



**Region 2000 Services Authority
Campbell County Citizen
Services Building
85 Carden Lane
Rustburg, VA
September 21, 2015
2:00 p.m.**

Meeting Agenda, continued from 8/19/15

1. Welcome Kim Payne, Chairman
2. Correction of Minutes of 6/17/15 Kim Payne, Chairman
3. Distribution of 2015 Excess Revenue..... Kim Payne, Chairman
4. Options for financing for \$1.5 million gas collection system and deodorizing system
5. Options for procuring these systems
6. Reimbursement Resolution
7. Director’s Update..... Clarke Gibson
8. Planning Session Follow-up Kim Payne
9. Other Business
10. Next Meeting October 28, 2 p.m., location



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Working Agenda, continued from 8/19/15

1. Welcome Kim Payne, Chairman
2. Correction of Minutes of 6/17/15 Kim Payne, Chairman
(Attachment)
3. Distribution of 2015 Excess Revenue..... Kim Payne, Chairman

The Authority is asked to take action on any distribution of 2015 Excess Revenue

	FY15 Budget	FY15 Actual	Difference
Lynchburg (30.6%)	\$380,102	\$398,350	\$18,248
Campbell (69.4%)	\$862,061	\$903,447	\$41,386

4. Options for financing for \$1.5 million gas collection system and deodorizing system..... Gary Christie
 - i. Wait until bids are in for the lateral expansion and see if there is residual money from the May 2015 bond
 - ii. Start a new borrowing after January 1
 - iii. Seek to establish a line of credit which would allow several smaller borrowings to be aggregated
 - iv. \$1.5 million borrowing results in a \$215,000 payment through 2/1/25
 - v. Impact on fee is \$1.05/ton (Cost of service would be \$29.80).
5. Options for procuring these systems..... Gary Christie
 - i. Design Build Procedures (Attachment)
 - ii. PPEA
 - iii. Design Bid Build
6. Reimbursement Resolution
7. Director's Update..... Clarke Gibson
 - i. Update on lateral expansion
 - ii. Tonnage update
 - iii. Business Communication Plan

- 8. Planning Session Follow-upKim Payne
 - a. Property Value Protection Plan
 - b. Locating and developing a new landfill site
 - c. Exploring the use of an existing jurisdiction's landfill
 - d. Regional recycling or recycling education programs

- 9. Other Business

- 10. Next Meeting October 28, 2 p.m., location

The Citizen Services Building conference room is not available.
The multipurpose room at the Haberer Building is available at 3:00 p.m.
The Services Authority conference room is available at 2:00 p.

Region 2000 Services Authority

**Region 2000 Services Authority Meeting
Campbell County Citizen
Services Building
85 Carden Lane
Rustburg, VA
June 17, 2015 9:30 a.m.**

Draft Minutes

Board Members Present

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

Others

Robert Arthur Region 2000
Delbert Beasley County Waste
Emmie Boley Region 2000
Bill Carwile Campbell County Resident
Gary Christie Region 2000
Susan Cook Region 2000
Seth Cunningham Burns & McDonnell
Bob Dick SCS Engineers
Diane Dodd Region 2000
Anne Thomas Doyle Concerned Citizen
Clarke Gibson Region 2000
Larry Hall Region 2000
Jon Hardie Campbell Resident
Bill Hefty Hefty, Wiley, & Gore
Taeseong Kim Campbell County Resident
Lynn Klappich Draper Aden
Rosalie Majerus Region 2000
Dan Miles Roanoke Valley Regional Authority
Scott Pasternak Burns & McDonnell
Nina Thomas Campbell County Resident
Robert L. Thomas Campbell County Resident
Clif Tweedy Campbell County
Felicia West Region 2000

1. Welcome

Chairman Kim Payne welcomed everyone and opened the meeting at 9:30 a.m.

2. Roanoke Valley Regional Authority Property Value Protection Program

Dan Miles, of the Roanoke Valley Regional Authority, gave a presentation on their Property Value Protection Program, and how it works. He explained that a reserve fund was set aside for the fair market value of the homes. Fair market value is based on the tax assessment value or an appraisal. If the property is purchased, the Regional Authority then has the option of either keeping the property or selling it. The Authority also works with the Citizens Association to keep a line of communication open. There is a deadline of five years after the landfill closes to make a claim to the property protection fund, and there can be only one claim per property.

Mr. Miles also explained that the fund began with \$400,000, from tipping fees.

The Property Protection Fund is maintained by the Regional Authority Board of Directors, and the Authority Board has two full voting members from the Homeowner's Association.

Kim Payne asked that Mr. Miles send him by-laws and Articles of Incorporation for this program.

3. Odor Mitigation Update

Bob Dick, of SCS Engineering, gave an update on field work done between June 1 and June 12.

