

# **Virginia Peninsulas Public Service Authority**

## **FY 24 Budget**

**Approved December 2022**



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# Budget Summary

## FY 24

### November 21, 2022

#### General

August 1989, The Councils of the Cities of Hampton, Poquoson and Williamsburg and the Boards of Supervisors of the Counties of Essex, James City, King and Queen, King William, Mathews, Middlesex and York having signified their intention to create an authority pursuant to the Virginia Water and Sewer Authorities Act, Chapter 29, Title 15.1, Code of Virginia of 1950, as amended, (the 'Act'), which shall be a public body politic and corporate hereby certify: ***The name of the authority shall be "Virginia Peninsulas Public Service Authority" VPPSA.***

Employees do not typically stay for long periods of time at any one employer. It is more common that newer employees will move on in a 2 or 3 year time-frame. The exception has been government, we entice the employees to stay with benefits that reward longevity. At multiple Oversight and Board Meetings we have discussed the importance of capturing that institutional knowledge before it is no longer available.

At our November 10, 2022 Transfer System Oversight Committee Meeting we had a conversation concerning two employees holding key positions in the Middle Peninsula Solid Waste System. Cecil Taylor, Transfer System Supervisor started in 1993 as a driver, at the same time, VPPSA started operation of the Transfer System. Cecil was promoted to Assistant Transfer System Supervisor in 1997, under then Supervisor, David Magnant, Magnant later became Director of Operations in 2002 and Taylor was promoted to Transfer System Supervisor in 2007. Patricia Jordan was hired in 1994 as an attendant and today is the Solid Waste Operations Coordinator.

In an organization that provides a wide variety of services for ten cities and counties, consistency and efficiency are important, key among the methods to be successful, is capturing institutional knowledge. Between the two employees, Cecil and Patricia, there is accumulated knowledge spanning close to 60 years.

At the recent Transfer System Oversight Committee Meeting we reviewed a first draft of the Proposed FY 24 Budget for the Solid Waste System. In the initial draft, previous budget year expenses were reviewed and compared against proposed budgets for FY 24. Noticeable increases are in fuel, maintenance, health insurance, employee related costs and needed increases are in contributions to replacement funds resulting from the significant equipment and vehicle cost increases.

There were additional employees proposed in the offered budget draft. There is a proposed improvement to the King William Transfer Station, this improvement provides a much-needed expansion and minimizes safety related concerns of the facility. There is an additional compactor and a new drive through traffic pattern which requires an additional person to operate and manage traffic. This addition will require an attendant for 60 hours per week or 1 ½ employees. We have added 1 employee to the budget for this position.

With the recently experienced costs for equipment and vehicles we have had significant increases in maintenance and maintenance related costs. VPPSA has over 300 pieces of equipment, between compaction containers, open top containers, compactors, front load containers and recycling containers. VPPSA delivers all the materials received at the solid waste sites to multiple vendors throughout the State. Many of these sites have limited operating days/hours weekly. To provide sufficient capacity for all the material received we have to store material in containers as they fill and hold them until the ultimate receiving point is open. Maintaining those containers is critical to the operation.

In FY 23 we proposed 2 additional mechanics to assist with maintaining those containers. In an effort to minimize costs and take advantage of in-house efficiencies we are requesting 1 additional mechanic. This position, primarily a welder and fabricator position, would minimize costs and reduce down time while increasing our hauling efficiencies.

The proposed budget provides for the Assistant Transfer System Supervisor, a position that has remained unfilled and the duties spread between multiple employees. An Assistant Supervisor will better position VPPSA going forward and will enable us to capture the knowledge of long-term employees that are nearing retirement. Currently, the Supervisor has been driving to keep up with demand, one of the requirements of this position is a CDL.

Similarly, at the Compost Facility Oversight Committee Meeting, we discussed the proposed FY 24 Budget. A lead operator position was proposed to better manage the facility and maximize efficiencies through better time management. The compost facility is open six days per week. A lead operator would facilitate the material processing, maintenance and site activities. This would provide much needed time for the supervisor to ensure compliance with Federal, State and Local regulations, aggressively pursue potential sales revenues, manage costs and stay current with changing conditions.

One significant request from both Oversight Committees was a reduction to the Equipment/Vehicle Replacement funds. Although all concurred the proposed increases would provide necessary funding going forward, it was suggested that the fund

increases be done in smaller amounts over the next several budget cycles to minimize the impact in any given year. Reductions were made to the funds as suggested.

Increases in Health Insurance costs are anticipated. The number of employees choosing employee plus one and family coverage for Health Insurance has increased over the last several years. In FY 22, changes were made to the plans offered to employees to offset the anticipated increase. The budget has been prepared assuming a 10% increase in the offered health insurance plans offered to employees for FY 24.

Projects administered using contractors include an administrative fee of 4.78%. Projects administered using VPPSA personnel include an administrative fee of 9.55%. The community fee has remained at \$11,000 per community.

### **Curbside Recycling**

VPPSA and TFC Recycling entered into a five-year Agreement for Curbside Recycling Services which was effective July 1, 2019. This is the fifth year of the contract.

