



Rivanna Solid Waste Authority

Board of Directors Regular Meeting

April 24, 2018
2:00pm



RIVANNA SOLID WASTE AUTHORITY

695 Moores Creek Lane • Charlottesville, Virginia 22902 • (434) 977-2970

BOARD OF DIRECTORS

Regular Meeting of the Board of Directors of Rivanna Solid Waste Authority

DATE: April 24, 2018

LOCATION: Conference Room, Administration Building
695 Moores Creek Lane, Charlottesville, VA

TIME: 2:00 p.m.

AGENDA

- 1. CALL TO ORDER**
- 2. MINUTES OF PREVIOUS BOARD MEETING**
 - a. *Minutes of the Regular Meeting of the Board on February 27, 2018*
- 3. RECOGNITION**

Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting has been awarded to the RSWA for its 2017 comprehensive annual financial report (CAFR) – received by RSWA's Director of Finance and Administration, Lonnie Wood
- 4. EXECUTIVE DIRECTOR'S REPORT**
- 5. ITEMS FROM THE PUBLIC**
- 6. RESPONSES TO PUBLIC COMMENTS**
- 7. CONSENT AGENDA**
 - a. *Staff Report on Finance*
 - b. *Staff Report on Ivy Material Utilization Center/Recycling Operations Update*
 - c. *Staff Report on Ivy Landfill Environmental Status*
 - d. *Staff Report on Ongoing Projects*
- 8. OTHER BUSINESS**
 - a. *Introduction of Fiscal Year 2018-2019 Budget and Adoption of the Preliminary Rate Resolution – Bill Mawyer, Executive Director*

(RECESS THE RSWA MEETING TO BEGIN THE RSWA MEETING; MOTION REQUIRED)

 - b. *Strategic Plan Implementation – Katie McIlwee, Communication Manager, Executive Coordinator, and Goal Team Leader*
- 9. OTHER ITEMS FROM BOARD/STAFF NOT ON AGENDA**
- 10. CLOSED MEETING**

11. ADJOURNMENT

GUIDELINES FOR PUBLIC COMMENT AT RIVANNA BOARD OF DIRECTORS MEETINGS

If you wish to address the Rivanna Board of Directors during the time allocated for public comment, please raise your hand or stand when the Chair asks for public comments.

Members of the public requesting to speak will be recognized during the specific time designated on the meeting agenda for "Items From The Public." Each person will be allowed to speak for up to three minutes. When two or more individuals are present from the same group, it is recommended that the group designate a spokesperson to present its comments to the Board and the designated speaker can ask other members of the group to be recognized by raising their hand or standing. Each spokesperson for a group will be allowed to speak for up to five minutes.

During public hearings, the Board will attempt to hear all members of the public who wish to speak on a subject, but it must be recognized that on rare occasion presentations may have to be limited because of time constraints. If a previous speaker has articulated your position, it is recommended that you not fully repeat the comments and instead advise the Board of your agreement. The time allocated for speakers at public hearings are the same as for regular Board meetings, although the Board can allow exceptions at its discretion.

Speakers should keep in mind that Board of Directors meetings are formal proceedings and all comments are recorded on tape. For that reason, speakers are requested to speak from the podium and wait to be recognized by the Chair. In order to give all speakers proper respect and courtesy, the Board requests that speakers follow the following guidelines:

- Wait at your seat until recognized by the Chair.
- Come forward and state your full name and address and your organizational affiliation if speaking for a group;
- Address your comments to the Board as a whole;
- State your position clearly and succinctly and give facts and data to support your position;
- Summarize your key points and provide the Board with a written statement, or supporting rationale, when possible;
- If you represent a group, you may ask others at the meeting to be recognized by raising their hand or standing;
- Be respectful and civil in all interactions at Board meetings;
- The Board may ask speakers questions or seek clarification, but recognize that Board meetings are not a forum for public debate; Board Members will not recognize comments made from the audience and ask that members of the audience not interrupt the comments of speakers and remain silent while others are speaking so that other members in the audience can hear the speaker;
- The Board will have the opportunity to address public comments after the public comment session has been closed;
- At the request of the Chair, the Executive Director may address public comments after the session has been closed as well; and
- As appropriate, staff will research questions by the public and respond through a report back to the Board at the next regular meeting of the full Board. It is suggested that citizens who have questions for the Board or staff submit those questions in advance of the meeting to permit the opportunity for some research before the meeting.

The agendas of Board meetings, and supporting materials, are available from the RWSA Administration Office upon request or can be viewed on the Rivanna website(s)



RIVANNA SOLID WASTE AUTHORITY

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RSWA BOARD OF DIRECTORS Minutes of Regular Meeting February 27, 2018

A regular meeting of the Rivanna Solid Waste Authority (RSWA) Board of Directors was held on Tuesday, February 27, 2018 at 2:00 p.m. in the 2nd floor conference room, Administration Building, 695 Moores Creek Lane, Charlottesville, Virginia.

Board Members Present: Mr. Mike Gaffney – presiding, Ms. Kathy Galvin, Mr. Trevor Henry, Mr. Maurice Jones, Mr. Paul Oberdorfer, Dr. Liz Palmer and Mr. Jeff Richardson.

Staff Present: Mr. Tim Castillo, Ms. Victoria Fort, Mr. Rich Gullick, Mr. Bill Mawyer, Ms. Katie McIlwee, Mr. Philip McKalips, Ms. Betsy Nemeth, Mr. David Rhodes, Mr. Scott Schiller, Ms. Michelle Simpson, Ms. Andrea Terry, Ms. Jennifer Whitaker, and Mr. Lonnie.

Also Present: Mr. Kurt Krueger – RSWA Counsel, members of the public, and media representatives.

1. **CALL TO ORDER**

Mr. Gaffney called the meeting to order at 2:00 p.m.

2. **MINUTES OF PREVIOUS BOARD MEETING**

a. Minutes of the Regular Meeting of the Board on November 14, 2017

There were no changes to the minutes.

Dr. Palmer moved to approve the minutes of the RSWA November 14, 2017 meeting as presented. Mr. Jones seconded the motion, which passed unanimously (7-0).

3. **RECOGNITION**

There were no recognitions on the agenda.

4. **EXECUTIVE DIRECTOR'S REPORT**

Mr. Mawyer wished members of the Board a Happy New Year.

Mr. Mawyer expressed upcoming exciting times for Solid Waste and stated that at the next meeting, he was hopeful to have a screen monitor in front of the Board at the podium so that members can avoid having to turn around or move to view presentations. He noted that the Ivy Transfer Station was under construction, and Michelle Simpson and the Rivanna inspector were doing a great job.

Ms. Simpson confirmed that things were coming along well and directed the Board to look at pictures of the ladder and the walls going up. She also indicated the area that would get filled in with stone up to the top of where the walls would be and that the eight-inch thick concrete floor would be poured next, with the rest of the walls and building to be constructed on top of that.

Mr. Mawyer stated that by fall or winter they expected to be “open for business.”

Mr. Mawyer reported that the Compostable Food Waste Program has taken a step forward and recalled that when the program was started last year, there was a solid waste transporting firm – Thompson Trucking – that was hauling the compostable food waste from Ivy 130 miles to Waverly, VA, where they would then go to the McGill Compost facility, where Rivanna also sent its wastewater biosolids, with those products mixed together to make compost.

Mr. Mawyer added that UVA was being charged about \$250 per ton in order to process that program, so RSWA put out a request for bids and Black Bear Composting (BBC) was the low bidder. He noted that BBC formerly had a compost facility in Crimora, VA, near Waynesboro, and was now opening that facility back up again. He stated BBC was the current provider for UVA, and would now be RSWA’s regional provider for compostable food materials transportation.

Mr. Mawyer then directed the Board to view a picture that showed a 30-cubic-yard heavy green container that was formerly used, but stated that Black Bear now uses a yellow 55-gallon “toter” and stated that is what would be used to bring food waste from UVA to Ivy to be weighed at the scales. He noted that there would also be additional Black Bear composting containers at Ivy so residents could bring compost and dispose of it for free and businesses could bring it for a charge. Mr. Mawyer stated that the program would be piloted since they accept compostable food waste at the McIntire facility for free from residents but businesses were not allowed to go there, so the program would be similar to the McIntire model. Mr. Mawyer stated that Black Bear would then take the products to its site in Crimora and through the bidding process the costs has been reduced from about \$250 per ton to \$178 per ton. He stated that objectives were to get market-based pricing as low as possible, and Rivanna was working with city and county schools to see if they want to start bringing their product and grow the regional program. He commented that he has been pleased at the progress being made so far with the program.

Dr. Palmer asked Mr. Mawyer how much UVA was paying when waste was transported across the scales.

Mr. Mawyer responded that it was \$178 per ton. He explained that RSWA paid Black Bear the bid price, which was \$154 per ton so there was a \$24 per ton, or 15% mark up, for the overhead

and expenses for managing the equipment, the scale house, and doing the billing – which was an improvement from the original price to UVA with a 25% mark up. Mr. Mawyer stated that the smaller totes and smaller equipment would provide more efficient operations and could reduce the cost to RWSA, which would enable everyone to get that benefit.

Mr. Mawyer confirmed for Dr. Palmer that Black Bear's charge to RSWA was \$154 per ton and UVA's cost was \$178 per ton, as well as anyone else that would use the program other than residents.

Mr. Mawyer reported that Rivanna has had requests to start an Electronic Waste Program, also called "E-Waste," and the Albemarle County Solid Waste Advisory Committee (SWAC) has talked about it, and he received a call as well from the Virginia Organizing Project's Charlottesville chapter. He stated that this program was explored and it did not appear that the McIntire Recycling Center had adequate space to support an E-Waste program, which would involve people bringing computers, printers, televisions, and electronic equipment – and those items would take more space than is available at McIntire. Mr. Mawyer stated they looked at providing the program at Ivy and stated that it would be a feasible location, with two choices there. The first choice would be to buy trailers and use RSWA's tractor and haul the products to a vendor in Richmond, and he estimated the costs to be \$100K for the first year to get the program started to purchase the trailer and pay for the products, as well as paying the vendor. He added that the costs would be \$100K for the first year, and \$60K per year thereafter as all the equipment would have already been purchased. Mr. Mawyer stated that a preferable option was to sponsor E-Waste Days at IMUC, similar to the current Household Hazardous Waste Days, and Care Environmental, which does the Hazardous Waste Days collection, could also do the E-Waste collection. Mr. Mawyer indicated that it would cost about \$12K per day for Care Environmental to bring the trailers and their equipment to take the electronics and dispose of them.

Dr. Palmer asked for clarification that the electronics would go to a company that recycled those products.

Mr. Mawyer stated that it was his understanding that was correct in that they would go to an electronics recycler.

Mr. Gaffney asked if that also included businesses up to a certain size and not just individuals.

Mr. Mawyer confirmed that this was correct.

Mr. McKalips added that it could take from either individuals or businesses.

Mr. Mawyer stated they were not looking for a large entity like Best Buy to bring a thousand used computers, as that would cost a fortune. Mr. Mawyer stated that the \$12K amount was for two trailers and when they were full that would be the limit.

Ms. Galvin inquired as to how many days were being expected for the program.

Mr. Mawyer answered approximately two to four days a year, which was similar to the Household Hazardous Waste program.

Dr. Palmer asked how RSWA would handle that since companies like Best Buy were required by the state to take electronic equipment, and asked if there were other local companies that were required to follow the same procedures, and wondered if problems would be encountered by RSWA.

Mr. McKalips responded that because of the volume, he would envision that the initial e-waste days would be open to residents and not businesses – just from the standpoint that the school district could possibly show up and have a warehouse full of products that would consume our capacity, which would then prevent residents from using the service. He added that an appointment system could be set up for businesses, as was done for the HHW program, and businesses could register ahead of time so that space could be earmarked.

Mr. Mawyer added that RSWA would probably want to charge businesses, and there was general agreement among the Board to follow that recommendation.

Mr. Mawyer reported that the HHW program was funded by the Board at approximately \$100K to \$110K per year, and stated that the county paid 64.5% of that cost and the city paid 35.5%. He added that UVA contributes \$80K toward the environmental program of the entire landfill – groundwater management and air management. Mr. Mawyer stated that this was where RSWA was funding the HHW management program, also through the environmental budget, and he clarified that UVA paid about \$80K per year, the county paid 64.5% and the city paid 35.5% of that program.

Mr. Gaffney stated that UVA's contract was 7%, so the remainder of that was split 60/33. He asked for confirmation from Mr. Wood, who answered in the affirmative.

Mr. Mawyer stated that was how the program would be funded and asked if the Board would like to take action now or if the Board would prefer further study. Mr. Mawyer stated he was providing it as feedback as heard from SWAC and the one business in Charlottesville if RSWA could become a regional electronic waste disposal location.

Mr. Gaffney asked if RSWA did it in the current year, whether they would tie it to add another day on to the Spring HHW Program or whether it would be done at a totally different time period.

Mr. Mawyer responded that they were thinking of a different day so that the traffic would not be involved with the other traffic, as the other HHW events were pretty well modulated to avoid a huge traffic jam. Mr. Mawyer stated that was done in part by making paint disposal available every day, and added that staff had done a good job on that item. Mr. Mawyer stated that program didn't have traffic problems, so there would be a concern if they added E-Waste at the same time as it could increase traffic. He suggested trying a different day or different weekend, and stated that it could be targeted primarily for residential use on a following Saturday.

Ms. Galvin noted that they could keep it within the timeframe for the spring cleaning period.

Dr. Palmer noted that the E-Waste days would be a good way to start and was hopeful that in the future it could be done in a similar fashion as the paint days, but it seemed reasonable to start with E-Waste days. She pointed out that SWAC was very interested in this issue, as was the Board, and it seemed like the \$12K split between the two was a small amount of money for a good benefit. Dr. Palmer stated she was very much interested in this item.

Ms. Galvin added that these items are exceptionally hazardous wastes.

Dr. Palmer moved to accept the recommendation for sponsoring E-Waste Days at IMUC with a vendor and daily costs of approximately \$12K.

Mr. Mawyer asked if that would be for one day at the Spring event and one day at the Fall event.

The Board answered in the affirmative.

Ms. Galvin seconded the motion and it was passed unanimously (7-0).

Mr. Mawyer thanked Mr. Phil McKalips for doing all the research on the item.

Mr. Mawyer discussed HHW Days and Amnesty Days to take place on April 26 for commercial hazardous waste, with the residential day being on April 27 and 28, and bulky waste Amnesty Day on May 5, 12, and 19. He stated those three days would be on Saturdays.

Mr. Mawyer indicated a very positive outpouring of community outreach, first from the UVA Theta Chapter of Alpha Phi Omega – the same group that in the Fall worked at McIntire, and then came again and cleaned up at McIntire and walked the Dick Woods Road area and cleaned up trash from the side of the road. Mr. Mawyer expressed thanks and appreciation for them being such a nice group to help Rivanna out.

Mr. Mawyer discussed contacts with the Community Power Group about leasing 10 acres to them to build solar cells, and stated they were going to use that project for a proposed project with Dominion Energy. Mr. Mawyer stated the project was not accepted in the RFP process Dominion used, and he stated he was not aware of the reasons why it was not accepted. Mr. Mawyer stated that Community Power Group was still going to try and find a way with Dominion or someone else to have a project, but for the time being it was not going to be pursued.

Mr. Mawyer stated that Rivanna would have the Solid Waste CIP and operating budgets for review in April. He stated they would also have the first year of the strategic work plan to tell the Board about projects that are being placed in the strategic plan and hopefully get the Board's concurrence with those projects on the assumption that the Board approved the strategic plan.

Mr. Mawyer stated they would advertise the operating budget for solid waste with the intention to adopt the solid waste budgets in May.

Mr. Gaffney asked for any additional comments or questions for Mr. Mawyer. There were none.

5. ITEMS FROM THE PUBLIC

There were no items from the public.

6. RESPONSES TO PUBLIC COMMENTS

There were no responses to public comments for this month.

7. CONSENT AGENDA

a. Staff Report on Finance

b. Staff Report on Ivy Material Utilization Center/Recycling Operations Update

c. Staff Report on Ivy Landfill Environmental Status

d. Staff Report on Ongoing Projects

e. Recommendation for Approval of the Strategic Plan 2018

f. Recommendation for Approval of Purchasing Manual Update

g. Recommendation for Engineering Services – Recycling Master Plan for the IMUC and County Convenience Facilities - Arcadis U.S., Inc.

h. Recommendation to Modify the IMUC Dam

Mr. Gaffney state that there would be a replacement for Item 7g.

Mr. Mawyer stated that the replacement related to a scope of work with an engineering firm, Arcadis, to do a master plan for the Ivy MUC, as well as for some remote convenience centers in the county – and yesterday he had spoken with Mr. Henry and Dr. Palmer to talk about efforts the county had already gone through in looking at sites. He noted that there would still be a master plan developed for the MUC, but this reduced the scope and the fee.

Dr. Palmer expressed concern regarding looking at the scope more carefully and having an evaluation of what the county had already done, as well as getting the solid waste committee involved and making sure the Board of Supervisors know what they are paying for. Dr. Palmer stated the Board of Supervisors had already stated that they were very interested in going forward with the master planning process, but stated they did not want to delve too quickly into establishing and/or identifying different areas out in the county until they had a chance to do their own outreach to their constituents. Dr. Palmer asked for more information as to how master planning money was not placed in with the recommendation in the budget for the other additional work for building and operating the convenience center and recycling center at Ivy. She stated that Rivanna had not always taken these recommendations back to the Board of

Supervisors and City Council to make these adjustments, and asked staff to speak to how that could be done with respect to the amount not to exceed \$49,000.

Mr. Mawyer responded that several parts of the solid waste budget – operations at the landfill and the transfer operation at the landfill – are budgeted solely for the County’s expense because the city didn’t send any refuse to Ivy. He also stated that Rivanna took in revenues because county haulers and others brought municipal solid waste refuse to the landfill, and they are charged \$66 per ton for that product. He noted that they take clean fill, brush, and other items, so these provide a revenue stream. Mr. Mawyer stated they also have a budget that includes expense projections, and Rivanna lets the county know the amount – but then does a true-up at the end of the year depending on the actual revenues and expenses, which had typically been a deficit that required further county contribution. He mentioned that last year, the environmental program – which is a shared expense with the City – had residual money left over, so both entities received a refund.

Mr. Wood clarified that for environmental, there was no true-up. Only the operating accounts true-up – so the environmental funds would stay in reserves and carry over to Rivanna.

Dr. Palmer pointed out that city residents and business did in fact send waste to Ivy.

Mr. Mawyer agreed.

Dr. Palmer explained that on the county side, they had a reserve for contingencies or similar fund to cover that, and the Board of Supervisors did not get all of the Ivy expenses into its budget for master planning.

Mr. Henry noted that there was not a firm estimate for Ivy.

Dr. Palmer responded that there was a general estimate for it quite a while back, but it was only verbal.

Mr. Henry stated that the complicating factor is that this would typically come out the CIP, not operating, and he was very supportive of the work to do the master planning. He stated that process wise, it seemed better to go through the Board of Supervisors and have it authorized for an appropriation prior to proceeding, although Dr. Palmer had just discussed it with them the previous day.

Ms. Palmer clarified that the Board’s expectation is for Rivanna to move forward, and this was a good example of how they needed to work out the coordination in dealing with the transfer station and its ultimate use. She stated that this was somewhat of a test case that revealed some holes in the process.

Mr. Richardson asked what a placeholder amount would be to take it back to the Board.

Mr. Mawyer responded that they had an amount not to exceed \$49,000, and that was a unilateral number they came up with as they adjusted the scope, so they still need to discuss it with the consultant.

Mr. Gaffney asked if the question was the cost of the recycling centers and convenience facilities.

Dr. Palmer replied that the Board had that budgeted, and this pertained only to the master planning.

Mr. Henry explained that this was not in the current budget and appropriation, authorizing the work now with the understanding they would have to true it up in July, and the preference would be for the Board to authorize it ahead of time.

Dr. Palmer reiterated that they didn't do that, so she would leave it up to the Executive Director for that direction.

Mr. Richardson stated they would be meeting with the Board in two days to review the CIP, so it could be discussed then with the specific amount of \$50,000.

Mr. Krueger suggested that they could approve it now contingent upon the Board of Supervisors authorizing the funds as an appropriation from the CIP, then they could let Mr. Mawyer know.

Board members agreed with that approach.

Dr. Palmer suggested that they vote on these separately.

Mr. Krueger agreed that they could have a separate motion for 7g.

Ms. Galvin moved to approve Consent Agenda items 7a-f and 7h as presented. Dr. Palmer seconded the motion, which passed unanimously (7-0).

Ms. Palmer moved to approve Consent Agenda items 7g, with a recommendation for engineering services as amended in the memorandum, contingent upon approval of funding from the Albemarle County Board of Supervisors. Mr. Richardson seconded the motion, which passed unanimously (7-0).

8. OTHER BUSINESS

a. Comprehensive Annual Financial Report Fiscal Year Ending June 30, 2017, Robert Huff

Mr. Robert Huff of Robinson Farmer Cox Associates, RSWA's auditor, thanked the Board for the opportunity to present his report on the Comprehensive Annual Financial Report for the year ending June 30, 2017. He stated that the CAFR contained unqualified opinions as in the past, and except for the statutory obligations to appear before the Board and report out the communications with those charged with governance, it would almost be unnecessary to report the findings. Mr. Huff stated that the qualitative aspects of the accounting practices are excellent,

and the difficulties encountered in performing the audit were none. He stated that there were no corrected or uncorrected misstatements within the document, and there were no disagreements with management – oral or otherwise – and the management representations were all signed, with no one shopping for a second opinion report and no other matters or issues to be disclosed. Mr. Huff stated that there were no restrictions on the use of the report whatsoever.

Mr. Huff did point out that the report had gotten a certificate of achievement that Mr. Wood and his staff put in for annually. He noted that the opinions on page[A1] __ of the report were “unmodified,” which was the equivalent of a positive report, and stated that operationally all aspects of annual fund balances were very close year to year except for a few small changes. Mr. Huff stated that regarding capital projects, this was a very routine report. Mr. Huff stated that this concluded his formal remarks, and stated there was no management letter as there was no reason for one.

Mr. Gaffney asked if there were any questions for Mr. Huff. There were none.

At 2:36 p.m., Dr. Palmer moved to recess the RSWA Board meeting. Mr. Jones seconded the motion, which passed unanimously (7-0).

The RSWA Board recessed their meeting at 2:36 p.m.

At 2:52 p.m., Dr. Palmer moved to reconvene the RSWA Board meeting. Mr. Jones seconded the motion, which passed unanimously (7-0).

The RSWA Board reconvened their meeting at 2:52 p.m., as a joint meeting with the RWSA Board.

- b. *Presentation[A2] to the RWSA / RSWA on the Compensation & Classification Study Recommendations: Director of Finance & Administration, Lonnie Wood and Consultant David Bollenback with Evergreen Solutions*

Mr. Wood reported that the previous summer staff initiated a compensation study that included reviewing their job titles, classifications and job descriptions which had not been done for about ten years. He stated it was also initiated to conduct a market survey analysis which was in the process of going out to similar localities and getting information on compensation levels, compensation ranges, and pay grades. Mr. Wood stated that the last time an adjustment had been done to the pay raise system was in 2015, and the personnel policy required this to be reviewed every three years. He noted that it was also in line with the strategic plan, and even though the strategic plan was initiated at the same time, one of the conclusions in the plan that was adopted by the RSWA and RWSA in late 2017 was to conduct a comprehensive compensation and staffing study. He stated he expected the staffing study to come when the budget was introduced next month. Mr. Wood indicated that the consultant that was hired to help with the survey, Evergreen Solutions, would give a brief presentation on how the study would be conducted.

