



**Region 2000 Services Authority
Haberer Bldg.
47 Courthouse Lane
Rustburg, VA 24588
January 27, 2016
2:00 p.m.**

Agenda

1. Welcome Kim Payne, Chairman
2. Public Comment Period Kim Payne, Chairman
3. Approval of Minutes of October 28, 2015 Kim Payne, Chairman
4. Financial Report Rosalie Majerus
5. Recent Odor Mitigation Efforts Update Clarke Gibson, Bob Dick, SCS
6. Gas Extraction System Clarke Gibson
7. General Operational/Financial Principles Rosalie Majerus
- 8 Bid Results for New Cell IV Clarke Gibson
9. Reimbursement Resolution Gary Christie
10. Longer Range Solid Waste Disposal Options Lynn Klappich, Draper Aden
11. FY 17 Budget Preliminary Review Clarke Gibson
12. Director’s Report Clarke Gibson
13. Next Meeting – April 27



Region 2000 Services Authority
Haberer Bldg.
47 Courthouse Lane
Rustburg, VA 24588
January 27, 2016
2:00 p.m.

Working Agenda

1. Welcome Kim Payne, Chairman
2. Public Comment Period
 - a. Landfill Concerned Citizens Group
3. Approval of Minutes of October 28, 2015 Kim Payne, Chairman
(Attachment)
4. Financial Report..... Rosalie Majerus
 - a. Auditors (*Audit Report can be found at [Region 2000 Services Authority 2015 Audit Report](#)*)
 - b. Year to Date Financials
(Attachment)
5. Recent Odor Mitigation Efforts Update..... Clarke Gibson, Bob Dick, SCS
 - a. Mr. Bob Dick, SCS Engineers
 - i. Larger Flare/Compressor for Existing Collection System
 - ii. Sludge
 - iii. Berms
 - b. Permanent Odor Neutralizing/Misting System Procurement at April Meeting
6. Gas Extraction System..... Clarke Gibson
(Attachment)
 - a. Analysis of Unsolicited Proposal (*Attachment*)
 - b. Timetable
 - c. Propose to Use 2015 Bond Funds to Pay for System
 - d. Phase III Partial Permanent Cap
7. General Operational/Financial Principles Rosalie Majerus
(Attachment)
8. Bid Results for New Cell IV and May 2015 Bond Funds Clarke Gibson
 - a. Authorization to Award Bid to Sargent Corporation for \$5,689,301.90

\$9,000,000

May 2015 Bond

\$ 100,000.00	Odor Neutralization/Misting System
\$1,000,000.00	Gas Extraction System
\$ 137,500.00	Borrowing Costs
\$ 472,217.00	Expended to Date on New Cell IV Construction

\$5,973,767.00
\$ 800,000.00
\$ 200,000.00

New Cell VI Construction + 5% Contingency
Other Costs Related to New Cell IV Construction
Four Bay Metal Building

\$8,683,484.00

Projected Expenditures

\$ 316,516.00

Balance

9. Reimbursement Resolution.....Gary Christie
(Attachment)

10. Longer Range Solid Waste Disposal Options.....Lynn Klappich, Draper Aden
(Attachment)
 - a. Future Planning Process and Proposal
 - b. Technical Committee, Assignments and Timetable
 - c. Institute for Environmental Negotiation
 - d. Property Protection Plan

11. FY 2017 Budget Preliminary Review
(Attachment)

12. Director's Report
 - a. Tonnage Report *(Attached)*
 - b. DEQ Quarterly Report
 - c. Air Permit for Lateral Expansion

13. Next Meeting – April 27, 2016, 2:00 P.M., in the Haberer Building, Rustburg, Virginia.

Region 2000 Services Authority

Region 2000 Services Authority Meeting

Region 2000

828 Main St., FL 12

Lynchburg, Virginia 24504

October 28, 2015

2:00 p.m.

Draft Minutes

Board Members Present

Steve Carter Nelson County
Kim Payne.....City of Lynchburg
Frank Rogers..... Campbell County
John Spencer (for Susan Adams).....Appomattox County

Others

Robert Arthur Region 2000
Emmie Boley Region 2000
Gary Christie..... Region 2000
Susan Cook Region 2000
Clarke Gibson Region 2000
Larry Hall..... Region 2000
Gaynelle Hart City of Lynchburg
Bill HeftyHefty, Wiley, & Gore
Lynn Klappich Draper Aden Assoc.
Rosalie Majerus Region 2000
Candy McGarry Nelson County
Nina Thomas..... Campbell County Resident
Clif Tweedy Campbell County

1. Welcome

Kim Payne welcomed everyone and opened the meeting at 2:00 p.m.

2. Approval of Minutes of 8/19/15 and 9/21/15

Upon a motion by Steve Carter, and a second by Frank Rogers, the minutes of 8/19/15 and 9/21/15 were approved as written.

3. Public Comment Period – There were none.

4. Financial Report

Rosalie Majerus reviewed the current financial report:

- a) Revenue generating tonnage is slightly higher than expected at this time of year; market tonnage is also higher; decrease in contract tonnage is in part due to the Griffin Pipe impact.
- b) Cost of service is down due to a combination of additional revenue and also less expenses at this time of year.

Steve Carter asked how much no charge tonnage in the form of brush and slag is received each year, and what the impact is. Clarke Gibson answered that this material is used for operational purposes and takes up very little space. It offsets the cost of purchasing stone and materials to keep their roads stabilized. He could not answer on the quantity received each year, as he did not have that information with him.

- c) Rosalie reported that expenses are running about \$69,000 less than budgeted for this time.

Frank Rogers asked how much the total estimated impact was for losing Griffin Pipe. Clarke Gibson replied that it was about 6,000 tons of contractor tonnage.

Steve Carter noted that the overtime expense has nearly reached 50% of the budgeted amount. Clarke Gibson answered that they had been two positions short since early in the summer.

5. Invitation to Bid and Update on Phase 4 Lateral Expansion Permit Application

Clarke Gibson reported that the DEQ has issued the permit amendment to expand the landfill into Phase 4. This authorizes the Services Authority to begin the bidding process and construction. Clarke distributed a schedule that can be used as a guide for the next couple of months. At the January meeting he hopes to have the lowest qualified bid evaluation prepared so that he can make a recommendation to proceed with the project and have authorization to sign the contract.

The draft air permit has been received also. This is a requirement for the DEQ to issue a certificate to operate.

Clarke asked the Authority to authorize an ad to advertise the project. Kim Payne asked if there was any objection to preparing the final documents and releasing them for bid. Frank Rogers stated that he has reservations, given the vagaries around the excess revenue. The Member Use Agreement says that they “may” be paid out and a recent polling of membership showed that 3 to 1 are in favor of continuing the practice. He would like to see the Authority formalize its approach on the excess revenue before proceeding with construction of the lateral expansion, as an expression of commitment from the Authority to continue to recognize Campbell County as the host locality, going into the lateral expansion. Steve Carter said that he would go on record as stating the Nelson County is not committed to this compensation. Lynchburg and Appomattox stated that they remain committed.

A motion was made by Steve Carter, and seconded by John Spencer, to authorize completion of the construction documents and the bid of the lateral expansion. The motion was approved unanimously.

6. RFP for Landfill Gas Collection System

Gary Christie reported that the RFP is ready to be issued for a Landfill Gas Collection System. However, there is still the question of how to pay for it. The staff recommends waiting until January to see where the lateral expansion bids come in.

Gary also advised that an unsolicited PPEA has come in. This proposal will be reviewed and discussed in January. Clarke also stated that with the proposal the required fee was received to pay for a third party review of those documents. He and Bill Hefty will look through the contract with Draper Aden to see if it will fall under that contract.

Bill Hefty advised the Authority that there is no time line for accepting the unsolicited PPEA. If it is accepted, an RFP has to be put out for competing proposals for at least 45 days, and any proposals received would be evaluated.

If there are available funds in the existing bond after bids are received for the lateral expansion project, Clarke stated that would be his first recommendation for financing. At the next meeting he will bring the evaluation and recommendation on how to move forward with the PPEA, and also a financing plan. Kim Payne added that the agenda should also contain the possibility of adopting a reimbursement resolution should one of the ways chosen to finance be through a line of credit and future borrowing.

Kim stated that this decision will be deferred until the January meeting, and asked for:

- 1) A copy of the RFP
- 2) An analysis of the unsolicited proposal
- 3) A plan that includes financing options
- 4) Reimbursement resolution

7. Strategic Planning Time Line

Lynn Klappich (Draper Aden Associates) provided a schedule with milestones for planning and implementing a strategic plan for future regional solid waste management. She walked through the schedule that begins with a meeting to discuss the strategic planning process and ends with a new disposal/management system which (depending on variables) will be required between 2027 - 2029. By 2020 she advised that the Authority will need to begin design on the next option with the timing of design and permitting a function of the option chosen.

As discussed in the meeting, the function of strategic planning is to step back and look at the options for future disposal. Options addressed previously and which could be considered under this evaluation include landfill expansion, landfill/composting, transfer of waste out of the Region, or some type of waste to energy system. Strategic planning as discussed is also an opportunity to start looking at a bigger picture potentially to include recycling, composting, or a regional collection system.

Mr. Payne stated that if the estimates are correct sometime around 2027 there will need to be some place to dispose of waste. Ms. Klappich added that no matter what type of process is used to handle waste there will always need to be a disposal/landfill component whether within or outside of the Region.

Mr. Payne suggested that, before identifying options, the Authority should identify core principles for assessing the options. He provided examples such as sustainability, waste reduction, cost effectiveness, environmental responsibility, public relations, and the viable life of each option. In addition, he suggested that the Region potentially look beyond its borders for additional membership.

Mr. Rogers indicated that he would like to see this process commence without presuming that there would be an expansion beyond the existing operation in Campbell County. Mr. Payne stated that at this stage he would be unwilling to take any option off the table, as one of the options that will have to be considered is the expansion to the existing landfill in Campbell County or at another location within the County.

As discussed during the meeting, frequently localities enlist the help of the public (through citizen committees) to develop and evaluate options. Ms. Klappich briefly discussed the recent effort by Albemarle County and their use of the Institute for Environmental Negotiation to help establish the framework for planning to be used by their citizen advisory committee.

Mr. Payne presented the idea of a group of people from each of the communities working together to help put this planning process together. He asked Mr. Gibson to work with Ms. Klappich to work on a proposal for the strategic planning process. He also asked Clif Tweedy, Candy McGarry, and Gaynelle Hart to help with this project to come back with a plan for the scope of work that needs to be done over the next five years.

8. Report on Roanoke Trip

Ms. Nina Thomas reported on a trip to the Roanoke Valley Resource Authority to meet with Dan Miles and Keith Garmin, to learn about the citizens' group made up of neighbors around the Resource Authority Landfill. She reported that the Authority involved the citizens from the beginning, and addressed the citizens' concerns. Concerns that the citizens wanted addressed were property devaluation, water contamination, and increased traffic. They also included two citizens on the Board from Roanoke County as voting representatives. The Authority made provision to provide money to the citizens' group for expenses and community improvement. They also hold an annual meal and meeting to keep the citizens informed.

Ms. Thomas reported that Campbell County neighbors of the Livestock Road Landfill held an organizational meeting last week, with 45 people attending. She stated that this group is needed for support, communication, and cooperation, and that it is very important that the citizen's group work with the Services Authority. She also added that they feel that citizen representation is needed on the Authority Board.

Other needs of the citizens' group are:

- 1) A property evaluation program
- 2) Testing of wells outside of the perimeter of the landfill

- 3) A relocation plan that includes input from the citizens on any expansion plan of the landfill

The next meeting is scheduled for November 17, and a slate of officers will be presented. Ms. Thomas also stated that the group does intend to incorporate.

9. Discussion on a New Position

Clarke Gibson reported that he would like to propose a new position to be included in the FY 2017 budget. This would be an additional environmental technician position to assist Robert Arthur. Assistance will be needed in managing the landfill gas collection system, as well as the odor misting system. This position will be placed at the Operator 4 level, with benefits adding about .25 to the tipping fee. Clarke advised that he would bring a formal document showing job responsibilities to the next meeting. Steve Carter stated that he would be interested in seeing how much of the environmental work is outsourced. Kim Payne suggested comparing cost of outsourcing work as opposed to keeping it in house.

10. Director's Report

- 1) Tonnage Report – From a budget standpoint the tonnage is a little above budget, but a little below where it was last year. He has also included a chart showing tonnage that reflects the loss of the Griffin Pipe tonnage. He has not increased or decreased projections in tonnage for next year.
- 2) Update on communications with larger customers – Clarke reported that he has had the first annual meeting with the private customers. The main purpose of the meeting was to present a traffic/truck study that was performed over the summer. He also presented the hope that the Authority's Safety Manager would be able to attend one of their safety meetings each year.

Frank Rogers voiced his appreciation of this meeting with customers.

- 3) Robert Arthur reported that the odor problem has improved over the past two to three weeks. Clarke added that they are almost finished with evaluating the second odor control system. At the last meeting the Authority authorized \$50,000 for purchasing equipment. He has an estimate for getting power and a well to the site where needed, at about \$30,000. The equipment that he is presently looking at would be \$50,000 - \$60,000. He said that by the next meeting he should be well on the way to selecting, if not purchasing, the first phase of equipment for odor neutralization that he feels is most effective.

11. Financial Policies

Kim Payne stated that if the Authority is going to be borrowing money again, it would be wise to have some written financial policies. Some suggestions were:

- 1) How capital funds are spent
- 2) Equipment purchases
- 3) Member service fee based on cost of services
- 4) Host fee or excess revenue distribution
- 5) Debt policies

He asked that the financial staff write down some suggestions. He added that these policies need to be consistent with the Member Use Agreement.

12. Meeting Schedule for 2016.

Meetings were set for January 27, April 27, July 27, and October 26. If available, they will be held in the Haberer Building in Rustburg.

There being no further business, the meeting adjourned at 3:30 p.m.