The budget for FY 24 is based on the following:

- Estimated house counts based on house count as of October 2022.
- The Agreement between VPPSA and TFC Recycling states that TFC Recycling may petition for an annual adjustment to the unit price for curbside collection services, effective July 1, to reflect the general increase in the cost of operations, that shall not exceed 3%, based on the percentage increase of the "Garbage and Trash Collection" category, series CUUR0000SEHG02, of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months, which was 4.8% for which statistics are available. Based on the most recent experience, TFC has requested the maximum, 3%. The current unit price for collection is \$4.10/ cart / month. The new rate for FY 24 will be \$4.22/ cart / month.
- The processing fee of \$95 per ton will remain unchanged for FY 24.
- Total annual material quantities used for estimation of processing costs are as follows (adjustments from the FY 23 Budget were included to reflect recent volumes):
  - James City County – 3,200 tons
  - Poquoson – 1,050 tons
  - Williamsburg – 500 tons
  - York County – 3,600 tons
- The budget includes an amount for additional services – which includes fees for requested services such as extra cart fees, multiple carts at townhomes, front load container services and long lane fees.

### **Household Chemical Collection**

The total project budget for FY 24 represents a decrease of \$1,292 or -0.4% over the total project budget for FY 23.

The schedule of collection events is unchanged for FY 24. Collection events will be held in James City every other month from February to October. Collection events will be held in Hampton and York every other month from March to November. One collection event will be held in Poquoson in October.

### **Operations Budget**

The proposed operations budget for FY 24 represents a decrease of \$1,767 or a reduction of -1.9% compared to the operations budget for FY 23.

The Transportation Fee in the amount of \$12,750 will be paid by Household Chemical Collection project to the Transfer System project to cover the cost of vehicle operation including fuel, vehicle maintenance and purchase and repair of tires. This is the same fee established in FY 22.

### **Disposal Budget**

The proposed disposal budget for FY 24, are best estimates based on recent history. The proposed disposal fees and available fund balances should handle an anticipated increase from MXI of up to 3%. The disposal budget represents an increase of \$475 or 0.2% over the disposal budget for FY 23.

### **Landfill Monitoring**

The budget figures for landfill monitoring have been compiled by LaBella Associates based on their understanding of the work that will be required to be completed in FY 24.

A summary of the status of all sites remaining in post closure monitoring is attached and a brief explanation is listed below.

**LaBella:** The FY24 preliminary budgets for King William and Essex County are attached. Essex County has reached the five-year mark. This requires an UECA inspection completed by a PE and conducted by August 1<sup>st</sup> of the 5<sup>th</sup> year. Also included is an option for Essex to amend the UECA to get rid of the 5-year inspection. King William is close to completion and closure at the Old Landfill. The scope of services provides for quarterly post-closure inspections, potential resamples and DEQ Correspondence, and plug and abandon groundwater wells and gas probes and vents.

### **Computer Recycling**

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

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

The budget for FY 24 includes continued collection and transport by VPPSA. The Transportation Fee in the amount of \$12,750 will be paid by Computer Recycling project to the Transfer System project to cover the cost of vehicle operation including fuel, vehicle maintenance and purchase and repair of tires.

The FY 24 Computer Budget is \$16,104, an increase of \$64 or 0.4% increase over FY 23 Budget.

### **Compost Facility**

The proposed budget for FY 24 represents an increase of \$336,426 or 23.9%, compared to the budget for FY 23.

The revenue budget for User Fees is set at \$60,000 for FY 23. The actual revenue for User Fees for FY 22 was \$48,743.

The revenue budget for Material Sales has a goal for FY 24 of \$550,000. The actual Material Sales revenue for FY 22 was \$435,661.

FY 24 Budget for staffing includes the following:

#### **Full Time**

- 1 Compost Facility Supervisor
- 1 Lead Operator
- 1 Maintenance Supervisor (charged at 20%)
- 2 Operator III
- 2 Operator II
- 2 Operator I
- 1 Customer Service Representative

#### **Part Time / WAE**

- 1 WAE Position

The budget also includes 916 hours for the Middle Peninsula Maintenance Mechanics to provide maintenance services at the Compost Facility. The Maintenance Supervisor will manage the schedule and unscheduled maintenance related issues. The Maintenance Supervisor position was added for the Transfer System project in FY 21. The time for the Maintenance Supervisor will be charged 80% to the Transfer System and 20% to the Compost Facility.

Significant increases in expenses for the Compost Facility for FY 24 compared to the FY 23 budget are as follows:

- Salaries – hourly – increase in hours for the Lead Operator position
- Employee related costs, health insurance has an allowance for up to 10%
- Equipment Maintenance and repair – based on recent experience.
- Fuel - based on projections of \$5.00 per gallon (36,000 gallons)
- Equipment Replacement an increase to bring the fund balance in line with current and future equipment replacement costs.

The total monthly fee to the communities for FY 24 will be \$94,514. The total monthly fee will be allocated among the communities based on actual quantities delivered to the facility each month.

### **Middle Peninsula Solid Waste System**

The proposed combined budgets for FY 24 for Transfer System, Convenience Centers and Landfill Disposal for Essex, King and Queen, King William, Mathews and Middlesex represent an increase of \$590,892 or 15.1%, in the fees paid by the counties compared to the combined budgets for FY 23.

There are no changes proposed to transfer station and convenience center operating hours. VPPSA has 23 Vehicles, 6 trailers, 291 containers, 28 compactors and 16 pieces of large equipment to maintain yearly. All of these require maintenance, some more than others. We added the maintenance facility and increased our maintenance capabilities.

### **Transfer System**

The proposed budget for the Transfer System for FY 24 represents an overall increase of \$496,240 or 20.3% compared to the budget for FY 23.