Mr. David Bollenback of Evergreen Solutions stated that he would discuss some of the findings from the study process and some of the recommendations that were before the Boards. He

407 reported that one of the primary pieces of the process was data collection and stated they had to
408 gather information from HR and Finance, as well as collect data from employees. He stated they
409 used a job assessment tool (JAT) process that was sent out to all employees asking them to
410 complete what was essentially a summary of their position, which allowed Evergreen to make
411 sure they understood each position and the various functions that they were in charge of, as well
412 as being able to determine the relative compensation levels of those positions.

413
414 Mr. Bollenback stated that there were also some outreach and orientation sessions wherein they
415 interviewed and discussed with employees what they liked or didn't like with issues that they
416 were experiencing with the scope of the study, and introduced them in the orientation sessions to
417 their study as well as to the JAT process.

418
419 Mr. Bollenback reported that Evergreen had also done an analysis of the current conditions,
420 which assessed the nature of the pay scales as to whether they were close enough to each other in
421 terms of the various grades, as well as being far enough apart, and other various best practice
422 pieces that were investigated as they related to those scales. He stated that they also conducted a
423 market survey, which was a big piece everyone was interested in hearing about, and he would
424 talk about those results, as well as recommendations.

425
426 Mr. Bollenback explained that the study was launched in June 2017, followed by orientation
427 focus groups onsite as well as with employees asked to attend focus groups, in July 2017. He
428 stated there were 11 focus groups with 55 employees – so just over half of the employees
429 participated in the focus groups. He also stated that the JAT ran from July 21 to August 15. He
430 stated that the JAT participation rate was 83.5% out of a total 91+ employees who were asked to
431 participate, which was considered a very strong completion rate as 70% was the desired rate.

432
433 Mr. O'Connell asked if the JAT was like a job description.

434
435 Mr. Bollenback confirmed that and stated that the JAT was introduced by having employees
436 literally write their own job description, but it was asked to be done by the employee's individual
437 perspective – so that employees share a job title, it would be Evergreen's expectation that those
438 JATs would look slightly different. He added that in some cases if there was a classification
439 issue, they would look very different. He noted that those differences and similarities were what
440 Evergreen was trying to see in the JAT process, and then use that information to determine the
441 compensation composition.

442
443 Mr. Bollenback stated that he wanted to present several notes on what employees shared when
444 they came onsite. He stated that many of them stated that they appreciated the stability that
445 working for the authorities provided them. He also noted that there were some mid to upper-level
446 compression issues (i.e., people's opinions that salaries were too close to one another based on
447 certain variables such as experience, tenure, performance, etc.) He reported that whatever metric
448 they were using, they stated they still felt that salaries were not differentiated from one another in
449 a manner they felt was appropriate. He stated that Evergreen heard many different reasons for
450 that compression, but stated those were fairly common complaints and that was one of the things
451 Evergreen was looking to address. Mr. Bollenback stated that some employees felt their job
452 descriptions were not accurate due to job duties having evolved over the years, and that

Evergreen was asked to review those job descriptions, which they were still in the process of finalizing.

Mr. Bollenback indicated that there was a single salary schedule, which was sometimes presented separately, with solid waste in one and water and wastewater in another one, but overall, they were shared dollar figures and nomenclature. He reported that there were 56 unique classifications, so different job titles slot into that plan, with 99 budgeted positions – but he clarified that their numbers were not 99 because they were dealing with the actual employees present at the time of the study initiation, so those numbers did not match perfectly all the time with budgeted positions.

Mr. Bollenback reported that the current range structure was very solid. He reported that generally you would expect to see a range spread of 50 to 70 %, and stated that the range spread was essentially the percentage increase from the minimum to the maximum of a pay range. He stated that it represented the lower to upper limit of compensation, and how much compensation could grow for an employee throughout the time of employment. He reported that Rivanna was sitting right at 66%, which was considered excellent. He also directed the Boards' attention to grade progression, which was the percentage increase from one grade to the next, and stated it was fairly consistent for Rivanna at about 5%, which was within best practice limits. Mr. Bollenback noted that this was relevant because there was a grade structure that they then had to slot classifications onto, so having those pay ranges relatively close to one another allowed them to slot them as close to market as possible. He added that being 5% apart from one another would allow them to slot them closer to their target value than if they were 10% apart from one another. He indicated that this was good news, and Evergreen had sought to build on the strengths that were identified during the Analysis of Current Conditions (AOCC) process, while also bringing up the ranges and some individual positions to market.

Mr. Bollenback reported on the market survey and stated they had benchmarked 63 classifications, with some speculative ones that were also included for data purposes. He reported that they went to 26 market peers, including cities, counties, school systems, and other utilities – casting a wide net to try to get a feel for the labor market that Rivanna competes in. Mr. Bollenback stated that overall 607 market matches were made, which was fairly strong for a study of this size and was just under 10 responses per position. He stated that the findings showed that overall, positions were on average 5% below market at minimum, 6.3% below at midpoint, and about 7.4% at maximum. He reported that this was an average of market responses using published pay ranges compared to Rivanna's published pay ranges, and these were not representative of employees' actual salaries but were structural comparisons. Mr. Bollenback also stated that when they referred to 5% below market on average they meant on average, and there were several positions that were compensated in terms of the pay range above the market average and several that were below that 5%.

Mr. O'Connell asked if the survey included any local employers besides another utility, such as contractors or UVA.

Mr. Bollenback responded that they had a private sector component but could not compel private organizations to provide them with that data, so they utilized a service from the Economic

499 Research Institute that provided localized private sector salaries and ranges based on experience
500 and time with organization to really mirror that using private sector data. He stated they did not
501 have a direct response from a specific entity but did have an aggregated response from the
502 private sector.

503
504 Mr. Henry asked if this was a consistent peer group as the last evaluation from three years ago.

505
506 Mr. Bollenback presented the list of comparative entities and stated that there were 26
507 organizations surveyed.

508
509 Mr. Wood confirmed that this was very similar to the previous survey and stated that they took
510 what they could find with the city and county adopted markets, so they were consistent with
511 what the localities did.

512
513 Mr. Bollenback addressed the cost of living index and stated that there was a service called
514 coli.org, an entity that provides regional cost of living indexes, and their metric 100 is the
515 national average cost of living – whereas anything over 100 is above average and below 100 is
516 below average. He stated that there was a list of county-level cost of living index results and
517 stated they used that information to essentially inflate or deflate peer responses. Mr. Bollenback
518 used an example by comparing Rivanna at 106.4 and an organization that was below that, and
519 stated that the actual dollar figure that came from them would have been inflated slightly by an
520 equivalent percentage to make sure they were comparing apples to apples as closely as possible.
521 He referred to the City of Lynchburg, which was just below 100, and stated that to try and
522 compare that with Rivanna's salaries would lead to some inequities by the nature of the cost of
523 living in that area. He noted that those were county-level cost of living indexes.

524
525 Mr. O'Connell asked if Western Virginia was Roanoke, and whether its cost of living was higher
526 than Albemarle's.

527
528 Mr. Wood confirmed this.

529
530 Mr. Bollenback asked if there were any further questions before moving on.

531
532 Mr. Henry asked what the asterisk represented.

533
534 Mr. Bollenback explained+ that the asterisk represented organizations – the South Central
535 Wastewater Authority and Appomattox County Water – and the asterisks indicated that the
536 administration of the water plants was shared.

537
538 Mr. Bollenback then referred to Evergreen's recommendations. He stated that the first
539 recommendation was to adopt their revised unified grade structure and the revised class list. He
540 added that the revised class list included some job title changes, as well as a few grade placement
541 changes.

542
543 Mr. Bollenback stated that the grade structure being recommended started with Rivanna's
544 current grade structure and represented a 4% increase from the current structure, but that was not

the sole summary to be taken from the survey. He reported that not only were the grades themselves adjusted by 4%, but there was a more detailed class list in the report that would detail where Evergreen recommends each position should be placed. He stated that some of those were in higher grade placements than they were currently, so even though there was only a 4% adjustment shown on the scales, for individual positions that adjustment may be greater.

Mr. Bollenback stated that the second recommendation was to utilize the JAT and Point Factor System process to revise or establish pay grades going forward for positions. He stated that Evergreen has used that structure and methodology to compare each position to determine the appropriate pay level for the position, and it would be Evergreen's recommendation that Rivanna continue using that methodology going forward as needed. He added that he had been working with Ms. Nemeth as to how that would be done, and Evergreen would be available to ensure that the adoption of that practice was smooth and expressed hope that Rivanna would continue to use that.

Mr. Bollenback stated that the final recommendation would be that Rivanna conduct a comprehensive compensation and classification study every three to five years – with three being the most ideal and five being the absolute limit. He noted that the reason for that was that market trends sometimes move very quickly, and it was important to stay aware of what was happening. He cited an example as being an increase for certain operators where their compensation went up regionally, but this didn't necessarily affect every other position and it might not be immediately seen but could have some long-term ramifications if not addressed. Mr. Bollenback stressed the importance of staying on top of the market every few years, and he asked for any comments or questions.

Dr. Palmer asked that if everything was adjusted 4% up, how the three indicators that were given as 5% below the market average minimum would be changed.

Mr. Bollenback replied that he did not have the exact figures but stated that the figure would be closer to zero. He stated that as mentioned earlier, he was hesitant to give updated figures because really they were looking at jobs. He clarified that when they actually slotted those positions in the pay structure, they looked at the individual job level to make sure that the actual job was closer to market, so he felt they were closer to the zero mark. He reiterated that he did not have the exact figure at present but could provide it to them.

Mr. O'Connell stated that the ultimate goal was for the pay structure to reflect the market Evergreen surveyed for that particular job where it was slotted.

Mr. Bollenback confirmed this and stated that when they looked at an individual job, they would hope that the job would be even closer to market, if not actually at market.

Ms. Galvin inquired as to the impact to the operating budget and expenditures.

Mr. Wood stated it would have no effect as it was for next year. He stated that it would not have any effect at all, as no one would receive a pay raise explicitly because of the study. He noted that what the study found was that Rivanna's pay for existing employees was actually a little bit

591 above market and a little bit above the current pay grade system, so shifting the grade was all
592 that was happening. He stated that people stayed where they were but would be better positioned
593 within the grade that they were currently in now, with more room to grow. He stated that the
594 only budget impact would be when discussions were held for the budget and the recommended
595 merit increases. Mr. Wood stated that there were a few positions that were significantly below
596 the market, and stated those were usually the newer positions. He stated those would be
597 addressed administratively internally, and he stated that if you pulled those data points out of the
598 market analysis, those 5 to 6 to 7% above or below market that Mr. Bollenback mentioned would
599 decrease a little bit. He stated that it was a combination of the 4% increase and then dealing with
600 some of the larger outliers within the market survey itself.

601
602 Mr. O'Connell added that from the employee perspective, it would create more growth and make
603 them better able to compete in the market place.

604
605 Mr. Wood agreed and stated that it would allow for keeping the market as a range in line with
606 what the outside world was doing, so they could better compete within that market.

607
608 Mr. Henry asked Mr. Wood to clarify the second recommendation in regard to utilizing
609 Evergreen's JAT tool and point factor system to revise and establish pay grades. He also asked if
610 that looked at the individual job assignment and whether it might involve a reclassification of
611 that position.

612
613 Mr. Wood confirmed that and stated that when there is turnover in a position it creates an
614 opportunity to look at that position in terms of what it is doing, what you want it to do, and if it
615 was fitting the skill set for the person in that position. He added that if during the budget process
616 you are asking for a new position, it helped HR to determine where to slot that within the rest of
617 the pay grade structure and classification. He noted that it was good for new positions, as well as
618 to review any open ones they might have an opportunity to fill.

619
620 Mr. Henry asked whether it could result in a reclassification.

621
622 Mr. Wood confirmed that it could if there was a good enough reason for it. He stated that if all of
623 their operators were terribly graded, for example, they would do a JAT on all four of the
624 different positions, and it could be done administratively at any time.

625
626 Mr. O'Connell stated that through the study, everybody participated as to where they were put in
627 the appropriate position – so it should be corrected.

628
629 Mr. Wood confirmed that and added that one of the things that would come out of this would
630 that was that there would be brand new job descriptions, which was based on a lot of the JAT
631 input that came during the employee meetings. He also wanted to note that the supervisors had a
632 chance to review what the employees stated but did not approve, negate, or override it – but they
633 did have a chance to comment on what the employee feedback was.

635 Mr. Richardson asked if he had addressed the fact that the grades were moving but people would
636 stay where they currently were, and asked about an employee who had been with the
637 organization less than two years who may be near the entry level.

638
639 Mr. Wood stated that had been considered and no one was “hitting the floor.”
640

641 Mr. Richardson asked what about the compression because there were some compression
642 concerns. He asked about someone who might be close to the minimum who had been there a
643 couple of years – because if they moved the grades and not the person, they might be hiring
644 someone in the future at the same rate as someone who had been there just a year or two.

645
646 Mr. Wood stated that those would be addressed administratively if they thought they were way
647 off based on their tenure and skill set and where they fall in there.

648
649 Mr. Richardson asked if that would be handled on a case by case basis and that would be looked
650 at.

651
652 Mr. Wood confirmed that a lot of times it would be handled that way.
653

654 Mr. Mawyer stated that they would have a merit discussion next month that would be discussed
655 within the operating budgets, so employees that might just be starting this week would not be
656 eligible for a merit – but if they started a year ago, they would get a merit with the new scale to
657 create some space. He added that if they hired someone in August, they would not be on step one
658 with the existing employee.

659
660 Mr. Richardson stated that he was not concerned about someone that had been there 10 to 20
661 years, as there were lots of reasons over a period of decades where people separate out in terms
662 of pay and such – but when there was an employee hired within the last 24 months, that learning
663 curve is very steep. He stated that if that person was near or at the minimum and someone else
664 was brought in, there was a lot of difference between a brand new employee and a two-year
665 employee in terms of what they have learned. He asked if there would be a mechanism in place
666 where that could be addressed and still keep what was an appropriate amount of spacing between
667 someone brand new versus someone who had been there 18 to 24 months.

668
669 Mr. Mawyer stated that was correct.
670

671 Mr. Wood stated that the authorities historically for the past 15 to 18 years had always done pay
672 increases based upon a merit system, and had never been a 1% scale adjustment plus merit or a
673 2% – so the system rewards the high performers. He commented that if they were at the bottom,
674 there was usually a reason that they were at the bottom or have stayed down towards the bottom,
675 instead of getting shifted up automatically.

676
677 Mr. O’Connell stated that one of the positions that he had heard they were having trouble hiring
678 water plant operators, and wondered if this approach would help with that and if that was still an
679 issue.
680

681 Mr. Wood responded that he did not feel that they were having a hard time finding people that
682 were interested in working for Rivanna in a water operator job, but stated they were having a
683 hard time finding people that had an Operator 1 License. Internally, he stated they knew they
684 needed to grow those employees and to hire employees that were capable of moving up that
685 chain and taking tests, as this was a test-driven license. He stated that some people just didn't test
686 well, so Rivanna had to help them with that. Mr. Wood stated that after recently talking to the
687 water manager, he stated that he was now in a place where he could start moving people in that
688 had been there one or two years into those 1 and 2 operator slots. He added that the way they
689 have tried to address that is to grow them from inside.

690
691 Ms. Galvin asked if they had vocation programs at the community college or some place where
692 people can actually get those credentials.

693
694 Ms. Nemeth stated that they used a Sacramento State program online.

695
696 Mr. Wood added that there were also some state programs at Virginia Tech.

697
698 Mr. Mawyer stated that Mountain Empire College also offers online classes.

699
700 Mr. Castillo noted that there were some programs offered in person within the state, but they
701 were very hard to keep going because there usually were not enough students for water/waste
702 water to keep those kind of training programs.

703
704 Mr. Wood stated that the recommendation for this meeting was to adopt the proposed pay grade
705 structure that was noted in the presentation, with a copy with the comparison of the current pay
706 grade structure in the cover memo. He stated it would be helpful to adopt the cover memo and
707 second schedule, which was where people would be placed in the new pay grade structure based
708 on the recommendations as a result of the market study.

709
710 Dr. Palmer asked if they were going to deal with the other recommendation from Evergreen
711 regarding the JAT.

712
713 Mr. Wood responded that he felt that could be dealt with administratively and if they wanted to
714 use it and found it beneficial they could keep using it – and if not, they would stop using it.

715
716 Mr. Wood stated that this was helpful for the employees to step out of what they were doing and
717 assess what they were doing. He noted that several other things in the study that were not
718 addressed that could be done administratively were a couple of recommendations to shift some
719 positions from non-exempt to exempt, as well as several title shifts. He stated that some of their
720 assistant managers were not graded equally, so they have redone some of them to bring them
721 closer in line with each other as they were all doing the same thing as far as management skills.

722
723 Mr. Gaffney asked how all of this could be tied into the strategic plan and how what was just
724 done has helped to get to this point.

Mr. Mawyer explained that workforce development was key to the strategic plan in making sure that they have a qualified professional, highly skilled, dedicated, and versatile team. He added that they needed to maintain competitive pay to do that, so they needed their scales to be competitive as well as their actual salaries. He reported that Mr. Wood and the study both indicated their scales were less than competitive so they were recommending increasing it. He stated that their actual salaries were very competitive with the market and were slightly above the market. Mr. Mawyer stated that they would still recommend a pay increase in March but were looking at both things, so this supported workforce development in the strategic plan.

Mr. Richardson asked about an exemption status with hourly versus annual wage earners, and asked if they had made recommendations pointing in both direction and what they were able to find.

Mr. Bollenback responded that they found there were several positions that were listed as non-exempt that could qualify as exempt status. He clarified that they were not labor attorneys and that this was just their understanding of what was presented to them by employees, and he stated it certainly needed to be reviewed. He stated that some positions that went from non-exempt to exempt and there were positions that went from hourly to annual, not from annual to hourly.

Mr. Richardson responded that this was the side that opened up the liability, and asked whether Evergreen was comfortable in moving a position from hourly to annual wage status, and whether they were in good shape in that regard.

Mr. Mawyer stated that they were and would double check based on those comments. He stated they had assistant managers, some of whom were non-exempt – meaning they got paid overtime – while other assistant managers were not. He stated that those particularly were the ones they looked at from a consistency standpoint. He added that those should be exempt – meaning there was no requirement to pay them overtime.

Mr. O'Connell pointed out that the budget recommendation on pay would be around individual performance – also called merit – as an evaluation that determined whether there would be a pool of money.

Mr. Mawyer explained that next month they would bring the operating budget to the Board with a recommendation for a 3% merit pool. He explained that they would take 3% of the salary dollars that they had and put them in a pool. Mr. Mawyer stated every employee would go through the merit evaluation program and would get a score between 0 and 3 – with 3 being high performers and 0 being the minimum performers – and those 3% dollars would get allocated to employees based on their score. Mr. Mawyer stated that 3% would be the average merit increase, higher performers would get more than 3%, and lower performers would get less than a 3% increase. He added that this was what the authorities had done for many years.

Mr. O'Connell asked if they needed a motion for approval.

Dr. Palmer asked if they needed two motions or one.

Mr. Krueger clarified that it would be better to have two motions, and stated the motions could be paired as one motion for each authority to recommend both the adoption of the pay salary grade scale for FY18-19, and the proposed job title placements.

Dr. Palmer moved for the RSWA to adopt the attached proposed pay grade scale for FY18-19 table one, and to approve the proposed job title placements as shown in the attached table two as recommended by the study. Mr. Richardson seconded the motion, which passed unanimously (7-0).

9. OTHER ITEMS FROM BOARD/STAFF NOT ON AGENDA

There were none presented.

10. CLOSED MEETING

There was no closed meeting.

11. ADJOURNMENT

At 3:27 p.m., Dr. Palmer moved to adjourn the RSWA Board meeting. Ms. Galvin seconded the motion, which passed unanimously (7-0).



MEMORANDUM

**TO: RIVANNA SOLID WASTE AUTHORITY
BOARD OF DIRECTORS**

FROM: BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: EXECUTIVE DIRECTOR'S REPORT

DATE: APRIL 24, 2018

Spring Household Hazardous Waste and Bulky Waste Amnesty Days

SP GOAL: Environmental Stewardship; Solid Waste Services

The next special commercial hazardous waste collection day at the Ivy Materials Utilization Center will be held on Thursday, April 26, 2018. This event requires registration for businesses.

The next Residential Household Hazardous Waste Collection at the Ivy Materials Utilization Center will be held Friday, April 27th and Saturday, April 28th, 2018 from 9am to 2pm.

Spring 2018 Bulky Waste Amnesty Days will be held at the Ivy Material Utilization Center on the following Saturday dates from 8:30-4 pm:

Amnesty Item	Collection Date
Furniture/Mattresses	May 5, 2018
Appliances	May 12, 2018
Tires	May 19, 2018

The first Electronic Waste (eWaste) Amnesty Day will be held on Saturday, July 21, 2018.

Community Outreach

SP GOAL: Communication and Collaboration

Our Communications Manager, Katie McIlwee, developed a new "Education" page on our web site to provide information about projects, topics and resources related to our water/wastewater/refuse/recycling programs.

A tour of the McIntire Recycling Center will be provided for a class of kindergarten and first-graders at Community Christian Academy this month.



RIVANNA SOLID WASTE AUTHORITY
695 Moores Creek Lane • Charlottesville, Virginia 22902 • (434) 977-2970

MEMORANDUM

**TO: RIVANNA SOLID WASTE AUTHORITY
BOARD OF DIRECTORS**

**FROM: LONZY WOOD, DIRECTOR OF FINANCE AND
ADMINISTRATION**

SUBJECT: MARCH 2018 FINANCIAL SUMMARY

DATE: APRIL 24, 2018

The results of operations and remediation activities for the first nine months of this fiscal year are summarized below:

	<u>Operating Results</u>	<u>Remediation Results</u>	<u>Total</u>
Total Revenues	\$ 1,043,072	\$ -	\$ 1,043,072
Total Expenses	<u>(1,483,569)</u>	<u>(443,939)</u>	<u>(1,927,508)</u>
Net operating results	(440,497)	(443,939)	(884,436)
Support - MOU & Local	<u>480,074</u>	<u>317,586</u>	<u>797,660</u>
Surplus/(Deficit)*	<u>\$ 39,577</u>	<u>\$ (126,353)</u>	<u>\$ (86,776)</u>

* Cash reserves are used when deficits occur. (Use of up to \$278,000 in reserves for an expected shortfall for remediation was included in FY 2018 budget.)

Total operating revenues for July through March were 6% over budget and total operating expenses were 2% over budget. The Authority has processed 12,528 tons of waste this fiscal year. A breakdown of net revenue or cost per ton, including overhead and administrative support costs, is shown below.

