convenience Center	\$15,500	\$1,000
18	Mascot, Mascot, VA	Convenience Center	\$15,500	\$1,000
19	Travellers Rest, Shackelford, VA	Convenience Center	\$15,500	\$1,000
20	372 Faraway Road, Stormont, VA	Middle Peninsula Field Office	\$25,000	\$15,000
21	145 Goodwin Neck Road, Yorktown, VA	Compost Facility Attendant Bldg.	\$10,000	\$3,000
			<u>\$665,000</u>	<u>\$182,000</u>

Total Buildings and Contents >>>> \$889,000

Virginia Peninsulas Public Service Authority
Inland Marine Schedule
2018 - 2019

Description	Value
Blanket Contractors Equipment	\$3,853,420
(74) Compaction Containers	\$823,956
(66) Drop Off Recycling Containers	\$402,600
Front Load Containers (118)	\$112,305
(200) 95 Gallon rolling Carts	\$12,000
(27) Compactors	\$763,185
Blanket Miscellaneous Tools and Equipment	\$80,600
(52) Open Top Containers	\$397,650
Blanket Trailers	\$82,350
(2) Safety Storage Building M#24FS	\$64,052
	\$6,592,118

POLICY # VA-VI-098-19
EXPIRATION 7/1/19

POLICY

BOILER AND MACHINERY

NAMED INSURED

Virginia Peninsulas Public Service Authority

INSURANCE COMPANY

VACoRP

LIMITS OF LIABILITY

\$50,000,000	Per occurrence for direct damage, consequential damage & extra expense
\$ 1,000,000	Per occurrence – business interruption, extra expense
\$ 500,000	Per occurrence – water damage
\$ 250,000	Per occurrence – hazardous substance
\$ 100,000	Per occurrence – ammonia contamination
\$ 250,000	Per occurrence – spoilage
\$ 25,000	Data and media loss

DEDUCTIBLE

\$ 1,000	Direct damage and loss of use
24 Hours	Business interruption

SCOPE OF COVERAGE

The General Property policy excludes most losses to and as a result of sudden and accidental breakdown of the following objects which Boiler & Machinery covers:

1. Boilers and other fired vessels
2. Unfired vessels
3. Refrigeration and air-conditioning systems
4. Mechanical and electrical equipment except where excluded

BOILER AND MACHINERY**SUDDEN BREAKDOWN LIMITATIONS & EXCLUSIONS**

1. Hydrostatic, pneumatic, or gas pressure tests
2. Explosion of unconsumed gases within the furnace (Property Coverage)
3. Losses due to flood, fire, or weather conditions
4. War, nuclear hazard, or governmental ordinances
5. Wear, tear, corrosion, and deterioration
6. Breakdown of sewer piping, underground piping, sprinkler system or any other piping other than boiler piping
7. Ovens, stoves, furnaces
8. Structure or foundation
9. Vehicles, elevators, cranes or hoists
10. Computer equipment
11. Equipment not installed and tested
12. Leakage of valves, fittings, joints, etc.
13. Functioning of any safety device
14. Lack of heat, power, light, or refrigeration beyond consequential extensions

CANCELLATION

60 Days

POLICY # VA-VI-098-19
EXPIRATION 7/1/19

POLICY

COMMERCIAL GENERAL LIABILITY

NAMED INSURED

Virginia Peninsulas Public Service Authority

INSURANCE COMPANY

VACoRP

LIMITS OF LIABILITY

\$10,000,000	Each occurrence
\$ 500,000	Per occurrence for property damage to property in the care, custody, and control of VPPSA due to negligent fire
\$ 100,000	Broad form property damage
\$ 10,000	Medical expense per accident
\$ 5,000	Medical expense per person
\$ 1,000,000	Limited pollution liability per occurrence
\$ 1,000,000	Limited pollution liability per policy year
\$ 500,000	Per member, per occurrence and aggregate – Cyber Risk
\$ 5,000,000	Combined aggregate – all members – Cyber Risk
\$ 75,000	Per occurrence – crisis management, public relations – Cyber Risk
\$ 75,000	Per occurrence – security breach notification expenses – Cyber Risk

DEDUCTIBLE

Pollution	\$25,000
All Other	None

POLICY PROVISIONS

1. **Personal Injury and Property Damage**
 - a. Pays on behalf of the Authority its legal liability to others due to personal injury, property damage and loss of use due to property damage – Personal injury means bodily injury including shock, mental anguish, humiliation; erroneous service of papers; disparagement of property; false arrest, imprisonment; wrongful eviction; libel, slander, defamation of character; assault and battery; advertising liability
 - b. Defends covered suits even if groundless
 - c. All expenses incurred by the VACoRP in defense of suit
 - d. Pays for appeal and bail bonds
 - e. Expenses incurred by the Authority at the VACoRP's request

COMMERCIAL GENERAL LIABILITY

- f. Liability arising from property damage to property not owned or leased by VPPSA is covered up to \$100,000 per occurrence
- g. Limited pollution liability events

2. **Employee Benefits Liability**

Pays on behalf of VPPSA its liability for errors and omissions in the administration of its employee benefits program

3. **Broad Form Property Damage/Fire Damage Liability**

Pays on behalf of VPPSA its legal liability due to damage to property in its care; fire damage where VPPSA negligent

4. **Medical Expenses**

Pays for reasonable medical expenses to injured person regardless of fault if the event occurs on VPPSA property or results from VPPSA operations

5. **Cyber Risk Liability**

Pays on behalf of VPPSA its liability for claims first reported during the policy period related to failure to prevent unauthorized access to personal private information; failure to prevent transmission of a computer virus from an owned computer system; failure to provide authorized access to a VPPSA website or computer system; failure to provide notification of unauthorized access to private information if required by law.

It also pays for liability related to unauthorized infringement of copyright, title, slogan, trademark, trade dress, service mark, plagiarism or unauthorized use of literary, artistic format or character, invasion of right of publicity including appropriation of a name, persona, voice or likeness, defamation, libel, or slander, disparagement or harm to reputation.

Further, it pays for regulatory defense expenses related to covered claims.

Crisis management event expenses are included subject to policy sublimit. Expenses include fees, costs for public relations expenses to negate potential negative publicity after a covered claim.

Security breach remediation and notification expenses are insured subject to the policy sublimit.

COMMERCIAL GENERAL LIABILITY**EXCLUSIONS****1. Personal Injury and Property Damage**

- a. Expected or intended events other than reasonable force to protect persons or property or corporal punishment
- b. Liability under workers' compensation disability benefits, unemployment compensation, or other similar law
- c. Bodily injury to employees or their immediate family and suits related to unemployment issues
- d. Pollution of any kind including clean-up costs other than the following:
 1. Claims brought by third parties resulting in bodily injury or property damage where the incident emanated from VPPSA declared locations
 2. Claims made by third parties requiring off-site clean up as a result of migration of pollutants beyond VPPSA declared locations
 3. Claims brought by third parties alleging on-site bodily injury or property damage at declared VPPSA locations
 4. Claims made for on-site cleanup as required by environmental regulations

Conditions of Policy

1. Claim occurs during the policy period
2. Claim must be reported within 30 days of incident

Exclusions

1. Pollution incidents beginning prior to the policy period
2. Expected or intended acts
3. Liability assumed under contract
4. Workers' compensation or employer's liability
5. Punitive damages, fines or penalties

COMMERCIAL GENERAL LIABILITY

6. Damage to property owned, leased or in VPPSA's care
7. Natural resource damage meaning damage to land, water and fish wildlife held in trust or managed by the U. S. under Magnuson-Stevens Fishery Conservation and Management Act or any similar local state or tribal law
8. Products/completed operations claims
9. Aircraft, watercraft, auto use including loading and unloading
10. Nuclear claims
11. War
12. Lead
13. Capital improvements or expenditures on site
14. Radioactivity claims
15. Underground storage claims
16. Asbestos
17. Acid rain
18. Super fund sites
19. Landfill sites
20. Failure or inadequacy of EDP data systems

Personal Injury and Property Damage - Continued

- e. Use of automobiles, aircraft, air fields or watercraft other than watercraft 26 ft. in length and under
- f. Nuclear action
- g. Property damage to abandoned or alienated property beyond \$100,000 policy sublimit
- h. Damage to property owned by VPPSA
- i. Liability for the cost of any actual sold product or damage to work actually performed
- j. Liability for loss of use where no property damage has resulted

COMMERCIAL GENERAL LIABILITY

- k. Liability for forced or voluntary recall of a product
 - l. Asbestos claims of any kind; electromagnetic radiation; lead; silica
 - m. Liability arising out of the principles of eminent domain or condemnation proceedings
 - n. Errors or omissions related to management of organization; discrimination or wrongful termination
 - o. Bodily Injury to volunteer firefighters
 - p. Fraud or employee dishonesty
 - q. Mold or fungus
 - r. Health care facilities; medical services of a physician, psychologist, radiologist, osteopath, dentist, pharmacist, resident or medical student or services in a jail
 - s. Liability assumed under contract
2. **Broad Form Property Damage**
- a. Excess over other collectible insurance
3. **Medical Expenses**
- a. Injury to employees; students
 - b. Injury due to athletic activities
 - c. Inmates
 - d. Expense reported after one year
4. **Cyber Risk Liability**
- 1. Nuclear loss
 - 2. War
 - 3. Loss to tangible property
 - 4. Bodily injury other than communication and media wrongful act for emotional distress, mental anguish, humiliation or loss of reputation
 - 5. Pollution
 - 6. Prior knowledge of a claim before the current policy period

COMMERCIAL GENERAL LIABILITY

7. Intentional dishonest act; fraud; willful violation of statute; gaming; profit or advantage where VPPSA is not entitled other than defense costs up to point of final adjudication
8. Prior or pending proceedings before current policy period
9. Claims for events prior to 7-1-13
10. False deceptive or unfair business practice related to consumer protection laws
11. Failure to provide access to website or computer system that was intended other than shut down to prevent further covered loss
12. Copyright infringement of software
13. False information known to VPPSA
14. Fees or payments for licensing or royalty payments
15. Inaccurate description of goods or services
16. Violation of patent or trade secret
17. Distribution or sale of products
18. Goods or services that infringe on intellectual property right concerning appearance, design or function
19. Claims made by independent contractor or joint venture partner
20. Loss sustained by an organization that creates content
21. Insured vs. insured claims other than cross claims or third party claims or claims made by an employee
22. Crisis management event expenses do not include costs to notify an individual of a privacy release; costs to determine scope of loss; costs for compensation to wronged third party; fees, cost or expenses required by law; taxes, fines, penalties; punitive damages; costs to upgrade computer system.

CANCELLATION

90 Days

POLICY # VA-VI-098-19
EXPIRATION 7/1/19

POLICY

**FAITHFUL PERFORMANCE BLANKET
POSITION COVERAGE**

NAMED INSURED

Virginia Peninsulas Public Service Authority

INSURANCE COMPANY

VACoRP

LIMITS OF COVERAGE

\$1,000,000 Per occurrence

\$ 25,000 Claims expense

DEDUCTIBLE

\$ 250

TYPES OF LOSSES INCLUDED

This is blanket coverage on Authority employees (and former employees where loss is discovered within 1 year of leaving), volunteers and non compensated officials for the faithful performance of the duties and responsibilities of the position which they hold. Constitutional officers are included on an excess basis.

TYPES OF LOSSES EXCLUDED

The Property section excludes losses due to employee dishonesty.

1. Acts committed before the policy period and known to management
2. Disclosure of confidential information
3. Governmental actions
4. Indirect losses
5. Cost of legal fees
6. Cost of establishing loss beyond policy sublimit
7. Pollution

**FAITHFUL PERFORMANCE BLANKET
POSITION COVERAGE**

8. War and military action
9. Loss dependent on profit and loss statements or inventory shortage
10. Trading losses
11. Failure of bank
12. Legal liability other than direct loss

CANCELLATION

90 Days

POLICY # VA-VI-098-19
EXPIRATION 7/1/19

POLICY

**MONEY & SECURITIES/
 COUNTERFEIT PAPER**

NAMED INSURED

Virginia Peninsulas Public Service Authority

INSURANCE COMPANY

VACoRP

LIMITS OF COVERAGE

\$1,000,000 Per Occurrence On Premises

\$1,000,000 Per Occurrence Off Premises

\$1,000,000 Counterfeit Paper

DEDUCTIBLE

\$ 250

SCOPE OF COVERAGE

Money and Securities Loss of money and securities – both on and off premises

Counterfeit Paper Pays for loss due to acceptance of counterfeit money or paper

EXCLUSIONS

1. Employee dishonesty
2. War, nuclear hazard
3. Accounting or arithmetical errors and omissions
4. Losses to money-operated vending machines off premises
5. Losses other than money and securities due to fire
6. Voluntary separation in any exchange or purchase
7. Voluntary parting of property unless no knowledge of threat
8. Vandalism motor vehicles, trailers

CANCELLATION

90 Days

POLICY # VA-VI-098-19
EXPIRATION 7/1/19

POLICY

DEPOSITOR'S FORGERY

NAMED INSURED

Virginia Peninsulas Public Service Authority

INSURANCE COMPANY

VACoRP

LIMITS OF COVERAGE

\$1,000,000 Per occurrence

DEDUCTIBLE

\$ 250 Per occurrence

SCOPE OF COVERAGE

Coverage pays for any loss of money caused by forgery or alteration of any check, draft, or promissory note drawn on VPPSA, including checks drawn to a fictitious payable, and payroll checks endorsed by an improper party.