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

#### **Full Time**

- 1 Assistant Transfer System Supervisor – charged at 50%
- 1 Supervisor – Solid Waste Operations Coordinator
- 11 Attendants
- 7 Drivers
- 3 Maintenance Mechanics I
- 1 Maintenance Supervisor
- 2 Dispatchers

#### Part Time / WAE

The budget includes funding for approximately 2,300 hours of WAE employees – Convenience Center Attendants. The attendants will provide the following:

- Staffing Transfer Stations when Transfer Station Attendants are working Household Chemical Collection Events
- Working as an additional attendant at Transfer Stations that require staffing by two or three attendants
- Staffing Transfer Stations when Transfer Station Attendants are on Annual Leave or Sick leave
- Mixed paper collections

Significant increases in expenses for the Transfer System budget for FY 24 compared to the FY 23 budget are as follows:

- Health Insurance – Assume an 10% increase
- Employee and Employee related costs
- Equipment Replacement Fund – Increased by \$71,000, costs for equipment and vehicles have seen significant increases. Current funding levels are insufficient based on updated equipment values.
- Fuel – current funding is based on \$4 p/g and proposed for FY 24 is set at \$5 p/g
- Tires – repair and purchase – based on recent experience, increase in tire costs

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

#### **Anticipated revenues are as follows:**

##### Transfer System - Line Item Number 43000 - White Goods Revenue

Actual revenue from the sale of scrap metal and white goods for FY 21 and FY 22 was \$163,000 and \$190,000 respectively. Although prices received for the sale of scrap metal and white goods have shown increases, the projected revenue for the FY 24 Budget for white goods has been set at \$110,000.

##### Transfer System - Line Item Number 44400 – Hauling Fees

Hauling fees will be charged to the Town of Tappahannock for hauling sludge from the treatment plants to the landfills. Hauling fees for drop off recycling in James City County and York County are also credited to this line item. Other miscellaneous hauling revenue, such as hauling tires for York County, will also be credited to this line item. We have revenues of \$40,000 for the FY 24 Budget.



Transfer System - Line Item Number 44700 – Used Battery Recycling

Actual revenue for used battery recycling was \$4,400 for FY 21 and \$2,050 for FY 22. The budget for FY 24 includes \$3,500 as revenue for used battery recycling.

Transfer System - Line Item Number 44750 – Corrugated Cardboard Revenue

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

Total revenue for corrugated cardboard recycling through the Middle Peninsula Solid Waste System and drop off collections was more than \$89,000 for FY 21 and \$138,000 for FY 22. Due to current commodity pricing, the projected revenue for FY 24 has been set at \$50,000.

Transfer System - Line Item Number 44800 – Operating Fee

Payment in the amount of \$3,000 will be made from the Household Chemical Collection Project to cover additional operating costs including telephone, uniforms and safety equipment. This fee also covers cost of repair and maintenance to containers.

Transfer System - Line Item Number 44810 – Vehicle Maintenance Fees

VPPSA will provide vehicle maintenance services for King and Queen County vehicles in FY 24. Based on recent history, it is estimated total fees charged to the County for FY 24 will be \$40,000. The costs for this project are based on actual charges and invoiced monthly.

Transfer System - Line Item Number 49100 – Mixed Paper Revenue

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

Total revenue for mixed paper recycled through the Middle Peninsula Solid Waste System and the drop off recycling collections was more than \$23,000 for FY 21 and \$51,000 for FY 22. Due to current commodity pricing, the projected revenue budget for Mixed Paper Recycling for FY 24 has been set at \$12,000.

Transfer System - Line Item Number 49300 – Transportation Fee

Payments in the amount of \$12,750 will be made from the Household Chemical Collection Project to cover the cost of vehicle operation including fuel, vehicle maintenance and purchase and repair of tires. In addition, the Computer Recycling project will contribute \$12,750 for the use of the roll off vehicles.

Transfer System - Line Item Number 49500 – Container Rental

The budget for FY 24 includes \$15,000 as revenue for container rental, for drop off recycling, tire recycling and rental compactors.

## **Convenience Centers**

The proposed budget for the Convenience Centers for FY 24 includes an increase of \$121,683 or 12.8% compared to budget for the Convenience Centers for FY 23.

There are proposed changes to the operating hours and staffing levels for FY 24. The Assistant Transfer System Supervisor will be charged to the Convenience Center system at 50% salary and 50% to the Transfer System. The Convenience Center budget includes the following staffing:

### Full Time

- 1 Supervisor – Transfer System Supervisor
- 1 Assistant – Transfer System Supervisor – Charged at 50%
- 12 Attendants

### Part Time / WAE

The budget includes funding for 8,342 hours of Part Time and WAE employees. This time will be split between one part time employee and eight WAE employees. These employees, for the most part, serve as attendants at convenience centers throughout the five-county system.

The increase in the FY 24 budget is attributed almost entirely to salary adjustments, salary related fees, health insurance and the charge for the Assistant Transfer System Supervisor, shared with the Transfer System. There is an increase in the equipment replacement fund.

## **Landfill Disposal**

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

Disposal rates for FY 24 have been established as a result of a procurement effort completed in February 2018. This is the last two-year extension of the agreement.

The disposal rates received are unchanged for FY 24. RSI – King and Queen is \$25 per ton for MSW and C & D, Sludge is \$65 per ton. MPLRF – Gloucester is \$26 per ton for MSW, C & D and Sludge.