	<u>Ivy MSW</u>	<u>Ivy - All Other</u>	<u>Recycling</u>	<u>Total</u>
Tonnage	6,081	5,015	1,432	12,528
Net operating costs	\$ (182,238)	\$ (65,249)	\$ (193,010)	\$ (440,497)
Net revenue (cost) per ton	\$ (29.97)	\$ (13.01)	\$ (134.78)	\$ (35.16)

Attachments

Target Rate: 75.00%

Operations	Budget	Actual Y-T-D	IVY OPERATIONS		MSW-IVY TRANSFER		RECYCLE OPERATIONS		ADMIN. SERVICES	
			Budget	Actual Y-T-D	Budget	Actual Y-T-D	Budget	Actual Y-T-D	Budget	Actual Y-T-D
REVENUES										
Ivy Operations Tipping Fees	\$ 189,860	124,635	\$ 189,860	124,635						
Ivy MSW Transfer Tipping Fees	660,315	512,787			660,315	512,787				
Material & Other Sales-Ivy	112,500	97,492	112,500	97,492						
Recycling Revenues	222,400	198,797					222,400	198,797		
Other Revenues	78,000	73,319			78,000	73,319				
Interest & Fees	27,200	36,042							27,200	36,042
Total Revenues <i>Budget vs. Actual*</i>	\$ 1,290,275	\$ 1,043,072 80.84%	\$ 302,360	\$ 222,127 73.46%	\$ 738,315	\$ 586,106 79.38%	\$ 222,400	\$ 198,797 89.39%	\$ 27,200	\$ 36,042 132.51%
EXPENSES										
Ivy Operations	297,616	200,071	297,616	200,071						
Ivy MSW Transfer	930,685	681,039			930,685	681,039				
Recycling Operations	351,106	321,962					351,106	321,962		
Administration	489,723	385,265							489,723	385,265
Total Expenses <i>Budget vs. Actual*</i>	2,069,130	1,588,336 76.76%	297,616	200,071 67.22%	930,685	681,039 73.18%	351,106	321,962 91.70%	489,723	385,265 78.67%
Net Results Before Administrative Allocation	\$ (778,855)	\$ (545,264)	\$ 4,744	\$ 22,057	\$ (192,370)	\$ (94,933)	\$ (128,706)	\$ (123,165)	\$ (462,523)	\$ (349,223)
Administrative allocations: Administrative costs to Envir. MOU (below) Administrative costs to Operations	138,757 -	104,767 -	(115,631)	(87,306)	(115,631)	(87,306)	(92,505)	(69,845)	138,757 323,766	104,767 244,456
Net Operating Income (Loss)	\$ (640,098)	\$ (440,497)	\$ (110,887)	\$ (65,249)	\$ (308,001)	\$ (182,238)	\$ (221,211)	\$ (193,010)	\$ -	\$ -
Other Funding Sources										
Local Government Contributions	640,098	480,074								
County Contribution - Capital Grant	2,087,000	664,249								
Transfer to Capital Fund - Transfer Station	(2,087,000)	(664,249)								
Surplus (Deficit) - Operations	\$ -	\$ 39,577								

Environmental Programs	Budget		Actual Y-T-D	
	Budget		Actual Y-T-D	
REVENUES				
Remediation Support	396,786		317,586	
Total Revenues <i>Budget vs. Actual*</i>	396,786		317,586	80.04%
EXPENSES				
Ivy Environmental	536,029		339,172	
Administrative Allocation	138,757		104,767	
<i>Budget vs. Actual*</i>	674,786		443,938	65.79%
Cash Reserves Used	278,000		126,353	
Surplus (Deficit) - Environmental	\$ -	\$ -		
Total Surplus (Deficit)	\$ -	\$ 39,577		

**Rivanna Solid Waste Authority
Monthly Financial Status Report
FY 2018**

	July	August	September	October	November	December	January	February	March	Year-to-Date
<u>Revenues</u>										
Ivy Operations Tipping Fees	\$ 10,083	\$ 16,063	\$ 10,150	\$ 14,870	\$ 21,314	\$ 9,182	\$ 5,781	\$ 11,229	\$ 25,963	\$ 124,635
Ivy MSW Transfer Tipping Fees	68,560	71,892	58,055	56,147	52,912	52,294	47,808	47,376	57,743	512,787
Ivy Material Sales	14,991	10,795	9,812	8,787	9,164	7,846	8,885	12,250	14,964	97,492
Recycling	19,277	19,328	18,362	24,542	50,802	16,788	23,280	10,326	16,090	198,797
Other Revenues	8,603	8,941	7,801	11,887	7,030	5,499	9,372	5,673	8,513	73,319
Remediation Support	108,099	51,085	-	28,117	-	51,085	28,117	51,085	-	317,586
Interest & Late Fees	4,870	3,567	3,668	4,365	3,328	3,567	5,440	3,403	3,834	36,042
Total Revenues	\$ 234,483	\$ 181,671	\$ 107,848	\$ 148,714	\$ 144,550	\$ 146,261	\$ 128,682	\$ 141,342	\$ 127,107	\$ 1,360,658
<u>Expenses</u>										
Ivy Operations	\$ 22,573	\$ 15,021	\$ 19,122	\$ 19,378	\$ 26,187	\$ 20,863	\$ 44,737	\$ 13,689	\$ 18,500	\$ 200,071
Ivy Environmental	28,859	20,351	20,774	62,631	32,491	51,199	44,913	38,828	39,125	339,172
Ivy MSW Transfer	82,146	78,013	106,013	62,005	90,246	64,928	76,272	35,057	86,359	681,039
Recycling Operation	31,760	43,092	34,997	40,913	28,910	38,017	41,353	25,447	37,473	321,962
Administration	44,005	37,038	49,837	38,052	38,677	39,060	62,283	38,256	38,057	385,265
Total Expenses	\$ 209,343	\$ 193,515	\$ 230,743	\$ 222,979	\$ 216,511	\$ 214,067	\$ 269,558	\$ 151,277	\$ 219,515	\$ 1,927,507
Net Operating Income (Loss)	\$ 25,140	\$ (11,844)	\$ (122,894)	\$ (74,265)	\$ (71,961)	\$ (67,806)	\$ (140,876)	\$ (9,934)	\$ (92,408)	\$ (566,850)
<u>Other Funding Sources</u>										
Local Government Contributions	16,591	143,434	-	16,591	-	143,434	16,591	143,434	-	480,074
County Contribution - Capital Grant	-	-	60,495	-	-	41,773	218,900	343,081	-	664,249
Transfer to Capital Fund - Transfer Station	-	-	(60,495)	-	-	(41,773)	(218,900)	(343,081)	-	(664,249)
<u>Use of Cash Reserves</u>	-	-	-	-	34,150	10,762	33,850	(1,801)	49,392	126,353
Surplus (Deficit)	\$ 41,730	\$ 131,590	\$ (122,894)	\$ (57,675)	\$ (37,811)	\$ 86,389	\$ (90,435)	\$ 131,698	\$ (43,016)	\$ 39,577

Rivanna Solid Waste Authority
Monthly Cash Flow Report
FY 2018

	July	August	September	October	November	December	January	February	March
Net Operating Income	\$ 25,140	\$ (11,844)	\$ (122,894)	\$ (74,265)	\$ (71,961)	\$ (67,806)	\$ (140,876)	\$ (9,934)	\$ (92,408)
Adjustments for cash flow purposes to show funds available for operations:									
Local Government Contributions	16,591	143,434	-	16,591	-	143,434	16,591	143,434	-
(Increase) decrease in accounts receivable	(55,323)	95,520	4,159	12,200	(27,175)	21,038	(3,604)	(392)	(18,118)
Increase (decrease) in accounts payable	50,753	(71,523)	41,132	(293,916)	(557)	(10,856)	45,875	(54,159)	201
Capital reserve fund interest not available in operating cash	(2,030)	(928)	(883)	(2,057)	(906)	(987)	(2,376)	(1,084)	(1,283)
Trust fund interest not available in operating cash	(150)	(170)	(175)	(173)	(181)	(177)	(199)	(218)	(204)
Trust fund deposit for Transfer Station permit								(1,572)	
Increase (Decrease) in Operating Cash	\$ 34,981	\$ 154,489	\$ (78,661)	\$ (341,620)	\$ (100,779)	\$ 84,647	\$ (84,588)	\$ 76,075	\$ (111,812)
Operating Cash Balance - Beginning	2,896,807	2,931,789	3,086,278	3,007,617	2,665,997	2,565,218	2,649,864	2,565,276	2,641,351
Operating Cash Balance - Ending	<u>\$ 2,931,789</u>	<u>\$ 3,086,278</u>	<u>\$ 3,007,617</u>	<u>\$ 2,665,997</u>	<u>\$ 2,565,218</u>	<u>\$ 2,649,864</u>	<u>\$ 2,565,276</u>	<u>\$ 2,641,351</u>	<u>\$ 2,529,539</u>

**Rivanna Solid Waste Authority
Fiscal Year 2018
March 2018
Revenue Detail Report**

Revenue Detail Report	Tonnage	
Revenue Line Item	Budget FY 2018	Actual YTD
IVY TIPPING FEES		
Clean Fill Material	5,500	3,491
Grindable Vegetative Material	2,000	1,325
Pallets	70	52
Tires, Whole	100	55
Tires/White Good (per item)		
<i>Subtotal</i>	7,670	4,922

IVY TRANSFER STATION		
Compost Services	-	
MSW Transfer Station	7,900	6,081
<i>Subtotal</i>	7,900	6,081

MATERIAL SALES - IVY	
Encore	
Metals	
Wood Mulch & Chips	
Hauling Fees	
Other Materials	
	<i>Subtotal</i>

RECYCLING	
Material Sales	
Other Materials & Services	
Grants-Operating	
Hauling Fees	
	<i>Subtotal</i>

OTHER REVENUES	
Service Charge Fees	
Other Revenues	

REMEDIATION SUPPORT	
UVA Contribution	
County Contribution	
City Contribution	
	<i>Subtotal</i>

INTEREST, LATE FEES, OTHER
Trust Fund Interest
Finance Charges
Capital Reserve Fund Interest
Operating Investment Interest
<i>Subtotal</i>

Total	15,570	11,004
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Revenue							
Budget FY 2018		Budget YTD		Actual YTD		Budget vs. Actual	Variance %
\$	55,000	\$	41,250	\$	34,857	\$ (6,393)	-15.50%
	96,000		72,000		64,920	(7,080)	-9.83%
	3,360		2,520		2,469	(51)	-2.02%
	19,000		14,250		10,384	(3,866)	-27.13%
	16,500		12,375		12,005	(370)	-2.99%
\$	189,860	\$	142,395	\$	124,635	\$ (17,760)	-12.47%

\$	138,915	\$	104,186	\$	93,516
	521,400		391,050		419,271
				\$	(10,670)
					28,221
\$	660,315	\$	495,236	\$	512,787
				\$	17,551
					68.64%
					7.22%
					3.54%

\$	15,000	\$	11,250	\$	14,041	\$	2,791	24.81%
	27,000		20,250		23,307		3,057	15.10%
	25,000		18,750		21,131		2,381	12.70%
	45,000		33,750		38,675		4,925	14.59%
	500		375		339		(36)	-9.60%
\$	112,500	\$	84,375	\$	97,492	\$	13,117	15.55%

\$	185,000	\$	138,750	\$	164,625	\$	25,875	18.65%
	7,000		5,250		4,303		(947)	-18.05%
	27,500		20,625		27,118		6,493	31.48%
	2,900		2,175		2,752		577	26.51%
\$	222,400	\$	166,800	\$	198,797	\$	31,997	19.18%

\$	75,000	\$	56,250	\$	55,884	\$	(366)	-0.65%
	3,000		2,250		17,435		15,185	
\$	78,000	\$	58,500	\$	73,319	\$	14,819	25.33%

	\$ 79,982	\$ 59,987	\$ 79,982	\$ 19,996	33.33%
	204,339	153,254	153,254	-	0.00%
	112,466	84,350	84,350	-	0.00%
\$	396,787	\$ 297,590	\$ 317,586	\$ 19,996	6.72%

\$	1,000	\$	750	\$	1,645
	1,200		900		434
	10,000		7,500		12,532
	15,000		11,250		21,431
					5,032
					(466)
					67.09%
					90.50%
\$	27,200	\$	20,400	\$	36,042
				\$	15,642
					76.67%

\$ 1,687,062	\$ 1,265,297	\$ 1,360,658	\$ 95,361	7.54%
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Rivanna Solid Waste Authority
Historical Material Tonnage Report - Recycling
Fiscal Years 2014-2018

Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018
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In U.S. Tons

Fiber Products

Newspaper, magazines, catalogs
Cardboard (corrugated)
Mixed paper and phone books
File stock (office paper)

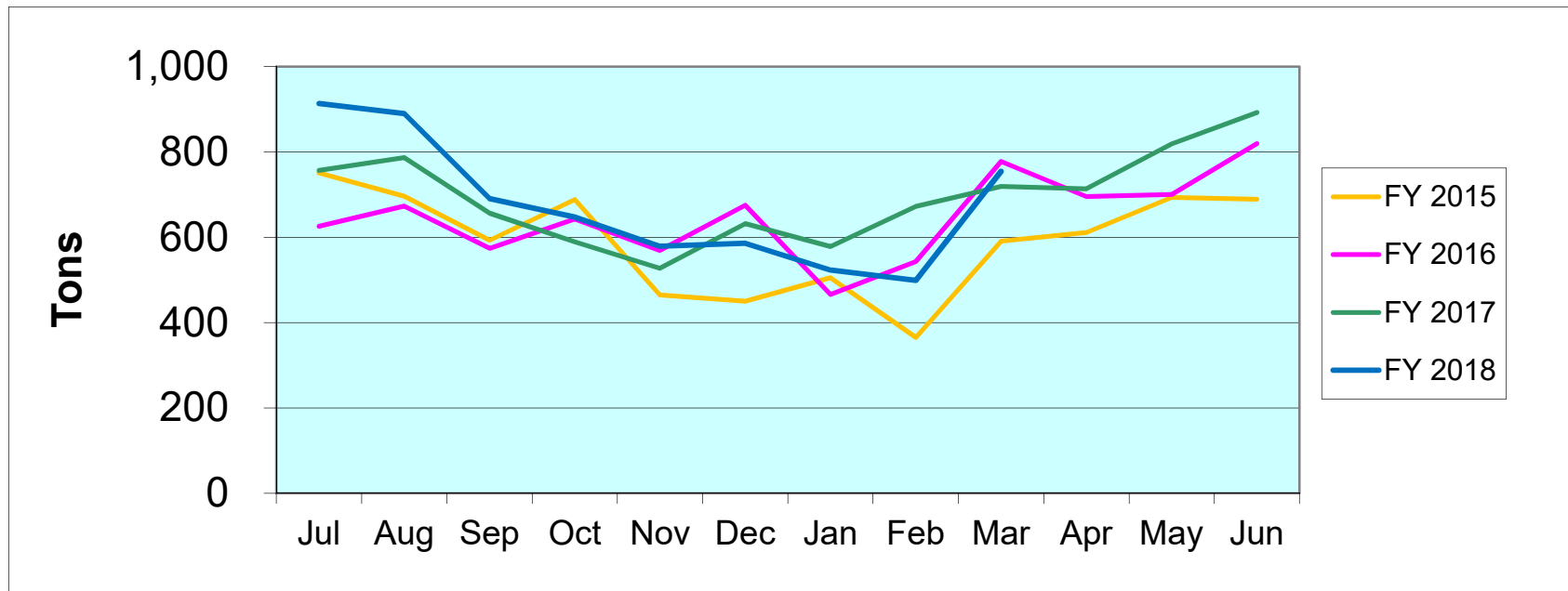
640	524	512	419	318
279	278	459	812	584
265	212	214	156	135
164	125	125	122	78
Total Fiber Products	1,348	1,139	1,310	1,509

Other Products

Glass
Metal Cans
Plastic

249	219	191	252	203
34	30	32	31	27
98	95	82	86	87
Total Other Products	381	344	305	369
Total	1,729	1,483	1,615	1,878

**Rivanna Solid Waste Authority
Ivy MSW Transfer Tonnages
FY 2015 - 2018**





RIVANNA SOLID WASTE AUTHORITY
695 Moores Creek Lane • Charlottesville, Virginia 22902 • (434) 977-2970

MEMORANDUM

**TO: RIVANNA SOLID WASTE AUTHORITY
BOARD OF DIRECTORS**

**FROM: DAVID RHOADES, ASSISTANT SOLID WASTE MANAGER;
MARK BROWNLEE, SOLID WASTE MANAGER
PHIL MCKALIPS, ENVIRONMENT AND SAFETY MANAGER**

REVIEWED BY: BILL MAWYER, EXECUTIVE DIRECTOR

**SUBJECT: IVY MATERIAL UTILIZATION CENTER REPORT/
RECYCLING OPERATIONS UPDATE**

DATE: April 24, 2018

Ivy Material Utilization Center (IMUC) : DEQ Permit 132: 300 tons/day MSW limit

February 2018

- The IMUC transfer station operated 20 days and received a total of 498.94 tons of municipal solid waste (MSW), an average of 24.95 tons per day of operation. The monthly transfer station tonnage figures are attached to this report.
- 605.46 tons of non-MSW materials were received
- 1,104.40 tons was the combined total tonnage (MSW + non-MSW)
- 2,450 vehicles crossed the scales
- All loads of material from the Paper Sort Facility were accepted by the receiving mills

March 2018

- The IMUC transfer station operated 23 days and received a total of 754.48 tons of municipal solid waste (MSW), an average of 32.80 tons per day of operation. The monthly transfer station tonnage figures are attached to this report.
- 791.20 tons of non-MSW materials were received
- 1,545.68 tons was the combined total tonnage (MSW + non-MSW)
- 3,733 vehicles crossed the scales
- All loads of material from the Paper Sort Facility were accepted by the receiving mills

Paint Collection:

This program continues to operate smoothly and provide a significant benefit to the community. By offering daily collection, traffic congestion on Household Hazardous Waste days has been substantially reduced.

History:

On August 3rd, 2016, RSWA started collecting latex and oil-based paint daily. The goal of this program was to make paint disposal more convenient for residents and to alleviate some of the congestion during our fall and spring Household Hazardous Waste Days. RSWA has shipped eleven 30-yard containers to date. On March 3rd, 2018, the Ivy MUC shipped out the eleventh full 30-yard container of paint. RSWA has loaded 10 cubic yards of paint for future disposal. Each 30-yard container holds about 4,200 one gallon paint cans.

Compostable Food Waste Collection:

On January 26, 2018, the RSWA began to operate the Compostable Food Waste Collection Program (Composting Program) under a new contract. This effectively ends the pilot program under which it had been operated under during the past year. In November of 2017, the RSWA solicited bids for the transportation and disposal of compostable wastes. Two bids were received with the lowest qualified bidder being Black Bear Composting. Under this contract, Black Bear Composting will transport compostable materials from the IMUC to its composting facility in Crimora, Virginia. Compost generated at the Black Bear Composting facility is sold to private, public, and non-profit organizations within the Shenandoah Valley region. The term of this contract is for one year, with four optional one-year extensions. Through this competitive solicitation, RSWA has been able to reduce the transportation and disposal cost from the range of \$225-\$260 per ton, down to \$178 per ton.

This program continues to operate smoothly at the IMUC. Staff continues to coordinate with UVA, City, and County representatives to invite broader participation within the community. In March 2018, collection points for residential and commercial compostable food wastes were established at the IMUC. A wheeled, lined bin has been placed at the convenience area for residents to deposit compostable food wastes. This service is free to County residents. A similar bin has been placed at the Transfer Station for the receipt of compostable food wastes from commercial customers. Commercial customers are charged the established disposal fee of \$178 per ton.

History:

On January 17th, 2017, RSWA started a 90-day pilot program receiving compostable food waste from UVA transported by Black Bear Composting at Ivy MUC. As of April 2017, a total of 150 tons of compostable food waste has been received and handled at the Ivy transfer station before being transported to McGill in Waverly for composting. DEQ granted the RSWA permission to receive and handle the compostable waste on a three-month trial basis. During the trial period, the transfer station staff ensured that no vector, odor, leachate, nuisance or other environmental issue occurred. None of the compostable waste was stored at the transfer station for more than 7 days. The RSWA has provided DEQ with a brief assessment of how successful we were at preventing environmental, vector, odor and nuisance issues, and that the RSWA plans to continue receiving and handling the compostable waste. At the end of the program a total of 519.57 tons of compostable food waste has been received and handled at the Ivy transfer station before being transported to McGill in Waverly for composting.

Compostable Food Waste Collection at McIntire Recycling Center

The McIntire Recycle Center received 3.23 tons of compostable materials in February, and 2.87 tons of compostable materials in March.

Alpha Phi Omega Service Volunteers:

UVA's Theta chapter of the Alpha Phi Omega service group volunteered on Saturday, March 31st, 2018 at The Ivy Material Utilization Center. The 10-member group collected trash from the 5-mile, RSWA adopted section of Dick Woods Rd. Starting at the Ivy MUC and ending at Interstate 64.

Spring HHW and Bulky Waste Schedule:

Spring 2018 Commercial Hazardous Waste Collection

The next special commercial hazardous waste collection day at the Ivy Materials Utilization Center will be held on:

- **Thursday, April 26, 2018* (requires preregistration)**

Spring 2018 – Residential Household Hazardous Waste (HHW) Days

Household Hazardous Waste Collection at the Ivy Materials Utilization Center will be held **9am-2pm** on:

- **Friday, April 27, 2018**
- **Saturday, April 28, 2018**

Spring 2018 Bulky Waste Amnesty Days

The next special collection will be held at the Ivy Material Utilization Center on the following Saturday dates from **8:30-4pm**:

<u>Amnesty Item</u>	<u>Collection Date</u>
Furniture/Mattresses	May 5, 2018
Appliances	May 12, 2018
Tires	May 19, 2018

Electronic Waste (eWaste) Recycling:

As approved at the February Board meeting, a pilot eWaste amnesty day has been scheduled for Saturday, July 21 at the Ivy MUC. Following discussions with the eWaste contractor (Care Environmental), their experience is that the eWaste of 300 to 350 residents can be received and processed during a one-day event. To assess and manage potentially large public interest in this event, staff intends to establish an online pre-registration for the public. This on-line pre-registration will open at the same time that event is broadly advertised to the public, June 15, 2018.