Mr. Dick explained that there are two types of landfill odors, landfill gas and working face operations. He added that odor from sludge can be decreased by controlling the times when sludge is received. Also, the ph level in the sludge impacts the odor.

Total cost of the landfill gas collection system proposed by SCS would be approximately \$1.8million dollars. Mr. Dick was asked to prepare a task order with a proposal for this system.

4. Excess Revenue Discussion

Burns & McDonnell provided an overview of the history related to excess revenue. Seth Cunningham explained that excess revenue was developed as one method to compensate for the value of the air space. The Total value of eExcess revenue payments was based on an assumption of annual tonnage, an assumption of a market and member rates, and an assumption of value of air space how efficiently the airspace was utilized. There is no record of what the value was. This value was never compared to the revenue that each locality could generate on its own. The Board has the option each year, when reviewing the budget, to determine what is done with the excess revenue. Traditionally, it has been distributed to the two localities that have landfills. That will go away in approximately 2022 when the original air space that was purchased disappears, or is filled up contributed by the two localities is consumed. -The question moving forward is what does the

Authority choose to do with the excess revenue the next budget year, and after 2022 what happens with respect to a host fee will Campbell County be compensated for the continued operation of the landfill in their community and if so, how will the payment amount and structure be determined?

Kim Payne stated that the question is how much should be paid to the host locality, and what should be done with the excess revenue. This will be addressed when the next budget comes up. Frank Rogers said that he feels that it should continue the same as has been done. Kim closed discussion by stating that the issue would be addressed when the budget process for next year is discussed. Until 2022 the excess fee will be dealt with as defined in the current Member Use Agreement.

Members of the Authority were polled on the question of whether there should be some compensation for the community providing air space. Kim Payne, Frank Rogers and John Spencer said yes. John Spencer commented that he was unsure as to what the appropriate amount of compensation should be. Steve Carter said that he does not support compensation for the community providing air space

Bill Hefty will have to advise if the amendment needs to be amended after 2022. Frank Rogers stated that he thought it was appropriate for the Authority to make some sort of an Expression of Intent as to what the Authority anticipates happening after 2022. Appomattox, Lynchburg are also in favor of this, and join Campbell in voicing the opinion that the host locality should continue to be compensated as the host locality. Kim Payne stated that this will be added to a future agenda. Language for this intent will be addressed at the next meeting.

Steve Carter asked for a definition of excess revenue, as he believes it was changed when Appomattox County joined the Authority. This will be researched.

5. Impacts of Reducing/Not Taking Sludge

Gary Christie reported that one of the Authority's contract customers, Griffin Pipe, has contracted with a private hauler that owns an industrial waste landfill in the Danville area. Frank Rogers added that the Authority may want to focus on relationship building and communication. Kim Payne questioned whether we should consider a discounted rate for contract customers.

Clarke Gibson reported that he has met with a couple of the private haulers, and has committed to having a meeting with all of them this fall to begin the dialog that Frank Rogers suggested. He also has heard that wait time is a big issue, and suggested collecting some data on this. Clarke said that he would add this to his Director's Report.

An overview from Burns & McDonnell was included in the meeting packet that showed the impact of the loss of sludge would be about \$200,000. The total financial impact from the loss of sludge and Griffin Pipe would be about \$540,000. This loss would have to be made up from other revenue sources. Kim Payne added that both the Authority

and Lynchburg Wastewater Treatment would need to make a decision about sludge disposal.

Areas that need follow-up:

- 1) Property Value Protection Program
- 2) Landfill gas collection
- 3) Decisions on sludge issue - Mr. Payne will try to get Tim Mitchell to attend the next Authority meeting.
- 4) Ongoing concerns about customer relations
- 5) Options after 2029, providing the lateral expansion is approved (Regional recycling programs, Regional composting programs, etc.)

Mr. Payne suggested a fall planning meeting to discuss these issues.

6. Discussion on moving the July 22 meeting date to July 29

By consensus, the July meeting was rescheduled for August 19 at 2:00 p.m. in Rustburg.

7. Other Business

Clarke requested authority to purchase a bush hog with an articulating arm, in the amount of \$5,500. Kim Payne advised that this amount is below the amount needed for approval from the Authority.

8. Adjourn – There being no further business, the meeting adjourned at 11:50.

Approved

Date

DESIGN-BUILD PROCEDURES
REGION 2000 SERVICES AUTHORITY

Adopted _____

I. POLICY.

Section 2.2-4308 of the Virginia Public Procurement Act (“VPPA”) allows any public body to enter into a contract for construction on a fixed price or not-to-exceed price design-build basis provided the public body complies with the requirements of Section 2.2-4308 and has implemented procedures consistent with the procedures adopted by the Secretary of Administration for utilizing design-build contracts.