The FY 23 rate for Bethel Landfill is \$33.78 we have assumed a 3% increase to \$34.79 for material delivered to Bethel. An administrative fee of \$5,317 has been included for the City of Poquoson.

## **Middle Peninsula Household Chemical Collections**

A summary of program costs and project balances for Household Chemical Collections for the Middle Peninsula is attached.

One events in FY 23 was held in Middlesex County and one will be held in King William County. Events in FY 24 will be held in Mathews and Essex Counties.

Budget figures for FY 24 have been established based on current project balances and anticipated costs for the upcoming events. The goal is for all counties to finish FY 24 with a project balance of approximately \$4,000.

A flat administrative fee of \$500 per county is proposed for FY 24.

### **Administration**

The proposed budget for FY 24 represents an increase of \$107,783 or 15% compared to the budget for FY 23. The Community Fee will remain at \$11,000 for FY 24. The Administrative Budget is paid for by the community fee and an administrative expense from each project.

The proposed staffing includes the following positions:

#### **Full Time**

- Executive Director
- Deputy Director or Director of Operations
- Recycling Coordinator / Safety Officer
- Office Manager
- Project Analyst

#### **Part Time**

- Accounting Technician

The Board approved a 3 ½ - year transition plan to provide for leadership of the authority going well into the future. The previous Executive Director with just under 30 years of service retired. The current Executive Director, served as the Transfer System Supervisor and Director of Operations for combined total service to the Authority of over 26 years. Additionally, two supervisory level employees with an additional 58 plus years of combined service are nearing retirement. The Board approved the creation of a Deputy Director position, to aid in the transition period. Going forward the Authority will fund one position, either the Deputy Director or the Director of Operations, based on the needs of the Authority.

Significant increases in expenses for the Administrative Budget for FY 24 compared to the FY 23 budget are as follows:

- Salaries – Salaried increased for Deputy Director and moved the Data Analyst position from hourly to salary. (Eliminated the hourly line item)
- Employee related costs, health insurance has an allowance for up to 10%

- Fees for Audit related services
- Litter box costs increased. Board felt the service is worthy of offering
- Fuel costs and Rent

The Board approved the use of \$150,600 from the administrative fund balance for the development of the Middle Peninsula Vehicle Maintenance Facility (VMF). The five Middle Peninsula Counties committed to replenish these funds, and others from Middle Peninsula vehicle and equipment replacement funds, over a five-year period. FY 24 will be the final year of the five agreed to.

<b>Project 31000</b>		<b>Administrative Services</b>	<b>FY 24</b>
<b>Element 31000</b>		<b>Administrative Services</b>	
	<b>Code</b>	<b>Description</b>	<b>Budget</b>
<b>Revenues</b>			
	40100	Community Fees - Hampton	\$11,000
	40200	Community Fees - Poquoson	\$11,000
	40300	Community Fees - Williamsburg	\$11,000
	40400	Community Fees - James City	\$11,000
	40500	Community Fees - York	\$11,000
	40600	Community Fees - Essex	\$11,000
	40800	Community Fees - King & Queen	\$11,000
	40900	Community Fees - King William	\$11,000
	41000	Community Fees - Mathews	\$11,000
	41100	Community Fees - Middlesex	\$11,000
	41200	Administrative Fee - Drop Off Recycling	\$2,477
	41300	Administrative Fee - HHC Operations	\$8,047
	41400	Administrative Fee - HHC Disposal	\$12,393
	41500	Administrative Fee - Compost Facility	\$152,065
	41600	Administrative Fee - Landfill Disposal	\$39,098
	41600	Administrative Fee - Landfill Disposal Poquoson	\$5,317
	41700	Administrative Fee - Transfer System	\$256,670
	41800	Administrative Fee - Curbside Recycling	\$138,617
	41900	Administrative Fee - Middle Peninsula HHC	\$2,500
	42000	Administrative Fee - Convenience Center	\$93,572
	40700	Administrative Fee - Landfill Monitoring	\$1,593
	46300	Administrative Fee - Computer Recycling	\$1,404
		<b>Total Revenues</b>	<b>\$823,751</b>
<b>Expenses</b>			
	50000	Salaries - Salaried	\$430,000
	50100	Salaries - Full Time Hourly	\$0
	50200	Salaries - PT / WAE	\$30,000
	50600	Fringe - FICA	\$37,500
	50700	Fringe - Unemployment	\$500
	50800	Fringe - Health Insurance	\$124,000
	50900	Fringe - Retirement	\$16,500
	50910	Fringe - Retirement 401 (A)	\$3,200
	51000	Fringe - Life Insurance	\$2,200
	51010	Disability Insurance	\$950
	51100	Fringe - Worker's Comp	\$500
	51400	Accounting Support Services	\$5,200
	51500	Advertising	\$1,200
	51600	Bank Service Charges	\$5,000
	51700	Building and Grounds - Repair and Maintenance	\$500
	51900	Computer and Related Services	\$7,000
	52000	Consultants	\$9,000
	53200	Electricity	\$4,300
	53600	Fuel	\$1,600
	53800	Audit Services	\$32,000
	54000	Insurance	\$4,500
	54300	Legal Services	\$19,000
	54500	Materials and Supplies	\$1,400
	54700	Memberships, Dues, Subscriptions	\$2,500
	54900	Office Supplies	\$3,800
	55000	Office Furniture	\$500
	55100	Office Equipment	\$7,200
	55200	Other Contractual Service	\$0
	55300	Employee Background Checks	\$200
	55600	Postage	\$2,700
	55700	Printing	\$600
	55800	Promotional / Educational Information	\$1,200
	56000	Rent - Office Space	\$42,501
	56700	Safety Programs	\$0
	56800	Safety Equipment	\$1,500
	57000	Communication Services	\$11,200
	57010	Communication Equipment	\$400
	57200	Training	\$2,400
	57300	Travel	\$4,500
	57600	Vehicle - Maintenance and Repair	\$1,200
	58500	Wearing Apparel	\$400
	58800	Litter Boxes	\$4,500
		<b>Total Expenses</b>	<b>\$823,751</b>