EXCLUSIONS

1. Employee Dishonesty
2. Voluntary parting of property unless threat unknown
3. Credit card transactions
4. Fund transfer fraud
5. Inventory shortage

CANCELLATION

90 Days

POLICY # VA-VI-098-19
EXPIRATION 7/1/19

POLICY

COMPUTER FRAUD

NAMED INSURED

Virginia Peninsulas Public Service Authority

INSURANCE COMPANY

VACoRP

LIMIT OF COVERAGE

\$1,000,000 Per occurrence for computer fraud

DEDUCTIBLE

\$ 250

SCOPE OF COVERAGE

Computer fraud pays for loss due to fraudulent use of a computer

EXCLUSIONS

1. Use of computer to fraudulently transfer money, securities or other property
2. Employee dishonesty

CANCELLATION

90 Days

POLICY # VA-VI-098-19
EXPIRATION 7/1/19

POLICY

FUND TRANSFER FRAUD

NAMED INSURED

Virginia Peninsulas Public Service Authority

INSURANCE COMPANY

VACoRP

LIMIT OF COVERAGE

\$1,000,000 Per occurrence

DEDUCTIBLE

\$ 250

SCOPE OF COVERAGE

Fund transfer fraud - loss of money due to fraudulent transfer of funds

EXCLUSIONS

1. Employee dishonesty

CANCELLATION

90 Days

POLICY # VA-VI-098-19
EXPIRATION 7/1/19

POLICY**AUTOMOBILE LIABILITY AND
PHYSICAL DAMAGE****NAMED INSURED**

Virginia Peninsulas Public Service Authority

INSURANCE COMPANY

VACoRP

LIMITS OF LIABILITY

\$10,000,000	Liability - Any Automobile
\$ 1,000,000	Per Person Uninsured Motorists
Included	Per Accident - Bodily Injury
Included	Per Accident – Property Damage Virginia
\$ 1,000,000	Non-owned Auto Liability
\$ 500,000	No-Fault Insurance - Out of State
\$ 5,000	Medical Payments
ACV	Comprehensive - Owned Vehicles, Non-Owned Vehicles - \$25,000
ACV	Collision - Owned Vehicles, Non-Owned Vehicles - \$25,000

DEDUCTIBLES

\$ 250	Uninsured Motorists - Property Damage
\$ 250	Comprehensive
\$ 200	Collision

COVERAGE PROVISIONS

1. **Liability Insurance**
 - a. Pays on behalf of the Authority all sums obligated because of bodily injury or property damage arising out of the use of an automobile
 - b. Defend suits
 - c. Pays up to \$250 bail bonds
 - d. Premiums on appeal bonds
 - e. Bonds on release attachments
 - f. Interest after entry of judgment
 - g. Other expenses at the VACoRP's request

**AUTOMOBILE LIABILITY AND
PHYSICAL DAMAGE****2. Uninsured Motorist**

Pays in accordance with State uninsured motorist laws for bodily injury or property damage resulting from an uninsured, under insured, or unidentifiable hit and run vehicle. Bodily injury may be to anyone occupying an insured automobile or to any Authority employees, property damage to or contained in an insured automobile or any other property owned by the Authority.

3. Physical Damage

- a. Comprehensive - Pays for loss to all owned vehicles other than due to collision with another object or an overturn
- b. Collision - Loss due to colliding with another object or an overturn
- c. Transportation Expense - In event of theft, pays up to \$10 per day, \$300 maximum after 48 hours

EXCLUSIONS**1. Liability Insurance**

- a. Assumed under contract
- b. Workers' compensation or similar law
- c. Obligation to indemnify others' employees
- d. Bodily injury to employee in course of employment
- e. Property damage to VPPSA's property or property in the Authority's care, custody or control while being transported
- f. Pollution other than sudden and accidental events due to collision or overturn
- g. Bodily injury or property damage resulting from handling of property before it is moved from place of acceptance for movement to the automobile and after it is moved to place of final delivery
- h. Bodily injury or property damage resulting from the movement of property by a mechanical device (other than a hand truck) not attached to covered auto
- i. Asbestos; lead; silica; electromagnetic radiation

**AUTOMOBILE LIABILITY AND
PHYSICAL DAMAGE**

- j. Mold or fungus
 - k. Injury that is expected or intended
 - l. Liability arising out of VPPSA's completed work (garage operations)
 - m. War, nuclear hazard
2. **Uninsured Motorists**
- a. Any claim settled without VACoRP's consent
 - b. Direct or indirect benefit of other insurer
 - c. Anyone using vehicle without permission
3. **Physical Damage**
- a. Wear, tear, freezing or mechanical or electrical breakdown
 - b. Blowouts, punctures or other road hazard to tires
 - c. War
 - d. Nuclear loss
 - e. Radioactive contamination

POLICY TERRITORY

The United States, its territories, and Canada

CANCELLATION

90 Days

**Virginia Peninsula Public Service Authority
2018 Vehicle Schedule**

Year	Make	Model	Replacement Cost	Vehicle ID Number
2017	Ford	F350 4x2		9676
2017	Ford	F350 4x4		9678
1999	GMC	Sierra 1500 P/U		9411
2005	Chevrolet	Silverado P/U		2868
2007	Mack	Roll Off Truck	\$160,000	6606
2009	Mack	Front Loader Truck	\$240,000	4945
2011	Ford	F250 XL		8432
2011	Ford	Ford Fusion		5957
2011	Ford	Ford Fusion		5958
2013	Mack	Roll Off Truck	\$160,000	1113
2013	Mack	Roll Off Truck	\$160,000	1112
2013	Mack	Roll Off Truck	\$160,000	1117
2017	Ford	Fusion		0887
2016	Ford	F250		3471
2016	Ford	F350 Truck		3524
2016	Mack	MRU613	\$240,000	4622
2017	Mack	Roll Off Truck	\$160,000	8875
2017	Mack	Roll Off Truck	\$160,000	8876
2017	Mack	Roll Off Truck	\$160,000	8877

POLICY # VA-VI-098A-19
EXPIRATION 7/1/19

POLICY

WORKERS' COMPENSATION

NAMED INSURED

Virginia Peninsulas Public Service Authority

INSURANCE COMPANY

Virginia Association of Counties Self
Insurance Association

LIMIT OF LIABILITY

<u>Coverage A</u>	Per State Statute	
<u>Coverage B</u>	\$1,000,000	Per Accident
	\$1,000,000	Per Disease
	\$1,000,000	Per Policy Year

COVERAGE PROVISIONS

Coverage A

The plan pays for the Authority's legal liability with regard to employment related injuries

Coverage B

1. The policy pays for the Authority's legal liability as a result of an injury or disease related to an employee's employment.
2. Where permitted by law, it pays for the Authority's liability for third party actions; care and loss of services, consequential injury to a spouse, child, parent, brother or sister of an employee, all as a result of an employment related injury or sickness.
3. The policy also pays for expenses of defense, premiums for bonds, and interest on judgments.

EXCLUSIONS

1. Liability assumed under contract
2. Punitive or exemplary damages
3. Injury to an employee employed in violation of the law with employer's knowledge
4. Obligation under Coverage A

WORKERS' COMPENSATION

5. Intentional injuries by Authority
6. Injury outside of the United States
7. Injury arising out of discharge, discrimination or coercion

CANCELLATION

90 Days

POLICY # VA-VI-098-19
EXPIRATION 7/1/19

POLICY

PUBLIC OFFICIALS LIABILITY

NAMED INSURED

Virginia Peninsulas Public Service Authority

INSURANCE COMPANY

VACoRP

LIMIT OF LIABILITY

\$10,000,000 Per Policy Year Exclusive of Defense Costs
 \$ 100,000 Per Claim Event Defense Cost Sublimit

DEDUCTIBLE

\$ 2,500 Per Claim Event
 \$ 10,000 Eminent Domain Claims

POLICY PROVISIONS

Pays for legal liability and defense costs related to negligent acts, omissions, errors, misstatement or misleading statement and claims related to wrongful employment practices as defined - The policy insures the Board, all employees, current or past, and volunteers where a written demand is first made during the policy period, or in the case of employment practice, also includes notice of investigative hearing, administrative hearing or EEOC proceeding. This includes claims made for events prior to the inception of the policy.

Employment Wrongful Act(s) Defined

Employment wrongful acts means actions involving refusal to employ, termination of employment, false arrest, false imprisonment, coercion, demotion, evaluation, reassignment, discipline, defamation, harassment, humiliation, libel, slander, invasion of privacy, wrongful eviction, malicious prosecution, abuse of process, discrimination, or other employment related practices, policies, acts or omissions.

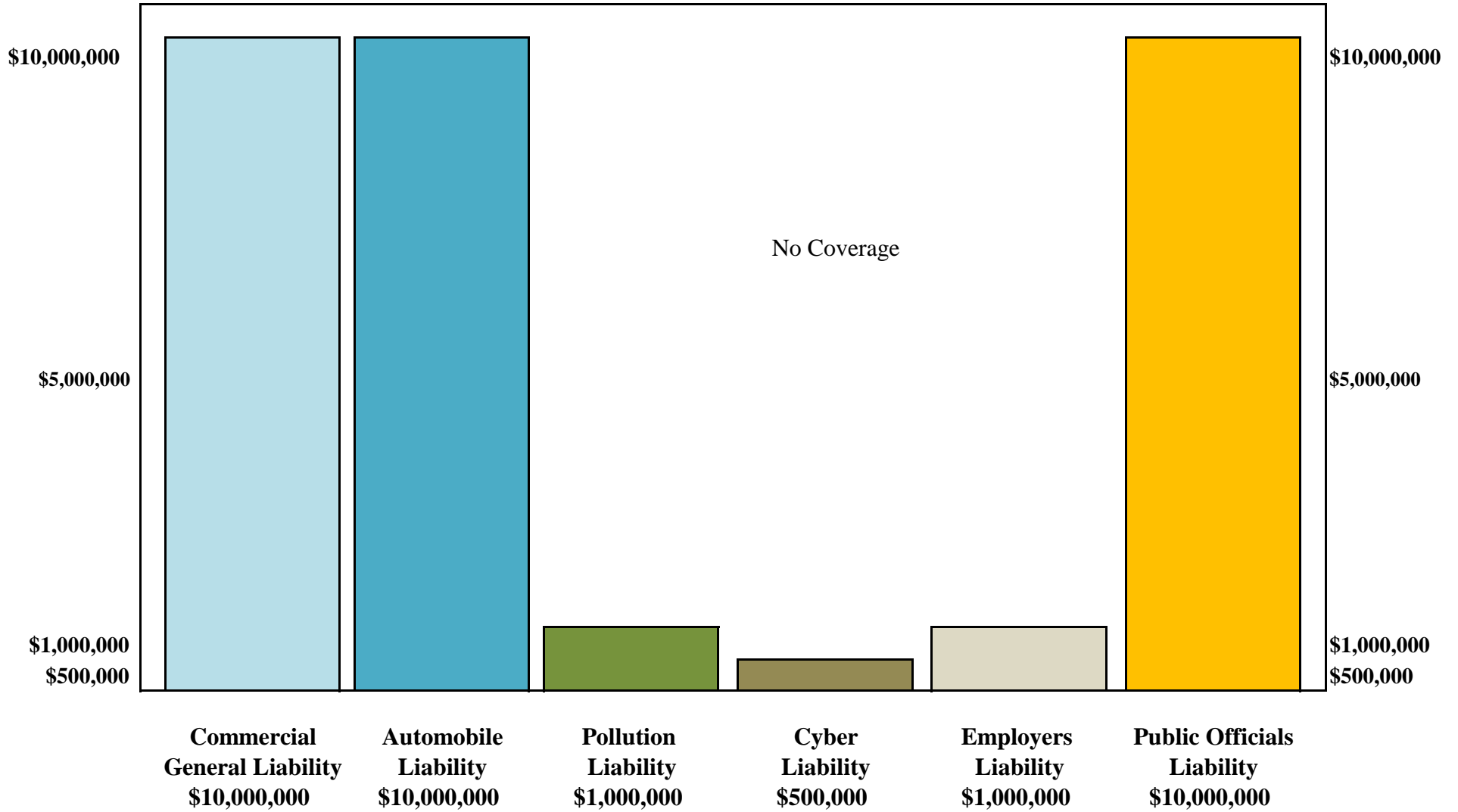
EXCLUSIONS

1. Dishonest acts or criminal acts (defense cost to the point of establishment of fact up to policy sublimit)
2. Battery, false arrest, detention or imprisonment, wrongful entry or eviction, invasion of privacy, malicious prosecution, humiliation, libel, slander, defamation (General Liability policy)

PUBLIC OFFICIALS LIABILITY

3. Claims for back wages
4. Claims resulting from formulation of tax rates, collection
5. Punitive damages
6. Administrative hearings
7. Mental or emotional distress, bodily injury including sexual abuse or molestation
8. Seeking non-monetary relief including injunctive relief or equitable relief (other than defense costs under policy sublimit)
9. Failure to maintain insurance (other than defense costs under policy sublimit)
10. Insured party gaining profit or advantage to which they are not legally entitled
11. Cross claims or counter claims by one insured against another; claims brought by one insured party against another other than claims brought by employee against the Board (This exclusion does not apply to employment wrongful acts.)
12. Workers' compensation
13. Breach of warranty or contract (other than defense costs policy sublimit related to supplier and independent contractors)
14. Asbestos, lead, fungus or mold claims, electromagnetic radiation, silica, nuclear hazard, war
15. Pollution claims of any kind
16. Act, error or omission of professional services of a physician or nurse, operation of a health care facility
17. Obligation to modify buildings or property by order of municipal, state or federal law
18. Fiduciary duty or obligation in connection with employee benefit plans or retirement plans (other than defense costs under policy sublimit), employee benefit liability
19. Eminent domain claims including land use, zoning condemnation, inverse condemnation, adverse possession beyond policy sublimit
20. Violation of statues with knowledge of the covered party (other than sublimit for defense costs)
21. Governmental costs, fines, penalties from enforcement actions by government authority