The Region 2000 Services Authority (the “Authority”) would like the ability to utilize design-build construction for one or more construction projects that the Authority needs to undertake, and feels that design-build can provide advantages in certain circumstances over the competitive sealed bidding process, and therefore desires to adopt this procedure.

II. REQUIRED ACTIONS PRIOR TO ISSUING A REQUEST FOR PROPOSALS FOR A DESIGN-BUILD PROJECT.

- a. Prior to issuing a Request for Proposals (“RFP”) for a design-build project, the Authority shall have in its employ, or under contract, a licensed architect or engineer with professional competence appropriate to the project who shall assist the Authority with the preparation of the RFP and the evaluation of such proposals.
- b. Prior to issuing an RFP for a design-build project, the Authority shall have documented in writing that for the specific project (i) a design-build contract is more advantageous than a competitive sealed bid contract, (ii) there is a benefit to the Authority by using a design-build contract; and (iii) competitive sealed bidding is not practical or fiscally advantageous.

III. PROCEDURE FOR ISSUING A DESIGN-BUILD CONTRACT.

The Authority shall follow a two-step process for the selection of a design-build contractor, as follows:

- a. Step I – Selection of Qualified Offerors.

The Authority shall prepare an RFP containing the Authority’s facility requirements, building and site criteria, site and survey data, the criteria to be used to evaluate submittals and other relevant information, including any unique

capabilities or qualifications that will be required of the contractor. Proposals shall not include pricing or cost information.

The Authority shall publish a public notice of its RFP at least ten (10) days prior to the date set for receipt of proposals in a public area normally used for posting of public notices and by publication in a newspaper or newspapers of general circulation in the area in which the contract is to be performed so as to provide reasonable notice to the maximum number of offerors that can be reasonably anticipated to submit proposals in response to the particular request. The notice shall also be placed on the Authority's website. In addition, the Authority may also directly solicit proposals from potential contractors.

The administrative staff, along with the architect or engineer, shall evaluate each firm's submittals and any other relevant information and shall determine which offerors are fully qualified and suitable for the project.

b. Step II. Selection of Design-Build Contractor.

The administrative staff will invite at least two and up to five of the offerors deemed most suitable for the project following submission of the initial Proposals to submit Technical and Cost Proposals and for interviews. Such Proposals shall be due no sooner than 30 days from the date of the notice to the offerors that they have been selected for Step II. The Authority will evaluate the Technical Proposals based on the criteria contained in the RFP. It will inform each offeror of any adjustments necessary to make its Technical Proposal fully comply with the requirements of the RFP. In addition, the Authority may require that the offerors make design adjustments necessary to incorporate project improvements and/or additional detailed information identified by the Authority during design development.

The Technical Proposal shall include criteria for the project such as site plans, floor plans, exterior elevations, basic building envelope materials, fire protection information plans, structural, mechanical (HVAC), and electrical systems, special telecommunications, and other requirements that the Authority determines to be appropriate for that particular construction project.

During negotiations, the Authority and the offeror may make amendments to the Technical Proposal and Cost Proposal.

Based on the approved criteria in the RFP, the administrative staff shall make a recommendation to the Authority as to which design-builder shall be selected. The Authority shall then vote to award the contract to the offeror who submitted an acceptable proposal determined to be the best value in response to the RFP.



RESOLUTION

WHEREAS, the Region 2000 Services Authority Board desires to have the Authority to use design-build construction for projects to be undertaken by the Authority; and

WHEREAS, the Virginia General Assembly has amended Section 2.2-4308 of the Code of Virginia to allow public bodies to use design-build if the public body adopts procedures for the use of that design and construction method; and

WHEREAS, the Authority desires to use design-build for the design and construction of a landfill gas collection and control system at the regional landfill in Campbell County.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF THE REGION 2000 SERVICES AUTHORITY THAT:

1. The Board adopts the design-build procedures attached to this Resolution, effective upon adoption.
2. Pursuant to those procedures, the Board approves the use of design-build for the design and construction of a landfill gas collection and control system at the regional landfill in Campbell County, and determines that because of the nature and complexity of the project (i) a design-build contract is more advantageous than a competitive sealed bid contract, (ii) there is a benefit to the Authority by using a design-build contract; and (iii) competitive sealed bidding is not practical or fiscally advantageous to the Authority.
3. The Board also finds that it has a contract with Draper Aden Engineering licensed engineers with professional competence appropriate to the project, who will assist the Authority and administration in drafting the Request for Proposals, reviewing the proposals, making a recommendation to the Authority regarding an award of the contract, and overseeing the construction project for the Authority.

Adopted this ____ day of September, 2015

Chairman

REGION 2000 REGIONAL LANDFILL AVERAGE TONS PER MONTH GENERATING REVENUE

FY 2015
FY 2016



