

PUBLIC WORKS COMMITTEE REPORT to the BOARD OF SUPERVISORS
Tuesday, October 29, 2019
8:00 a.m.
107 NORTH KENT STREET, SUITE 200, WINCHESTER, VIRGINIA

PUBLIC WORKS COMMITTEE ATTENDEES:

Committee Members Present: J. Douglas McCarthy, Chairman; Gary A. Lofton; Robert W. Wells; Gene E. Fisher; and Harvey E. "Ed" Strawsnyder, Jr.

Committee Members Absent: Whitney "Whit" L. Wagner

Staff and others present: Joe C. Wilder, Director of Public Works; Kris Tierney, County Administrator; Gloria Puffinburger, Solid Waste Manager; Ron Kimble, Landfill Manager; Mike Stewart, Senior Project Manager; Erin Swisshelm, Assistant County Attorney

Attachment 1 – Agenda Packet

ITEM REQUIRING ACTION BY BOARD OF SUPERVISORS

1-Update on construction of the Albin Convenience Center.

Staff presented an updated project budget for the relocation of the Albin Convenience Center to be relocated at the old bus shop on Indian Hollow Road. Based on our current site plan, we have proposed a project budget of \$1,600,000.00.

A motion was made by committee member Strawsnyder to approve the request of \$1,600,000.00 and to forward to the Finance Committee for further consideration. The motion was seconded by Supervisor Lofton. The committee unanimously approved the motion.

After discussions with the Finance Director, Cheryl Shiffler, it has been determined that a Finance Committee meeting will not be held until December. Therefore, we are recommending this funding request be forwarded to the Board of Supervisors for their November 13, 2019 meeting. We are requesting \$1,600,000.00 to be transferred from the county Capital Fund to the Solid Waste budget, line item 10-4203-8900-00 Improvements other than Building for the construction of the replacement Albin Convenience Center.

ITEM FOR INFORMATION ONLY

1-Update on the recycling program for Frederick County.

Staff gave an update on the county recycling and litter programs. Overall, site usage has dropped by on percent from 2018 with a total of 902,976 trips to all of the sites. We are getting ready to begin construction on the Albin Convenience Center.

We received bids for transporting recycled goods on Friday, October 25, 2019. We are currently reviewing the results and will make recommendations to the Board of Supervisors.

Staff also requested for a transfer of revenue in the Solid Waste budget. After the completion of the Stephenson Convenience Site, we received a refund from Verizon for a total of \$13,024.75. We had fronted the fees to be paid for moving the Verizon lines on the project site, at the end of the job, a portion of the funds were returned. Due to anticipated utility costs with the replacement of the Albin Convenience Center project, we are requesting these funds to be transferred from Frederick County's revenue line time 1035-Refunds Other Than to line item 10-4203-8900-00-Improvements other than Building.

A motion was made by Supervisor Lofton to transfer \$13,024.75 from the applicable revenue line item to the Solid Waste budget. The motion was seconded by committee member Strawsnyder. The motion was unanimously approved by the committee. The request will be sent to the Finance Committee for further consideration.

2-Update on Public Works Projects.

Staff gave an update on the Crossover Boulevard road project which continues to move along ahead of schedule. Several other projects are on-going at the Landfill.

3-Discuss the Architectural/Engineering RFP.

Staff gave an update on RFP 2020-04C. The review committee interviewed six (6) firms on October 18, 2019. We are currently negotiating with the committee's top choice and hope to finalize a contract within the next couple of weeks. The architectural design team will assist the county in updating the space needs study and providing design services with future building projects for Frederick County.

5-Discussion regarding the FY2021 budget.

Staff gave a brief update on preparations for the upcoming budget. All departments have begun work on their budgets and Public Works will be sending the draft budgets to the Finance Department by November 23, 2019.

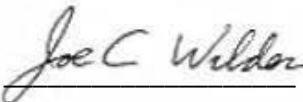
6-Proposed Joint Public Works Committee/Landfill Oversight Committee Meeting.

Due to the Thanksgiving holiday, staff will be holding a joint meeting on Tuesday, December 3, 2019 at 8:00 am in the Public Works conference room.

Respectfully submitted,

Public Works Committee

J. Douglas McCarthy, Chairman
Gary A. Lofton
Robert W. Wells
Whitney "Whit" L. Wagner
Gene E. Fisher
Harvey E. "Ed" Strawsnyder, Jr.