## Curbside Recycling Project 30000

### Budget FY 24

	James City	Poquoson	Williamsburg	York	Totals
Number of Households	12,800	4,800	3,400	20,000	41,000
Collection Costs	\$648,653	\$243,245	\$172,298	\$1,013,520	\$2,077,716
Processing Costs	\$304,000	\$99,750	\$47,500	\$342,000	\$793,250
Additional Services	\$2,000	\$5,000	\$2,500	\$15,000	\$24,500
Advertising	624	234	166	976	\$2,000
Postage	\$187	\$70	\$50	\$293	\$600
Printing	\$1,249	\$468	\$332	\$1,951	\$4,000
Subtotal	\$956,713	\$348,767	\$222,846	\$1,373,740	\$2,902,066
Administrative Expense	\$45,689	\$16,656	\$10,642	\$65,604	\$138,591
<b>Totals FY 24</b>	<b>\$1,002,402</b>	<b>\$365,423</b>	<b>\$233,488</b>	<b>\$1,439,344</b>	<b>\$3,040,657</b>
<b>FY 23 budget</b>	<b>\$1,020,632</b>	<b>\$339,595</b>	<b>\$229,925</b>	<b>\$1,372,757</b>	<b>\$2,962,910</b>
<b>AVG Cost Per Home</b>	<b>\$6.53</b>	<b>\$6.34</b>	<b>\$5.72</b>	<b>\$6.00</b>	<b>\$6.18</b>

<b>Project 31500</b>	<b>Household Chemical Collection</b>		<b>FY 24</b>
<b>Element 3151</b>	<b>Household Chemical Collection - Operations</b>		
	Code	Description	Budget
Revenues			
	46900	HHC Operating Fees - James City	\$22,893
	47000	HHC Operating Fees - Poquoson	\$15,696
	47100	HHC Operating Fees - Williamsburg	\$11,410
	47200	HHC Operating Fees - York	\$21,047
	47300	HHC Operating Fees - Hampton	\$21,251
		Total Revenues	\$92,297
Expenses			
	50000	Salaries - Salaried	\$8,100
	50100	Salaries - Full Time Hourly	\$27,750
	50600	Fringe - FICA	\$2,900
	50800	Fringe - Health Insurance	\$19,800
	50900	Fringe - Retirement	\$1,600
	51100	Worker's Comp Insurance	\$1,500
	51500	Advertising	\$3,000
	51700	Building and Grounds Repair and Maintenance	\$150
	54000	Insurance	\$1,000
	54500	Materials and Supplies	\$500
	54520	Traffic Control	\$400
	55700	Printing	\$500
	56500	Small Tools	\$100
	56800	Safety Equipment	\$2,000
	58000	Wastewater Services	\$1,400
	58100	Transportation Fees	\$12,750
	58500	Wearing Apparel	\$200
	58700	Tarps and Straps	\$600
	90000	Administrative Expense	\$8,047
		Total Expenses	\$92,297

**Household Chemical Disposal  
Project Number 31500**

	FY 21 Actual	FY 22 Actual	FY 23 Budget	FY 24		
				Disposal Fees	Administrative Expense	Total Annual Cost
James City	\$74,790	\$63,547	\$83,674	\$80,000	\$3,820	\$83,820
Poquoson	\$22,173	\$13,760	\$20,919	\$20,000	\$955	\$20,955
Williamsburg	\$8,901	\$12,141	\$9,936	\$9,500	\$454	\$9,954
York	\$76,413	\$71,312	\$83,674	\$80,000	\$3,820	\$83,820
Hampton	\$66,221	\$57,380	\$73,215	\$70,000	\$3,343	\$73,343
Disposal Total	\$248,499	\$218,139	\$271,418	\$259,500	\$12,393	\$271,893



Project 32000		Computer Recycling		FY 24	
Element 320300		Computer Recycling			
	Code	Description		Budget	
Revenues					
	42700	Computer Recycling Fees - Hampton		3,221	
	42500	Computer Recycling Fees - James City		3,221	
	42800	Computer Recycling Fees - Poquoson		3,221	
	45500	Computer Recycling Fees - Williamsburg		3,221	
	42400	Computer Recycling Fees - York		3,221	
		Total Revenues		\$16,104	
Expenses					
	51500	Advertising		\$1,200	
	55700	Printing		\$250	
	58100	Transportation Fees		\$12,750	
	59000	Computer Recycling Processing		\$500	
	90000	Administrative Expense		\$1,404	
		Total Expenses		\$16,104	