Ivy Material Utilization Center
Daily Scale Crossing Data



February 1-28, 2018

Days of

Operation: 20

Operation: 20		MSW collected at Transfer Station (tons)						Non-MSW
		Vehicles	Count	Citizen-Can	Construction	Domestic	MSW Total	Total Tons
02/01/18	Thursday	101	99	0.39	12.90	7.50	20.79	10.05
02/02/18	Friday	85	129	0.70	13.26	13.26	27.22	4.05
02/03/18	Saturday	164	234	0.92	7.66	16.39	24.97	1.63
02/04/18	Sunday	-	-	-	-	-	-	-
02/05/18	Monday	-	-	-	-	-	-	-
02/06/18	Tuesday	125	189	0.61	19.02	16.54	36.17	11.31
02/07/18	Wednesday	41	74	0.43	3.21	5.33	8.97	0.07
02/08/18	Thursday	87	89	0.89	8.17	5.86	14.92	3.04
02/09/18	Friday	123	217	0.69	12.60	15.06	28.35	20.06
02/10/18	Saturday	114	132	0.84	9.13	9.56	19.53	1.21
02/11/18	Sunday	-	-	-	-	-	-	-
02/12/18	Monday	-	-	-	-	-	-	-
02/13/18	Tuesday	120	176	0.65	16.28	14.54	31.47	119.61
02/14/18	Wednesday	99	156	0.61	9.93	9.07	19.61	57.71
02/15/18	Thursday	104	109	0.46	19.52	8.18	28.16	70.87
02/16/18	Friday	112	160	0.60	12.99	12.44	26.03	39.68
02/17/18	Saturday	154	189	0.95	10.68	10.52	22.15	2.55
02/18/18	Sunday	-	-	-	-	-	-	-
02/19/18	Monday	-	-	-	-	-	-	-
02/20/18	Tuesday	186	249	0.47	18.05	18.82	37.34	83.60
02/21/18	Wednesday	125	154	0.45	9.92	9.09	19.46	31.23
02/22/18	Thursday	116	137	0.57	9.74	9.71	20.02	22.57
02/23/18	Friday	117	143	0.62	9.99	10.03	20.64	33.75
02/24/18	Saturday	204	302	0.84	10.83	17.45	29.12	3.06
02/25/18	Sunday	-	-	-	-	-	-	-
02/26/18	Monday	-	-	-	-	-	-	-
02/27/18	Tuesday	153	188	0.55	16.89	16.20	33.64	57.00
02/28/18	Wednesday	120	199	0.48	16.43	13.47	30.38	32.41
Total		2,450	3,325	12.72	247.20	239.02	498.94	605.46
Average		123	166	0.64	12.36	11.95	24.95	30.27
Median		119	158	0.61	11.72	11.48	25.50	21.32
Maximum		204	302	0.95	19.52	18.82	37.34	119.61
Minimum		41	74	0.39	3.21	5.33	8.97	0.07

Material Type & Description

Citizen-Can: Roll-off container at the Ivy MUC Convenience Center-citizens dispose of prepaid trashbags

Construction: Construction/demolition debris (shingles, sheetrock, treated lumber, etc.)

Count: Transactions per item (appliances, hauling fees, service fees, tag-bag stickers, tires)

Domestic: Business/residential general or household waste

MSW: Materials processed/handled at the Transfer Station

Non-MSW: Materials processed/handled on-site

Vehicle: Transactions or vehicles processed in a day

Ivy Material Utilization Center
Daily Scale Crossing Data



March 1-31, 2018

Days of

Operation: 23

Operation: 23		MSW collected at Transfer Station (tons)						Non-MSW
		Vehicles	Count	Citizen-Can	Construction	Domestic	MSW Total	Total Tons
03/01/18	Thursday	99	102	0.40	11.84	8.73	20.97	20.14
03/02/18	Friday	73	111	0.40	8.70	6.11	15.21	9.46
03/03/18	Saturday	172	192	0.87	7.58	15.99	24.44	23.72
03/04/18	Sunday	-	-	-	-	-	-	-
03/05/18	Monday	-	-	-	-	-	-	-
03/06/18	Tuesday	226	253	0.85	21.02	16.83	38.70	63.58
03/07/18	Wednesday	142	178	0.72	16.75	14.14	31.61	46.99
03/08/18	Thursday	154	185	0.49	13.63	10.00	24.12	143.63
03/09/18	Friday	207	252	0.60	16.46	19.19	36.25	63.90
03/10/18	Saturday	279	290	0.89	17.68	20.00	38.57	109.95
03/11/18	Sunday	-	-	-	-	-	-	-
03/12/18	Monday	-	-	-	-	-	-	-
03/13/18	Tuesday	138	187	0.70	7.64	10.15	18.49	35.62
03/14/18	Wednesday	159	203	0.51	15.12	11.22	26.85	32.71
03/15/18	Thursday	137	160	0.50	4.06	7.21	11.77	40.67
03/16/18	Friday	159	182	0.68	9.23	15.63	25.54	35.03
03/17/18	Saturday	205	247	0.65	8.53	17.43	26.61	12.29
03/18/18	Sunday	-	-	-	-	-	-	-
03/19/18	Monday	-	-	-	0.06	-	0.06	-
03/20/18	Tuesday	104	136	0.59	24.43	17.02	42.04	9.52
03/21/18	Wednesday	-	-	-	-	-	-	-
03/22/18	Thursday	132	208	0.77	63.38	14.14	78.29	8.39
03/23/18	Friday	185	233	0.96	60.17	17.01	78.14	22.86
03/24/18	Saturday	233	299	1.21	9.10	22.04	32.35	12.00
03/25/18	Sunday	-	-	-	-	-	-	-
03/26/18	Monday	-	-	-	-	-	-	-
03/27/18	Tuesday	169	204	0.72	34.45	13.65	48.82	28.98
03/28/18	Wednesday	125	181	0.69	24.61	8.74	34.04	20.10
03/29/18	Thursday	155	176	0.51	22.77	15.55	38.83	16.35
03/30/18	Friday	175	200	0.56	14.68	14.25	29.49	14.49
03/31/18	Saturday	305	339	0.92	8.24	24.13	33.29	20.82
Total		3,733	4,518	15.19	420.13	319.16	754.48	791.20
Average		162	196	0.66	18.27	13.88	32.80	34.40
Median		159	196	0.69	14.68	14.90	31.61	23.29
Maximum		305	339	1.21	63.38	24.13	78.29	143.63
Minimum		73	102	0.40	0.06	6.11	0.06	8.39

Material Type & Description

Citizen-Can: Roll-off container at the Ivy MUC Convenience Center-citizens dispose of prepaid trashbags

Construction: Construction/demolition debris (shingles, sheetrock, treated lumber, etc.)

Count: Transactions per item (appliances, hauling fees, service fees, tag-bag stickers, tires)

Domestic: Business/residential general or household waste

MSW: Materials processed/handled at the Transfer Station

Non-MSW: Materials processed/handled on-site

Vehicle: Transactions or vehicles processed in a day



MEMORANDUM

**TO: RIVANNA SOLID WASTE AUTHORITY
BOARD OF DIRECTORS**

FROM: PHIL MCKALIPS, ENVIRONMENT & SAFETY MANAGER

REVIEWED BY: BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: IVY LANDFILL ENVIRONMENTAL STATUS UPDATE

DATE: APRIL 24, 2018

Corrective Action Plan (CAP)

On March 14, 2017, VA DEQ provided their Second Technical Review of the revised Corrective Action Plan. In summary, the Department's comments were generally minor administrative corrections or requests for further detail on specific portions of the Corrective Action Plan. Our response to these comments was provided to the Department by the June 12, 2017 deadline. VA DEQ has not provided further comments on the revised Corrective Action Plan or a schedule as to when further comments or an approved Corrective Action Plan may be expected.

History:

The Virginia Department of Environmental Quality (VA DEQ) approved the amendment to Permit 125 incorporating the CAP on October 29, 2004. The groundwater elements of the CAP started with a pilot study of engineered, enhanced bioremediation (EBR). Additionally, the CAP incorporated components to provide specific remedial efforts in the Paint Pit Area (Paint Pit Interim Measure), and to monitor surface water during CAP implementation.

The implementation of the full-scale EBR program with active substrate injections was active from October 2007 through June 2013, and groundwater samples to evaluate the performance of the injection program were collected on a monthly basis. Periodic groundwater monitoring has remained active from 2007 to date, and has shown areas with positive results (reductions in constituent levels) and areas with less conclusive results. Because groundwater moves through rock fractures below the surface whose path is not fully known, variability of results is expected.

In July 2013, a revised CAP was submitted to VA DEQ for review. This amended CAP allows for the suspension of active EBR remediation so that the long-term effects of past efforts can be evaluated. During this period of suspended EBR, extensive groundwater monitoring is being maintained to evaluate the effects of past efforts as well as to maintain a high level of assurance that impacted groundwater continues to remain under control. Care will be taken to respond to increases in constituent levels that may adversely affect human health or the environment. If such increases are observed, a return to injections of substrate materials will be considered, where and

as needed. These modifications have been documented in a CAP revision which is currently under review by VA DEQ.

A summary of the activities from EBR, operation of the SVE system, Surface Water monitoring, and Cell 3 Drains monitoring were included into a combined Corrective Action Site Evaluation (CASE) Report. This report is submitted to VA DEQ annually (triennially starting in October 2016) by October 29, and replaces quarterly and annual reports that used to be submitted separately.

Paint Pit Interim Measure (Soil-Vapor Extraction System)

The Soil-Vapor Extraction (SVE) System has been turned off due to cold weather. Historically, the SVE system cannot sustain necessary operating temperatures during colder weather as components of the gas stream, which act as fuel for the thermal oxidizer, become less volatile. The system will be restarted when extended warm weather is forecast. The system has destroyed over 6,800 pounds of volatile organic compounds from the soils in the Paint Pit area.

The purpose of the SVE is to proactively extract volatile organic compounds (VOCs) from the soil in the Paint Pit area to prevent further contamination of groundwater. This is accomplished by pulling vapors from the soil and through a flare designed to destroy the VOCs. The SVE has been running since October 20, 2006 and is undergoing periodic maintenance and monitoring activities as required under the VA DEQ Operating Permit.

Surface Water

Preparations are underway for the Spring 2018 surface water survey and monitoring program. This survey and sampling event are expected to be completed by the end of May, 2018. Once data from the visual survey and analysis of samples are completed, they will be included in a tri-annual Corrective Action Site Evaluation (CASE) report to be submitted to VA DEQ in the Fall of 2018.

The specific objectives of the Surface Water Monitoring Program proposed in the CAP are to evaluate and document the chemical, physical, and biological integrity of the surface water and define the overall ecological integrity of the Site's surface water system.

Non-CAP Groundwater Monitoring

Preparations are underway to prepare for the Spring 2018 sampling event. This event is expected to be complete by the end of May 2018. The results of the analysis of groundwater samples will be documented in a report to VA DEQ by August 2018.

These groundwater monitoring activities are being completed in accordance with the requirements of our DEQ Permit and the 2000 settlement agreement with the landfill neighbors.

Cell 3 and Leachate Collection and Treatment System

The horizontal drain system to the landfill gas collection system continues to be throttled to maintain proper balance of the system's pressures and flows. Documentation summarizing the activities related to Cell 3 will be submitted to VA DEQ in the 2018 tri-annual Site-wide CASE report.

As a result of higher than normal leachate levels discovered in Cell 3-Lined and Cell 3-Unlined, RSWA authorized the design of a new leachate collection system for these cells. The intent of this program was to further the aims of the site bioremediation program and odor abatement program by restoring normal leachate and gas management to these two waste cells. These proposed improvements required a Major Permit Amendment from VA DEQ. Notification of the Approval of the Major Permit Amendment was received from VA DEQ on March 18, 2008. The leachate removed is being transported to the Moores Creek Wastewater Treatment Plant for treatment.



MEMORANDUM

**TO: RIVANNA SOLID WASTE AUTHORITY
BOARD OF DIRECTORS**

**FROM: MICHELLE SIMPSON, SENIOR CIVIL ENGINEER
PHIL McKALIPS, ENVIRONMENTAL AND SAFETY MANAGER**

REVIEWED BY: BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: STATUS REPORT: ONGOING PROJECTS

DATE: APRIL 24, 2018

This memorandum reports on the status of the following Capital Projects at the IMUC:

1. New Solid Waste Transfer Station

Design Engineer:	SCS Engineers
Construction Contractor:	Lantz Construction Company
Construction Start:	September 2017
Percent Complete:	50%
Base Construction Contract + Change Orders to Date = Current Value:	\$2,211,000
Expected Completion Date:	October 2018
Total Capital Project Budget:	\$3,061,367

Current Status:

The contractor has constructed most of the concrete footers, building walls, columns, tipping floor, and push walls. Site grading, installation of storm sewer and utilities, and construction of sediment ponds is on-going. Erection of the metal building will begin later this month.

History:

Following a November 2015 Albemarle County Board of Supervisors' decision to replace the existing solid waste transfer station with a new facility, the Rivanna Solid Waste Authority Board of Directors authorized the design of the new transfer station by SCS Engineering. The new 11,600 square foot concrete and steel frame transfer station is designed to meet all current regulatory requirements for solid waste handling, maximize use of the existing infrastructure, improve traffic flow, and potentially expand recycling services while retaining existing waste disposal services. The new facility will be located on the western portion of the existing Ivy Material Utilization Center (Ivy MUC) site and will continue to use the existing entrance and scales. The existing transfer facility

and compactor system will remain in service until the new transfer station is placed into service, at which time the existing facility will be decommissioned and removed.

SCS Engineers completed the design of the New Ivy Solid Waste Transfer Station and the project was advertised for bids (RFB No. 335) on July 2, 2017. Construction bids for the project were opened on August 3, 2017, and eight competitive bids were received ranging from \$2,211,000 to \$3,151,400. After reviewing the bid documents, SCS Engineering recommended award of the contract to the apparent low bidder, Lantz Construction Company. Due to cost increases in the construction market and final design requirements, additional funding was requested from Albemarle County to fully support project costs, and to purchase additional operating equipment in FY 2019.

2. Enclosed Landfill Gas Flare

Design Engineer:	Resource International
Construction Contractor:	SCS Field Services
Construction Start:	March 2018
Percent Complete:	5%
Base Construction Contract + Change Orders to Date = Current Value:	\$369,911
Expected Completion Date:	October 2018
Total Capital Project Budget:	\$450,000

Current Status:

A pre-construction conference was held with the Contractor, Engineer, and RSWA on March 1, 2018, and the Notice to Proceed with the work was given to the Contractor. Shop drawings are currently being reviewed. There is a long lead time on the equipment for this project so construction may not begin for a few months.

History:

Installed in 1999, the existing landfill gas flare has operated almost continuously, destroying methane and odor-causing components of the landfill gas. The flare was designed to destroy landfill gases at a temperature of 1600 °F at a range in flow from 1500 cubic feet per minute (cfm) to approximately 200 to 300 cfm. Due to normal reductions in waste decomposition over time, landfill gas flows have fallen to the lower end of the existing flare's operating range.

With RSWA BOD approval in June 2016, RSWA executed a work authorization with Resource International, Ltd for the engineering services required to evaluate, design, and develop bid specifications for the replacement of the existing landfill gas flare with one that will be appropriately sized for the current and future methane flows. This item was included in the capital budget.

Fiscal Year 2018-2019

Budget Proposal



Board of Directors

April 24, 2018



RIVANNA SOLID WASTE AUTHORITY

695 Moores Creek Lane • Charlottesville, Virginia 22902 • (434) 977-2970

MEMORANDUM

**TO: RIVANNA SOLID WASTE AUTHORITY
BOARD OF DIRECTORS**

FROM: BILL MAWYER, EXECUTIVE DIRECTOR

**SUBJECT: INTRODUCTION OF FISCAL YEAR 2018-2019 BUDGET
AND ADOPTION OF PRELIMINARY RATE RESOLUTION**

DATE: APRIL 24, 2018

Fiscal Year 2018-2019 will be an exciting year for the Rivanna Solid Waste Authority. When completed in the fall, the new Transfer Station will enhance refuse services and create expanded recycling opportunities. A new eWaste (electronics) recycling program will be piloted at the Ivy Materials Utilization Center (IMUC), while the compostable food waste recycling program will continue at the McIntire Recycling Center (MRC) and the IMUC. A Master Plan will be completed to provide a vision for future recycling services and facilities at the IMUC. The recent closing of the private refuse and recycling facility at Zion Crossroads may contribute to the evolving services we offer at the IMUC and MRC facilities.

To support these solid waste programs, along with other operating and environmental expenses, a budget totaling \$3.2 million is proposed. This budget represents an increase in operating expenses of \$631,000 (24%), largely due to the additional costs to staff and operate the new Transfer Station along with the additional tonnage anticipated. Recycling expenses will increase to support the additional day (Monday) and “summer” hours at the McIntire Recycling Center, while Environmental expenses will increase to support the eWaste program.

Proposed personnel additions include one Equipment Operator, one Attendant/Operator and one Scale Clerk to support Transfer Station operations, along with one Division Director to help manage the expanding number of staff and services being offered and planned. A 3% merit pool for current employees is also proposed, along with a 10% increase in anticipated health care costs.

Estimated capital outlay expenses totaling \$3.59 million are included in the proposed budget to support construction to replace the transfer station and landfill gas flare, as well as two of 15 roll-off containers and one compactor used at the MRC. Also included is replacement of one small truck used at the IMUC, and an additional vehicle for the new Director position.

This budget does not propose any change in the tipping fees for materials delivered to the IMUC in FY 2018-19. A compost rate of \$178 per ton for businesses has been added. Estimated support from Albemarle County will total \$1.25 million, an increase of \$479,000, while the estimated support from the City will total \$207,037, an increase of \$28,200.

Board Action Recommended:

It is respectfully recommended that the Board of Directors adopt the attached Preliminary Rate Resolution, which authorizes the advertising of the proposed rates to the public and calls for a public hearing on the proposed rates during the Board's regular meeting on May 22, 2018.

Attachment



RIVANNA SOLID WASTE AUTHORITY
695 Moores Creek Lane • Charlottesville, Virginia 22902 • (434) 977-2970

RESOLUTION

**ADOPTION OF THE RIVANNA SOLID WASTE AUTHORITY
PRELIMINARY RATE SCHEDULE
FOR FISCAL YEAR 2019**

WHEREAS, Rivanna Solid Waste Authority (the “Authority”) Board of Directors has reviewed the proposed budget and associated rates for Fiscal Year 2019; and

WHEREAS, Section 15.2-5136(G) of the Code of Virginia, requires the adoption of the preliminary rate schedule for notification of a public hearing prior to any rate change; of which there is a 14-day requirement between the date of the last of two public notices and the actual date fixed for the public hearing; and

NOW, THEREFORE, BE IT RESOLVED that the Rivanna Solid Waste Authority Board of Directors hereby approves the accompanying Ivy Material Utilization Center preliminary rate schedule for the purpose of notification of a public hearing to be held on May 22, 2018 at 2:00 p.m. during the regularly scheduled Board of Directors meeting.

<u>TIPPING FEES PER TON:</u>				<u>TIPPING FEES PER ITEM:</u>	
Clean Fill Material	\$ 10.00			Freon Appliances	\$ 17.00
Pallets	\$ 48.00			Non-Freon Appliances	\$ 9.00
Vegetation/ Yard Waste	\$ 48.00			Passenger Veh. Tire Off Rim	\$ 6.00
Non-Freon Appliances	\$105.00			Passenger Veh. Tire With Rim	\$ 13.00
Domestic Waste (MSW)	\$ 66.00			Large Truck Tire Off Rim	\$ 17.00
Construction Debris (CDD)	\$ 66.00			Large Truck Tire With Rim	\$ 33.00
Compostable Waste	\$178.00				
(Businesses Only)					
Tires	\$190.00				
<u>OTHER CHARGES:</u>					
Minimum Charge (per load)	\$ 6.00			Service Fee Per Ticket:	
Mulch or Lumber Log (per ton)	\$ 30.00			Albemarle County customers	\$ 1.00
Trash Stickers (for set of 12)	\$ 24.00			Other customers	\$ 10.00
Ticket Request (per copy)	\$ 1.00			Hauling Fee Per Load Based on Location:	
Credit Application Fee (each)	\$ 35.00			Minimum	\$100.00
				Maximum	\$142.00
* - This fee applies to businesses and institutions only.					

**Rivanna Solid Waste Authority
FY 2019 Proposed Budget**

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Prepared April 16, 2018
Adopted BOD Draft

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**RIVANNA SOLID WASTE AUTHORITY
BUDGET SUMMARY BY PROGRAM
FISCAL YEAR 2019**

Operations Only	Operations Programs Only		IVY OPERATIONS		MSW-IVY TRANSFER		RECYCLE OPERATIONS		ADMINISTRATION SERVICES	
	Adopted Budget FY 2018	Proposed Budget FY 2019	Adopted Budget FY 2018	Proposed Budget FY 2019	Adopted Budget FY 2018	Proposed Budget FY 2019	Adopted Budget FY 2018	Proposed Budget FY 2019	Adopted Budget FY 2018	Proposed Budget FY 2019
REVENUES										
Ivy Tipping Fees	\$ 189,860	\$ 158,960	\$ 189,860	\$ 158,960	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ivy MSW Tipping	660,315	648,200	-	-	660,315	648,200	-	-	-	-
Material Sales-Ivy	112,500	121,500	112,500	121,500	-	-	-	-	-	-
Recycling Revenues	222,400	251,900	-	-	-	-	222,400	251,900	-	-
Other Revenues	78,000	77,200	-	-	78,000	77,200	-	-	-	-
Interest & Fees	27,200	44,500	-	-	-	-	-	-	27,200	44,500
Total Revenues	\$ 1,290,275	\$ 1,302,260	\$ 302,360	\$ 280,460	\$ 738,315	\$ 725,400	\$ 222,400	\$ 251,900	\$ 27,200	\$ 44,500
% Change		0.93%		-7.24%		-1.75%		13.26%		63.60%
EXPENSES										
Ivy Operations	\$ 297,616	\$ 324,245	\$ 297,616	\$ 324,245	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MSW Transfer-Ivy	930,685	1,186,282	-	-	930,685	1,186,282	-	-	-	-
Recycling Operations	351,106	452,490	-	-	-	-	351,106	452,490	-	-
Administration	489,723	694,924	-	-	-	-	-	-	489,723	694,924
Total Expenses	\$ 2,069,131	\$ 2,657,941	\$ 297,616	\$ 324,245	\$ 930,685	\$ 1,186,282	\$ 351,106	\$ 452,490	\$ 489,723	\$ 694,924
% Change		28.46%		8.95%		27.46%		28.88%		41.90%
Subtotal	\$ (778,856)	\$ (1,355,681)	\$ 4,744	\$ (43,785)	\$ (192,370)	\$ (460,882)	\$ (128,706)	\$ (200,590)	\$ (462,523)	\$ (650,424)
Administrative allocations (Appendix 3)										
Administrative costs to Envir. MOU	\$ 138,757	\$ 195,127							\$ 138,757	\$ 195,127
Administrative costs to Operations		-	(115,631)	(162,606)	(115,631)	(162,606)	(92,505)	(130,085)	323,766	455,297
Net Operating Results	\$ (640,099)	\$ (1,160,554)	\$ (110,887)	\$ (206,391)	\$ (308,001)	\$ (623,488)	\$ (221,211)	\$ (330,675)	\$ (0)	\$ -
Other Funding Sources & Adjustments:										
Local Government Contributions - Operations	\$ 640,099	\$ 1,160,554								
County Contribution - Capital Grant	\$ 2,087,000	\$ -								
Transfer to Capital Fund-Transfer Station	(2,087,000)	\$ -								
Surplus (Deficit) - Operations	\$ -	\$ -								

Environmental Programs	Adopted Budget FY 2018	Proposed Budget FY 2019
REVENUES		
MOU Support	\$ 396,786	\$ 383,741
Total Revenues	\$ 396,786	\$ 383,741
		-3.29%
EXPENSES		
Ivy Environmental	\$ 536,029	\$ 578,614
Administrative allocation	138,757	195,127
	\$ 674,786	\$ 773,741
		7.94%
Cash Reserves Used	\$ 278,000	\$ 390,000
Surplus (Deficit) - Environmental	\$ (0)	\$ -