**Region 2000 Services Authority
FY16 Actuals & FY17 Proposed Budget
As of 12/31/2015**

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<i>Schedule 5</i>	<i>Schedule of Reimbursables</i>
<i>Schedule 6</i>	<i>Balance Sheet</i>
<i>Schedule 7</i>	<i>Capital Equipment Fund; Use of Reserve Funds</i>

Region 2000 Services Authority
 FY 2016 Disposal Fee Revenue-through 12/31/2015

Attachment 4b

Schedule 1

Proposed FY2017 Rates \$28.75/\$38.75

	(A)	(B)	(C)	(D)	
Tonnage	FY 16 Budget	Actuals Through 12/31/2015	Budget Amount Remaining (A - B)	Budget % Remaining (C / A)	FY 17 Proposed Budget
Tonnage From Member Jurisdictions					
Lynchburg	38,747	19,201	19,546	50.44%	38,747
Campbell	20,222	11,332	8,890	43.96%	20,222
Nelson	8,804	5,104	3,700	42.03%	8,804
Appomattox	5,280	2,574	2,706	51.24%	5,280
Subtotal Member Jurisdictions	73,052	38,211	34,841	47.69%	73,052
Lynchburg Contracts & Other Waste	29,362	8,053	21,309	72.57%	-
Market Rate Tonnage (+ Contract Tonnage for FY17)	102,932	57,345	45,587	44.29%	132,294
Subtotal Contract and Market Rate	132,294	65,398	66,896	50.57%	132,294
Subtotal Revenue Generating Tonnage	205,346	103,609	101,738	49.54%	205,346
Other Tonnage at No Charge (inert/brush/slag)	13,119	6,095	7,024	53.54%	13,119
Total Tonnage	218,465	109,704	108,762	49.78%	218,465

Disposal Fee Revenue	FY 16 Budget	Actuals Through 12/31/2015	Budget Amount Remaining (A - B)	Budget % Remaining (C / A)	FY 17 Proposed Budget
From Member Jurisdictions					
Lynchburg	\$ 1,113,971	\$ 551,372	\$ 562,598	50.50%	\$ 1,113,971
Campbell	\$ 581,374	\$ 325,853	\$ 255,521	43.95%	\$ 581,374
Nelson	\$ 253,109	\$ 146,729	\$ 106,380	42.03%	\$ 253,109
Appomattox	\$ 151,800	\$ 74,833	\$ 76,967	50.70%	\$ 151,800
Subtotal Member Jurisdictions	\$ 2,100,254	\$ 1,098,787	\$ 1,001,466	47.68%	\$ 2,100,254
Lynchburg Contracts & Other Waste	\$ 1,115,745	\$ 306,248	\$ 809,496	72.55%	\$ -
Market Rate Tonnage (+ Contract Tonnage for FY17)	\$ 3,988,634	\$ 2,224,930	\$ 1,763,704	44.22%	\$ 5,126,393
Subtotal Contract and Market Rate	\$ 5,104,379	\$ 2,531,178	\$ 2,573,200	50.41%	\$ 5,126,393
Total	\$ 7,204,632	\$ 3,629,966	\$ 3,574,667	49.62%	\$ 7,226,646

Per Ton Disposal Fees	FY 16 Budget	YTD Average Through 12/31/2015	Budget Amount Remaining (A - B)	% Difference (C / A)	FY 17 Proposed Budget
Member Disposal Fee	\$ 28.750	\$ 28.756	\$ (0.006)	-0.02%	\$ 28.750
Cost of Service (COS) Tipping Fee	\$ 28.750	\$ 27.604	\$ 1.146	3.99%	\$ 28.750
Avg. Rate-Lynchburg Contracts & Other Waste	\$ 38.000	\$ 38.030	\$ (0.030)	-0.08%	\$ 38.750
Market Rate (+Contract Tonnage for FY17)	\$ 38.750	\$ 38.799	\$ (0.049)	-0.13%	\$ 38.750

Region 2000 Services Authority
 FY 2016 Expenses - through 12/31/2015
 SUMMARY - Schedule 2

Attachment 4b

Proposed FY2017 Rates \$28.75/\$38.75

Expenses	(A)	(B)	(C)	(D)	FY 17 Proposed Budget	% Change FY16 to FY17 Budget
	FY 16 Budget	Actuals Through 12/31/2015	Budget Amount Remaining (A - B)	Budget % Remaining (C / A)		
Personnel (Schedule 3)	\$ 1,382,078	\$ 672,674	\$ 709,403	51.3%	\$ 1,511,987	9.40%
Landfill O & M (Schedule 4)	\$ 1,598,800	\$ 924,706	\$ 674,094	42.2%	\$ 1,399,020	-12.50%
Landfill Equipment Replacement Reserve	\$ 408,000	\$ 204,000	\$ 204,000	50.0%	\$ 366,160	-10.25%
Closure and Post-Closure Reserve	\$ 704,905	\$ 352,453	\$ 352,453	50.0%	\$ 649,511	-7.86%
Environmental Remediation	\$ 50,000	\$ 25,000	\$ 25,000	50.0%	\$ 50,000	0.00%
Future Disposal Planning Reserve	\$ -	\$ -	\$ -	0.0%	\$ 50,000	0.00%
Annual Debt Service -2011 Bond Debt	\$ 955,852	\$ 538,706	\$ 417,146	43.6%	\$ 852,130	-10.85%
2015 Bond Debt	\$ 824,185	\$ 151,741	\$ 672,444	81.6%	\$ 1,111,235	34.83%
Internal Loan	\$ 304,462	\$ 152,231	\$ 152,231	50.0%	\$ 109,409	-64.06%
Annual Debt Service Subtotal	\$ 2,084,499	\$ 842,677	\$ 1,241,822	59.6%	\$ 2,072,774	-0.56%
Operating Expenses	\$ 6,228,282	\$ 3,021,510	\$ 3,206,772	51.5%	\$ 6,099,452	-2.07%
Reimbursable Personnel Costs (Schedule 5)	\$ (107,163)	\$ (46,019)	\$ (61,144)	57.1%	\$ (113,752)	6.15%
Reimbursable O & M Costs (Schedule 5)	\$ (196,400)	\$ (111,143)	\$ (85,257)	43.4%	\$ (71,000)	-63.85%
Late Fee, Recycling & Int Income	\$ (21,000)	\$ (4,297)	\$ (16,703)	79.5%	\$ (11,000)	-47.62%

Net Cost of Service Operating Expense Total	\$ 5,903,719	\$ 2,860,051	\$ 3,043,667	51.6%	\$ 5,903,700	0.00%
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	FY 16 Budget	Actuals Through 12/31/2015	Budget Amount Remaining (A - B)	Budget % Remaining (C / A)	FY 17 Proposed Budget	% Change FY16 to FY17 Budget
Airspace Reserve						
Lynchburg (Split is 30.6%)	\$ 398,071	\$ 222,129	\$ 175,942	44%	\$ 404,821	1.70%
Campbell (Split is 69.4%)	\$ 902,815	\$ 503,784	\$ 399,031	44%	\$ 918,123	1.70%
Airspace Reserve Subtotal	\$ 1,300,886	\$ 725,913	\$ 574,973	44%	\$ 1,322,944	1.70%
O & M Reserve Contribution	\$ (18)	\$ 44,001	\$ (44,019)		\$ 2	

Total Expenses	\$ 7,204,588	\$ 3,629,966	\$ 3,574,622	50%	\$ 7,226,646	0.31%
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Total Revenue Generating Tonnage	205,346	103,609	101,738	49.5%	205,346	0.00%
Disposal Cost per Ton	\$ 28.7500	\$ 27.60432	\$ 1.146	4.0%	\$ 28.7500	0.00%

Personnel
Schedule 3

Attachment 4b

		(A)	(B)	(C)	(D)		
	Account	FY 16 Budget	Actuals Through 12/31/2015	Budget Amount Remaining (A - B)	Budget % Remaining (C / A)	FY 17 Proposed Budget	% Change FY16 to FY17 Budget
	Solid Waste Staff						
	Salary	\$ 866,092	\$ 419,748	\$ 446,343	51.5%	\$ 928,207	7.17%
41100	Salaries&Wages-Potential 2% increase for FY17		\$ -	\$ -	0.0%	\$ 18,564	#DIV/0!
	Proposed Merit Increase	\$ 12,100				\$ 12,100	0.00%
	Total Salaries	\$ 878,191	\$ 419,748	\$ 446,343	50.8%	\$ 958,871	9.19%
	Employee Benefits						
42210	VRS-Retirement (7.52% ER + VLDP)	\$ 66,211	\$ 31,688	\$ 34,523	52%	\$ 72,638	9.71%
42220	VRS Life Insurance (1.19%)	\$ 10,450	\$ 4,995	\$ 5,455	52%	\$ 11,411	9.19%
42300	Employer Cost-Health Insurance (FY16 2% Inc) (+10% FY17 Est)	\$ 139,455	\$ 62,261	\$ 77,194	55%	\$ 166,587	19.46%
42700	Employer Cost-Worker's Comp	\$ 30,000	\$ 28,082	\$ 1,918	6%	\$ 30,000	0.00%
42100	Employer Cost-FICA	\$ 68,941	\$ 32,345	\$ 36,596	53%	\$ 75,496	9.51%
47000	Retiree Health Care-OPEB-GASB 45	\$ -	\$ -	\$ -	0%	\$ -	
42500	Disability Insurance	\$ -	\$ -	\$ -	0%	\$ -	0.00%
42600	Unemployment Insurance	\$ 8,000	\$ -	\$ 8,000	100%	\$ 8,000	0.00%
	Employee Benefits Subtotal	\$ 323,057	\$ 159,371	\$ 163,686	50.7%	\$ 364,131	12.71%
	Overtime						
41200	Salaries and Wages - Overtime	\$ 23,000	\$ 18,299	\$ 4,701	20%	\$ 28,000	21.74%
41300	Part-time Salaries-Wages-Regul	\$ -	\$ -	\$ -	0%	\$ -	
41400	Part-time Salaries-Wages-Overt	\$ -	\$ -	\$ -	0%	\$ -	
	Overtime Subtotal	\$ 23,000	\$ 18,299	\$ 4,701	20%	\$ 28,000	21.74%
	Total Personnel Costs-Services Authority Staff	\$ 1,224,249	\$ 597,419	\$ 614,730	50.2%	\$ 1,351,002	10.35%
	Local Government Council Staff						
43131	Prof Services-LGC-Salaries	\$ 65,420	\$ 34,252	\$ 31,168	47.6%	\$ 66,728	2.00%
43132	Prof Services-LGC-Benefits	\$ 37,689	\$ 18,726	\$ 18,963	50.3%	\$ 38,442	2.00%
43133	Prof Services-LGC Overhead	\$ 54,720	\$ 22,277	\$ 32,443	59.3%	\$ 55,814	2.00%
	Total Personnel Costs-Region 2000 Staff	\$ 157,829	\$ 75,256	\$ 82,573	52.3%	\$ 160,985	2.00%
	Total Personnel Costs	\$ 1,382,078	\$ 672,674	\$ 709,403	51.3%	\$ 1,511,987	9.40%

Environmental Technician - Salary & Benefits \$ 56,342
 Environmental Compliance Change To Supervisor Status \$ 2,930
 Total \$ 59,272
 Cost per ton \$ 0.28864

2% Proposed Salary Increase \$ 18,564
 FICA \$ 1,420
 VRS Ret \$ 1,396
 VRS Life \$ 221
 \$ 21,601 \$ 0.10519 Per Ton

Landfill Operator III - Salary & Benefits \$ 49,362
 Cost per ton \$ 0.24038

Proposed Merit Increase \$ 12,100
 FICA \$ 926
 VRS Ret \$ 910
 VRS Life \$ 144
 \$ 14,080 \$ 0.06856 Per Ton