Drop Off Recycling  
Project Number 30500  
FY 24

James City	Container Rental	Pulls	Collection Costs	Mixed Paper Processing	Tons	Corrugated Cardboard Processing	Tons	Commingled Containers Processing	Tons	Costs	Admin Fee	Total Costs
FY 19	\$9,552	58	\$8,876	\$938	168	\$5,851	73	\$487	49	\$11,152	\$1,091	\$12,243
FY 20	\$9,552	101	\$15,194	\$1,213	262	\$6,364	112	\$944	94	\$16,226	\$1,278	\$17,504
FY 21	\$9,552	131	\$25,414	\$7,114	151	\$12,033	111	-\$4,261	127	\$20,080	\$1,923	\$22,003
FY 22	\$9,552	140	\$30,800	\$16,126	140	\$20,966	119	\$1,223	63	\$2,036	\$2,219	\$4,256
FY 23 YTD	\$2,388	33	\$6,930	\$2,288	31	\$2,734	27	(\$102)	10	\$4,397	\$512	\$4,910
FY 24 Budget	\$ 9,552	130	\$ 29,380	\$ -	150	\$ 2,000	100	\$ (1,625)	65	\$38,557	\$2,141	\$40,698

York County	Container Rental	Pulls	Collection Costs	Mixed Paper Processing	Tons	Corrugated Cardboard Processing	Tons	Commingled Containers Processing	Tons	Costs	Admin Fee	Total Costs
FY 19	\$1,584	16	\$2,400	\$269	30	0	0	\$90	9	\$3,625	\$54	\$3,679.05
FY 20	\$1,584	20	\$3,000	\$329	40	0	0	\$119	12	\$4,136	\$67	\$4,203.19
FY 21	\$1,584	21	\$4,074	\$1,263	27	0	0	-\$481	14	\$4,877	\$311	\$5,187.69
FY 22	\$1,584	20	\$4,400	\$2,827	24	0	0	\$241	13	\$2,915	\$329	\$3,244
FY 23 YTD	\$396	4	\$840	\$392	5	0	0	(\$97)	3	\$940	\$68	\$1,008
FY 24 Budget	\$1,584	20	\$4,520	\$ -	25	\$ -	0	\$ (250)	10	\$6,354	\$336	\$6,690

FY 24 Budget		Container Rental	Collection Costs	Mixed Paper Processing	Corrugated Cardboard Processing	Commingled Containers Processing	Costs	Admin Fee	Total Costs
FY 24 Budget		\$ 11,136	\$ 33,900	\$ -	\$ 2,000	\$ (1,875)	\$ 44,911	\$ 2,477	\$ 47,388

**Landfill Disposal  
Project Number 33100  
FY 24**

		<b>Waste Quantity (Tons)</b>	<b>Disposal Fees</b>	<b>Administrative Expense</b>	<b>Disposal Fees to Others</b>	<b>Total Annual Cost</b>
Poquoson		3,200	\$111,339	\$5,317		\$116,656
Landfill Disposal Total		3,200	\$111,339	\$5,317	\$0	\$116,656
History	Solid Waste					
FY 17	3,120					
FY 18	2,927					
FY 19	2,912					
FY 20	3,248					
FY 21	2,886					
FY 22	3,139	\$ 98,616.69				
FY 23 YTD	656.64	\$ 22,181.34	2,626.56			
Projected FY 24	3,200					

**Landfill Monitoring  
Project Number 320200  
FY 24**

				FY 24		
	FY 21 Budget	FY 22 Budget	FY 23 Budget	Monitoring Costs	Administrative Expense	Total Annual Cost
Essex	\$0	\$0	\$0	\$5,850	\$279	\$6,129
James City	\$5,500	\$44,787	\$6,119	\$0	\$0	\$0
King and Queen	\$0	\$0	\$11,505	\$0	\$0	\$0
King William	\$15,500	\$37,148	\$28,240	\$27,500	\$1,313	\$28,813
Totals	\$21,000	\$81,935	\$45,864	\$33,350	\$1,593	\$34,943

**FY2024 Proposed Budget for VPPSA Landfill Monitoring Services (October 2022)**

SITE	Permit No.	Baseline FY24 Budget	Anticipated additional scope items in FY2023	Additional items estimated cost	FY2024 Budget	Assumptions	Anticipated DEQ Fees
<b>Essex County</b>	Revoked	-	5-year UECA Inspection	\$ 1,850	\$ 5,850	The 5-year inspection must be completed by a P.E. and conducted by August 1st of the 5th year.	\$4,000 for UECA amendment
			(Optional) Amend UECA	\$ 4,000		The County may amend the UECA to remove the inspection requirement. Includes response to DEQ's comments.	
<b>King William County</b> Old Landfill	153	\$ 10,500	Additional Items	\$ 2,500	\$ 27,500	Baseline budget includes quarterly post-closure care inspections. Additional items includes budget in case unforeseen events such as a resample, DEQ correspondence, etc.	\$1,125 (est.) for being in post-closure care
			TPCA Response to Comments	\$ 1,500		Response to DEQ's comments if not issued in FY23.	
			Plug and Abandon Groundwater Wells and Gas Probes/Vents	\$ 13,000		Assumes DEQ approves TPCA request.	