VIRGINIA PENINSULAS PUBLIC SERVICE AUTHORITY
EXHIBIT OF LIABILITY COVERAGE 2018 - 2019



VIRGINIA PENINSULAS PUBLIC SERVICE AUTHORITY
SCHEDULE OF PROPERTY-CASUALTY INSURANCE POLICIES
2018 - 2019

Policy #	Insurance Co.	Type of Coverage	Limits	Deductible	Expiration	Premium
VA-VI-098-19	VACoRP	Buildings and Contents	\$889,000	\$250	7/1/19	\$18,741
		Extra Expense	\$100,000	None		Included
		Valuable Papers	\$100,000	\$250		Included
		Scheduled Equipment	\$6,592,118	\$250		Included
		Computer Hardware and Software	\$100,000	\$250		Included
VA-VI-098-19	VACoRP	Boiler and Machinery	\$50,000,000	\$1,000	7/1/19	\$82
VA-VI-098-19	VACoRP	Commercial General Liability	\$10,000,000	None	7/1/19	\$12,855
		Limited Pollution Liability	\$1,000,000	\$25,000		
VA-VI-098-19	VACoRP	Cyber Liability	\$500,000	\$0	7/1/19	Included
VA-VI-098-19	VACoRP	Employee Dishonesty (Faithful Performance)	\$1,000,000	\$250	7/1/19	\$2,150
		Broad Form Money & Securities (Inside/Outside)	\$1,000,000	\$250		
		Depositors Forgery & Counterfeit Coverage	\$1,000,000	\$250		
		Computer Fraud	\$1,000,000	\$250		
		Funds Transfer Fraud	\$1,000,000	\$250		
VA-VI-098-19	VACoRP	Automobile Liability	\$10,000,000	None	7/1/19	\$12,514
		Automobile Physical Damage	ACV	\$250		
VA-VI-098-19	VACoRP	Workers' Compensation Payroll - \$1,691,000	Statutory	None	7/1/19	\$69,300
VA-VI-098-19	VACoRP	Public Officials Liability	\$10,000,000	\$2,500	7/1/19	\$4,472
					Total	<u>\$120,114</u>

Item No. 4. Project Reports:

Background:

Compost Facility:

The Compost Facility Oversight Committee met on November 27, 2018. Minutes of that meeting are attached.

Transfer System:

The Transfer System Oversight Committee met on November 9, 2018. Minutes of that meeting are attached.

Household Chemical Collection:

The last collection events for the calendar year were held on October 13 in James City County, and on November 10 and November 17 in York County and Hampton, respectively. Summary reports are attached.

Computer Recycling:

The last collection events for the calendar year were held on October 13 in James City County, and on November 10 and November 17 in York County and Hampton, respectively. Summary reports are attached.

Curbside Recycling:

Summary Reports are attached.

Recommended Action:

Compost Facility: None

Transfer System: None

Household Chemical: None

Computer Recycling: None

Curbside Recycling: None

Minutes
Yard Waste Composting Facility
Oversight Committee
York County
November 27, 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

SCHEDULES:

The Holiday and Oversight Committee Schedules for calendar year 2019 were presented.

SITE STATUS:

One of the grinders has a conveyor pulley issue which is a two-day repair, otherwise all equipment is operational. Kim mentioned that the most recent storm produced a fair amount of material to process. As staffing is still not 100% the additional amount required extra efforts from the available staff members. Kim gave his crew accolades for the effort.

Current staffing vacancies at the Compost Facility are Customer Service, Operator I and Operator II positions are open. As we all are experiencing, finding qualified candidates has been a challenge. We assigned an experienced equipment operator currently working in the Transfer System as a mechanic to provide much needed relief.

We have plenty of material on hand for sale. We are working on the schedule for mulch colorization as it has been a good selling item and requires good weather, specifically warmer with no rain. We recently received a new piece of equipment from James City County, a 1994 Pierce Fire Truck. Staff received fire training from the York County Fire Department. We were reminded by the fire department to inquire as to the status of a fire hydrant for the site.

IMPROVEMENTS TO STROMWATER MANAGEMENT SYSTEM:

Steve has been working with Stantec and provided the opinion of probable costs for the required sediment pond work. The committee provided feedback on the cost proposal and directed the Executive Director to continue with the BMP Retrofit Project. Steve indicated that the work required includes the replacement of the outlet structure constructing a forebay or dams at the lower end of the pond to minimize the flow rate. Santec had the outlet pipe inspected and they reported that the first section, up to the first manhole, is corrugated steel. The remainder to the outfall is concrete piping. We can slip line the front half of the pipe that is corrugated steel and leave the back sections as is. Steve plans to meet with Stantec.

FY 20 BUDGET:

The FY 20 Compost Facility Budget was presented, the budget represents an increase of 2.4% compared to the FY 19 budget. The significant increase in the budget is health insurance, the administrative fees presented are 11% for the projects we manage and staff and 5.5% for the projects that we provide oversight management for, such as the curbside recycling, landfill monitoring and landfill disposal. The current uncertainty with the curbside recycling project could affect the administrative rate.

The Health Insurance is the largest percentage increase in the FY 20 Budget. The budget represents a decrease to the community members of 1% with the total monthly fee set at \$50,386 allocated among the communities based on actual quantities delivered each month. The revenue increases for the budget are in material sales and user fees. There is an allowance of up to 3% for salary adjustments, the actual amount will be determined by the Board at the June meeting.

The FY 20 Household Chemical Budget represents an increase of 4% over the total project budget for FY 19. The budget allows for up to 3% salary adjustment to be set by the Board at the June 2019 meeting. There will be an adjustment to the low end of the salary range from \$11.00 to \$12.25 per hour. The other increase in the budget is for Health Insurance. The Household Chemical Disposal Budget provides an allowance for unit price increase as the proposals for continued service will be received in December 2018.

The Administrative budget community fee will remain unchanged, as will the staffing. The significant increase in the budget is health insurance, the administrative fees presented are 11% for the projects we manage and staff and 5.5% for the projects that we provide oversight management for, such as the curbside recycling, landfill monitoring and landfill disposal. The current uncertainty with the curbside recycling project could affect the administrative rate.

OTHER BUSINESS:

NEXT MEETING:

The next Compost Facility Oversight Committee meeting will be held in Poquoson January 16, 2019, at 9:00AM.

Prepared by:
David Magnant
Director of Operations

Minutes
Middle Peninsula Transfer System
Oversight Committee
125 Bowden Street Saluda, VA
November 9, 2018
11:00AM

IN ATTENDANCE:

Tom Swartzwelder, K & Q County
Bud Smith, Essex County
Mindy Conner, Mathews County
Dutch Beukenkamp, Middlesex County
Stuart Turille, Essex County

Stephen Geissler, VPPSA
Cecil Taylor, VPPSA
David Magnant, VPPSA
Bobbie Tassinari, King Wm County

WASTE QUANTITIES:

The Middle Peninsula FY 19 Waste Quantities report for the first quarter was presented. There was nothing out of the ordinary in the report, Essex with waste quantities of 2,233 tons, King and Queen has 624 tons, King William has waste quantities of 2,106 tons. Mathews with waste quantities of 1,414 tons and Middlesex with 1,963 tons. The total waste quantities for the first quarter of FY 19 are 8,340 tons, in line with the budgeted estimate of 31,300 tons.

DISPOSAL COSTS:

The Landfill Disposal Cost Summary was distributed. In this report Stephen brought attention to the year end balances. The year end balance has a recommended balance amount equivalent to a significant storm or the ability of disposing of approximately 1,250 tons at either of the landfills. In the past 4th quarter invoicing was reduced to bring the balance in line with the recommended balance. This year staff recommended that the committee consider moving the available balance to the Vehicle Maintenance Facility fund.

MAINTENANCE BUILDING:

Steve provided an update on the Vehicle Maintenance Facility project. The BOS in King and Queen approved the site plan as identified. DEQ stormwater approval is pending the purchase of the agreed upon nutrient credits. The current plan is to issue an IFB in December with a review in January 2019. Steve provided funding options to include transferring a portion of the deferred revenue from the disposal project, project fund balances and return of fund balances previously paid to communities – Essex, King and Queen and Mathews.

King and Queen County needs to hold a public hearing before VPPSA can purchase the property. In addition, an agreement needs to be completed with King and Queen County to define the conditions for VPPSA to complete maintenance work on King and Queen County vehicles.

FY 20 BUDGET:

The proposed combined FY 20 Budgets for the Transfer System, Convenience Centers and Landfill Disposal was presented. In the offered budgets there was an overall increase of 1.4% compared to the FY 19 combined budgets. The most significant increases were Health Insurance for all the projects. All budgets include an allowance of 3% for salary increase, actual increase will be set by the VPPSA

Board at the June meeting. The staffing proposed will remain unchanged, although a discussion on the current difficulty in hiring attendants, drivers and operators ensued.

Steve provided the anticipated revenue sources outside the community costs. Those include whitegoods, hauling fees, used battery recycling, corrugated cardboard, mixed paper, transportation fees and container rental. These sources reduce the community payments and provide an estimated \$275,000 in revenue.

Landfill Monitoring and Landfill Disposal budgets were presented with minimal increases in the proposed budgets over FY 19. The Middle Peninsula Household Chemical budget was presented, the budget provides two collections per year on the Middle Peninsula. These collections will continue to be offered on the middle peninsula on a rotating basis throughout the communities. A history of collection dates, sites and costs was presented.

The Administrative budget community fee will remain unchanged, as will the staffing. The significant increase in the budget is health insurance. The administrative fees presented are 11% for the projects we manage and staff and 5.5% for the projects that we provide through contracts, such as the curbside recycling, landfill monitoring and landfill disposal. The current uncertainty with the curbside recycling project could affect the administrative rate.

OTHER BUSINESS:

NEXT MEETING:

The meeting will be held at the MPPDC office located at 125 Bowden Street in Saluda on January 11, 2019 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	\$ 11,807	\$ 1,254	\$ 157	\$ 13,949
MARCH	\$ 12,748	\$ 1,867	\$ 1,242	\$ 281	\$ 12,645	\$ 28,784
APRIL	\$ 814	\$ 68	\$ 13,936	\$ 1,695	\$ 34	\$ 16,546
MAY	\$ 11,665	\$ 1,971	\$ 541	\$ 189	\$ 11,439	\$ 25,804
JUNE	\$ 931	\$ 62	\$ 12,724	\$ 1,893	\$ 93	\$ 15,703
TOTAL FY 18	\$ 64,333	\$ 16,023	\$ 67,728	\$ 8,947	\$ 53,560	\$ 210,591
FY 19	YORK	POQ	JCC	WMBG	HPT	TOTAL
JULY	\$ 10,496	\$ 2,094	\$ 848	\$ 474	\$ 11,144	\$ 25,054
AUGUST	\$ 1,229	\$ 42	\$ 11,991	\$ 1,737	\$ 42	\$ 15,042
SEPTEMBER	\$ 12,654	\$ 642	\$ 688	\$ 92	\$ 138	\$ 14,212
OCTOBER	\$ 2,096	\$ 9,427	\$ 10,553	\$ 1,841	\$ 767	\$ 24,683
NOVEMBER	\$ 10,868	\$ 595	\$ 1,366	\$ 156	\$ 12,971	\$ 25,955
TOTAL FY 19	\$ 37,342	\$ 12,799	\$ 25,445	\$ 4,299	\$ 25,062	\$ 104,947

**Household Chemical
Disposal Cost Summary
FY 19**

	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	\$ 37,342	\$ 12,799	\$ 25,445	\$ 4,299	\$ 25,062	\$ 104,947
Administration Fee	\$ 1,907	\$ 432	\$ 2,205	\$ 256	\$ 1,788	\$ 6,587
Total Disposal Cost	\$ 39,248	\$ 13,231	\$ 27,650	\$ 4,555	\$ 26,849	\$ 111,534
Projected Cost						
Disposal Cost	\$ 62,237	\$ 15,199	\$ 63,613	\$ 10,748	\$ 41,769	\$ 193,566
Administration Fee	\$ 3,813	\$ 864	\$ 4,409	\$ 512	\$ 3,575	\$ 13,173
Total Disposal Cost	\$ 66,050	\$ 16,063	\$ 68,022	\$ 11,260	\$ 45,344	\$ 206,739
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	\$ (1,759)	\$ 9,298	\$ 10,928	\$ 10,846	\$ 39,377	\$ 68,689

**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		238	528
June		506		506
TOTAL	1,562	2,097	1,008	4,667
FY 19				
	YC/POQ	JCC/WMBG	HPT	TOTALS
July	254		199	453
August		355		355
September	310		-	310
October	206	295		501
November	216		272	488
TOTAL	986	650	471	2,107

**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	255	43	12	4	214	528
June	30	2	410	61	3	506
TOTAL	1,324	328	1,851	239	925	4,667
FY 19						
July	207	40	17	9	180	453
August	29	1	283	41	1	355
September	276	14	15	2	3	310
October	41	170	235	41	14	501
November	199	11	25	3	250	488
TOTAL	752	236	575	96	448	2,107

COMPUTER RECYCLING COLLECTION NUMBER OF VEHICLES

FY		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	100	18	8	1	0	127
	TOTAL	686	91	490	133	273	1,673
FY 19	JULY	3	1	63	17	65	149
	AUGUST	99	19	14	0	1	133
	SEPTEMBER	6	1	117	5	2	131
	OCTOBER	70	14	26	60	7	177
	NOVEMBER	4	0	68	2	101	175
	TOTAL	182	35	288	84	176	765

COMPUTER RECYCLING COLLECTION WEIGHTS PER COLLECTION (In Pounds)