By 

Joe C. Wilder
Public Works Director

JCW/kco

Attachments: as stated

cc: Kris Tierney, County Administrator
Jay Tibbs, Deputy County Administrator
Ron Kimble, Landfill Manager
Gloria Puffinburger, Solid Waste Manager
Rod Williams, County Attorney
Erin Swisshelm, Assistant County Attorney
file



MEMORANDUM

TO: Public Works Committee

FROM: Joe C. Wilder, Director of Public Works *JCW*

SUBJECT: Meeting of October 29, 2019

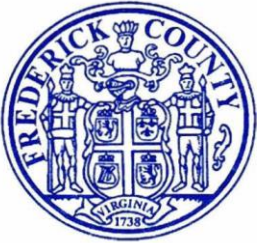
DATE: October 24, 2019

There will be a meeting of the Public Works Committee on Tuesday, October 29, 2019 at 8:00 a.m. **in the conference room located on the second floor of the north end of the County Administration Building at 107 North Kent Street, Suite 200.** The agenda thus far is as follows:

1. Update and discussion regarding solid waste/recycling program for Frederick County.
(Attachment 1)
2. Update on Public Works projects.
3. Discuss RFP 2020-04C – Architectural/Engineering Services submittals.
4. Discuss construction estimate for proposed relocation of the Albin Convenience Center.
5. Discussion regarding FY2021 budget.
6. Proposed date for next joint Public Works/Landfill Oversight Committee-12-03-2019.
7. Miscellaneous Reports and Documents:
 - a. Tonnage Report: Landfill
(Attachment 2)
 - b. Recycling Report
(Attachment 3)
 - c. Animal Shelter Dog Report:
(Attachment 4)
 - d. Animal Shelter Cat Report
(Attachment 5)


JCW/kco

Attachments: as stated



MEMORANDUM

TO: Public Works Committee

FROM: Gloria Puffinburger, Solid Waste Manager 

THROUGH: Joe C. Wilder, Director

SUBJECT: Request for Transfer of Revenue;
Albin Convenience Site Project

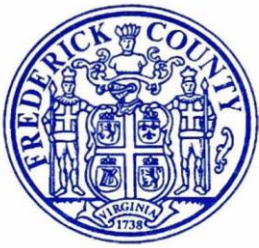
DATE: October 23, 2019

The purpose of this memorandum is to request that funds totaling \$13,024.75 be transferred from the county's (1035) revenue line item (Refunds – Other) to line item 10-4203-8900-00 (Improvements Other Than) in the Refuse Collection budget. The refund from Verizon is a result of the Stephenson Convenience Site Project. It is intended that this refund be applied to any charges that will result from the utility for the relocation of the Albin Convenience Site.

If you have any questions, please do not hesitate to contact me at Extension 8219.

/gmp

cc: file



MEMORANDUM

TO: Public Works Committee

FROM: Gloria M. Puffinburger ^{-GMP}
Solid Waste Manager

RE: FY 18/19 Site Usage Survey Results;
Recycling/Litter Programs

DATE: October 22, 2019

CONVENIENCE SITE USAGE:

Usage at the county's ten convenience sites has experienced a decrease of one percent based on an August 2018 survey. Overall, it is estimated that 902,976 vehicle trips per year occur at the various neighborhood sites. The more urban locations of Albin, Greenwood and Stephenson continued to experience the heaviest usage. On its busiest day, 694 vehicles visited the Albin site; 647 traveled to Greenwood, and 515 used the Stephenson location. The Albin site experienced a growth rate of 17 percent over last year. A final site plan is complete for relocation of the Albin facility. For a usage summary, please see attached.

RECYCLING PROGRAM:

During FY 18/19, the county's recycling program collected 6.3 million pounds of materials at the various convenience sites and the landfill citizens' center, a slight increase over 2018. As reported to the Virginia Department of Environmental Quality, the county's recycling rate was 53.9 percent in 2018. The county rate reflects diversion efforts by local residents and businesses and far exceeds the state mandate of 25 percent.

Revenue from the sale of materials dropped \$20,000 from 2018 figures to \$42,000 due primarily to historically low market prices for recycled goods.

Apple Valley Waste is currently processing the county's plastic bottles and jugs and is pleased with the quality of material. Staff and volunteers have worked tirelessly to promote the "Recycle Right" message and the importance of keeping out contaminants which drive up costs and threaten the county's ability to market its material. AVW sets the bar high; contamination rates for the material it receives from curbside, co-mingled collection is just seven percent.

An IFB is due Friday, October 25 for the transport of the county's other recyclable materials to AVW.

A recycling program options assessment for the landfill service area, being conducted by SCS Engineers, is in its final stages. An outline and summary data are being analyzed this week. The study has included a tour of Apple Valley Waste, a cardboard baling facility operated by Republic Services, and interviews with local waste haulers and stakeholders of Frederick County, the City of Winchester and Clarke County. A final report is due to the County next month.