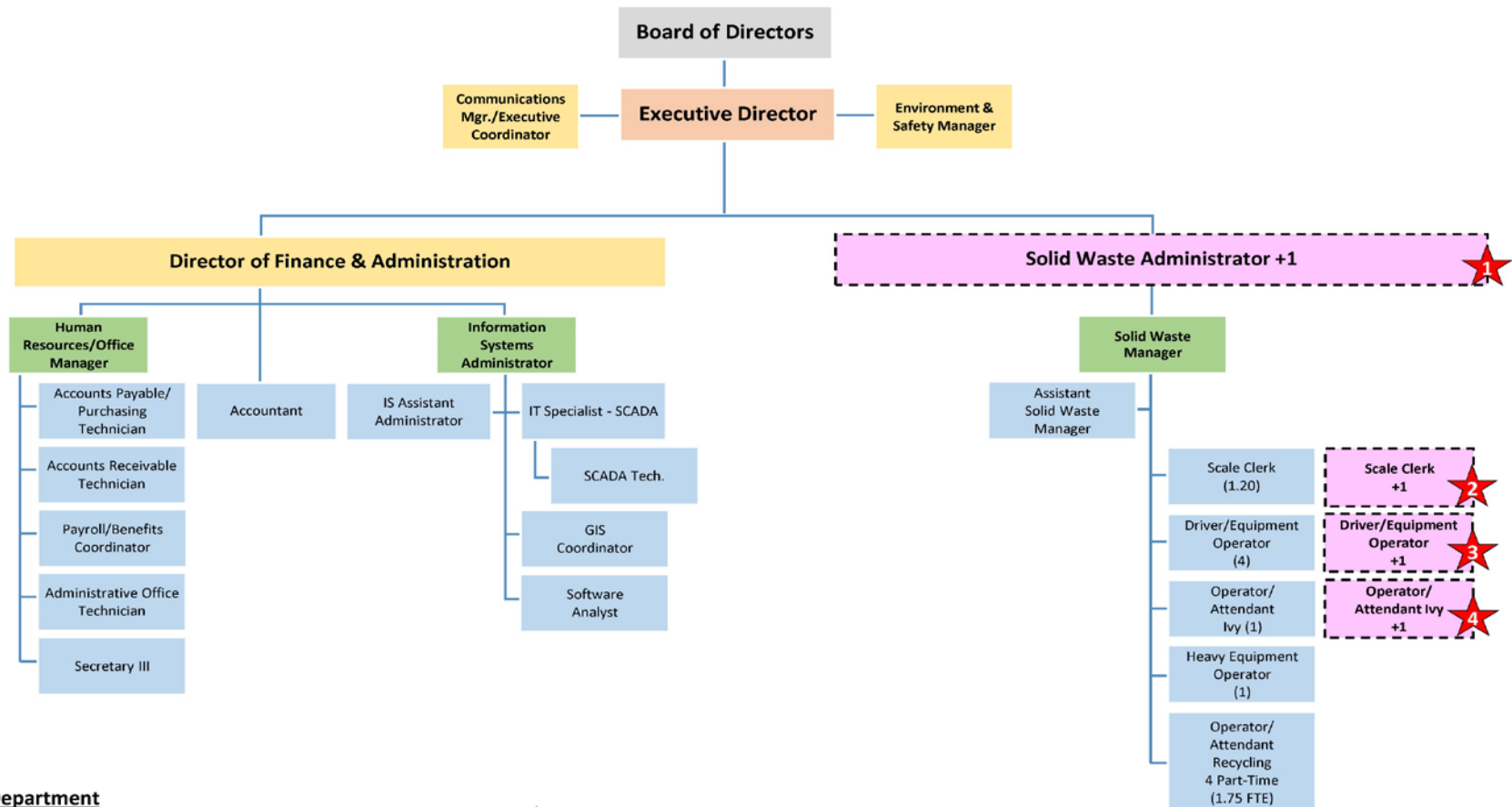
**RIVANNA SOLID WASTE AUTHORITY
ENVIRONMENTAL HORIZON**

Item	Description	FY 2018 Adopted	FY 2018 as of February 2018	Estimated Yearend FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024-2028 Five year Estimate	TEN YEAR ESTIMATE
1	Groundwater System Maintenance	\$ 6,500	\$ 5,472	\$ 5,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 3,500	\$ 3,500	\$ 17,500	\$ 44,000
2	Gas System Maintenance support	30,000	1,441	28,000	30,000	30,000	30,000	30,000	30,000	150,000	300,000
3	Ambient Air & Ground Water Monitoring - Settlement Agreement	13,000	6,045	11,000	13,000	13,000	13,000	13,000	13,000	65,000	130,000
4	Compliance Ground Water Well Monitoring - Permit related	65,000	38,108	65,000	65,000	65,000	65,000	65,000	65,000	325,000	650,000
5	Surface Water	15,000	7,813	15,000	15,000	15,000	15,000	15,000	15,000	75,000	150,000
6	Cell 3 Lined Dewatering Protocol/Well Construction	-	-	-	-	-	-	-	-	-	-
7	Cell 3 O&M	-	-	-	-	-	-	-	-	-	-
8	Paint Pit SVE	5,000	287	5,000	10,000	5,000	5,000	-	-	-	20,000
9	Full-Scale EBR - Monitoring	29,000	11,631	29,000	30,000	30,000	30,000	30,000	30,000	150,000	300,000
10	Full-Scale EBR - Injections and Reporting	-	-	-	-	-	-	-	-	-	-
11	Cobalt MNA Monitoring	3,300	2,398	3,000	4,000	4,000	4,000	4,000	4,000	20,000	40,000
12	Greenhouse Gas Monitoring and Reporting	5,000	-	5,000	5,000	5,000	5,000	5,000	5,000	25,000	
										-	-
N/A	Existing Operations & Maintenance (staff, insurance, maint.)	341,129	226,852	369,529	380,114	358,399	358,399	358,399	358,399	1,791,993	3,605,702
N/A	Contingency	20,000	-	-	20,000	20,000	20,000	20,000	20,000	100,000	200,000
	Total Estimated Cost	\$ 532,929	\$ 300,047	\$ 536,029	\$ 578,614	\$ 531,899	\$ 531,899	\$ 523,899	\$ 523,899	\$ 2,619,493	\$ 5,439,702

Rivanna Solid Waste Authority

Organizational Chart

Proposed FY 18-19 Budget



FTE Positions by Department

Department	Current FTE	Proposed FTE	Change +/-
*Joint Administrative Staff	16.00	17.00	1.00
Ivy & Recycling Operations	10.95	14.95	4.00

*All positions except for the Solid Waste Administrator position and its reports are Joint Administration.

Joint Administration increase is being proposed by RWSA (Software Analyst).



FY 2019 Proposed FTE Changes

1. Reinstatement of the Solid Waste Administrator position.
2. Current Scale Attendant position staff: 1.20 FTE. Propose position staffing of 2.20 FTE.
3. Current Driver/Equipment Operator position staff: 4.00 FTE. Propose position staffing of 5.00 FTE.
4. Current Operator/Attendant position staff: 2.75 FTE. Propose position staffing of 3.25 FTE.

One employee per position unless otherwise noted in parenthesis ()

FTE Full Time Equivalent

Rivanna Solid Waste Authority
Fiscal Year 2018-2019 Budget

Budget Summary

OPERATIONS	Adopted Budget FY 2017-2018	Estimated Yearend FY 2017-2018	Proposed Budget FY 2018-2019	FY 2018 vs. FY 2019 Variance \$	FY 2018 vs. FY 2019 Variance %
<u>Revenues</u>					
Ivy Tipping Fees	\$ 189,860	\$ 148,008	\$ 158,960	\$ (30,900)	-16.28%
Ivy MSW Transfer Tipping	660,315	682,566	648,200	(12,115)	-1.83%
Material & Other Sales-Ivy	112,500	123,794	121,500	9,000	8.00%
Recycling Revenues	222,400	260,502	251,900	29,500	13.26%
Other Revenues	78,000	92,209	77,200	(800)	-1.03%
Interest & Fees	27,200	48,311	44,500	17,300	63.60%
Total Revenues	\$ 1,290,275	\$ 1,355,389	\$ 1,302,260	\$ 11,985	0.93%
<u>Expenses</u>					
Ivy Operations	\$ 297,616	\$ 313,254	\$ 324,245	\$ 26,629	8.95%
MSW Transfer Ivy	930,685	886,174	1,186,282	255,597	27.46%
Recycling Operations	351,106	433,260	452,490	101,384	28.88%
Administration	489,723	519,863	694,924	205,201	41.90%
Total Expenses	\$ 2,069,131	\$ 2,152,550	\$ 2,657,941	\$ 588,811	28.46%
Operating Net Income (Loss)	\$ (778,856)	\$ (797,161)	\$ (1,355,681)	\$ (576,826)	74.06%
<u>Other Funding Sources & Adjustments</u>					
Local Government Contributions-Operations	\$ 640,098	\$ 640,098	\$ 1,160,554	\$ 520,456	81.31%
Administrative costs allocation from MOU	138,757	155,959	195,127	56,370	40.63%
County Contribution-Capital Grant	2,087,000	996,374		(2,087,000)	
Transfer to Capital Fund-Transfer Station	(2,087,000)	(996,374)	-	2,087,000	
Net Income (Loss)	\$ -	\$ (1,104)	\$ (0)	\$ 1	

ENVIRONMENTAL PROGRAMS (MOU)

<u>Revenues</u>					
Remediation Support	\$ 396,786	\$ 396,787	\$ 383,741	\$ (13,045)	-3.29%
	\$ 396,786	\$ 396,787	\$ 383,741	\$ (13,045)	
<u>Expenses</u>					
Ivy Environmental	\$ 536,029	\$ 514,031	\$ 578,614	\$ 42,585	7.94%
Administrative allocation to MOU (30%)	138,757	155,959	195,127	56,370	40.63%
	\$ 674,786	\$ 669,990	\$ 773,741	\$ 98,955	
<u>Use of Cash Reserves</u>	\$ 278,000	\$ 267,203	\$ 390,000	\$ 112,000	40.29%
Net Environmental Results	\$ (0)	\$ (6,000)	\$ -	\$ 0	

Rivanna Solid Waste Authority
Fiscal Year 2018-2019
Proposed Budget
Detailed Operating Revenue Estimates

Revenue Line Item	Tipping Fees		Tonnage		FY 2018		Revenue Estimates		FY 2018 vs. FY 2019 Variance \$	FY 2018 vs. FY 2019 Variance %
	FY	FY	Budgeted	Estimate	Actual \$	Projected	Adopted FY	Proposed FY		
	2017-2018	2018-2019	Estimate	Estimate	8 Months	12 Months	2017-2018	2018-2019		
IVY TIPPING FEES										
Clean Fill Material	\$ 10.00	\$ 10.00	5,500	5,000	\$ 31,266	\$ 46,899	\$ 55,000	\$ 50,000	\$ (5,000)	-9%
Grindable Material	48.00	48.00	2,000	1,500	44,263	66,395	96,000	72,000	(24,000)	-25%
Pallets	48.00	48.00	70	70	2,221	3,332	3,360	3,360	-	0%
Tires, Whole	190.00	190.00	100	90	10,014	15,021	19,000	17,100	(1,900)	-10%
Tires/White Good (per item)					10,908	16,362	16,500	16,500	-	0%
<i>Subtotal</i>			7,670	6,660	\$ 98,672	\$ 148,008	\$ 189,860	\$ 158,960	\$ (30,900)	-16%
TRANSFER STATION - IVY TIPPING FEES										
Compost Charge for Services		\$ 178.00		500	\$ 87,389	\$ 131,084	\$ 138,915	\$ 89,000	\$ (49,915)	
IVY - MSW/Const. TS	66.00	66.00	7,900	8,200	367,655	551,483	521,400	559,200	\$ 37,800	7%
<i>Subtotal</i>			7,900	8,200	\$ 455,044	\$ 682,566	\$ 660,315	\$ 648,200	\$ (12,115)	-2%
MATERIAL SALES - IVY										
Encore					\$ 12,650	\$ 18,975	\$ 15,000	\$ 19,000	\$ 4,000	27%
Metals					20,135	30,203	27,000	30,000	3,000	11%
Wood Mulch & Chips					14,729	22,094	25,000	22,000	(3,000)	-12%
Hauling Fees					34,676	52,014	45,000	50,000	5,000	11%
Other Materials					339	509	500	500	-	0%
<i>Subtotal</i>					\$ 82,529	\$ 123,794	\$ 112,500	\$ 121,500	\$ 9,000	8%
RECYCLING REVENUES										
Material Sales					\$ 148,947	\$ 223,421	\$ 185,000	\$ 215,000	\$ 30,000	16%
Other Materials & Services					4,204	6,306	7,000	6,300	(700)	-10%
Grants					27,118	27,118	27,500	27,000	(500)	-2%
Hauling Fees					2,438	3,657	2,900	3,600	700	24%
<i>Subtotal</i>					\$ 182,707	\$ 260,502	\$ 222,400	\$ 251,900	\$ 29,500	13%
OTHER REVENUES										
Service Charge Fees					\$ 47,908	\$ 71,862	\$ 75,000	\$ 70,000	\$ (5,000)	-7%
Other Revenues					16,898	20,347	3,000	7,200	4,200	
<i>Subtotal</i>					\$ 64,806	\$ 92,209	\$ 78,000	\$ 77,200	\$ (800)	-1%
REMEDIATION SUPPORT										
UVA Contribution					\$ 79,982	\$ 79,982	\$ 79,982	\$ 79,982	\$ -	0%
County Contribution					153,254	204,339	204,339	195,925	(8,414)	-4%
City Contribution					84,350	112,467	112,466	107,835	(4,631)	-4%
<i>Subtotal</i>					\$ 317,586	\$ 396,787	\$ 396,787	\$ 383,741	\$ (13,046)	-3%
INTEREST, LATE FEES, OTHER										
Trust Fund Interest					\$ 1,440	\$ 2,160	\$ 1,000	\$ 2,000	\$ 1,000	100%
Finance Charges					358	537	1,200	500	-	0%
Capital Fund Interest					11,249	16,874	10,000	17,000	7,000	70%
Daily Investment Interest					19,160	28,740	15,000	25,000	10,000	67%
<i>Subtotal</i>					\$ 32,207	\$ 48,311	\$ 27,200	\$ 44,500	\$ 18,000	66%
Total Revenues					\$ 1,233,551	\$ 1,752,176	\$ 1,687,062	\$ 1,686,001	\$ (361)	0%

Expense Details by Department

Rivanna Solid Waste Authority

Fiscal Year 2018-2019

**Rivanna Solid Waste Authority
Fiscal Year 2018-2019 Proposed Budget
Expense Detail by Department
IVY OPERATIONS**

Object Code	Line Item	Adopted Budget FY 2017-2018	Current Year Activity		Proposed Budget FY 2018-2019	FY 2018 vs. FY 2019 Variance \$	FY 2018 vs. FY 2019 Variance %
			Eight Months Actual 2/28/2018	Projected Yearend 6/30/18			
10000	Salaries and Benefits						
11000	Salaries	\$ 111,145	\$ 70,030	\$ 105,045	\$ 118,200	\$ 7,055	6.3%
11010	Holiday & Overtime Pay	6,000	5,785	8,678	8,600	2,600	43%
12010	FICA	8,962	5,692	8,538	9,700	739	8%
12020	Health Insurance	21,800	10,287	15,431	26,200	4,400	20%
12026	Employee Assistance Program & OPEB	26	21	32	30	4	15%
12030	Retirement	8,803	4,798	7,197	11,016	2,214	25%
12040	Life Insurance	1,456	776	1,164	1,548	92	6%
12050	Fitness Program	50	(17)	(17)	50	-	-
12060	Worker's Comp Insurance	7,500	6,718	8,624	8,600	1,100	15%
	Subtotal	\$ 165,741	\$ 104,090	\$ 154,691	\$ 183,945	\$ 18,204	11%
13000	Other Personnel Costs						
13100	Employee Dues & Licenses	\$ 100	\$ 46	\$ 69	\$ 100	\$ -	0%
13150	Education & Training	300	678	700	700	400	133%
13200	Travel & Lodging	200	-	-	200	-	-
13250	Uniforms	2,500	1,737	2,606	2,600	100	4%
13325	Recruiting and Medical Testing	200	91	137	200	-	-
13350	Other	500	176	264	500	-	0%
	Subtotal	\$ 3,800	\$ 2,728	\$ 3,775	\$ 4,300	\$ 500	13%
	Professional Services						
20100	Legal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	-
20200	Financial & Admin. Services	-	-	-	-	-	-
20300	Engineering Consultants	-	882	1,323	-	-	-
	Subtotal	\$ -	\$ 882	\$ 1,323	\$ -	\$ -	-
	Other Services and Charges						
21100	General Liability/Property Insurance	\$ 5,300	\$ 5,163	\$ 5,200	\$ 5,500	\$ 200	4%
21150	Advertising	-	-	-	-	-	-
21250	Administrative Services RWSA	-	-	-	-	-	-
21252	EMS Programs/Supplies	-	-	-	-	-	-
21253	Safety Programs/Supplies	500	359	539	500	-	0%
21300	Authority Dues/Permits/Fees	1,200	-	1,200	1,200	-	0%
21350	Laboratory Analysis	-	-	-	-	-	-
21400	Utilities	3,600	2,280	3,420	3,500	(100)	-3%
21420	General Other Services	4,200	-	1,000	1,000	(3,200)	-76%
21430	Governance Support	-	-	-	-	-	-
21450	Bad Debt Write-Offs	-	-	-	-	-	-
	Subtotal	\$ 14,800	\$ 7,802	\$ 11,359	\$ 11,700	\$ (3,100)	-21%
22000	Communication						
22150	Telephone & Data Service	\$ 1,500	\$ 842	\$ 1,263	\$ 1,400	\$ (100)	-7%
22200	Cell Phones & Pagers	275	261	392	400	125	45%
	Subtotal	\$ 1,775	\$ 1,103	\$ 1,655	\$ 1,800	\$ 25	1%
31000	Information Technology						
31100	Computer Hardware	\$ 500	\$ 1,042	\$ 1,563	\$ 1,000	\$ 500	100%
31200	Maintenance & Support Services	1,000	375	563	1,000	-	0%
31250	Software Purchases	-	-	-	-	-	-
	Subtotal	\$ 1,500	\$ 1,417	\$ 2,126	\$ 2,000	\$ 500	33%
32000	Vehicles and Equipment Maint.						
32100	Vehicle Maintenance & Repair	\$ 6,000	\$ 8,168	\$ 12,252	\$ 10,000	\$ 4,000	67%
32150	Equipment Maint. & Repair	35,000	34,688	52,032	40,000	5,000	14%
32200	Fuel	5,000	3,144	4,716	5,000	-	0%
32300	Trailer Maint. & Repairs	-	-	-	-	-	-

**Rivanna Solid Waste Authority
Fiscal Year 2018-2019 Proposed Budget
Expense Detail by Department
IVY OPERATIONS**

Object Code	Line Item	Adopted Budget FY 2017-2018	Current Year Activity		Proposed Budget FY 2018-2019	FY 2018 vs. FY 2019 Variance \$	FY 2018 vs. FY 2019 Variance %
			Eight Months Actual 2/28/2018	Projected Yearend 6/30/18			
	<i>Subtotal</i>	\$ 46,000	\$ 46,000	\$ 69,000	\$ 55,000	\$ 9,000	20%
33000	Supplies						
33100	Office Supplies	\$ 1,000	\$ 401	\$ 602	\$ 1,000	\$ -	0%
33150	Subscriptions/Reference Material	-	-	-	-	-	-
33350	Postage	-	-	-	-	-	-
	<i>Subtotal</i>	\$ 1,000	\$ 401	\$ 602	\$ 1,000	\$ -	0%
41000	Operation & Maintenance						
41100	Facility Maintenance	\$ 8,000	\$ 3,206	\$ 4,809	\$ 8,000	\$ -	0%
41400	Materials & Supplies	1,000	1,179	1,769	1,000	-	0%
41450	HHW Disposal	-	-	-	-	-	-
41500	Contracted Labor	-	-	-	-	-	-
41550	Material Purchases	-	-	-	-	-	-
41650	Wood Grinding	30,000	-	40,000	40,000	10,000	33%
41700	Building Rental	-	-	-	-	-	-
41750	Leach Treatment	-	-	-	-	-	-
41760	Tire Disposal	8,000	3,531	8,297	8,000	-	0%
	<i>Subtotal</i>	\$ 47,000	\$ 7,916	\$ 54,874	\$ 57,000	\$ 10,000	21%
43000	Disposal Contracts						
43100	MSW - Ivy Transfer	\$ -	\$ -	\$ -	\$ -	\$ -	-
	<i>Subtotal</i>	\$ -	\$ -	\$ -	\$ -	\$ -	-
51000	Ivy Remediation						
41350	Ground Water Systems Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	-
41360	Gas Systems Maintenance	-	-	-	-	-	-
51101	Settlement Agreement (Air & Groundwater)	-	-	-	-	-	-
51110	Compliance Ground Water Well Monitoring	-	-	-	-	-	-
51200	Surface Water Monitoring	-	-	-	-	-	-
51223	Cell 3 Dewatering Protocol	-	-	-	-	-	-
51224	O&M Cell 3 and P.Plant place holder	-	-	-	-	-	-
51300	Paint Pit Remed. - Gas & Vapor Extraction	-	-	-	-	-	-
51649	Full Scale EBR - Monitoring	-	-	-	-	-	-
51650	Full Scale EBR - Injection & Reporting	-	-	-	-	-	-
51660	Greenhouse Gas Monitoring & Reporting	-	-	-	-	-	-
51670	Cobalt MNA Monitoring	-	-	-	-	-	-
41900	Closure Costs	-	-	-	-	-	-
51800	Contingency	-	-	-	-	-	-
	<i>Subtotal</i>	\$ -	\$ -	\$ -	\$ -	\$ -	-
81000	Equipment						
81100	Small Equipment (under \$5000)	\$ 2,500	\$ 234	\$ 351	\$ 1,500	\$ (1,000)	-40%
81200	Rental & Leases	-	-	-	-	-	-
81250	Heavy Equipment	-	-	-	-	-	-
	Depreciation	13,500	9,000	13,500	6,000	(7,500)	-56%
	<i>Subtotal</i>	\$ 16,000	\$ 9,234	\$ 13,851	\$ 7,500	\$ (8,500)	-53%
Total		\$ 297,616	\$ 181,573	\$ 313,254	\$ 324,245	\$ 26,629	9%