FY 13	COMPUTERS	LAPTOPS	MISC	MONITORS	PRINTERS	TOTAL
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	COMPUTERS	LAPTOPS	MISC	MONITORS	PRINTERS	TOTAL
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	COMPUTERS	LAPTOPS	MISC	MONITORS	PRINTERS	TOTAL
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	COMPUTERS	LAPTOPS	MISC	MONITORS	PRINTERS	TOTAL
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	COMPUTERS	LAPTOPS	MISC	MONITORS	PRINTERS	TOTAL
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	COMPUTERS	LAPTOPS	MISC	MONITORS	PRINTERS	TOTAL
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	2,160	210	1,059	1,327	1,387	6,143
JUNE	1,060	216	802	637	1,210	3,925
TOTAL	16,570	3,108	16,389	10,513	14,015	60,595
FY 19	COMPUTERS	LAPTOPS	MISC	MONITORS	PRINTERS	TOTAL
JULY	2,000	354	1,237	1,428	2,227	7,246
AUGUST	1,040	282	639	1,079	825	3,865
SEPTEMBER						-
OCTOBER	2,290	496	730	832	1,615	5,963
NOVEMBER	1,200	120	480	558	480	2,838
TOTAL	6,530	1,252	3,086	3,897	5,147	19,912

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	42	85	2,923	508	2,584	6,143
JUNE	3,091	556	247	31	-	3,925
TOTAL	19,118	2,427	19,167	4,883	11,075	60,595

FY 19	JCC	WMBG	YORK	POQ	HPT	
JULY	128	43	2,685	725	2,771	7,246
AUGUST	2,773	532	392	-	28	3,865
SEPTEMBER	-	-	-	-	-	-
OCTOBER	1,364	273	507	1,169	136	5,963
NOVEMBER	74	-	1,253	37	1,861	2,838
TOTAL	4,338	848	4,837	1,931	4,796	19,912

** the September event was cancelled in Hampton.

*** Missing numbers from September in York and November in Hampton

Curbside Recycling
FY 19 Cost Summary

	James City	Poquoson	Williamsburg	York	Total
Budget					
Collection Costs	\$483,021	\$80,125	\$54,932	\$332,690	\$950,768
Additional Services	\$5,000	\$5,000	\$2,500	\$8,000	\$20,500
Advertising	\$999	\$166	\$114	\$721	\$2,000
Postage	\$250	\$41	\$28	\$180	\$499
Printing	\$2,499	\$414	\$284	\$1,803	\$5,000
Administrative Fees	\$29,992	\$5,230	\$3,529	\$20,943	\$59,694
Administrative Support	\$14,000	\$0	\$0	\$0	\$14,000
Total Costs and Fees	\$535,761	\$90,976	\$61,387	\$364,337	\$1,052,461

To Date (Through October 2018)					
Collection Costs	\$158,311	\$26,679	\$18,189	\$109,134	\$312,313
Additional Services	\$2,132	\$1,585	\$1,071	\$3,067	\$7,856
Advertising	\$301	\$24	\$0	\$192	\$517
Postage	\$0	\$0	\$0	\$0	\$0
Printing	\$0	\$0	\$0	\$0	\$0
Administrative Fees	\$9,997	\$1,743	\$1,176	\$6,981	\$19,898
Administrative Support	\$4,667	\$0	\$0	\$0	\$4,667
Total Costs and Fees	\$175,408	\$30,031	\$20,437	\$119,374	\$345,250

Anticipated					
Collection Costs	\$477,196	\$80,265	\$54,832	\$328,791	\$941,085
Additional Service	\$6,397	\$4,755	\$3,214	\$9,201	\$23,568
Advertising	\$801	\$74	\$25	\$667	\$1,567
Postage	\$250	\$41	\$28	\$180	\$499
Printing	\$1,700	\$250	\$175	\$1,200	\$3,325
Administrative Fees	\$29,992	\$5,230	\$3,529	\$20,943	\$59,694
Administrative Support	\$14,000	\$0	\$0	\$0	\$14,000
Total Cost and Fees	\$530,336	\$90,615	\$61,804	\$360,982	\$1,043,737
Variance from Budget	\$5,425	\$361	-\$417	\$3,355	\$8,724

**Curbside Recycling
House Count
FY 19**

House Counts

	James City	Poquoson	Williamsburg	York	Total
July	25,016	4,221	2,879	17,991	50,107
August	25,056	4,223	2,883	18,017	50,179
September	25,092	4,226	2,886	18,037	50,241
October	25,115	4,228	2,886	18,037	50,266
November	0	0	0	0	0
December	0	0	0	0	0
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0	0

**Curbside Recycling
Material Quantities
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	1,093,380	170,520	130,580	693,980	2,088,460
June	966,740	259,660	134,320	668,840	2,029,560
Totals	12,146,520	2,217,240	1,576,240	8,242,720	24,182,720

FY 19

**Total Material Quantities Collected
(Pounds)**

	James City	Poquoson	Williamsburg	York	Total
July	1,052,080	175,880	128,720	713,840	2,070,520
August	1,066,100	205,880	176,500	720,440	2,168,920
September	935,860	171,680	128,260	633,020	1,868,820
October	1,093,200	169,620	129,300	671,680	2,063,800
November	0	0	0	0	0
December	0	0	0	0	0
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0	0
Totals	4,147,240	723,060	562,780	2,738,980	8,172,060

**Curbside Recycling
Monthly Statistics
FY 19**

	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	64.62%	29.33	73.38%	28.87	65.94%	30.11	76.58%	24.78
August	67.14%	27.37	77.22%	28.83	82.69%	23.78	74.07%	24.36
September	66.72%	27.76	71.40%	28.44	65.74%	28.13	72.21%	26.02
October	70.96%	25.69	70.52%	30.48	68.89%	27.49	71.79%	25.75
November	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00
December	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00
January	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00
February	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00
March	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00
April	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00
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	65.88%	28.35	75.30%	28.85	74.32%	26.95	75.33%	24.57

REPORTED MISSES (Monthly)

	<u>James City County</u>	<u>Poquoson</u>	<u>Williamsburg</u>	<u>York County</u>	<u>Total</u>
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	46	1	4	31	82
June 2018	45	2	11	45	103
July 2018	54	8	9	53	124
August 2018	32	5	6	39	82
September 2018	21	6	6	45	78
October 2018	17	6	3	41	67
November 2018	12	2	5	40	59
<i>as of 11/28</i>					
AVERAGE	32	3	8	35	78
<i>Acceptable Performance Standards</i>	31	10	6	28	75

Item No. 5. Extension of agreement for Household Chemical Collection Services:

Background:

VPPSA and Clean Harbors entered into an agreement in December 2014 to provide household chemical collection services to the cities of Hampton, Poquoson and Williamsburg and the counties of James City and York. The Agreement term expired in February 2017 and had provisions for three one year renewals. In December 2017, the Agreement was extended an additional year to February 2019.

Clean Harbors is proposing to extend the term of the agreement for an additional year until February 2020 with a three percent increase to the schedule of fees. Clean Harbors will send a letter requesting confirmation of acceptance of the proposal extension.

Recommended Action:

Approve the proposed extension of the Agreement for Household Chemical Collection Services with Clean Harbors for an additional year.

Item No. 6. Final Design and Construction Documents 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. The preliminary design has been completed and copies were distributed to the Compost Facility Oversight Committee members at the meeting on November 27, 2018.

Staff will request Stantec to provide a proposal to continue the work completing the final design and construction documents. The proposal will be provided to the Committee at the meeting on January 16, 2019.

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:

Authorize the Compost Facility Oversight Committee to approve the proposal from Stantec and the use of funds from the Compost Facility Fund Balance. Authorize the Executive Director to execute proposal documents.

Item No. 7. FY 20 Budget

Background:

Draft budgets were distributed to Board members for review in November.

The Transfer System Oversight Committee met on November 9, 2018 and reviewed the FY 20 budgets for Administration, the Transfer System, Convenience Centers, Landfill Disposal, Landfill Monitoring, and Middle Peninsula Household Chemical Collections.

The Compost Facility Oversight Committee met on November 27, 2018 and reviewed the FY 20 budget for Administration, Compost Facility, Household Chemical, and Landfill Monitoring.

All committees approved all budget proposals. All comments received during the meetings and communications with Williamsburg and James City County have been incorporated into the enclosed budget proposal.

Recommended Action:

Approved the FY 20 budget as presented for distribution to member communities.

Budget Summary
FY 20
December 7, 2018

General

All salary line items include an allowance for a salary adjustment for FY 20 of up to 3%. The actual salary adjustment will be set by the VPPSA Board at the June 2019 meeting.

Significant increases for Health Insurance will be realized for several projects for FY 20 as a result of the following:

- A premium increase of 8% was assumed for FY 19 while the actual increase was 16%.
- At the April 2018 meeting, the Board approved an allocation of premiums for FY 19 with little or no increase for employees. The Key Advantage Plan was replaced with a plan with higher deductibles which helped to decrease costs.
- An increase of 10% has been assumed for health insurance premiums for FY 20.
- Changes in selection of coverage by employees contribute to the anticipated increases

Significant reductions in expenses will be realized for several projects for FY 20 compared to the FY 19 budget for Retirement as a result of the reduction in the rate paid to VRS for FY 19 and FY 20.

Projects administered using contractors include an administrative fee of 5.5%. Projects administered using VPPSA personnel include an administrative fee of 11%. A flat fee of \$400 per county will be used for the Middle Peninsula Household Chemical Collection Project.

Curbside Recycling

The Agreement for Curbside Recycling Services between VPPSA and County Waste expires on June 30, 2019. A Request for Proposals was issued in August 2018. Two proposals were received which are still under evaluation.

The budget for FY 20 is based on the following:

- Estimated house counts for Poquoson, Williamsburg and York County based on actual house counts for FY 18 and 19 and anticipated growth.
- Reduction in house count for James City County as a result of the stated intent of the Board of Supervisors to institute a curbside recycling fee and make participation in the program voluntary
- An estimated per household cost based on the two proposals under consideration
- An amount for additional services – which includes fees for requested services such as extra cart fees, multiple carts at townhomes, front load container services and long lane fees.

- Elimination of the administrative fee of \$14,000 paid by James City County to compensate VPPSA for handling inquiries from James City County residents. It is assumed James City County will handle these inquiries with the implementation of a curbside recycling fee.

Household Chemical Collection

The total project budget for FY 20 represents an increase of \$11,104 or 3.6% over the total project budget for FY 19.

The schedule of collection events is unchanged for FY 20. Collection events will be held in James City every other month from February to October. Collection events will be held in Hampton and York every other month from March to November. One collection event will be held in Poquoson in October for FY 20.

Operations Budget

The proposed operations budget for FY 20 represents an increase of \$2,323 or 3% compared to the operations budget for FY 19.

The low end of the range for Household Chemical Attendants will be increased to \$12.25 per hour. Staffing estimates have been adjusted to reflect actual recent practices.

Payments for Health Insurance will increase significantly for FY 20. This is a result of increases for the Transfer System and Convenience Center projects and an adjustment to the allocation of expenses to the Household Chemical Collection Project.

The Transportation Fee in the amount of \$9,000 will be paid by Household Chemical Collection project to the Transfer System project to cover the cost of vehicle operation including fuel, vehicle maintenance and purchase and repair of tires.

Disposal Budget

The proposed disposal budget for FY 20 - which are best estimates based on recent history - represents an increase of \$8,691 or 4% over the disposal budget for FY 19. An allowance has been included for an increase in unit costs.

Landfill Monitoring

The budget figures for landfill monitoring have been compiled by Joyce Engineering based on their understanding of the work that will be required to be completed in FY 20.

A summary of the status of all sites remaining in post closure monitoring is attached.

Computer Recycling

Computer Recycling events have been held in conjunction with the Household Chemical Collection events since the start-up of the service.

Since FY 18, the computers and peripherals have been collected and transported by VPPSA to Computer Recycling of Virginia (CRVA) for recycling. CRVA has accepted the material at no cost.

The budget for FY 20 includes continued collection and transport by VPPSA. The Transportation Fee in the amount of \$8,000 will be paid by Computer Recycling project to the Transfer System project to cover the cost of vehicle operation including fuel, vehicle maintenance and purchase and repair of tires.

Compost Facility

The proposed budget for FY 20 represents an increase of \$17,745 or 1.5%, compared to the budget for FY 19.

Overall, the fees charged to the member communities represent a decrease of \$17,255 or 3% compared to the fees charged for FY 19.

The revenue budget for User Fees has been increased from \$85,000 for FY 19 to \$100,000 for FY 20. The actual revenue for User Fees for FY 18 was \$103,000.

The revenue budget for Material Sales will increase from \$480,000 for FY 19 to \$500,000 for FY 20. The actual Material Sales revenue for FY 18 was \$464,000. A significant increase in the sale of colored mulch is expected for FY 19 and FY 20.

All salary line items include an allowance for a salary adjustment for FY 20 of up to 3%. The actual salary adjustment will be set by the VPPSA Board at the June 2019 meeting.

Staffing remains unchanged for FY 20 and includes the following:

- 1 Compost Facility Supervisor
- 2 Operator III
- 2 Operator II
- 2 Operator I
- 1 Customer Service Representative

All positions are full time.

The budget also includes 884 hours for the Middle Peninsula Maintenance Mechanics to provide assistance at the Compost Facility.

Significant increases in expenses for the Compost Facility for FY 20 compared to the FY 19 budget are as follows:

- Workers Comp - unusual incidents over the last several years have resulted in significantly higher medical costs and reserves
- Credit Card Service Fee – based on actual expenses for first full year accepting credit cards for payment
- Credit Card Transaction Fee – based on actual expenses for first full year accepting credit cards for payment
- Insurance – based on recent experience
- Colorant Purchase – based on recent experience and anticipated sales for FY 20

The total monthly fee to the communities for FY 20 will be \$49,523. The total monthly fee will be allocated among the communities based on actual quantities delivered to the facility each month.

Middle Peninsula Solid Waste System

The proposed combined budgets for FY 20 for Transfer System, Convenience Centers and Landfill Disposal for Essex, King and Queen, King William, Mathews and Middlesex represent an increase of \$24,364, or 1%, in the fees paid by the counties compared to the combined budgets for FY 19.