Landfill Operating and Maintenance Expenses
Schedule 4

Attachment 4b

Account	Operations and Maintenance Cost Type	(A)	(B)	(C)	(D)	FY 17 Proposed Budget	% Change FY16 to FY17 Budget
		FY 16 Budget	Actuals Through 12/31/2015	Budget Amount Remaining (A - B)	Budget % Remaining (C / A)		
Contractual Services							
43166	Software support-Paradigm	\$ 10,000	\$ 6,353	\$ 3,647	36%	\$ 7,000	-30.00%
43321	Communications M&R Service/Radio	\$ 13,000	\$ 12,682	\$ 318	2%	\$ 13,000	0.00%
43313	Building M & R Services	\$ 2,000	\$ 3,775	\$ (1,775)	-89%	\$ 2,000	0.00%
43171	Site Maintenance-Lynchburg	\$ 5,000	\$ 1,767	\$ 3,233	65%	\$ -	-100.00%
43172	Site Maintenance-Campbell	\$ 35,000	\$ 6,509	\$ 28,491	81%	\$ 35,000	0.00%
43170	Sedimentation Basin Cleaning	\$ -	\$ -	\$ -	0%	\$ -	0.00%
43169	Janitorial Services	\$ 7,800	\$ 3,900	\$ 3,900	50%	\$ 7,800	0.00%
43110	Med/Dental/Pharm/Lab Services	\$ -	\$ -	\$ -	0%	\$ -	0.00%
43150	Legal Services	\$ 30,000	\$ 15,000	\$ 15,000	50%	\$ 30,000	0.00%
43120	Accounting and auditing service	\$ 8,000	\$ -	\$ 8,000	100%	\$ 8,000	0.00%
43140	Engineering/Monitoring Services-Lynchburg	\$ 35,000	\$ 15,511	\$ 19,489	56%	\$ -	-100.00%
43140a	Engineering/Monitoring Services-Campbell	\$ 75,000	\$ 107,245	\$ (32,245)	-43%	\$ 75,000	0.00%
43141	Professional Consulting Service	\$ -	\$ -	\$ -	0%	\$ -	0.00%
43160	Environmental Lab Services-Lynchburg	\$ 15,000	\$ 5,598	\$ 9,402	63%	\$ -	-100.00%
43160a	Environmental Lab Services-Campbell	\$ 15,000	\$ 5,959	\$ 9,041	60%	\$ 15,000	0.00%
43200	Temporary Help Service Fees	\$ 20,000	\$ 21,021	\$ (1,021)	-5%	\$ 20,000	0.00%
43600	Advertising	\$ 10,000	\$ 950	\$ 9,050	91%	\$ 6,000	-40.00%
43176	Software Purchases-Other	\$ 5,000	\$ -	\$ 5,000	100%	\$ 3,000	-40.00%
43167	Pest Control services	\$ 1,200	\$ 480	\$ 720	60%	\$ 1,200	0.00%
43168	Investigative Services	\$ 100	\$ 69	\$ 32	32%	\$ 100	0.00%
46011	Uniform Rental Services	\$ 13,000	\$ 7,064	\$ 5,936	46%	\$ 13,000	0.00%
43161	Tire Shredding Services	\$ 5,000	\$ 1,733	\$ 3,268	65%	\$ 5,000	0.00%
43165	Misc Contractual Services	\$ 1,000	\$ 425	\$ 575	58%	\$ 1,000	0.00%
43177	Website, Media & Public Communications	\$ 5,000	\$ 400	\$ 4,600	92%	\$ 5,000	0.00%
42850	Employee Med Exp-drug tests, ph	\$ 2,000	\$ 784	\$ 1,216	61%	\$ 1,900	-5.00%
46031	Heavy Equipment-Outside Repair	\$ 50,000	\$ 17,022	\$ 32,978	66%	\$ 50,000	0.00%
43173	Mechanical M&R Services	\$ 5,000	\$ 2,223	\$ 2,777	56%	\$ 4,680	-6.40%
43121	Payroll support services	\$ 12,000	\$ 5,000	\$ 7,000	58%	\$ 12,000	0.00%
46017	Software Maint Contract-Accounting	\$ 800	\$ -	\$ 800	100%	\$ 800	0.00%
43162	HHW Disposal	\$ -	\$ 13,654	\$ (13,654)	0%	\$ -	0.00%
43163	Wood Waste Grinding	\$ 10,000	\$ 19,980	\$ (9,980)	-100%	\$ 10,000	0.00%
	Contractual Services Subtotal	\$ 390,900	\$ 275,104	\$ 115,796	30%	\$ 326,480	-16.48%
Supplies & Materials							
46001	Office Supplies/Audio Visual Supplies	\$ 8,400	\$ 2,721	\$ 5,679	68%	\$ 7,000	-16.67%
46002	Forms & Stationary	\$ 2,000	\$ 45	\$ 1,955	98%	\$ 2,000	0.00%
46005	Custodial Supplies	\$ 4,000	\$ 1,178	\$ 2,822	71%	\$ 3,000	-25.00%
46033	Apparel/Protective Wear/Personal Protective Equipment	\$ 5,000	\$ 2,296	\$ 2,704	54%	\$ 5,000	0.00%
46012	Books & Publications	\$ -	\$ -	\$ -	0%	\$ -	0.00%
46013	Subscriptions	\$ 1,000	\$ 125	\$ 875	88%	\$ 600	-40.00%
46018	Safety Supplies	\$ 5,000	\$ 378	\$ 4,622	92%	\$ 5,000	0.00%
46019	Awards & Recognitions	\$ 1,500	\$ -	\$ 1,500	100%	\$ 1,500	0.00%
46020	Grounds Maintenance Supplies	\$ 20,000	\$ 5,783	\$ 14,217	71%	\$ 20,000	0.00%
46026	Food & Dietary Supplies	\$ 1,000	\$ 1,402	\$ (402)	-40%	\$ 1,000	0.00%
46022	Minor Equipment-Tools	\$ 7,000	\$ 4,164	\$ 2,836	41%	\$ 7,000	0.00%
46021	Chemicals/gases	\$ 1,000	\$ 356	\$ 644	64%	\$ 500	-50.00%
43310	R & M- Office	\$ -	\$ -	\$ -	0%	\$ -	0.00%
46009	Vehicle M&R Equipment Parts	\$ 150,000	\$ 48,630	\$ 101,370	68%	\$ 150,000	0.00%
46007	R&M Supplies-Building	\$ 5,000	\$ 181	\$ 4,819	96%	\$ 5,000	0.00%
43312	R & M-Mechanical-Materials	\$ 1,000	\$ -	\$ 1,000	100%	\$ 1,000	0.00%
46016	Odor Control Operations & Materials	\$ -	\$ 61,690	\$ (61,690)	0%	\$ 75,000	0.00%
46032	Communications M & R Materials	\$ 2,500	\$ -	\$ 2,500	100%	\$ 2,500	0.00%
46025	Haul Road M&R Materials	\$ 110,000	\$ 137,943	\$ (27,943)	-25%	\$ 110,000	0.00%
46027	Daily Cover/Post-Shell	\$ 110,000	\$ 50,751	\$ 59,250	54%	\$ 110,000	0.00%
45210	Postal Services	\$ 2,000	\$ 996	\$ 1,004	50%	\$ 2,000	0.00%
45220	Messenger Services	\$ 200	\$ 160	\$ 40	20%	\$ 200	0.00%
43500	Printing & Binding	\$ 1,000	\$ 480	\$ 520	52%	\$ 1,000	0.00%
46035	Shop Supplies	\$ 10,000	\$ 9,521	\$ 479	5%	\$ 10,000	0.00%
42820	Education-Tuition Assistance	\$ 5,000	\$ -	\$ 5,000	100%	\$ 5,000	0.00%
46023	Computer Materials & Repair	\$ 13,000	\$ 2,566	\$ 10,434	80%	\$ 13,000	0.00%
46024	Mechanical M&R Materials	\$ -	\$ -	\$ -	0%	\$ -	0.00%
	Supplies & Materials Subtotal	\$ 465,600	\$ 331,365	\$ 134,235	29%	\$ 537,300	15.40%

Landfill Operating and Maintenance Expenses
Schedule 4

Attachment 4b

	(A)	(B)	(C)	(D)			
Account	Operations and Maintenance Cost Type	FY 16 Budget	Actuals Through 12/31/2015	Budget Amount Remaining (A - B)	Budget % Remaining (C / A)	FY 17 Proposed Budget	% Change FY16 to FY17 Budget
	Gas/Diesel Fuel/Oil & Grease Subtotal	\$ 350,000	\$ 87,461	\$ 262,539	75%	\$ 260,000	-25.71%
	Rentals & Leases						
45410	Lease/Rent of Equipment-Office (Copier/postal meter)	\$ 7,000	\$ 2,556	\$ 4,444	63%	\$ 7,000	0.00%
45411	Lease/Rent of Equipment-Landfill	\$ 5,000	\$ 8,100	\$ (3,100)	-62%	\$ 5,000	0.00%
45420	Lease/Rent of Buildings	\$ -	\$ 300	\$ (300)	0%	\$ 600	#DIV/0!
	Rentals & Leases Subtotal	\$ 12,000	\$ 10,956	\$ 1,044	9%	\$ 12,600	5.00%
	Utilities & Natural Gas						
45230	Telephone/Internet	\$ 18,000	\$ 10,129	\$ 7,871	44%	\$ 20,000	11.11%
45110	Electrical Services	\$ 20,000	\$ 8,581	\$ 11,419	57%	\$ 20,000	0.00%
45130	Water & Sewer	\$ 6,000	\$ 686	\$ 5,314	89%	\$ 6,000	0.00%
45120	Utilities - Propane Gas	\$ -	\$ -	\$ -	0%	\$ -	0.00%
45231	Cellular Services & Pager	\$ 2,000	\$ 1,350	\$ 650	33%	\$ 2,500	25.00%
45121	Utilities - Natural Gas	\$ -	\$ -	\$ -	0%	\$ -	0.00%
	Utilities & Natural Gas Subtotal	\$ 46,000	\$ 20,746	\$ 25,254	55%	\$ 48,500	5.43%
	Travel & Training						
45500	Travel & Training	\$ 5,000	\$ -	\$ 5,000	100%	\$ 5,000	0.00%
45510	Travel Mileage-Personal Vehicle	\$ -	\$ 325	\$ (325)	0%	\$ -	
45520	Travel-Public Carriers	\$ -	\$ -	\$ -	0%	\$ -	
45530	Travel-Subsistence & Lodging	\$ -	\$ 2,510	\$ (2,510)	0%	\$ -	
45540	Travel-Convention & Education	\$ -	\$ 2,039	\$ (2,039)	0%	\$ -	
46014	On-Site Training	\$ 5,000	\$ -	\$ 5,000	100%	\$ 5,000	0.00%
	Travel & Training Subtotal	\$ 10,000	\$ 4,874	\$ 5,126	51%	\$ 10,000	0.00%
	Miscellaneous						
45800	Miscellaneous	\$ 3,500	\$ 2,121	\$ 1,379	39%	\$ 3,500	0.00%
45810	Dues and Assoc Membership-Misc	\$ 1,800	\$ 1,047	\$ 753	42%	\$ 1,800	0.00%
45801	Bank Service Charges	\$ 3,600	\$ 1,086	\$ 2,514	70%	\$ 3,600	0.00%
45802	Cash Overage and Shortage	\$ -	\$ (20)	\$ 20	0%	\$ -	0.00%
45803	Finance Charges paid to vendors	\$ -	\$ -	\$ -	0%	\$ -	0.00%
45804	Bad Debt Expense	\$ 3,000	\$ -	\$ 3,000	100%	\$ 3,000	0.00%
45840	VDEQ landfill fee - Misc	\$ 38,000	\$ 29,641	\$ 8,359	22%	\$ 38,000	0.00%
	Misc Expenses Subtotal	\$ 49,900	\$ 33,875	\$ 16,025	32%	\$ 49,900	0.00%
	Payments to Other Entities						
43164	Leachate Treatment-Concord Turnpike	\$ 13,000	\$ -	\$ 13,000	100%	\$ 18,240	40.31%
43164a	Leachate Treatment-Campbell	\$ 15,000	\$ 200	\$ 14,800	99%	\$ 15,000	0.00%
	Insurance	\$ -	\$ -	\$ -	0%	\$ -	
45308	General Liability Insurance	\$ 50,000	\$ 47,507	\$ 2,493	5%	\$ 50,000	0.00%
	Payments to Other Entities Subtotal	\$ 78,000	\$ 49,181	\$ 28,819	37%	\$ 83,240	6.72%
	Sub-Total SA O & M Expenses	\$ 1,402,400	\$ 813,563	\$ 588,837	42%	\$ 1,328,020	-5.30%
	Reimbursable O & M Expenses (see Reimbursable Schedule for Detail)	\$ 196,400	\$ 111,143	\$ 85,257	43%	\$ 71,000	-63.85%
	Grand Total Operations and Maintenance Cost	\$ 1,598,800	\$ 924,706	\$ 674,094	42%	\$ 1,399,020	-12.50%

Account	Operations and Maintenance Cost Type	(A)	(B)	(C)	(D)	FY 17 Proposed Budget	% Change FY16 to FY17 Budget
		FY 16 Budget	Actuals Through 12/31/2015	Budget Amount Remaining (A - B)	Budget % Remaining (C / A)		
Reimbursable Landfill O & M Expenses							
City of Lynchburg							
43140	Engineering/Monitoring Services	\$ 55,000	\$ 92,694	\$ (37,694)	-68.5%	\$ -	-100.00%
43160	Environmental Lab Services	\$ 15,400	\$ 2,510	\$ 12,890	83.7%	\$ -	-100.00%
43161	Tire shredding	\$ -	\$ -	\$ -	0.0%	\$ -	0.00%
43162	HHW Disposal	\$ 27,500	\$ 2,736	\$ 24,764	90.1%	\$ 27,500	0.00%
43163	Wood Waste Grinding	\$ 40,000	\$ -	\$ 40,000	100.0%	\$ -	-100.00%
43164	Leachate Treatment	\$ -	\$ -	\$ -	0.0%	\$ -	0.00%
City of Lynchburg Subtotal		\$ 137,900	\$ 97,940	\$ 39,960	29.0%	\$ 27,500	-80.06%
Amherst County							
43162	HHW Disposal	\$ -	\$ 3,773	\$ (3,773)	0.0%	\$ -	0.00%
Nelson County							
43162	HHW Disposal	\$ -	\$ 63	\$ (63)	0.0%	\$ -	0.00%
Appomattox County							
43162	HHW Disposal	\$ -	\$ -	\$ -	0.0%	\$ -	0.00%
Campbell County							
43140a	Engineering/Monitoring/Remediation Services	\$ 22,000	\$ 7,796	\$ 14,204	64.6%	\$ 22,000	0.00%
43160a	Environmental Lab Services	\$ 11,000	\$ 986	\$ 10,014	91.0%	\$ 11,000	0.00%
43161	Tire shredding	\$ -	\$ -	\$ -	0.0%	\$ -	0.00%
43162	HHW Disposal	\$ 5,500	\$ 585	\$ 4,915	89.4%	\$ 5,500	0.00%
43163	Wood Waste Grinding	\$ 15,000	\$ -	\$ 15,000	100.0%	\$ -	-100.00%
43164a	Leachate Treatment	\$ 5,000	\$ -	\$ 5,000	100.0%	\$ 5,000	0.00%
Campbell County Subtotal		\$ 58,500	\$ 9,366	\$ 49,134	84.0%	\$ 43,500	-25.64%
Reimbursable Landfill O & M Expenses		\$ 196,400	\$ 111,143	\$ 85,257	43.4%	\$ 71,000	-63.85%
Reimbursable Landfill Personnel Costs							
City of Lynchburg							
Concord Turnpike Personnel Costs		\$ 32,843	\$ 19,166	\$ 13,677	41.6%	\$ 39,090	19.02%
Recycling Program Manager Salary & Benefits		\$ 27,160	\$ 13,427	\$ 13,734	50.6%	\$ 27,331	0.63%
City of Lynchburg Subtotal		\$ 60,003	\$ 32,592	\$ 27,411	45.7%	\$ 66,421	10.70%
Campbell County							
Environmental Compliance & Safety		\$ 20,000	\$ -	\$ 20,000	100.0%	\$ 20,000	0.00%
Recycling Program Manager Salary & Benefits		\$ 27,160	\$ 13,427	\$ 13,734	50.6%	\$ 27,331	0.63%
Campbell County Subtotal		\$ 47,160	\$ 13,427	\$ 33,734	71.5%	\$ 47,331	0.36%
Reimbursable Landfill Personnel Costs		\$ 107,163	\$ 46,019	\$ 61,144	57.1%	\$ 113,752	6.15%