**Rivanna Solid Waste Authority
Fiscal Year 2018-2019 Proposed Budget
Expense Detail by Department
IVY ENVIRONMENTAL**

Object Code	Line Item	Adopted Budget FY 2017-2018	Current Year Activity		Proposed Budget FY 2018-2019	FY 2018 vs. FY 2019 Variance \$	FY 2018 vs. FY 2019 Variance %
			Eight Months Actual 2/28/2018	Projected Yearend 6/30/18			
10000	Salaries and Benefits						
11000	Salaries	\$ 115,897	\$ 72,845	\$ 109,268	\$ 118,630	\$ 2,733	2.4%
11010	Holiday & Overtime Pay	6,000	6,017	9,026	9,000	3,000	50%
12010	FICA	9,325	5,920	8,880	9,764	439	5%
12020	Health Insurance	22,600	10,700	16,050	24,480	1,880	8%
12026	Employee Assistance Program & OPEB	30	21	32	30	-	0%
12030	Retirement	9,179	4,990	7,485	11,056	1,877	20%
12040	Life Insurance	1,518	807	1,211	1,554	36	2%
12050	Fitness Program	50	(18)	(18)	50	-	-
12060	Worker's Comp Insurance	7,800	6,768	8,751	8,800	1,000	13%
	Subtotal	\$ 172,399	\$ 108,050	\$ 160,683	\$ 183,364	\$ 10,965	6%
13000	Other Personnel Costs						
13100	Employee Dues & Licenses	\$ 100	\$ 48	\$ 72	\$ 100	\$ -	0%
13150	Education & Training	250	524	786	800	550	220%
13200	Travel & Lodging	200	-	-	200	-	-
13250	Uniforms	2,500	1,806	2,709	2,700	200	8%
13325	Recruiting and Medical Testing	100	94	141	500	400	-
13350	Other	500	183	275	500	-	-
	Subtotal	\$ 3,650	\$ 2,655	\$ 3,983	\$ 4,800	\$ 1,150	32%
	Professional Services						
20100	Legal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	-
20200	Financial & Admin. Services	-	-	-	-	-	-
20300	Engineering Consultants	-	-	-	-	-	-
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Other Services and Charges						
21100	General Liability/Property Insurance	\$ 700	\$ 755	\$ 755	\$ 800	\$ 100	14%
21150	Advertising	5,000	1,255	2,500	2,500	(2,500)	-
21250	Administrative Services RWSA	-	-	-	-	-	-
21252	EMS Programs/Supplies	-	-	-	-	-	-
21253	Safety Programs/Supplies	80	161	242	250	170	-
21300	Authority Dues/Permits/Fees	3,400	2,160	3,240	3,400	-	0%
21350	Laboratory Analysis	-	-	-	-	-	-
21400	Utilities	6,500	4,291	6,437	6,500	-	0%
21420	General Other Services	-	87	131	24,000	24,000	-
21430	Governance Support	-	-	-	-	-	-
21450	Bad Debt Write-Offs	-	-	-	-	-	-
	Subtotal	\$ 15,680	\$ 8,709	\$ 13,304	\$ 37,450	\$ 21,770	139%
22000	Communication						
22150	Telephone & Data Service	\$ 750	\$ 314	\$ 471	\$ 500	\$ (250)	-33%
22200	Cell Phones & Pagers	500	326	489	500	-	0%
	Subtotal	\$ 1,250	\$ 640	\$ 960	\$ 1,000	\$ (250)	-20%
31000	Information Technology						
31100	Computer Hardware	\$ -	\$ -	\$ -	\$ -	\$ -	-
31200	Maintenance & Support Services	15,000	-	6,000	6,000	(9,000)	-
31250	Software Purchases	-	-	-	-	-	-
	Subtotal	\$ 15,000	\$ -	\$ 6,000	\$ 6,000	\$ (9,000)	-
32000	Vehicles and Equipment Maint.						
32100	Vehicle Maintenance & Repair	\$ 2,000	\$ 1,140	\$ 1,710	\$ 2,000	\$ -	0%
32150	Equipment Maint. & Repair	5,000	2,675	4,013	5,000	-	0%
32200	Fuel	3,000	2,358	3,537	3,500	500	17%
32300	Trailer Maint. & Repairs	5,000	779	1,169	4,000	(1,000)	-20%
	Subtotal	\$ 15,000	\$ 6,952	\$ 10,428	\$ 14,500	\$ (500)	-
33000	Supplies						
33100	Office Supplies	\$ 250	\$ 5	\$ 8	\$ -	\$ (250)	-100%
33150	Subscriptions/Reference Material	-	-	-	-	-	-
33350	Postage	-	-	-	-	-	-
	Subtotal	\$ 250	\$ 5	\$ 8	\$ -	\$ (250)	-
41000	Operation & Maintenance						
41100	Facility Maintenance	\$ 8,000	29,494	44,241	15,000	7,000	88%

**Rivanna Solid Waste Authority
Fiscal Year 2018-2019 Proposed Budget
Expense Detail by Department
IVY ENVIRONMENTAL**

Object Code	Line Item	Adopted Budget FY 2017-2018	Current Year Activity		Proposed Budget FY 2018-2019	FY 2018 vs. FY 2019 Variance \$	FY 2018 vs. FY 2019 Variance %
			Eight Months Actual 2/28/2018	Projected Yearend 6/30/18			
41400	Materials & Supplies	1,500	1,226	1,839	1,500	-	0%
41450	HHW Disposal	100,000	61,727	95,000	100,000	-	0%
41500	Contracted Labor	-	-	-	-	-	-
41550	Material Purchases	-	-	-	-	-	-
41650	Wood Grinding	-	-	-	-	-	-
41700	Building Rental	-	-	-	-	-	-
41750	Leach Treatment	1,500	724	1,086	1,500	-	0%
41760	Tire Disposal	-	-	-	-	-	-
Subtotal		\$ 111,000	\$ 93,171	\$ 142,166	\$ 118,000	\$ 7,000	6%
43000	Disposal Contracts						
43100	MSW - Ivy Transfer	-	-	-	-	-	-
Subtotal		\$ -	\$ -	\$ -	\$ -	\$ -	-
51000	Ivy Remediation						
41350	Ground Water Systems Maintenance	6,500	5,472	5,500	6,500	-	0%
41360	Gas Systems Maintenance	30,000	1,441	28,000	30,000	-	0%
51101	Settlement Agreement (Air & Groundwater)	13,000	6,045	11,000	13,000	-	0%
51110	Compliance Ground Water Well Monitoring	65,000	38,108	65,000	65,000	-	0%
51200	Surface Water & Water Supply Monitoring	15,000	7,813	15,000	15,000	-	0%
51223	Cell 3 Dewatering Protocol	-	-	-	-	-	-
51224	O&M Cell 3 and P.Plant place holder	-	-	-	-	-	-
51300	Paint Pit Remed. - Gas & Vapor Extraction	5,000	287	5,000	10,000	5,000	100%
51649	Full Scale EBR - Monitoring	29,000	11,631	29,000	30,000	1,000	-
51650	Full Scale EBR - Injection & Reporting	-	-	-	-	-	-
51660	Greenhouse Gas Monitoring & Reporting	5,000	-	5,000	5,000	-	0%
51670	Cobalt MNA Monitoring	3,300	2,398	3,000	4,000	700	-
41900	Closure Costs	-	-	-	-	-	-
51800	Contingency	20,000	-	-	20,000	-	0%
Subtotal		\$ 191,800	\$ 73,195	\$ 166,500	\$ 198,500	\$ 6,700	3%
81000	Equipment						
81100	Small Equipment (under \$5000)	-	-	-	-	-	-
81200	Rental & Leases	-	-	-	-	-	-
81250	Heavy Equipment	-	-	-	-	-	-
	Depreciation	10,000	6,667	10,001	15,000	5,000	50%
Subtotal		\$ 10,000	\$ 6,667	\$ 10,001	\$ 15,000	\$ 5,000	50%
Total		\$ 536,029	\$ 300,044	\$ 514,031	\$ 578,614	\$ 42,585	8%

Current year budget and yearend estimates				Proposed
MOU PAYMENT BASIS:				
Base Expenses	\$ 536,029	\$ 300,044	\$ 514,031	\$ 578,614
Adminstrative allocation	138,757		155,959	195,127
	\$ 674,786	\$ 300,044	\$ 669,990	\$ 773,741
Use of Reserves	\$ 278,000	\$ -	\$ 267,203	\$ 390,000
UVA FIXED PER AGREEMENT	79,982	79,982	79,982	79,982
COUNTY 64.5%	204,339	153,254	204,339	195,925
CITY 35.5%	112,466	84,349	112,467	107,835
	\$ 674,786	\$ 317,585	\$ 663,990	\$ 773,741
Reserves not used as planned	\$ -		\$ 10,797	

**Rivanna Solid Waste Authority
Fiscal Year 2018-2019 Proposed Budget
Expense Detail by Department
MSW TRANSFER OPERATIONS - IVY**

Expense Detail by Department			ISW TRANSFER OPERATIONS - IVY				FY 2018 vs. FY 2019 Variance \$		FY 2018 vs. FY 2019 Variance %	
Object Code	Line Item	Adopted Budget FY 2017-2018	Current Year Activity		Proposed Budget FY 2018-2019					
			Eight Months Actual 2/28/2018	Projected Yearend 6/30/18						
10000	Salaries and Benefits									
11000	Salaries	\$ 189,150	\$ 119,297	\$ 178,946	\$ 287,100	\$ 97,950	51.78%			
11010	Holiday & Overtime Pay	13,000	9,855	14,783	13,000	-	0%			
12010	FICA	15,464	9,696	14,544	22,958	7,493	48%			
12020	Health Insurance	41,105	17,524	26,286	79,050	37,945	92%			
12026	Employee Assistance Program & OPEB	50	35	53	50	-	0%			
12030	Retirement	14,981	8,173	12,260	26,758	11,777	79%			
12040	Life Insurance	2,478	1,321	1,982	3,761	1,283	52%			
12050	Fitness Program	100	(29)	(29)	100	-	0%			
12060	Worker's Comp Insurance	12,700	11,183	14,410	22,500	9,800	77%			
	Subtotal	\$ 289,028	\$ 177,055	\$ 263,233	\$ 455,276	\$ 166,248	58%			
13000	Other Personnel Costs									
13100	Employee Dues & Licenses	\$ 100	\$ 79	\$ 119	\$ 120	\$ 20	20%			
13150	Education & Training	300	858	1,287	1,000	700	233%			
13200	Travel & Lodging	200	-	-	200	-	-			
13250	Uniforms	5,500	2,958	4,437	7,000	1,500	27%			
13325	Recruiting and Medical Testing	500	155	233	500	-	-			
13350	Other	1,000	299	449	500	(500)	-50%			
	Subtotal	\$ 7,600	\$ 4,349	\$ 6,524	\$ 9,320	\$ 1,720	23%			
	Professional Services									
20100	Legal Fees	\$ -	\$ 276	\$ 414		\$ -	-			
20200	Financial & Admin. Services	-	-	-		-	-			
20300	Engineering Consultants	-	-	-	45,000	45,000	-			
	Subtotal	\$ -	\$ 276	\$ 414	\$ 45,000	\$ 45,000	-			
	Other Services and Charges									
21100	General Liability/Property Insurance	\$ 4,100	\$ 3,959	\$ 4,000	\$ 8,300	\$ 4,200	102%			
21150	Advertising	2,000	-	-	2,000	-	0%			
21250	Administrative Services RWSA	-	-	-	-	-	-			
21252	EMS Programs/Supplies	-	-	-	-	-	-			
21253	Safety Programs/Supplies	200	877	1,316	1,200	1,000	-			
21300	Authority Dues/Permits/Fees	8,700	6,036	9,054	9,000	300	3%			
21350	Laboratory Analysis	-	-	-	-	-	-			
21400	Utilities	10,700	7,156	10,734	11,000	300	3%			
21420	General Other Services	111,132	56,856	85,284	77,500	(33,632)	-			
21430	Governance Support	-	-	-	-	-	-			
21450	Bad Debt Write-Offs	-	-	-	-	-	-			
	Subtotal	\$ 136,832	\$ 74,884	\$ 110,388	\$ 109,000	\$ (27,832)	-20%			
22000	Communication									
22150	Telephone & Data Service	\$ 1,300	\$ 515	\$ 773	\$ 1,000	\$ (300)	-23%			
22200	Cell Phones & Pagers	700	682	1,023	1,000	300	43%			
	Subtotal	\$ 2,000	\$ 1,197	\$ 1,796	\$ 2,000	\$ -	-			
31000	Information Technology									
31100	Computer Hardware	\$ 500	\$ -	\$ -	\$ 500	\$ -	-			
31200	Maintenance & Support Services	2,000	1,125	1,688	2,000	-	0%			
31250	Software Purchases	-	-	-	-	-	-			
	Subtotal	\$ 2,500	\$ 1,125	\$ 1,688	\$ 2,500	\$ -	0%			
32000	Vehicles and Equipment Maint.									
32100	Vehicle Maintenance & Repair	\$ 3,000	\$ 1,867	\$ 2,801	\$ 3,000	\$ -	0%			
32150	Equipment Maint. & Repair	15,000	6,172	9,258	15,000	-	0%			
32200	Fuel	2,300	1,572	2,358	2,400	100	4%			
32300	Trailer Maint & Repairs	-	-	-	-	-	-			
	Subtotal	\$ 20,300	\$ 9,611	\$ 14,417	\$ 20,400	\$ 100	0%			

Rivanna Solid Waste Authority
Fiscal Year 2018-2019 Proposed Budget
Expense Detail by Department
MSW TRANSFER OPERATIONS - IVY

Object Code	Line Item	Adopted Budget FY 2017-2018	Current Year Activity		Proposed Budget FY 2018-2019	FY 2018 vs. FY 2019 Variance \$	FY 2018 vs. FY 2019 Variance %
			Eight Months Actual 2/28/2018	Projected Yearend 6/30/18			
33000	Supplies						
33100	Office Supplies	\$ 1,700	\$ 1,252	\$ 1,878	\$ 1,700	\$ -	0%
33150	Subscriptions/Reference Material	-	-	-	-	-	-
33350	Postage	-	-	-	-	-	-
	<i>Subtotal</i>	\$ 1,700	\$ 1,252	\$ 1,878	\$ 1,700	\$ -	0%
41000	Operation & Maintenance						
41100	Facility Maintenance	\$ 30,000	\$ 17,943	\$ 26,915	\$ 30,000	\$ -	0%
41400	Materials & Supplies	2,500	2,008	3,012	3,000	500	20%
41450	HHW Disposal	-	-	-	-	-	-
41500	Contracted Labor	-	-	-	-	-	-
41550	Material Purchases	-	-	-	-	-	-
41650	Wood Grinding	-	-	-	-	-	-
41700	Building Rental	-	-	-	-	-	-
41750	Leach Treatment	-	-	-	-	-	-
41760	Tire Disposal	-	-	-	-	-	-
	<i>Subtotal</i>	\$ 32,500	\$ 19,951	\$ 29,927	\$ 33,000	\$ 500	2%
43000	Disposal Contracts						
43100	MSW - Ivy Transfer	\$ 398,225	\$ 280,814	\$ 421,221	\$ 469,586	\$ 71,361	18%
	<i>Subtotal</i>	\$ 398,225	\$ 280,814	\$ 421,221	\$ 469,586	\$ 71,361	18%
51000	Ivy Remediation						
41350	Ground Water Systems Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	-
41360	Gas Systems Maintenance	-	-	-	-	-	-
51101	Settlement Agreement (Air & Groundwater)	-	-	-	-	-	-
51110	Compliance Ground Water Well Monitoring	-	-	-	-	-	-
51200	Surface Water Monitoring	-	-	-	-	-	-
51223	Cell 3 Dewatering Protocol	-	-	-	-	-	-
51224	O&M Cell 3 and P.Plant place holder	-	-	-	-	-	-
51300	Paint Pit Remed. - Gas & Vapor Extraction	-	-	-	-	-	-
51649	Full Scale EBR - Monitoring	-	-	-	-	-	-
51650	Full Scale EBR - Injection & Reporting	-	-	-	-	-	-
51660	Greenhouse Gas Monitoring & Reporting	-	-	-	-	-	-
51670	Cobalt MNA Monitoring	-	-	-	-	-	-
41900	Closure Costs	5,000	3,122	3,122	3,500	(1,500)	-
51800	Contingency	-	-	-	-	-	-
	<i>Subtotal</i>	\$ 5,000	\$ 3,122	\$ 3,122	\$ 3,500	\$ (1,500)	-
81000	Equipment						
81100	Small Equipment (under \$5000)	\$ 5,000	\$ 1,046	\$ 1,569	\$ 5,000	\$ -	-
81200	Rental & Leases	-	-	-	-	-	-
81250	Heavy Equipment	-	-	-	-	-	-
	Depreciation	30,000	20,000	30,000	30,000	-	0%
	<i>Subtotal</i>	\$ 35,000	\$ 21,046	\$ 31,569	\$ 35,000	\$ -	0%
Total		\$ 930,685	\$ 594,682	\$ 886,174	\$ 1,186,282	\$ 255,597	27%

Rivanna Solid Waste Authority
Fiscal Year 2018-2019 Proposed Budget
Expense Detail by Department
RECYCLING

Object Code	Line Item	Adopted Budget FY 2017-2018	Current Year Activity		Proposed Budget FY 2018-2019	FY 2018 vs. FY 2019 Variance \$	FY 2018 vs. FY 2019 Variance %
			Eight Months Actual 2/28/2018	Projected Yearend 6/30/18			
10000	Salaries and Benefits						
11000	Salaries	\$ 124,750	\$ 89,737	\$ 134,606	\$ 163,702	\$ 38,952	31.22%
11010	Holiday & Overtime Pay	6,500	7,413	11,120	11,000	4,500	69%
12010	FICA	10,041	7,293	10,940	13,365	3,324	33%
12020	Health Insurance	18,080	13,182	19,773	19,584	1,504	8%
12026	Employee Assistance Program & OPEB	20	26	39	40	20	100%
12030	Retirement	6,106	6,148	9,222	11,529	5,423	89%
12040	Life Insurance	1,010	994	1,491	1,620	611	60%
12050	Fitness Program	50	(22)	(22)	50	-	
12060	Worker's Comp Insurance	6,400	5,416	7,042	7,100	700	11%
	Subtotal	\$ 172,956	\$ 130,187	\$ 194,210	\$ 227,990	\$ 55,034	32%
13000	Other Personnel Costs						
13100	Employee Dues & Licenses	\$ 100	\$ 59	\$ 89	\$ 100	\$ -	0%
13150	Education & Training	100	646	969	1,000	900	
13200	Travel & Lodging	100	-	-	100	-	
13250	Uniforms	2,000	2,691	4,037	4,000	2,000	100%
13325	Recruiting and Medical Testing	150	116	174	150	-	
13350	Other	200	321	482	200	-	0%
	Subtotal	\$ 2,650	\$ 3,833	\$ 5,750	\$ 5,550	\$ 2,900	109%
	Professional Services						
20100	Legal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	
20200	Financial & Admin. Services	-	-	-	-	-	
20300	Engineering Consultants	-	-	-	-	-	
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	
	Other Services and Charges						
21100	General Liability/Property Insurance	\$ 3,700	\$ 3,675	\$ 3,675	\$ 3,900	\$ 200	5%
21150	Advertising	-	549	824	800	800	
21250	Administrative Services RWSA	-	-	-	-	-	
21252	EMS Programs/Supplies	-	-	-	-	-	
21253	Safety Programs/Supplies	200	556	834	1,000	800	400%
21300	Authority Dues/Permits/Fees	-	-	-	-	-	
21350	Laboratory Analysis	-	-	-	-	-	
21400	Utilities	11,000	8,106	12,159	12,200	1,200	11%
21420	General Other Services	9,000	4,645	6,968	8,000	(1,000)	
21430	Governance Support	-	-	-	-	-	
21450	Bad Debt Write-Offs	-	-	-	-	-	
	Subtotal	\$ 23,900	\$ 17,531	\$ 24,459	\$ 25,900	\$ 2,000	8%
22000	Communication						
22150	Telephone & Data Service	\$ 1,900	\$ 1,339	\$ 2,009	\$ 2,000	\$ 100	5%
22200	Cell Phones & Pagers	100	101	152	150	50	50%
	Subtotal	\$ 2,000	\$ 1,440	\$ 2,160	\$ 2,150	\$ 150	8%
31000	Information Technology						
31100	Computer Hardware	\$ -	\$ -	\$ -	\$ -	\$ -	
31200	Maintenance & Support Services	-	-	-	-	-	
31250	Software Purchases	-	-	-	-	-	
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	
32000	Vehicles and Equipment Maint.						
32100	Vehicle Maintenance & Repair	\$ 30,000	\$ 2,681	\$ 4,022	\$ 30,000	\$ -	0%
32150	Equipment Maint. & Repair	15,000	21,151	31,727	15,000	-	0%
32200	Fuel	12,500	8,645	12,968	13,500	1,000	8%
32300	Trailer Maint & Repairs	5,000	4,992	7,488	7,500	2,500	50%

Rivanna Solid Waste Authority
Fiscal Year 2018-2019 Proposed Budget
Expense Detail by Department
RECYCLING

Expense Detail by Department			Current Year Activity				FY 2018 vs. FY 2019 Variance \$	FY 2018 vs. FY 2019 Variance %
Object Code	Line Item	Adopted Budget FY 2017-2018	Eight Months Actual 2/28/2018	Projected Yearend 6/30/18	Proposed Budget FY 2018-2019			
	Subtotal	\$ 62,500	\$ 37,469	\$ 56,204	\$ 66,000	\$ 3,500	6%	
33000	Supplies							
33100	Office Supplies	\$ 200	\$ 652	\$ 978	\$ 1,000	\$ 800	400%	
33150	Subscriptions/Reference Material	500	700	1,050	1,000	500		
33350	Postage	-	-	-	-	-		
	Subtotal	\$ 700	\$ 1,352	\$ 2,028	\$ 2,000	\$ 1,300		
41000	Operation & Maintenance							
41100	Facility/Equipment Maintenance	\$ 10,000	\$ 16,552	\$ 39,828	\$ 15,000	\$ 5,000	50%	
41400	Materials & Supplies	3,500	3,003	4,505	4,000	500	14%	
41450	HHW Disposal	-	-	-	-	-		
41500	Contracted Labor	-	11,179	11,200	5,000	5,000		
41550	Material Purchases	29,000	34,662	51,993	45,000	16,000		
41650	Wood Grinding	-	-	-	-	-		
41700	Building Rental	32,400	18,900	28,350	30,000	(2,400)	-7%	
41750	Leach Treatment	-	-	-	-	-		
41760	Tire Disposal	-	-	-	-	-		
	Subtotal	\$ 74,900	\$ 84,296	\$ 135,876	\$ 99,000	\$ 24,100	32%	
43000	Disposal Contracts							
43100	MSW - Ivy Transfer	\$ -	\$ -	\$ -	\$ -	\$ -		
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -		
51000	Ivy Remediation							
41350	Ground Water Systems Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -		
41360	Gas Systems Maintenance	-	-	-	-	-		
51101	Settlement Agreement (Air & Groundwater)	-	-	-	-	-		
51110	Compliance Ground Water Well Monitoring	-	-	-	-	-		
51200	Surface Water Monitoring	-	-	-	-	-		
51223	Cell 3 Dewatering Protocol	-	-	-	-	-		
51224	O&M Cell 3 and P.Plant place holder	-	-	-	-	-		
51300	Paint Pit Remed. - Gas & Vapor Extraction	-	-	-	-	-		
51649	Full Scale EBR - Monitoring	-	-	-	-	-		
51650	Full Scale EBR - Injection & Reporting	-	-	-	-	-		
51660	Greenhouse Gas Monitoring & Reporting	-	-	-	-	-		
51670	Cobalt MNA Monitoring	-	-	-	-	-		
41900	Closure Costs	-	-	-	-	-		
51800	Contingency	-	-	-	-	-		
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -		
81000	Equipment							
81100	Small Equipment (under \$5000)	\$ 500	\$ -	\$ -	\$ 1,000	\$ 500	100%	
81200	Rental & Leases	-	1,050	1,575	-	-		
81250	Heavy Equipment	-	-	-	-	-		
	Depreciation	11,000	7,333	11,000	22,900	11,900	108%	
	Subtotal	\$ 11,500	\$ 8,383	\$ 12,575	\$ 23,900	\$ 12,400	108%	
	Total	\$ 351,106	\$ 284,491	\$ 433,260	\$ 452,490	\$ 101,384	28.9%	

Rivanna Solid Waste Authority
Fiscal Year 2018-2019 Proposed Budget
Expense Detail by Department
ADMINISTRATION