Total Baseline FY23 Budget \$ 10,500

Total Additional  
(FY24) \$ 9,850  
Total Baseline +  
Additional (FY24) \$ 20,350  
Change from FY23 \$ (31,500)

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

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



<b>Project 32500</b>		<b>Compost Facility</b>	<b>FY 24</b>
<b>Element 325200</b>		<b>Compost Facility Operation</b>	
	Code	Description	Budget
Revenues	45000	Compost Fee - York	\$533,057
	45100	Compost Fee - Poquoson	\$45,367
	45200	Compost Fee - Hampton	\$555,741
	45300	Compost Facility - User Fees	\$60,000
	45400	Compost Facility - Material Sales	\$550,000
		<b>Total Revenues</b>	<b>\$1,744,165</b>
Expenses	50000	Salaries - Salaried	\$83,000
	50100	Salaries - Full Time Hourly	\$355,000
	50200	Salaries - PT / WAE	\$5,400
	50600	Fringe - FICA	\$31,000
	50700	Fringe - Unemployment	\$350
	50800	Fringe - Health Insurance	\$175,000
	50900	Fringe - Retirement	\$18,200
	50910	Fringe - Retirement 401 (A)	\$3,500
	51000	Fringe - Life Insurance	\$3,400
	51010	Fringe - Disability Insurance	\$1,600
	51100	Worker's Comp Insurance	\$10,000
	51500	Advertising	\$1,600
	51610	Credit Card Service Fee	\$1,000
	51620	Credit Card Transaction Fee	\$6,000
	51700	Building and Grounds - Repair and Maintenance	\$7,000
	51900	Computer and Related Services	\$1,000
	52700	Disposal - Landfill	\$6,800
	53100	Equipment Purchase	\$2,000
	53200	Electricity	\$3,400
	53300	Equipment Lease	\$1,000
	53400	Equipment Maintenance and Repair	\$140,000
	53500	Equipment Replacement	\$290,000
	53600	Fuel	\$180,000
	53700	Host Fees	\$164,000
	54000	Insurance	\$12,750
	54200	Laboratory Services	\$2,600
	54500	Materials and Supplies	\$1,200
	54600	Medical Exams	\$750
	54700	Memberships, Dues and Subscriptions	\$1,500
	54900	Office Supplies	\$1,000
	55000	Office Furniture	\$800
	55100	Office Equipment	\$1,500
	55200	Other Contractual Services	\$6,000
	55300	Employee Background Checks	\$650
	55600	Postage	\$1,000
	55700	Printing	\$400
	56500	Small Tools	\$800
	56800	Safety Equipment	\$2,400
	56950	Soil Purchase	\$1,600
	56960	Colorant Purchase	\$29,000
	57000	Communication Services	\$5,700
	57010	Communication Equipment	\$800
	57100	Tires - Repair and Purchase	\$17,000
	57200	Training	\$500
	57300	Travel	\$1,000
	57600	Vehicle - Maintenance and Repair	\$1,000
	58000	Wastewater Service	\$4,000
	58010	Bottled Water Service	\$800
	58020	Water Service	\$2,200
	58500	Wearing Apparel	\$3,000
	58600	Permit Fees	\$1,500
	58700	Tarps and Straps	\$400
	90000	Administrative Expense	\$152,065
		<b>Total Expenses</b>	<b>\$1,744,165</b>

Project 33000		Transfer System		FY 24	
Element 330000		Transfer System Operation			
	Code	Description		Budget	
Revenues					
	43000	White Goods Revenue		\$110,000	
	43900	Transfer System Fee - King and Queen		\$221,403	
	44000	Transfer System Fee - Essex		\$525,804	
	44100	Transfer System Fee - King William		\$724,364	
	44200	Transfer System Fee - Mathews		\$602,881	
	44300	Transfer System Fee - Middlesex		\$569,974	
	44400	Hauling Fees		\$40,000	
	44700	Used Battery Recycling		\$3,500	
	44750	Corrugated Cardboard Revenue		\$50,000	
	44800	Operating Fees		\$3,000	
	44800	Vehicle Maintenance Fees		\$40,000	
	49100	Mixed Paper Revenue		\$12,000	
	49300	Transportation Fees		\$25,500	
	49500	Container Rental		\$15,000	
		Total Revenues		\$2,943,426	
Expenses					
	50000	Salaries - Salaried		\$142,750	
	50100	Salaries - Full Time Hourly		\$965,000	
	50200	Salaries - PT / WAE		\$45,000	
	50600	Fringe - FICA		\$88,000	
	50700	Fringe - Unemployment		\$950	
	50800	Fringe - Health Insurance		\$375,000	
	50900	Fringe - Retirement		\$43,000	
	50910	Fringe - Retirement 410 (A)		\$6,600	
	51000	Fringe - Life Insurance		\$9,000	
	51010	Fringe - Disability Insurance		\$4,200	
	51100	Worker's Comp Insurance		\$38,000	
	51500	Advertising		\$4,000	
	51700	Building and Grounds - Repair and Maintenance		\$12,000	
	51900	Computer and Related Services		\$1,200	
	53100	Equipment Purchase		\$1,000	
	53200	Electricity		\$18,000	
	53300	Equipment Lease		\$1,500	
	53400	Equipment Maintenance and Repair		\$15,000	
	53500	Equipment Replacement		\$221,000	
	53600	Fuel		\$375,000	
	54000	Insurance		\$23,000	
	54500	Materials and Supplies		\$3,000	
	54510	Rakes, Brooms and Shovels		\$500	
	54600	Medical Exams		\$2,100	
	54700	Memberships, Dues and Subscriptions		\$2,500	
	54900	Office Supplies		\$1,000	
	55000	Office Furniture		\$1,500	
	55100	Office Equipment		\$3,000	
	55300	Employee Background Checks		\$500	
	55500	Propane		\$300	
	55700	Printing		\$500	
	55800	Promotional/Educational		\$0	
	55900	Rent - Maintenance Building		\$0	
	56110	Oil Antifreeze Recycling		\$11,000	
	56120	Comix Container Recycling		\$3,000	
	56300	Recycling - Tires		\$15,000	
	56500	Small Tools		\$1,500	
	56700	Safety Programs		\$600	
	56800	Safety Equipment		\$6,500	
	57000	Communication Services		\$20,000	
	57010	Communication Equipment		\$1,000	
	57100	Tires - Repair and Purchase		\$65,000	
	57200	Training		\$800	
	57300	Travel		\$800	
	57400	Vehicle - Fees		\$600	
	57600	Vehicle - Maintenance and Repair		\$120,000	
	57620	Vehicle - Maintenance and Repair Towing		\$4,000	
	58000	Wastewater Service		\$9,200	
	58010	Bottled Water Service		\$500	
	58500	Wearing Apparel		\$14,000	
	58700	Tarps and Straps		\$5,200	
	58800	Litter Boxes		\$4,000	
	90000	Administrative Expense		\$256,670	
		Total Expenses		\$2,943,470	