There are no changes proposed to transfer station and convenience center operating hours. There are no proposed staffing changes.

Transfer System

The proposed budget for the Transfer System for FY 20 represents an overall increase of \$40,495 or 2% compared to the budget for FY 19.

The operating schedule for the Transfer Stations will remain unchanged. The proposed staffing for the system remains unchanged and includes the following:

Full Time

- 1 Supervisor – Solid Waste Operations Coordinator
- 10 Attendants
- 8 Drivers
- 2 Maintenance Mechanics
- 2 Dispatchers

WAE

The budget includes funding for 2,870 hours of WAE employees – Convenience Center Attendants. The attendants will provide the following:

- Staffing Transfer Stations when Transfer Station Attendants are working Household Chemical Collection Events
- Working as second attendant at Transfer Stations that require staffing by two attendants
- Staffing Transfer Stations when Transfer Station Attendants are on Annual Leave or Sick leave
- Site maintenance activities such as grass cutting
- Mixed paper collections

Significant reductions in expenses for the Transfer System budget for FY 20 compared to the FY 19 budget are as follows:

- Rent – Maintenance Building – with progress being made toward the development of the maintenance building, it is assumed that the new building will be occupied before December 2019.

Other than Health Insurance, significant increases in expenses for the Transfer System budget for FY 20 compared to the FY 19 budget are as follows:

- Workers Comp – unusual incidents over the last several years have resulted in significantly higher medical costs and reserves
- Electricity – Assuming new office and maintenance building
- Fuel – FY 20 costs are based on FY19 mileage – which has been consistent over the years – and FY 19 costs for diesel fuel
- Recycling - Tires – Limited processing options are available and the nearest processor has significantly increased unit costs.

The basis for allocation of variable costs associated with waste hauling – fuel, vehicle maintenance and tire repair and purchase - is the total number of miles expected to be traveled based on the number of pulls for waste, white goods tires and drop off recyclables and the distance from the site to the disposal facility or recyclables processing location.

Anticipated revenues are as follows:

Transfer System - Line Item Number 43000 - White Goods Revenue

Actual revenue from the sale of scrap metal and white goods for FY 17 and 18 was \$86,000 and \$121,000 respectively. Prices received for the sale of scrap metal and white goods have been stable over the last several years.

Transfer System - Line Item Number 44400 – Hauling Fees

Hauling fees will be charged to HRSD and the Town of Tappahannock for hauling sludge from the treatment plants to the landfills. VPPSA has provided hauling services at three campgrounds in Middlesex County for many years. Hauling fees for drop off recycling in James City County and York County are also credited to this line item. Other miscellaneous hauling

revenue, such as hauling tires for York County will also be credited to this line item. Approximately \$54,000 was received in hauling revenue for FY 18.

Transfer System - Line Item Number 44700 – Used Battery Recycling

Actual revenue for used battery recycling was \$2,668 for FY 18. The budget for FY 20 includes \$3,000 as revenue for used battery recycling.

Transfer System - Line Item Number 44750 – Corrugated Cardboard Revenue

All revenue received from the sale of corrugated cardboard collected through the front end collection system and drop off recycling collections will be credited to this line item.

Total revenue for corrugated cardboard recycling through the Middle Peninsula Solid Waste System and drop off collections was more than \$88,000 for FY 18. There is still some uncertainty in the fiber recycling market as a result of actions taken by China to limit or possibly ban imports of recyclables. The revenue budgets for Corrugated Cardboard Recycling for FY 20 has been set at \$75,000.

Transfer System - Line Item Number 44800 – Operating Fee

Payment in the amount of \$2,000 will be made from the Household Chemical Collection Project to cover additional operating costs including telephone, uniforms and safety equipment. Fee also covers cost of repair and maintenance to containers.

Transfer System - Line Item Number 49100 – Mixed Paper Revenue

All revenue received from the sale of mixed paper collected through the mixed paper recycling program and the drop off recycling collections will be credited to this line item.

Total revenue for mixed paper recycled through the Middle Peninsula Solid Waste System and the drop off recycling collections was more than \$25,000 for FY 18. There is still some uncertainty in fiber recycling market as a result of actions taken by China to limit or possibly ban imports of recyclables. The revenue budgets for Mixed Paper Recycling for FY 20 has been set at \$20,000

Transfer System - Line Item Number 49300 – Transportation Fee

Payments in the amount of \$9,000 will be made from the Household Chemical Collection Project and to cover the cost of vehicle operation including fuel, vehicle maintenance and purchase and repair of tires. In addition, the Computer Recycling project will contribute \$8,000 for the use of the roll off vehicles.

Transfer System - Line Item Number 49500 – Container Rental

A total of \$13,500 was received as revenue for rental of containers for cardboard recycling and waste hauling from campgrounds in Middlesex County. For FY 20, revenue from James City County and York County for rental of drop off recycling containers will be credited to this line item. The budget for FY 20 includes \$18,000 as revenue for container rental.

Convenience Centers

The proposed budget for the Convenience Centers for FY 20 includes an increase of \$34,951 or 5% compared to budget for the Convenience Centers for FY 19.

There are no proposed changes to the operating hours and staffing levels for FY 20. Operating hours for FY 20. The budget includes the following:

Full Time

- 1 Supervisor – Transfer System Supervisor
- 12 Attendants

Part Time / WAE

The budget includes funding for 7,700 hours of Part Time and WAE employees. This time will be split between one part time employee and eight WAE employees. These employees, for the most part, serve as attendants at convenience centers throughout the five-county system.

The increase in the FY 20 budget is attributed almost entirely to salary adjustments, health insurance and workers' compensation.

Landfill Disposal

Budget estimates for landfill disposal reflect anticipated waste quantities based on recent experience.

Disposal rates for FY 19 and FY 20 have been established as a result of a procurement effort completed in February 2018.

The weighted disposal fee for FY 18 was \$22.70 per ton. The budget for FY 20 assumes a weighted disposal fee of \$23.00 per ton.

Household Chemical Collections – Middle Peninsula

One event has been held in FY 19 – in Middlesex County. It is expected that a second event will be held in King William County for FY 19.

Events in FY 20 will be held in Mathews County and King and Queen County.

Budget figures for FY 20 have been established based on current project balances and anticipated costs for the upcoming events. The goal is for all counties to finish FY 20 with a project balance of approximately \$2,000.

A flat administrative fee of \$400 per county is proposed for FY 20 which is unchanged from FY 19.

Administration

The proposed budget for FY 20 represents an increase of \$33,169 or 4.9% compared to the budget for FY 19.

The proposed staffing remains unchanged and includes the following positions:

Full Time

- Executive Director
- Director of Operations
- Recycling Coordinator / Safety Officer
- Office Manager
- Solid Waste Assistant

Part Time

- Accounting Clerk

The Community Fee will remain unchanged at \$10,750 for FY 20.

**Curbside Recycling
Project 30000****Budget FY 20**

	James City	Poquoson	Williamsburg	York	Totals
Number of Households	15,000	4,250	2,900	18,100	40,250
Collection Costs	\$1,019,940	\$295,750	\$205,550	\$1,213,500	\$2,734,740
Additional Services	\$5,000	\$5,000	\$2,500	\$8,000	\$20,500
Advertising	\$745	\$211	\$144	\$899	\$2,000
Postage	\$149	\$42	\$29	\$180	\$400
Printing	\$1,491	\$422	\$288	\$1,799	\$4,000
Subtotal	\$1,027,326	\$301,426	\$208,511	\$1,224,378	\$2,761,640
Administrative Expense	\$52,024	\$15,264	\$10,559	\$62,003	\$139,850
Totals FY 20	\$1,079,350	\$316,690	\$219,070	\$1,286,381	\$2,901,491
FY 19 budget	\$535,761	\$90,976	\$61,387	\$364,337	\$1,052,461

**Household Chemical Collection
Project Cost Summary**

	Hampton	James City	Poquoson	Williamsburg	York	Total
FY 10 Actual						
Operations Cost	\$20,379	\$18,562	\$10,428	\$10,371	\$15,152	\$74,892
Disposal Cost	\$69,176	\$60,825	\$19,298	\$11,324	\$60,804	\$221,427
Total Cost	\$89,555	\$79,387	\$29,726	\$21,695	\$75,956	\$296,319
FY 11 Actual						
Operations Cost	\$20,402	\$13,937	\$10,442	\$10,386	\$15,170	\$70,337
Disposal Cost	\$62,194	\$66,275	\$10,948	\$11,719	\$66,067	\$217,203
Total Cost	\$82,596	\$80,212	\$21,390	\$22,105	\$81,237	\$287,540
FY 12 Actual						
Operations Cost	\$19,858	\$18,380	\$10,290	\$10,224	\$14,805	\$73,557
Disposal Cost	\$69,023	\$69,720	\$16,533	\$11,379	\$77,802	\$244,457
Total Cost	\$88,881	\$88,100	\$26,823	\$21,603	\$92,607	\$318,014
FY 13 Actual						
Operations Cost	\$20,065	\$18,561	\$10,347	\$10,276	\$14,930	\$74,179
Disposal Cost	\$58,935	\$64,311	\$13,832	\$8,362	\$58,673	\$204,113
Total Cost	\$79,000	\$82,872	\$24,179	\$18,638	\$73,603	\$278,292
FY 14 Actual						
Operations Cost	\$19,790	\$18,577	\$10,248	\$10,246	\$14,742	\$73,603
Disposal Cost	\$64,872	\$69,083	\$15,650	\$9,237	\$61,756	\$220,598
Total Cost	\$84,662	\$87,660	\$25,898	\$19,483	\$76,498	\$294,201
FY 15 Actual						
Operations Cost	\$20,331	\$19,067	\$10,494	\$10,490	\$15,122	\$75,504
Disposal Cost	\$55,641	\$67,511	\$11,968	\$6,947	\$59,636	\$201,703
Total Cost	\$75,972	\$86,578	\$22,462	\$17,437	\$74,758	\$277,207
FY 16 Actual						
Operations Cost	\$19,920	\$18,695	\$10,254	\$10,275	\$14,812	\$73,956
Disposal Cost	\$63,577	\$74,609	\$20,137	\$8,414	\$67,618	\$234,355
Total Cost	\$83,497	\$93,304	\$30,391	\$18,689	\$82,430	\$308,311
FY 17 Actual						
Operations Cost	\$20,203	\$18,908	\$10,263	\$10,289	\$14,973	\$74,636
Disposal Cost	\$56,843	\$70,077	\$13,680	\$9,146	\$72,392	\$222,138
Total Cost	\$77,046	\$88,985	\$23,943	\$19,435	\$87,365	\$296,774
FY 18 Actual						
Operations Cost	\$20,548	\$19,190	\$10,273	\$10,289	\$15,132	\$75,432
Disposal Cost	\$57,135	\$72,137	\$16,887	\$9,459	\$68,146	\$223,764
Total Cost	\$77,683	\$91,327	\$27,160	\$19,748	\$83,278	\$299,196
FY 19 Budget						
Operations Cost	\$21,152	\$18,353	\$11,335	\$10,586	\$15,654	\$77,080
Disposal Cost	\$59,415	\$74,269	\$12,732	\$8,488	\$74,269	\$229,173
Total Cost	\$80,568	\$92,622	\$24,066	\$19,074	\$89,924	\$306,253
FY 20 Budget						
Operations Cost	\$18,562	\$17,833	\$14,010	\$10,307	\$18,690	\$79,402
Disposal Cost	\$60,937	\$75,646	\$16,810	\$8,825	\$75,646	\$237,865
Total Cost	\$79,499	\$93,479	\$30,820	\$19,133	\$94,336	\$317,267

Project 31500		Household Chemical Collection		FY 20
Element 3151		Household Chemical Collection - Operations		
	Code	Description		Budget
Revenues				
	46900	HHC Operating Fees - James City		\$17,833
	47000	HHC Operating Fees - Poquoson		\$14,010
	47100	HHC Operating Fees - Williamsburg		\$10,307
	47200	HHC Operating Fees - York		\$18,690
	47300	HHC Operating Fees - Hampton		\$18,562
		Total Revenues		\$79,402
Expenses				
	50000	Salaries - Salaried		\$6,100
	50100	Salaries - Full Time Hourly		\$27,000
	50600	Fringe - FICA		\$2,600
	50800	Fringe - Health Insurance		\$13,500
	50900	Fringe - Retirement		\$1,200
	51100	Worker's Comp Insurance		\$1,700
	51500	Advertising		\$3,800
	51700	Building and Grounds Repair and Maintenance		\$500
	54000	Insurance		\$1,400
	54500	Materials and Supplies		\$600
	54520	Traffic Control		\$400
	55700	Printing		\$500
	56500	Small Tools		\$200
	56800	Safety Equipment		\$2,000
	58000	Wastewater Services		\$600
	58100	Transportation Fees		\$9,000
	58500	Wearing Apparel		\$400
	58700	Tarps and Straps		\$600
	90000	Administrative Expense		\$7,302
		Total Expenses		\$79,402