Region 2000 Services Authority Balance Sheet

Assets	12/31/2015		
Cash - 2015 Bond Funds			
Cash-US Bank-Bond Balance	\$	8,502,644.32	
Cash-US Bank-Bond Fund Payments	\$	32,700.82	
Total 2015 Bond Funds	\$	8,535,345.14	
Cash - 2011 Bond Funds			
Cash-US Bank-Bond Fund Payments	\$	354,858.19	
Total 2011 Bond Funds	\$	354,858.19	
Cash - Closure/Post-Closure			
Cash -SunTrust Closure/Post-Closure	\$	556,902.54	
Total Lynchburg Contribution C/PC Concord Tpk	\$	556,902.54	
LGIP-Concord Tpk - SA Contribution C/PC	\$	112,317.76	
Total Closure/PC - Concord Tpk	\$	669,220.30	
LGIP-Livestock Road - Purchased Contribution C/PC			
LGIP-Livestock Road - SA Contribution C/PC thru FY15	\$	632,547.84	
Total Closure/PC - Livestock Rd	\$	2,908,463.59	
Total Closure/Post Closure	\$	3,577,683.89	
Cash-SunTrust Operating Account			
SunTrust Operating Account-Unrestricted	\$	2,941.11	0.1%
Internal Loan Payoff	\$	152,231.00	4.7%
Excess Revenue (FY2016)	\$	725,913.00	22.3%
Environmental Rem Reserve Cash (1Q & 2Q FY2016)	\$	25,000.00	0.8%
Equip Replace Reserve Cash (Since inception)	\$	680,288.55	20.9%
Close/Post-Close Res Cur Year Cash (1Q & 2Q FY16)	\$	352,452.50	10.8%
O & M Reserve Cash (FY2012 + FY2013 + FY2014 + FY2015+FY2016)	\$	1,314,417.70	40.4%
Total SunTrust Operating Account	\$	3,253,243.86	100.0%
LGIP-Environmental Remediation & Future Planning Reserves - FY2009 thru FY2015			
	\$	503,728.38	
Total Cash and LGIP	\$	16,224,859.46	
All Receivables for Operations			
Receivable from City for True-up	\$	704,390.61	
Internal Loan Receivable	\$	2,332,883.33	
GASB 68 Deferred Pension Outflow	\$	1,965,006.19	
All Fixed Assets in service-less depreciation	\$	62,251.00	
Construction in Progress - LR projects	\$	10,343,496.37	
Total Assets	\$	693,784.36	
Total Assets	\$	32,326,671.32	
Liabilities			
Accounts Payable	\$	150,050.55	
Accrued OPEB Liabilities	\$	250,180.82	
GASB 68 Deferred Pension Inflow	\$	56,546.00	
Net Pension Liability	\$	(308,487.00)	
Accrued Interest Payable	\$	156,255.33	
Accrued Vacation Pay	\$	95,161.14	
Total Current Liabilities	\$	399,706.84	
Accrued Closure-P/C Cost-Concord Tpk - City of Lynchburg			
Accrued Closure-P/C Cost-Concord Tpk - SA	\$	2,134,397.79	
Accrued Closure-P/C Cost-Livestock Road	\$	879,666.28	
Total Closure/Post-Closure	\$	5,691,216.69	
Total Closure/Post-Closure	\$	8,705,274.76	
Debt			
Internal Loan Payable	\$	1,965,006.19	
2015 Bond Payable	\$	9,000,000.00	
2011 Bond Payable	\$	6,305,000.00	
Total Liabilities	\$	26,374,987.79	
Reserves			
Restricted - Environmental Remediation Reserve	\$	350,000.00	
Restricted - Equipment Replacement Reserve	\$	513,182.31	
Restricted - Future Disposal Planning Reserve	\$	132,726.60	
Restricted - O & M Reserve	\$	1,270,416.70	
Total Reserves	\$	2,266,325.61	
Fund Balance			
		\$3,685,357.92	
Total Liabilities & Equity	\$	32,326,671.32	

Region 2000 Services Authority

12/31/2015

Schedule 7

Capital Equipment Fund

FY2017 Capital Equipment Items-Preliminary	Average Cost Estimate	Fund Balance
Balance @ 6/30/2015		\$ 513,182
Transfer from Operating Fund for FY2016		\$ 408,000
Estimated proceeds from sale of surplus items-FY2016		\$ 300,000
Approved FY16 Capital Items remaining to be purchased	\$ 103,000	
Transfer from Operating Fund for FY2017		\$ 366,160
Off-Road Dump Truck	\$ 310,000	
Wheel Washing System	\$ 150,000	
GPS system upgrade	\$ 70,000	
Rebuild Compactor Wheels	\$ 60,000	
Undercarriage replacement for two loaders	\$ 60,000	
Utility Task Vehicle (to replace a pick up)	\$ 20,000	
Radio Replacements	\$ 12,000	
Salt Spreader	\$ 10,000	
Trailer to haul UTV to and from Concord Turnpike	\$ 5,000	
Recycling Bins	\$ 5,000	
Subtotal	\$ 805,000	
Estimated Balance @ 6/30/2017		\$ 782,342

Use of Operational & Maintenance Reserve Funds

O&M Reserve Fund Cash on Hand @ 6/30/2015	\$ 1,311,162
4/22/15 Board approved authorization to spend \$80,000 from O&M Reserve for LFG Pilot & Odor Study	\$ (80,000)
O&M Reserve Fund Estimate of 90 Days of Projected Expenses (based on FY15 actuals)	\$ (925,404)
Estimated Surplus/(Shortfall)	\$ 305,758

Used for Capital Projects	
FY15 LFG Pilot costs charged to O&M Reserve	\$ 40,745
1Q FY2016 - SCS Engineering - LFG Gas costs	\$ 72,237
2Q FY2016 - SCS Engineering - LFG Gas costs	\$ 1,742
Costs to date	\$ 114,724
4/22/15 Board Authorization to spend \$80,000 from O&M Reserve for LF Gas Pilot & Odor Study	\$ (80,000)
Approval needed for additional use of O&M Reserve thru 2Q FY2016	\$ 34,724

FY2017 Environmental Compliance Salaries versus Outsourcing	Average Cost Estimate
Environmental Technician - Salary & benefits	\$ 56,342
Environmental Compliance - Change to Supervisor Status - 5% Salary Increase Plus Benefits	\$ 2,930
Subtotal	\$ 59,272
Estimated Cost to Outsource per Draper Aden estimate	\$ 119,200
Overage	\$ 59,928

Use of Future Disposal Planning Reserve	Average Cost Estimate	Fund Balance
Balance @ 6/30/2015		\$ 132,727
Transfer from Operating Fund for FY2017		\$ 50,000
FY2016 Est Costs for first phase of planning	\$ 91,250	
FY2017 Estimated Costs	\$ 91,477	
Estimated Balance @ 6/30/2017		\$ (0)

FY 2017 Estimated Post-Closure Costs for Concord Turnpike Facility	Average Cost Estimate
Estimated Cost of Contracted Services	\$ 125,000

FY 2017 Other Capital Items - From 2015 Bond	Average Cost Estimate
Four Bay Metal Building-two open bays & two heated closed bays	\$ 200,000

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January 19, 2016

Mr. Clarke W. Gibson, P.E., Director
Region 2000 Services Authority
361 Livestock Road
Rustburg, VA 24588

**RE: Livestock Road Landfill
Potential for Future Landfill Gas Utilization
Draper Aden Associates Project No.: B09107-00**

Dear Clarke:

Draper Aden Associates has reviewed the potential for the future utilization of landfill gas (LFG) from the Livestock Road Landfill, Phases III, IV and V. To conduct this review, we reviewed the Stationary Source Air Permit Modification and the Title V Air Permit Modification applications submitted by SCS to the Virginia Department of Environmental Quality (VDEQ) in 2015, the October 2015 SCS PPEA submittal for the installation and operation of a LFG collection and control system, and the results of the Tier 2 test conducted by SCS in December, 2011. In addition, Draper Aden Associates conducted selected modeling to estimate future LFG generation and recovery rates.

Based on the review of the documents and modeling, the potential LFG recovery for this year, 2016, is estimated to range from 390 to 540 standard cubic feet per minute (scfm). Assuming a methane concentration of 50% by volume, this flow rate could potentially generate approximately 1,000 to 1,450 kw's of electrical power if run through a generating facility which would provide electricity for approximately 500 to 725 homes. For direct use, such as providing fuel for buildings or boilers, this flow rate is equivalent to 11.8 to 16.4 million BTU's/hr.

As the landfill continues to fill and expand in the future, the potential LFG recovery will increase and peak after final capping (assumed to be in 2031) at a flow rate of 1,390 to 1,730 scfm which could generate approximately 3,700 to 4,600 kw's of electrical power (1,850 to 2,300 homes) or provide 42.2 to 52.5 million BTU's/hr for direct use.

A review of the Title V Air Permit Modification indicates that, assuming the site-specific NMOC concentration remains at or below 215 ppm when testing is conducted in 2016, for at least the next five years, the projected NMOC emissions from the landfill will be below the current regulatory threshold (50 Mg/yr) that would require the installation and operation of an LFG collection and control system. Thus, any system installation in the near future is anticipated to be

voluntary. However, depending on future waste acceptance rates, the results of future 5-year Tier 2 tests, and the possibility that the EPA may lower the emissions thresholds, a collection and control system may be required to comply with air quality regulatory requirements in the future. It is difficult to predict the date of applicability due to the uncertainties noted above; however, a reasonable estimate is possibly in the later 2020's.

Based on Draper Aden Associates' review of the stated information it does appear that the facility will produce sufficient LFG that LFG utilization in the future is possible, especially if the gas collection system is already installed for other reasons, such as for odor control. The Authority's decision to pursue a LFG-to-energy project at this Facility and invest in a system to convert landfill gas to electricity or to deliver LFG for direct use to an end user, will likely be a function of the potential project structure (self-development versus third-party developer), market conditions (the price of electricity, the price of natural gas), the conditions that would be placed on the project by the electric company (e.g., interconnect costs), conditions placed on the quality and quantity of LFG delivered for direct use, renewable energy portfolio standards and related programs and legislation, financing, and operating costs.

Due to the environmental benefits derived by the destruction of methane in an LFG utilization project, there is the possibility of receiving revenue from the sale of renewable energy credits as discussed in SCS's PPEA submittal and from the sale of carbon credits.

With that said, LFG utilization should be further evaluated as part of the long term strategic planning process. This review of the potential to beneficially utilize LFG from the facility in the future does not constitute an evaluation of the technical feasibility or economic viability for any such potential LFG-to-energy project nor is it intended to express an opinion that the Authority should pursue development of an LFG-to-energy project at this time.

Should you have any questions, comments or require additional information, please do not hesitate to contact me.

Sincerely,
DRAPER ADEN ASSOCIATES



Lynn P. Klappich, CSI, CCCA
Program Manager

LPK/dcm

cc: Don Marickovich, Draper Aden Associates



January 20, 2016

Mr. Clarke W. Gibson, PE
Solid Waste Director
Region 2000 Services Authority
361 Livestock Road
Rustburg, Virginia 24588

Re: Review of Unsolicited Conceptual Proposal – SCS Engineers
Landfill Gas Collection & Control System – Design/Build/Operate
Region 2000 Regional Landfill – Livestock Road Facility

Dear Mr. Gibson:

Burns & McDonnell Engineering Company, Inc. (Burns & McDonnell) was engaged by the Region 2000 Services Authority (Authority) through contract with Draper Aden Associates to provide an independent review of the Unsolicited Conceptual Proposal Landfill Gas Collection & Control System Design/Build/Operated by SCS Engineers dated October 16, 2015 (Unsolicited Proposal) for the Region 2000 Services Authority. SCS Engineers' (SCS) services are proposed to be provided in accordance with Implementation Procedures and Guidelines for the Public-Private Educational Facilities and Infrastructure Act of 2002, as amended and adopted October 26, 2011 (PPEA Guidelines).

PROJECT BACKGROUND AND BASIS OF REVIEW

Under the PPEA Guidelines, the Authority is responsible for making several key determinations in order to accept an unsolicited proposal as indicated. From Guidelines Pages 12 – 13:

The determinations include the following which must be addressed in the proposal:

1. *Determination if the Proposal meets a “Qualifying Project” based on the guidelines and Act.*
2. *Determination of whether the proposed project meets the public purposes of the Act and the Authority; specifically:*
 - a. *There is a public need for or benefit derived from the Qualifying Project;*
 - b. *The estimated cost of the Qualifying Project is reasonable in relation to similar facilities; and*
 - c. *The private entity’s plans will result in the timely acquisition, design, construction, improvement, renovation, expansion, equipping, maintenance, implementation, installation and/or operation of the Qualifying Project.*
3. *Determination to use “competitive sealed bidding” or competitive negotiation” procedures.*



Mr. Clarke W. Gibson, PE
Region 2000 Services Authority
January 20, 2016
Page 2

The following letter report addresses these items.

In order to provide the evaluation, Burns & McDonnell was provided with the following documents from the Authority for this review:

- Unsolicited Conceptual Proposal Landfill Gas Collection & Control System Design/Build/Operated by SCS Engineers, October 16, 2015.
- Supplemental Confidential Information to Unsolicited Conceptual Proposal, October 26, 2015.
- Implementation Procedures and Guidelines for the Public-Private Education Facilities and Infrastructure Act of 2002 (PPEA).

A project kick-off conference call was held on December 29, 2015 with the following participants; Clark Gibson with the Authority, Lynn Klappich with Draper Aden Associates, and Seth Cunningham, Keith Connor and Scott Martin with Burns & McDonnell. Key discussions items from that call included:

- Enhanced odor control is the Authority's primary objective for this project.
- The Authority seeks to maintain operational control of all landfill gas (LFG) collection systems.
- Several LFG beneficial use options could be evaluated at some point in the future.
- Beneficial use of LFG will be addressed as part of the upcoming Strategic Plan, not in this review.
- The Authority treats all leachate from the Livestock Road landfill at the Campbell County wastewater treatment facility.
- Report is to be presented at Board Meeting January 27, 2016.

No drawings of the unlined, closed Phase II landfill's LFG system were provided for review. It is understood that this system adequately controls odors and other regulatory issues associated with LFG generated by the site and that while part of a single air permit Phase II will continue to be operated separately. Phase II's LFG system will have no physical tie into the proposed Phase III LFG collection system.

REVIEW FINDINGS

Review of Project Eligibility under Region 2000's Implementation Procedures.

The Implementation Procedures define a Qualifying Project under the PPEA as follows:

“Qualifying project” means (i) any education facility, including, but not limited to a school building, any functionally related and subordinate facility and land to a school building (including any stadium or other facility primarily used for school events), and any depreciable property provided for use in a school facility that is operated as part of the public school system or as an institution of higher education; (ii) any building or facility that meets a public purpose and is developed or operated by or for any public entity; (iii) any improvements, together with equipment, necessary to enhance public safety and security of buildings to be principally used by a public entity; (iv) utility



Mr. Clarke W. Gibson, PE
 Region 2000 Services Authority
 January 20, 2016
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*and telecommunications and other communications **infrastructure**; (v) a recreational facility; or (vi) utility and technology infrastructure, including, but not limited to telecommunications, automated data processing, word processing and management information systems, and related information, equipment goods and services.*

Referencing the bolded portions of the definition above where Region 2000 Services Authority has been identified as a responsible Public Entity, that the landfill operations meet a public purpose, that the proposed project improves the landfill facility enhancing public safety, and that it is utility infrastructure, the Authority and the project would appear to meet the criteria which make it eligible for consideration under the PPEA.