Project 33500		Convenience Centers	FY 24
Element 335100		Convenience Center Operation	
	Code	Description	Budget
Revenues			
	44500	Inter- Project Equipment Payments	\$0
	44800	Operating Fees	\$0
	45600	Convenience Center Fee - King and Queen	\$360,471
	45700	Convenience Center Fee - Essex	\$278,481
	45800	Convenience Center Fee - King William	\$252,815
	45900	Convenience Center Fee - Middlesex	\$52,918
	46000	Convenience Center Fee - Mathews	\$128,576
		Total Revenues	\$1,073,262
Expenses			
	50000	Salaries - Salaried	\$111,000
	50100	Salaries - Full Time Hourly	\$360,000
	50200	Salaries - PT / WAE	\$118,290
	50600	Fringe - FICA	\$49,000
	50700	Fringe - Unemployment	\$1,000
	50800	Fringe - Health Insurance	\$140,000
	50900	Fringe - Retirement	\$16,800
	50910	Fringe - Retirement 401 (A)	\$3,000
	51000	Fringe - Life Insurance	\$3,800
	51010	Fringe - Disability Insurance	\$1,600
	51100	Fringe - Worker's Comp	\$15,000
	51500	Advertising	\$800
	51700	Building and Grounds Repair and Maintenance	\$18,000
	53200	Electricity	\$12,000
	53400	Equipment Maintenance and Repair	\$8,500
	53500	Equipment Replacement	\$50,000
	54000	Insurance	\$4,000
	54500	Materials and Supplies	\$3,000
	54510	Rakes, Brooms and Shovels	\$300
	54600	Medical Exams	\$1,200
	55000	Office Furniture	\$400
	55100	Office Equipment	\$750
	55300	Employee Background Checks	\$1,200
	55700	Printing	\$600
	56110	Oil Antifreeze Recycling	\$13,200
	56120	Comix Container Recycling	\$8,500
	56300	Tire Recycling	\$8,000
	56500	Small Tools	\$250
	56700	Safety Programs	\$600
	56800	Safety Equipment	\$4,600
	57000	Communication Services	\$7,900
	57010	Communication Equipment	\$200
	57300	Travel	\$400
	58000	Wastewater Service	\$9,000
	58010	Water Service	\$2,000
	58500	Wearing Apparel	\$4,800
	90000	Administrative Expense	\$93,572
		Total Expenses	\$1,073,262



**Landfill Disposal  
Project Number 33100  
FY 24**

	<b>Waste Quantity (Tons)</b>	<b>Disposal Fees</b>	<b>Administrative Expense</b>	<b>Disposal Fees to Others</b>	<b>Total Annual Cost</b>
Essex	8,700	\$217,500	\$10,386.92	\$15,000	\$212,887
King and Queen	2,600	\$0	\$3,166.22	\$0	\$3,166
King William	8,500	\$212,500	\$10,148.14	\$0	\$222,648
Mathews	5,500	\$143,000	\$6,829.10	\$0	\$149,829
Middlesex	6,900	\$179,400	\$8,567.42		\$187,967
Landfill Disposal Total	32,200	\$752,400	\$39,097.80	\$15,000	\$776,498

Project 33700		Household Chemical Collection		FY 24
		Middle Peninsula		
	Code	Description		Budget
Revenues				
		HHC Disposal Fees - Essex		\$3,600
		HHC Disposal Fees - King and Queen		\$1,600
		HHC Disposal Fees - King William		\$3,000
		HHC Disposal Fees - Mathews		\$4,800
		HHC Disposal Fees - Middlesex		\$7,000
		Total Revenues		\$20,000
Expenses				
	53900	Household Chemical Disposal Services		\$17,500
	90000	Administrative Expense		\$2,500
		Total Expenses		\$20,000

Project 33700		Vehicle Maintenance Facility		FY 24
		Reimbursement of Administration, Equipment Replacement Funds		
	Code	Description		Budget
Revenues				
		VMF Payment - Essex		22,120
		VMF Payment - King and Queen		48,397
		VMF Payment - King William		26,120
		VMF Payment - Mathews		39,052
		VMF Payment - Middlesex		23,720
		Total Revenues		\$ 159,409
Expenses				
	53900	Inter-Project Payments Administration		\$ 30,120
		Inter-Project Payments Transfer System		\$ 56,000
		Inter-Project Payments Convenience Centers		\$ 73,289
		Total Expenses		\$ 159,409