Project 31500		Household Chemical Collection					FY 20
Element 315100		Household Chemical Collection - Operations					
	Code	Description	FY 18 Actual	FY 19 Budget	FY 20 Budget	Difference	% Change
Expenses							
	50000	Salaries - Salaried	\$5,557	\$5,900	\$6,100	\$200	3.39%
	50100	Salaries - Full Time Hourly	\$22,475	\$27,400	\$27,000	-\$400	-1.46%
	50600	Fringe - FICA	\$1,969	\$2,600	\$2,600	\$0	0.00%
	50800	Fringe - Health Insurance	\$8,200	\$8,800	\$13,500	\$4,700	53.41%
	50900	Fringe - Retirement	\$1,900	\$1,900	\$1,200	-\$700	-36.84%
	51100	Worker's Comp Insurance	\$1,512	\$1,500	\$1,700	\$200	13.33%
	51500	Advertising	\$3,247	\$4,800	\$3,800	-\$1,000	-20.83%
	51700	Building and Grounds Repair and Maintenance	\$22	\$500	\$500	\$0	0.00%
	54000	Insurance	\$1,363	\$1,400	\$1,400	\$0	0.00%
	54500	Materials and Supplies	\$238	\$600	\$600	\$0	0.00%
	54520	Traffic Control	\$5,073	\$0	\$400	\$400	NA
	55700	Printing	\$448	\$500	\$500	\$0	0.00%
	56500	Small Tools	\$0	\$200	\$200	\$0	0.00%
	56800	Safety Equipment	\$2,288	\$2,000	\$2,000	\$0	0.00%
	58000	Wastewater Services	\$400	\$600	\$600	\$0	0.00%
	58100	Transportation Fees	\$10,000	\$9,000	\$9,000	\$0	0.00%
	58500	Wearing Apparel	\$0	\$400	\$400	\$0	0.00%
	58700	Tarps and Straps	\$2,056	\$600	\$600	\$0	0.00%
	90000	Administrative Expense	\$8,032	\$8,380	\$7,302	-\$1,078	-12.86%
		Total Expenses	\$74,796	\$77,080	\$79,402	\$2,322	3.01%

**Landfill Monitoring
Project Number 320200
FY 20**

			FY 20		
	FY 18 Actual	FY 19 Budget	Monitoring Costs	Administrative Expense	Total Annual Cost
Essex	\$26,141	\$45,516	\$41,400	\$2,097	\$43,497
James City	\$46,744	\$49,177	\$78,250	\$3,963	\$82,213
King and Queen	\$45,510	\$56,811	\$41,545	\$2,104	\$43,649
King William	\$23,023	\$29,708	\$39,000	\$1,975	\$40,975
York	\$5,224	\$0	\$0	\$0	\$0
Totals	\$146,642	\$181,212	\$200,195	\$10,138	\$210,333

FY2020 Proposed Budget for VPPSA Landfill Monitoring Services (October 2018)

SITE	Permit No.	Baseline FY20 Budget	Anticipated additional scope items in FY2020	Additional items estimated cost	FY2020 Budget	Assumptions	Anticipated DEQ Fees
James City County	351	\$ 15,750	Post-Closure Care Termination	\$ 7,500	\$ 78,250	Baseline FY20 budget assumes only one semiannual monitoring event and 2019 Annual Report. Request to terminate landfill gas/cap maintenance (final). Assumes DEQ allows termination of all groundwater and gas monitoring.	\$1,125 (est.) for being in post-closure care
			Plug and Abandon GW Wells/Gas Probes and Vents	\$ 55,000			
King and Queen County Dahlgren	354	\$ 9,575	Plug and Abandon GW Wells/Gas Probes	\$ 10,000	\$ 19,575	Baseline FY20 budget assumes termination of PCC delayed into Spring 2020. Assumes wells and gas probes were not plugged and abandoned in FY19.	\$1,125 (est.) for being in post-closure care
Mascot	249	\$ 10,970	Plug and Abandon GW Wells/Gas Probes	\$ 10,000	\$ 20,970	Baseline FY20 budget assumes termination of PCC delayed into Spring 2020. Assumes wells and gas probes were not plugged and abandoned in FY19.	\$1,125 (est.) for being in post-closure care
Owenton	253	\$ -	None	\$ 1,000	\$ 1,000	Termination of post-closure care approved by DEQ in 2009. Baseline budget includes quarterly inspections (if desired by County).	
Total K&Q County				\$ 41,545	\$ 41,545		
King William County Old Landfill	153	\$ 10,500	Groundwater Corrective Action	\$ 12,500	\$ 39,000	Includes corrective action groundwater monitoring/2 events per year. 3-year Corrective Action Report due Oct. 5, 2019 Request to terminate landfill groundwater/cap maintenance (final). This assumes less than 3 years required to monitor MW-2D.	\$1,125 (est.) for being in post-closure care
			CASE Report	\$ 8,500			
			Post-Closure Care Termination	\$ 7,500			
Essex County	167	\$ 11,900	Groundwater Corrective Action	\$ 15,000	\$ 41,400	Corrective action monitoring/2 events per year, if Request to Terminate GW Corrective Action not approved in FY19. Request is submitted following approval to terminate GW corrective action, if not completed in FY19. Assumes request to terminate all post-closure activities approved in FY19.	\$1,125 (est.) for being in post-closure care
			Request to Terminate All Post-Closure Activities	\$ 4,500			
			Plug and Abandon GW Wells/Gas Probes	\$ 10,000			

Total Baseline FY20 Budget	\$ 58,695	Total Baseline + Additional (FY20)	\$ 200,195
		Change from FY19	\$ 36,900

DEQ = Department of Environmental Quality
 GPS = Groundwater Protection Standard
 ASD = Alternate Source Demonstration
 ACM = Assessment of Corrective Measures
 PPR = Proposal for Presumptive Remedies
 NES = Nature and Extent Study
 CAP = Corrective Action Plan
 CAMP = Corrective Action Monitoring Plan
 APC = Alternate Point of Compliance

TPCA = Termination of Post-Closure Activity
 CACR = Corrective Action Completion Report
 PCC = Post-Closure Care
 LFG = Landfill Gas
 GW = Groundwater
 UECA = Uniform Environmental Coventant Act



**VPPSA Landfills
Status of Monitoring Termination
November 2018**

James City

- UECA submitted, approved, and filed with circuit court (Nov. 2017)
- Request to Terminate Corrective Action approved (Jan. 2018)
- Submitted Termination of Post-Closure Care (TPCC) for Groundwater/Cap Maintenance (Feb. 2018) – pending DEQ review.
- Submitted Request to Reduce Gas Monitoring Network (June 2018)
- If gas still clean by **June 2019** (3 years from when GP-1R was installed), can submit TPCC for entire site

Essex

- UECA submitted, DEQ approved, and filed with circuit court (Sept. 2018)
- Submitted Request to Terminate Corrective Action (Oct. 2018) – pending DEQ review.
- Will submit TPCC once Corrective Action is terminated

King and Queen

Mascot

- UECA submitted, approved, and filed with circuit court (March 2018)
- Request to Terminate Corrective Action approved (June 2018)
- Submitted TPCC-Groundwater (August 2018) – pending DEQ review.

Dahlgren

- UECA submitted, approved, and filed with circuit court (March 2018)
- Request to Terminate Corrective Action approved (June 2018)
- Submitted TPCC-Groundwater (August 2018) – pending DEQ review.

King William

- MW-2D (replacement well for MW-2R) installed on October 9, 2018. If clean, anywhere from 6 months to 3 years sampling needed before request to terminate corrective action and ultimately all post-closure care can be submitted. Sampling timeline currently being discussed internally at DEQ.

Project 32000		Computer Recycling		FY 20
Element 320300		Computer Recycling		
	Code	Description		Budget
Revenues				
	42700	Computer Recycling Fees - Hampton		2,227
	42500	Computer Recycling Fees - James City		2,227
	42800	Computer Recycling Fees - Poquoson		2,227
	45500	Computer Recycling Fees - Williamsburg		2,227
	42400	Computer Recycling Fees - York		2,227
		Total Revenues		\$11,137
Expenses				
	51500	Advertising		\$1,500
	55700	Printing		\$600
	58100	Transportation Fees		\$8,000
	59000	Computer Recycling Processing		\$500
	90000	Administrative Expense		\$537
		Total Expenses		\$11,137
				\$10,600

Project 32500	Compost Facility		FY 20
Element 325200	Compost Facility Operation		
	Code	Description	Budget
Revenues	44900	White Goods Handling	\$4,800
	45000	Compost Fee - York	\$243,652
	45100	Compost Fee - Poquoson	\$35,656
	45200	Compost Fee - Hampton	\$314,965
	45300	Compost Facility - User Fees	\$100,000
	45400	Compost Facility - Material Sales	\$500,000
		Total Revenues	\$1,199,074
Expenses	50000	Salaries - Salaried	\$58,100
	50100	Salaries - Full Time Hourly	\$250,800
	50600	Fringe - FICA	\$23,600
	50700	Fringe - Unemployment	\$400
	50800	Fringe - Health Insurance	\$84,000
	50900	Fringe - Retirement	\$10,400
	51000	Fringe - Life Insurance	\$1,500
	51010	Fringe - Disability Insurance	\$600
	51100	Worker's Comp Insurance	\$12,600
	51500	Advertising	\$2,000
	51600	Bank Service Charge	\$0
	51610	Credit Card Service Fee	\$2,000
	51620	Credit Card Transaction Fee	\$2,000
	51700	Building and Grounds - Repair and Maintenance	\$5,000
	51900	Computer and Related Services	\$1,000
	52700	Disposal - Landfill	\$4,000
	53100	Equipment Purchase	\$2,000
	53200	Electricity	\$1,800
	53300	Equipment Lease	\$1,000
	53400	Equipment Maintenance and Repair	\$86,000
	53500	Equipment Replacement	\$210,000
	53600	Fuel	\$76,000
	53700	Host Fees	\$156,600
	54000	Insurance	\$16,000
	54200	Laboratory Services	\$2,000
	54500	Materials and Supplies	\$1,200
	54600	Medical Exams	\$500
	54700	Memberships, Dues and Subscriptions	\$1,200
	54900	Office Supplies	\$1,400
	55000	Office Furniture	\$800
	55100	Office Equipment	\$1,500
	55300	Employee Background Checks	\$500
	55600	Postage	\$400
	55700	Printing	\$400
	56500	Small Tools	\$1,200
	56800	Safety Equipment	\$2,400
	56950	Soil Purchase	\$2,000
	56960	Colorant Purchase	\$32,000
	57000	Communication Services	\$5,600
	57010	Communication Equipment	\$600
	57100	Tires - Repair and Purchase	\$12,000
	57200	Training	\$1,000
	57300	Travel	\$1,000
	57600	Vehicle - Maintenance and Repair	\$3,200
	58000	Wastewater Service	\$2,000
	58010	Bottled Water Service	\$600
	58020	Water Service	\$2,200
	58500	Wearing Apparel	\$3,800
	58600	Permit Fees	\$1,500
	58700	Tarps and Straps	\$400
	90000	Administrative Expense	\$110,274
		Total Expenses	\$1,199,074

Project 32500		Compost Facility						
Element 325200		Compost Facility Operation						
	Code	Description	FY 18 Actual	FY 19 Budget	FY 20 Budget	Difference	% Change	
Expenses								
	50000	Salaries - Salaried	\$40,192	\$56,500	\$58,100	\$1,600	2.83%	
	50100	Salaries - Full Time Hourly	\$207,331	\$244,000	\$250,800	\$6,800	2.79%	
	50600	Fringe - FICA	\$17,384	\$23,000	\$23,600	\$600	2.61%	
	50700	Fringe - Unemployment	\$84	\$750	\$400	-\$350	-46.67%	
	50800	Fringe - Health Insurance	\$51,086	\$77,000	\$84,000	\$7,000	9.09%	
	50900	Fringe - Retirement	\$7,610	\$13,800	\$10,400	-\$3,400	-24.64%	
	51000	Fringe - Life Insurance	\$845	\$1,500	\$1,500	\$0	0.00%	
	51010	Fringe - Disability Insurance	\$430	\$350	\$600	\$250	71.43%	
	51100	Worker's Comp Insurance	\$11,860	\$11,600	\$12,600	\$1,000	8.62%	
	51500	Advertising	\$1,857	\$2,400	\$2,000	-\$400	-16.67%	
	51610	Credit Card Service Fee	\$1,985	\$1,000	\$2,000	\$1,000	100.00%	
	51620	Credit Card Transaction Fee	\$1,581	\$1,000	\$2,000	\$1,000	100.00%	
	51700	Building and Grounds - Repair and Maintenance	\$14,210	\$5,000	\$5,000	\$0	0.00%	
	51900	Computer and Related Services	\$720	\$1,000	\$1,000	\$0	0.00%	
	52700	Disposal - Landfill	\$0	\$4,000	\$4,000	\$0	0.00%	
	53100	Equipment Purchase	\$0	\$2,000	\$2,000	\$0	0.00%	
	53200	Electricity	\$2,366	\$1,800	\$1,800	\$0	0.00%	
	53300	Equipment Lease	\$1,850	\$1,000	\$1,000	\$0	0.00%	
	53400	Equipment Maintenance and Repair	\$95,302	\$86,000	\$86,000	\$0	0.00%	
	53500	Equipment Replacement	\$297,380	\$210,000	\$210,000	\$0	0.00%	
	53600	Fuel	\$71,137	\$72,000	\$76,000	\$4,000	5.56%	
	53700	Host Fees	\$151,056	\$155,300	\$156,600	\$1,300	0.84%	
	54000	Insurance	\$14,284	\$13,000	\$16,000	\$3,000	23.08%	
	54200	Laboratory Services	\$3,517	\$2,000	\$2,000	\$0	0.00%	
	54500	Materials and Supplies	\$1,533	\$1,200	\$1,200	\$0	0.00%	
	54600	Medical Exams	\$216	\$500	\$500	\$0	0.00%	
	54700	Memberships, Dues and Subscriptions	\$403	\$1,200	\$1,200	\$0	0.00%	
	54900	Office Supplies	\$963	\$1,400	\$1,400	\$0	0.00%	
	55000	Office Furniture	\$3,278	\$300	\$800	\$500	166.67%	
	55100	Office Equipment	\$3,617	\$1,500	\$1,500	\$0	0.00%	
	55300	Employee Background Checks	\$469	\$500	\$500	\$0	0.00%	
	55600	Postage	\$500	\$400	\$400	\$0	0.00%	
	55700	Printing	\$259	\$800	\$400	-\$400	-50.00%	
	56500	Small Tools	\$610	\$1,600	\$1,200	-\$400	-25.00%	
	56800	Safety Equipment	\$656	\$2,400	\$2,400	\$0	0.00%	
	56950	Soil Purchase	\$1,555	\$2,000	\$2,000	\$0	0.00%	
	56960	Colorant Purchase	\$32,687	\$20,000	\$32,000	\$12,000	60.00%	
	57000	Communication Services	\$5,135	\$5,600	\$5,600	\$0	0.00%	
	57010	Communication Equipment	\$408	\$600	\$600	\$0	0.00%	
	57100	Tires - Repair and Purchase	\$11,653	\$12,000	\$12,000	\$0	0.00%	
	57200	Training	\$820	\$1,000	\$1,000	\$0	0.00%	
	57300	Travel	\$70	\$1,000	\$1,000	\$0	0.00%	
	57600	Vehicle - Maintenance and Repair	\$2,962	\$3,200	\$3,200	\$0	0.00%	
	58000	Wastewater Service	\$4,042	\$2,000	\$2,000	\$0	0.00%	
	58010	Bottled Water Service	\$751	\$500	\$600	\$100	20.00%	
	58020	Water Service	\$2,580	\$1,500	\$2,200	\$700	46.67%	
	58500	Wearing Apparel	\$2,272	\$3,800	\$3,800	\$0	0.00%	
	58600	Permit Fees	\$1,317	\$1,500	\$1,500	\$0	0.00%	
	58700	Tarps and Straps	\$0	\$400	\$400	\$0	0.00%	
	90000	Administrative Expense	\$124,013	\$128,429	\$110,274	-\$18,155	-14.14%	
		Total Expenses	\$1,202,863	\$1,181,329	\$1,199,074	\$17,745	1.50%	