A complete reading of the Implementation Procedures indicates that once an unsolicited proposal is received and determined to meet requirements, the Authority is to post a notice inviting competing proposals for a 45 day period.

Review of Project Characteristics, Design, Schedule, Operations & Maintenance

Project Characteristics

SCS describes the project as one that involves: *“the permitting, design, construction and operation of a full-scale, active landfill gas (LFG) collection and control system in Phase III at the Landfill for the purpose of recovering LFG from the Phase III waste disposal unit at this facility. The full-scale active LFG collection and control system will be designed to control emissions, migration, and odors in compliance with State and Federal regulations.”* The stated objectives of the proposed project as found in the Executive Summary include:

- Control malodorous emissions to maintain good relations with the community
- Recovery of LFG for future beneficial use
- Control subsurface LFG migration to comply with regulations and to provide a safe work environment; and
- Control emissions to comply with Clean Air Act regulatory programs both current and future.

The Introduction of the Unsolicited Proposal provides SCS’s reasoning for identifying the project as a “Qualifying Project” and outlines SCS’s justification for the use of “competitive negotiation” instead of “competitive sealed bidding.” Burns & McDonnell finds the statements on a Qualifying Project to be accurate and in agreement with the analysis above.

Regarding the case for the project proceeding under “competitive negotiation” procedures as proposed at the bottom of page five of the proposal, it is Burns & McDonnell’s experience that similarly qualified contractors capable of adjusting to “changing field conditions at the Landfill” could be secured through either a design-build or a traditional design-bid approach, with the latter approach introducing greater price competition for the construction project.



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Region 2000 Services Authority
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It is true that additional time will be required to develop necessary bid documents under “competitive sealed bidding” procedures and would extend the entire project schedule by 4 to 6 weeks. It is also true that risk may be shared more readily with a DBO partner as secured through “competitive sealed bidding.”

Project Design

Attachment B of the Supplemental Confidential Information consists of a one page conceptual design. Attachment C consists of Conceptual Design Specifications, including project history, design objectives, LFG modeling all supporting the conceptual design. Both the conceptual design and supporting design documentations depict a system which is consistent with the Authority’s need for an initial LFG collection system for Phase III.

As noted earlier, no drawings for closed Phase II were provided and that system will not be tied into Phase III.

Project Schedule

The project duration presented is aggressive but doable assuming timely review of a minor permit modification by Virginia Department of Environmental Quality (VDEQ). Some of the time shown which has already passed may be recoverable in the design, permitting and construction document preparation tasks before construction. Project completion date will slide some from that shown.

Project Financing

A preliminary cost estimate for the Engineering, Construction and Operating costs are presented in Attachments A-1, A-2 and A-3 respectively in the Supplemental Confidential Information.

The Engineering, Construction and Operating Costs presented are found to be generally reasonable and within the range of costs typically seen in the industry. Several specific questions on the cost buildups were raised.

RECOMMENDATIONS

Burns & McDonnell has completed its review of the documents and information provided and recommends the LFG collection system proposed in the Unsolicited Proposal received from SCS be considered a “Qualified Project”. The procedures for moving forward in this process include posting notification of a call for competing proposals. At the Authority’s option, depending on its internal resources, timeframe and risk sharing objectives for this project, the project could proceed as either a “competitive sealed bidding” or “competitive negotiation.” Several items presented in SCS’s Supplemental Confidential Information have been identified for further discussion.



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Burns & McDonnell is available to discuss its findings and recommendation with staff or to discuss options and resources on how to move forward in completing the response to the Unsolicited Proposal. We look forward to further discussion in helping the Authority with this process.

Sincerely,

A handwritten signature in black ink, appearing to read "Keith R. Connor". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Keith R. Connor
Senior Project Manager

Cc: Lynn Klappich, Draper Aden Associates
Seth Cunningham, Burns & McDonnell

Region 2000 Services Authority Fiscal Policy Guidelines – Draft

(Still under review by the Service Authority’s Attorney)

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Objectives

Reserve and Fund Policies

- **Closure and Post-Closure Reserve Fund**
- **Equipment Replacement Reserve**
- **Environmental Remediation Reserve**
- **Operating and Maintenance Reserve**
- **Debt Service Reserve**
- **Future Disposal Planning Reserve**

Debt Management Policy

Operating Budget Policies/Guidelines

FISCAL POLICY GUIDELINES - OBJECTIVES

This fiscal policy is a statement of the guidelines and goals that will influence and guide the financial management practice of the Authority. A fiscal policy that is adopted, adhered to, and regularly reviewed is recognized as the foundation of sound financial management. Effective fiscal policy:

- Contributes significantly to the Authority's ability to prepare for and insulate itself from fiscal crisis by being able to better manage stressful financial internal and external events,
- Enhances the ability to obtain short-term and long-term credit financing by helping to achieve the highest credit and bond ratings possible,
- Promotes long-term financial stability by establishing clear and consistent guidelines,
- Directs attention to the total financial picture of the Authority rather than single issue areas, and
- Promotes the view of linking long-run financial planning with day-to-day operations.

To these ends, the following fiscal policy statements are presented.

Reserve and Fund Policies

Closure and Post-Closure Reserve Fund: This fund provides for the cost of capping completed areas of the landfill and at the end of the landfill's useful life to completely close any remaining area, install all monitoring and collection systems and perform all post-closure care activities per regulatory requirements. Contributions are made to this Reserve on an annual basis as an operating expense.

Equipment Replacement Reserve: This fund provides for the future purchases, and regularly scheduled replacement of major operating equipment in an orderly fashion as to minimize annual operating costs, maximize any trade-in or surplus value, and to provide for the best overall purchasing value. Contributions are made to this Reserve on an annual basis as an operating expense. Salvage value of retired equipment also flow through this reserve.

The purpose is to stabilize the impact of equipment purchases on the operating fund. Contributions out of the operating fund are leveled out even though the cost of required equipment replacements could vary significantly from year to year.

Environmental Remediation Reserve: The Authority has chosen to establish a separate reserve fund to address potential environmental remediation issues. Annually, \$50,000 is contributed to this fund. The funds in the reserve are available for the Authority to use for other purposes or to distribute to the member jurisdictions, if there is a balance in the reserve at the end of the Landfill life. However, if an environmental remediation issue occurs and the expense exceeds the balance of the remediation fund, the Authority would have to find other funding sources for addressing the environmental remediation. Contributions are made to this Reserve on an annual basis as an operating expense.

Operating and Maintenance Reserve: The authority will provide an Operating and Maintenance Reserve fund (O &M) in an amount equal to not less than 90 days of its projected expenses (excluding debt service), net of reimbursable expenses and interest income, as prescribed in the current fiscal year's budget. The O & M Reserve will be established as separate account and will be used to the extent the Board does not desire to use other available funds to cover periods of revenue shortfall when the Authority's revenues are not sufficient to cover its net expenses. The reserve contribution is not included in the calculation of the cost of service rate since the contribution originate from revenues generated from member jurisdiction in excess of the cost of service rate.

Debt Service Reserve: Funds in this account will be used to pay debt service owed by the Authority. This account will be funded by the Member Jurisdictions contributions as determined by the Member Use Agreement and the schedule of payments set forth by the Bondholders. An amount sufficient to satisfy the debt service payment will be budget each fiscal year until the debt service is satisfied and no further payment is required as set forth in the bond documents. Contributions are made to this Reserve on an annual basis as an operating expense.

Future Disposal Planning Reserve: Funds in this account are to be used for future planning and feasibility studies related to disposal options once the Lynchburg and Campbell landfills reach capacity. Contributions are made to this Reserve on an annual basis as an operating expense.

Debt Management Policy

- The Authority will not use long-term debt to fund current operations.
- The Authority will not use short-term borrowing to fund current operations.

Whenever the Authority finds it necessary to issue revenue-supported bonds, the following guidelines will be adhered to:

1. The term of any revenue-supported bond issue will not exceed the useful life of the capital project/facility or equipment for which borrowing is intended.
2. Revenue-supported bonds will be structured to allow equal or declining annual debt service payments over a term not to exceed the life of the project being financed.

Operating Budget Policies/Guidelines

On or before each March 1, the Authority shall (a) adopt its Annual Budget for the ensuing Fiscal Year, which shall include, without limitation, projected Operating Costs and Operating Revenues, taking into account Tipping Fees established by the Board.

The Authority shall establish its Tipping Fees for any given Fiscal Year in an amount (based upon the Authority's projection of total tonnage for the upcoming Fiscal Year) that will provide Operating Revenues at a minimum sufficient to pay (1) all Operating Costs (excluding Debt Service Payments) less existing surplus funds above a reasonable operating reserve established by the Authority that are available to pay such Operating Costs, plus (2) 1.15 times any Debt Service Payments due in the upcoming Fiscal Year or any higher coverage level required in connection with any of the Authority's outstanding Bonds plus (3) 1.0 times any Debt Service Payments due in the upcoming Fiscal Year with respect to Subordinate Bonds. Once so established, the Tipping Fees may be adjusted from time to time during a Fiscal Year to correct an error in calculation or projections of tonnage or to prevent a default in the payment of the principal of, or the premium, if any, or interest on, any Bonds of the Authority, but a minimum of sixty (60) days' notice of any proposed increase in the Tipping Fees must be provided to the Member Jurisdictions and their Designated Haulers. In addition, notwithstanding any contrary provision of this Agreement, the Authority shall revise its charges as often as may be necessary so as to produce revenues sufficient at all times to pay the Operating Costs and Debt Service Payments, unless other funds are available for such purposes.

The Authority shall set the Tipping Fees for Private Haulers on a cost – plus methodology, which will allow the Authority to recover the cost of service as well as to allow the Authority to create a capital or other reserve fund or to reimburse the Member Jurisdictions for their capital and other costs. The Authority may set varying fees for Private Haulers based on factors such as annual tonnage disposed, character of the waste and multi-year contracts.

The Authority shall determine what charges, if any, shall apply to Businesses and Residents using the Facilities.

1. The Authority will budget for all current operating expenditures to be paid for with current operating revenues.
2. The management and operations staff should, not only during the preparation of the budget but in the budget execution, use due care and promote cost savings and operating efficiencies at all times especially during periods of revenue shortfalls.
3. In preparing its annual budget, the Authority will base its revenue and expenditure projections on historic performance while also taking into consideration current trends, events and developments in regulatory and environmental activities.
4. One-time or other special revenues will not be used to finance continuing Authority operations, but instead will be used for funding specific one-time projects.
5. The Authority will prepare quarterly financial statements showing the progress of budget estimates compared to actual results. These quarterly reports and the Authority's budgets are prepared on a cash flow or modified cash flow basis and differ from the final audited year end reports.

“Excess Revenue” means the sum of the incremental difference between the revenue contribution of the existing Lynchburg and Campbell contracts and market rate customers (all private haulers) beyond the cost of service disposal fee. Excess Revenue will be distributed to Lynchburg and Campbell, respectively, based on the amount of Facility air space contributed, respectively to the Authority. The amount of excess revenue will depend upon the cost of service rate each year and therefore will vary based on both the incoming tonnage and disposal rates. Once the current air space is consumed, the Authority will distribute 75% of Excess Revenue to the current Landfill host and 25% will be retained to use for future planning, as a means to self-fund projects, or any other item approved by the Board.

“Operating Costs” means all actual costs of the Authority properly allocable to acquiring, constructing, equipping, maintaining and operating the Facilities as set forth in the Annual Budget, including, but not limited to:

- (1) Salaries and fringe benefits of employees;
- (2) Utilities, fuel, equipment (including but not limited to trucks and heavy equipment) tools and supplies;
- (3) All costs incurred for engineering services, and other services, which may include design, permitting, operation, testing, monitoring, closure, post-closure and corrective action;
- (4) All costs for compliance with all permit conditions and compliance with Applicable Law, including costs for treatment and disposal of leachate or materials inappropriately disposed or delivered to the Facilities;
- (5) Debt Service Payments;
- (6) All costs incurred for legal services, which may include zoning, permitting, financing, issues related to the operation of the Facilities, and defense of claims brought against the Authority;
- (7) Insurance costs and the costs of bonds, letters of credit, escrows or other Financial Assurance or allowance for environmental monitoring and assurance, closure, post-closure or property value guarantees, or for compliance with Applicable Law;
- (8) Capital Expenditures necessary for compliance with Applicable Law, Capital Expenditures necessary for normal maintenance and reasonable periodic expansion of improvements to the Facilities, and Capital Expenditures incurred in connection with Uncontrollable Circumstances;
- (9) Purchase and maintenance costs of equipment and maintenance of the Facilities;
- (10) All accounting and bookkeeping fees and charges;
- (11) All costs associated with uncollectible accounts;
- (12) All amounts required to be paid by the Authority to create funds required by an Indenture, or to replenish deficits in any such funds;
- (13) Any fees fines or costs which may be imposed by the DEQ or any other federal, state or local agency or department having jurisdiction, whether intermittently or on an annual basis.
- (14) Any payments made to Virginia's Region 2000 Local Government Council or other governmental entity for services provided to the Authority.

- (15) Amounts paid to reserve accounts created by the Authority to maintain such accounts at required levels.

“Operating Revenues” means all income and revenues derived by the Authority from the ownership or operation of the Facilities, but excluding any payments of a Member Jurisdiction’s Pro Rata Share.

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January 19, 2016

Mr. Clarke W. Gibson, P.E., Director
Region 2000 Services Authority
361 Livestock Road
Rustburg, Virginia 24588

Re: **Livestock Road Facility Permit 610**
Phase IV Construction
Bid review and recommendation
DAA #B09107-120B

Dear Mr. Gibson:

As requested, Draper Aden Associates has reviewed the bids received on January 13, 2016 for the Phase IV construction. The project generally consists of the construction of approximately 18 acres of landfill liner and supporting infrastructure including but not limited to: the preparation of the landfill subgrade, installation of stormwater underdrain (twin 42" HDPE pipes), placement of 24" clay liner and 60 mil textured HDPE liner, leachate collection system (piping and drainage layer), road construction, borrow area development, all erosion and sediment control measures including improvements to existing sediment basin, and rain cover. On-site soils from the southern property will be used for the project.

The bids received are summarized as follows. A detail tabulation of bids is attached.

CONTRACTOR	TOTAL BID
Sargent Corporation Stillwater, ME VA 2705104156	\$5,689,301.90
Haymes Brothers, Inc. Chatham, VA VA 2701010500A	\$5,733,759.06
Shamrock Environmental Brown Summit, NC VA 2705032332	\$6,227,056.00
Atlantis Commercial Group, Inc. Tyrone, GA	\$6,296,298.30
Counts and Dobyns Rustburg, VA VA 2701014388A	\$6,654,522.60

The engineer's opinion of probable construction cost for the project was \$6,097,600.