Object Code	Line Item	Adopted Budget FY 2017-2018	Current Year Activity		Proposed Budget FY 2018-2019	FY 2018 vs. FY 2019 Variance \$	FY 2018 vs. FY 2019 Variance %
			Eight Months Actual 2/28/2018	Projected Yearend 6/30/18			
10000	Salaries and Benefits						
11000	Salaries	\$ 8,578	\$ 5,719	\$ 8,579	\$ 101,800	\$ 93,222	1087%
11010	Holiday & Overtime Pay	-	-	-	-	-	-
12010	FICA	656	409	614	7,788	7,131	1087%
12020	Health Insurance	6,799	4,714	7,071	12,240	5,441	80%
12026	Employee Assistance Program & OPEB	-	-	-	25	25	-
12030	Retirement	-	-	-	9,488	9,488	-
12040	Life Insurance	-	-	-	1,334	1,334	-
12050	Fitness Program	-	-	-	100	100	-
12060	Worker's Comp Insurance	-	-	-	1,200	1,200	-
	Subtotal	\$ 16,033	\$ 10,842	\$ 16,263	\$ 133,974	\$ 117,941	736%
13000	Other Personnel Costs						
13100	Employee Dues & Licenses	\$ -	\$ 212	\$ 318	\$ 500	\$ 500	#DIV/0!
13150	Education & Training	-	-	-	1,000	1,000	-
13200	Travel & Lodging	-	-	-	1,000	1,000	-
13250	Uniforms	-	-	-	1,000	1,000	-
13325	Recruiting and Medical Testing	-	310	465	500	500	#DIV/0!
13350	Other	1,700	341	512	2,000	300	18%
	Subtotal	\$ 1,700	\$ 863	\$ 1,295	\$ 6,000	\$ 4,300	253%
	Professional Services						
20100	Legal Fees	\$ 15,000	\$ 16,294	\$ 24,441	\$ 15,000	\$ -	0%
20200	Financial & Admin. Services	14,000	11,501	17,252	15,000	1,000	7%
20300	Engineering Consultants	-	-	-	-	-	-
	Subtotal	\$ 29,000	\$ 27,795	\$ 41,693	\$ 30,000	\$ 1,000	3%
	Other Services and Charges						
21100	General Liability/Property Insurance	\$ 2,000	\$ 1,965	\$ 2,000	\$ 2,200	\$ 200	10%
21150	Advertising	1,500	1,005	1,508	1,500	-	0%
21250	Administrative Services RWSA	409,000	272,667	409,001	460,000	51,000	12%
21252	EMS Programs/Supplies	-	-	-	-	-	-
21253	Safety Programs/Supplies	1,500	887	1,331	1,500	-	0%
21300	Authority Dues/Permits/Fees	9,000	7,084	10,626	10,000	1,000	11%
21350	Laboratory Analysis	-	-	-	-	-	-
21400	Utilities	-	-	-	-	-	-
21420	General Other Services	-	3,713	5,570	6,000	6,000	#DIV/0!
21430	Governance Support	5,000	13,125	19,688	20,000	15,000	300%
21450	Bad Debt Write-Offs	4,000	-	-	5,000	1,000	25%
	Subtotal	\$ 432,000	\$ 300,446	\$ 449,722	\$ 506,200	\$ 74,200	17%
22000	Communication						
22150	Telephone & Data Service	\$ 4,700	\$ 3,102	\$ 4,653	\$ 4,700	\$ -	0%
22200	Cell Phones & Pagers	-	-	-	500	500	-
	Subtotal	\$ 4,700	\$ 3,102	\$ 4,653	\$ 5,200	\$ 500	11%
31000	Information Technology						
31100	Computer Hardware	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	-
31200	Maintenance & Support Services	2,500	3,275	4,913	7,000	4,500	180%
31250	Software Purchases	500	39	59	500	-	-
	Subtotal	\$ 3,000	\$ 3,314	\$ 4,971	\$ 8,500	\$ 5,500	183%
32000	Vehicles and Equipment Maint.						
32100	Vehicle Maintenance & Repair	\$ -	\$ -	\$ -	\$ -	\$ -	-
32150	Equipment Maint. & Repair	-	-	-	-	-	-
32200	Fuel	-	-	-	2,000	2,000	-
32300	Trailer Maint & Repairs	-	-	-	-	-	-
	Subtotal	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	-
33000	Supplies						
33100	Office Supplies	\$ 1,500	\$ 819	\$ 1,229	\$ 1,500	\$ -	0%
33150	Subscriptions/Reference Material	-	-	-	-	-	-
33350	Postage	50	26	39	50	-	-

Rivanna Solid Waste Authority
Fiscal Year 2018-2019 Proposed Budget
Expense Detail by Department
ADMINISTRATION

Object Code	Line Item	Adopted Budget FY 2017-2018	Current Year Activity		Proposed Budget FY 2018-2019	FY 2018 vs. FY 2019 Variance \$	FY 2018 vs. FY 2019 Variance %
			Eight Months Actual 2/28/2018	Projected Yearend 6/30/18			
	Subtotal	\$ 1,550	\$ 845	\$ 1,268	\$ 1,550	\$ -	0%
41000	Operation & Maintenance						
41100	Facility Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	
41400	Materials & Supplies	-	-	-	-	-	
41450	HHW Disposal	-	-	-	-	-	
41500	Contracted Labor	-	-	-	-	-	
41550	Material Purchases	-	-	-	-	-	
41650	Wood Grinding	-	-	-	-	-	
41700	Building Rental	-	-	-	-	-	
41750	Leach Treatment	-	-	-	-	-	
41760	Tire Disposal	-	-	-	-	-	
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	
43000	Disposal Contracts						
43100	MSW - Ivy Transfer	\$ -	\$ -	\$ -	\$ -	\$ -	
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	
51000	Ivy Remediation						
41350	Ground Water Systems Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	
41360	Gas Systems Maintenance	-	-	-	-	-	
51101	Settlement Agreement (Air & Groundwater)	-	-	-	-	-	
51110	Compliance Ground Water Well Monitoring	-	-	-	-	-	
51200	Surface Water Monitoring	-	-	-	-	-	
51223	Cell 3 Dewatering Protocol	-	-	-	-	-	
51224	O&M Cell 3 and P.Plant place holder	-	-	-	-	-	
51300	Paint Pit Remed. - Gas & Vapor Extraction	-	-	-	-	-	
51649	Full Scale EBR - Monitoring	-	-	-	-	-	
51650	Full Scale EBR - Injection & Reporting	-	-	-	-	-	
51660	Greenhouse Gas Monitoring & Reporting	-	-	-	-	-	
51670	Cobalt MNA Monitoring	-	-	-	-	-	
41900	Closure Costs	-	-	-	-	-	
51800	Contingency	-	-	-	-	-	
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	
81000	Equipment						
81100	Small Equipment (under \$5000)	\$ -		\$ -	\$ -	\$ -	
81200	Rental & Leases	1,740		-	1,500	(240)	-14%
81250	Heavy Equipment	-		-	-	-	
	Depreciation	-		-	-	-	
	Subtotal	\$ 1,740	\$ -	\$ -	\$ 1,500	\$ (240)	-14%
Total		\$ 489,723	\$ 347,207	\$ 519,863	\$ 694,924	\$ 205,201	42%

Rivanna Solid Waste Authority
Fiscal Year 2018-2019 Proposed Budget
Expense Detail by Department
Department: Authority Wide Detail

Expense Detail by Department							FY 2018	FY 2018
Department: Authority Wide Detail							vs.	vs.
Object Code	Line Item	Adopted Budget FY 2017-2018	Current Year Activity		Proposed Budget FY 2018-2019	FY 2019 Variance \$	FY 2019 Variance %	
			Eight Months Actual 2/28/2018	Projected Yearend 6/30/18				
10000	Salaries and Benefits							
11000	Salaries	\$ 549,520	\$ 357,628	\$ 536,442	\$ 789,432	\$ 239,912	44%	
11010	Holiday & Overtime Pay	31,500	29,070	43,605	41,600	10,100	32%	
12010	FICA	44,448	29,010	43,515	63,574	19,126	43%	
12020	Health Insurance	110,384	56,407	84,611	161,554	51,170	46%	
12026	Employee Assistance Program & OPEB	126	103	155	175	49	39%	
12030	Retirement	39,068	24,109	36,164	69,847	30,779	79%	
12040	Life Insurance	6,462	3,898	5,847	9,818	3,356	52%	
12050	Fitness Program	250	(86)	(86)	350	100	0%	
12060	Worker's Comp Insurance	34,400	30,085	38,827	48,200	13,800	40%	
	Subtotal	\$ 816,158	\$ 530,224	\$ 789,079	\$ 1,184,550	\$ 368,392	45%	
13000	Other Personnel Costs							
13100	Employee Dues & Licenses	\$ 400	\$ 444	\$ 666	\$ 920	\$ 520	130%	
13150	Education & Training	950	2,706	3,742	4,500	3,550	374%	
13200	Travel & Lodging	700	-	-	1,700	1,000		
13250	Uniforms	12,500	9,192	13,788	17,300	4,800	38%	
13325	Recruiting and Medical Testing	950	766	1,149	1,850	900	95%	
13350	Other	3,900	1,320	1,980	3,700	(200)	-5%	
	Subtotal	\$ 19,400	\$ 14,428	\$ 21,325	\$ 29,970	\$ 10,570	54%	
	Professional Services							
20100	Legal Fees	\$ 15,000	\$ 16,570	\$ 24,855	\$ 15,000	\$ -	0%	
20200	Financial & Admin. Services	14,000	11,501	17,252	15,000	1,000	7%	
20300	Engineering Consultants	-	882	1,323	45,000	45,000		
	Subtotal	\$ 29,000	\$ 28,953	\$ 43,430	\$ 75,000	\$ 46,000	159%	
	Other Services and Charges							
21100	General Liability/Property Insurance	\$ 15,800	\$ 15,517	\$ 15,630	\$ 20,700	\$ 4,900	31%	
21150	Advertising	8,500	2,809	4,831	6,800	(1,700)	-20%	
21250	Administrative Services RWSA	409,000	272,667	409,001	460,000	51,000	12%	
21252	EMS Programs/Supplies	-	-	-	-	-		
21253	Safety Programs/Supplies	2,480	2,840	4,260	4,450	1,970	79%	
21300	Authority Dues/Permits/Fees	22,300	15,280	24,120	23,600	1,300	6%	
21350	Laboratory Analysis	-	-	-	-	-		
21400	Utilities	31,800	21,833	32,750	33,200	1,400	4%	
21420	General Other Services	124,332	65,301	98,952	116,500	(7,832)	-6%	
21430	Governance Support	5,000	13,125	19,688	20,000	15,000	300%	
21450	Bad Debt Write-Offs	4,000	-	-	5,000	1,000	25%	
	Subtotal	\$ 623,212	\$ 409,372	\$ 609,230	\$ 690,250	\$ 67,038	11%	
22000	Communication							
22150	Telephone & Data Service	\$ 10,150	\$ 6,112	\$ 9,168	\$ 9,600	\$ (550)	-5%	
22200	Cell Phones & Pagers	1,575	1,370	2,055	2,550	975	62%	
	Subtotal	\$ 11,725	\$ 7,482	\$ 11,223	\$ 12,150	\$ 425	4%	
31000	Information Technology							
31100	Computer Hardware	\$ 1,000	\$ 1,042	\$ 1,563	\$ 2,500	\$ 1,500	150%	
31200	Maintenance & Support Services	20,500	4,775	13,163	16,000	(4,500)	-22%	
31250	Software Purchases	500	39	59	500	-	0%	
	Subtotal	\$ 22,000	\$ 5,856	\$ 14,784	\$ 19,000	\$ (3,000)	-14%	
32000	Vehicles and Equipment Maint.							
32100	Vehicle Maintenance & Repair	\$ 41,000	\$ 13,856	\$ 20,784	\$ 45,000	\$ 4,000	10%	
32150	Equipment Maint. & Repair	70,000	64,686	97,029	75,000	5,000	7%	
32200	Fuel	22,800	15,719	23,579	26,400	3,600	16%	
32300	Trailer Maint & Repairs	10,000	5,771	8,657	11,500	1,500	15%	
	Subtotal	\$ 143,800	\$ 100,032	\$ 150,048	\$ 157,900	\$ 14,100	10%	
33000	Supplies							
33100	Office Supplies	\$ 4,650	\$ 3,129	\$ 4,694	\$ 5,200	\$ 550	12%	
33150	Subscriptions/Reference Material	500	700	1,050	1,000	500	100%	

Rivanna Solid Waste Authority
Fiscal Year 2018-2019 Proposed Budget
Expense Detail by Department
Department: Authority Wide Detail

Expense Detail by Department						FY 2018	FY 2018
Department: Authority Wide Detail						vs.	vs.
Object Code	Line Item	Adopted Budget	Current Year Activity		Proposed Budget	FY 2019	FY 2019
		FY 2017-2018	Eight Months Actual 2/28/2018	Projected Yearend 6/30/18	FY 2018-2019	Variance \$	Variance %
33350	Postage	50	26	39	50	-	0%
	Subtotal	\$ 5,200	\$ 3,855	\$ 5,783	\$ 6,250	\$ 1,050	20%
41000	Operation & Maintenance						
41100	Facility Maintenance	\$ 56,000	\$ 67,195	\$ 115,793	\$ 68,000	\$ 12,000	21%
41400	Materials & Supplies	8,500	7,416	11,124	9,500	1,000	12%
41450	HHW Disposal	100,000	61,727	95,000	100,000	-	0%
41500	Contracted Labor	-	11,179	11,200	5,000	5,000	
41550	Material Purchases	29,000	34,662	51,993	45,000	16,000	55%
41650	Wood Grinding	30,000	-	40,000	40,000	10,000	33%
41700	Building Rental	32,400	18,900	28,350	30,000	(2,400)	-7%
41750	Leach Treatment	1,500	724	1,086	1,500	-	0%
41760	Tire Disposal	8,000	3,531	8,297	8,000	-	0%
	Subtotal	\$ 265,400	\$ 205,334	\$ 362,842	\$ 307,000	\$ 41,600	16%
43000	Disposal Contracts						
43100	MSW - Ivy Transfer	\$ 398,225	\$ 280,814	\$ 421,221	\$ 469,586	\$ 71,361	18%
	Subtotal	\$ 398,225	\$ 280,814	\$ 421,221	\$ 469,586	\$ 71,361	18%
51000	Ivy Remediation						
41350	Ground Water Systems Maintenance	\$ 6,500	\$ 5,472	\$ 5,500	\$ 6,500	-	0%
41360	Gas Systems Maintenance	30,000	1,441	28,000	30,000	-	0%
51101	Settlement Agreement (Air & Groundwater)	13,000	6,045	11,000	13,000	-	0%
51110	Compliance Ground Water Well Monitoring	65,000	38,108	65,000	65,000	-	0%
51200	Surface Water Monitoring	15,000	7,813	15,000	15,000	-	0%
51223	Cell 3 Dewatering Protocol	-	-	-	-	-	
51224	O&M Cell 3 and P.Plant place holder	-	-	-	-	-	
51300	Paint Pit Remed. - Gas & Vapor Extraction	5,000	287	5,000	10,000	5,000	100%
51649	Full Scale EBR - Monitoring	29,000	11,631	29,000	30,000	1,000	3%
51650	Full Scale EBR - Injection & Reporting	-	-	-	-	-	
51660	Greenhouse Gas Monitoring & Reporting	5,000	-	5,000	5,000	-	0%
51670	Cobalt MNA Monitoring	3,300	2,398	3,000	4,000	700	21%
41900	Closure Costs	5,000	3,122	3,122	3,500	(1,500)	-30%
51800	Contingency	20,000	-	-	20,000	-	0%
	Subtotal	\$ 196,800	\$ 76,317	\$ 169,622	\$ 202,000	\$ 5,200	
81000	Equipment						
81100	Small Equipment (under \$5000)	\$ 8,000	\$ 1,280	\$ 1,920	\$ 7,500	\$ (500)	-6%
81200	Rental & Leases	1,740	1,050	1,575	1,500	(240)	-14%
81250	Heavy Equipment	-	-	-	-	-	
	Depreciation	64,500	43,000	64,500	73,900	9,400	15%
	Subtotal	\$ 74,240	\$ 45,330	\$ 67,995	\$ 82,900	\$ 8,660	12%
Total		\$ 2,605,160	\$ 1,707,997	\$ 2,666,581	\$ 3,236,555	\$ 631,395	24%

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Capital Program

Rivanna Solid Waste Authority

Fiscal Year 2018-2019

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Capital Program Expense Projections Detail

											FY 2019-2023
	FY 2018	FY 2018	FY 2018	Carry over	Adjustment	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTALS
	Adopted	Feb-18 Actual-Expenses	Projection Expenses June	Carry over	Adjustment						
Site Improvements or repairs											
New Transfer Station (includes Loader)	\$ 2,087,000	\$ 1,108,771	\$ 2,587,000	\$ 2,587,000	\$ 475,000	\$ 3,062,000	\$ -	\$ -	\$ -	\$ -	\$ 3,062,000
General Site Improvements - Scales	-		-	-	-	-	-	-	50,000	-	50,000
Flare installation	325,000	20,468	20,468	325,000	125,000	450,000	-	-	-	-	450,000
Pond impoundment improvments - Alternative 2						-	141,000				141,000
Landfill Cap Settlement repairs - Phase 1		63,406	63,406	-	-	-					-
Landfill Cap Settlement repairs - Phase 2		-	-	-	-	-	250,000	-	-	-	250,000
Subtotal	\$ 2,412,000	\$ 1,192,645	\$ 2,670,874	\$ 2,912,000	\$ 600,000	\$ 3,512,000	\$ 391,000	\$ -	\$ 50,000	\$ -	\$ 3,953,000
											\$ 3,953,000
Equipment											
Roll-off containers - Ivy and McIntire (replace or repair)	60,000		45,000			15,000	-	-	-	-	15,000
25 Yard container for County Office Building			-			-					
Power pack for Compactors - McIntire	15,000		-	-		-	-	-	-	-	-
Tires for 938 Loader	18,000		-			-	-	-	-	-	-
New Truck - Small 4x4 (replace 995 - S10 1994)	28,000	28,590	28,590			-	-	-	-	-	-
OCC Compactor - McIntire	-		29,900			40,000	-	-	-	-	40,000
Admin. Vehicle	-		-			30,000	-	-	-	-	30,000
	-		-	-		-	-	-	-	-	-
	-		-			-	-	-	-	-	-
Subtotal	\$ 121,000	\$ 28,590	\$ 103,490			\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000
Total Capital Expenses	\$2,533,000	\$ 1,221,235	\$ 2,774,364			\$ 3,597,000	\$ 391,000	\$ -	\$ 50,000	\$ -	\$ 4,038,000

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Appendices

Rivanna Solid Waste Authority

Fiscal Year 2018-2019

**Rivanna Solid Waste Authority
Fiscal Year 2018-2019**

General Definitions

MSW	Municipal Solid Waste, a.k.a. non-hazardous household and commercial refuse
Operating Revenue Categories:	
Ivy Tipping Fees	Fees for items received at Ivy, either per ton or per item
Transfer Station Tipping Fees	Fees per ton of MSW delivered to the Ivy transfer station for all wastes.
Material Sales - Ivy	Sales of mulch, wood chips, metal, and encore items
Material Sales - Recycle	Paper and box board sales and related hauling fees
Other Revenues	Grants, fees for services, and finance charges
Interest	Interest earned on operating and escrow funds
Operating Expenses:	
Ivy Operations	Operations and maintenance costs for all non-Transfer Station services (Yard/Veg waste, Tires, Clean fill, etc.)
Ivy Environmental	Ground water and gas remediation costs
MSW - Transfer	Personnel costs, maintenance, and contract costs for the Transfer Station
Recycling Operations	Operations and maintenance costs for McIntire and Paper Sort
Administration	Administrative overhead
Tipping Fees:	
Clean Fill Material	Mixed dirt, bricks, concrete, road materials
Grindable Vegetative Material	Wood waste suitable for chipping
Pallets	Pallets are either chipped or sold for reuse
Tires (Split or Whole)	Vehicle & equipment tires
White Goods (Freon & non-Freon)	Large appliances
IVY - MSW TS	MSW tipping fee per ton at Ivy Transfer

Rivanna Solid Waste Authority
Fiscal Year 2018-2019

Authority Staffing Plan		FY 2019 (FTE) FULL- TIME EQUIVALENT	FY 2018 Approved FTE	CHANGE FROM FY 2018	
Administrative	Operations Support Administrator	1.00	0.00	1.00	
Ivy Operations and Environmental	Manager	1.00	1.00	0.00	
	Heavy Equipment Operator/Attendant	1.00	1.00	0.00	
Allocated Positions between Ivy Operations, Ivy MSW and Recycling					
	<u>Ivy - MUC</u>				
	Assistant Manager	1.00	1.00	0.00	
	Operator/Attendant - Ivy	2.00	1.00	1.00	
	<u>Recycling</u>				
	Operator/Attendant - Paper Sort	0.25	0.25	0.00	
	Operator/Attendant - McIntire	0.50	0.50	0.00	
	Operator/Attendant - McIntire	0.50	0.50	0.00	
	Operator/Attendant - McIntire *	0.50	0.50	0.00	
	Scale Clerks	2.20	1.20	1.00	
	Driver/Equipment Operator	5.00	4.00	1.00	
	<i>Subtotal</i>	14.95	10.95	4.00	37%

* - This PT position was added after the FY 2018 Budget was adopted to staff the additional hours of operations at McIntire.