A feasibility study which encompasses the entire Northern Shenandoah Regional Planning District will be complete after January 1.

REGIONAL ELECTRONICS RECYCLING PROGRAM:

Tonnages of e-waste recycled during FY 18/19 decreased to 234 tons, partly due to the light-weighting of today's electronic waste. Events are staged at the regional landfill and additional labor is provided during events by the regional detention center's Community Inmate Workforce (CIWF) in order to curtail operational costs. Fees paid to the county's vendor are offset by user fees collected for computer (\$10) and television (\$15) screens.

LITTER PROGRAM:

Frederick County Clean Sweep collected 23 tons of roadside litter during FY 18/18. Trustees from the regional jail (CIWF) are supervised by a part-time public works staffer and focus much of their efforts on Route 37, Sulphur Springs Road and the primary highways leading into the county with the exception of Interstate 81. Litter and illegally dumped debris are also removed from secondary roads on an as-needed basis. The crew worked with the Sheriff's Office to help clean up two tire piles, collecting just over 600 illegally dumped tires. The combined efforts of the CIWF represented an in-kind contribution of \$37,237. All operational costs associated with the county's litter program are off-set by state grant funding of \$14,774. The Virginia Department of Transportation, Stephens City Office, transports bagged litter to the regional landfill.

With the assistance of Lt. Warren Gosnell and the public information officer, a series of three videos were produced for the "Secure Your Load" campaign. Materials from this venture have been shared with other localities in the Commonwealth and are available as an on-line resource. The effort is on-going and tarps have been purchased through a grant from Keep Virginia Beautiful which will be distributed by the Sheriff's Office Traffic Division.

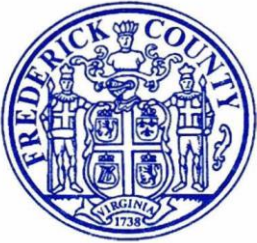
2019 USAGE SURVEY; CITIZENS' CONVENIENCE SITES

<i>Location</i>	<i>2019</i>	<i>Daily Avg</i>	<i>Peak Day</i>	<i>Sun Avg (5 hr)</i>		<i>2009</i>	<i>2010</i>	<i>2011</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>% Change</i>
Greenwood+	13,459	498	647	487		12,584	13,128	14,186	12,817	14,772	12,183	12,944	13,586	13,655	14,222	-5%
Bryarly+	15,552	576	576	490		10,170	10,752	13,343	14,364	15,736	15,325	16,096	16,270	17,006	13,286	+17%
Middletown	7170**	266	348	252		9419	9492	10,266	8997	8753	8818	9419	8954	7394	7091	+1%
Stephenson	10,727	397	515	353		8288	9302	9260	8952	9611	9820	10,637	10,246	10,540	9598	+11%
DTG	7793	289	420	268		6181	6283	5770	6440	7518	7001	7578	7685	7556	7950	-1%
Shawneeland	6771	251	331	236		5068	5104	4638	5100	5207	4616	5595	6042	6025	6577	+2%
Back Creek	5162	191	229	175		4805	5317	4916	4937	5032	4674	4923	4899	4811	4987	+3%
Round Hill	4409	163	204	158		3359	3332	3622	3700	4131	3807	3988	4074	4151	4256	+3%
Gore	3544	131	170	107		2603	2849	2736	2932	3310	3118	3212	3140	3056	3361	+5%
Star Tannery*	661	30	48	40		651	644	589	562	630	619	632	584	653	654	+1%
AUG TOTAL:	75,993					63,128	66,203	69,326	68,801	74,700	69,981	75,024	75,480	74,857	75,993	-1%
YR AVG:	902,976					757,536	794,436	831,912	825,612	896,400	839,772	900,288	905,760	898,164	911,916	-1%

survey conducted 8/2019; +mechanical count


*closed two days/wk; open 31 hrs/wk

**impacted by Yard Crawl



MEMORANDUM

TO: Public Works Committee

FROM: Gloria Puffinburger, Solid Waste Manager 

SUBJECT: Plastics Recycling Pilot;
Middletown Convenience Site

DATE: October 23, 2019

As you may recall, staff elected to experiment with the collection of plastic jugs and bottles at the Middletown site, utilizing a trash compactor in place of collection cans.

I am pleased to report that the first load of plastics, heavily monitored by site attendants to curtail contaminants, was serviced and hauled to Apple Valley Waste/Recyclers for recycling on September 11. The 30-yard receiver can transported 2.11 tons of plastics in a single load to the recycler at a cost of \$375.