Most of the bidders appear to have completed the bid form properly, with acknowledgement of the addenda, Virginia contractor's license number, bid bond, qualification statement and list of subcontractors included. Our only question at this time is that the VA DPOR website does not indicate a VA Contractor's license for Atlantis Commercial Group. They appeared to have used their State Corporation Commission number.

The apparent low bid, received from Sargent Corporation, appears to be responsive and complete. Our review included:

- Review of bid form;
- Review of Contractor's Qualification Statement;
- Review of Subcontractor list;
- Review of previous performance by contractor on landfill projects; and
- Review of information on Virginia DPOR website regarding contractor license and enforcement cases.

Our review did not indicate reason to disqualify Sargent Corporation as a responsive or qualified bidder. The firm has completed many landfill construction and closure projects, including several with Draper Aden Associates as the design engineer and they appear qualified to perform the work.

We recommend that the Region 2000 Services Authority award the contract for the Livestock Road Facility – Phase IV Construction to Sargent Corporation.

If you have any questions, or need additional information, please contact us.

Sincerely,
DRAPER ADEN ASSOCIATES



Lynn P. Klappich, CSI, CCCA
Program Manager

Attachment: Bid Tabulation

cc: Mr. William Hase, Draper Aden Associates
Mr. Lindsay Weiford, Draper Aden Associates

BID TABULATION
Region 2000 Services Authority
Livestock Road Phase IV Construction
Bid Date: January 13, 2016

 Draper Aden Associates <i>Engineering • Surveying • Environmental Services</i>		BIDDER 1				BIDDER 2				BIDDER 3			
		SARGENT CORPORATION				HAYMES BROTHERS, INC.				SHAMROCK ENVIRIONMENTAL			
Item No.	Description	Estimated Quantity	Unit	Unit Cost	Total	Estimated Quantity	Unit	Unit Cost	Total	Estimated Quantity	Unit	Unit Cost	Total
1	Mobilization	1	LS	\$ 84,000.00	\$ 84,000.00	1	LS	\$ 90,000.00	\$ 90,000.00	1	LS	\$ 89,700.00	\$ 89,700.00
2	Preliminary Erosion and Sediment Control	1	LS	\$ 110,240.00	\$ 110,240.00	1	LS	\$ 152,000.00	\$ 152,000.00	1	LS	\$ 207,122.00	\$ 207,122.00
3	Borrow and Stockpile Development	1	LS	\$ 64,375.00	\$ 64,375.00	1	LS	\$ 66,000.00	\$ 66,000.00	1	LS	\$ 242,356.00	\$ 242,356.00
4	Perimeter Road Grading and E & S Control	1	LS	\$ 299,275.00	\$ 299,275.00	1	LS	\$ 368,000.00	\$ 368,000.00	1	LS	\$ 228,016.00	\$ 228,016.00
5A	Sediment Basin 2 - Improvements - Initial Excavation	4,000	CY	\$ 6.35	\$ 25,400.00	4,000	CY	\$ 15.00	\$ 60,000.00	4,000	CY	\$ 6.20	\$ 24,800.00
5B	Sediment Basin 2 - Improvements - All other	1	LS	\$ 48,910.00	\$ 48,910.00	1	LS	\$ 200,000.00	\$ 200,000.00	1	LS	\$ 55,775.00	\$ 55,775.00
6	Clearing and Grubbing Internal	1	LS	\$ 58,700.00	\$ 58,700.00	1	LS	\$ 45,000.00	\$ 45,000.00	1	LS	\$ 39,477.00	\$ 39,477.00
7	Installation of Sub drains	1,950	LF	\$ 290.00	\$ 565,500.00	1,980	LF	\$ 291.00	\$ 576,180.00	1,950	LF	\$ 326.00	\$ 635,700.00
8	Installation of Drainage Inlets	1	LS	\$ 50,100.00	\$ 50,100.00	1	LS	\$ 50,000.00	\$ 50,000.00	1	LS	\$ 88,941.00	\$ 88,941.00
9	Installation of End Wall	1	LS	\$ 13,500.00	\$ 13,500.00	1	LS	\$ 20,000.00	\$ 20,000.00	1	LS	\$ 21,666.00	\$ 21,666.00
10	Modification to SB-4	1	LS	\$ 26,000.00	\$ 26,000.00	1	LS	\$ 47,500.00	\$ 47,500.00	1	LS	\$ 53,156.00	\$ 53,156.00
11	Excavation of base grade	317,348	CY	\$ 2.20	\$ 698,165.60	263,000	CY	\$ 2.70	\$ 710,100.00	320,000	CY	\$ 2.50	\$ 800,000.00
12	Placement of Minimum 24" low permeability soil liner	56,300	CY	\$ 5.10	\$ 287,130.00	61,200	CY	\$ 3.04	\$ 186,048.00	61,500	CY	\$ 7.20	\$ 442,800.00
13	Placement of 60 mil textured HDPE geomembrane	87,102	SY	\$ 4.40	\$ 383,248.80	90,474	SY	\$ 4.40	\$ 398,085.60	90,500	SY	\$ 4.80	\$ 434,400.00
14	Placement of 16 oz. geotextile	87,102	SY	\$ 1.95	\$ 169,848.90	90,474	SY	\$ 2.20	\$ 199,042.80	90,500	SY	\$ 2.00	\$ 181,000.00
15	Installation of leachate collection piping - Internal	11,020	LF	\$ 21.00	\$ 231,420.00	11,170	LF	\$ 17.50	\$ 195,475.00	11,050	LF	\$ 13.40	\$ 148,070.00
16	Placement of leachate collection system stone drainage layer	68,900	Tons	\$ 31.00	\$ 2,135,900.00	70,000	Tons	\$ 26.80	\$ 1,876,000.00	67,870	Tons	\$ 26.90	\$ 1,825,703.00
17	Installation of external leachate collection system	1	LS	\$ 84,355.00	\$ 84,355.00	1	LS	\$ 120,000.00	\$ 120,000.00	1	LS	\$ 122,125.00	\$ 122,125.00
18	Permanent seeding and mulching at landfill	1	LS	\$ 22,400.00	\$ 22,400.00	1	LS	\$ 70,000.00	\$ 70,000.00	1	LS	\$ 155,472.00	\$ 155,472.00
19	Allowance: Additional E&S Control or SW Activities	1	LS	\$ 50,000.00	\$ 50,000.00	1	LS	\$ 50,000.00	\$ 50,000.00	1	LS	\$ 50,000.00	\$ 50,000.00
20	Allowance: Rock Excavation	200	CY	\$ 114.00	\$ 22,800.00	200	CY	\$ 100.00	\$ 20,000.00	200	CY	\$ 120.00	\$ 24,000.00
21	Miscellaneous Items	1	LS	\$ 101,250.00	\$ 101,250.00	1	LS	\$ 0.00	\$ 0.00	1	LS	\$ 121,477.00	\$ 121,477.00
22	Placement of Rain Cover	87,102	SY	\$ 1.80	\$ 156,783.60	90,474	SY	\$ 2.59	\$ 234,327.66	90,500	SY	\$ 2.60	\$ 235,300.00
Base Bid Total				\$ 5,689,301.90				\$ 5,733,759.06				\$ 6,227,056.00	

BID TABULATION
Region 2000 Services Authority
Livestock Road Phase IV Construction
Bid Date: January 13, 2016

 Draper Aden Associates <i>Engineering • Surveying • Environmental Services</i>		BIDDER 4				BIDDER 5			
		ATLANTIS COMMERCIAL GROUP, INC.				COUNTS AND DOBYNS			
Item No.	Description	Estimated Quantity	Unit	Unit Cost	Total	Estimated Quantity	Unit	Unit Cost	Total
1	Mobilization	1	LS	\$ 15,000.00	\$ 15,000.00	1	LS	\$ 106,447.00	\$ 106,447.00
2	Preliminary Erosion and Sediment Control	1	LS	\$ 173,149.00	\$ 173,149.00	1	LS	\$ 119,817.00	\$ 119,817.00
3	Borrow and Stockpile Development	1	LS	\$ 120,000.00	\$ 120,000.00	1	LS	\$ 311,623.00	\$ 311,623.00
4	Perimeter Road Grading and E & S Control	1	LS	\$ 352,500.00	\$ 352,500.00	1	LS	\$ 358,996.00	\$ 358,996.00
5A	Sediment Basin 2 - Improvements - Initial Excavation	4,000	CY	\$ 6.00	\$ 24,000.00	4,000	CY	\$ 3.68	\$ 14,720.00
5B	Sediment Basin 2 - Improvements - All other	1	LS	\$ 271,768.00	\$ 271,768.00	1	LS	\$ 56,357.00	\$ 59,357.00
6	Clearing and Grubbing Internal	1	LS	\$ 150,225.00	\$ 150,225.00	1	LS	\$ 43,915.00	\$ 43,915.00
7	Installation of Sub drains	1,960	LF	\$ 225.00	\$ 441,000.00	1,956	LF	\$ 253.57	\$ 495,982.92
8	Installation of Drainage Inlets	1	LS	\$ 8,064.00	\$ 8,064.00	1	LS	\$ 41,970.00	\$ 41,970.00
9	Installation of End Wall	1	LS	\$ 6,475.00	\$ 6,475.00	1	LS	\$ 13,251.00	\$ 13,251.00
10	Modification to SB-4	1	LS	\$ 12,950.00	\$ 12,950.00	1	LS	\$ 40,706.00	\$ 40,706.00
11	Excavation of base grade	302,000	CY	\$ 2.25	\$ 679,500.00	309,000	CY	\$ 3.18	\$ 982,620.00
12	Placement of Minimum 24" low permeability soil liner	61,000	CY	\$ 3.50	\$ 213,500.00	70,000	CY	\$ 4.05	\$ 283,500.00
13	Placement of 60 mil textured HDPE geomembrane	88,225	SY	\$ 5.04	\$ 444,654.00	90,738	SY	\$ 4.05	\$ 367,488.90
14	Placement of 16 oz. geotextile	89,805	SY	\$ 2.40	\$ 215,532.00	90,738	SY	\$ 1.85	\$ 167,865.30
15	Installation of leachate collection piping - Internal	11,050	LF	\$ 24.07	\$ 265,973.50	10,376	LF	\$ 37.11	\$ 385,053.36
16	Placement of leachate collection system stone drainage layer	77,000	Tons	\$ 29.80	\$ 2,294,600.00	84,150	Tons	\$ 27.26	\$ 2,293,929.00
17	Installation of external leachate collection system	1	LS	\$ 97,155.00	\$ 97,155.00	1	LS	\$ 91,930.00	\$ 91,930.00
18	Permanent seeding and mulching at landfill	1	LS	\$ 89,500.00	\$ 89,500.00	1	LS	\$ 57,189.00	\$ 57,189.00
19	Allowance: Additional E&S Control or SW Activities	1	LS	\$ 50,000.00	\$ 50,000.00	1	LS	\$ 50,000.00	\$ 50,000.00
20	Allowance: Rock Excavation	200	CY	\$ 55.00	\$ 11,000.00	200	CY	\$ 122.89	\$ 24,578.00
21	Miscellaneous Items	1	LS	\$ 113,340.00	\$ 113,340.00	1	LS	\$ 128,256.00	\$ 128,256.00
22	Placement of Rain Cover	88,320	SY	\$ 2.79	\$ 246,412.80	90,474	SY	\$ 2.38	\$ 215,328.12
Base Bid Total				\$ 6,296,298.30				\$ 6,654,522.60	



RESOLUTION OF REGION 2000 SERVICES AUTHORITY DECLARING ITS INTENTION TO REIMBURSE ITSELF FROM THE PROCEEDS OF ONE OR MORE TAX-EXEMPT FINANCINGS FOR CERTAIN EXPENDITURES MADE AND/OR TO BE MADE IN CONNECTION WITH THE DESIGN, CONSTRUCTION AND INSTALLATION OF SOLID WASTE FACILITIES

WHEREAS, the Region 2000 Services Authority (**the “Authority”**) is a political subdivision organized and existing under the laws of the Commonwealth of Virginia; and

WHEREAS, the Authority has paid beginning no earlier than 60 days prior to the date of adoption of this resolution, and will pay, on and after the date hereof, certain expenditures (**“Expenditures”**) for the engineering, design, acquisition, permitting, construction and installation of solid waste facilities at the Authority's Campbell County Livestock Road Regional Landfill Facility (**the “Livestock Road Facility”**) including, but not limited to, the construction of a methane gas collection system and related improvements (**together, the “Project”**); and

WHEREAS, the Authority has determined that those moneys previously advanced no earlier than 60 days prior to the date of adoption of this resolution or that are determined to be "preliminary expenditures" and moneys to be advanced on and after the date hereof to pay the Expenditures are available only for a temporary period and it is necessary to reimburse the Authority for the Expenditures from the proceeds of one or more issues of tax-exempt bonds (**the “Bonds”**).

NOW, THEREFORE, BE IT RESOLVED BY THE AUTHORITY AS FOLLOWS:

Section 1. The Authority hereby declares its intent to reimburse the itself with the proceeds of the Bonds for the Expenditures with respect to the Project made on and after the dates referenced above or which are determined to be eligible as "preliminary expenditures". The Authority reasonably expects on the date hereof that it will reimburse the Expenditures with the proceeds of the Bonds.

Section 2. Each Expenditure was and will be either (a) of a type properly chargeable to capital account under general federal income tax principles (determined in each case as of the date of the Expenditures), (b) a cost of issuance with respect to the Bonds, (c) a nonrecurring item that is not customarily payable from current revenues, or (d) a grant to a party that is not related to or an agent of the Authority so long as such grant does not impose any obligation or condition (directly or indirectly) to repay any amount to or for the benefit of the Authority.

Section 3. The maximum principal amount of the Bonds expected to be issued for the Project is \$1,500,000.

Section 4. The Authority will make a reimbursement allocation, which is a written allocation by the Authority that evidences the Authority's use of proceeds of the Bonds to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Project is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The Authority recognizes that exceptions are available for certain "preliminary expenditures," costs of issuance, certain de minimis amounts, expenditures by "small issuers" (based on the year of issuance and not the year of expenditure) and expenditures for construction projects of at least 5 years.

Section 5. All actions of Authority officers, employees, agents and representatives in publishing a notice of public hearing regarding issuance of the Bonds as required by law are hereby approved and ratified.