Compost Facility Fee Summary

		Fee Paid			
		Hampton	Poquoson	York	Total
FY 00	Actual	\$546,940	\$49,530	\$232,749	\$829,219
FY 01	Actual	\$472,876	\$47,684	\$229,298	\$749,858
FY 02	Actual	\$375,793	\$43,698	\$338,516	\$758,007
FY 03	Actual	\$462,503	\$50,766	\$266,616	\$779,885
FY 04	Actual	\$282,155	\$66,234	\$416,724	\$765,113
FY 05	Actual	\$418,444	\$60,272	\$286,397	\$765,113
FY 06	Actual	\$401,889	\$81,103	\$281,149	\$764,141
FY 07	Actual	\$329,963	\$81,492	\$335,667	\$747,122
FY 08	Actual	\$347,589	\$66,590	\$316,077	\$730,256
FY 09	Actual	\$462,580	\$50,467	\$258,498	\$771,545
FY 10	Actual	\$457,587	\$32,588	\$269,350	\$759,525
FY 11	Actual	\$428,871	\$47,465	\$279,818	\$756,154
FY 12	Actual	\$432,524	\$37,033	\$258,615	\$728,172
FY 13	Actual	\$308,082	\$24,836	\$197,035	\$529,953
FY 14	Actual	\$338,442	\$29,925	\$197,416	\$565,783
FY 15	Actual	\$300,133	\$34,887	\$230,764	\$565,784
FY 16	Actual	\$310,656	\$34,717	\$220,410	\$565,783
FY 17	Actual	\$315,765	\$29,650	\$246,317	\$591,732
FY 18	Actual	\$297,497	\$18,775	\$263,641	\$579,913
FY 19	Budget	\$336,341	\$36,692	\$238,496	\$611,529
FY 20	Budget	\$314,965	\$35,656	\$243,652	\$594,274
	Difference	-\$21,376	-\$1,036	\$5,156	-\$17,255
	Percent Change	-6%	-3%	2%	-3%
				Monthly Fee FY 20	\$49,523
				Monthly Fee FY 19	\$50,961

**Middle Peninsula Solid Waste System
Transfer System, Convenience Centers and Landfill Disposal
Fee Summary**

DRAFT

	Essex	King and Queen	King William	Mathews	Middlesex	Total
Transfer System						
FY 18 Actual	\$300,679	\$119,924	\$418,806	\$388,390	\$340,991	\$1,568,790
FY 19 Budget	\$356,613	\$117,058	\$451,351	\$411,656	\$358,073	\$1,694,751
FY 20 Budget	\$350,327	\$117,086	\$449,281	\$413,790	\$359,005	\$1,689,489
% Change	-2%	0%	0%	1%	0%	0%
Convenience Centers						
FY 18 Actual	\$185,398	\$232,525	\$156,498	\$88,932	\$27,003	\$690,356
FY 19 Budget	\$170,711	\$247,542	\$162,303	\$95,481	\$32,211	\$708,248
FY 20 Budget	\$195,299	\$250,827	\$175,708	\$88,961	\$32,405	\$743,199
% Change	14%	1%	8%	-7%	1%	5%
Transfer System & Convenience Centers						
FY 18 Actual	\$486,077	\$352,449	\$575,304	\$477,322	\$367,994	\$2,259,146
FY 19 Budget	\$527,324	\$364,600	\$613,654	\$507,137	\$390,284	\$2,402,999
FY 20 Budget	\$545,626	\$367,913	\$624,988	\$502,751	\$391,410	\$2,432,688
% Change	3%	1%	2%	-1%	0%	1%
Disposal						
FY 18 Actual	\$205,521	\$1,628	\$195,059	\$127,818	\$169,672	\$699,698
FY 19 Budget	\$208,654	\$1,713	\$203,686	\$136,619	\$168,910	\$719,582
FY 20 Budget	\$210,233	\$1,398	\$200,567	\$132,906	\$169,153	\$714,257
% Change	1%	-18%	-2%	-3%	0%	-1%
Total						
FY 18 Actual	\$691,598	\$354,077	\$770,363	\$605,140	\$537,666	\$2,958,844
FY 19 Budget	\$735,978	\$366,313	\$817,340	\$643,756	\$559,194	\$3,122,581
FY 20 Budget	\$755,859	\$369,310	\$825,555	\$635,657	\$560,563	\$3,146,945
% Change	3%	0.8%	1.0%	-1.3%	0%	0.8%

Project 33000		Transfer System		FY 20
Element 330000		Transfer System Operation		
	Code	Description		Budget
Revenues				
	43000	White Goods Revenue		\$80,000
	43900	Transfer System Fee - King and Queen		\$117,086
	44000	Transfer System Fee - Essex		\$350,327
	44100	Transfer System Fee - King William		\$449,281
	44200	Transfer System Fee - Mathews		\$413,790
	44300	Transfer System Fee - Middlesex		\$359,005
	44400	Hauling Fees		\$60,000
	44700	Used Battery Recycling		\$3,000
	44750	Corrugated Cardboard Revenue		\$75,000
	44800	Operating Fees		\$2,000
	49100	Mixed Paper Revenue		\$20,000
	49300	Transportation Fees		\$17,000
	49500	Container Rental		\$18,000
		Total Revenues		\$1,965,246
Expenses				
	50000	Salaries - Salaried		\$50,000
	50100	Salaries - Full Time Hourly		\$750,000
	50200	Salaries - PT / WAE		\$31,400
	50600	Fringe - FICA		\$62,000
	50700	Fringe - Unemployment		\$900
	50800	Fringe - Health Insurance		\$223,000
	50900	Fringe - Retirement		\$25,000
	51000	Fringe - Life Insurance		\$3,860
	51010	Fringe - Disability Insurance		\$900
	51100	Worker's Comp Insurance		\$36,000
	51500	Advertising		\$3,000
	51700	Building and Grounds - Repair and Maintenance		\$6,500
	51900	Computer and Related Services		\$1,600
	53100	Equipment Purchase		\$1,000
	53200	Electricity		\$18,000
	53300	Equipment Lease		\$500
	53400	Equipment Maintenance and Repair		\$12,000
	53500	Equipment Replacement		\$140,000
	53600	Fuel		\$190,000
	54000	Insurance		\$20,000
	54500	Materials and Supplies		\$3,000
	54510	Rakes, Brooms and Shovels		\$500
	54600	Medical Exams		\$1,800
	54700	Memberships, Dues and Subscriptions		\$450
	54900	Office Supplies		\$1,000
	55000	Office Furniture		\$300
	55100	Office Equipment		\$3,400
	55300	Employee Background Checks		\$500
	55500	Propane		\$300
	55700	Printing		\$500
	55900	Rent - Maintenance Building		\$2,000
	56100	Oil Antifreeze Recycling		\$8,000
	56300	Recycling - Tires		\$12,000
	56500	Small Tools		\$700
	56700	Safety Programs		\$600
	56800	Safety Equipment		\$5,500
	57000	Communication Services		\$20,000
	57010	Communication Equipment		\$2,000
	57100	Tires - Repair and Purchase		\$38,000
	57200	Training		\$800
	57300	Travel		\$800
	57400	Vehicle - Fees		\$600
	57600	Vehicle - Maintenance and Repair		\$80,000
	58000	Wastewater Service		\$8,600
	58010	Bottled Water Service		\$700
	58500	Wearing Apparel		\$9,800
	58700	Tarps and Straps		\$4,500
	58800	Litter Boxes		\$2,500
	90000	Administrative Expense		\$180,736
		Total Expenses		\$1,965,246

Project 33000		Transfer System					
Element 330000		Transfer System Operation					
	Code	Description	FY 18 Actual	FY 19 Budget	FY 20 Budget	Difference	% Change
Expenses							
	50000	Salaries - Salaried	\$40,276	\$48,700	\$50,000	\$1,300	2.67%
	50100	Salaries - Full Time Hourly	\$686,511	\$730,000	\$750,000	\$20,000	2.74%
	50200	Salaries - PT / WAE	\$13,145	\$30,600	\$31,400	\$800	2.61%
	50600	Fringe - FICA	\$51,966	\$58,200	\$62,000	\$3,800	6.53%
	50700	Fringe - Unemployment	\$220	\$1,800	\$900	-\$900	-50.00%
	50800	Fringe - Health Insurance	\$192,967	\$208,000	\$223,000	\$15,000	7.21%
	50900	Fringe - Retirement	\$28,274	\$33,900	\$25,000	-\$8,900	-26.25%
	51000	Fringe - Life Insurance	\$3,712	\$3,800	\$3,860	\$60	1.58%
	51010	Fringe - Disability Insurance	\$495	\$900	\$900	\$0	0.00%
	51100	Worker's Comp Insurance	\$31,027	\$32,000	\$36,000	\$4,000	12.50%
	51500	Advertising	\$2,408	\$3,000	\$3,000	\$0	0.00%
	51700	Building and Grounds - Repair and Maintenance	\$10,297	\$6,500	\$6,500	\$0	0.00%
	51900	Computer and Related Services	\$520	\$1,600	\$1,600	\$0	0.00%
	53100	Equipment Purchase	\$436	\$1,000	\$1,000	\$0	0.00%
	53200	Electricity	\$14,732	\$16,000	\$18,000	\$2,000	12.50%
	53300	Equipment Lease	\$0	\$500	\$500	\$0	0.00%
	53400	Equipment Maintenance and Repair	\$19,432	\$12,000	\$12,000	\$0	0.00%
	53500	Equipment Replacement	\$216,239	\$140,000	\$140,000	\$0	0.00%
	53600	Fuel	\$164,763	\$160,000	\$190,000	\$30,000	18.75%
	54000	Insurance	\$19,963	\$20,000	\$20,000	\$0	0.00%
	54500	Materials and Supplies	\$2,561	\$3,000	\$3,000	\$0	0.00%
	54510	Rakes, Brooms and Shovels	\$441	\$500	\$500	\$0	0.00%
	54600	Medical Exams	\$1,197	\$1,300	\$1,800	\$500	38.46%
	54700	Memberships, Dues and Subscriptions	\$424	\$400	\$450	\$50	12.50%
	54900	Office Supplies	\$758	\$1,000	\$1,000	\$0	0.00%
	55000	Office Furniture	\$0	\$300	\$300	\$0	0.00%
	55100	Office Equipment	\$2,350	\$3,400	\$3,400	\$0	0.00%
	55300	Employee Background Checks	\$153	\$500	\$500	\$0	0.00%
	55500	Propane	\$0	\$300	\$300	\$0	0.00%
	55700	Printing	\$376	\$500	\$500	\$0	0.00%
	55900	Rent - Maintenance Building	\$4,800	\$4,800	\$2,000	-\$2,800	-58.33%
	56100	Oil Antifreeze Recycling	\$2,268	\$8,000	\$8,000	\$0	0.00%
	56300	Recycling - Tires	\$13,800	\$9,500	\$12,000	\$2,500	26.32%
	56500	Small Tools	\$0	\$700	\$700	\$0	0.00%
	56700	Safety Programs	\$0	\$600	\$600	\$0	0.00%
	56800	Safety Equipment	\$4,788	\$5,500	\$5,500	\$0	0.00%
	57000	Communication Services	\$15,591	\$20,000	\$20,000	\$0	0.00%
	57010	Communication Equipment	\$797	\$800	\$2,000	\$1,200	150.00%
	57100	Tires - Repair and Purchase	\$37,136	\$38,000	\$38,000	\$0	0.00%
	57200	Training	\$275	\$800	\$800	\$0	0.00%
	57300	Travel	\$525	\$800	\$800	\$0	0.00%
	57400	Vehicle - Fees	\$0	\$1,000	\$600	-\$400	-40.00%
	57600	Vehicle - Maintenance and Repair	\$61,833	\$80,000	\$80,000	\$0	0.00%
	58000	Wastewater Service	\$6,830	\$7,800	\$8,600	\$800	10.26%
	58010	Bottled Water Service	\$373	\$700	\$700	\$0	0.00%
	58500	Wearing Apparel	\$10,181	\$9,800	\$9,800	\$0	0.00%
	58700	Tarps and Straps	\$5,868	\$4,500	\$4,500	\$0	0.00%
	58800	Litter Boxes	\$0	\$2,500	\$2,500	\$0	0.00%
	90000	Administrative Expense	\$192,591	\$209,251	\$180,736	-\$28,515	-13.63%
		Total Expenses	\$1,863,299	\$1,924,751	\$1,965,246	\$40,495	2.10%