This demonstrated that further compaction through the use of trash compactors (where available) has the potential to greatly improve recycling efficiency and save money on transportation costs. The compactor accepted plastics at the site for a period of four weeks. Containing plastics in this fashion at the Middletown site has the added advantage of conserving capacity on the normal weekly collection truck used for plastics hauling. This allows the program to send just one truck per week of plastic to the recycler, Apple Valley, in Hagerstown.

Note that the refuse pull schedule was altered at Middletown to free up the second compactor for recycling, but residents adjusted well and seemed to enjoy being a part of a pilot to improve the plastics program and save money. As a result, staff has made this pilot a permanent part of the Middletown site.

Once vacated, staff suggests that the old Albin compactor be utilized for improved efficiency in cardboard collection.

cc: file



MEMORANDUM

TO: Public Works Committee
FROM: Joe C. Wilder, Director of Public Works *JCW*
SUBJECT: Monthly Tonnage Report - Fiscal Year 19/20
DATE: October 22, 2019

The following is the tonnage for the months of July 2018 through June 2020, and the average monthly tonnage for fiscal years 03/04 through 19/20.

FY 03-04: AVERAGE PER MONTH: 16,348 TONS (UP 1,164 TONS)
FY 04-05: AVERAGE PER MONTH: 17,029 TONS (UP 681 TONS)
FY 05-06: AVERAGE PER MONTH: 17,785 TONS (UP 756 TONS)
FY 06-07: AVERAGE PER MONTH: 16,705 TONS (DOWN 1,080 TONS)
FY 07-08: AVERAGE PER MONTH: 13,904 TONS (DOWN 2,801 TONS)
FY 08-09: AVERAGE PER MONTH: 13,316 TONS (DOWN 588 TONS)
FY 09-10: AVERAGE PER MONTH: 12,219 TONS (DOWN 1,097 TONS)
FY 10-11: AVERAGE PER MONTH: 12,184 TONS (DOWN 35 TONS)
FY 11-12: AVERAGE PER MONTH: 12,013 TONS (DOWN 171 TONS)
FY 12-13: AVERAGE PER MONTH: 12,065 TONS (UP 52 TONS)
FY 13-14: AVERAGE PER MONTH: 12,468 TONS (UP 403 TONS)
FY 14-15: AVERAGE PER MONTH: 13,133 TONS (UP 665 TONS)
FY 15-16: AVERAGE PER MONTH: 13,984 TONS (UP 851 TONS)
FY 16-17: AVERAGE PER MONTH: 14,507 TONS (UP 523 TONS)
FY 17-18: AVERAGE PER MONTH: 15,745 TONS (UP 1,238 TONS)
FY 18-19: AVERAGE PER MONTH: 16,594 TONS (UP 849 TONS)
FY 19-20: AVERAGE PER MONTH: 17,736 TONS (UP 1,142 TONS)

MONTH	FY 2018-2019	FY 2019-1010
JULY	17,704	17,956
AUGUST	18,543	17,267
SEPTEMBER	14,799	17,985
OCTOBER	18,158	
NOVEMBER	15,404	
DECEMBER	14,426	
JANUARY	13,973	
FEBRUARY	12,764	
MARCH	17,079	
APRIL	20,313	
MAY	19,443	
JUNE	16,519	