Joint Administrative Staff	Executive Director	1.00	1.00	0.00	
	Communications Manager/Executive Coordinator	1.00	1.00	0.00	
	Director of Finance/Administration	1.00	1.00	0.00	
	Office/ HR Manager	1.00	1.00	0.00	
	Payroll & Benefits Coordinator	1.00	1.00	0.00	
	Accounts Receivable Technician	1.00	1.00	0.00	
	Accounts Payable Technician	1.00	1.00	0.00	
	Secretary - Reception	1.00	1.00	0.00	
	Administrative Office Technician	1.00	1.00	0.00	
	Accountant	1.00	1.00	0.00	
	Information Systems Manager	1.00	1.00	0.00	
	Information Systems Assistant	1.00	1.00	0.00	
	Scada Supervisor	1.00	1.00	0.00	
	Scada Technician	1.00	1.00	0.00	
	Software Analyst	1.00	0.00	1.00	
	GIS Coordinator (moved from Engineering)	1.00	1.00	0.00	
	Environmental/Safety Manager	1.00	1.00	0.00	
	<i>Subtotal</i>	17.00	16.00	1.00	

FTE Split with RWSA

FY 2019
FY 2018

SWA FTE's

3.95
3.50

**Rivanna Solid Waste Authority
Fiscal Year 2018-2019**

Cost Allocation for Administrative Services Provided by RWSA

	<u>Base</u>	<u>Percentage</u>	<u>FY 2019 SWA Share</u>	<u>FY 2018 SWA Share</u>
Salaries Total Admin.				
SWA share	\$ 1,231,413	25%	\$ 307,853	\$ 280,255
Benefits Total Admin.				
SWA share	432,259	25%	108,065	87,401
Other Personnel Costs	36,200	25%	9,050	10,250
Professional Services	25,000	10%	2,500	3,600
General Contracted Services	2,200	20%	440	440
Building and Grounds	51,520	15%	7,728	4,050
Communications	20,000	15%	3,000	3,000
Technology	101,000	15%	15,150	13,950
Office Supplies and Postage	22,000	25%	5,500	5,500
Vehicles	10,000	5%	500	269
			<u>\$ 459,786</u>	<u>\$ 408,715</u>
Rounded to {Total shared costs to RWSA}			<u>\$ 460,000</u>	<u>\$ 409,000</u>

All other costs	234,924
Less Interest revenue	(44,500)
Administrative cost to allocate	<u>\$ 650,424</u>

Administration costs allocated to cost centers

Ivy Operations	\$ 162,606	25.00%
MOU Environmental	195,127	30.00%
Ivy Transfer/MSW	162,606	25.00%
Recycling	130,085	<u>20.00%</u>
	<u>\$ 650,424</u>	<u>100.00%</u>

Rivanna Solid Waste Authority
Material Analysis Report
Waste Tonnages
Fiscal Years 2014-2018

		FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 (Jul-Feb)	FY 2018 Projected
Ivy Waste Tonnage Categories							
Clean Fill Material		9,088	5,952	5,889	6,354	3,132	4,698
Grindable Vegetative Material		2,016	1,874	1,560	2,864	898	1,347
Pallets		71	79	55	72	46	69
Tires, Whole		92	133	169	87	53	80
White Goods (Non-Freon)		4	80	13	10	5	8
Total Non-MSW		11,271	8,118	7,686	9,387	4,134	6,201
MSW Tonnages							
Ivy:							
Ivy MSW TS		6,863	7,097	7,761	8,341	5,327	7,991
Total Ivy MSW		6,863	7,097	7,761	8,341	5,327	7,991
Total		18,134	15,215	15,447	17,728	9,461	14,192

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Rivanna Solid Waste Authority Historical Material Tonnage Report - Recycling Fiscal Years 2014-2018
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Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018 (Jul-Feb)
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In U.S. Tons**Fiber Products**

Newspaper, Magazines, Catalogs	640	524	512	419	293
Cardboard (Corrugated)	279	278	459	812	534
Mixed Paper and Phone Books	265	212	214	156	133
File Stock (Office Paper)	164	125	125	122	67
Total Fiber Products	1,348	1,139	1,310	1,509	1,027

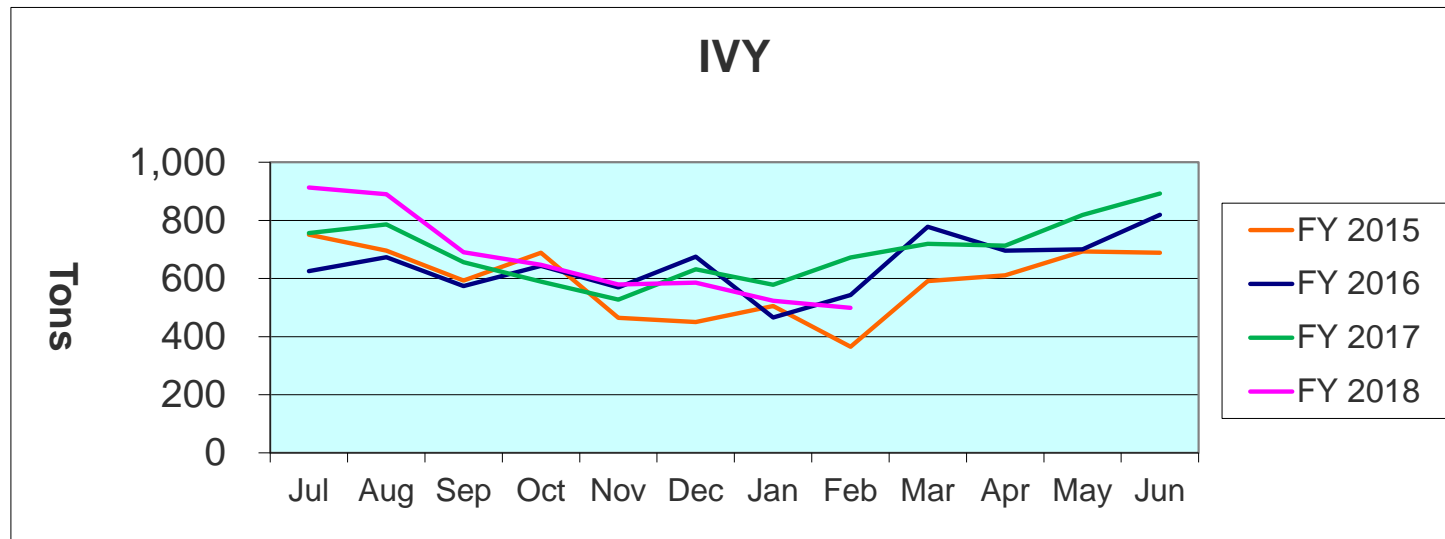
Other Products

Glass	249	219	191	252	203
Metal Cans	34	30	32	31	22
Plastic	98	95	82	86	72
Total Other Products	381	344	305	369	297
Total	1,729	1,483	1,615	1,878	1,324

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**Rivanna Solid Waste Authority
MSW Transfer Tonnages
FY 2015 - 2018**

Appendix 6



**Rivanna Solid Waste Authority
Fiscal Year 2018-2019**

Cash Reserve Balances

Operating Cash Accounts

February Ending Balance	<u>\$ 2,639,800</u>
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Capital Cash Reserves

February Ending Balance	\$ 1,556,321
Estimated additions	21,500
Estimated expenditures	(100,000)
Estimated Ending Balance	<u>\$ 1,477,821</u>

Total Discretionary Funds	<u>\$ 4,117,621</u>
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<u>Trust Fund with DEQ</u>	<u>\$ 176,955</u>
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Liabilities

Closure and Post Closure *	\$ 5,969,873
Estimated Accounts Payable	80,200
Estimated Accrued Leave	30,000
Estimated Accrued VERIP	156,687
Net Pension Liability	224,516

Total Liabilities	<u>\$ 6,461,276</u>
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* The City and County are currently using a local guarantee option as financial assurance to DEQ with the exception of the \$176,955 trust fund for the Transfer Station Closure.

**Rivanna Solid Waste Authority
Fiscal Year 2018-2019**

Local & MOU Support

	<u>Annual FY 2019</u>	<u>Annual FY 2018</u>	<u>Change</u>
<u>County</u>			
Local Support - Ivy	\$ 829,879	\$ 418,888	\$ 410,992
Local Support - Recycling	\$ 231,472	\$ 154,847	\$ 76,625
MOU - Environmental	\$ 195,925	\$ 204,339	\$ (8,414)
	\$ 1,257,276	\$ 778,074	\$ 479,202
<u>City</u>			
Local Support - Recycling	\$ 99,202	\$ 66,363	\$ 32,839
MOU - Environmental	\$ 107,835	\$ 112,466	\$ (4,631)
	\$ 207,037	\$ 178,829	\$ 28,208

Rivanna Solid Waste Authority Fiscal Year 2018-2019 Proposed Budget



Presented by Bill Mawyer, Executive Director

April 24, 2018

Accomplishments in FY 2018

- Completed the Strategic Plan
- Added one day per week and extended summer hours for the McIntire Recycling Center
- Expanded the Composting Program to the IMUC

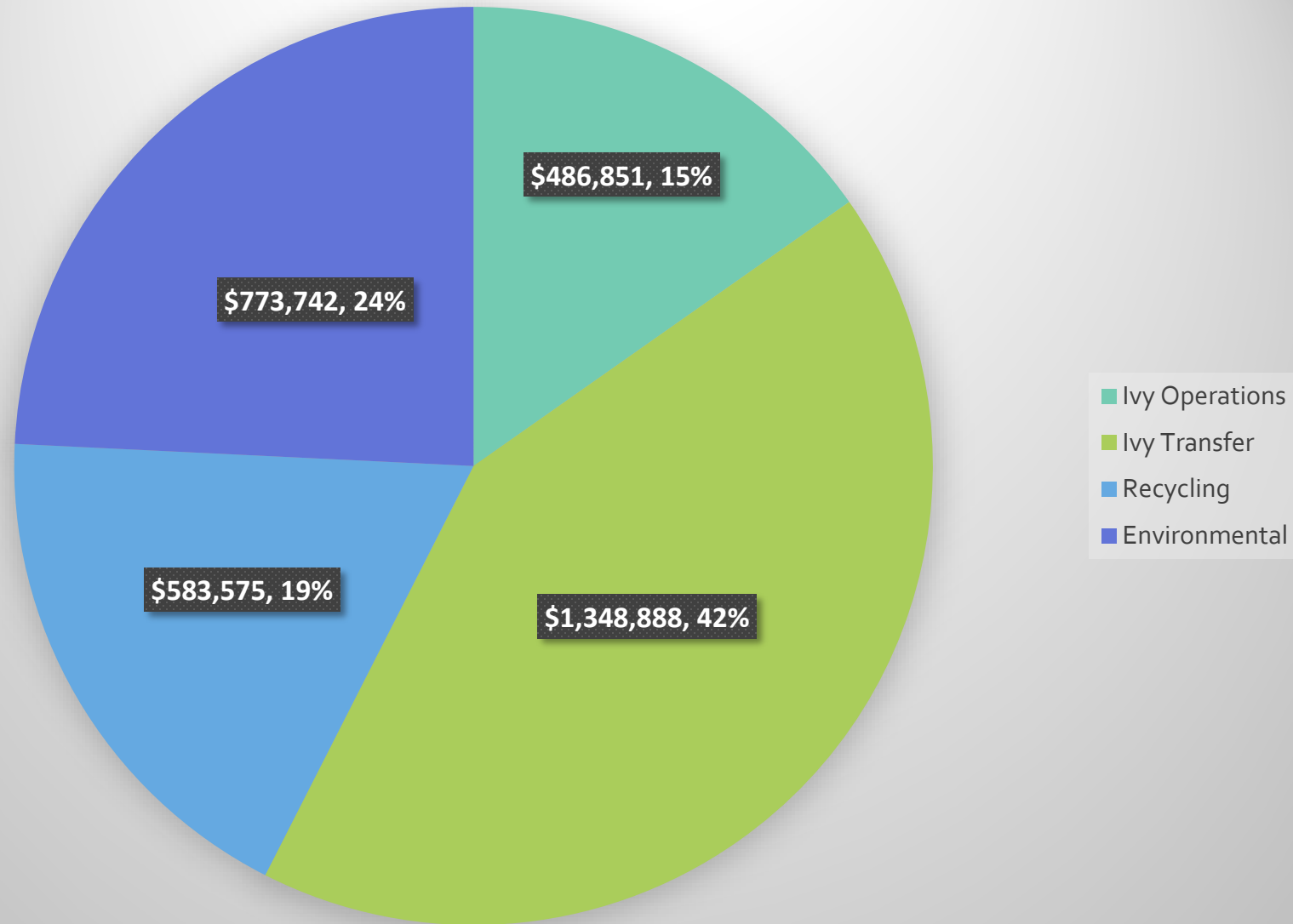


Looking Ahead to FY 2019

- Implement our Strategic Plan
- Complete the Transfer Station
- Start an eWaste recycling program
- Complete a Master Plan for the IMUC



Budget \$3.2 M



Cost Centers

Environmental – Groundwater and Gas Remediation, eWaste, HHW and Paint Disposal

- Revenues: \$383,742
- Expenses: \$(773,742)
- Net: \$(390,000)
- Cash Reserves Used: \$390,000

- Local Funding
 - County: \$195,925
 - City: \$107,835
 - UVA: \$79,982
 - \$383,742

Cost Centers

Ivy Operations – Yard/Veg Waste, Tires, Clean Fill, Bulky Waste

- | | | | |
|--------------------|--------------------|-----------------|-----------|
| • Revenue: | \$280,460 | • Local Funding | |
| • <u>Expenses:</u> | <u>\$(486,851)</u> | • County: | \$206,391 |
| • Net: | \$(206,391) | | |

Cost Centers

Ivy Transfer – Staff, Maintenance, and Contract Costs for the Transfer Station

- Revenues: \$725,400
- Expenses: \$(1,348,888)
- Net: \$(623,488)
- Local Funding
 - County: \$ 623,488

Cost Centers

Recycling – McIntire Recycling Center and Paper Sort Facility

- Revenues: \$251,900
- Expenses: \$(583,575)
- Net: \$(330,675)

- Local Funding
 - County: \$231,472 70%
 - City: \$99,203 30%
 - \$330,675

Budget Summary

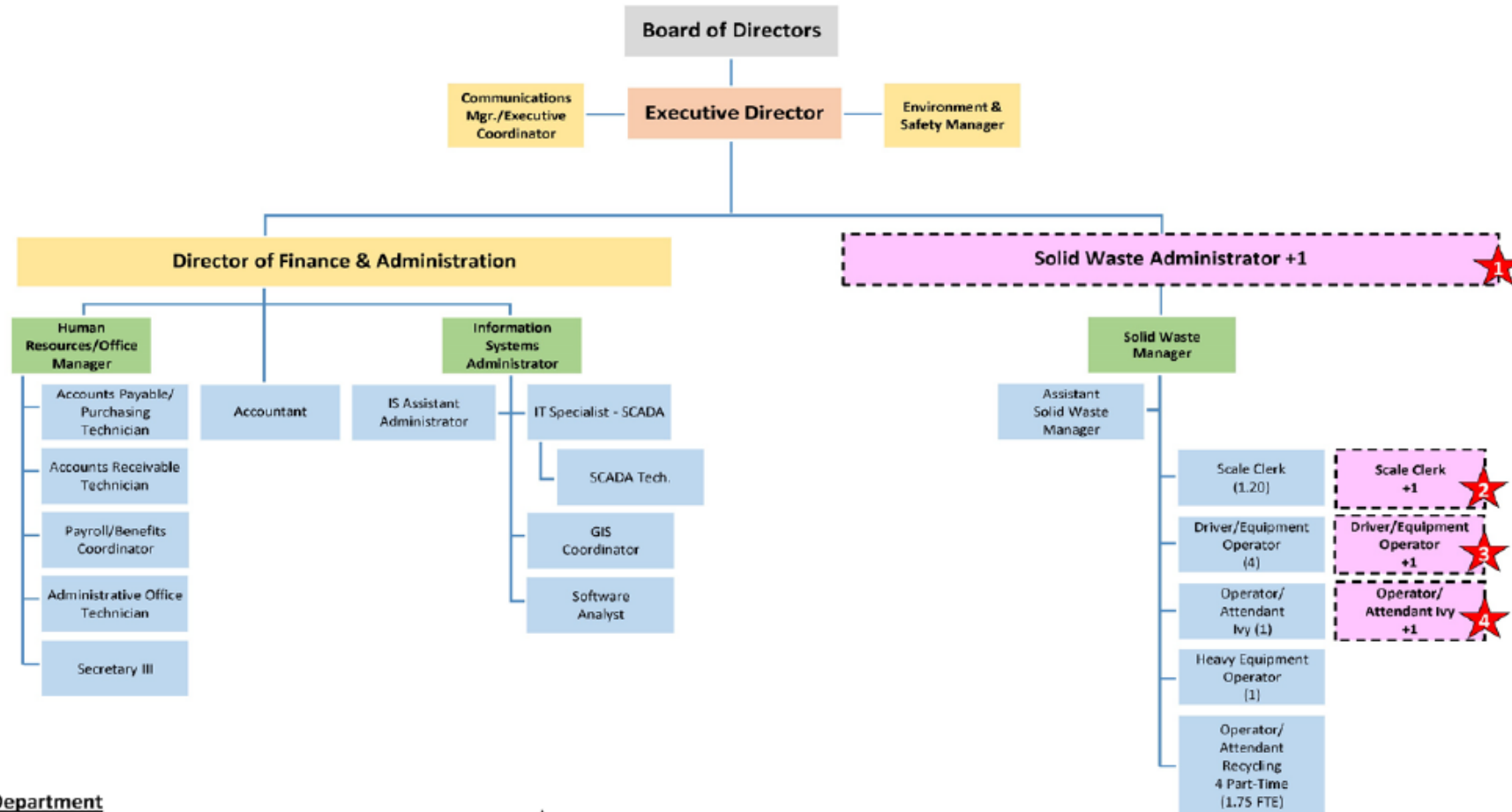
\$3.2 million

- 3% Merit Pool
- 10% Increase in Health Care Costs
- Additional Positions
 - Equipment Operator (Transfer Station)
 - Attendant/Operator (Transfer Station)
 - Scale Clerk (Transfer Station Support)
 - Division Director
- No Change in Tipping Fees (may revisit in the fall)
 - A Compost Fee of \$178/ton for businesses was established
- City and County Support
 - City: \$207,037, an increase of \$28,200
 - County: \$1.25 million, an increase of \$479,000

Rivanna Solid Waste Authority

Organizational Chart

Proposed FY 18-19 Budget



FTE Positions by Department

Department	Current FTE	Proposed FTE	Change +/(-)
*Joint Administrative Staff	16.00	17.00	1.00
Ivy & Recycling Operations	10.95	14.95	4.00

*All positions except for the Solid Waste Administrator position and its reports are Joint Administration.

Joint Administration increase is being proposed by RWSA (Software Analyst).

★ FY 2019 Proposed FTE Changes

1. Reinstatement of the Solid Waste Administrator position.
2. Current Scale Attendant position staff: 1.20 FTE. Propose position staffing of 2.20 FTE.
3. Current Driver/Equipment Operator position staff: 4.00 FTE. Propose position staffing of 5.00 FTE.
4. Current Operator/Attendant position staff: 2.75 FTE. Propose position staffing of 3.25 FTE.

One employee per position unless otherwise noted in parenthesis ()

FTE Full Time Equivalent

Questions?



STRATEGIC PLAN IMPLEMENTATION UPDATE

Report to the Board of Directors

April 24, 2018

RIVANNA
WATER AND SEWER AUTHORITY
& SOLID WASTE AUTHORITY

Goal Team Composition

Goal	Champion
Communications	Katie McIlwee
Environmental Stewardship	Andrea Terry
Solid Waste Services	Phil McKalips
Workforce Development	Betsy Nemeth/Lonnie Wood
Infrastructure	Jennifer Whitaker
Operational Optimization	Tim Castillo/Dave Tungate

Goal Team Work: Prioritization

- Goal Teams identified the highest priority strategies & tactics
- Criteria considered:
 - Impact
 - Timing
 - Sequencing
 - Ease of Implementation
- 12-18 Month timeframe

Goal Team Work: Tactic Development



Road to Success

Prioritized, Doable, Short-term Tactics

Build on & Celebrate Success



Structured Reporting & Accountability



Organizational Involvement



Sustained Organizational Commitment



Strategies

1. Workforce Development

- a. Develop a comprehensive staffing, classification, & compensation plan
- b. Conduct a training needs assessment & enhance the training program

2. Operational Optimization

- a. Continually evaluate, prioritize, & improve key business & operational processes
- b. Protect our workforce & the public through continually growing a culture of safety

3. Communication & Collaboration

- a. Create & maintain internal communication platforms
- b. Create & implement a comprehensive public outreach plan

4. Environmental Stewardship

- a. Increase internal environmental engagement
- b. Designate resources to support environmental outreach & green initiatives

5. Solid Waste Services

- a. Determine community needs & preferred service levels
- b. Enhance partnerships with local governments & the University of Virginia

6. Infrastructure & Master Planning

- a. Implement an Authority-wide asset management program
- b. Develop & maintain long-term master plans for all critical asset classes

Workforce Development Tactics

Develop a comprehensive staffing, classification, & compensation plan

- Implement approved pay grade schedule - July 1
- Develop Master Staffing Plan
- Review staffing plans with BOD, gain approval (CONCEPTUALLY) of plan, formal approval will occur in budget approval for next fiscal year's new positions
- Continued annual review of staffing needs at an executive level

Conduct a training needs assessment & enhance the training program

- 12 month training calendar
- PVCC Leadership Training
- Employee Development Plans
- New Employee Training - scheduling, comm., trainers, ON-BOARDING specific to positions
- Training communication and scheduling

Operational Optimization Tactics

Continually evaluate, prioritize, & improve key business & operational processes

- Inventory and prioritize critical business and operational processes
- Identify key performance indicators for each department
- Research appropriate benchmarks/best practices
- Select one key business or operational process to improve as a pilot
- Create training to support efficiency and effectiveness improvements

Protect our workforce & the public through continually growing a culture of safety

- Identify and prioritize 10 safety concerns in each department regarding design engineering, operations, and preventative maintenance
- Research successful public-sector safety programs, including health and safety audits for project design
- Develop and communicate guidance for safety incident reporting, near misses, and suggestions
- Monitor and evaluate the outcomes from the vulnerability assessment
- Develop recommendations to improve cyber security

Communication & Collaboration Tactics

Create & maintain internal communication platforms

- Inventory current internal communications efforts and ensure all employees have equal access to internal communications
- Collaborate with Employee Council
- Create internal communication “trees” for specific types of information (e.g. safety, emergency information, on-boarding/off-boarding, etc.)
- Research and develop a digital communications protocol"
- Review SOPs for job duties
- Standardize records management protocols

Create & implement a comprehensive public outreach plan

- Inventory current public outreach activities
- Research communication planning best practices
- Develop communication service level agreements with ACSA and the City of Charlottesville
- Create communication contact lists (names, roles, responsibilities) for City of Charlottesville, Albemarle County, ACSA, and UVA
- Evaluate social media outreach options, including Facebook
- Partner with local schools and civic groups for facility tours and environmental education

Next Steps

- Begin active implementation
- Establish digital strategy model
- Prepare for first quarterly progress update

QUESTIONS?

Environmental Stewardship Tactics

Increase internal environmental engagement

- Inventory green initiatives
- Partner with Community/env'l groups
- Research other Organizations on green initiatives
- Identify Environmental Engagement goals
- Develop communication tools
- Create Green Road shows

Designate resources to support environmental outreach & green initiatives

- Create a standing Employee Environmental Committee (structure)
- Create a staffing plan (existing and potential new position) Coordinate with Workforce Development
- Develop an annual budget for green initiatives and activities

Solid Waste Services Tactics

Determine community needs & preferred service levels

- Research Existing Solid Waste and Recycling Practices/Data
- Communicate Data and Existing Services to Public
- Design Outreach
- Conduct Outreach
- Analyze Outreach Data
- Report on Outreach Results to Exec. Dir. & Board

Enhance partnerships with local governments & the University of Virginia

- List Potential Partnership Organizations (POs)
- Identify Points of Contact for each PO
- Craft Message (what we are, resources we have, what we do)
- Contact Pos; discuss our resources, operations, needs; define their resources, needs, operations
- Evaluation Process (turn #4 into possible Programs and evaluate)
- Present possible Programs to Exec. Dir. and Board for action (and, if needed, funding)
- Implement

Infrastructure & Master Planning Tactics

Implement an Authority-wide asset management program

- Develop an RFP for an Asset Management Plan
- Create an Asset Management Committee and Prepare for AM
- Identify and Meet Short Term Software Needs
- Procure Consultant Assistance (Phase 1 - Strategic Plan)
- Organize Current Asset Information
- Develop an Asset Management Strategic Plan

Develop & maintain long-term master plans for all critical asset classes

- Inventory all existing master plans
- Identify existing master plan obligations
- Conduct gap analysis to get to comprehensive master plans
- Classify all critical asset classes, functions, and departments that require master planning (in conjunction with Strategy 1, Tactic 5)
- Assign champions to asset class master plans
- Create a process to ensure that master plan-prioritized recommendations are linked to capital improvement program