Project 33500		Convenience Centers	FY 20
Element 335100		Convenience Center Operation	
	Code	Description	Budget
Revenues			
	45600	Convenience Center Fee - King and Queen	\$250,827
	45700	Convenience Center Fee - Essex	\$195,299
	45800	Convenience Center Fee - King William	\$175,708
	45900	Convenience Center Fee - Middlesex	\$32,405
	46000	Convenience Center Fee - Mathews	\$88,961
		Total Revenues	\$743,199
Expenses			
	50000	Salaries - Salaried	\$65,000
	50100	Salaries - Full Time Hourly	\$256,000
	50200	Salaries - PT / WAE	\$78,000
	50600	Fringe - FICA	\$30,300
	50700	Fringe - Unemployment	\$1,800
	50800	Fringe - Health Insurance	\$113,500
	50900	Fringe - Retirement	\$11,000
	51000	Fringe - Life Insurance	\$1,600
	51010	Fringe - Disability Insurance	\$800
	51100	Fringe - Worker's Comp	\$20,000
	51500	Advertising	\$400
	51700	Building and Grounds Repair and Maintenance	\$2,800
	53200	Electricity	\$11,400
	53400	Equipment Maintenance and Repair	\$6,000
	53500	Equipment Replacement	\$25,000
	54000	Insurance	\$5,600
	54500	Materials and Supplies	\$2,600
	54510	Rakes, Brooms amd Shovels	\$250
	54600	Medical Exams	\$750
	55000	Office Furniture	\$200
	55100	Office Equipment	\$500
	55300	Employee Background Checks	\$400
	55700	Printing	\$600
	56100	Oil Antifreeze Recycling	\$9,000
	56300	Tire Recycling	\$3,000
	56500	Small Tools	\$250
	56700	Safety Programs	\$600
	56800	Safety Equipment	\$4,600
	57000	Communication Services	\$7,000
	57010	Communication Equipment	\$400
	57300	Travel	\$500
	58000	Wastewater Service	\$9,000
	58010	Water Service	\$2,000
	58500	Wearing Apparel	\$4,000
	90000	Administrative Expense	\$68,349
		Total Expenses	\$743,199

Convenience Centers					FY 20
Convenience Center Operation					
Description	FY 18 Actual	FY 19 Budget	FY 20 Budget	Difference	% Change
Salaries - Salaried	\$58,729	\$63,400	\$65,000	\$1,600	2.52%
Salaries - Full Time Hourly	\$218,959	\$240,000	\$256,000	\$16,000	6.67%
Salaries - PT / WAE	\$86,970	\$78,000	\$78,000	\$0	0.00%
Fringe - FICA	\$25,610	\$29,200	\$30,300	\$1,100	3.77%
Fringe - Unemployment	\$222	\$1,800	\$1,800	\$0	0.00%
Fringe - Health Insurance	\$60,999	\$89,000	\$113,500	\$24,500	27.53%
Fringe - Retirement	\$11,376	\$14,200	\$11,000	-\$3,200	-22.54%
Fringe - Life Insurance	\$1,402	\$1,600	\$1,600	\$0	0.00%
Fringe - Disability Insurance	\$576	\$800	\$800	\$0	0.00%
Fringe - Worker's Comp	\$17,149	\$17,000	\$20,000	\$3,000	17.65%
Advertising	\$1,038	\$400	\$400	\$0	0.00%
Building and Grounds Repair and Maintenance	\$3,454	\$2,800	\$2,800	\$0	0.00%
Electricity	\$10,342	\$11,400	\$11,400	\$0	0.00%
Equipment Maintenance and Repair	\$17,070	\$6,000	\$6,000	\$0	0.00%
Equipment Replacement	\$27,325	\$25,000	\$25,000	\$0	0.00%
Insurance	\$5,618	\$5,600	\$5,600	\$0	0.00%
Materials and Supplies	\$2,959	\$2,600	\$2,600	\$0	0.00%
Rakes, Brooms and Shovels	\$84	\$250	\$250	\$0	0.00%
Medical Exams	\$1,018	\$750	\$750	\$0	0.00%
Office Furniture	\$0	\$200	\$200	\$0	0.00%
Office Equipment	\$386	\$500	\$500	\$0	0.00%
Employee Background Checks	\$1,208	\$400	\$400	\$0	0.00%
Printing	\$223	\$600	\$600	\$0	0.00%
Oil Antifreeze Recycling	\$3,330	\$9,000	\$9,000	\$0	0.00%
Tire Recycling	\$2,850	\$3,000	\$3,000	\$0	0.00%
Small Tools	\$0	\$250	\$250	\$0	0.00%
Safety Programs	\$0	\$600	\$600	\$0	0.00%
Safety Equipment	\$2,519	\$4,600	\$4,600	\$0	0.00%
Communication Services	\$7,411	\$6,400	\$7,000	\$600	9.38%
Communication Equipment	\$0	\$400	\$400	\$0	0.00%
Travel	\$394	\$500	\$500	\$0	0.00%
Wastewater Service	\$8,400	\$9,000	\$9,000	\$0	0.00%
Bottled Water Service	\$1,375	\$2,000	\$2,000	\$0	0.00%
Wearing Apparel	\$3,728	\$4,000	\$4,000	\$0	0.00%
Administrative Expense	\$73,506	\$76,998	\$68,349	-\$8,649	-11.23%
Total Expenses	\$656,230	\$708,248	\$743,199	\$34,951	4.93%

**Landfill Disposal
Project Number 33100
FY 20**

	Waste Quantity (Tons)	Disposal Fees	Administrative Expense	Total Annual Cost
Essex	8,700	\$200,100	\$10,133	\$210,233
King and Queen	2,400	\$0	\$1,398	\$1,398
King William	8,300	\$190,900	\$9,667	\$200,567
Mathews	5,500	\$126,500	\$6,406	\$132,906
Middlesex	7,000	\$161,000	\$8,153	\$169,153
Landfill Disposal Total	31,900	\$678,500	\$35,757	\$714,257

Project 33700		Household Chemical Collection		FY 20
		Middle Peninsula		
	Code	Description		Budget
Revenues				
		HHC Disposal Fees - Essex		\$1,000
		HHC Disposal Fees - King and Queen		\$400
		HHC Disposal Fees - King William		\$2,400
		HHC Disposal Fees - Mathews		\$8,000
		HHC Disposal Fees - Middlesex		\$2,000
		Total Revenues		\$13,800
Expenses				
	53900	Household Chemical Disposal Services		\$11,800
	90000	Administrative Expense		\$2,000
		Total Expenses		\$13,800

Project 31000	Administrative Services		FY 20
Element 310000	Administrative Services		
	Code	Description	Budget
Revenues			
	40100	Community Fees - Hampton	\$10,750
	40200	Community Fees - Poquoson	\$10,750
	40300	Community Fees - Williamsburg	\$10,750
	40400	Community Fees - James City	\$10,750
	40500	Community Fees - York	\$10,750
	40600	Community Fees - Essex	\$10,750
	40800	Community Fees - King & Queen	\$10,750
	40900	Community Fees - King William	\$10,750
	41000	Community Fees - Mathews	\$10,750
	41100	Community Fees - Middlesex	\$10,750
	41300	Administrative Fee - HHC Operations	\$7,302
	41400	Administrative Fee - HHC Disposal	\$11,465
	41500	Administrative Fee - Compost Facility	\$110,274
	41600	Administrative Fee - Landfill Disposal	\$35,757
	41700	Administrative Fee - Transfer System	\$180,736
	41800	Administrative Fee - Curbside Recycling	\$139,850
	41900	Administrative Fee - Middle Peninsula HHC	\$2,000
	42000	Administrative Fee - Convenience Center	\$68,349
	40700	Administrative Fee - Landfill Monitoring	\$10,138
	46300	Administrative Fee - Computer Recycling	\$1,293
	48600	Interest Income	\$40,000
		Total Revenues	\$714,665
Expenses			
	50000	Salaries - Salaried	\$346,000
	50100	Salaries - Full Time Hourly	\$35,800
	50200	Salaries - PT / WAE	\$29,000
	50600	Fringe - FICA	\$31,500
	50700	Fringe - Unemployment	\$500
	50800	Fringe - Health Insurance	\$104,000
	50900	Fringe - Retirement	\$14,000
	51000	Fringe - Life Insurance	\$2,000
	51010	Disability Insurance	\$500
	51100	Fringe - Worker's Comp	\$500
	51400	Accounting Support Services	\$5,200
	51500	Advertising	\$800
	51600	Bank Service Charges	\$2,800
	51700	Building and Grounds - Repair and Maintenance	\$500
	51900	Computer and Related Services	\$3,400
	52000	Consultants	\$6,400
	53200	Electricity	\$3,800
	53600	Fuel	\$600
	53800	Audit Services	\$25,000
	54000	Insurance	\$7,600
	54300	Legal Services	\$16,000
	54500	Materials and Supplies	\$1,500
	54700	Memberships, Dues,Subscriptions	\$800
	54900	Office Supplies	\$4,000
	55000	Office Furniture	\$500
	55100	Office Equipment	\$7,000
	55300	Employee Background Checks	\$200
	55600	Postage	\$2,000
	55700	Printing	\$600
	55800	Promotional / Educational Information	\$1,200
	56000	Rent - Office Space	\$39,265
	56800	Safety Equipment	\$500
	57000	Communication Services	\$10,800
	57010	Communication Equipment	\$600
	57200	Training	\$2,400
	57300	Travel	\$4,200
	57600	Vehicle - Maintenance and Repair	\$800
	58500	Wearing Apparel	\$400
	58800	Litter Boxes	\$2,000
		Total Expenses	\$714,665

Project 31000	Administrative Services						FY 20
Element 310000	Administrative Services						
	Code	Description	FY 18 Actual	FY 19 Budget	FY 20 Budget	Difference	% Change
Expenses							
	50000	Salaries - Salaried	\$328,453	\$338,000	\$346,000	\$8,000	2.37%
	50100	Salaries - Full Time Hourly	\$16,839	\$34,800	\$35,800	\$1,000	2.87%
	50200	Salaries - PT / WAE	\$27,808	\$29,000	\$29,000	\$0	0.00%
	50600	Fringe - FICA	\$26,203	\$30,700	\$31,500	\$800	2.61%
	50700	Fringe - Unemployment	\$62	\$500	\$500	\$0	0.00%
	50800	Fringe - Health Insurance	\$77,362	\$79,000	\$104,000	\$25,000	31.65%
	50900	Fringe - Retirement	\$15,947	\$18,000	\$14,000	-\$4,000	-22.22%
	51000	Fringe - Life Insurance	\$1,941	\$2,000	\$2,000	\$0	0.00%
	51010	Disability Insurance	\$195	\$500	\$500	\$0	0.00%
	51100	Worker's Comp	\$323	\$500	\$500	\$0	0.00%
	51400	Accounting Support Services	\$5,080	\$5,000	\$5,200	\$200	4.00%
	51500	Advertising	\$1,169	\$800	\$800	\$0	0.00%
	51600	Bank Service Charges	\$2,687	\$2,500	\$2,800	\$300	12.00%
	51700	Building and Grounds - Repair and Maintenance	\$0	\$500	\$500	\$0	0.00%
	51900	Computer and Related Services	\$4,485	\$3,000	\$3,400	\$400	13.33%
	52000	Consultants	\$7,680	\$6,400	\$6,400	\$0	0.00%
	53200	Electricity	\$3,530	\$3,800	\$3,800	\$0	0.00%
	53600	Fuel	\$497	\$600	\$600	\$0	0.00%
	53800	Audit Services	\$24,500	\$24,500	\$25,000	\$500	2.04%
	54000	Insurance	\$7,440	\$7,000	\$7,600	\$600	8.57%
	54300	Legal Services	\$15,000	\$16,000	\$16,000	\$0	0.00%
	54500	Materials and Supplies	\$973	\$1,500	\$1,500	\$0	0.00%
	54700	Memberships, Dues,Subscriptions	\$441	\$800	\$800	\$0	0.00%
	54900	Office Supplies	\$3,549	\$4,000	\$4,000	\$0	0.00%
	55000	Office Furniture	\$0	\$500	\$500	\$0	0.00%
	55100	Office Equipment	\$4,307	\$7,000	\$7,000	\$0	0.00%
	55300	Employee Background Checks	\$82	\$200	\$200	\$0	0.00%
	55600	Postage	\$808	\$2,000	\$2,000	\$0	0.00%
	55700	Printing	\$0	\$1,000	\$600	-\$400	-40.00%
	55800	Promotional / Educational Information	\$1,723	\$1,200	\$1,200	\$0	0.00%
	56000	Rent - Office Space	\$37,740	\$38,496	\$39,265	\$769	2.00%
	56700	Safety Equipment	\$437	\$500	\$500	\$0	0.00%
	57000	Communication Services	\$10,260	\$10,800	\$10,800	\$0	0.00%
	57010	Communication Equipment	\$0	\$600	\$600	\$0	0.00%
	57200	Training	\$2,589	\$2,400	\$2,400	\$0	0.00%
	57300	Travel	\$2,824	\$4,200	\$4,200	\$0	0.00%
	57600	Vehicle - Maintenance and Repair	\$67	\$800	\$800	\$0	0.00%
	58500	Wearing Apparel	\$369	\$400	\$400	\$0	0.00%
	58800	Litter Boxes	\$0	\$2,000	\$2,000	\$0	0.00%
		Total Expenses	\$633,928	\$681,496	\$714,665	\$33,169	4.87%