RECYCLING REPORT - FY 19/20

<u>MONTH</u>	<u>GLASS</u>	<u>PLAST</u>	<u>AL</u> <u>CANS</u>	<u>STEEL</u> <u>CANS</u>	<u>PAPER</u>	<u>OCC</u>	<u>SHOES/TEX</u>	<u>ELEC</u>	<u>SCRAP</u>	<u>TOTAL</u>
JUL	0	51,239	7,345	10,419	101,420	65,520		52,480	307,920	596,343
AUG		30,500	5,450	8,699	70,040	100,240	20,980	28,300	280,080	544,289
SEP		174,840	3,903	4,937	58,100	68,350		57,500		367,630
OCT		7,500					5,100			12,600
NOV										0
DEC										0
JAN										0
FEB										0
MAR										0
APR										0
MAY										0
JUN										0
TOTAL	0	264,079	16,698	24,055	229,560	234,110	26,080	138,280	588,000	1,520,862
FY 18-19	0	430,963	47,082	96,494	998,815	1,243,232	83,104	467,720	2,909,857	6,277,267
FY 17-18	0	465,080	53,224	94,530	1,066,300	1,080,087	37,260	536,420	2,874,709	6,207,610
FY 16-17	372,600	430,435	41,002	89,976	1,082,737	1,009,153	37,220	495,500	2,687,241	6,245,864
FY 15-16	919,540	428,300	52,077	97,252	1,275,060	974,493	48,820	480,400	2,376,344	6,652,286
FY 14-15	895,600	407,703	40,060	97,515	1,272,660	893,380	49,440	532,283	1,890,729	6,079,370
FY 13-14	904,780	417,090	39,399	99,177	1,281,105	902,701	37,800	611,580	1,639,225	5,932,937
FY 12-13	913,530	410,338	45,086	102,875	1,508,029	878,450	39,700	502,680	1,321,938	5,722,626
FY 11-12	865,380	398,320	43,884	99,846	1,492,826	840,717	37,920	484,600	1,432,678	5,696,171
FY 10-11	949,185	378,452	42,120	98,474	1,404,806	824,873	41,700	467,920	1,220,107	5,427,637
FY 09-10	1,123,671	370,386	42,844	96,666	1,235,624	671,669	21,160	435,680	1,348,398	5,346,098
FY 08-09	762,810	322,928	23,473	55,246	1,708,302	564,957	28,780	404,760	1,097,151	4,968,407
FY 07-08	794,932	284,220	15,783	40,544	1,971,883	545,692	0	498,110	1,172,880	5,324,044
FY 06-07	600,464	200,720	11,834	29,285	1,684,711	441,321	0	382,574	550,070	3,900,979
FY 05-06	558,367	190,611	12,478	28,526	1,523,162			381,469	204,220	2,898,833
FY 04-05	549,527	193,224	11,415	27,525	1,552,111			273,707	25,080	2,632,589
FY 03-04	541,896	174,256	11,437	31,112	1,443,461			156,870	336,230	2,695,262
FY 02-03	413,627	146,770	9,840	23,148	1,381,195			62,840	171,680	2,209,100
FY 01-02	450,280	181,040	10,565	25,553	1,401,206			54,061	58,140	2,180,845
FY 00-01	436,615	198,519	10,367	24,988	1,759,731				9,620	2,439,840
FY 99-00	422,447	177,260	10,177	22,847	1,686,587				44,180	2,363,498
FY 98-99	402,192	184,405	9,564	22,905	1,411,950				48,810	2,079,826
FY 97-98	485,294	136,110	13,307	29,775	1,830,000					2,494,486
FY 96-97	373,106	211,105	23,584	46,625	1,690,000					2,344,420
FY 95-96	511,978	167,486	28,441	44,995	1,553,060					2,305,960
TO DATE	14,247,821	6,009,678	548,737	1,234,855	33,150,206	8,547,406	342,540	6,225,034	17,634,721	87,941,078

FREDERICK COUNTY ESTHER BOYD ANIMAL SHELTER FY 2019-2020

DOG REPORT

MONTH	ON HAND AT FIRST OF MONTH	RECEIVED AT KENNEL	BROUGHT IN BY ACO	BITE CASES	BORN AT KENNEL	ADOPTED	RECLAIMED	DISPOSED	DIED AT KENNEL	ESCAPED/ STOLEN	CARRIED OVER NEXT MONTH
JULY	63	33	36	1	0	54	38	7	0	0	34
AUG	34	30	29	0	0	39	19	1	0	0	34
SEP	34	36	23	1	0	21	24	1	0	0	48
OCT											
NOV											
DEC											
JAN											
FEB											
MAR											
APR											
MAY											
JUN											
TOTAL	131	99	88	2	0	114	81	9	0	0	116

In the month of September - 94 dogs in and out of kennel. 4 dogs transferred to other agencies.

FREDERICK COUNTY ESTHER BOYD ANIMAL SHELTER FY 2019-2020

CAT REPORT

MONTH	ON HAND AT FIRST OF MONTH	RECEIVED AT KENNEL	BROUGHT IN BY ACO	BITE CASES	BORN AT KENNEL	ADOPTED	RECLAIMED	DISPOSED	DIED AT KENNEL	ESCAPED/ STOLEN	CARRIED TO NEXT MONTH
JULY	84	136	8	2	7	36	1	78	5	0	117
AUG	117	90	5	1	9	57	1	37	3	0	124
SEP	124	90	5	3	20	39	2	51	3	0	147
OCT											
NOV											
DEC											
JAN											
FEB											
MAR											
APR											
MAY											
JUN											
TOTAL	325	316	18	6	36	132	4	166	11	0	388

In the month of September - 242 cats in and out of shelter. 11 cats transferred to other agencies.