Section 6. This resolution shall take effect immediately upon its passage.

ADOPTED: This 27th day of January, 2016.

The members of the Authority Board voted as follows on the adoption of this Resolution:

Ayes

Nays

Absent

Abstentions

CERTIFICATE

I, Gary Christie, the undersigned Secretary of the Region 2000 Services Authority (**the “Authority”**), hereby certify that attached hereto is a true and correct copy of a Resolution adopted by the Authority on January 27, 2016, which Resolution has not been amended, modified or repealed as of the date hereof.

Secretary
Region 2000 Services Authority





8090 Villa Park Drive
Richmond, Virginia 23228
(804) 264-2228 • Fax (804) 264-8773
www.daa.com

DRAFT – FOR REVIEW AND COMMENT

January XX, 2016

Mr. Clarke W. Gibson, P.E., Director
Region 2000 Services Authority
361 Livestock Road
Rustburg, VA 24588

**RE: Region 2000 Services Authority
Strategic Planning – Evaluation of Future Disposal Options
Draper Aden Project B09107-XXP**

Dear Mr. Gibson:

Draper Aden Associates appreciates the opportunity to present to the Region 2000 Services Authority (Authority) this proposal for engineering services relative to a strategic planning evaluation of future disposal options. This proposal also includes an evaluation of the viability of landfill gas to energy in light of the pending decision by the Authority to move forward with the installation of an active gas extraction and flare system, and potential waste reduction technologies (composting/regional recycling). This proposal is submitted under the terms of the Master Services Agreement for general engineering services dated July 29, 2013 as signed by the Authority on August 26, 2013.

The project team will include several subconsultants who will be responsible for providing technical information for specific portions of the project as identified below:

- Burns & McDonnell: Waste to energy evaluation; landfill gas to energy evaluation; regional recycling evaluation; and financial evaluations;
- Coker Composting and Consulting: Composting alternatives

Draper Aden Associates will be responsible for assembling demographic and waste tonnage information as may be critical to the evaluation, for completion of the evaluations for landfill development and transfer station operations, for coordinating the non-economic criteria evaluation, for attending all planning meetings and supporting Authority staff and Committee activities, and for preparing the draft and final reports in collaboration with the project team.

The Virginia Department of Environmental Quality (VDEQ) approved a major permit amendment for the Livestock Road Facility Permit 610 on October 26, 2015 which increased the permitted capacity of this landfill. At this time, it is estimated that, with the approved increased capacity identified in the permit, the Region 2000 Livestock Road Facility has approximately 11-13 years of life remaining with final capacity estimated to be reached in 2027 - 2029. The actual

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DRAFT – FOR REVIEW AND COMMENT

time frame for reaching final permitted capacity will be a function of tonnage received, types of waste materials disposed of, and landfill compactive efforts.

At the Region 2000 Services Authority Board meeting on October 28, 2015, Draper Aden Associates provided a conceptual schedule for strategic planning in relationship to the implementation of the next disposal option. (See Attachment 1) The schedule indicated that strategic planning should be initiated in FY 2016 and finalized during FY 2017 such that the Authority can move forward with the permitting and design of the identified next disposal option.

During that meeting there was discussion among the members on the strategic planning process and the need to:

1. Establish a planning committee with consideration to be given to the inclusion of outside parties;
2. Determine the most effective mechanism for citizen involvement;
3. Establish core principles for this effort that would be used to evaluate the various options; and
4. Establish clear goals and objectives for the effort such that the outcome would enable the Authority to move forward with future implementation efforts.

For the purpose of this proposal, it is assumed that the Authority will direct these efforts and convey to the technical team the required information for our efforts.

I. SCOPE OF WORK

Based on our current understanding of the project as outlined above, the services to be provided by the project team are outlined below.

Task 1 – Establishment of Project Framework

Once given authorization to proceed, the project team will meet/conference call with the Authority and it's chosen Committee to outline the framework for the project. Key elements that will need to be reviewed and discussed include (but are not limited to) the following:

- Goals and objectives of project;
- Evaluation criteria for the various options based on established core principles;
- Inclusion of other localities or institutions in the discussion;
- Timeframe/planning period for evaluation;
- Implementation time frame;
- Current thinking on options for evaluation;
- Meeting schedule; and
- Public participation requirements.

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Typical evaluation criteria for options that the Committee may want to consider, include (but are not limited to):

- Technical requirements (e.g. transportation network, infrastructure, utilities, land, location)
- Complexity of operation and need for private investment;
- Implementation schedule;
- Permitting requirements;
- Capital and operating costs of facility(ies);
- Transportation costs for members;
- Potential impact to adjoining properties;
- Impact to regional membership;
- Longevity of option;
- Short term and long term liabilities;
- Short term and long term risks; and
- Support of regional goals (e.g. sustainability, economic growth, renewable energy).

There are several assumptions included with this task that would be further explored with the Committee. These are outlined below:

- **Assumption 1:** It is assumed that during Task 1 the Committee will establish the evaluation criteria that will be used throughout the process and obtain concurrence from the Authority Board.
- **Assumption 2:** It is assumed that the Committee will want to consider some type of waste reduction technology with the primary focus placed on composting (yard waste, food waste, agricultural materials). Additional waste reduction technologies that could be explored include consideration of a regional recycling effort whether collection by regional contract, construction of a regional MRF in conjunction with any disposal operation or other ideas that may be generated by the Committee.
- **Assumption 3:** It is assumed that the Committee will want to consider the beneficial use of landfill gas from the Livestock Road Facility. Beneficial use of landfill gas could take the form of on-site usage, direct use by an outside party, creation of compressed natural gas for fleet usage, or conversion into electricity by a private company. Under any of the potential scenarios, it is assumed that the Authority would want to own and operate the gas collection system although privatization of the system could be considered. A secondary consideration that may interest the Committee, could be the inclusion of solar collectors if the landfill gas to electricity system is considered viable.
- **Assumption 4:** Relative to waste to energy, there are numerous emerging technologies as well as traditional technologies that could be considered. The various technologies can be

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briefly discussed during the initial meeting, but only one technology will be considered, with that technology being identified as the one that can be implemented within the time frame required.

After the first meeting, Draper Aden Associates will prepare meeting minutes summarizing the discussion and any direction provided by the Committee. It is anticipated that a second meeting/conference call with the Committee will be required to finalize the directions to be given to the technical team.

This task is completed upon identification of the options to be evaluated and the criteria for use in the evaluation.

Task 1 will directly impact the final cost estimates for Task 2 and Task 3 below as it will establish the committee structure, determine the level of public involvement, set criteria and identify suitable options of interest for further consideration.

Assumed meetings/conference calls: 2 – 3 (Meetings/conference calls may be with the committee and/or Authority staff)

Deliverables: Meeting minutes and summary of evaluation criteria and options to be evaluated.

Task 2 – Technical Evaluation

Under this task, the options chosen above will be evaluated individually by the appropriate team member considering the identified evaluation criteria. Our current thoughts on possible options include the following, subject to final determination by the Committee:

1. Waste Reduction

- a. Composting
 - i. Yard waste
 - ii. Sludge
 - iii. Food waste
- b. Regional recycling
 - i. Regional collection or contracts
 - ii. Regional MRF
 - iii. Regional education programs
 - iv. Other

2. Landfill Disposal

- a. At Livestock Road Location – southern expansion
- b. Within Region – Outside Campbell County
- c. At new member location

3. Transfer to out of Region facility (Would assume that those members that currently operate a transfer station would not utilize this facility)

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DRAFT – FOR REVIEW AND COMMENT

- a. Authority owned and operated transfer station
 - i. To private sector disposal facility
 - ii. To public sector disposal facility
 - b. Privately owned and operated transfer station
 - i. To private sector disposal facility
- 4. Waste to Energy – one technology**
- a. At Livestock Road Facility
 - b. Outside of Campbell County
- 5. Beneficial Use of Landfill Gas**
- a. On-site usage
 - b. Direct use with processing to natural gas pipeline quality
 - c. Compressed natural gas for fleet vehicles
 - d. Gas to electricity
 - e. Inclusion of solar to supplement on-site energy generation

Prior to initiating work on developing the technical information, the project team with the assistance of the Authority and Local Government Council will assemble baseline information on tonnages (by locality, by sector, by material type), demographics (population and projected population growth), current operating costs for the existing operations, interests or concerns as stated by the individual members in participating in Regional waste reduction or recycling programs, existing private operations within the Region or within a 20 mile radius of the region, member recycling or waste diversion programs, and other information that may be helpful for future planning. A meeting/conference call will be held with the Committee to discuss the data collected.

Using the baseline data, the team members will develop information on the options chosen in two phases. The first phase will be at a high planning level – the information will document general findings on siting requirements, land and permitting requirements, impacts to membership in the board, issues or concerns that would impact implementation, and generally anticipated costs (concept only) on the options chosen. After this information is collected, it will be assembled in a preliminary document and submitted to the Committee for review and comment. A meeting/conference call will be held to discuss the findings. It may be that at the end of this phase, options are eliminated from further consideration or modified.

After this discussion, the second planning phase will be initiated which will consider a more detailed evaluation of the chosen options as may be necessary after Phase 1. Under Phase 2, the final technical review of each option will be completed and a draft report prepared. A meeting/conference call will be held to review and discuss the findings with the Committee. After concurrence by the Committee on the information collected and presented, a final report will be prepared. It is assumed that this report will be presented to the Region 2000 Services Authority for discussion. This report will only present the overall findings on each option. The final comparison of the options will be completed under Task 3.

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This Task is completed upon submittal and presentation of the Phase 2 report to the Authority.

Assumed meetings/conference calls: 3 – 4 (Meetings/conference calls may be with the committee and/or Authority staff)

Deliverables: Summary Technical Information – Phase 1
Summary Technical Information – Phase 2

Task 3 – Financial and Non-Economic Criteria Evaluations

Under this task Burns & McDonnell will utilize the technical information from Task 2 and will initiate the financial evaluation of each option in relationship to the chosen planning horizon. Their work will require the establishment of inflation rates, methods and protocols for the financial comparison, development of proformas and estimates of cost of service for comparative purposes. The financial evaluation may need to include multiple scenarios that represent the impact on waste reduction efforts on the landfill disposal and transfer station options. This will be a collaborative process with the technical team and Authority staff.

While the financial evaluation is being completed, a non-economic criteria evaluation using a weighted criteria matrix will also be completed. This will utilize the criteria identified in Task 1 with the assignment of a weighting factor. Each member of the Committee (and others who may be in receipt of the Task 2 information) will be asked to complete a survey ranking the options and the criteria based on the information as presented in Task 2 (without the benefit of the financial information) to assess the impact of the non-economic factors.

This decision-making tool was utilized effectively by Coker Composting and Consulting on another project with Draper Aden Associates and is useful for evaluating options based on specific evaluation criteria weighted by the importance of each criterion. This process works as follows:

- Each option is scored against each evaluation criterion on a scale of 1 to 5, where 1 means the option did not meet the criterion well, 3 means it met the criterion fairly well and 5 means the option met the criterion very well.
- The score of each option against each evaluation criteria (known as the “raw score”) is then multiplied by the weighting factor for that criterion. Weighting factors are also assigned on a scale of 1 to 5, where 1 means the criterion is not important at all, 3 means it is of medium importance and 5 means the evaluation criterion is extremely important.
- Weighted scores are then summed for each option to arrive at a total weighted score for each.
- The option that has the highest weighted score would be considered “most-suitable” based on the non-economic criteria.

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The information from the economic feasibility analysis is then compared against the non-economic evaluation to provide a full-spectrum overview of the various options.

The initial information will be presented to the Committee in draft form prior to report preparation. A meeting/conference call will be held to review and discuss the findings. A second meeting/conference call is included in the proposal as it is assumed that the Committee may have comments and request some additional information.

This task is completed upon concurrence of the Committee with the information as provided.

Assumed meetings/conference calls: 2-3 (Meetings/conference calls may be with the committee and/or Authority staff)

Deliverables: Summary – Financial Evaluation
Summary – Non-Economic Evaluation

Task 4 – Final Report Preparation and Presentation

After completion of Task 3, a draft report will be prepared which summarizes the project methodology, information from Tasks 1 through 3, an executive summary and final recommendations. This draft report will be distributed to the Committee for review and comment and one to two meetings/conference calls have been included to discuss the findings. Upon concurrence by the Committee with the draft report, a final report and PowerPoint presentation will be prepared and presented to the Region 2000 Services Authority Board for their consideration.

This task is considered complete after the presentation at the Region 2000 Services Authority Board meeting.

Assumed meetings/conference calls: 3-4 (Meetings/conference calls may be with the committee and/or Authority staff)

Deliverables: Draft report
Final report
PowerPoint presentation

II. BUDGET – To be determined

Task 1.	Establishment of Project Framework	\$
Task 2.	Technical Evaluation	\$
Task 3.	Financial and Non-Economic Criteria Evaluation	\$

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Task 4.	Final report preparation and presentation	\$
Total Project Fee –		\$

All services as described herein will be provided on a lump sum basis or on a Time and Materials/not to exceed basis in accordance with the Master Agreement between the Region 2000 Services Authority and Draper Aden Associates. The determinations of Task 1 may impact the fee estimates for subsequent tasks. All billing will be under one job number and will not be separated into the tasks above, although we will provide a breakdown of the tasks and budgets with each monthly invoice. The total fee estimate will not be exceeded without your written approval.

III. DELIVERABLES

Deliverables for this project are identified under the tasks above.

IV. SCHEDULE

The table below outlines our proposed schedule from issue of notice to proceed. It should be noted that the actual schedule will be a function of the number of meetings and timeliness of scheduling them, time for the Committee to review and comment on information provided and public participation requirements. As opportunity arises, the project team will expedite the work.

TASK	TITLE	ESTIMATED TIME FOR COMPLETION
1	Establishment of Project Framework	2 - 3 months
2	Technical Evaluation	4 – 6 months
3	Financial and Non-economic criteria evaluation	4 – 6 months
4	Final report preparation and presentation	2 - 3 months

V. ASSUMPTIONS

The following assumptions were used in preparing this proposal:

- Committee is actively engaged in the planning process as outlined above and provided direction and comments in a timely and thorough manner.
- Strategic Plan will be on a high level and used for comparative purposes only. Cost evaluation will not be suitable for final budgeting.
- Authority established a mechanism for public participation.
- Meetings separate from those identified above (e.g. individual meetings with Member jurisdictions or others) have not been included in the fee estimate.

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- Relative to costs, the estimates are based on the technical team’s experience and qualifications and represent the team’s best judgement. However, actual costs may vary depending on market conditions, permitting requirements, or other influences outside of the team’s control.

Draper Aden Associates appreciates the opportunity to submit this proposal and we look forward to working with you on this project. Please do not hesitate to contact us should you have any questions.

Sincerely,
DRAPER ADEN ASSOCIATES

Michael D. Lawless, P.G.
Vice President

Lynn P. Klappich, CSI, CCCA
Program Manager

ATTACHMENTS:

Attachment 1 – Conceptual Implementation Schedule

cc: Mr. Seth Cunningham, P.E., Burns & McDonnell
Mr. Craig Coker, P.E., Coker Composting and Consulting

FY 2017 Proposed Budget Summary

Revenue Tonnage Projection:

205,346 tons, no change from FY 2016

Revenue:

\$7,226,646

0.3% increase over FY 2015, increase due to agreed tipping fee increase to equalize two contract rates with the market rate

Operating Expenses:

\$6,099,452

2% Decrease from FY 2016

Total Expenses:

\$7,226,646, 0.3% increase over FY 2016

Proposed Employee Salary Increase and additional positions:

A 2% employee salary increase has been included in the proposed FY 17 budget.

Two additional positions, an environmental technician and a landfill operator III, are included in the proposed FY 2017 budget.

Disposal Cost of service

\$28.75, no increase

Propose Tipping Fee:

Member Rate: \$28.75 per ton, no increase

Market Rate: \$38.75 per ton, no increase

Contract Rate: \$38.75 per ton. As agreed, a \$2.00 per ton increase in the contract rate was applied annually until the contract rate equaled the market rate. Two customers were paying the contract rate.

Excess Revenue:

\$1,322,944; 1.6% increase over FY 2016

\$404,821 proposed to be distributed to City of Lynchburg, \$918,123 proposed to be distributed to Campbell County.

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205,346 tons, no change from FY 2016

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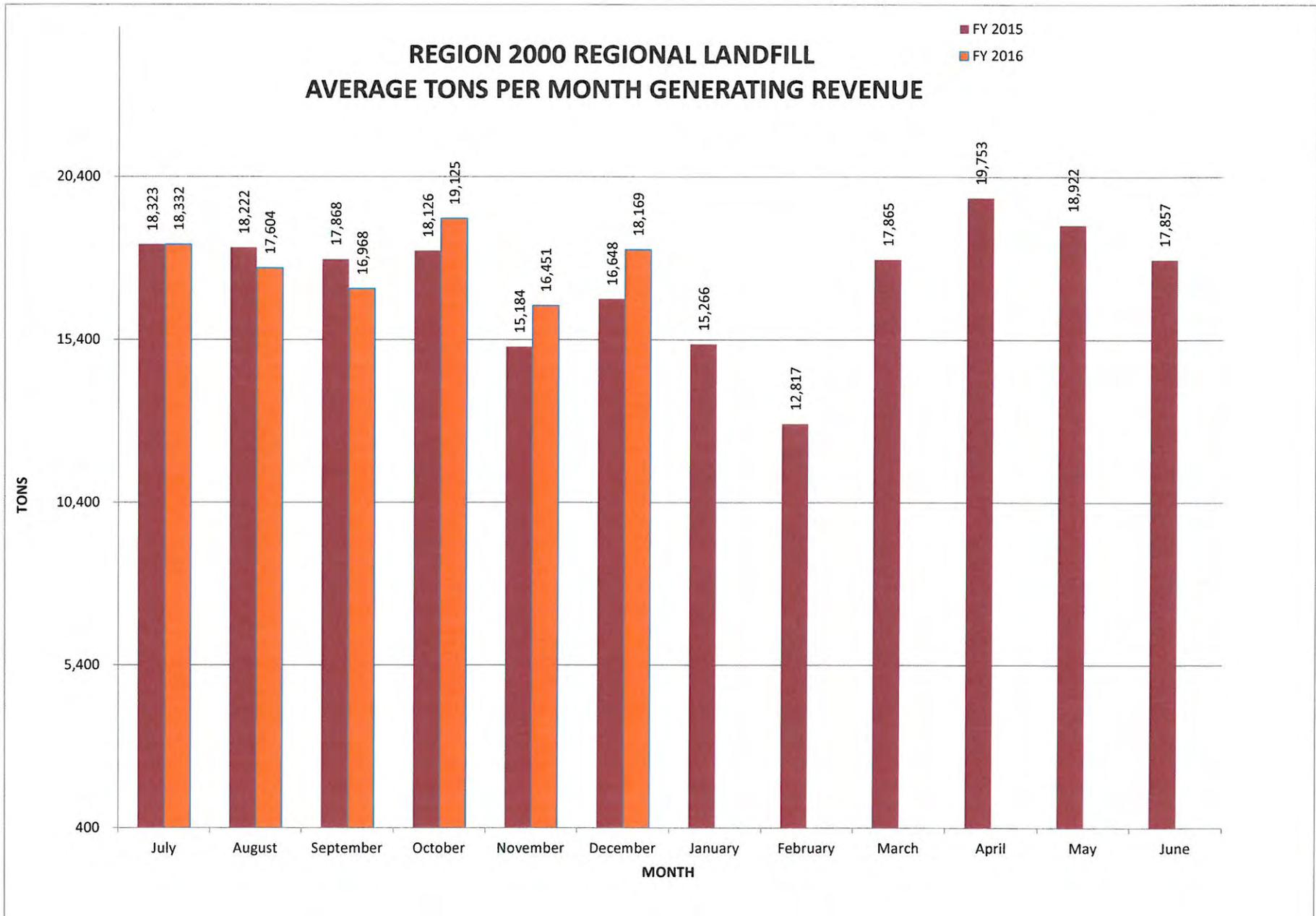
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\$404,821 proposed to be distributed to City of Lynchburg, \$918,123 proposed to be distributed to Campbell County.



Virginia's Region 2000 Partnership Classification Description

Classification Title: Environmental Compliance and Safety Manager

Department: Services Authority

Supervisor: Director of Solid Waste

Pay Grade: 111

FLSA Status: Exempt

General Statement of Job

The Environmental Compliance and Safety Manager performs duties ensuring the Region 2000 Services Authority facilities are in compliance with local, state and federal waste management regulations and that all Services Authority personnel are operating in a safe manner in accordance with federal, state and local safety and health regulations.

Specific Duties and Responsibilities

Essential Functions:

Directly supervise the Environmental Technician in accordance with the organization's policies and applicable laws.

Provide technical assistance to the Solid Waste Operations Manager and Landfill Operators.

Consult with the Director of Solid Waste regarding environmental and safety issues as needed.

Coordinate and perform groundwater and gas monitoring events at Service Authority facilities.

Prepare annual Solid Waste Information and Assessment Program Reporting Table- Form DEQ 50-25.

Assist with preparation of annual recycling rate report.

Coordinate, monitor and manage groundwater and gas remediation systems at Services Authority facilities.

Maintain grounds surrounding these areas using various hand tools.

Assist DEQ staff during facility inspections.

Respond verbally and in writing to DEQ inspection reports.

Perform inspections, evaluations, maintenance, and monitoring of facility stormwater systems using industry recognized best management practices.

Prepare reports for the Director of Solid Waste as required.

Perform waste audits/assessments and waste characterization studies upon request.

Assist in preparation and analysis of the Services Authority's annual operating and capital budget.

Receive and respond to member and customer concerns about operations and projects.

Assist with review of plans and specifications for completeness, consistency and accuracy for various solid waste projects and capital improvement projects.

Review the work of construction crews and contractors for compliance with plans and specifications. Provide technical assistance as needed.

Review project budget and monthly Requests for Payments.

Serve as project manager for assigned projects.

Review ongoing work in field as needed.

Monitor projects during construction, reviews shop drawings, checks for compliance to plans and reviews change orders.

Develop and manage project budgets and reviews change order requests.

Ensure facilities are operating in accordance with federal, state and local health and safety regulations.

Develop and implement a safety training program.

Maintain records for safety training and safety meetings.

Resolve employee safety related complaints.

Perform safety inspections of facilities and equipment identifying occupational and safety hazards and works with staff to mitigate these hazards.

Review facility insurance coverage on an annual basis. Ensure expansions and new equipment purchases are covered upon acquisition.

Maintain emergency lighting and alarm systems at all Services Authority facilities.

Report, record, investigate and evaluates work related accidents.

Visit project sites to gain knowledge of site conditions.

Attend meetings as required.

Perform other duties to provide direct or indirect service to the Services Authority members or customers as assigned.

When unusual situations occur and /or a local official declares a State of Emergency, all Services Authority employees may be required to accept and perform special assignments as needed to ensure appropriate service delivery.

Knowledge, Skills, and Abilities:

Ability to establish and maintain effective working relationships with Services Authority staff, members and customers.

Knowledge of the principles and practices, occupational hazards and safety requirements related to solid waste management.

Knowledge of the theoretical principles and practices of environmental engineering.

Ability to prepare program budgets.

Ability to study service manuals and participates in technical training and certification programs to stay abreast of technological changes.

Ability to study regulatory manuals and participates in Waste Management Facilities training courses.

Comprehensive knowledge of local, state and federal waste management regulations and the ability to incorporate them into the operating standards.

Ability to communicate technical ideas effectively, orally and in writing through the preparation of technical reports.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Ability to effectively present information and respond to questions from Services Authority staff, members, customers, and the general public.

Ability to apply advanced mathematical concepts required in engineering calculations.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Ability to use solid interpersonal skills, including conflict resolution skills, for work with citizens, developers, contractors, and other employees.

Education and Experience

Associate's Degree from an accredited college with major study in civil engineering, business or related field

Experience in recycling and/or other waste management programs; or equivalent combination of education and experience.

Valid driver's license issued by the Commonwealth of Virginia and acceptable driving record based on Local Government Council criteria;

Certification as Class II Waste Facility Operator by the Commonwealth of Virginia within a year.

Relevant background check must be completed and approved.

Physical Conditions and Work Environment

Work is normally performed in office environment in a seated position, but there is some exposure to outdoors. Regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, push, reach, pull kneel, crouch, or crawl. The employee must occasionally lift up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Date Approved:

Date Amended: March 28, 2014

Date Amended: January 8, 2016

Virginia's Region 2000 Partnership Classification Description

Classification Title: Environmental Technician – (DRAFT)
Department: Services Authority
Supervisor: Environmental Compliance and Safety Manager
Pay Grade: 109
FLSA Status: Non-Exempt

General Statement of Job

The Environmental Technician assists the Environmental Compliance and Safety Manager with duties ensuring the Region 2000 Services Authority facilities are in compliance with local, state and federal waste management regulations and that all Services Authority personnel are operating in a safe manner in accordance with federal, state and local safety and health regulations.

Specific Duties and Responsibilities

Essential Functions:

Provides technical assistance to the Environmental Compliance and Safety Manager and Landfill Operators.

Consults with the Environmental Compliance and Safety Manager regarding environmental and safety issues as needed.

Monitors the environmental management data base system.

Performs landfill gas (LFG) boundary probe and extraction well monitoring.

Reviews LFG and groundwater (GW) monitoring reports.

Monitors and maintains the LFG and GW remediation systems.

Participates in and/or performs in-house and regulatory compliance facility inspections.

Assists with inspections, evaluations, maintenance, and monitoring of facility stormwater systems using industry recognized best management practices.

Assists with preparing reports for the Director of Solid Waste as required.

Assists the Environmental Compliance and Safety Manager to ensure facilities are operating in accordance with federal, state and local health and safety regulations.

Performs site maintenance as needed on the storm water systems, LFG monitoring wells and access points, and GW monitoring wells and access points.

Monitors and maintains odor remediation measures and misting equipment.

Monitors and maintains LFG collection system, compressor, flare stations and related parts.

Performs landfill surveying and mapping using GPS & surveying equipment.

Assists with maintenance of emergency lighting and alarm systems at all Services Authority facilities.

Attends meetings as required.

Perform other duties to provide direct or indirect service to the Services Authority members or customers as assigned.

When unusual situations occur and /or a local official declares a State of Emergency, all Services Authority employees may be required to accept and perform special assignments as needed to ensure appropriate service delivery.

Knowledge, Skills, and Abilities:

Ability to establish and maintain effective working relationships with Services Authority staff, members and customers.

Ability to learn the principles and practices, occupational hazards and safety requirements related to solid waste management.

Ability to learn the theoretical principles and practices of environmental engineering.

Ability to study service manuals and participates in technical training and certification programs to stay abreast of technological changes.

Ability to study regulatory manuals and participates in Waste Management Facilities training courses.

Ability to learn local, state and federal waste management regulations and the ability to incorporate them into the operating standards.

Ability to communicate technical ideas effectively, orally and in writing through the preparation of technical reports.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Ability to effectively present information and respond to questions from Services Authority staff, members, customers, and the general public.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Ability to use solid interpersonal skills, including conflict resolution skills, for work with citizens, developers, contractors, and other employees.

Education and Experience

Requires graduation from high school or completion of GED equivalent.

Five (5) years of landfill experience.

Qualify for insurance under the Authority's Insurance Policy; successfully pass drug screening, background check and references.

Successful completion of the following classes with certificate:

- Landfill Gas Well Monitoring class
- Landfill Heavy Equipment Safety Training class
- Landfill Operator Training Course
- Waste Screening Class
- Storm Water Pollution Prevention Plan training class.
- Approved supervisor training course.
- Class I (Basic) Waste Management Facility Operator (WMFO) Training Course or eight (8) years of landfill operator experience.
- Class II Waste Management Facility Operator Training Course.
- Other classes and licenses as required by the County or State.

Successfully keep up recertification points for WMFO state license.

Basic computer skills including knowledge of job specific computer applications, intermediate Microsoft office skills.

Experience in recycling and/or other waste management programs; or equivalent combination of education and experience.

Valid driver's license issued by the Commonwealth of Virginia and acceptable driving record based on Local Government Council criteria; CDL license with tanker and related endorsements; obtain a CDL physical card.

Certification as Class II Waste Facility Operator by the Commonwealth of Virginia within a year.

Relevant background check must be completed and approved.

Physical Conditions and Work Environment

The work is performed mainly outdoors where the job requires exposure to the weather conditions and hazardous conditions. The noise level of the working environment is loud. Work involves a high degree of physical strain. Regularly required to talk or hear. The employee may be required to sit. The employee is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, push, reach, pull kneel, crouch, or crawl. The employee must occasionally lift up to 50 pounds over rough terrain and work in all weather conditions. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Date Drafted: **January 11, 2016**

Date Approved:

Date Amended: