



## CITY OF HOPEWELL

Hopewell, Virginia 23860

### AGENDA

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### CITY COUNCIL

Jackie M. Shornak, Mayor, Ward #7

Jasmine E. Gore, Vice Mayor, Ward #4

Christina J. Luman-Bailey, Councilor, Ward #1

Arlene Holloway, Councilor, Ward #2

Anthony J. Zevgolits, Councilor, Ward #3

Janice Denton, Councilor, Ward #5

Brenda S. Pelham, Councilor, Ward #6

Charles Dane, Interim City Manager

Stefan M. Calos, City Attorney

Ronnieye Arrington, City Clerk

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**Date: January 9, 2018**

**MUNICIPAL BUILDING**

**TIME:** Closed Meeting 6:30 p.m.

Regular Meeting 7:30 p.m.

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### OPEN MEETING

**6:30 p.m.** Call to order, roll call, and welcome to visitors

### CLOSED MEETING

**MOTION:** To go into closed meeting for (1) discussion and consideration of prospective candidates for employment (city manager); (2) discussion of appointment of specific appointees of city council (HRHA, Recreation Commission, Hopewell Water Renewal Commission); (3) discussion concerning a prospective business where no previous announcement has been made of the business' interest in locating or expanding its facilities in the community; (4) consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of City Council (EEOC); and (5) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel, in accordance with Virginia Code § 2.2-3711 (A) (1) [two items], (5), (7), and (8), respectively.

**Roll Call**

### RECONVENE OPEN MEETING

**CERTIFICATION PURSUANT TO VIRGINIA CODE § 2.2-3712 (D):** *Were only public business matters (1) lawfully exempted from open-meeting requirements and (2) identified in the closed-meeting motion discussed in closed meeting?*

**Roll Call**

**MOTION:** To amend/adopt agenda

**Roll Call**

## REGULAR MEETING

**7:30 p.m.** Call to order, roll call, and welcome to visitors

Prayer by Chaplain Leroy Mashore of John Randolph Pastoral Care, followed by the Pledge of Allegiance to the Flag of the United States of America led by Vice Mayor Gore.

### Consent Agenda

*All matters listed under the Consent Agenda are considered routine by Council and will be approved or received by one motion in the form listed. Items may be removed from the Consent Agenda for discussion under the regular agenda at the request of any Councilor.*

**C-1 Minutes:**

**C-2 Pending List:**

**C-3 Routine Approval of Work Sessions:** January 18, 2018 - Work Session between the Planning Commission and City Council; February 1, 2018 – Work session with Springsted on Compensation Study and Plan, and HPD recruitment and retention

**C-4 Personnel Change Report & Financial Report:** Personnel report

**C-5 Ordinances on Second & Final Reading:**

**C-6 Routine Grant Approval:**

**C-7 Public Hearing Announcement:**

**C-8 Information for Council Review:** Minutes: Youth Services Commission (December 2017) Recreation Commission - (November, 2017); EDA minutes (November, 2017); Hopewell Water Renewal Commission (January 2017, April 2017, April 2017, May 2017, July 2017)

**C-9 Resolutions/Proclamations/Presentations:** Presentation by WRLH TV Fox Richmond regarding Rev. Dr. Curtis Harris

**C-10 Additional Announcements:**

### Public Hearings

**CITY CLERK:** *All persons addressing Council shall approach the microphone, give name and, if they reside in Hopewell, their ward number, and limit comments to five minutes. No person shall be permitted to address Council a second time until all others have been heard, and no one may speak more than twice on any subject in any one meeting. All remarks shall be addressed to Council as a body, any questions must be asked through the mayor only, and there shall be no discussion without permission of the mayor. Any person who makes personal, impertinent, abusive, or slanderous statements, or incites disorderly conduct in Council Chambers may be barred by the mayor from further audience before Council, and removed, subject to appeal to a majority of Council. (See Rules 405 and 406.)*

**PH-1 Noble Oil Services, Inc. request for an easement for pedestrian and vehicle traffic on the entrance road into the Hopewell Water Renewal Treatment Plant.**

**ISSUE:** Noble Oil purchased the Nalco property adjacent to the entrance road from Hummel Ross Road into the wastewater treatment plant. Noble Oil has requested an easement that will allow it to use the road for pedestrian and vehicle traffic.

**RECOMMENDATION:** Staff recommends that Council **approve Noble Oil Services, Inc.’s request for an easement for pedestrian and vehicle traffic on the entrance road into the Hopewell Water Renewal Treatment Plant**

**MOTION:** \_\_\_\_\_

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**Roll Call**

**PH-2 Request to amend the Hopewell Zoning Ordinance, Article III-A, Residential, Low Density District (R-1 and R1-A, respectively), Section E. Yard Regulations, Accessory Buildings, to reduce the setback of accessory structures on corner lots from 20 feet to 15 feet**

**ISSUE:** The City has received a request to amend its Zoning Ordinance to reduce the setback of accessory structures on corner lots from 20 feet to 15 feet

**RECOMMENDATION:** Administration recommends that Council **approve the request to amend Article III-A, Residential, Low Density District (R-1 and R1-S, respectively), Section E. to reduce the setback of accessory structures on corner lots from 20 feet to 15 feet.**

**MOTION:** \_\_\_\_\_

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**Roll Call**

**PH-3 Request to vacate a portion of an approximate 6,882 square foot undeveloped right-of-way known as Walnut Street, adjacent to 401, 310 and 309 Delton Avenue.**

**ISSUE:** The City has received an application to request a vacation of 6,882 square feet of an undeveloped right-of-way.

**RECOMMENDATION:** Administration recommends that Council **approve the request to vacate a portion of an approximate 6,882 square foot undeveloped right-of-way known as Walnut Street, adjacent to 401, 310 and 309 Delton Avenue.**

**MOTION:** \_\_\_\_\_

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**Roll Call**

**Communications from Citizens**

**CITY CLERK:** *A Communications from Citizens period, limited in total time to 30 minutes, is part of the Order of Business at each regular Council meeting. All persons addressing Council shall approach the microphone, give name and, if they reside in Hopewell, their ward number, and limit comments to **three minutes**. No one is permitted to speak on any item scheduled for consideration on the regular agenda of the meeting. All remarks shall be addressed to Council as a body, any questions must be asked through the mayor only, and there shall be no discussion without permission of the mayor. Any person who makes personal, impertinent, abusive, or slanderous statements, or incites disorderly conduct in Council Chambers, may be barred by the mayor from further audience before Council, and removed, subject to appeal to a majority of Council. (See Rules 405 and 406.)*

**Regular Business**

**Reports of City Manager:**

**R-1 Report to City Council**

**ISSUE:** This item will be reserved for updates to City Council from administration.

**This requires no action of Council**

**R-2 Finance Department Turnover Assessment – This is a report from the Finance Director.**

**This requires no action of Council**

**Reports of the City Attorney:**

**Reports of the City Clerk:**

**Reports of City Council:**

**Committees**

**Individual Councilors**

**IC-1 City Boards, Authorities and Commissions Update/Outreach Plan**

**Citizen/Councilor Requests**

**Other Council Communications**

**Adjournment**

# **CONSENT AGENDA**

**PERSONNEL  
CHANGE  
REPORT**

**DATE:** January 5, 2018  
**TO:** The Honorable City Council  
**FROM:** Michelle Ingram, Human Resources Specialist  
**SUBJECT:** Personnel Change Report – December 2017

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**ADDITIONS (Regular FT and PT positions only)**

NAME	DEPARTMENT	POSITION	DATE
COCHRAN, JOHNE	RECREATION	P/T SPEC EVENTS	12/21/2017
MITCHELL, LAUREN	GEN DIST CT	ADMIN ASST	12/20/2017
MONGER, HOLLY	WATER RENEWAL	LAB TECH TRAINEE	12/6/2017
WEBB, ASHBY	RECREATION	P/T SPEC EVENTS	12/21/2017
WILLIAMS, ROBERT	FIRE	P/T EMER SERV SPEC	12/7/2017

**PROMOTIONS**

NAME	DEPARTMENT	POSITION	DATE
WOOTEN, JAMES	PUBLIC WORKS	SR PUBLIC WORKS MAINT SPEC	12/20/2017

**SEPARATIONS**

NAME	DEPARTMENT	POSITION	DATE
BATTON, TERRI	TREASURER	TREASURER	12/31/2017
CAMACHO, ROSE	SHERIFF	P/T SHERIFF DEPUTY	12/31/2017
CHEEK, TOMMY	SHERIFF	P/T SHERIFF DEPUTY	12/31/2017
CLEMENTS, JAMES	SHERIFF	P/T SHERIFF DEPUTY	12/31/2017
FLOWERS, ARA LANITA	SHERIFF	SHERIFF DEPUTY	12/31/2017
GREENWOOD, KENNETH	WATER RENEWAL	WWT OPER I	12/31/2017
REXROAD, JENNIFER	DEVELOPMENT	PROPERTY INSP	12/31/2017
SODAT, LUTHER	SHERIFF	SHERIFF	12/31/2017
STANLEY, TRAVIS	SHERIFF	SHERIFF DEP CORP	12/31/2017
VANCE, LINDSAY	FIRE	REV REC TECH	12/29/2017

**CC:** Charles Dane, Assistant City Manager  
Renia Coles, HR Director  
Debbie Pershing, Senior Executive Assistant  
Michael Terry, Finance Director  
Dipo Muritala, Accounting Manager  
Kim Hunter, Payroll  
Ron Hamilton, Interim IT Director  
Jay Rezin, IT  
Dave Harless, Risk/Safety Coordinator  
Carol Scarbrough, Parks & Recreation

**INFORMATION  
FOR COUNCIL  
REVIEW**



## **Recreation and Parks**

100 W. City Point Road  
Hopewell, VA 23860

(804) 541-2353  
(804) 541-2464 (fax)

[www.hopewellva.gov](http://www.hopewellva.gov)

# **RECREATION COMMISSION MINUTES**

Wednesday, November 8, 2017  
Hopewell Community Center

Present: Anthony Sylvester, Laura Sutton, Janelle Taylor  
Absent: Terence Doctor, Rogers Henry, George Cuffey, Jr.  
Staff: Aaron Reidmiller & Arlethia Dearing  
Guests: DeVohn Johnson (Department Intern)

This meeting was called to order by Chairman Anthony Sylvester followed by the Pledge of Allegiance. A motion was made by Janelle Taylor to approve the minutes from the May 10, 2017 meeting and seconded by Laura Sutton. The motion was carried unanimously.

## **INTRODUCTION:**

Mr. Reidmiller introduced our intern from Virginia State University, Mr. DeVohn Johnson.

## **OLD BUSINESS:**

### **Programming Updates:**

Summer camp programs: Summer camp programs were well-attended throughout the summer. The programs featured a variety of different themes and included guest speakers and field trips. Breakfast and lunch were also provided each day of camp. Financial assistance was made available to families in need.

Rockin' on the River Concert Series: The Rockin' on the River Concert Series concluded on September 13. The series was well-attended throughout the summer and only one concert had to be rescheduled due to inclement weather. Other than minor parking violations, the series was fortunate not to have any major incidents. Hopewell Police provided overtime officer coverage for the events.

Movie Night: Outdoor movie nights were held at Atwater Soccer Complex, City Park, and Crystal Lake Park. The City Park event drew the largest crowd for the showing of Casper. The department plans to offer more outdoor movies next summer. The programs were offered for free to the general public.

City Park: The grand opening celebration for City Park was held on Saturday, October 7, 2017. Mr. Reidmiller acknowledged the department's park services

staff for completing most of the site work and landscaping for the project. The only construction completed by a contractor was the installation of the play equipment. The department received assistance on the project from the Public Works Department and the Hopewell Fire Department. Virginia-American Water employees also assisted on volunteer workdays with landscaping.

Hopewell Haunts at Crystal Lake: Mr. Reidmiller reported that this special event has become one of the department's largest events with the crowd growing each year. The event featured a haunted hayride, haunted walking trail, carnival rides, crafts, storytelling, hay maze, and other children's activities. The event was free and open to the public.

City Point 5K and Kids Fun Run: – Mr. Reidmiller reported that this event drew a very large crowd with over 300 runners registered for the 5K and more than 400 students competing in the Kids Fun Run. The Fun Run was sponsored by the John Randolph Foundation. The event also featured the newly-created Industry Cup, where local industries competed as teams for the best time. The Industry Cup was sponsored by the Hopewell Manufacturers Association.

Upcoming events: Mr. Reidmiller reported that the first weekend in December would be very busy with the grand opening of the Wonder City Ice Skating Rink, the Holiday Boat Parade, and the Light Up the Night event which includes the parade, tree lighting, holiday concerts at the Beacon, and activities throughout downtown.

Capital Projects Update: Phase II of the Community Center Roof Replacement Project is slated to begin in December. This phase of the project will focus on the roof area above the locker rooms, pool storage area, and boiler room. The project will cost \$112,000. The department is preparing for the Arlington Park renovation. Department staff is working with the Timmons group to help design conceptual plans for the improvements. The project will include a public input meeting for park neighbors to provide input for improved park space.

Budget/Grant: The department has applied for a \$20,000 grant from the Virginia Environmental Endowment to assist with signage for the proposed Hopewell Riverwalk. The department will begin developing its Fiscal Year 2019 budget in the coming weeks to present to the City Manager for review.

#### NEW BUSINESS:

Commission Member Discussion: Chairman Anthony Sylvester inquired about the numbers for soccer. Mr. Reidmiller explained that numbers were similar to past fall seasons. He also explained that spring soccer typically has a higher registration number than the fall because of the conflict with football and cheerleading, which are both very popular in the city. Feedback was provided on the route for the 5K. Mr. Reidmiller will share the feedback with the 5K planning committee at their next meeting.

December Meeting – After a brief discussion, the members of the Commission determined that a December meeting would not be necessary and that the next formal meeting of the group would be held in January.

#### ADJOURNMENT:

Adjournment – With there being no further business to discuss, a motion was made by Janelle Taylor and seconded by Laura Sutton to adjourn the meeting. The motion was carried. The next meeting will be held on January 10, 2018, at the Hopewell Community Center.

## **EDA Meeting 11/06/2017 @ 5:30pm**

**Present:** Debbie Randolph, Tom Wagstaff, Bob Moore, Joan Gosier, Elliot Eliades, Steve Pettler and Lynda Frink

**Absent:** none

**Staff Present:** Jake Elder

**Others Present:** none

**Called to order:** D. Randolph called the meeting to order at 5:30pm in the Second Floor City Conference Room.

**Approval of Agenda:** The Agenda was approved and distributed.

**Minutes:** The minutes of the October 2017 meeting were reviewed. A motion to accept the minutes as written was made by T. Wagstaff and 2<sup>nd</sup> by B. Moore. Motion carried.

### **Chairperson Report:**

D. Randolph reported one the following items:

- The EDA will receive \$1,000.00 income from Pacific 2.1 Entertainment Group Inc. for use of EDA property

### **CLOSED SESSION:**

The EDA entered into closed session to discuss matters related to business development not subject to open meeting requirements. The motion was made to go into closed session by T. Wagstaff and 2<sup>nd</sup> by B. Moore Motion carried. J. Elder reviewed all projects currently in the pipeline and discussed any forthcoming.

Upon returning to open session the Board stated only matters discussed in closed session were those not subject to open meeting requirements. Roll call vote: D. Randolph, Yes; B. Moore, Yes; T. Wagstaff, Yes; J. Gosier, Yes; Elliot Eliades, Yes; and S. Pettler, Yes and L. Frink, Yes.

### **Actions from Closed Session:**

None

### **Treasurer's Report:**

Joan Gosier provided a treasurer's report. She gave a full review of the Revenue & Expenses on all projects.

**New Business:** none

**Next meeting:** December 4, 2017 in the Second Floor City Conference Room @ 5:30pm.

**Adjourn:** Motion by T. Wagstaff to adjourn, 2<sup>nd</sup> by E. Eliades; adjourned at 7:05pm.



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# **RECREATION COMMISSION MINUTES**

Wednesday, November 7, 2017  
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Absent: Terence Doctor, Rogers Henry, George Cuffey, Jr.  
Staff: Aaron Reidmiller & Arlethia Dearing  
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## **ADJOURNMENT:**

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## Youth Services Commission Minutes

12/11/17

The inaugural meeting of the Youth Services Commission (YSC) was held on December 11, 2018 at 6:00pm at the Appomattox Regional Library – HMA Room.

Present:           Rachelle Parrish  
                      Jessica Morse-Coley  
                      Antonio Holloway  
                      Britney Dolsey  
                      Marcy Williams  
                      Terence Doctor  
                      Everett Gilliam  
                      Rev. Jacob Sahms  
                      Alison Noble  
                      Raja Nelson  
                      NaQuetta Mitchell  
                      Katina Moss  
                      Ruth Johnson  
                      Vice Mayor Gore

Absent:            Dr. Melody Hackney

Commission members not previously sworn in, were sworn in: Antonio Holloway, Alison Noble, Marcy Williams.

Dr. Hackney will be sworn in at the next meeting, or at her earliest convenience.

Introductions of YSC Members, Youth Coordinator, and City Clerk

Introduction of housekeeping rules and Roberts Rules of Order

Reviewed motion that established the YSC (8/28/17) and sample bylaws

- The YSC determined they will meet on the 3<sup>rd</sup> Monday of each month

Nominations were accepted and subsequently voted on to establish officers for the YSC.

Appointed Officers:

- Chairperson - Katina Moss
- Vice Chairperson - Terence Doctor
- Secretary - Everett Gilliam
- Treasurer - Jessica Morse-Coley
- Parliamentarian - Vice Mayor Gore

Introduction of four additional YSC meeting attendees (non-members)

Vice Mayor Gore, explained the vision with which the Office on Youth (OOY) and YSC were reinstated. Additionally, Vice Mayor Gore will share presentations and meeting minutes to provide the YSC members with further background context.

Katina Moss moved to table bylaws until they have been revised. Motion seconded by Ruth Johnson.

**Action Items:**

- Review and become familiar with Roberts Rules of Order (abbreviated version provided in agenda packet)
- Review sample bylaws for the YSC & send updates to the City Clerk, Ronnieye Arrington, in advance of the next meeting (sample provided in agenda packet)
- Brainstorm goals, mission, & vision statements for the YSC
- Review additional information and presentation provided by Vice Mayor Gore
- Follow the OOY social media pages

**Upcoming Meeting Dates:**

- January 29, 2017
- February 26, 2017

\*\*January & February meeting dates deviate from established schedule due to holidays



Hopewell Water Renewal Commission  
 Quarterly Meeting  
 January 30, 2017

Members Present	Members Absent
Christina Luman-Bailey, Chair	None
Fred Harry, AdvanSix	
Mark Haley, City Manager	
Paul Tuck, Ashland	
Dave Anderson, WestRock	
Doug Woodhouse, Virginia American Water Company	
Stefan Calos, City Attorney	

Others Present	
Jeanie Grandstaff, H2O Renewal	Andrew Parker, AdvanSix
Matt Ellinghaus, H2O Renewal	Alex Barfield, WestRock
Shayna Johnson, H2O Renewal	Becky McDonough, Hopewell/Prince George Chamber of Commerce
Harold Walker, H2O Renewal	Chris Tabor, Hazen
	Bart Kreps, Raftelis, (by phone)

- Call to Order.** Chair Christina Luman-Bailey called the meeting to order at 1:30 on January 30, 2017. A quorum was present.
- Review for Approval: Minutes from October 17, 2016 Meeting and December 13, 2016 Special Meeting.** The minutes of the October 17, 2016 meeting were unanimously approved after a motion from Commissioner Haley, seconded by Commissioner Anderson. The December 13, 2016 minutes were unanimously approved after a motion from Commissioner Woodhouse, seconded by Commissioner Haley.
- Citizens Communication.** There was no communication from citizens at this meeting.
- Employee of the Year.** Chair Christina Luman-Bailey presented a plaque to Jeff Stiff for 2016 employee of the year. He was nominated by fellow employees because of his can-do attitude and willingness to take the time to help out. He is very positive and supportive in all that he does; no matter if it is moving files or boxes to doing all the necessary paperwork and prep work for equipment orders. He follows up on discrepancies and makes sure that orders are entered into the maintenance work order system. He has an infectious smile and is the epitome of the word "Teamwork".

5. **Staff Reports.**

- a. **Safety and Compliance.** Jeanie Grandstaff briefed the Commission on the status of plant safety and compliance stating that there had been no lost time accidents or permit violations since the last meeting.
- b. **Regulatory and Enforcement.** Matt Ellinghaus reviewed the January 30, 2017 Regulatory Affairs Report, which is attached as a part of these minutes. He reported that the total nitrogen discharged in 2016 was 1.76 million pounds compared to the permit limit of 1.83 million pounds. However, due to high phosphorus discharges from Green Plains in February 2016, the phosphorus permit limit of 76,139 pounds per year was exceeded by 1,445 pounds for which credits will need to be purchased from the nutrient exchange.
- c. **Capital Project Status.** Jeanie Grandstaff updated the Commission on the status of the capital projects: The purchase of the new centrifuge is still in the process. HDR is preparing the specifications and the bid should be advertised around the beginning of March. HDR is also designing the installation of the centrifuge.

In addition, HDR is in the process of designing the necessary plans for the UNOX and plant electrical upgrade projects.

- d. **Business Report.** Shayna Johnson, reported on the current budget status for the second quarter of FY 17 and the year-to-date. The budget report is attached as a part of these minutes. Miscellaneous revenue year to date totals are \$1,234,724.
- e. **Upcoming Maintenance Projects.** Harold Walker reported that HDR has scheduled a meeting during mid-February to discuss its evaluation on the repair of the return activated sludge line that developed a leak. Preliminary information from HDR is not recommending wrapping of the line, however, staff plans to question this recommendation.

6. **Wastewater O&M Cost Allocation Billing Methodology.** Jeanie Grandstaff began the discussion by stating that, as requested by the Commission at the December meeting, Raftelis revised the model to compare the 60/40 cost of service model with method 3A using a 3 year rolling average. This provided the Commission with information to demonstrate whether the increase in fees was due to the model or to the increase in loadings. Based on this information, Commissioner Anderson presented a spreadsheet, (attached as a part of these minutes) which consolidated the costs per Commission member by loading parameter (BOD,TSS, Flow, TN, Other). This spreadsheet outlined what was driving the difference in fees for each member. After a motion by Commissioner Harry, seconded by Commissioner Tuck, the Commission approved the 60/40 cost of service method for calculating Commission members O&M costs beginning July 1, 2017. Commissioner Anderson voted "no" on the motion.

7. **O&M Cost Allocation Agreement.** The Commission discussed the issue of reserve funds and requested information on why 180 days of the O&M budget was the recommended amount for the reserve fund. The Commission suggested that the Third Supplemental Agreement should include language on how the reserve fund is set up

and funded, how the cash flow will work, and provide flexibility on how the money will be used. Jeanie Grandstaff agreed to talk with Brendan Staley at Hunton & Williams to have the Commission's suggestions incorporated into the draft agreement and to send the Commissioners a new draft version of the agreement. The Commission's consensus was to provide comments on the agreement by February 28, 2017.

- 8. Phase 2 Status and Start-up Information.** Matt Ellinghaus provided an update on the construction status of the phase 2 nitrogen reduction project. He stated that HNP is working on correcting leaks between the MBBR tanks. Once the leaks are sealed, HNP will begin installing the media into the tanks. Matt also reported that Gravely Run Pump Station wet well had passed its leak test. The Dominion upgrade of the plant substation is complete with minor site work remaining. The project timeline status is attached as a part of these minutes.
- 9. City of Hopewell Charter Amendment Status.** Jeanie Grandstaff reported that the City's charter changes were modified after comments from WestRock. The changes which were approved by committees in the House of Delegates and the Senate allow a total of 9 industrial members and eliminates the language which required new Commission members to pay a fee equal to 4% of the original cost of the facility. The new language provides that City Council can determine this fee amount based on a recommendation by the Commission.
- 10. Billing for Capital Projects.** Jeanie Grandstaff requested guidance from the Commission on how they wished to be billed for approved capital project. Currently, billing is charged to Commission members as invoices on the projects are received. The consensus of the Commission was to continue capital project billing as invoices are received. The Commission also requested that before projects are started that a construction and cash flow schedule be provided. The next 2 projects requiring a construction and cash flow schedule are the centrifuge and Unox/plant electrical upgrade projects.
- 11. Amendment of the Nutrient General Permit Limits for Total Phosphorus.** Matt Ellinghaus reported that the new Nutrient General Permit phosphorus limit for Hopewell Water Renewal will be reduced to 61,749 pounds per year beginning in 2017. Staff will be monitoring phosphorus closely to ensure that the limit is met or that credits will need to be purchased from the nutrient exchange to obtain compliance. Potentially, phosphorus reduction treatment may be required in the future.
- 12. Hydrogen Sulfide Study and Treatment.** Matt Ellinghaus informed the Commission that staff had engaged HDR to conduct a hydrogen sulfide study of the Solids and Centrifuge buildings due to the levels of hydrogen sulfide suspected of being present and the amount of corrosion experienced on mechanical and electronic equipment. Staff requested HDR to prioritize any corrective actions that may need to be taken, so that implementation can be phased.
- 13. Phase 2 Ribbon Cutting.** Jeanie Grandstaff stated that a tentative date of May 3, 2017 has been scheduled for the ribbon cutting. Mark Haley will be the keynote speaker. However, this date may need to be postponed if start-up of the project is delayed.

- 14. New Plant Logo.** Jeanie Grandstaff showed the Commission, the attached copy of the logo, which was designed by staff and enhanced by an on-line graphic designer.
- 15. Other Discussion.** Commissioners David Anderson, Mark Haley, Paul Tuck, and Doug Woodhouse terms have expired and need to be reappointed to the Commission. All 4 of the Commissioners indicated their willingness to continue on the Commission. Jeanie Grandstaff will submit a letter to the City Clerk requesting that these members be reappointed by Council for an additional 2 year term.

Based on discussion, the Commission agreed to hold the next quarterly meeting on April 3, 2017 at 1:30 p.m.

- 16. Adjourn.** There being no further business, Chair Luman-Bailey adjourned the meeting at 3:22 p.m.

Minutes approved at the April 3, 2017 Meeting

Hopewell Water Renewal Commission  
Quarterly Meeting  
January 30, 2017, 1:30 p.m.  
Gravelly Run Training Center  
**AGENDA**

1. Call to Order Christina Luman-Bailey, Chair
2. Review for Approval: Minutes from October 17, 2016 meeting and December 13, 2016 special meeting Christina Luman-Bailey, Chair
3. Citizens Communication Five Minutes Each
4. Employee of the Year Christina Luman-Bailey, Chair
5. Staff Reports
  - a) Safety and Compliance Jeanie Grandstaff
  - b) Regulatory and Enforcement Matt Ellinghaus
  - c) Capital Project Status Jeanie Grandstaff
  - d) Business Report Shayna Johnson
  - e) Upcoming Maintenance Projects Harold Walker
6. Wastewater O&M Cost Allocation Billing Methodology Chris Tabor/Bart Kreps/Commission Members
7. O&M Cost Allocation Agreement Commission Discussion
8. Phase 2 Status and Start-up Information Matt Ellinghaus
9. City of Hopewell Status Amendment Status Jeanie Grandstaff
10. Billing for Capital Projects Jeanie Grandstaff
11. Amendment of Nutrient Permit Total Phosphorus Allocation and Potential Treatment Jeanie Grandstaff
12. Hydrogen Sulfide Study and Treatment Matt Ellinghaus
13. Phase 2 Ribbon Cutting Jeanie Grandstaff
14. New Plant Logo Jeanie Grandstaff
15. Other Discussion
16. Adjourn

Hopewell Regional Wastewater Treatment Facility  
 Quarterly Commission Meeting  
 October 17, 2016

Members Present	Members Absent
Christina Luman-Bailey, Chair	None
Fred Harry, AdvanSix	
Mark Haley, City Manager	
Paul Tuck, Ashland	
Dave Anderson, WestRock	
Doug Woodhouse, Virginia American Water Company	
Stefan Calos, City Attorney	

Others Present	
Jeanie Grandstaff, H2O Renewal	Andrew Parker, AdvanSix
Matt Ellinghaus, H2O Renewal	Richard Corbi, Virginia American Water Company
Shayna Johnson, H2O Renewal	Alex Barfield, WestRock
Harold Walker, H2O Renewal	Brendan Staley, Hunton and Williams
Chris Tabor, Hazen	
Bart Kreps, Raftelis, (by phone)	

1. **Call to Order.** Chair Christina Luman-Bailey called the meeting to order at 1:33 PM on October 17, 2016. A quorum was present.
2. **Review for Approval: Minutes from July 18, 2016 Meeting and August 22, 2016 Special Meeting.** The minutes of the July 18, 2016 meeting were unanimously approved after a motion from Commissioner Haley, seconded by Commissioner Harry. The August 22, 2016 minutes were unanimously approved after a motion from Commissioner Haley, seconded by Commissioner Harry.
3. **Citizen Communication.** There was no communication from citizens at this meeting.
4. **Staff Reports.**
  - a. **Safety and Compliance.** Jeanie Grandstaff briefed the Commission on the status of plant safety and compliance stating that there had been no lost time accidents since the last meeting. In her compliance report, she stated that the plant violated the quarterly whole effluent toxicity (WET) test in August, although the results were questionable because the control test did not show toxicity. A retest taken in September showed compliance with the WET test.
  - b. **Regulatory and Enforcement.** Matt Ellinghaus reviewed the October 17, 2016 Regulatory Affairs Report, which is attached as a part of these minutes. He noted that EPA and the facility had finally agreed to and signed a consent agreement on September 30 which settles the 2010 MACT air emission violations.
  - c. **Capital Project Status.** Jeanie Grandstaff presented a table on FY 16-17 Capital Project Status which is attached as a part of these minutes. Commissioner Anderson questioned how the projects' billing formulas were derived. Ms. Grandstaff explain that at the time of budget approval by the Commission, no billing method was determined. According to the 1995

Commission agreement, any project less than \$500,000 uses the default method outlined in section 3.2(3)(A) of the agreement, commonly referred to as method B.4 from the original 1975 agreement. For other project over \$500,000, staff applied cost based on BOD or TSS depending on the area of the plant that was receiving capital improvement. Commissioner Anderson stated that he did not remember approving the capital budget in January and Ms. Grandstaff stated that he left the meeting early before the vote was taken.

d. **Business Report.** Shayna Johnson, reported on the current budget status for the first quarter of FY 17 and the year-to-date. The budget report is attached as a part of these minutes. Miscellaneous revenue year to date totals are \$572,242.

e. **Upcoming Maintenance Projects.** Harold Walker reported on two large proposed maintenance projects. Staff is evaluating the costs of repair and/or replacement in order to include the costs in the FY 18 capital budget. One project is the repair/replacement of the return activated sludge line which has been temporarily patched until an engineering evaluation on the best method of repair or replacement can be completed. Commission Harry suggest that a pipeline wrapping method used on the Honeywell water intake may be a good solution and will send the vendor information so that this technology can be considered as part of the engineering evaluation.

The second maintenance project concerns the replacement of the main electrical switch gear. As part of the nitrogen project, Dominion Power evaluated the electrical supply and determined that to increase the electrical capacity, all of the Dominion equipment should be replaced since it is over 40 years old. HDR electrical engineers are suggesting that the plant side of the main switch gear should be replaced also in order to ensure the sustainability of the electrical service to the plant. The estimated cost is \$1.7 million.

5. **Wastewater O&M Cost Allocations.** Jeanie Grandstaff explained that the additional suggested modeling scenario requested at the August meeting was sent to the Commission in September for its review. This scenario was titled 60/40 TN & BOD. The modeling scenario is attached as a part of these minutes. Commissioner Anderson handed out a copy of a presentation (attached as a part of these minutes) that he discussed as showing that the new billing allocation methods appear to transfer the cost of the nitrogen reduction O&M from some of the other users to WestRock. Bart Kreps with Raftelis stated that the data provided by Hopewell Water Renewal for FY 16 shows that WestRock's share of O&M costs was \$5.2 million which is in line with the new modeling results. Chris Tabor with Hazen suggested that a spreadsheet be developed that shows the actual cost and percentage of costs that each user has paid over the past few years and then look at the projected percentage of cost increase for the future. Commissioner Anderson requested to discuss this issue offline with Bart Kreps. Jeanie Grandstaff stated that the budget has been depleted on this contract and requested that Hazen and Raftelis submit a budget to extend the work on this contract. The O&M Cost Allocations will be discussed further at the next meeting.

6. **O&M Cost Allocation Agreement.** Brendan Staley with Hunton and Williams briefly summarized the draft third supplement to the 1995 Commission agreement. The draft was provided to the Commissioners on October 13 for their review. The method included in the draft uses the 60/40 total nitrogen methodology that provides for a volumetric rate which makes monthly billing simpler. He explained that the billing method can be changed based on the Commission's decision on which method should be used. He also discussed the need to increase the reserve fund since billing will be based on actual flows and will be billed in arrears rather than based on projected flow and strength and billed in advance. Further discussions on the draft agreement will take place at the next meeting.

Based on guidance from the City's Finance Director, Jeanie Grandstaff explained that the new billing method would not take place until July 2017 at the beginning of the new fiscal year. Commissioner Anderson expressed concern that WestRock would be paying the higher O&M costs after start-up of the nitrogen project in March 2017.

7. **Phase 2 Status and Start-up Information.** Matt Ellinghaus briefed the Commission on the status of the phase 2 construction since the July meeting. The project timeline status is attached as a part of these minutes.
8. **Ash Handling and Scrubber Project Cost Increase.** Jeanie Grandstaff reported that in preparing the year-end adjustments, it was noted that the ash handling project was over budget by \$533,460.17. She recommended that the Commission approve taking the additional costs from FY 16 miscellaneous revenues of \$1,656,045. Attached as a part of these minutes is a breakdown of the project costs. After discussion and a motion by Commissioner Anderson, seconded by Commissioner Harry, the Commission unanimously approved the use of FY 16 miscellaneous revenue in the amount of \$533,460.17 to cover the additional cost of the Ash Handling facility.
9. **Other Discussion.** The Commission requested Jeanie Grandstaff to submit a Doodle Poll to schedule a special meeting in December for the purpose of continuing the discussions on the O&M Cost Allocation and the Third Supplement Agreement.
10. **Adjourn.** There being no further business, Chair Luman-Bailey adjourned the meeting at 3:47 p.m.

Hopewell Regional Wastewater Treatment Facility  
Special Commission Meeting  
December 13, 2016

Members Present	Members Absent
Christina Luman-Bailey, Chair	None
Fred Harry, AdvanSix	
Mark Haley, City Manager	
Paul Tuck, Ashland	
Dave Anderson, WestRock	
Doug Woodhouse, Virginia American Water Company	
Stefan Calos, City Attorney	

Others Present	
Jeanie Grandstaff, H2O Renewal	Chris Tabor, Hazen
Matt Ellinghaus, H2O Renewal	Bart Kreps, Raftelis,
Shayna Johnson, H2O Renewal	Andrew Parker, AdvanSix
Harold Walker, H2O Renewal	
Maxine Tinsley, H2O Renewal	

1. **Call to Order.** Chair Christina Luman-Bailey called the meeting to order at 1:30 PM on December 13, 2016. A quorum was present.
2. **Citizens Communication.** There was no communication from citizens at this meeting.
3. **Wastewater O&M Cost Allocation Presentation and Discussion.** Bart Kreps with Raftelis presented information on Hopewell Water Renewal's wastewater O&M Cost Summary. A copy of his presentation is attached as a part of these minutes. Bart compared each industry's 2013-2016 contribution to BOD, TSS, Flow and Nitrogen. He compared past and future O&M costs for each industry using the 60/40 cost of service methodology with the 3A methodology. After discussion, the Commission requested Raftelis to normalize the loading data by calculating the 3A methodology costs using the 3 year rolling average data used in the cost of service methodology rather than the linear projection for future year estimates that was used for the 3A methodology. Using the same data for each proposed billing methodology will allow the Commission to understand and determine what is driving the higher O&M costs in addition to the projected O&M costs for the Phase 2 Nitrogen Project. Once Raftelis has revised the calculations, it will be sent to the Commission for its review prior to the next quarterly meeting in January.
4. **Other Discussion.** The Commission set January 30, 2017 at 1:30 as the date for the next quarterly meeting.
5. **Adjourn.** There being no further business, Chair Luman-Bailey adjourned the meeting at 3:47 p.m. after a motion from Commissioner Haley, seconded by Commissioner Woodhouse.

**Regulatory Affairs / Technical Services**

**Quarterly Summary**

- Title V Permit
  - 2007 Clean Air Act Audit, April 2009, and December 2010 NOVs. In late August, EPA requested that the Administrative Order on Consent (consent order) be completed prior to the end of the Federal fiscal year. Month long negotiation commenced and was completed with the Order being signed on September 30<sup>th</sup> and is now final. We are now in the process of implementing its requirements.
  - Sewage Sludge Incinerator Rules. Installation of a new scrubber and ash handling system is complete. The new scrubber passed all the new air standards. Compliance report was submitted to DEQ at the end of April. Performance testing for the ash handling system was completed in July. Final report on fugitive dust emissions received and sent to DEQ demonstrating full compliance with the standard.
  
- VPDES Permit
  - Violations. The plant maintained compliance through the fourth quarter of 2016.
  - VPDES Permit. The VPDES permit expired on September 30, 2013. The permit was reissued and became effective on August 1, 2016. The ammonia permit limit is 25.8 mg/l Daily Maximum and 17.2 mg/l Monthly Average. The new ammonia and nitrogen limits will become effective in January 2018.
  - Section 308 Request from EPA. During the past quarter, H2O Renewal has received no further requests from EPA for information. The 2015 annual pretreatment report was submitted to EPA as required.
  
- Storm Water Permit. The July 2014 industrial storm water general permit requires sampling at each outfall for total nitrogen, total phosphorus and total suspended solids, as well as pH. To lessen the sampling burden and improve sampling locations Hazen is currently designing a method to combine existing outfalls and installing storm water controls. This will reduced the number of outfalls to 4 or 5.
  
- Environmental Management System (EMS). H2O Renewal submitted its E3 annual report on April 1, 2016. DEQ is still recognizing the facility's E3 status in the new permit even though we have experienced a number of violations/enforcement actions over the past few years. We have contracted with Aegis Environmental to assist us in updating the EMS.
  
- Nutrient Issues
  - Nutrient General Permit. The total nitrogen discharged for 2016 was 1.76 million pounds compared to the permit limit of 1.83 million pounds/year. The annual average concentration through the end of the fourth quarter was 22.6 mg/l. The Nutrient General Permit expired in December 2016. In the draft permit, James River dischargers' phosphorus allocations are being reduced by approximately 19%. H2O Renewal's phosphorus limitation will be reduced from 76,139 pounds/ year to 61,749 pounds/year. H2O Renewal typically discharges around 50,000 pounds of phosphorus/year, but due to some unexpected loadings this year, we discharged 77,584 pounds in 2016 and needed to purchase 1,445 credits on the exchange.
  - Water Quality Improvement Fund Grant Agreement for Denitrification. The 2001 grant agreement was modified to require an effluent Total Nitrogen annual average concentration of 24 mg/l and allows for a 10% exceedance to 26.4 mg/L. As stated above, the average total nitrogen discharged for 2016 was 22.6 mg/l.

Hopewell Water Renewal Commission Meeting  
January 30, 2017

- The Nutrient Exchange Association. Beginning in 2011, H2O Renewal and Honeywell (now AdvanSix) signed a nutrient credit agreement which requires H2O Renewal to purchase nitrogen credits from Honeywell at one-half The Exchange credit price. For 2016, we have agreed to purchase 181,985 credits at a cost of \$1.75/credit.
- Chesapeake Bay and James River TMDL. H2O Renewal was invited to participate on DEQ's Regulatory Advisory Panel (RAP) to comment and assist with the development of the chlorophyll a standard for the James River. An introductory meeting was held in late June and additional meetings and conference calls have been held. The primary focus to date has been review of the modeling results and determination of where Chl-a levels should be set.
- Nitrogen Reduction Alternatives Evaluation and Segregated Treatment
  - Phase 2. Construction on the phase 2 nitrogen reduction project is continuing with minor delays in some components resulting in a potential projected 25 day schedule shift. If this holds true, substantial completion will be late March 2017. A project timeline status is provided as part of the meeting agenda.
  - Water Quality Improvement Fund Grant Agreement for Phase 2 Nitrogen Reduction. H2O Renewal is submitting pay request to DEQ as invoices are received. The total grant amount spent through November 2016 is \$42,291,503.23 with a total project amount of \$65,851,381.
- Pretreatment
  - All industries are operating in compliance with current pretreatment permits.
- Sanitary Sewer System
  - Regular sewer point repairs and lining work continues. CCTV work is continuing in 3 previously unevaluated sub-basins and future rehab plans are being developed based on the CCTV work. 90% design plans have been received for sewer line stabilization at Carter Woodson Elementary School and are specs are being prepared for bid.
  - Station Street PS flow evaluation has begun to determine the cause for high flows resulting in multiple wet weather overflow events.
- Lab Certification
  - H2O Renewal's lab certification was re-issued in June 2016.

Hopewell Water Renewal Commission Meeting  
January 30, 2017

**Milestones in the upcoming timeline**

**(Italics text indicates actions predicted from a strategic analysis of available information):**

2016

- VPDES Permit Effective – August 1
- Complete Installation of Scrubber to Meet SSI MACT Rule – Completed
- Complete Installation of Ash Handling Facility to Meet SSI MACT Rule – Completed
- Laboratory Recertification Due -- Completed
- Nutrient General Permit Re-application Due – December
- *DEQ establishes final TN limits for James River dischargers based on chlorophyll study results*
- Nitrogen Reduction Project - Construction Ongoing
- Comply with SSI MACT Rule – Completed

2017

- Nutrient General Permit Effective -- January
- *Nitrogen Reduction Project Start-up - March*
- *Grant Agreement Compliance Due*
- *New EPA Ammonia Criteria Adopted*

2018

- Stormwater Permit Application Due – December

2019

- *Stormwater Permit Reissued*
- Title V Permit Application Due -- March
- *Title V Permit Reissued*

2020

- *VPDES Permit Application Due*

HOPEWELL REGIONAL WASTEWATER TREATMENT FACILITY  
BUDGET PERFORMANCE REPORT

FY 2016-2017 CATEGORY	Oct 1 to Dec 31 2nd Qtr			YTD FY 16-17			Total Budget	Available Balance Percentage
	Actual	Budget	%	YTD FY 15-16	Budget	%	BUDGET	%
Salaries	706,414	717,005		1,501,646	1,533,218		3,066,433	
Benefits	260,861	316,776		520,851	686,761		1,376,649	
<b>TOTAL LABOR</b>	<b>967,275</b>	<b>1,033,781</b>	<b>93.6%</b>	<b>2,022,497</b>	<b>2,219,979</b>	<b>91.1%</b>	<b>4,443,082</b>	<b>54.5%</b>
Power	353,165	465,375		573,553	775,625		1,861,500	
Fuel	66,420	75,000		101,883	125,000		300,000	
<b>TOTAL ENERGY</b>	<b>419,585</b>	<b>540,375</b>	<b>77.6%</b>	<b>675,436</b>	<b>900,625</b>	<b>75.0%</b>	<b>2,161,500</b>	<b>68.8%</b>
OTC	3,529	127,000		3,529	185,000		375,000	
Hypochlorite	172,388	137,500		345,264	270,834		550,000	
Lime	0	0		0	0			
Polymer	56,115	64,000		194,319	128,000		320,000	
Defoamer	12,725	5,000		12,725	5,000		20,000	
Phosphoric	13,070	17,500		21,724	29,167		70,000	
<b>TOTAL CHEMICALS</b>	<b>257,827</b>	<b>351,000</b>	<b>73.5%</b>	<b>577,561</b>	<b>618,000</b>	<b>93.5%</b>	<b>1,335,000</b>	<b>56.7%</b>
Maintenance Supply	342,660	136,750		517,067	247,917		567,000	
Contract Maintenance	61,253	127,000		141,798	246,667		543,000	
Interceptor Maintenance	2,206	3,750		3,324	6,250		15,000	
<b>TOTAL MAINTENANCE</b>	<b>406,119</b>	<b>267,500</b>	<b>151.8%</b>	<b>662,189</b>	<b>500,833</b>	<b>132.2%</b>	<b>1,125,000</b>	<b>41.1%</b>
Utilities	39,794	29,850		53,923	50,350		116,500	
Other Supplies	75,481	74,875		120,647	135,292		309,500	
Consulting	253,722	198,312		307,493	330,520		793,249	
Administration	35,765	40,275		107,125	236,292		302,100	
Residual Disposal	47,500	43,750		110,152	72,917		175,000	
Legal Services	17,934	25,000		17,934	41,667		100,000	
<b>TOTAL MISCELLANEOUS</b>	<b>470,196</b>	<b>412,062</b>	<b>114.1%</b>	<b>717,274</b>	<b>867,037</b>	<b>82.7%</b>	<b>1,796,348</b>	<b>60.1%</b>
<b>GRAND TOTAL</b>	<b>2,521,002</b>	<b>2,604,718</b>	<b>96.8%</b>	<b>4,654,958</b>	<b>5,106,475</b>	<b>91.2%</b>	<b>10,860,931</b>	<b>57.1%</b>



	Flow			BOD			TSS			TN			Other (3A)						Total		
	COS	3A	Delta	COS	3A	Delta	COS	3A	Delta	COS	3A	Delta	COS	Interceptor	Misc	Admin	Total	Delta	COS	3A	Delta
Ashland	\$63,028	\$45,559	(\$17,469)	\$914,355	\$933,368	\$19,013	\$114,036	\$95,633	(\$18,403)	\$437,788	\$430,842	(\$6,946)	\$0	\$2,143	\$93,357	\$56,963	\$152,463	\$152,463	\$1,529,207	\$1,657,865	\$128,658
Westrock	\$660,515	\$477,446	(\$183,069)	\$1,702,973	\$1,738,384	\$35,411	\$3,061,936	\$2,567,805	(\$494,131)	\$191,024	\$187,993	(\$3,031)	\$0	\$2,143	\$93,357	\$219,924	\$315,424	\$315,424	\$5,616,448	\$5,287,052	(\$329,396)
Honeywell	\$287,679	\$207,515	(\$80,164)	\$951,325	\$971,106	\$19,781	\$71,108	\$59,633	(\$11,475)	\$802,395	\$789,664	(\$12,731)	\$0	\$4,286	\$186,714	\$67,803	\$258,803	\$258,803	\$2,112,507	\$2,286,721	\$174,214
Hopewell	\$259,176	\$187,342	(\$71,834)	\$622,404	\$635,346	\$12,942	\$791,956	\$664,151	(\$127,805)	\$400,170	\$393,821	(\$6,349)	\$0	\$4,286	\$186,714	\$0	\$191,000	\$191,000	\$2,073,706	\$2,071,660	(\$2,046)
VAW	\$44,658	\$32,280	(\$12,378)	\$41,552	\$42,416	\$864	\$489,891	\$410,833	(\$79,058)	\$12,744	\$12,542	(\$202)	\$0	\$2,143	\$93,357	\$23,410	\$118,910	\$118,910	\$588,845	\$616,981	\$28,136
<b>Totals</b>	<b>\$1,315,056</b>	<b>\$950,142</b>	<b>(\$364,914)</b>	<b>\$4,232,609</b>	<b>\$4,320,620</b>	<b>\$88,011</b>	<b>\$4,528,927</b>	<b>\$3,798,055</b>	<b>(\$730,872)</b>	<b>\$1,844,121</b>	<b>\$1,814,862</b>	<b>(\$29,259)</b>		<b>\$15,001</b>	<b>\$653,499</b>	<b>\$368,100</b>	<b>\$1,036,600</b>	<b>\$1,036,600</b>	<b>\$11,920,713</b>	<b>\$11,920,279</b>	<b>(\$434)</b>

**2017 and 2018 Projection from RFC Cost of Service (COS) Model<sup>(1)</sup>**

Ashland Costs	Actual	Actual	Estimated	Estimated	COS	COS
	2013	2014	Actual	Actual	Projected	Projected
Flow	\$ 54,051	\$ 53,422	\$ 57,407	\$ 62,061	\$ 56,874	\$ 63,028
		-1.2%	7.5%	8.1%	-8.4%	10.8%
BOD	927,584	949,487	879,194	1,039,260	859,206	914,355
		2.4%	-7.4%	18.2%	-17.3%	6.4%
TSS	66,399	77,334	84,884	99,858	107,386	114,036
		16.5%	9.8%	17.6%	7.5%	6.2%
TN					391,918	437,788
						11.7%
Interceptor	1,899	1,867	1,120	6,078		
		-1.7%	-40.0%	442.9%		
Misc.	75,918	79,507	89,031	117,882		
		4.7%	12.0%	32.4%		
Admin.	53,592	54,862	45,641	53,319		
		2.4%	-16.8%	16.8%		
<b>Total</b>	<b>\$ 1,179,443</b>	<b>\$ 1,216,479</b>	<b>\$ 1,157,276</b>	<b>\$ 1,378,458</b>	<b>\$ 1,415,384</b>	<b>\$ 1,529,207</b>
		3.1%	-4.9%	19.1%	2.7%	8.0%

(1) Interceptor, Miscellaneous, and Administrative costs allocated using composite

**2017 and 2018 Projection based on 3A Methodology**

Ashland Costs	Actual	Actual	Estimated	Estimated	Initial	Initial
	2013	2014	Actual	Actual	Projection	Projection
Flow	\$ 54,051	\$ 53,422	\$ 57,407	\$ 62,061	\$ 45,559	\$ 45,559
		-1.2%	7.5%	8.1%	-26.6%	0.0%
BOD	927,584	949,487	879,194	1,039,260	933,368	933,368
		2.4%	-7.4%	18.2%	-10.2%	0.0%
TSS	66,399	77,334	84,884	99,858	95,633	95,633
		16.5%	9.8%	17.6%	-4.2%	0.0%
TN					231,188	430,842
						86.4%
Interceptor	1,899	1,867	1,120	6,078	2,143	2,143
		-1.7%	-40.0%	442.9%	-64.7%	0.0%
Misc.	75,918	79,507	89,031	117,882	93,357	93,357
		4.7%	12.0%	32.4%	-20.8%	0.0%
Admin.	53,592	54,862	45,641	53,319	56,963	56,963
		2.4%	-16.8%	16.8%	6.8%	0.0%
<b>Total</b>	<b>\$ 1,179,443</b>	<b>\$ 1,216,479</b>	<b>\$ 1,157,276</b>	<b>\$ 1,378,458</b>	<b>\$ 1,458,211</b>	<b>\$ 1,657,865</b>
		3.1%	-4.9%	19.1%	5.8%	13.7%

Ashland Historical Loadings				
	2013	2014	2015	2016
Flow (MG)	481.6	435.7	480.0	496.0
BOD (klbs)	6,413.2	5,808.2	6,055.0	6,807.7
TSS (klbs)	620.5	524.8	607.1	658.3
TN (klbs)	-	711,238.7	755,246.0	680,833.8

2017 and 2018 Projection from RFC Cost of Service (COS) Model<sup>(1)</sup>

	Actual 2013	Actual 2014	Estimated Actual 2015	Estimated Actual 2016	COS Projected 2017	COS Projected 2018
Flow	\$ 239,443	\$ 242,389	\$ 268,157	\$ 278,315	\$ 259,589	\$ 287,679
		1.2%	10.6%	3.8%	-6.7%	10.8%
BOD	845,871	850,692	1,122,727	990,774	893,946	951,325
		0.6%	32.0%	-11.8%	-9.8%	6.4%
TSS	45,765	44,915	57,910	60,319	66,962	71,108
		-1.9%	28.9%	4.2%	11.0%	6.2%
TN					718,324	802,395
						11.7%
Interceptor	22,788	3,734	2,239	12,156		
		-83.6%	-40.0%	442.9%		
Misc.	151,835	159,014	178,062	235,764		
		4.7%	12.0%	32.4%		
Admin.	61,249	61,433	66,887	63,466		
		0.3%	8.9%	-5.1%		
<b>Total</b>	<b>\$ 1,366,951</b>	<b>\$ 1,362,178</b>	<b>\$ 1,695,982</b>	<b>\$ 1,640,794</b>	<b>\$ 1,938,820</b>	<b>\$ 2,112,506</b>
		-0.3%	24.5%	-3.3%	18.2%	9.0%



	Honeywell Historical Loadings			
	2013	2014	2015	2016
Flow (MG)	2,133.3	1,977.1	2,242.1	2,224.5
BOD (klbs)	5,848.3	5,203.8	7,732.2	6,489.8
TSS (klbs)	427.7	304.8	414.2	397.3
TN (klbs)	-	1,283,360.7	1,426,560.3	1,225,769.8

(1) Interceptor, Miscellaneous, and Administrative costs allocated using composite

2017 and 2018 Projection based on 3A Methodology

	Actual 2013	Actual 2014	Estimated Actual 2015	Estimated Actual 2016	Initial Projection 2017	Initial Projection 2018
Flow	\$ 239,443	\$ 242,389	\$ 268,157	\$ 278,315	\$ 207,945	\$ 207,515
		1.2%	10.6%	3.8%	-25.3%	-0.2%
BOD	845,871	850,692	1,122,727	990,774	971,106	971,106
		0.6%	32.0%	-11.8%	-2.0%	0.0%
TSS	45,765	44,915	57,910	60,319	59,633	59,633
		-1.9%	28.9%	4.2%	-1.1%	0.0%
TN					\$ 423,730	\$ 789,664
						86.4%
Interceptor	\$ 22,788	\$ 3,734	\$ 2,239	\$ 12,156	\$ 4,286	\$ 4,286
		-83.6%	-40.0%	442.9%	-64.7%	0.0%
Misc.	\$ 151,835	\$ 159,014	\$ 178,062	\$ 235,764	\$ 186,714	\$ 186,714
		4.7%	12.0%	32.4%	-20.8%	0.0%
Admin.	\$ 61,249	\$ 61,433	\$ 66,887	\$ 63,466	\$ 67,803	\$ 67,803
		0.3%	8.9%	-5.1%	6.8%	0.0%
<b>Total</b>	<b>\$ 1,366,951</b>	<b>\$ 1,362,178</b>	<b>\$ 1,695,982</b>	<b>\$ 1,640,794</b>	<b>\$ 1,921,219</b>	<b>\$ 2,286,722</b>
		-0.3%	24.5%	-3.3%	17.1%	19.0%

2017 and 2018 Projection from RFC Cost of Service (COS) Model<sup>(1)</sup>

	Actual 2013	Actual 2014	Estimated Actual 2015	Estimated Actual 2016	COS Projected 2017	COS Projected 2018
<b>Hopewell Costs</b>						
Flow	\$ 213,718	\$ 242,839	\$ 226,924	\$ 241,113	\$ 233,869	\$ 259,176
		13.6%	-6.6%	6.3%	-3.0%	10.8%
BOD	678,958	651,614	628,273	671,183	584,864	622,404
		-4.0%	-3.6%	6.8%	-12.9%	6.4%
TSS	591,171	665,987	567,975	584,635	745,773	791,956
		12.7%	-14.7%	2.9%	27.6%	6.2%
TN					358,242	400,170
						11.7%
Interceptor	3,798	3,734	2,239	12,156		
		-1.7%	-40.0%	442.9%		
Misc.	151,835	159,014	178,062	235,764		
		4.7%	12.0%	32.4%		
Admin.						
<b>Total</b>	<b>\$ 1,639,480</b>	<b>\$ 1,723,188</b>	<b>\$ 1,603,472</b>	<b>\$ 1,744,852</b>	<b>\$ 1,922,748</b>	<b>\$ 2,073,706</b>
		5.1%	-6.9%	8.8%	10.2%	7.9%

(1) Interceptor, Miscellaneous, and Administrative costs allocated using composite

2017 and 2018 Projection based on 3A Methodology

	Actual 2013	Actual 2014	Estimated Actual 2015	Estimated Actual 2016	Initial Projection 2017	Initial Projection 2018
<b>Hopewell Costs</b>						
Flow	\$ 213,718	\$ 242,839	\$ 226,924	\$ 241,113	\$ 187,342	\$ 187,342
		13.6%	-6.6%	6.3%	-22.3%	0.0%
BOD	678,958	651,614	628,273	671,183	635,346	635,346
		-4.0%	-3.6%	6.8%	-5.3%	0.0%
TSS	591,171	665,987	567,975	584,635	664,151	664,151
		12.7%	-14.7%	2.9%	13.6%	0.0%
TN					\$ 211,323	\$ 393,821
						86.4%
Interceptor	3,798	3,734	2,239	12,156	4,286	4,286
		-1.7%	-40.0%	442.9%	-64.7%	0.0%
Misc.	151,835	159,014	178,062	235,764	186,714	186,714
		4.7%	12.0%	32.4%	-20.8%	0.0%
Admin.						
<b>Total</b>	<b>\$ 1,639,480</b>	<b>\$ 1,723,188</b>	<b>\$ 1,603,472</b>	<b>\$ 1,744,852</b>	<b>\$ 1,889,162</b>	<b>\$ 2,071,661</b>
		5.1%	-6.9%	8.8%	8.3%	9.7%

	Hopewell Historical Loadings			
	2013	2014	2015	2016
Flow (MG)	1,904.1	1,980.8	1,897.3	1,927.2
BOD (klbs)	4,694.2	3,986.1	4,326.9	4,396.4
TSS (klbs)	5,524.2	4,519.2	4,062.4	3,851.1
TN (klbs)	-	677,907.9	650,262.5	634,636.6

2017 and 2018 Projection from RFC Cost of Service (COS) Model<sup>(1)</sup>

VAWCO Costs	Actual 2013	Actual 2014	Estimated Actual 2015	Estimated Actual 2016	COS Projected 2017	COS Projected 2018
Flow	\$ 39,264	\$ 43,336	\$ 38,637	\$ 40,507	\$ 40,297	\$ 44,658
		10.4%	-10.8%	4.8%	-0.5%	10.8%
BOD	33,073	47,774	43,690	38,984	39,046	41,552
		44.4%	-8.5%	-10.8%	0.2%	6.4%
TSS	249,810	409,161	372,886	341,144	461,323	489,891
		63.8%	-8.9%	-8.5%	35.2%	6.2%
TN					11,409	12,744
						11.7%
Interceptor	1,899	1,867	1,120	6,078		
		-1.7%	-40.0%	442.9%		
Misc.	75,918	79,507	89,031	117,882		
		4.7%	12.0%	32.4%		
Admin.	19,039	27,471	22,392	21,913		
		44.3%	-18.5%	-2.1%		
<b>Total</b>	<b>\$ 419,003</b>	<b>\$ 609,115</b>	<b>\$ 567,755</b>	<b>\$ 566,507</b>	<b>\$ 552,076</b>	<b>\$ 588,846</b>
		45.4%	-6.8%	-0.2%	-2.5%	6.7%

(1) Interceptor, Miscellaneous, and Administrative costs allocated using composite

2017 and 2018 Projection based on 3A Methodology

VAWCO Costs	Actual 2013	Actual 2014	Estimated Actual 2015	Estimated Actual 2016	Initial Projection 2017	Initial Projection 2018
Flow	\$ 39,264	\$ 43,336	\$ 38,637	\$ 40,507	\$ 32,280	\$ 32,280
		10.4%	-10.8%	4.8%	-20.3%	0.0%
BOD	33,073	47,774	43,690	38,984	42,416	42,416
		44.4%	-8.5%	-10.8%	8.8%	0.0%
TSS	249,810	409,161	372,886	341,144	410,833	410,833
		63.8%	-8.9%	-8.5%	20.4%	0.0%
TN					6,730	12,542
						86.4%
Interceptor	1,899	1,867	1,120	6,078	2,143	2,143
		-1.7%	-40.0%	442.9%	-64.7%	0.0%
Misc.	75,918	79,507	89,031	117,882	93,357	93,357
		4.7%	12.0%	32.4%	-20.8%	0.0%
Admin.	19,039	27,471	22,392	21,913	23,410	23,410
		44.3%	-18.5%	-2.1%	6.8%	0.0%
<b>Total</b>	<b>\$ 419,003</b>	<b>\$ 609,115</b>	<b>\$ 567,755</b>	<b>\$ 566,507</b>	<b>\$ 611,170</b>	<b>\$ 616,982</b>
		45.4%	-6.8%	-0.2%	7.9%	1.0%

VAWCO Historical Loadings				
	2013	2014	2015	2016

Flow (MG)	349.8	353.5	323.0	323.8
BOD (klbs)	228.7	292.2	300.9	255.4
TSS (klbs)	2,334.4	2,776.5	2,667.1	2,247.2
TN (klbs)	-	21,005.0	19,539.0	21,966.7

2017 and 2018 Projection from RFC Cost of Service (COS) Model<sup>(1)</sup>

WestRock Costs	Actual		Estimated		Estimated		Projected		Projected	
	2013	2014	2014	2015	Actual	2016	2017	2018	2017	2018
Flow	\$ 506,544	\$ 557,070	\$ 557,070	\$ 622,428	\$ 631,420	\$ 631,420	\$ 596,021	\$ 660,515		
		10.0%	10.0%	11.7%	1.4%	1.4%	-5.6%	10.8%		
BOD	1,641,475	1,718,128	1,718,128	1,781,771	1,830,806	1,830,806	1,600,258	1,702,973		
		4.7%	4.7%	3.7%	2.8%	2.8%	-12.6%	6.4%		
TSS	2,233,516	2,023,373	2,023,373	2,470,933	2,529,963	2,529,963	2,883,381	3,061,936		
		-9.4%	-9.4%	22.1%	2.4%	2.4%	14.0%	6.2%		
TN							171,009	191,024		
Interceptor	1,899	1,867	1,867	1,120	6,078	6,078				
		-1.7%	-1.7%	-40.0%	442.9%	442.9%				
Misc.	75,918	79,507	79,507	89,031	117,882	117,882				
		4.7%	4.7%	12.0%	32.4%	32.4%				
Admin.	212,271	206,862	206,862	203,864	205,856	205,856				
		-2.5%	-2.5%	-1.4%	1.0%	1.0%				
<b>Total</b>	<b>\$ 4,671,623</b>	<b>\$ 4,586,807</b>	<b>\$ 4,586,807</b>	<b>\$ 5,169,147</b>	<b>\$ 5,322,005</b>	<b>\$ 5,322,005</b>	<b>\$ 5,250,669</b>	<b>\$ 5,616,447</b>	<b>-1.3%</b>	<b>7.0%</b>

(1) Interceptor, Miscellaneous, and Administrative costs allocated using composite

2017 and 2018 Projection based on 3A Methodology

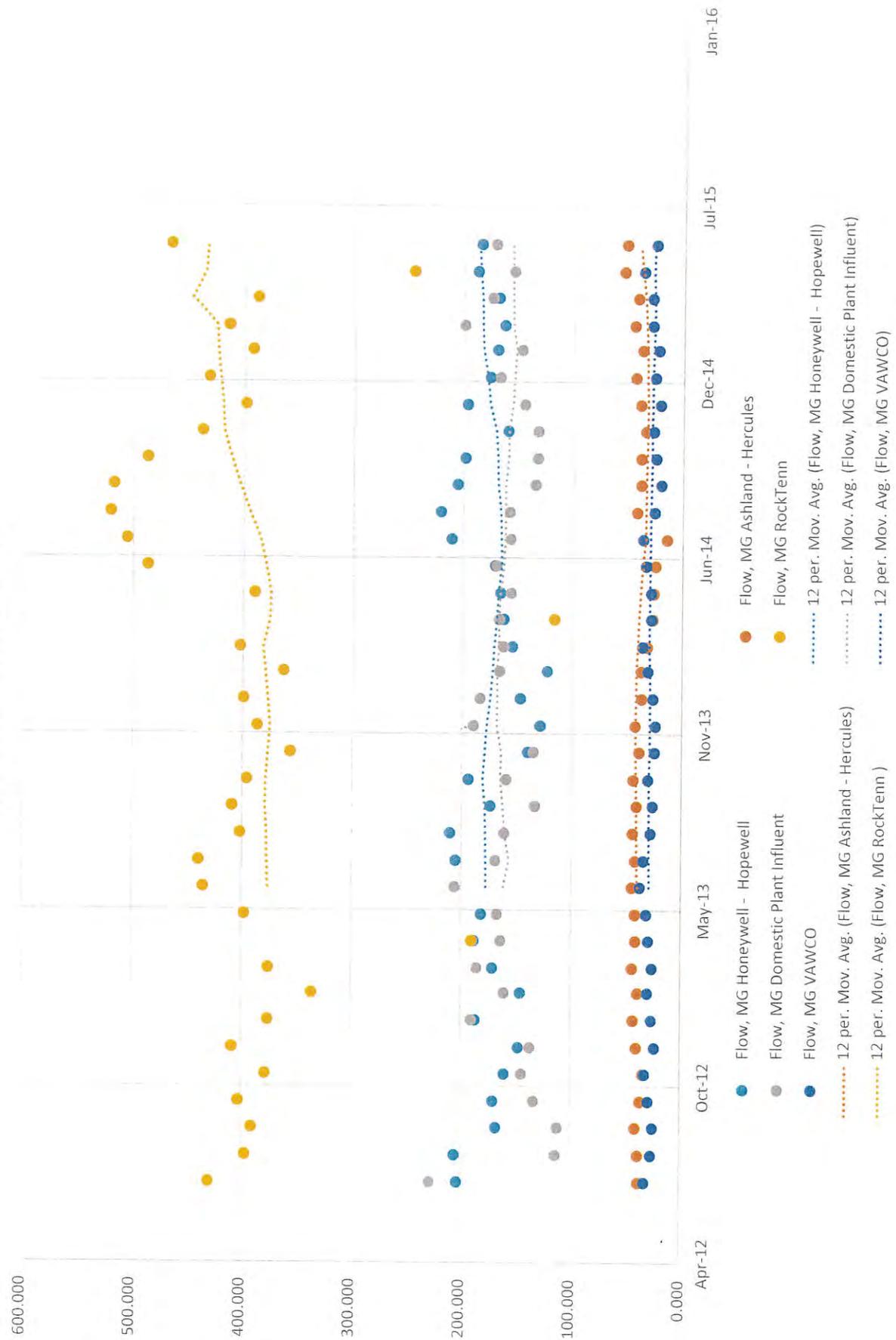
WestRock Costs	Actual		Estimated		Estimated		Initial		Initial	
	2013	2014	2014	2015	Actual	2016	Projection	2017	Projection	2018
Flow	\$ 506,544	\$ 557,070	\$ 557,070	\$ 622,428	\$ 631,420	\$ 631,420	\$ 477,446	\$ 477,446		
		10.0%	10.0%	11.7%	1.4%	1.4%	-24.4%	0.0%		
BOD	1,641,475	1,718,128	1,718,128	1,781,771	1,830,806	1,830,806	1,738,384	1,738,384		
		4.7%	4.7%	3.7%	2.8%	2.8%	-5.0%	0.0%		
TSS	2,233,516	2,023,373	2,023,373	2,470,933	2,529,963	2,529,963	2,567,805	2,567,805		
		-9.4%	-9.4%	22.1%	2.4%	2.4%	1.5%	0.0%		
TN							\$ 100,876	\$ 187,993		
Interceptor	\$ 1,899	\$ 1,867	\$ 1,867	\$ 1,120	\$ 6,078	\$ 6,078	\$ 2,143	\$ 2,143		
		-1.7%	-1.7%	-40.0%	442.9%	442.9%	-64.7%	0.0%		
Misc.	\$ 75,918	\$ 79,507	\$ 79,507	\$ 89,031	\$ 117,882	\$ 117,882	\$ 93,357	\$ 93,357		
		4.7%	4.7%	12.0%	32.4%	32.4%	-20.8%	0.0%		
Admin.	\$ 212,271	\$ 206,862	\$ 206,862	\$ 203,864	\$ 205,856	\$ 205,856	\$ 219,924	\$ 219,924		
		-2.5%	-2.5%	-1.4%	1.0%	1.0%	6.8%	0.0%		
<b>Total</b>	<b>\$ 4,671,623</b>	<b>\$ 4,586,807</b>	<b>\$ 4,586,807</b>	<b>\$ 5,169,147</b>	<b>\$ 5,322,005</b>	<b>\$ 5,322,005</b>	<b>\$ 5,199,936</b>	<b>\$ 5,287,052</b>	<b>-2.3%</b>	<b>1.7%</b>

	WestRock Historical Loadings			
	2013	2014	2015	2016
Flow (MG)	4,513.0	4,543.9	5,204.2	5,046.8
BOD (klbs)	11,349.0	10,510.1	12,271.0	11,993.1
TSS (klbs)	20,871.3	13,730.2	17,673.3	16,665.3
TN (klbs)	-	271,173.0	336,766.8	329,018.1

	2013	2014	2015	2016
Flow (MG)	4,513.0	4,543.9	5,204.2	5,046.8
BOD (klbs)	11,349.0	10,510.1	12,271.0	11,993.1
TSS (klbs)	20,871.3	13,730.2	17,673.3	16,665.3
TN (klbs)	-	271,173.0	336,766.8	329,018.1

Flow, MG				BOD, thousand pounds				TSS, thousand pounds						
Honeywell - Hopewell	Ashland - Hercules	Domestic Plant Influent	RockTenn	VAWCO	Honeywell - Hopewell	Ashland - Hercules	Domestic Plant Influent	RockTenn	VAWCO	Honeywell - Hopewell	Ashland - Hercules	Domestic Plant Influent	RockTenn	VAWCO
2117.5	465.8	1921.9	4753.7	342.1	6261.4	6092.1	3670.0	11376.7	273.9	382.2	584.1	4709.7	16365.2	2592.6
9,600.92				27,674.24				24,633.81						

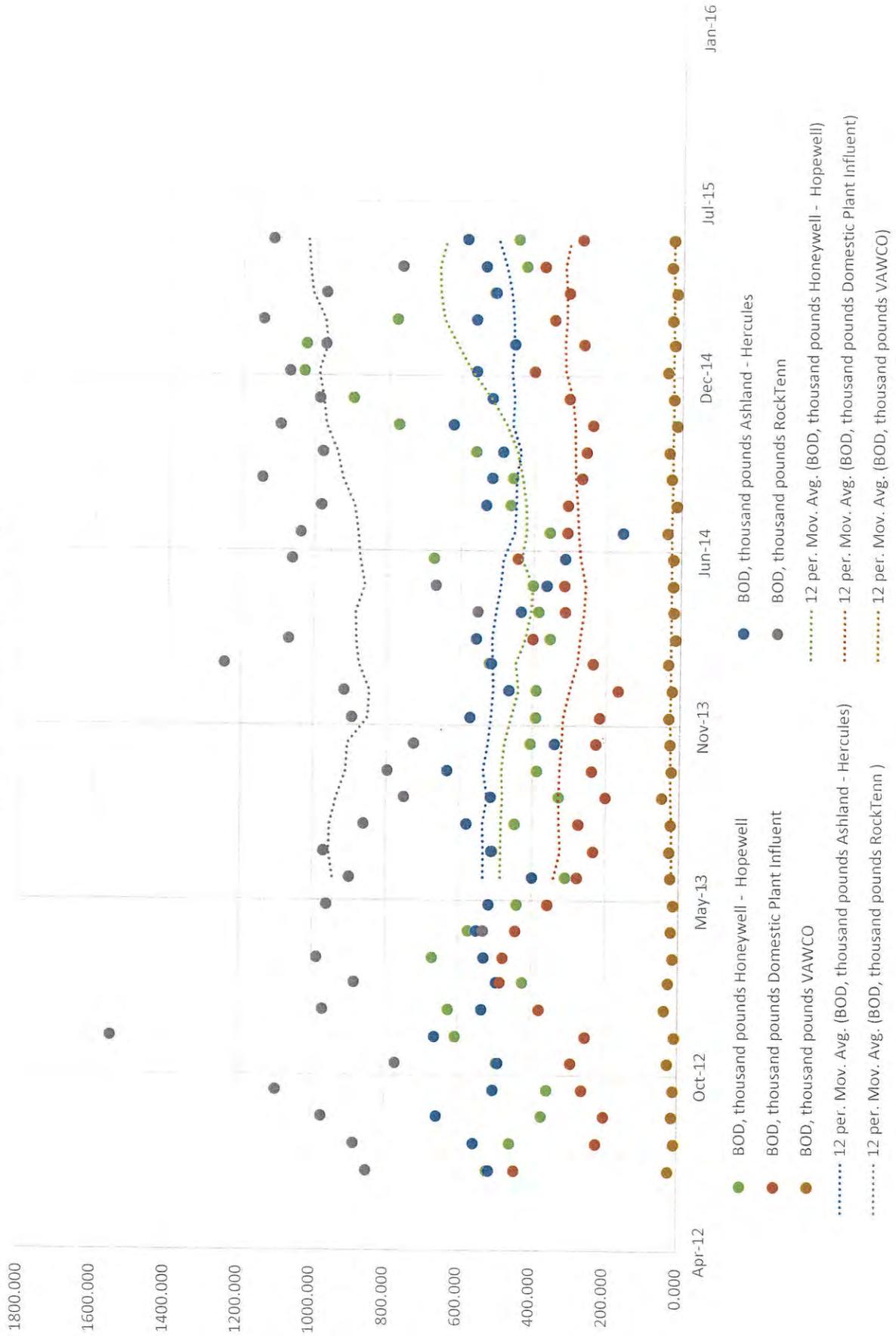
FY 13 through FY 15 Flow (mgal)  
w/ annual moving average



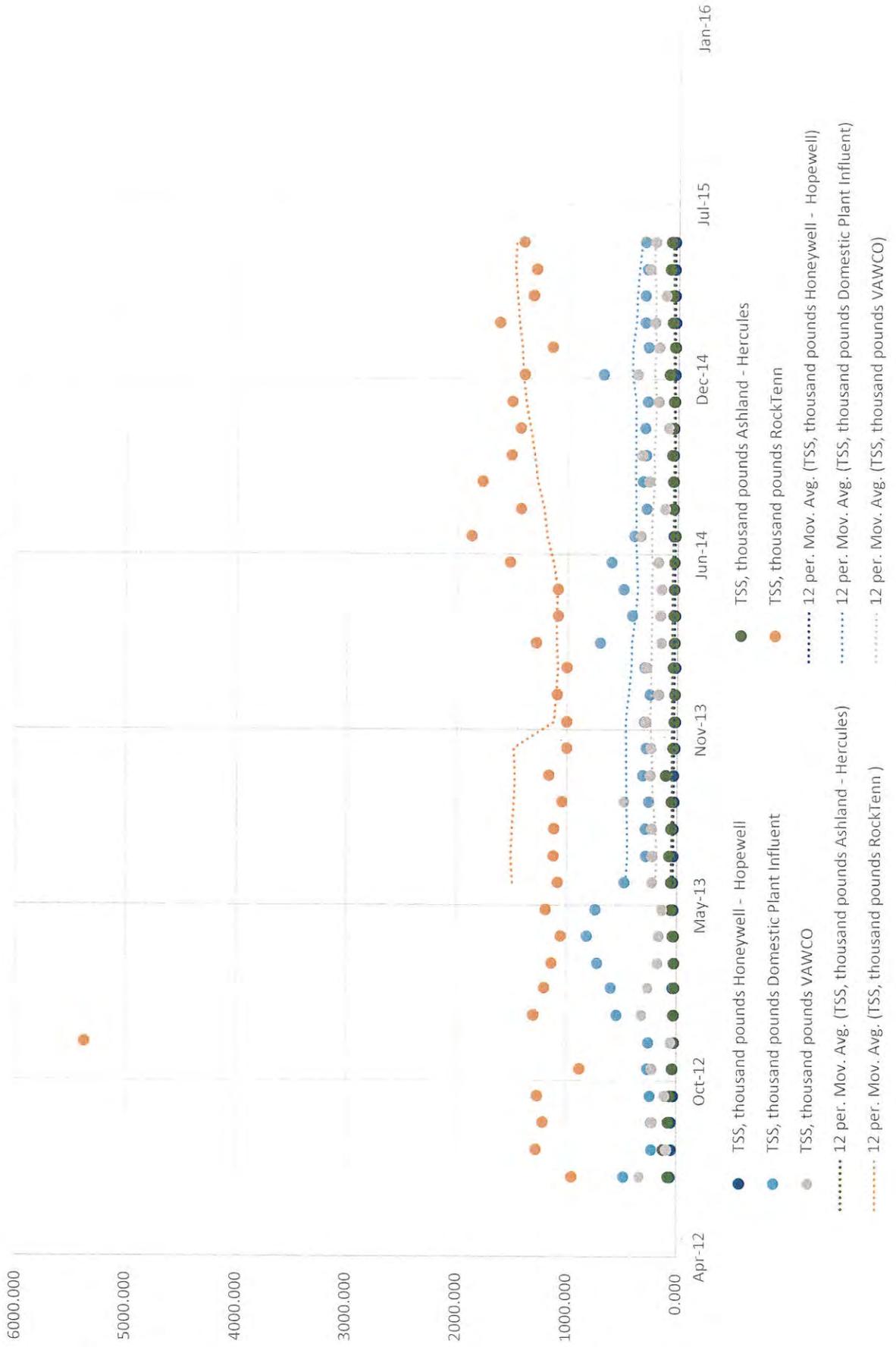
Apr-12 May-13 Nov-13 Jun-14 Dec-14 Jul-15 Jan-16

- Flow, MG Honeywell - Hopewell
- Flow, MG Ashland - Hercules
- Flow, MG Domestic Plant Influent
- Flow, MG VAWCO
- ..... 12 per. Mov. Avg. (Flow, MG Honeywell - Hopewell)
- ..... 12 per. Mov. Avg. (Flow, MG Ashland - Hercules)
- ..... 12 per. Mov. Avg. (Flow, MG RockTenn)

FY 13 through FY 15 BOD (klbs)  
w/ annual moving average



# FY 13 through FY 15 TSS (klbs) w/ annual moving average



## HRWTF Phase 2 Nitrogen Reduction Project Timeline Status

June 13, 2014	City Manager signed the PPEA comprehensive agreement with Hopewell Nutrient Partners (HNP) to proceed with the phase 2 project.
July 15, 2014	Notice to proceed with the project issued to HNP.
July 16, 2014	Purchased \$4 million of MBBR media to avoid price increases due to cost of Euro and oil price increases. Saved the project \$635,000.
July 28, 2014	Commission meeting – approved language for the Second Supplement to the 1995 HRWTF Commission Agreement.
August 1, 2014	Virginia Resource Authority (VRA) application submitted to participate in VRA's November bond sale.
August 7, 2014	Kick-off meeting held with HNP to set the schedules for design and construction of the project. Construction scheduled for completion in January 2017.
August 12, 2014	City Council approved Second Supplement Agreement to 1995 HRWTF Agreement.
August 19, 2014	Modification of the WQIF Grant Agreement approved by DEQ Director. Cost of the project modified to \$76,328,041 with a \$49,129,657 grant. Also includes a \$3,153,374 construction contingency of 5%. HNP cost for project is \$70,410,599. Third part design review and construction inspection cost is \$2,681,664.
September 2014	Final Engineering Report submitted to DEQ for review along with application for certificate to construct.
September 2014	City of Hopewell application for site disturbance permit submitted.
September 9, 2014	Second pre-construction and design review meeting held with HNP.
October 2014	Construction trailers set up on site.
October 8, 2014	Third pre-construction and design review meeting held with HNP.
November 2014	Began receiving MBBR media. Shipments will be sent monthly for 19 months until all media is received.
November 12, 2014	Fourth pre-construction and design review meeting held with HNP.
November 19, 2014	Bond sale closing. Borrowed \$5 million. Honeywell and RockTenn agreed to make monthly cash payments for their percentage of costs over the course of the project.
December 3, 2014	Certificate to Construct issued by DEQ.

December 10, 2014	City issued Site Disturbance Permit.
December 15, 2014	Site clearing began.
December 16-17, 2014	60% Design review conducted and fifth construction meeting held with HNP.
January 2015	Oxycharger equipment received and installed.
January 13, 2015	60% Design comment review meeting conducted with Hazen and Sawyer.
January 14, 2015	Sixth construction meeting held with HNP.
January 16, 2015	Hazen and Sawyer and HRWTF comments on 60% design submitted to HNP.
February 11, 2015	Seventh construction meeting held with HNP.
February 24, 2015	Minor new source review air permit issued for Phase 2 project
February 28, 2015	Revised Certificate to Construct issued to incorporate changes that included deletion of UNOX first stage mixers and installation of third domestic screen.
March 11, 2015	Eighth construction meeting held with HNP.
April 13, 2015	Ninth construction meeting held with HNP.
April 10, 2015	City of Hopewell Building Permit for concrete work issued.
April 23, 2015	90% design review meeting held.
May 4, 2015	Chlorine Contact Tank (CCT) excavation complete, rebar & concrete work begins.
May 13, 2015	Tenth monthly construction meeting held with HNP
May 21, 2015	DAF surcharge pile complete
May 28, 2015	First CCT concrete slab pours begin
June 2, 2015	MBBR surcharge settlement complete, removal begins
June 10, 2015	Final monthly construction meeting held with HNP, switching to weekly coordination meetings
June 29, 2015	DAF units 1 & 2 received and stored offsite.
July 14, 2015	Balance of Permit design complete, package being prepared for permit review. Tower crane assembled
September 1, 2015	CCT concrete pours completed. MBBR rebar work begins. All surcharge removal complete. Ash Loading Facility change order approved.
September 22, 2015	60% of media received. Electrical duct bank installation underway. First MBBR concrete slab pours and DAF piping being installed.

October 15, 2015	CCT Concrete cores taken from 3 slab sections for strength testing and evaluation due to low test cylinder break numbers from that batch of concrete.
October 20, 2015	Honeywell valve tie-in preparation begins. MBBR air piping and sieves received.
November 2, 2015	Fine screen and associated equipment received. Anticipate installation during 1 <sup>st</sup> quarter of 2016.
November 4, 2015	Valve Tie-in on Honeywell discharge line to GRPS done (4 hour Honeywell shutdown required). MBBR IPS excavation began.
November 10, 2015	MBBR wall rebar begins with base slab continuation. MBBR IPS mud mat poured.
November 24, 2015	MBBR base slab complete.
December 1, 2015	DAF & Blower Building footings formed and poured, MBBR IPS base slab poured. Ash Handling Facility subsurface utility relocation complete.
January 12, 2016	195 loads of media received, 33 loads remain. CCT filled with NPW to prep for leak test. 1,100 LF of HDPE pipe fused and installed beginning at Hummel Ross Road.
February 9, 2016	Ash Handling Facility building slab poured. Installation prep for 3 <sup>rd</sup> fine screen complete.
March 1, 2016	Temporary Ash Handling enclosure constructed and sealed up. Ash building begins construction. Sheeting work at Gravelly Run PS begins.
March 15, 2016	Third fine screen installed. DAF concrete slab pours begin.
March 22, 2016	Gravelly Run PS excavation begins. MBBR IPS leak test underway.
April 5, 2016	Three DAF Units set in place. MBBR IPS leak test complete and backfill begins. Sodium hydroxide tank pads poured.
April 12, 2016	HNP Requesting 30 day extension on project due to weather delays. Final media delivery has been shipped and will be received by end of April. GRPS excavation complete, mud-mat poured and slab form work underway.
April 14, 2016	Meeting held with DEQ to discuss start-up and issuance of certificate to operate. DEQ agreed no CTO needed to start up the new chlorine contact tank. CTO would be issued once MBBR achieves nitrogen reduction.
April 21, 2016	All media received and stored at old primary plant. GRPS base slab poured. Blower building slab complete & NaOH concrete containment structure complete. DAF building construction underway.
May 3, 2016	Begin MBBR structural channel slabs and walkway form work.
May 10, 2016	DAF building work continues. DAF piping installation has begun. Blower building framing underway. CCT gates and equipment installed.
May 17, 2016	World Water Works on site to assist with DAF setup and installation.
May 31, 2016	Ash Handling Facility substantially complete and fully operational. DAF building nearing completion. Blower building walls going up.

June 6, 2016	MBBR IPS top slab complete. IPS and NaOH buildings delivered. MBBR channel slabs and walls continue.
June 21, 2016	HDPE force main pipe install completed. Polymer feed equipment installation underway. NaOH containment structure coatings complete. GRPS leak test in process.
July 12, 2016	DAF & Blower building doors installed. NaOH tanks delivered and set in place. GRPS leak test complete and acceptable. MBBR IPS coating prep underway.
August 2, 2016	GRFM pressure test begins on HDPE pipe.
August 4, 2016	Conference call with Dominion Power, HDR & DEQ to finalize substation upgrade and confirm grant eligibility.
August 9, 2016	MBBR equipment installation begins in Train 1 with screens and mixers. GRFM pressure test completed.
August 22, 2016	Dominion substation upgrade work begins.
September 9, 2016	CCT Floor coating completed. MBBR Recycle Station equipment installation underway. MBBR equipment installation in Train 2 begins.
September 20, 2016	MBBR Equipment install begins in Train 3. Addition of potable water hydrant for fire protection and upsize of proposed 3" water line to 8" will result in a change order (OCO#4).
September 27, 2016	GRPS Electrical building pad complete and building being erected.
October 4, 2016	MBBR structural concrete pour out complete. Grinding and patching tie holes and caulking underway. Fiber optic lines being run on site. Dominion work delayed due to weather and Hurricane Matthew crew re-allocation.
October 11, 2016	MBBR Equipment installation in Trains 3 & 4. MBBR IPS above ground valves and piping installed. GRPS Flow Control Structure concrete begins.
October 25, 2016	Dominion Substation Upgrade, side 1 complete and switched over. Work on side 2 begins.
November 8, 2016	WWW MBBR equipment installation near complete. MBBR gates begin installation and prepping Train 1, 2 & 3 for filling. Subcontractor for storm drain and curb & gutter remobilized. Manufacturer equipment checkouts begin.
November 30, 2016	Phase II start up meeting help with HNP and WWW. On track for March timeframe.
December 6, 2016	GRPS wet well top poured. IPS flow straighteners installed and pump piping installed.
December 13, 2016	MBBR leak injection underway on all exterior wall and some interior walls. Hand rail and grating complete.
January 24, 2017	GRPS wet well leak test underway. IPS pump startup and testing complete. Dominion Substation side 2 complete and switched over. Minor DVP site work remains.

CITY OF  
**HOPWELL**  
WATER RENEWAL





January 30, 2017

P.O. Box 969  
Hopewell, VA 23860

**Regional  
Wastewater  
Treatment  
Facility**

Mr. Ross A. Kearney, III  
Hopewell City Clerk  
300 N. Main Street  
Hopewell, VA 23860

Dear Mr. Kearney:

Per your notification today that several Hopewell Water Renewal Commissioners have reached the end of their term, I reached out to each Commissioner regarding their interest in continuing to serve on the Commission. Based on that conversation, the following Commissioners wish to be re-nominated and to retain their seats on the Hopewell Water Renewal Commission for an additional 2 year term:

David Anderson – WestRock  
Mark Haley – City of Hopewell  
Paul Tuck – Ashland  
Dough Woodhouse – Virginia American Water Company

Please request City Council to reappoint these Commissioners. I believe this will complete the appointment of members for the Commission. Thank you for your assistance.

Sincerely,

Jeanie Grandstaff  
Director

Cc: Mark Haley, City Manager  
Stefan Calos, City Attorney

## Jeanie Grandstaff

---

**From:** Ross A. Kearney III  
**Sent:** Monday, January 30, 2017 11:24 AM  
**To:** Jeanie Grandstaff  
**Subject:** H2O Water Renewal Appointments

**Importance:** High

Hi Jeanie:

Please send me a letter asking Council to reappoint the following individuals for a 2 year term

Dave Anderson  
Mark Haley  
Paul Tuck  
Doug Woodhouse

Thank you!!!!

**Ross A. Kearney, III**  
**Hopewell City Clerk**  
**300 N. Main St.**  
**Hopewell, VA 23860**  
**804-541-2249 (Phone)**  
**804-541-2248 (Fax)**  
[rkearney@hopewellva.gov](mailto:rkearney@hopewellva.gov)



Hopewell Water Renewal Commission  
 Quarterly Meeting  
 April 3, 2017

Members Present	Members Absent
Christina Luman-Bailey, Chair	Doug Woodhouse, Virginia American Water Company
Fred Harry, AdvanSix	Dan Rowland, WestRock
Mark Haley, City Manager	
Paul Tuck, Ashland	
Stefan Calos, City Attorney	

Others Present	
Jeanie Grandstaff, H2O Renewal	Andrew Parker, AdvanSix
Matt Ellinghaus, H2O Renewal	Alex Barfield, WestRock
Shayna Johnson, H2O Renewal	
Harold Walker, H2O Renewal	

1. **Call to Order.** Chair Christina Luman-Bailey called the meeting to order at 1:30 on April 3, 2017. A quorum was present.
2. **Review for Approval: Minutes from January 30, 2017.** The minutes of the January 30, 2017 meeting were unanimously approved after a motion from Commissioner Harry, seconded by Commissioner Haley.
3. **Citizens Communication.** There was no communication from citizens at this meeting.
4. **Staff Reports.**
  - a. **Safety and Compliance.** Jeanie Grandstaff stated that there had been no accidents or non-compliance incidents since the January meeting
  - b. **Regulatory and Enforcement.** Matt Ellinghaus reviewed the April 3, 2017 Regulatory Affairs Report, which is attached as a part of these minutes. He reported that the 2017 annualized amount of total nitrogen discharged is 1.83 million pounds compared to the permit limit of 1.83 million pounds. However, due to high phosphorus discharges from Green Plains in the spring of 2016, the phosphorus permit limit of 76,139 pounds per year was exceeded by 1,445 pounds that cost \$11,429.95 in phosphorus credits.
  - c. **Business Report.** Shayna Johnson, reported on the current budget status for the third quarter of FY 17 and the year-to-date. The budget status report is attached as a part of these minutes. Miscellaneous revenue through February 2017 totals \$1,611,107.
  - d. **Maintenance Projects Status.** Harold Walker reported that the bids for the new centrifuge were received last week with the winning bid of \$450,000. HDR will be preparing the plans for the installation and we anticipate going to bid for a contractor before the end of the fiscal year. Harold also explained the current problems with the existing centrifuges and described the annual incinerator hearth replacement that was completed in March.

5. **FY 18 Budget.** Shayna Johnson presented the FY 2018 proposed budget. A copy of her presentation is attached to these minutes. The total proposed budget is \$12,307,534 which is a 9.94% increase over the previous year's budget and is primarily caused by the start-up and operation of the new nitrogen reduction process. The capital budget is proposed at \$1,250,000. After a motion from Commissioner Harry, seconded by Commissioner Tuck, the FY 2017-2018 operational and maintenance and capital budgets were approved.
6. **O&M Cost Allocation Agreement.** Jeanie Grandstaff stated that she had not heard from any of the industry members since the last meeting regarding comments on the proposed Third Supplement to the Amended and Restated Hopewell Regional Wastewater Treatment Facility Agreement. Both Commissioner Harry and Commissioner Tuck stated that their companies' legal review were complete and the business review was being conducted. Alex Barfield with WestRock stated that the agreement was still under review by the company's legal department. Jeanie stressed that the agreement needs to be signed by the end of May in order for the Agreement to be taken to City Council for its review and approval. The new billing methodology cannot begin until the agreement is finalized. She agreed to send a reminder email to the Commissioners regarding the timeline.
7. **Phase 2 Status and Start-up Information.** Matt Ellinghaus provided an update on the construction status of the phase 2 nitrogen reduction project. He stated that HNP is still working on grouting the leaks in the MBBR tank walls. The MBBR bubble test is scheduled for late April and once completed, the media addition will begin. The project timeline status is attached as a part of these minutes.
8. **Hydrogen Sulfide Study Status.** Jeanie Grandstaff and Matt Ellinghaus explained that Hopewell Water Renewal was awaiting a report from HDR on the hydrogen sulfide levels at the plant site. Preliminary testing results show very high levels in the centrifuge basement and on the roof of the solids handling building. HDR will be making recommendations on the best way to handle the hydrogen sulfide issues.
9. **Phase 2 Ribbon Cutting – June 28, 2017.** The phase 2 nitrogen reduction ribbon cutting is still tentatively planned for June 28. Awaiting results of the leak testing to ensure media can be installed and new equipment will be running before ribbon cutting arrangements are made.
10. **Next Commission Meetings.** The next Commission meetings are tentatively scheduled for July 17 and October 16, 2017. Jeanie Grandstaff agreed to send an email to the Commission to confirm the dates.
11. **Other Discussion.** Commissioner Haley reported that Hopewell was reported as number 2 in the state for the highest levels of pollution emissions. Mark reminded the Commission of how past reports were made to the citizens and City Council on how industry emissions were handled. He asked the Commission if there were suggestions on how to explain this report to citizens. Chair Luman-Bailey suggested that the City Manager recreate the Hopewell Citizen and Industrial Panel so that citizens could hear first-hand what the report means. Commissioner Haley as City Manager agreed to take the lead on this initiative.
12. **Adjourn.** With no further business, Chair Luman-Bailey adjourned the meeting at 3:41.

**Minutes approved at the July 17, 2017 Meeting**



February 13, 2017

To: Ross Kearney  
Hopewell City Clerk  
300 N. Main St.  
Hopewell, VA 23860

From: David Anderson  
General Manager  
WestRock Company  
910 Industrial St.  
Hopewell, VA 23830

**Subject: Resignation from the Hopewell Water Renewal Commission**

Please accept my resignation as the WestRock Company representative on the Hopewell Water Renewal Commission effective February 15, 2017. I am retiring from the General Manager position at Westrock. Daniel Rowland will be assuming the role of General Manager and I recommend that he be appointed as the WestRock Company representative for the Commission.

Sincerely,

A handwritten signature in black ink, appearing to read "David Anderson", with a long horizontal line extending to the right.

David Anderson  
General Manager  
WestRock Company



Hopewell Water Renewal Commission  
Quarterly Meeting  
April 3, 2017, 1:30 p.m.  
Gravelly Run Training Center

**AGENDA**

1. Call to Order Christina Luman-Bailey, Chair
2. Review for Approval: Minutes from January 30, 2017 Christina Luman-Bailey, Chair
3. Citizens Communication Five Minutes Each
4. Staff Reports
  - a) Safety and Compliance Jeanie Grandstaff
  - b) Regulatory and Enforcement Matt Ellinghaus
  - c) Business Report Shayna Johnson
  - d) Maintenance Projects Status Harold Walker
5. FY 18 Budget Shayna Johnson
6. O&M Cost Allocation Agreement Commission Discussion
7. Phase 2 Status and Start-up Information Matt Ellinghaus
8. Hydrogen Sulfide Study Status Matt Ellinghaus
9. Phase 2 Ribbon Cutting – June 28, 2017 Jeanie Grandstaff
10. Next Commission Meetings Commission Discussion  
    July 17, 2017  
    October 16, 2017
11. Other Discussion
12. Adjourn

Hopewell Water Renewal Commission  
 Quarterly Meeting  
 January 30, 2017

Members Present	Members Absent
Christina Luman-Bailey, Chair	None
Fred Harry, AdvanSix	
Mark Haley, City Manager	
Paul Tuck, Ashland	
Dave Anderson, WestRock	
Doug Woodhouse, Virginia American Water Company	
Stefan Calos, City Attorney	

Others Present	
Jeanie Grandstaff, H2O Renewal	Andrew Parker, AdvanSix
Matt Ellinghaus, H2O Renewal	Alex Barfield, WestRock
Shayna Johnson, H2O Renewal	Becky McDonough, Hopewell/Prince George Chamber of Commerce
Harold Walker, H2O Renewal	Chris Tabor, Hazen
	Bart Kreps, Raftelis, (by phone)

1. **Call to Order.** Chair Christina Luman-Bailey called the meeting to order at 1:30 on January 30, 2017. A quorum was present.
2. **Review for Approval: Minutes from October 17, 2016 Meeting and December 13, 2016 Special Meeting.** The minutes of the October 17, 2016 meeting were unanimously approved after a motion from Commissioner Haley, seconded by Commissioner Anderson. The December 13, 2016 minutes were unanimously approved after a motion from Commissioner Woodhouse, seconded by Commissioner Haley.
3. **Citizens Communication.** There was no communication from citizens at this meeting.
4. **Employee of the Year.** Chair Christina Luman-Bailey presented a plaque to Jeff Stiff for 2016 employee of the year. He was nominated by fellow employees because of his can-do attitude and willingness to take the time to help out. He is very positive and supportive in all that he does; no matter if it is moving files or boxes to doing all the necessary paperwork and prep work for equipment orders. He follows up on discrepancies and makes sure that orders are entered into the maintenance work order system. He has an infectious smile and is the epitome of the word "Teamwork".
5. **Staff Reports.**
  - a. **Safety and Compliance.** Jeanie Grandstaff briefed the Commission on the status of plant safety and compliance stating that there had been no lost time accidents or permit violations since the last meeting.

- b. **Regulatory and Enforcement.** Matt Ellinghaus reviewed the January 30, 2017 Regulatory Affairs Report, which is attached as a part of these minutes. He reported that the total nitrogen discharged in 2016 was 1.76 million pounds compared to the permit limit of 1.83 million pounds. However, due to high phosphorus discharges from Green Plains in February 2016, the phosphorus permit limit of 76,139 pounds per year was exceeded by 1,445 pounds for which credits will need to be purchased from the nutrient exchange.
- c. **Capital Project Status.** Jeanie Grandstaff updated the Commission on the status of the capital projects: The purchase of the new centrifuge is still in the process. HDR is preparing the specifications and the bid should be advertised around the beginning of March. HDR is also designing the installation of the centrifuge.

In addition, HDR is in the process of designing the necessary plans for the UNOX and plant electrical upgrade projects.

- d. **Business Report.** Shayna Johnson, reported on the current budget status for the second quarter of FY 17 and the year-to-date. The budget report is attached as a part of these minutes. Miscellaneous revenue year to date totals are \$1,234,724.
  - e. **Upcoming Maintenance Projects.** Harold Walker reported that HDR has scheduled a meeting during mid-February to discuss its evaluation on the repair of the return activated sludge line that developed a leak. Preliminary information from HDR is not recommending wrapping of the line, however, staff plans to question this recommendation.
6. **Wastewater O&M Cost Allocation Billing Methodology.** Jeanie Grandstaff began the discussion by stating that, as requested by the Commission at the December meeting, Raftelis revised the model to compare the 60/40 cost of service model with method 3A using a 3 year rolling average. This provided the Commission with information to demonstrate whether the increase in fees was due to the model or to the increase in loadings. Based on this information, Commissioner Anderson presented a spreadsheet, (attached as a part of these minutes) which consolidated the costs per Commission member by loading parameter (BOD, TSS, Flow, TN, Other). This spreadsheet outlined what was driving the difference in fees for each member. After a motion by Commissioner Harry, seconded by Commissioner Tuck, the Commission approved the 60/40 cost of service method for calculating Commission members O&M costs beginning July 1, 2017. Commissioner Anderson voted "no" on the motion.
7. **O&M Cost Allocation Agreement.** The Commission discussed the issue of reserve funds and requested information on why 180 days of the O&M budget was the recommended amount for the reserve fund. The Commission suggested that the Third Supplemental Agreement should include language on how the reserve fund is set up and funded, how the cash flow will work, and provide flexibility on how the money will be used. Jeanie Grandstaff agreed to talk with Brendan Staley at Hunton & Williams to have the Commission's suggestions incorporated into the draft agreement and to send the Commissioners a new draft version of the agreement. The Commission's consensus was to provide comments on the agreement by February 28, 2017.

- 8. Phase 2 Status and Start-up Information.** Matt Ellinghaus provided an update on the construction status of the phase 2 nitrogen reduction project. He stated that HNP is working on correcting leaks between the MBBR tanks. Once the leaks are sealed, HNP will begin installing the media into the tanks. Matt also reported that Gravely Run Pump Station wet well had passed its leak test. The Dominion upgrade of the plant substation is complete with minor site work remaining. The project timeline status is attached as a part of these minutes.
- 9. City of Hopewell Charter Amendment Status.** Jeanie Grandstaff reported that the City's charter changes were modified after comments from WestRock. The changes which were approved by committees in the House of Delegates and the Senate allow a total of 9 industrial members and eliminates the language which required new Commission members to pay a fee equal to 4% of the original cost of the facility. The new language provides that City Council can determine this fee amount based on a recommendation by the Commission.
- 10. Billing for Capital Projects.** Jeanie Grandstaff requested guidance from the Commission on how they wished to be billed for approved capital project. Currently, billing is charged to Commission members as invoices on the projects are received. The consensus of the Commission was to continue capital project billing as invoices are received. The Commission also requested that before projects are started that a construction and cash flow schedule be provided. The next 2 projects requiring a construction and cash flow schedule are the centrifuge and Unox/plant electrical upgrade projects.
- 11. Amendment of the Nutrient General Permit Limits for Total Phosphorus.** Matt Ellinghaus reported that the new Nutrient General Permit phosphorus limit for Hopewell Water Renewal will be reduced to 61,749 pounds per year beginning in 2017. Staff will be monitoring phosphorus closely to ensure that the limit is met or that credits will need to be purchased from the nutrient exchange to obtain compliance. Potentially, phosphorus reduction treatment may be required in the future.
- 12. Hydrogen Sulfide Study and Treatment.** Matt Ellinghaus informed the Commission that staff had engaged HDR to conduct a hydrogen sulfide study of the Solids and Centrifuge buildings due to the levels of hydrogen sulfide suspected of being present and the amount of corrosion experienced on mechanical and electronic equipment. Staff requested HDR to prioritize any corrective actions that may need to be taken, so that implementation can be phased.
- 13. Phase 2 Ribbon Cutting.** Jeanie Grandstaff stated that a tentative date of May 3, 2017 has been scheduled for the ribbon cutting. Mark Haley will be the keynote speaker. However, this date may need to be postponed if start-up of the project is delayed.
- 14. New Plant Logo.** Jeanie Grandstaff showed the Commission, the attached copy of the logo, which was designed by staff and enhanced by an on-line graphic designer.

**15. Other Discussion.** Commissioners David Anderson, Mark Haley, Paul Tuck, and Doug Woodhouse terms have expired and need to be reappointed to the Commission. All 4 of the Commissioners indicated their willingness to continue on the Commission. Jeanie Grandstaff will submit a letter to the City Clerk requesting that these members be reappointed by Council for an additional 2 year term.

Based on discussion, the Commission agreed to hold the next quarterly meeting on April 3, 2017 at 1:30 p.m.

**16. Adjourn.** There being no further business, Chair Luman-Bailey adjourned the meeting at 3:22 p.m.

DRAFT

## Regulatory Affairs / Technical Services

### Quarterly Summary

- Title V Permit

- 2007 Clean Air Act Audit, April 2009, and December 2010 NOVs. A Consent Order was signed with EPA in September 2016. We are now in the process of implementing its requirements. Procurement of a third party auditor was required by the Consent Order. After advertising in October and again in February, H2O Renewal did not receive any submittals on the Request for Qualifications.

In addition, H2O Renewal has requested EPA to approve alternative HAP compliance monitoring parameters as agreed to verbally with EPA during the negotiations for the Consent Order. EPA has ignored both requests for approval. If alternative compliance monitoring parameters are not approved by September 2017, the current parameters will expire with the Order, leaving H2O Renewal in a dilemma as to what parameters to monitor.

- Sewage Sludge Incinerator Rules. Installation of a new scrubber and ash handling system is complete. The new scrubber passed all the new air standards. Compliance report was submitted to DEQ at the end of April, 2016. Performance testing for the ash handling system was completed in July 2016. Final report on fugitive dust emissions received and sent to DEQ demonstrating full compliance with the standard. The second annual performance test was conducted in mid-March 2017 and we are awaiting the test results.

- VPDES Permit

- Violations. The plant maintained compliance through February of 2017 and appears to be on track for compliance in March.
- VPDES Permit. The VPDES permit expired on September 30, 2013. The permit was reissued and became effective on August 1, 2016. The ammonia permit limit is 25.8 mg/l Daily Maximum and 17.2 mg/l Monthly Average. The new ammonia and nitrogen limits will become effective in January 2018 after the nitrogen reduction project is complete and operational.
- Section 308 Request from EPA. During the past quarter, H2O Renewal has received no further requests from EPA for information. The 2016 annual pretreatment report was submitted to EPA as required.

- Storm Water Permit. The July 2014 industrial storm water general permit requires sampling at each outfall for total nitrogen, total phosphorus and total suspended solids, as well as pH. To lessen the sampling burden and improve sampling locations Hazen is currently designing a method to combine existing outfalls and installing storm water controls. This will reduce the number of outfalls to 4 or 5. Money for construction of the new outfalls is proposed in the FY 18 capital budget.

- Environmental Management System (EMS). H2O Renewal submitted its E3 annual report on April 1, 2017. DEQ has requested H2O Renewal to reapply for E3 status even though we have experienced a number of violations/enforcement actions over the past few years. We have contracted with Aegis Environmental to assist us in updating the EMS and preparing the application.

- Nutrient Issues

- Nutrient General Permit. The projected nitrogen discharged for 2017 is currently at the permit limit of 1.83 million pounds/year. The annual average concentration through February was 22.8 mg/l. The Nutrient General Permit expired in December 2016 and has not yet been reissued. In the draft permit, James River dischargers' phosphorus allocations are being reduced by approximately 19%. H2O

Hopewell Water Renewal Commission Meeting  
April 3, 2017

Renewal's phosphorus limitation will be reduced from 76,139 pounds/ year to 61,749 pounds/year. The current projected phosphorous discharge for 2017 is 53,800. H2O Renewal typically discharges around 50,000 pounds of phosphorus/year, but due to some unexpected loadings last year, we discharged 77,584 pounds in 2016 and needed to purchase 1,445 credits on the exchange at a cost of \$11,429.95.

- Water Quality Improvement Fund Grant Agreement for Denitrification. The 2001 grant agreement was modified to require an effluent Total Nitrogen annual average concentration of 24 mg/l and allows for a 10% exceedance to 26.4 mg/L. As stated above, the 2017 average total nitrogen discharged through February was 22.8 mg/l.
- The Nutrient Exchange Association. Beginning in 2011, H2O Renewal and Honeywell (now AdvanSix) signed a nutrient credit agreement which requires H2O Renewal to purchase nitrogen credits from Honeywell at one-half The Exchange credit price. For 2016, we agreed to purchase 181,985 credits at a cost of \$1.75/credit or a total cost of \$318,473.75.
- Chesapeake Bay and James River TMDL. H2O Renewal was invited to participate on DEQ's Regulatory Advisory Panel (RAP) to comment and assist with the development of the chlorophyll a standard for the James River. An introductory meeting was held in late June and additional meetings and conference calls have been held. The primary focus to date has been review of the modeling results and determination of where Chl-a levels should be set.
- Nitrogen Reduction Alternatives Evaluation and Segregated Treatment
  - Phase 2. Construction on the phase 2 nitrogen reduction project is continuing with delays in some components. Substantial completion is now scheduled for May 2017 due to MBBR leak testing and sealing of concrete leaks. A project timeline status is provided as part of the meeting agenda.
  - Water Quality Improvement Fund Grant Agreement for Phase 2 Nitrogen Reduction. H2O Renewal is submitting pay request to DEQ as invoices are received. The total grant amount spent through February 2017 is \$45,442,255.46 with a total project amount of \$67,168,301.
- Pretreatment
  - All industries are operating in compliance with current pretreatment permits.
- Sanitary Sewer System
  - Regular sewer point repairs and lining work continues. CCTV work is continuing in 3 previously unevaluated sub-basins and future rehab plans are being developed based on the CCTV work. 90% design plans have been received for sewer line stabilization at Carter Woodson Elementary School and specs are being prepared for bid.
  - Station Street PS flow evaluation has begun to determine the cause for high flows resulting in multiple wet weather overflow events.
- Lab Certification
  - H2O Renewal's lab certification was re-issued in June 2016.

Hopewell Water Renewal Commission Meeting  
April 3, 2017

**Milestones in the upcoming timeline**  
**(Italics text indicates actions predicted from a strategic analysis of available information):**

2017

- *Nutrient General Permit Effective -- January*
- *Nitrogen Reduction Project Start-up -- June/July*
- *Grant Agreement Compliance Due*
- *New EPA Ammonia Criteria Adopted*
- *DEQ establishes final TN limits for James River dischargers based on chlorophyll study results*

2018

- Stormwater Permit Application Due -- December

2019

- *Stormwater Permit Reissued*
- Title V Permit Application Due -- March
- *Title V Permit Reissued*

2020

- *VPDES Permit Application Due*

HOPEWELL WATER RENEWAL  
BUDGET PERFORMANCE REPORT

FY 2016-2017 CATEGORY	Jan 1 to Mar 31 3rd Qtr			YTD FY 16-17			Total Budget
	Actual	Budget	%	YTD FY 16-17	* Budget	%	BUDGET
Salaries	689,846	816,213		2,191,492	2,349,431		3,066,433
Benefits	267,253	371,934		788,104	1,058,695		1,376,649
<b>TOTAL LABOR</b>	<b>957,099</b>	<b>1,188,147</b>	<b>80.6%</b>	<b>2,979,596</b>	<b>3,408,126</b>	<b>87.4%</b>	<b>4,443,082</b>
Power	369,865	465,375		943,418	1,241,000		1,861,500
Fuel	86,719	75,000		188,602	200,000		300,000
<b>TOTAL ENERGY</b>	<b>456,584</b>	<b>540,375</b>	<b>84.5%</b>	<b>1,132,021</b>	<b>1,441,000</b>	<b>78.6%</b>	<b>2,161,500</b>
OTC	7,668	87,000		11,197	272,000		375,000
Hypochlorite	186,264	137,500		531,529	408,334		550,000
Lime	0	0		0	0		
Polymer	55,440	128,000		249,759	256,000		320,000
Defoamer	5,090	5,000		17,815	10,000		20,000
Phosphoric	8,756	17,500		30,480	46,667		70,000
<b>TOTAL CHEMICALS</b>	<b>263,218</b>	<b>375,000</b>	<b>70.2%</b>	<b>840,779</b>	<b>993,000</b>	<b>84.7%</b>	<b>1,335,000</b>
Maintenance Supply	377,656	136,750		894,723	384,667		567,000
Contract Maintenance	159,298	127,000		301,095	373,667		543,000
Interceptor Maintenance	4,151	3,750		7,475	10,000		15,000
<b>TOTAL MAINTENANCE</b>	<b>541,104</b>	<b>267,500</b>	<b>202.3%</b>	<b>1,203,293</b>	<b>768,333</b>	<b>156.6%</b>	<b>1,125,000</b>
Utilities	35,443	29,333		89,366	79,683		116,500
Other Supplies	91,263	74,875		211,911	210,167		309,500
Consulting	506,837	198,312		814,330	528,833		793,249
Administration	16,264	26,775		123,389	263,067		302,100
Residual Disposal	41,981	43,750		152,133	116,667		175,000
Legal Services	4,500	25,000		22,434	66,667		100,000
<b>TOTAL MISCELLANEOUS</b>	<b>696,288</b>	<b>398,046</b>	<b>174.9%</b>	<b>1,413,562</b>	<b>1,265,083</b>	<b>111.7%</b>	<b>1,796,348</b>
<b>GRAND TOTAL</b>	<b>2,914,294</b>	<b>2,769,068</b>	<b>105.2%</b>	<b>7,569,252</b>	<b>7,875,543</b>	<b>96.1%</b>	<b>10,860,931</b>



## HRWTF FY 17-18 Operating Budget

<i>Category</i>	<i>Budget Amount</i>	
Salaries	2,861,085	
Over-Time	203,000	
Part Time	45,000	
Bonuses/Licenses	2,680	
Tool Allowance	1,275	
Benefits	<u>1,389,055</u>	
<b>TOTAL LABOR</b>		<b>4,502,095</b>
Power	2,251,000	
Fuel	<u>300,000</u>	
<b>TOTAL ENERGY</b>		<b>2,551,000</b>
OTC	740,000	
Hypochlorite	400,000	
Lime	0	
Polymer	420,000	
Defoamer	20,000	
Phosphoric	<u>70,000</u>	
<b>TOTAL CHEMICALS</b>		<b>1,650,000</b>
Contract Maintenance	794,500	
Maintenance Supplies	632,000	
Interceptor	<u>15,000</u>	
<b>TOTAL MAINTENANCE</b>		<b>1,441,500</b>
Utilities	123,000	
Other Supplies	323,500	
Outside Contractual Services	883,439	
Administration	299,000	
Ash Disposal	175,000	
Legal Services	<u>25,000</u>	
<b>TOTAL MISCELLANEOUS</b>		<b>1,828,939</b>
<b>LEVY IN LIEU OF TAXES</b>		<b>334,000</b>
<b>TOTAL</b>		<b>12,307,534</b>

03/21/17

HRWTF FY17-18 OPERATING BUDGET													
DESCRIPTION	TOTAL	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Salaries	2,861,085	220,328	220,328	328,903	220,328	220,328	220,328	220,328	220,328	328,903	220,328	220,328	220,328
Over-Time	203,000	15,615	15,615	15,615	23,423	15,615	15,615	15,615	15,615	15,615	23,423	15,615	15,615
Part Time	45,000	3,462	3,462	3,462	5,192	3,462	3,462	3,462	3,462	3,462	5,192	3,462	3,462
Bonuses/Licenses	2,680								1,500	0	250	250	680
Tool Allowance	1,275			413					862				
Benefits	1,389,055	106,955	106,955	159,752	106,955	106,955	106,955	106,955	106,955	159,752	106,955	106,955	106,955
<b>TOTAL</b>	<b>4,502,095</b>	<b>346,360</b>	<b>346,360</b>	<b>508,145</b>	<b>355,898</b>	<b>346,360</b>	<b>346,360</b>	<b>346,360</b>	<b>347,860</b>	<b>508,594</b>	<b>356,148</b>	<b>346,610</b>	<b>347,040</b>
Electricity	2,251,000		187,583	187,583	187,583	187,583	187,583	187,583	187,583	187,583	187,583	187,583	375,167
Fuels	300,000		25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	50,000
<b>Total Energy</b>	<b>2,551,000</b>	<b>0</b>	<b>212,583</b>	<b>425,167</b>									
OTC	740,000		61,667	61,667	61,667	61,667	61,667	61,667	61,667	61,667	61,667	61,667	123,330
Hypochlorite	400,000	0	37,503	33,333	33,333	33,333	33,333	33,333	33,333	33,333	33,333	45,833	50,000
Lime	0											0	
Polymer	420,000		60,000	64,000	0	64,000	0	64,000	0	64,000	0	64,000	40,000
Defoamer	20,000		0	0	5,000	0	0	5,000	0	0	0	10,000	0
Phosphoric	70,000		5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	11,667
<b>Total Chemicals</b>	<b>1,650,000</b>	<b>0</b>	<b>165,003</b>	<b>164,833</b>	<b>105,833</b>	<b>164,833</b>	<b>100,833</b>	<b>169,833</b>	<b>100,833</b>	<b>164,833</b>	<b>100,833</b>	<b>187,333</b>	<b>224,997</b>
Testing	269,775		22,481	22,481	22,481	22,481	22,481	22,481	22,481	22,481	22,481	22,481	44,963
Consulting Services	579,664		48,305	48,305	48,305	48,305	48,305	48,305	48,305	48,305	48,305	48,305	96,611
<b>Total Conslit</b>	<b>849,439</b>	<b>0</b>	<b>70,787</b>	<b>141,573</b>									
Contractual Maintenance	794,500	35,000	63,292	63,292	63,292	63,292	63,292	63,292	63,292	63,292	63,292	63,292	126,583
Maintenance Supply	632,000	20,000	51,000	51,000	51,000	51,000	51,000	51,000	51,000	51,000	51,000	51,000	102,000
<b>Total Maint</b>	<b>1,426,500</b>	<b>55,000</b>	<b>114,292</b>	<b>228,583</b>									
Interceptor	15,000	0	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	2,500
Water	110,000		9,167	9,167	9,167	9,167	9,167	9,167	9,167	9,167	9,167	9,167	18,333
Dumpster	5,000	0	575	425	425	425	425	425	425	425	425	425	600
Telephone	8,000	600	700	700	700	700	700	700	700	600	600	600	700
<b>Total Utilities</b>	<b>123,000</b>	<b>600</b>	<b>10,442</b>	<b>10,292</b>	<b>10,292</b>	<b>10,292</b>	<b>10,292</b>	<b>10,292</b>	<b>10,292</b>	<b>10,192</b>	<b>10,192</b>	<b>10,192</b>	<b>19,633</b>
Misc Expense	4,000	0	333	333	333	333	333	333	333	333	333	333	667
Office Supplies	4,500	0	417	417	417	417	417	417	417	417	417	417	333
Scientific Supply	200,000	6,000	16,167	16,167	16,167	16,167	16,167	16,167	16,167	16,167	16,167	16,167	32,333

HRWTF FY17-18 OPERATING BUDGET													
DESCRIPTION	TOTAL	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Janitorial Supply	7,500	500	583	583	583	583	583	583	583	583	583	583	1,167
Vehicle Supplies	50,000	4,000	3,833	3,833	3,833	3,833	3,833	3,833	3,833	3,833	3,833	3,833	7,667
Wearing Apparel	26,500	0	2,208	2,208	2,208	2,208	2,208	2,208	2,208	2,208	2,208	2,208	4,417
Misc. Operating Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0
Safety Supply	10,000	0	833	833	833	833	833	833	833	833	833	833	1,667
Non-Capital Equip	25,000	0	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	4,167
<b>Total Supplies</b>	<b>327,500</b>	<b>10,500</b>	<b>26,458</b>	<b>26,458</b>	<b>26,458</b>	<b>26,458</b>	<b>26,458</b>	<b>26,458</b>	<b>26,458</b>	<b>26,458</b>	<b>26,458</b>	<b>26,458</b>	<b>52,417</b>
Auditing	20,000	6,000			6,000	3,000			3,000				2,000
Legal Services	25,000	0	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	4,167
Misc Contracts	14,000	2,500	958	958	958	958	958	958	958	958	958	958	1,917
Custodial Services	0	0	0	0	0	0	0	0	0	0	0	0	0
Advertising	1,500	0	125	125	125	125	125	125	125	125	125	125	250
DP	5,000	0	417	417	417	417	417	417	417	417	417	417	833
Property Insurance	120,000	120,000	0	0	0	0	0	0	0	0	0	0	0
Travel	11,500	0	2,500	4,000	2,500	500	500	500	500	0	0	0	500
Training	52,000	3,000	4,083	4,083	4,083	4,083	4,083	4,083	4,083	4,083	4,083	4,083	8,167
Memberships	55,000	12,500	12,000	500	4,500	500	500	500	500	15,000	0	0	8,500
Freight	20,000	500	1,625	1,625	1,625	1,625	1,625	1,625	1,625	1,625	1,625	1,625	3,250
Permit Fees	30,000		15,000	15,000									
<b>Total Admin</b>	<b>354,000</b>	<b>144,500</b>	<b>38,792</b>	<b>28,792</b>	<b>22,292</b>	<b>13,292</b>	<b>10,292</b>	<b>10,292</b>	<b>13,292</b>	<b>24,292</b>	<b>9,292</b>	<b>9,292</b>	<b>29,583</b>
Ash Removal	175,000		14,583	14,583	14,583	14,583	14,583	14,583	14,583	14,583	14,583	14,583	29,167
<b>Total before Levy</b>	<b>11,973,534</b>	<b>556,960</b>	<b>1,000,550</b>	<b>1,152,015</b>	<b>934,268</b>	<b>974,730</b>	<b>907,730</b>	<b>976,730</b>	<b>912,230</b>	<b>1,147,864</b>	<b>916,418</b>	<b>993,380</b>	<b>1,500,660</b>
Levy in Lieu of Tax	334,000					167,000	167,000						167,000
<b>GRAND TOTAL</b>	<b>12,307,534</b>					<b>1,074,730</b>	<b>1,074,730</b>						<b>1,667,660</b>
													3/10/2017

HOPEWELL REGIONAL WASTEWATER TREATMENT FACILITY  
BUDGET PERFORMANCE REPORT

MONTHLY			Feb-17	YEAR TO DATE		
EXPENSES	BUDGET	%	CATEGORY	EXPENSES	BUDGET	%
234,056	235,880		Salaries	1,966,074	2,004,978	
88,086	107,092		Benefits	698,802	899,445	
<b>322,142</b>	<b>342,972</b>	<b>93.93%</b>	<b>TOTAL LABOR</b>	<b>2,664,875</b>	<b>2,904,423</b>	<b>91.75%</b>
234,775	155,125		Electricity	812,864	1,085,875	
33,825	25,000		Fuel	160,247	175,000	
<b>268,599</b>	<b>180,125</b>	<b>149.12%</b>	<b>TOTAL ENERGY</b>	<b>973,111</b>	<b>1,260,875</b>	<b>77.18%</b>
0	29,000		Other Treatment Chemicals	11,197	243,000	
88,345	45,833		Hypochlorite	496,629	362,500	
0	0		Lime	0	0	
55,440	0		Polymer	249,759	192,000	
5,090	0		Defoamer	17,815	10,000	
4,394	5,833		Phosphoric	26,118	40,833	
<b>153,269</b>	<b>80,667</b>	<b>190.00%</b>	<b>TOTAL CHEMICALS</b>	<b>801,518</b>	<b>848,334</b>	<b>94.48%</b>
81,891	45,583		Maintenance Supply	756,516	339,083	
4,600	42,333		Contract Maintenance	157,222	331,333	
1,514	1,250		Interceptor Maintenance	7,363	8,750	
<b>88,005</b>	<b>89,167</b>	<b>98.70%</b>	<b>TOTAL MAINTENANCE</b>	<b>921,102</b>	<b>679,167</b>	<b>135.62%</b>
2,732	9,950		Utilities	80,287	70,250	
28,259	24,958		Other Supplies	170,454	185,208	
93,807	66,104		Consulting	457,614	462,729	
7,923	11,258		Administration	119,730	255,808	
5,164	14,583		Residual Disposal	125,375	102,083	
2,625	8,333		Legal Services	20,559	58,333	
<b>140,510</b>	<b>135,187</b>	<b>103.94%</b>	<b>TOTAL MISCELLANEOUS</b>	<b>974,018</b>	<b>1,134,412</b>	<b>85.86%</b>
<b>972,526</b>	<b>828,118</b>	<b>117.44%</b>	<b>GRAND TOTAL</b>	<b>6,334,625</b>	<b>6,827,210</b>	<b>92.78%</b>

DESCRIPTION	16-17 YTD	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Salaries	1,736,878.94	204,037.10	195,686.93	299,522.03	203,258.51	205,571.31	212,451.19	207,607.15	208,744.72	0.00	0.00	0.00	0.00
Overtime	174,104.94	19,617.48	16,526.25	32,496.30	20,820.92	21,942.26	21,999.48	19,788.85	20,913.40	0.00	0.00	0.00	0.00
Part Time	53,914.85	4,889.76	9,183.12	12,702.96	8,123.92	7,603.84	4,117.64	2,975.61	4,318.00	0.00	0.00	0.00	0.00
Tools	525.00	0.00	0.00	0.00	0.00	525.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bonuses	650.00	200.00	0.00	370.00	0.00	0.00	0.00	0.00	80.00	0.00	0.00	0.00	0.00
Total Benefits	698,801.72	80,361.78	77,522.16	102,105.99	87,104.25	86,912.54	86,844.52	89,864.36	88,086.12	0.00	0.00	0.00	0.00
TOTAL LABOR	2,664,875.45	309,106.12	298,918.46	447,197.28	319,307.60	322,554.95	325,412.83	320,235.97	322,142.24	0.00	0.00	0.00	0.00
Electricity	812,863.85	0.00	110,881.23	109,507.46	119,471.55	3,430.81	230,262.20	4,535.90	234,774.70	0.00	0.00	0.00	0.00
Fuels	160,246.87	0.00	18,093.06	17,369.57	6,073.58	41,722.45	18,624.29	24,539.39	33,824.53	0.00	0.00	0.00	0.00
TOTAL ENERGY	973,110.72	0.00	128,974.29	126,877.03	125,545.13	45,153.26	248,886.49	29,075.29	268,599.23	0.00	0.00	0.00	0.00
OTC	11,196.88	0.00	0.00	0.00	0.00	3,529.00	0.00	7,667.88	0.00	0.00	0.00	0.00	0.00
Hypochlorite	496,629.40	22,108.80	80,776.50	69,990.60	53,600.40	66,357.10	50,430.80	63,020.30	88,344.90	0.00	0.00	0.00	0.00
Lime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Polymer	249,758.96	0.00	82,764.00	55,440.00	0.00	56,114.96	0.00	0.00	55,440.00	0.00	0.00	0.00	0.00
Defoamer	17,815.00	0.00	0.00	0.00	5,090.00	0.00	7,695.00	0.00	5,090.00	0.00	0.00	0.00	0.00
Phosphoric	26,118.00	0.00	4,364.00	4,290.00	4,358.00	4,324.00	4,388.00	0.00	4,394.00	0.00	0.00	0.00	0.00
TOTAL CHEMICALS	801,518.24	22,108.80	167,904.50	129,720.60	63,048.40	132,325.06	62,453.80	70,688.18	153,268.90	0.00	0.00	0.00	0.00
Testing	140,936.96	0.00	15,647.64	15,867.00	16,892.00	30,969.00	9,803.00	31,234.32	20,524.00	0.00	0.00	0.00	0.00
Consulting	316,676.61	0.00	6,085.60	16,170.42	37,352.87	113,919.65	44,785.82	25,079.20	73,283.05	0.00	0.00	0.00	0.00
TOTAL TSTNG/CONSULT	457,613.57	0.00	21,733.24	32,037.42	54,244.87	144,888.65	54,588.82	56,313.52	93,907.05	0.00	0.00	0.00	0.00
Maint Supply	756,516.49	44,414.96	64,111.85	65,880.68	98,987.25	125,604.68	118,067.79	157,558.66	81,890.62	0.00	0.00	0.00	0.00
Contract Maint	157,222.49	17,925.16	7,976.60	54,642.92	32,476.00	20,087.28	6,709.81	10,824.78	4,599.94	0.00	0.00	0.00	0.00
Interceptor	7,363.49	0.00	1,117.50	0.00	0.00	2,206.30	0.00	2,525.35	1,514.34	0.00	0.00	0.00	0.00
TOTAL MAINT	921,102.47	62,340.12	73,205.95	120,523.60	131,463.25	147,878.26	126,777.60	170,908.79	88,004.90	0.00	0.00	0.00	0.00
Telephone	3,742.21	0.00	160.90	168.09	174.65	185.18	162.66	158.54	2,732.19	0.00	0.00	0.00	0.00
Water	76,544.55	0.00	13,242.89	557.94	15,359.60	23,761.43	170.08	23,472.61	0.00	0.00	0.00	0.00	0.00
Dumpster	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL UTILITIES	80,286.76	0.00	13,403.79	726.03	15,514.25	23,946.61	332.74	23,631.15	2,732.19	0.00	0.00	0.00	0.00
Scientific Supply	112,354.60	5,548.73	6,376.28	17,515.94	8,916.77	29,933.10	16,221.55	9,167.98	18,674.25	0.00	0.00	0.00	0.00
Non Cap Equip	9,657.02	0.00	0.00	0.00	0.00	0.00	506.57	5,195.00	3,955.45	0.00	0.00	0.00	0.00
Misc Oper	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Safety Supply	6,321.32	279.99	729.80	559.80	497.54	1,990.05	741.72	1,271.42	251.00	0.00	0.00	0.00	0.00
Office Supply	2,657.66	449.84	257.00	129.08	143.05	420.01	697.69	299.81	261.18	0.00	0.00	0.00	0.00

DESCRIPTION	16-17 YTD	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Janitorial Supply	5,225.31	980.24	448.84	-124.16	868.46	456.15	859.40	951.15	785.23	0.00	0.00	0.00	0.00
Misc Expense	2,135.92	239.48	0.00	133.05	0.00	924.49	618.00	133.95	86.95	0.00	0.00	0.00	0.00
Veh Supplies	16,168.92	508.16	4,682.26	983.43	1,633.85	2,528.85	1,455.31	2,686.54	1,690.52	0.00	0.00	0.00	0.00
Wearing Apparel	15,932.96	0.00	0.00	5,468.45	1,662.11	2,456.00	1,960.29	1,841.67	2,554.44	0.00	0.00	0.00	0.00
TOTAL SUPPLIES	170,453.71	8,006.44	12,494.18	24,665.59	13,721.78	38,708.65	23,050.53	21,547.52	28,259.02	0.00	0.00	0.00	0.00
Misc Contracts	4,937.55	0.00	3,326.50	374.50	303.40	255.65	184.25	249.60	243.65	0.00	0.00	0.00	0.00
Auditing	5,415.00	0.00	5,415.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Property Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel	8,363.18	529.46	3,397.48	317.92	1,501.96	553.68	0.00	263.60	1,799.08	0.00	0.00	0.00	0.00
Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DP	8,186.07	241.38	210.00	786.44	3,800.00	0.00	241.38	0.00	2,906.87	0.00	0.00	0.00	0.00
Training	16,644.27	9,021.00	970.00	924.70	2,509.00	25.00	801.10	2,035.00	358.47	0.00	0.00	0.00	0.00
Memberships	31,984.60	17,230.00	8,976.60	0.00	5,578.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	0.00
Legal Services	20,559.36	0.00	0.00	0.00	0.00	15,225.00	2,709.36	0.00	2,675.00	0.00	0.00	0.00	0.00
Permit Fees	27,217.69	0.00	6,474.34	9,094.35	5.00	11,644.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Freight	16,981.16	19.89	1,919.83	2,130.65	2,417.73	2,821.33	3,123.42	2,133.55	2,414.76	0.00	0.00	0.00	0.00
TOTAL ADMIN	140,288.88	27,041.73	30,689.75	13,628.56	16,115.09	30,524.66	7,059.51	4,681.75	10,547.83	0.00	0.00	0.00	0.00
Residual Disposal	125,374.80	0.00	12,555.58	50,096.30	20,993.20	0.00	26,506.45	10,059.02	5,164.25	0.00	0.00	0.00	0.00
Levy in Lieu of Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL	6,334,624.60	428,603.21	759,879.74	945,472.41	759,953.57	885,980.10	875,068.77	707,141.19	972,525.61	0.00	0.00	0.00	0.00



PROPOSED OPERATING BUDGET  
FY 2017-2018

FY 17-18 Proposed O&M Budget

Category	Actual		Budget FY 16-17	Proposed FY 17-18	% Change
	FY 14-15 (unaudited)	FY 15-16 (unaudited)			
Labor	3,938,068	4,055,967	4,443,082	4,502,095	1%
Energy	1,761,148	1,755,518	2,161,500	2,551,000	18%
Chemicals	1,247,804	1,315,356	1,335,000	1,650,000	24%
Maintenance	1,247,412	1,282,623	1,125,000	1,441,500	28%
Miscellaneous	1,660,416	1,898,598	1,796,349	1,828,939	2%
Levy in Lieu of Taxes	334,000	334,000	334,000	334,000	0%
<b>Total</b>	<b>10,188,848</b>	<b>10,642,062</b>	<b>11,194,931</b>	<b>12,307,534</b>	<b>9.94%</b>

FY 17-18 Proposed O&M Budget

Labor

Category	Actual		Budget FY 16-17	Proposed FY 17-18	% Change
	FY 14-15 (unaudited)	FY 15-16 (unaudited)			
Salaries	2,525,488	2,614,669	2,822,933	2,861,085	1%
Over-Time	225,605	263,334	198,500	203,000	2%
Part Time	48,364	55,313	45,000	45,000	0%
Bonuses/licenses	615	46,830	2,680	2,680	0%
Tool Allowance	825	1,050	1,275	1,275	0%
Benefits	1,137,171	1,074,772	1,372,694	1,389,055	1%
<b>Total</b>	<b>3,938,068</b>	<b>4,055,967</b>	<b>4,443,082</b>	<b>4,502,095</b>	<b>1%</b>

FY 17-18 Proposed O&M Budget

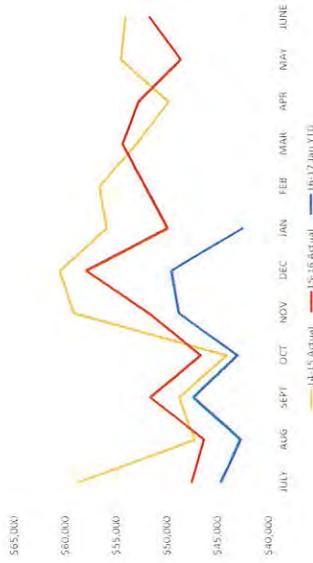
Labor

- FY 17-18 Budget supports 52.00 FTE's
- PC Support Specialist position transferred to City's IT Dept to centralize IT function.
- Plans to fill vacant Chief Chemist position.
- Fringe Benefit Rates are subject to change via action by the General Assembly or 3<sup>rd</sup> party benefit providers.
- Labor costs represent approximately 40% of the total budget for the facility.
- No confirmed merit or COLA increases.
- City currently evaluating results of Classification and Compensation study to determine implementation strategy.

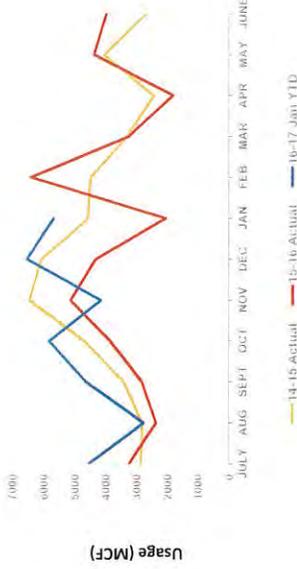
FY 17-18 Proposed O&M Budget



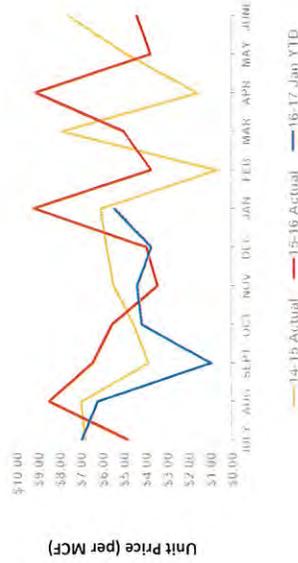
### Electricity Fuel Surcharge



### Natural Gas Usage



### Natural Gas Unit Cost



### Energy

- Electrical costs trending lower than usual for the current fiscal year due to lower usage and decreased fuel surcharges.
- Anticipate increase in electricity usage as a result of the Nitrogen Reduction Facility coming online.
- Will not be participating in ENERNOC program this fiscal year.

## Chemicals

Category	Actual		Budget FY 16-17	Proposed FY 17-18	% Change
	FY 14-15 (unaudited)	FY 15-16 (unaudited)			
OTC	129,237	105,335	375,000	740,000	97%
Hypochlorite	654,465	725,167	550,000	400,000	-27%
Polymer	403,416	409,563	320,000	420,000	31%
Defoamer	19,010	35,630	20,000	20,000	0%
Phosphoric	41,676	39,662	70,000	70,000	0%
Total	1,247,804	1,315,356	1,335,000	1,650,000	24%

H2O Renewal Proposed FY 17-18 Budget

## Chemicals

- Other Treatment Cost increase is driven by the startup of the Nitrogen Reduction Facility due to the addition of a new chemical to the treatment process, sodium hydroxide, for pH control.
- Other Treatment Chemicals also includes liquid oxygen for O2 Plant.
- Anticipate decrease in Hypochlorite usage due to change in the treatment process – will now be chlorinating after secondary treatment.
- Anticipate increase in Polymer usage because of DAFs associated with MBBR.

H2O Renewal Proposed FY 17-18 Budget

## Maintenance

Category	FY 14-15 (unaudited)		FY 15-16 (unaudited)		Budget FY 16-17	Proposed FY 17-18	% Change
	648,395	354,622	548,000	794,500			
Contract Maintenance	648,395	354,622	548,000	794,500			46%
Maintenance Supplies	699,016	885,456	567,000	632,000			11%
Interceptor	7,837	42,544	15,000	15,000			0%
Total	1,355,249	1,282,623	1,125,000	1,441,500			28%

H2O Renewal Proposed FY 17-18 Budget

## Maintenance

- FY 17-18 Projects:
- Industrial Influent Fine Screen Rebuild (Estimated cost \$182K)
  - O2 Plant Gel Trap Valve Replacement (Estimated cost \$20K)
  - Centrifuge Feed Pump Replacement
  - Incinerator Hearth Replacement
  - Centrifuge Repair
    - Currently out to bid for a new centrifuge, however, we expect continued repairs on the existing units.

H2O Renewal Proposed FY 17-18 Budget

### Contractual Maintenance

Category	Actual		Budget		Proposed	% Change
	FY 14-15 (unaudited)	FY 15-16 (unaudited)	FY 16-17	FY 17-18		
Tech Services	24,948	36,789	42,000	42,000	42,000	0%
Process Support	16,738	31,472	30,000	30,000	30,000	0%
Support Services	105,491	89,291	110,000	110,000	110,000	0%
Sludge Thickening	0	26,826	10,000	10,000	10,000	0%
Dewatering	180,104	51,567	25,000	125,000	125,000	500%
Prelim. Treatment	10,795	420	5,000	182,000	182,000	3600%
Secondary Clarification	1,155	0	2,500	40,000	40,000	1600%
Incineration	103,886	48,989	125,000	75,000	75,000	-60%
Biological Treatment	192,521	66,374	140,000	175,000	175,000	25%
Miscellaneous	22,757	3,314	65,000	5,500	5,500	-92%
Total	647,600	354,622	549,500	794,500	794,500	45%

### Maintenance Supplies

Category	Actual		Budget		Proposed	% Change
	FY 14-15 (unaudited)	FY 15-16 (unaudited)	FY 16-17	FY 17-18		
Tech Services	45,106	50,849	57,000	57,000	57,000	0%
Process Support	39,193	60,981	50,000	50,000	50,000	0%
Support Services	82,784	118,186	50,000	70,000	70,000	40%
Sludge Thickening	12,904	25,607	30,000	30,000	30,000	0%
Dewatering	159,984	264,978	100,000	125,000	125,000	25%
Secondary Clarification	41,168	77,423	75,000	75,000	75,000	0%
Incineration	31,259	71,769	50,000	50,000	50,000	0%
Biological Treatment	83,330	99,524	75,000	125,000	125,000	66%
Miscellaneous	203,288	116,139	80,000	50,000	50,000	-38%
Total	699,016	885,456	567,000	632,000	632,000	11%

### Miscellaneous

Category	Actual		Budget		Proposed	% Change
	FY 14-15 (unaudited)	FY 15-16 (unaudited)	FY 16-17	FY 17-18		
Utilities	113,656	122,845	116,500	123,000	123,000	6%
Other Supplies	341,188	339,629	305,500	323,500	323,500	6%
Outside Contractual Services	599,419	738,379	824,849	883,439	883,439	7%
Administration	315,933	374,734	274,500	299,000	299,000	9%
Ash Disposal	192,298	202,588	175,000	175,000	175,000	0%
Legal Services	63,475	95,475	100,000	25,000	25,000	-75%
Total	1,625,969	1,873,650	1,796,349	1,828,939	1,828,939	2%

### Utilities

Category	Actual		Budget		Proposed	% Change
	FY 14-15 (unaudited)	FY 15-16 (unaudited)	FY 16-17	FY 17-18		
Water	98,826	110,365	100,000	110,000	110,000	10%
Telephone	7,254	8,969	8,000	8,000	8,000	0%
Dumpster	7,576	3,512	8,500	5,000	5,000	-40%
Total	113,656	122,846	116,500	123,000	123,000	5%

### Other Supplies

Category	Actual FY 14-15 (unaudited)	Actual FY 15-16 (unaudited)	Budget FY 16-17	Proposed FY 17-18	% Change
Office Supplies	6,052	4,564	4,500	4,500	0%
Scientific Supplies	205,632	206,981	175,000	200,000	14%
Janitorial Supplies	8,068	6,751	7,500	7,500	0%
Vehicle Supplies	59,884	57,258	52,000	50,000	-4%
Wearing Apparel	25,517	29,730	26,500	26,500	0%
Safety Supplies	8,390	13,240	10,000	10,000	0%
Non-Capital Equipment	27,645	21,105	30,000	25,000	-20%
<b>Total</b>	<b>341,188</b>	<b>339,629</b>	<b>305,500</b>	<b>323,500</b>	<b>5%</b>

F-50 Renewal Proposed FY 17-18 Budget

### Outside Contractual Services

Category	Actual FY 14-15 (unaudited)	Actual FY 15-16 (unaudited)	Budget FY 16-17	Proposed FY 17-18	% Change
Auditing Costs	0	10,000	17,000	20,000	17%
Consulting	193,425	415,543	373,474	449,664	20%
Title V Permit					
Compliance	126,760	81,958	100,000	80,000	-20%
Engineering	70,463	0	50,000	50,000	0%
Air Monitoring	192,466	208,895	269,775	269,775	0%
Misc Contracts	13,271	18,656	10,800	10,500	-3%
Bottled Water	1,912	2,205	2,600	2,000	-24%
Walk Off Mats	1,122	1,122	1,200	1,200	0%
<b>Total</b>	<b>599,419</b>	<b>738,379</b>	<b>824,849</b>	<b>883,139</b>	<b>7%</b>

F-50 Renewal Proposed FY 17-18 Budget

### Outside Contractual Services

- Audit costs have not yet been expensed for FY 14-15, pending the completion of the FY 14-15 CAFR.
- Nitrogen Credits have increased in cost in the exchange.

F-50 Renewal Proposed FY 17-18 Budget

### Administration

Category	Actual FY 14-15 (unaudited)	Actual FY 15-16 (unaudited)	Budget FY 16-17	Proposed FY 17-18	% Change
Advertising	273	1,935	1,500	1,500	0%
Data Processing	9,489	3,603	5,000	5,000	0%
Property Insurance	120,000	120,000	120,000	120,000	0%
Travel	11,511	11,493	12,000	11,500	-5%
Education and Training	14,909	30,482	54,000	52,000	-4%
Miscellaneous Expenses	11,150	155,587	4,000	4,000	0%
Membership/Dues	38,779	30,974	30,000	30,000	0%
Freight Charges	24,952	34,283	18,000	20,000	11%
Permit Fees	16,142	14,505	20,000	30,000	50%
<b>Total</b>	<b>247,205</b>	<b>402,862</b>	<b>264,500</b>	<b>274,000</b>	<b>4%</b>

F-50 Renewal Proposed FY 17-18 Budget



**Q & A  
COMMENTS**

HCO Renewal Proposed FY 17-18 Budget

## HRWTF Phase 2 Nitrogen Reduction Project Timeline Status

June 13, 2014	City Manager signed the PPEA comprehensive agreement with Hopewell Nutrient Partners (HNP) to proceed with the phase 2 project.
July 15, 2014	Notice to proceed with the project issued to HNP.
July 16, 2014	Purchased \$4 million of MBBR media to avoid price increases due to cost of Euro and oil price increases. Saved the project \$635,000.
July 28, 2014	Commission meeting – approved language for the Second Supplement to the 1995 HRWTF Commission Agreement.
August 1, 2014	Virginia Resource Authority (VRA) application submitted to participate in VRA's November bond sale.
August 7, 2014	Kick-off meeting held with HNP to set the schedules for design and construction of the project. Construction scheduled for completion in January 2017.
August 12, 2014	City Council approved Second Supplement Agreement to 1995 HRWTF Agreement.
August 19, 2014	Modification of the WQIF Grant Agreement approved by DEQ Director. Cost of the project modified to \$76,328,041 with a \$49,129,657 grant. Also includes a \$3,153,374 construction contingency of 5%. HNP cost for project is \$70,410,599. Third part design review and construction inspection cost is \$2,681,664.
September 2014	Final Engineering Report submitted to DEQ for review along with application for certificate to construct.
September 2014	City of Hopewell application for site disturbance permit submitted.
September 9, 2014	Second pre-construction and design review meeting held with HNP.
October 2014	Construction trailers set up on site.
October 8, 2014	Third pre-construction and design review meeting held with HNP.
November 2014	Began receiving MBBR media. Shipments will be sent monthly for 19 months until all media is received.
November 12, 2014	Fourth pre-construction and design review meeting held with HNP.
November 19, 2014	Bond sale closing. Borrowed \$5 million. Honeywell and RockTenn agreed to make monthly cash payments for their percentage of costs over the course of the project.
December 3, 2014	Certificate to Construct issued by DEQ.

December 10, 2014	City issued Site Disturbance Permit.
December 15, 2014	Site clearing began.
December 16-17, 2014	60% Design review conducted and fifth construction meeting held with HNP.
January 2015	Oxycharger equipment received and installed.
January 13, 2015	60% Design comment review meeting conducted with Hazen and Sawyer.
January 14, 2015	Sixth construction meeting held with HNP.
January 16, 2015	Hazen and Sawyer and HRWTF comments on 60% design submitted to HNP.
February 11, 2015	Seventh construction meeting held with HNP.
February 24, 2015	Minor new source review air permit issued for Phase 2 project
February 28, 2015	Revised Certificate to Construct issued to incorporate changes that included deletion of UNOX first stage mixers and installation of third domestic screen.
March 11, 2015	Eighth construction meeting held with HNP.
April 13, 2015	Ninth construction meeting held with HNP.
April 10, 2015	City of Hopewell Building Permit for concrete work issued.
April 23, 2015	90% design review meeting held.
May 4, 2015	Chlorine Contact Tank (CCT) excavation complete, rebar & concrete work begins.
May 13, 2015	Tenth monthly construction meeting held with HNP
May 21, 2015	DAF surcharge pile complete
May 28, 2015	First CCT concrete slab pours begin
June 2, 2015	MBBR surcharge settlement complete, removal begins
June 10, 2015	Final monthly construction meeting held with HNP, switching to weekly coordination meetings
June 29, 2015	DAF units 1 & 2 received and stored offsite.
July 14, 2015	Balance of Permit design complete, package being prepared for permit review. Tower crane assembled
September 1, 2015	CCT concrete pours completed. MBBR rebar work begins. All surcharge removal complete. Ash Loading Facility change order approved.
September 22, 2015	60% of media received. Electrical duct bank installation underway. First MBBR concrete slab pours and DAF piping being installed.

October 15, 2015	CCT Concrete cores taken from 3 slab sections for strength testing and evaluation due to low test cylinder break numbers from that batch of concrete.
October 20, 2015	Honeywell valve tie-in preparation begins. MBBR air piping and sieves received.
November 2, 2015	Fine screen and associated equipment received. Anticipate installation during 1 <sup>st</sup> quarter of 2016.
November 4, 2015	Valve Tie-in on Honeywell discharge line to GRPS done (4 hour Honeywell shutdown required). MBBR IPS excavation began.
November 10, 2015	MBBR wall rebar begins with base slab continuation. MBBR IPS mud mat poured.
November 24, 2015	MBBR base slab complete.
December 1, 2015	DAF & Blower Building footings formed and poured, MBBR IPS base slab poured. Ash Handling Facility subsurface utility relocation complete.
January 12, 2016	195 loads of media received, 33 loads remain. CCT filled with NPW to prep for leak test. 1,100 LF of HDPE pipe fused and installed beginning at Hummel Ross Road.
February 9, 2016	Ash Handling Facility building slab poured. Installation prep for 3 <sup>rd</sup> fine screen complete.
March 1, 2016	Temporary Ash Handling enclosure constructed and sealed up. Ash building begins construction. Sheeting work at Gravelly Run PS begins.
March 15, 2016	Third fine screen installed. DAF concrete slab pours begin.
March 22, 2016	Gravelly Run PS excavation begins. MBBR IPS leak test underway.
April 5, 2016	Three DAF Units set in place. MBBR IPS leak test complete and backfill begins. Sodium hydroxide tank pads poured.
April 12, 2016	HNP Requesting 30 day extension on project due to weather delays. Final media delivery has been shipped and will be received by end of April. GRPS excavation complete, mud-mat poured and slab form work underway.
April 14, 2016	Meeting held with DEQ to discuss start-up and issuance of certificate to operate. DEQ agreed no CTO needed to start up the new chlorine contact tank. CTO would be issued once MBBR achieves nitrogen reduction.
April 21, 2016	All media received and stored at old primary plant. GRPS base slab poured. Blower building slab complete & NaOH concrete containment structure complete. DAF building construction underway.
May 3, 2016	Begin MBBR structural channel slabs and walkway form work.
May 10, 2016	DAF building work continues. DAF piping installation has begun. Blower building framing underway. CCT gates and equipment installed.
May 17, 2016	World Water Works on site to assist with DAF setup and installation.
May 31, 2016	Ash Handling Facility substantially complete and fully operational. DAF building nearing completion. Blower building walls going up.

June 6, 2016	MBBR IPS top slab complete. IPS and NaOH buildings delivered. MBBR channel slabs and walls continue.
June 21, 2016	HDPE force main pipe install completed. Polymer feed equipment installation underway. NaOH containment structure coatings complete. GRPS leak test in process.
July 12, 2016	DAF & Blower building doors installed. NaOH tanks delivered and set in place. GRPS leak test complete and acceptable. MBBR IPS coating prep underway.
August 2, 2016	GRFM pressure test begins on HDPE pipe.
August 4, 2016	Conference call with Dominion Power, HDR & DEQ to finalize substation upgrade and confirm grant eligibility.
August 9, 2016	MBBR equipment installation begins in Train 1 with screens and mixers. GRFM pressure test completed.
August 22, 2016	Dominion substation upgrade work begins.
September 9, 2016	CCT Floor coating completed. MBBR Recycle Station equipment installation underway. MBBR equipment installation in Train 2 begins.
September 20, 2016	MBBR Equipment install begins in Train 3. Addition of potable water hydrant for fire protection and upsize of proposed 3" water line to 8" will result in a change order (OCO#4).
September 27, 2016	GRPS Electrical building pad complete and building being erected.
October 4, 2016	MBBR structural concrete pour out complete. Grinding and patching tie holes and caulking underway. Fiber optic lines being run on site. Dominion work delayed due to weather and Hurricane Matthew crew re-allocation.
October 11, 2016	MBBR Equipment installation in Trains 3 & 4. MBBR IPS above ground valves and piping installed. GRPS Flow Control Structure concrete begins.
October 25, 2016	Dominion Substation Upgrade, side 1 complete and switched over. Work on side 2 begins.
November 8, 2016	WWW MBBR equipment installation near complete. MBBR gates begin installation and prepping Train 1, 2 & 3 for filling. Subcontractor for storm drain and curb & gutter remobilized. Manufacturer equipment checkouts begin.
November 30, 2016	Phase II start up meeting held with HNP and WWW. On track for March timeframe.
December 6, 2016	GRPS wet well top poured. IPS flow straighteners installed and pump piping installed.
December 13, 2016	MBBR leak injection underway on all exterior wall and some interior walls. Hand rail and grating complete.
January 24, 2017	GRPS wet well leak test underway. IPS pump startup and testing complete. Dominion Substation side 2 complete and switched over. Minor DVP site work remains.

January 31, 2017	GRPS wet well leak test passed and coating work underway. MBBR Blower wiring complete.
February 14, 2017	MBBR leak testing still on going. Chemical grout injection continues. Blower check outs underway.
February 22, 2017	Structural Engineer of Record visited site to discuss MBBR concrete leaks and long term serviceability of the structure. No strength issues or internal corrosion concerns. Only cosmetic and most of the leaks would self-heal given time.
February 28, 2017	Ribbon cutting pushed back to late June per HNP schedule. Looking to flow wastewater to MBBR in mid/late May.
March 14, 2017	MBBR trains 1, 3, & 5 have passed all leak testing with 2 & 4 now underway. SCADA integration scheduled to start on March 16 <sup>th</sup> .



Hopewell Water Renewal Commission  
 Special Meeting  
 May 2, 2017

Members Present	Members Absent
Christina Luman-Bailey, Chair	Stefan Calos, City Attorney (Mark Haley, proxy)
Fred Harry, AdvanSix	
Mark Haley, City Manager	
Paul Tuck, Ashland	
Doug Woodhouse, Virginia American Water	
Dan Rowland, WestRock	

Others Present	
Jeanie Grandstaff, H2O Renewal	
Matt Ellinghaus, H2O Renewal	
Shayna Johnson, H2O Renewal	
Harold Walker, H2O Renewal	

1. **Call to Order.** Chair Christina Luman-Bailey called the meeting to order at 3:00 on May 2, 2017. A quorum was present. Commissioner Haley presented a proxy from Commissioner Calos to vote in his absence.
2. **Citizens Communication.** There was no communication from citizens at this meeting.
3. **Nitrogen Reduction Project Final Payments.** Jeanie Grandstaff explained that the phase 2 nitrogen reduction project is on budget and is expected to be completed and receive final payment in September 2017. Both AdvanSix and WestRock have completed their cash payments and the Virginia Resource Authority (VRA) loan has been exhausted. There are still some grant funds available, but this money will be expended in May. DEQ has retained \$2.4M until the project is completed and DEQ's certificate to operate (CTO) is issued. This \$2.4M retainage is causing a cash flow problem.

In our contract with Hopewell Nutrient Partners (HNP), substantial completion is defined as when wastewater is flowing through the tanks. In the grant agreement with DEQ, substantial completion is defined as when the new process passes the performance test. Growth of the biology in the MBBR tank is necessary before the performance test can be conducted and could take 2 to 3 months. And the performance test is contracted to last for 30 days. Therefore, there could be at least 4 to 6 months between what is considered substantial completion under the HNP contract and substantial completion under the DEQ grant agreement.

To bridge this 4 to 6 month gap, H2O Renewal has several options.

1. There are 2 "reserve" accounts in the Wastewater Plant Fund. As of 1/31/17, we have a combined total of \$1,707,605.80.
2. In the FY 2016-2017 miscellaneous revenue account, we currently have \$1.6M and anticipate that may exceed \$2M by July 1, 2017.

Rather than taking out a short term loan, H2O Renewal recommends that we use a combination of these funding sources to make the necessary HNP payments. Once the CTO is issued by DEQ and we receive the grant fund retainage, we will use those funds to replenish the reserve and/or miscellaneous revenue accounts. Barring any unforeseen circumstances, the project should be completed and all payments and reimbursements made prior to completing year-end adjustments in March 2018. Therefore, any money used from miscellaneous revenues will be replaced in time for the Commission members to receive their credit as part of the year-end adjustments.

After a motion by Commissioner Tuck, seconded by Commissioner Woodhouse, the Commission unanimously approved the use of the Wastewater Plant Reserve Funds and/or the FY 2016-2017 miscellaneous revenue funds to provide temporary payment of the final invoices to HNP for completion of the phase 2 nitrogen reduction project.

4. **Third Supplement Agreement.** Jeanie Grandstaff reminded the commissioners that the third supplement agreement needs to be approved and signed by each industry before the end of May in order to present the Agreement to City Council for approval. The agreement needs to be complete prior to June 30, 2017 in order to implement the new billing methodology.
5. **Ribbon Cutting.** The consensus of the Commission is the schedule the ribbon cutting for the phase 2 nitrogen project on June 28, 2017. Mark Haley will be the keynote speaker.
6. **Next Commission Meetings.** The next quarterly commission meeting is tentatively scheduled for July 17, 2017. Commissioner Haley suggested that the next meeting could be held on June 28, 2017 in the afternoon after the ribbon cutting. The commissioners agreed, but suggested that July 17, 2017 be held open in the event that it is not possible to hold the meeting on June 28 date.

The last quarterly meeting is scheduled for Monday October 16, 2017. Chair Luman-Bailey stated that her class schedule had changed and she would like to begin holding the meetings on Tuesday. The consensus of the Commission was to move the date of the October meeting to Tuesday, October 17, 2017.

7. **Adjourn.** With no further business, Chair Luman-Bailey adjourned the meeting at 3:38.

**Minutes approved at the July 17, 2017 meeting.**



Hopewell Water Renewal Commission  
Special Meeting  
May 2, 2017, 3:00 p.m.  
H2O Renewal Administration Building Conference Room

## AGENDA

1. Call to Order Christina Luman-Bailey, Chair
2. Citizens Communication Five Minutes Each
3. Nitrogen Reduction Project Final Payments Jeanie Grandstaff
4. Third Supplement Agreement – Request for Industry Status Commission Discussion
5. Next Commission Meetings – Request for Confirmation Commission Discussion  
    July 17, 2017  
    October 16, 2017
6. Other Discussion
7. Adjourn
8. Phase 2 Plant Tour

## **Jeanie Grandstaff**

---

**From:** Calos, Stefan M. <scalos@sandsanderson.com>  
**Sent:** Monday, April 24, 2017 10:17 AM  
**To:** Jeanie Grandstaff; Mark Haley  
**Cc:** Allen, Kathy; Ronnieye Arrington  
**Subject:** RE: Hopewell Water Renewal Commission Special Meeting - May 2, 2017 2:30 p.m.

I hereby designate Mark Haley my proxy in the event you have a physical quorum and I am unable to attend in person. Thank you,

Stefan M. Calos  
Attorney  
Sands Anderson PC  
1111 East Main Street, Suite 2400  
P.O. Box 1998  
Richmond, VA 23218-1998  
Main: (804) 648-1636  
Direct: (804) 783-7215  
Fax: (804) 783-7291  
[scalos@sandsanderson.com](mailto:scalos@sandsanderson.com)  
[www.sandsanderson.com](http://www.sandsanderson.com)

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-----Original Appointment-----

**From:** Jeanie Grandstaff [<mailto:jgrandstaff@hopewellva.gov>]  
**Sent:** Monday, April 24, 2017 10:12 AM  
**To:** Christina Bailey; Daniel Rowland ([daniel.rowland@westrock.com](mailto:daniel.rowland@westrock.com)); Doug Woodhouse ([dwoodhouse@vawc.com](mailto:dwoodhouse@vawc.com)); Harry, Fred; Keefe, Jennifer F.; Mark Haley; Paul Tuck; Calos, Stefan M.; Matt Ellinghaus; Shayna Johnson  
**Subject:** Hopewell Water Renewal Commission Special Meeting - May 2, 2017  
**When:** Tuesday, May 02, 2017 2:30 PM-3:30 PM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** H2O Renewal Conference Room (NOT GRTC)

Legal opinion is that the Commission cannot conduct business via conference call, so I am scheduling a meeting for May 2 at 2:30 for the purpose of discussion and voting on the use of miscellaneous revenues to bridge the cash flow gap for final payments for the phase 2 nitrogen reduction capital project. If you can't make it, please send a proxy or we can arrange a call in if we have a quorum present. This meeting should take no more than 1 hour and we will meet in the administration conference room. Let me know if any of you would also like to tour the project after the meeting.

Below is the summary that I sent earlier regarding the issue.

The phase 2 nitrogen reduction project is on budget and is expected to be completed and receive final payment in September 2017. Both AdvanSix and WestRock have completed their cash payments and the Virginia Resource Authority (VRA) loan has been exhausted. There are still some grant funds available, but this money will be expended in May. DEQ has retained \$2.4M until the project is completed and DEQ's certificate to operate (CTO) is issued. This \$2.4M retainage is causing a cash flow problem.

In our contract with Hopewell Nutrient Partners (HNP), substantial completion is defined as when wastewater is flowing through the tanks. In the grant agreement with DEQ, substantial completion is defined as when the new process passes the performance test. Growth of the biology in the MBBR tank is necessary before the performance test can be conducted and could take 2 to 3 months. And the performance test is contracted to last for 30 days. Therefore, there could be at least 4 to 6 months between what is considered substantial completion under the HNP contract and substantial completion under the DEQ grant agreement.

To bridge this 4 to 6 month gap, H2O Renewal has several options.

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2. In the FY 2016-2017 miscellaneous revenue account, we currently have \$1.6M and anticipate that may exceed \$2M by July 1, 2017.

Rather than taking out a short term loan, H2O Renewal recommends that we use a combination of these funding sources to make the necessary HNP payments. Once the CTO is issued by DEQ and we receive the grant fund retainage, we will use those funds to replenish the reserve and/or miscellaneous revenue accounts. Barring any unforeseen circumstances, the project should be completed and all payments and reimbursements made prior to completing year-end adjustments in March 2018. Therefore, any money used from miscellaneous revenues will be replaced in time for the Commission members to receive their credit as part of the year-end adjustments.



Hopewell Water Renewal Commission  
 Quarterly Meeting  
 July 17, 2017  
 Minutes

Members Present	Members Absent
Christina Luman-Bailey, Chair	Dan Rowland, WestRock
Mason McElroy, proxy for Fred Harry, AdvanSix	Paul Tuck, Ashland
Mark Haley, City Manager	
Stefan Calos, City Attorney	
Doug Woodhouse, Virginia American Water	

Others Present	
Jeanie Grandstaff, H2O Renewal	Cassandra Vanderkeift
Matt Ellinghaus, H2O Renewal	
Shayna Johnson, H2O Renewal	
Harold Walker, H2O Renewal	

1. **Call to Order.** Chair Christina Luman-Bailey called the meeting to order at 1:35 pm on July 17, 2017. Mason McElroy with AdvanSix presented a proxy from Fred Harry, a copy of which is attached as part of these minutes.
2. **Presentation to Departing Commissioner Mark Haley.** Chair Luman-Bailey presented Mark Haley with a plaque recognizing his many years of service to Hopewell Water Renewal and the City of Hopewell, along with a framed Ed Hatch print entitled "Nature and Business in Harmony."
3. **Review for Approval: Minutes from April 3, 2017 and May 2, 2017.** After a motion from Commissioner Haley, seconded by Commissioner Woodhouse, the Commission unanimously approved the minutes from both meeting.
4. **Citizens Communication.** Cassandra Venderkeit stated that she was a member of the City of Hopewell Planning Commission and she was attending to observe the meeting.
5. **Staff Reports.**
  - a. **Safety and Compliance.** Jeanie Grandstaff stated that there had been no accidents or non-compliance incidents since the beginning of the year.
  - b. **Regulatory and Enforcement.** Matt Ellinghaus reviewed the July 17, 2017 Regulatory Affairs Report, which is attached as a part of these minutes. He reported that the 2017 annualized amount of total nitrogen discharged is 1.80 million pounds compared to the permit limit of 1.83 million pounds. However, the Nutrient General Permit issued in January 2017 reduced the phosphorus allocation from 76,139 lbs/year to 61,749 lbs/year. This 19% reduction in phosphorus allocation is making it difficult to maintain compliance with the permit limitation.

- c. **Business Report.** Shayna Johnson, reported that Hopewell Water Renewal was at 93.2% of budget for the fourth quarter of FY 17 and 98.4% for the year. The budget status report is attached as a part of these minutes. Miscellaneous revenue through June 2017 totals \$2,367,082.
- d. **Maintenance Projects Status.** Harold Walker reported that the plant continues to have problems with its centrifuges. One of the centrifuges was sent to a repair shop, which was unable to correct the vibration problems. The centrifuge had to be sent back to the manufacturer for the repair. The plant has been with only one centrifuge for approximately 12 weeks. Mr. Walker also reported that the UNOX motor control center bid was approximately \$240,000 higher than the budget amount.
6. **Centrifuge Installation Cost Adjustment.** Harold Walker reported that the low bid received for installing a third centrifuge was \$1,594,000 which was approximately \$500,000 over what was budgeted.
7. **O&M Cost Allocation Agreement.** Jeanie Grandstaff stated that she had received the signed Third Supplement Agreement to the 1995 Facility Agreement from AdvanSix. Through a phone call with the local industry managers, she understands that the Ashland Third Supplement Agreement is on the Ashland CEO desk, with VAWCO's and WestRock's agreements being reviewed by their legal departments. Since the new billing methodology was approved by the Commission at its December meeting, the new billing method is being implemented beginning in July 2017.
8. **Phase 2 Status.** Matt Ellinghaus explained that the domestic wastewater was transferred to the new nitrogen reduction facilities on July 5, 2017. Construction is substantially complete with punch list items remaining. Ribbon cutting for the new project was held on July 10, 2017.
9. **Hydrogen Sulfide Study Status.** Matt Ellinghaus explained that a pilot study using potassium permanganate was completed and final study report should be complete in early August.
10. **Next Commission Meeting.** Jeanie Grandstaff stated that the next Commission meeting will be held on Tuesday October 17, 2017 at 1:30.
11. **Other Discussion.** Jeanie Grandstaff announced that she will be retiring on December 31, 2017.
12. **Adjourn.** There being no further business, the meeting was adjourned at 2:47 p.m.

**Minutes approved at the October 17, 2017 Meeting.**



Hopewell Water Renewal Commission  
Quarterly Meeting  
July 17, 2017, 1:30 p.m.  
Gravelly Run Training Center  
**AGENDA**

1. Call to Order Christina Luman-Bailey, Chair
2. Presentation to Departing Commissioner Mark Haley Christina Luman-Bailey, Chair
3. Review for Approval: Minutes from April 3, 2017 and May 2, 2017 Christina Luman-Bailey, Chair
4. Citizens Communication Five Minutes Each
5. Staff Reports
  - a) Safety and Compliance Jeanie Grandstaff
  - b) Regulatory and Enforcement Matt Ellinghaus
  - c) Business Report Shayna Johnson
  - d) Maintenance Projects Status Harold Walker
6. Centrifuge Installation Cost Adjustment Harold Walker
7. O&M Cost Allocation Agreement Commission Discussion
8. Phase 2 Status Matt Ellinghaus
9. Hydrogen Sulfide Study Status Matt Ellinghaus
10. Next Commission Meetings Commission Discussion  
October 17, 2017
11. Other Discussion
12. Adjourn

## Jeanie Grandstaff

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**From:** McElroy, Mason <mason.mcelroy@advan6.com>  
**Sent:** Monday, July 17, 2017 1:58 PM  
**To:** Jeanie Grandstaff  
**Subject:** Fwd: Proxy

Sent from my iPhone

Begin forwarded message:

**From:** "Harry, Fred" <[Frederick.Harry@Advan6.com](mailto:Frederick.Harry@Advan6.com)>  
**Date:** July 17, 2017 at 1:49:18 PM EDT  
**To:** "McElroy, Mason" <[mason.mcelroy@advan6.com](mailto:mason.mcelroy@advan6.com)>  
**Subject:** Proxy

I delegate Mason McElroy to act as my proxy for voting matters at the HWR commission meeting on 7/17/17.

Fred Harry  
AdvanSix

Sent from my iPhone

draft



Hopewell Water Renewal Commission  
Special Meeting  
May 2, 2017

Members Present	Members Absent
Christina Luman-Bailey, Chair	Stefan Calos, City Attorney (by proxy)
Fred Harry, AdvanSix	
Mark Haley, City Manager	
Paul Tuck, Ashland	
Doug Woodhouse, Virginia American Water	
Dan Rowland, WestRock	

Others Present	
Jeanie Grandstaff, H2O Renewal	
Matt Ellinghaus, H2O Renewal	
Shayna Johnson, H2O Renewal	
Harold Walker, H2O Renewal	

- 1. Call to Order.** Chair Christina Luman-Bailey called the meeting to order at 3:00 on May 2, 2017. A quorum was present. Commissioner Haley presented a proxy from Commissioner Calos to vote in his absence.
- 2. Citizens Communication.** There was no communication from citizens at this meeting.
- 3. Nitrogen Reduction Project Final Payments.** Jeanie Grandstaff explained that the phase 2 nitrogen reduction project is on budget and is expected to be completed and receive final payment in September 2017. Both AdvanSix and WestRock have completed their cash payments and the Virginia Resource Authority (VRA) loan has been exhausted. There are still some grant funds available, but this money will be expended in May. DEQ has retained \$2.4M until the project is completed and DEQ's certificate to operate (CTO) is issued. This \$2.4M retainage is causing a cash flow problem.

In our contract with Hopewell Nutrient Partners (HNP), substantial completion is defined as when wastewater is flowing through the tanks. In the grant agreement with DEQ, substantial completion is defined as when the new process passes the performance test. Growth of the biology in the MBBR tank is necessary before the performance test can be conducted and could take 2 to 3 months. And the performance test is contracted to last for 30 days. Therefore, there could be at least 4 to 6 months between what is considered substantial completion under the HNP contract and substantial completion under the DEQ grant agreement.

To bridge this 4 to 6 month gap, H2O Renewal has several options.

1. There are 2 "reserve" accounts in the Wastewater Plant Fund. As of 1/31/17, we have a combined total of \$1,707,605.80.
2. In the FY 2016-2017 miscellaneous revenue account, we currently have \$1.6M and anticipate that may exceed \$2M by July 1, 2017.

Rather than taking out a short term loan, H2O Renewal recommends that we use a combination of these funding sources to make the necessary HNP payments. Once the CTO is issued by DEQ and we receive the grant fund retainage, we will use those funds to replenish the reserve and/or miscellaneous revenue accounts. Barring any unforeseen circumstances, the project should be completed and all payments and reimbursements made prior to completing year-end adjustments in March 2018. Therefore, any money used from miscellaneous revenues will be replaced in time for the Commission members to receive their credit as part of the year-end adjustments.

After a motion by Commissioner Tuck, seconded by Commissioner Woodhouse, the Commission unanimously approved the use of the Wastewater Plant Reserve Funds and/or the FY 2016-2017 miscellaneous revenue funds to provide temporary payment of the final invoices to HNP for completion of the phase 2 nitrogen reduction project.

- 4. Third Supplement Agreement.** Jeanie Grandstaff reminded the commissioners that the third supplement agreement needs to be approved and signed by each industry before the end of May in order to present the Agreement to City Council for approval. The agreement needs to be complete prior to June 30, 2017 in order to implement the new billing methodology.
- 5. Ribbon Cutting.** The consensus of the Commission is the schedule the ribbon cutting for the phase 2 nitrogen project on June 28, 2017. Mark Haley will be the keynote speaker.
- 6. Next Commission Meetings.** The next quarterly commission meeting is tentatively scheduled for July 17, 2017. Commissioner Haley suggested that the next meeting could be held on June 28, 2017 in the afternoon after the ribbon cutting. The commissioners agreed, but suggested that July 17, 2017 be held open in the event that it is not possible to hold the meeting on June 28 date.

The last quarterly meeting is scheduled for Monday October 16, 2017. Chair Luman-Bailey stated that her class schedule had changed and she would like to begin holding the meetings on Tuesday. The consensus of the Commission was to move the date of the October meeting to Tuesday, October 17, 2017.

- 7. Adjourn.** With no further business, Chair Luman-Bailey adjourned the meeting at 3:38.

## Regulatory Affairs / Technical Services

### Quarterly Summary

- Title V Permit

- 2007 Clean Air Act Audit, April 2009, and December 2010 NOVs. A Consent Order was signed with EPA in September 2016. We are now in the process of implementing its requirements. Procurement of a third party auditor was required by the Consent Order. After advertising in October and again in February, H2O Renewal did not receive any submittals on the Request for Qualifications.

In addition, H2O Renewal has requested EPA to approve alternative HAP compliance monitoring parameters as agreed to verbally with EPA during the negotiations for the Consent Order. EPA has ignored both requests for approval. If alternative compliance monitoring parameters are not approved by September 2017, the current parameters will expire with the Order, leaving H2O Renewal in a dilemma as to what parameters to monitor. H2O Renewal plans to submit another request to EPA providing additional data to support our request.

- Sewage Sludge Incinerator Rules. Installation of a new scrubber and ash handling system is complete. The new scrubber passed all the new air standards. Compliance report was submitted to DEQ at the end of April, 2016. Performance testing for the ash handling system was completed in July 2016. Final report on fugitive dust emissions received and sent to DEQ demonstrating full compliance with the standard. The second annual performance test was conducted in mid-March 2017 and demonstrated full compliance with both emissions and fugitive dust. Results have been submitted and accepted by DEQ.

- VPDES Permit

- Violations. The plant maintained compliance through June of 2017 and appears to be on track for compliance in July.
- VPDES Permit. The VPDES permit expired on September 30, 2013. The permit was reissued and became effective on August 1, 2016. The ammonia permit limit is 25.8 mg/l Daily Maximum and 17.2 mg/l Monthly Average. The new ammonia and nitrogen limits will become effective in January 2018 after the nitrogen reduction project is complete and operational.
- Section 308 Request from EPA. During the past quarter, H2O Renewal has received no further requests from EPA for information. The 2016 annual pretreatment report was submitted to EPA as required.

- Storm Water Permit. The July 2014 industrial storm water general permit requires sampling at each outfall for total nitrogen, total phosphorus and total suspended solids, as well as pH. To lessen the sampling burden and improve sampling locations Hazen is currently designing a method to combine existing outfalls and installing storm water controls. This will reduce the number of outfalls to 4 or 5. Money for construction of the new outfalls is in the FY 18 capital budget.

- Environmental Management System (EMS). H2O Renewal submitted its E3 annual report on April 1, 2017. DEQ has requested H2O Renewal to reapply for E3 status even though we have experienced a number of violations/enforcement actions over the past few years. We have contracted with Aegis Environmental to assist us in updating the EMS and the application has been drafted and will be submitted this month.

- Nutrient Issues

- Nutrient General Permit. The projected nitrogen discharged for 2017 is currently 1.80 million pounds, just below the permit limit of 1.83 million pounds/year. The annual average concentration through

Hopewell Water Renewal Commission Meeting  
July 17, 2017

June was 22.6 mg/l. In the new Nutrient General Permit, James River dischargers' phosphorus allocations have been reduced by approximately 19%. H2O Renewal's phosphorus limitation were reduced from 76,139 pounds/year to 61,749 pounds/year. Through June, we have discharged 33,789 pounds and currently project a total phosphorous discharge for 2017 of 67,578 pounds. H2O Renewal historically discharged around 50,000 pounds of phosphorus/year, but due to some unexpected loadings last year, we discharged 77,584 pounds in 2016 and needed to purchase 1,445 credits on the exchange at a cost of \$11,429.95.

- Water Quality Improvement Fund Grant Agreement for Denitrification. The 2001 grant agreement was modified to require an effluent Total Nitrogen annual average concentration of 24 mg/l and allows for a 10% exceedance to 26.4 mg/L. As stated above, the 2017 average total nitrogen discharged through June was 22.6 mg/l.
- The Nutrient Exchange Association. Beginning in 2011, H2O Renewal and Honeywell (now AdvanSix) signed a nutrient credit agreement which requires H2O Renewal to purchase nitrogen credits from Honeywell at one-half The Exchange credit price. For 2017, we agreed to purchase 122,553 credits at a cost of \$1.875/credit or a total cost of \$229,786.87.
- Chesapeake Bay and James River TMDL. H2O Renewal was invited to participate on DEQ's Regulatory Advisory Panel (RAP) to comment and assist with the development of the chlorophyll a standard for the James River. An introductory meeting was held in late June and additional meetings and conference calls have been held. The primary focus to date has been review of the modeling results and determination of where Chl-a levels should be set.
- Nitrogen Reduction Alternatives Evaluation and Segregated Treatment
  - Phase 2. Construction on the phase 2 nitrogen reduction project is continuing with delays in some components. Substantial completion was reached in mid July 2017. A project timeline status is provided as part of the meeting agenda.
  - Water Quality Improvement Fund Grant Agreement for Phase 2 Nitrogen Reduction. H2O Renewal is submitting pay request to DEQ as invoices are received. The total grant amount spent through May 2017 is \$46,051,569.03 with a total project amount of \$69,302,104.
- Pretreatment
  - All industries are operating in compliance with current pretreatment permits.
- Sanitary Sewer System
  - Regular sewer point repairs and lining work continues. CCTV work is being scheduled for FY 2017 in unevaluated sub-basins and future rehab plans will be developed based on the CCTV work. The sewer line stabilization at Carter Woodson Elementary School has been bid and a contractor selection has been made.
  - Station Street PS flow evaluation has begun to determine the cause for high flows resulting in multiple wet weather overflow events.
- Lab Certification
  - H2O Renewal's lab certification was re-issued in June 2016.

Hopewell Water Renewal Commission Meeting  
July 17, 2017

**Milestones in the upcoming timeline**  
**(Italics text indicates actions predicted from a strategic analysis of available information):**

2017

- Nutrient General Permit Effective -- January
- Nitrogen Reduction Project Start-up -- July
- *Grant Agreement Compliance Due*
- *New EPA Ammonia Criteria Adopted*
- *DEQ establishes final TN limits for James River dischargers based on chlorophyll study results*

2018

- Stormwater Permit Application Due – December

2019

- *Stormwater Permit Reissued*
- Title V Permit Application Due – March
- *Title V Permit Reissued*

2020

- *VPDES Permit Application Due*

HOPEWELL WATER RENEWAL  
BUDGET PERFORMANCE REPORT  
**PRELIMINARY**

FY 2016-2017	Apr 1 to Jun 30 4th Qtr - Preliminary			YTD FY 16-17			Total Budget
	Actual	Budget	%	YTD FY 16-17	Budget	%	BUDGET
Salaries	756,662	717,002		3,061,861	3,106,093		3,066,433
Benefits	277,162	317,954		1,075,561	1,335,857		1,376,649
<b>TOTAL LABOR</b>	<b>1,033,824</b>	<b>1,034,956</b>	<b>99.9%</b>	<b>4,137,422</b>	<b>4,441,950</b>	<b>93.1%</b>	<b>4,443,082</b>
Power	430,056	620,500		1,373,475	1,671,056		1,861,500
Fuel	57,603	100,000		246,205	257,603		300,000
<b>TOTAL ENERGY</b>	<b>487,660</b>	<b>720,500</b>	<b>67.7%</b>	<b>1,619,680</b>	<b>1,928,660</b>	<b>84.0%</b>	<b>2,161,500</b>
OTC	25,771	103,000		36,968	297,771		375,000
Hypochlorite	239,725	141,667		771,253	648,058		550,000
Lime				0	0		
Polymer	110,880	64,000		360,639	366,880		320,000
Defoamer	0	10,000		17,815	10,000		20,000
Phosphoric	17,600	23,333		48,080	64,267		70,000
<b>TOTAL CHEMICALS</b>	<b>393,976</b>	<b>342,000</b>	<b>115.2%</b>	<b>1,234,755</b>	<b>1,386,976</b>	<b>89.0%</b>	<b>1,335,000</b>
Maintenance Supply	313,303	182,333		1,216,877	697,970		567,000
Contract Maintenance	70,036	169,333		371,131	443,702		543,000
Interceptor Maintenance	0	5,000		7,475	10,000		15,000
<b>TOTAL MAINTENANCE</b>	<b>383,339</b>	<b>356,667</b>	<b>107.5%</b>	<b>1,595,483</b>	<b>1,151,672</b>	<b>138.5%</b>	<b>1,125,000</b>
Utilities	54,492	36,816		143,858	134,176		116,500
Other Supplies	95,156	99,333		309,063	305,323		309,500
Consulting	240,631	264,416		1,054,960	769,463		793,249
Administration	24,166	39,033		147,640	287,233		302,100
Residual Disposal	69,262	58,333		221,395	185,929		175,000
Legal Services	600	33,333		23,034	67,267		100,000
<b>TOTAL MISCELLANEOUS</b>	<b>484,308</b>	<b>531,266</b>	<b>91.2%</b>	<b>1,899,951</b>	<b>1,749,391</b>	<b>108.6%</b>	<b>1,796,348</b>
<b>GRAND TOTAL</b>	<b>2,783,106</b>	<b>2,985,388</b>	<b>93.2%</b>	<b>10,487,292</b>	<b>10,658,649</b>	<b>98.4%</b>	<b>10,860,931</b>



## HRWTF Phase 2 Nitrogen Reduction Project Timeline Status

June 13, 2014	City Manager signed the PPEA comprehensive agreement with Hopewell Nutrient Partners (HNP) to proceed with the phase 2 project.
July 15, 2014	Notice to proceed with the project issued to HNP.
July 16, 2014	Purchased \$4 million of MBBR media to avoid price increases due to cost of Euro and oil price increases. Saved the project \$635,000.
July 28, 2014	Commission meeting – approved language for the Second Supplement to the 1995 HRWTF Commission Agreement.
August 1, 2014	Virginia Resource Authority (VRA) application submitted to participate in VRA's November bond sale.
August 7, 2014	Kick-off meeting held with HNP to set the schedules for design and construction of the project. Construction scheduled for completion in January 2017.
August 12, 2014	City Council approved Second Supplement Agreement to 1995 HRWTF Agreement.
August 19, 2014	Modification of the WQIF Grant Agreement approved by DEQ Director. Cost of the project modified to \$76,328,041 with a \$49,129,657 grant. Also includes a \$3,153,374 construction contingency of 5%. HNP cost for project is \$70,410,599. Third part design review and construction inspection cost is \$2,681,664.
September 2014	Final Engineering Report submitted to DEQ for review along with application for certificate to construct.
September 2014	City of Hopewell application for site disturbance permit submitted.
September 9, 2014	Second pre-construction and design review meeting held with HNP.
October 2014	Construction trailers set up on site.
October 8, 2014	Third pre-construction and design review meeting held with HNP.
November 2014	Began receiving MBBR media. Shipments will be sent monthly for 19 months until all media is received.
November 12, 2014	Fourth pre-construction and design review meeting held with HNP.
November 19, 2014	Bond sale closing. Borrowed \$5 million. Honeywell and RockTenn agreed to make monthly cash payments for their percentage of costs over the course of the project.
December 3, 2014	Certificate to Construct issued by DEQ.

December 10, 2014	City issued Site Disturbance Permit.
December 15, 2014	Site clearing began.
December 16-17, 2014	60% Design review conducted and fifth construction meeting held with HNP.
January 2015	Oxycharger equipment received and installed.
January 13, 2015	60% Design comment review meeting conducted with Hazen and Sawyer.
January 14, 2015	Sixth construction meeting held with HNP.
January 16, 2015	Hazen and Sawyer and HRWTF comments on 60% design submitted to HNP.
February 11, 2015	Seventh construction meeting held with HNP.
February 24, 2015	Minor new source review air permit issued for Phase 2 project
February 28, 2015	Revised Certificate to Construct issued to incorporate changes that included deletion of UNOX first stage mixers and installation of third domestic screen.
March 11, 2015	Eighth construction meeting held with HNP.
April 13, 2015	Ninth construction meeting held with HNP.
April 10, 2015	City of Hopewell Building Permit for concrete work issued.
April 23, 2015	90% design review meeting held.
May 4, 2015	Chlorine Contact Tank (CCT) excavation complete, rebar & concrete work begins.
May 13, 2015	Tenth monthly construction meeting held with HNP
May 21, 2015	DAF surcharge pile complete
May 28, 2015	First CCT concrete slab pours begin
June 2, 2015	MBBR surcharge settlement complete, removal begins
June 10, 2015	Final monthly construction meeting held with HNP, switching to weekly coordination meetings
June 29, 2015	DAF units 1 & 2 received and stored offsite.
July 14, 2015	Balance of Permit design complete, package being prepared for permit review. Tower crane assembled
September 1, 2015	CCT concrete pours completed. MBBR rebar work begins. All surcharge removal complete. Ash Loading Facility change order approved.
September 22, 2015	60% of media received. Electrical duct bank installation underway. First MBBR concrete slab pours and DAF piping being installed.

October 15, 2015	CCT Concrete cores taken from 3 slab sections for strength testing and evaluation due to low test cylinder break numbers from that batch of concrete.
October 20, 2015	Honeywell valve tie-in preparation begins. MBBR air piping and sieves received.
November 2, 2015	Fine screen and associated equipment received. Anticipate installation during 1 <sup>st</sup> quarter of 2016.
November 4, 2015	Valve Tie-in on Honeywell discharge line to GRPS done (4 hour Honeywell shutdown required). MBBR IPS excavation began.
November 10, 2015	MBBR wall rebar begins with base slab continuation. MBBR IPS mud mat poured.
November 24, 2015	MBBR base slab complete.
December 1, 2015	DAF & Blower Building footings formed and poured, MBBR IPS base slab poured. Ash Handling Facility subsurface utility relocation complete.
January 12, 2016	195 loads of media received, 33 loads remain. CCT filled with NPW to prep for leak test. 1,100 LF of HDPE pipe fused and installed beginning at Hummel Ross Road.
February 9, 2016	Ash Handling Facility building slab poured. Installation prep for 3 <sup>rd</sup> fine screen complete.
March 1, 2016	Temporary Ash Handling enclosure constructed and sealed up. Ash building begins construction. Sheeting work at Gravelly Run PS begins.
March 15, 2016	Third fine screen installed. DAF concrete slab pours begin.
March 22, 2016	Gravelly Run PS excavation begins. MBBR IPS leak test underway.
April 5, 2016	Three DAF Units set in place. MBBR IPS leak test complete and backfill begins. Sodium hydroxide tank pads poured.
April 12, 2016	HNP Requesting 30 day extension on project due to weather delays. Final media delivery has been shipped and will be received by end of April. GRPS excavation complete, mud-mat poured and slab form work underway.
April 14, 2016	Meeting held with DEQ to discuss start-up and issuance of certificate to operate. DEQ agreed no CTO needed to start up the new chlorine contact tank. CTO would be issued once MBBR achieves nitrogen reduction.
April 21, 2016	All media received and stored at old primary plant. GRPS base slab poured. Blower building slab complete & NaOH concrete containment structure complete. DAF building construction underway.
May 3, 2016	Begin MBBR structural channel slabs and walkway form work.
May 10, 2016	DAF building work continues. DAF piping installation has begun. Blower building framing underway. CCT gates and equipment installed.
May 17, 2016	World Water Works on site to assist with DAF setup and installation.
May 31, 2016	Ash Handling Facility substantially complete and fully operational. DAF building nearing completion. Blower building walls going up.

June 6, 2016	MBBR IPS top slab complete. IPS and NaOH buildings delivered. MBBR channel slabs and walls continue.
June 21, 2016	HDPE force main pipe install completed. Polymer feed equipment installation underway. NaOH containment structure coatings complete. GRPS leak test in process.
July 12, 2016	DAF & Blower building doors installed. NaOH tanks delivered and set in place. GRPS leak test complete and acceptable. MBBR IPS coating prep underway.
August 2, 2016	GRFM pressure test begins on HDPE pipe.
August 4, 2016	Conference call with Dominion Power, HDR & DEQ to finalize substation upgrade and confirm grant eligibility.
August 9, 2016	MBBR equipment installation begins in Train 1 with screens and mixers. GRFM pressure test completed.
August 22, 2016	Dominion substation upgrade work begins.
September 9, 2016	CCT Floor coating completed. MBBR Recycle Station equipment installation underway. MBBR equipment installation in Train 2 begins.
September 20, 2016	MBBR Equipment install begins in Train 3. Addition of potable water hydrant for fire protection and upsize of proposed 3" water line to 8" will result in a change order (OCO#4).
September 27, 2016	GRPS Electrical building pad complete and building being erected.
October 4, 2016	MBBR structural concrete pour out complete. Grinding and patching tie holes and caulking underway. Fiber optic lines being run on site. Dominion work delayed due to weather and Hurricane Matthew crew re-allocation.
October 11, 2016	MBBR Equipment installation in Trains 3 & 4. MBBR IPS above ground valves and piping installed. GRPS Flow Control Structure concrete begins.
October 25, 2016	Dominion Substation Upgrade, side 1 complete and switched over. Work on side 2 begins.
November 8, 2016	WWW MBBR equipment installation near complete. MBBR gates begin installation and prepping Train 1, 2 & 3 for filling. Subcontractor for storm drain and curb & gutter remobilized. Manufacturer equipment checkouts begin.
November 30, 2016	Phase II start up meeting held with HNP and WWW. On track for March timeframe.
December 6, 2016	GRPS wet well top poured. IPS flow straighteners installed and pump piping installed.
December 13, 2016	MBBR leak injection underway on all exterior wall and some interior walls. Hand rail and grating complete.
January 24, 2017	GRPS wet well leak test underway. IPS pump startup and testing complete. Dominion Substation side 2 complete and switched over. Minor DVP site work remains.

January 31, 2017	GRPS wet well leak test passed and coating work underway. MBBR Blower wiring complete.
February 14, 2017	MBBR leak testing still on going. Chemical grout injection continues. Blower check outs underway.
February 22, 2017	Structural Engineer of Record visited site to discuss MBBR concrete leaks and long term serviceability of the structure. No strength issues or internal corrosion concerns. Only cosmetic and most of the leaks would self-heal given time.
February 28, 2017	Ribbon cutting pushed back to late June per HNP schedule. Looking to flow wastewater to MBBR in mid/late May.
March 14, 2017	MBBR trains 1, 3, & 5 have passed all leak testing with 2 & 4 now underway. SCADA integration scheduled to start on March 16 <sup>th</sup> .
April 11, 2017	MBBR trains 2 & 4 passed leak test along with influent & effluent channels and DAF box. Exterior being prepped for coatings.
April 27, 2017	MBBR bubble test complete and ready for media install.
May 3, 2017	Media loading begins. Dominion Power work complete for new GRPS. Final site grading, curb & gutter, storm sewer pipe, and rain garden installation underway.
June 15, 2017	Media loading complete and wet down going as expected. PCEC prep work underway for July 5 <sup>th</sup> diversion and Phase II start up.
July 5, 2017	PCEC bulkhead installed, domestic wastewater begins flowing to MBBR with smooth start up.
July 10, 2017	Ribbon Cutting held.
July 12, 2017	Domestic Primary Clarifier disinfection feed system shut off, disinfection now controlled at new CCT. Permanent PCEC bulkhead poured to separate segregated flows from industrial flows.

**PROCLAMATIONS**

§

**RESOLUTIONS**

§

**PRESENTATIONS**

FOX RICHMOND CELEBRATES

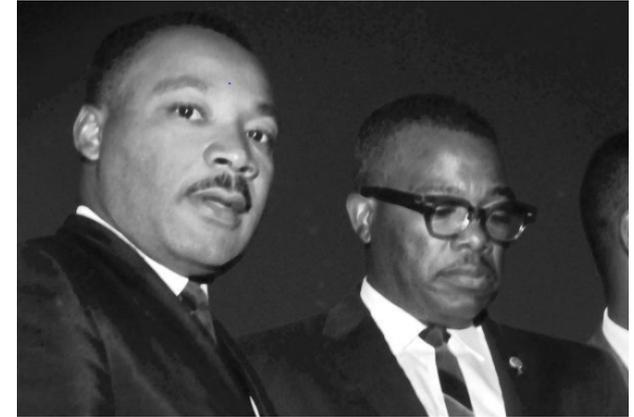
**BLACK  
HISTORY  
MONTH**

**2018**



Rev. Dr. Curtis West Harris was the last of six children born to the late Thelma and Sandy Harris on July 1, 1924 in Dendron, Virginia. He was raised in Hopewell, Virginia and educated in its public schools.

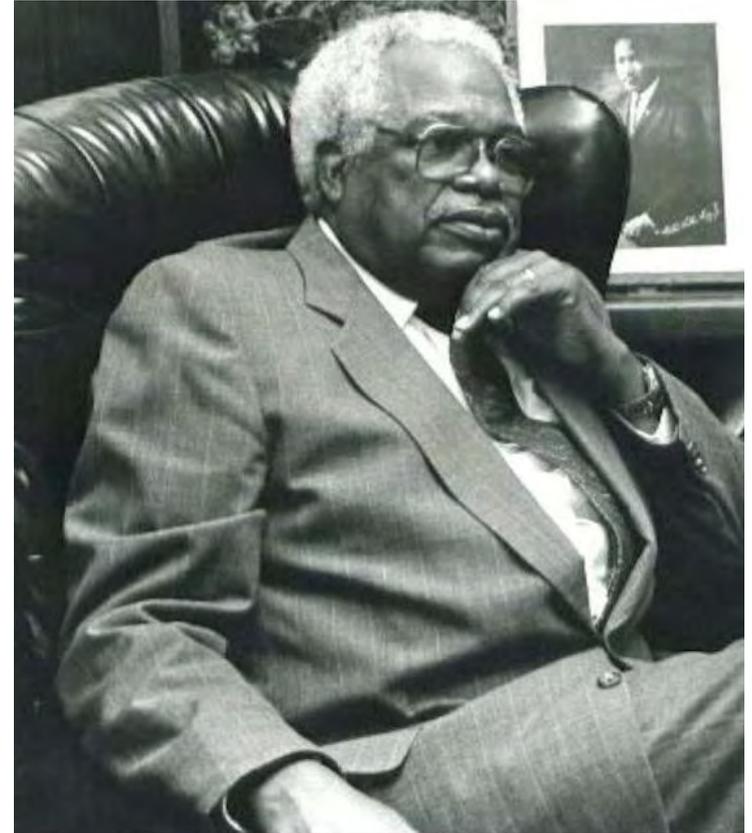
Although Dr. Harris' childhood was spent in poverty, he was taught early in life, the value of sharing with the less fortunate. This sharing factor and the selflessness exemplified by his mother were pivotal to his entry into the ministry and to the role he selected to play in the protection of human rights.



The civil rights work of Dr. Harris began as early as 1950 when he was elected president of the Hopewell chapter of the NAACP. Ten years later, he was arrested and sentenced to 60 days in jail for his role in a sit-in at a segregated drugstore in Hopewell. In 1961, he became a member of the National SCLC Board of Directors, joined forces with the late Dr. Martin Luther King, Jr. and accepted nonviolence as the most practical means to fight racial and social injustice. He was arrested 13 times for acts of civil disobedience during his civil rights career.

In 1959, the late Dr. George W. King and Union Baptist Church in Hopewell ordained Dr. Harris into the ministry. He began his spiritual call at First Baptist Church, Bermuda Hundred in Chesterfield, Virginia where he was pastor for ten years. He also led the congregation at Gilfield Baptist Church, Ivor, Virginia for 33 years; and preached his last sermon as pastor of Union Baptist on Sunday, December 16, 2007 after 46 years as pastor.

By the 1960's, Dr. Harris had also taken an interest in local politics and ran seven times, unsuccessfully, for a seat on the Hopewell City Council. Finally, in 1983, he forced the city to switch from its longstanding at-large system to a ward system and became the second African American elected to the council. He became the city's second African American vice-mayor in 1996 and was sworn in as Hopewell's first African American mayor in 1998. On March 1, 2012, after 26 years of service to the city and to his constituents in Ward 2, Dr. Harris retired from his seat on the Hopewell City Council.



Dr. Harris was cited for contempt by the Boatwright Committee of the Virginia General Assembly and accompanied to his trial by Dr. King in 1962. He witnessed the "I Have a Dream" speech at the 1963 March on Washington for Freedom and Jobs, marched 50 miles from Selma to Montgomery to secure voting rights for Blacks in 1965, assisted in the coordination of the Poor People's Campaign in 1968, and beaten in Suffolk, VA during a peaceful protest in 1969. He was still battling in the war against injustice when he filed a discrimination complaint against Fort Lee, Virginia in 1996; and at the age of 83, Dr. Harris took to the streets in demonstration against the Hopewell City Council's proposal to build an ethanol plant in 2007.



As a Sponsor of Black History Month your organization will be able to share the achievements of Rev. Dr. Curtis W. Harris. Your organization would be recognized as staple within the community by delivering these important messages throughout Central VA. Each sponsor will share their personal experiences and how Rev. Dr. Curtis W. Harris' helped influence their organization.

This is a key opportunity to incite membership opportunities and public awareness.

## On-Air

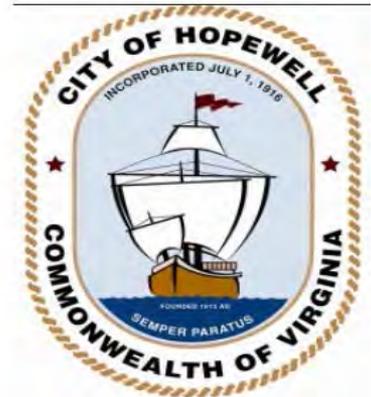
- The flight dates: February 1<sup>st</sup> through the 28<sup>th</sup> 2018.
- WRLH will produce one :60 vignette featuring your organizations close relationship with Rev. Dr. Curtis W. Harris audio and video identification during :05 tag.
- The primary on-air schedule is based on the target audience of adults 24-54.



Virginia State Conference

# NAACP

Strong social, political, and religious consciousness led Dr. Harris to affiliate with and hold office in the following organizations: **Hopewell Chapter of the National Association for the Advancement of Colored People (NAACP)**, President; **Carter G. Woodson Parent-Teacher Association (PTA)**, President; **Hopewell Ministerial Association**, Secretary/President; **Hopewell Improvement Association (HIA)**, Vice President/President; **National Southern Christian Leadership Conference (SCLC)**, Board of Directors/Vice President; **Virginia State Unit of SCLC**, President; **Moses Life Insurance Association**, President; **Shiloh Lodge #33 of Virginia Free & Accepted Masons, Inc.** (Prince Hall Affiliated), Past Worshipful Master; **Union Baptist Sunday School**, Teacher/Superintendent; **Lily of the Valley Chapter #44** (Order of Eastern Star), Past Worthy Patron; **Virginia State Advisory Committee to the U.S. Commission on Civil Rights**, Vice Chairman; **Bethany Baptist Association and Allied Bodies**, Moderator Executive Director and ; **Virginia State University Non-Boarding Students**, Counselor; **Virginia Council on Human Relations**, Director; and **Hopewell City Council**, Councilman/Vice Mayor/Mayor.



Program	Days/Time	Feb 5 <sup>th</sup>	Feb 12 <sup>th</sup>	Feb 19 <sup>th</sup>
FOX MORNING NEWS	M-F / 7a-8a	3	3	3
ROTATOR	M-F / 9a-4p	2	2	2
ERLH	M-F/ 6p-10p	5	4	4
FULL MEASURE WITH SHARYL ATTKISSON	SUN/1030a-11a	2	3	2
FOX PRIME ROS	M-F 8p-10p	3	2	2
COLLEGE BASKETBALL	SAT /12p-2p	1	1	1
COLLEGE BASKETBALL	SAT / 3p-5p	1	1	2

*Total Investment: \$5,000*

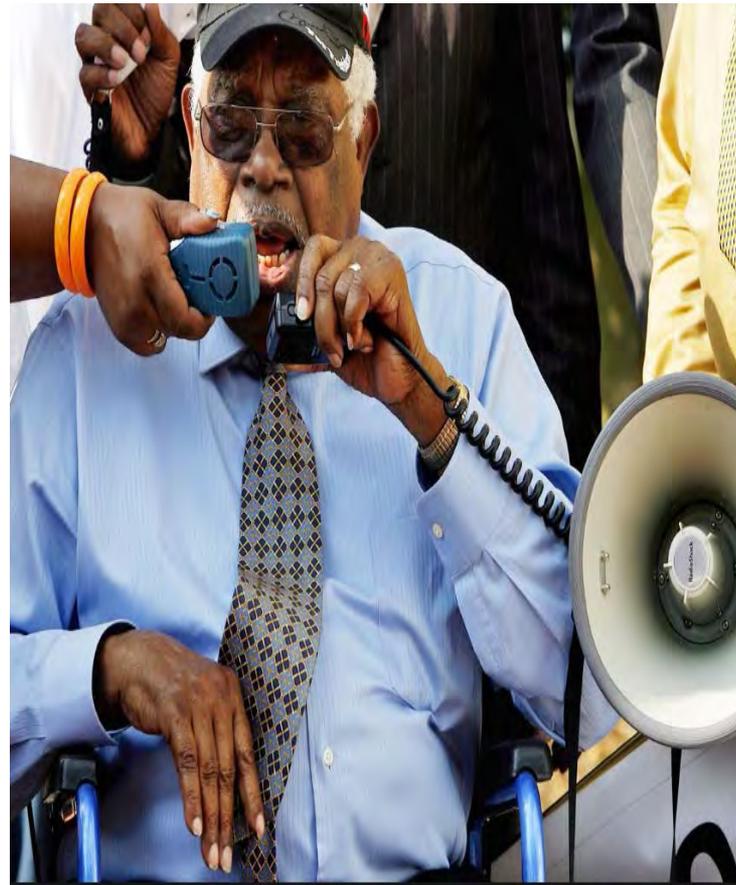
*Schedule Summary*

*Total Spots: 49*

*Total Adults 25 to 54 Impressions: 438,100*

*Reach : 43% Frequency : 2*

- In addition to your primary on-air schedule Fox Richmond will add **20 Additional no charge spots** during the February flight on both stations.





## Sponsorship Elements

- Primary On-Air Schedule
- 20x Additional Value Added Spots on FOX
- One (1) :60 second vignette produced

Total Sponsorship Commitment: \$5,000

**WRLH**

By: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Client**

By: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

This sale of advertising is subject to the Standard Advertiser Terms and Conditions (the "Terms") in effect on the date the advertising order is accepted, which Terms are incorporated by this reference and are available at <http://sbgi.net/wp-content/uploads/2015/06/standard-advertiser-terms-and-conditions.pdf> (and will also be sent by mail or fax upon written request). The parties intend for the Terms to be part of their agreement and be bound thereby; any additional or different terms in any purchase order or other document are hereby rejected.

# **PUBLIC HEARINGS**

**PH-1**

## **PUBLIC NOTICE**

Hopewell City Council will conduct a public hearing at a meeting on Tuesday, January 9, 2018 at 7:30 p.m. in City Council Chambers in the Municipal Building, 300 North Main Street, Hopewell, Virginia 23860, for the purpose of receiving comments regarding a request by Noble Oil Services, Inc. for an easement allowing Noble to use the roadway extending in an easterly direction from Hummel Ross Road in the City and ending at Hopewell Water Renewal, the City's wastewater treatment plant.

Information regarding the above referenced matters may be examined at Hopewell Water Renewal, 231 Hummel Ross Road, Hopewell, Virginia during normal business hours from 8:30 a.m. to 5:00 p.m., Monday through Friday. Additionally, information can be obtained by telephone at (804) 541-2210.

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

**Order of Business:**

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

**Action:**

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE: Approval of Nobel Oil Easement for Pedestrian and Vehicle Traffic on the Entrance Road into the Hopewell Water Renewal Wastewater Treatment Plant.**

**ISSUE:** Nobel Oil purchased the Nalco property adjacent to the entrance road from Hummel Ross Road into the wastewater treatment plant. Nobel Oil has requested an easement that will allow them to periodically use the road for pedestrian and vehicle traffic.

**RECOMMENDATION:** The City Administration recommends City Council’s approval of the easement

**TIMING:** Nobel Oil is in the processes of preparing the property for use as a waste oil storage and transfer facility. Completion of this work is expected within the next couple of months and therefore, the easement would be needed at that time.

**BACKGROUND:** In accordance with VA Code §15.2-1800, City Council must hold a public hearing prior to the public or private sale, exchange, lease as lessor, mortgage, pledge, subordinate interest in or otherwise dispose of its real property. Therefore, staff has scheduled this public hearing to obtain public comment on the Nobel Oil easement for the use of the entrance road to the City of Hopewell Water Renewal facility and is seeking City Council approval of said easement.

**FISCAL IMPACT:** There is no fiscal impact to the City in approval of the easement. The easement includes language that requires Nobel Oil to provide or participate in any road way maintenance activities.

**ENCLOSED DOCUMENTS:** Draft Nobel Oil Easement and map

**STAFF:** Jeanie Grandstaff, Director, Hopewell Water Renewal

**SUMMARY:**

- | Y                        | N                        |  | Y                        | N                        |                                    |
|--------------------------|--------------------------|--|--------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor, Jackie Shornak, Ward #7               | <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine E. Gore Ward #4 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Christina J. Luman-Bailey, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6   |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2           | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Tony Zevgolis, Ward #3   |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5             |                          |                          |                                    |

Parcel Identification Number: A portion of Parcel #106-0960 owned by the City of Hopewell, Virginia, and lying to the north of a parcel with Identification Number 106-0961

Grantee's address: 5617 Clyde Rhyne Drive, Sanford, North Carolina, 27330

This instrument was prepared by Virginia Attorney Samuel P. Johnson, III, Johnson and Andrews, P.C., 2614-B South Crater Road, Petersburg, Virginia, 23805, Virginia State Bar Number 07430.

No monetary consideration, and otherwise exempt from taxation per Va. Code § 58.1-811 (Exemptions), including subsection C(4) (conveying real estate from city)

THIS DEED OF EASEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between the CITY OF HOPEWELL, a Virginia municipal corporation (the "City"), party of the first part, and NOBLE OIL SERVICES, INC., a North Carolina corporation ("Noble").

#### RECITALS

A. The City owns a roadway (the "Roadway") extending in an easterly direction from Hummel Ross Road in the City and ending at the wastewater treatment plant of the City.

B. Noble owns a parcel of land (the "Property") containing 3.5793 acres, more or less, with the improvements thereon, located along the southerly line of the Roadway and acquired by Noble by deed from Nalco Company LLC, dated February 29, 2016, and recorded in the Clerk's Office of the Circuit Court of the City as instrument number 160000380.

C. For many years the owners of the Property have used the Roadway for access to the Property.

D. Noble has asked the City, and the City has agreed, to formalize the rights

of Noble to use the Roadway.

## GRANT OF EASEMENT

NOW, THEREFORE, this Deed of Easement WITNESSETH as follows:

1. For and in consideration of the foregoing and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the City, the City hereby grants and conveys to Noble and its employees, agents, invitees and licensees, a perpetual, but non-exclusive, easement (the "Easement") to use a strip of land forty (40) feet in width extending from Hummel Ross Road along the northerly line of the Property to the northeastern corner of the Property. The Easement is to be used for vehicular and pedestrian access between the Property and Hummel Ross Road and for underground utilities serving the Property.

2. Noble, at its expense, may pave (the "Paving") all or part of the Easement area, but must give notice to the City, and must agree to complete paving within a time period to be determined by the City, before any Paving occurs, and must minimize any interruption of the use of the Easement area by the City because of the Paving.

3. Noble, at its expense, will be responsible for any necessary maintenance of any such Paving. If it fails to perform such maintenance within thirty (30) days after receiving written notice from the City requesting that such maintenance be performed, the City may cause such maintenance to be performed, and may place a lien upon Noble's Property for the costs of all such maintenance until Noble reimburses the City for the cost thereof.

4. The Easement will run with the land and will benefit Noble and its

successors in interest as owners of the Property, as well as the employees, agents, invitees and licensees of such successors in interest.

5. As evidenced by the signature of its President on its behalf, as set forth below, Noble accepts the terms of the foregoing Deed of Easement.

WITNESS the following signatures and seals pursuant to due authority:

[Execution Page follows]

City of Hopewell-Noble Oil Services, Inc.  
Deed of Easement

Execution Page

City of Hopewell, Virginia

Noble Oil Services, Inc.

By: \_\_\_\_\_ (SEAL)  
Interim City Manager

By: \_\_\_\_\_ (SEAL)  
President

Approved as to form:

\_\_\_\_\_  
Stefan M. Calos for Sands Anderson PC  
City Attorney

COMMONWEALTH OF VIRGINIA

City of Hopewell, to-wit;

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2018, by Charles E. Dane, Interim City Manager of the City of Hopewell, Virginia, on behalf of the City.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

STATE OF NORTH CAROLINA

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2018, by \_\_\_\_\_, President of Noble Oil Services, Inc., a North Carolina corporation, on behalf of the corporation.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public



**PH-2**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

**Order of Business:**

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

**Action:**

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:** Hold a public hearing to consider citizen comments regarding a request to amend the Hopewell Zoning Ordinance, Article III and III-A, Residential Low Density District.

**ISSUE:** The City has received a request to amend the Zoning Ordinance to allow accessory structures located in the rear side yard of a corner lot in the R-1 and R1-A District to be setback 15 feet instead of 20 feet from the public right-of-way.

**RECOMMENDATION:** The City Administration recommends that City Council consider citizen comments regarding this matter. Staff and the Planning Commission recommend approval.

**TIMING:** Hold a public hearing on January 11, 2018.

**BACKGROUND:** In September 2017 the Planning Commission received a request from a citizen to review the Zoning Ordinance as it pertains to accessory structures on corner lots in the R-1 and R-1A zoning districts. Staff conducted a windshield survey and reviewed current maps to observe the current setbacks of homes and accessory structures in both districts. After review of Staff findings with the Planning Commission, a public hearing was held on December 7, 2017. There were no citizen comments regarding this matter. The Planning Commission voted 5-0 to recommend approval of the amendments. The Commission does not see any adverse impacts on current or future property owners with the approval of this amendment.

**FISCAL IMPACT:** None

**ENCLOSED DOCUMENTS:**

1. Staff Report
2. Amendment (Current, Red-lined, and Proposed)

**STAFF:** Tevya W. Griffin, Director, Department of Development

**SUMMARY:**

- | Y                        | N                        |  | Y                        | N                        |                                    |
|--------------------------|--------------------------|--|--------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Christina J. Luman-Bailey, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor K. Wayne Walton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2           | <input type="checkbox"/> | <input type="checkbox"/> | Mayor Brenda Pelham, Ward #6       |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Anthony J. Zevgolis, Ward #3       | <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jackie M. Shornak, Ward #7   |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine E. Gore, Ward #4          |                          |                          |                                    |

## **CURRENT ZONING ORDINANCE**

### **ARTICLE III RESIDENTIAL, LOW DENSITY DISTRICT (R-1)**

#### **STATEMENT OF INTENT**

This district is intended as a single family district area with low population density. The regulations for this district are designed to stabilize and protect the essential characteristics of the district, to promote and encourage a suitable environment for family life where there are children. To these ends, development is limited to a relatively low concentration and permitted uses are limited basically to provide homes for the residents plus certain additional uses, such as, parks and other facilities that serve the residents of the district.

#### **A. USE REGULATIONS**

In the R-1 Residential District, land may be used and buildings or structures may be erected, altered or used, only for the following (with off street parking as required for the uses permitted within the district):

1. Single family dwellings (special definition).
2. Public parks, playgrounds, recreational facilities.
3. Accessory uses (special definition).
4. Signs, in accordance with article 18 of this ordinance (special definition).
5. Municipal utilities, not to include towers for the transmission of electrical energy.
6. Private utilities, towers or antenna for wireless transmission above the frequency of 20,000 hertz with a Conditional Use Permit issued by City Council.
7. Member owned recreational facilities.
8. Home occupations, to be located only in the main building.(special definition).
9. Home occupations, in an out building, with a Special Use Permit from the Board of Zoning Appeals (special definition).
10. Bed and breakfast (special definition).
11. Group housing for the elderly and handicapped (special definition).

#### **B. AREA REGULATIONS**

1. The minimum lot size for permitted uses in this district shall be twelve thousand (12,000) square feet.

**C. MINIMUM LOT WIDTH**

1. The minimum lot width for permitted uses in this district shall be eighty (80) feet at the setback line.

**D. YARD REGULATIONS, MAIN BUILDING**

1. Structures shall be located at least twenty five (25) feet from any street or highway or any street or highway right-of-way, except that no new structure need be set back more than the average of the two (2) adjacent structures on either side. This shall be known as the "setback line".
2. The minimum width of each side yard (two required) for a permitted use in this district shall be ten (10) feet. On a corner lot, the minimum side yard for the side facing the side street shall be twenty (20) feet.
3. Each main structure shall have a rear yard of at least twenty five (25) feet.

**E. YARD REGULATIONS, ACCESSORY BUILDINGS**

1. No accessory building shall be located between "setback line" and the front property line.
2. No accessory building shall be located any closer than

3. zero (0) feet to any property line. On a corner lot, no accessory building shall be located any closer than twenty (20) feet to the side property line of the side facing the street.
4. No accessory building shall be located any closer than five (5) feet to any other building.

**F. HEIGHTS**

1. Main buildings may erected up to thirty five (35) feet or two and one half (2 ½) stories from grade.
2. Chimneys, water towers, wireless towers and other necessary mechanical appurtenances when permitted by this article in this district and when attached to a main building or structure are exempt from height regulations.

**G. REQUIREMENT FOR PERMITTED USE**

Before a building permit shall be issued or construction commenced on any permitted use other than a single family dwelling in this district, or a permit issued for a new use other than a single family dwelling, all requirements of Article XVI, Site Plan Requirements, shall be met.



## **Zoning Ordinance Amendment Request (R-1 Zoning District)**

### **Background**

A citizen has requested the Planning Commission examine the requirement for the rear side yard setback for accessory structures on corner lots in the R-1A Zoning District. The Planning Commission has reviewed the issue and determined that current land use conditions justify an amendment to the ordinance that will allow property owners to build accessory structures of a certain size and use closer to the rear side yard than previously allowed. Proposed amendment language has been underlined.

### **ORDINANCE 2018-XX**

**An Ordinance amending and reenacting Article III, Residential, Low Density District, of the Zoning Ordinance of the City of Hopewell, as it relates to the rear side yard setback requirements for accessory structures on corner lots.**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF HOPEWELL that Article III, Low Density District, of the Zoning Ordinance of the City of Hopewell, is amended and reenacted as follows:

### **ARTICLE III**

#### **RESIDENTIAL, LOW DENSITY DISTRICT (R-1)**

#### **STATEMENT OF INTENT**

This district is intended as a single family district area with low population density. The regulations for this district are designed to stabilize and protect the essential characteristics of the district, to promote and encourage a suitable environment for family life where there are children. To these ends, development is limited to a relatively low concentration and permitted uses are limited basically to provide homes for the residents plus certain additional uses, such as, parks and other facilities that serve the residents of the district.

#### **A. USE REGULATIONS**

In the R-1 Residential District, land may be used and buildings or structures may be

erected, altered or used, only for the following (with off street parking as required for the uses permitted within the district):

1. Single family dwellings (special definition).
2. Public parks, playgrounds, recreational facilities.
3. Accessory uses (special definition).
4. Signs, in accordance with article 18 of this ordinance (special definition).
5. Municipal utilities, not to include towers for the transmission of electrical energy.
6. Private utilities, towers or antenna for wireless transmission above the frequency of 20,000 hertz with a Conditional Use Permit issued by City Council.
7. Member owned recreational facilities.
8. Home occupations, to be located only in the main building.(special definition).
9. Home occupations, in an out building, with a Special Use Permit from the Board of Zoning Appeals (special definition).
10. Bed and breakfast (special definition).
11. Group housing for the elderly and handicapped (special definition).

**B. AREA REGULATIONS**

1. The minimum lot size for permitted uses in this district shall be twelve thousand (12,000) square feet.

**C. MINIMUM LOT WIDTH**

1. The minimum lot width for permitted uses in this district shall be eighty (80) feet at the setback line.

**D. YARD REGULATIONS, MAIN BUILDING**

1. Structures shall be located at least twenty five (25) feet from any street or highway or any street or highway right-of- way, except that no new structure need be set back more than the average of the two (2) adjacent structures on either side. This shall be known as the "setback line".
2. The minimum width of each side yard (two required) for a permitted use in this district shall be ten (10) feet. On a corner lot, the minimum side yard for the side facing the side street shall be twenty (20) feet.
3. Each main structure shall have a rear yard of at least twenty five (25) feet.

**E. YARD REGULATIONS, ACCESSORY BUILDINGS**

1. No accessory building shall be located between the "setback line" and the front property

line.

- ~~2.~~ 2. No accessory building shall be located any closer than zero (0) feet to any property line. ~~On a corner lot, no accessory buildings shall be located any closer than twenty (20) feet to the side property line of the side facing the street.~~
3. No accessory building larger than 256 square feet located on a corner lot shall be closer than 20 feet to a side property line adjacent to a public right of way, including but not limited to a public road, alley, or sidewalk, or public easement.
4. An accessory building equal to or less than 256 square feet located on a corner lot and not used for the storage of a motor vehicle (or motorcycle) may be located not less than 15 feet from a side property line adjacent to a public right of way, including but not limited to a public road, alley, or sidewalk, or public easement.
5. No accessory building shall be located any closer than five (5) feet to any other building.

**F. HEIGHTS**

1. Main buildings may erected up to thirty five (35) feet or two and one half (2 ½) stories from grade.
2. Chimneys, water towers, wireless towers and other necessary mechanical appurtenances when permitted by this article in this district and when attached to a main building or structure are exempt from height regulations.

**G. REQUIREMENT FOR PERMITTED USE**

Before a building permit shall be issued or construction commenced on any permitted use other than a single family dwelling in this district, or a permit issued for a new use other than a single family dwelling, all requirements of Article XVI, Site Plan Requirements, shall be met.

## **PROPOSED ZONING ORDINANCE**

### **Article III-A**

#### **RESIDENTIAL, LOW DENSITY DISTRICT (R-1A)**

##### **STATEMENT OF INTENT**

This district is intended as a single family residential area with low population density. The regulations for this district are designed to stabilize and protect the essential characteristics of the district, to promote and encourage a suitable environment for family life where there are children. To these ends, development is limited to a relatively low concentration and permitted uses are limited basically to providing homes for the residents plus certain additional uses, such as schools, parks, home occupation and certain other facilities that serve the residents of the district.

##### **A. USE REGULATIONS**

In the R-1A Residential District, land may be used and buildings or structures may be erected, altered or used, only for the following (with off street parking as required for the uses permitted within the district):

1. Single family dwellings (special definition).
2. Public park or playgrounds, recreational facilities.
3. Accessory uses, (special definition).
4. Signs in accordance with Article 18 of this ordinance (special definition).
5. Municipal utilities, not to include towers for the transmission of electrical energy.
6. Private utilities, towers and antenna for wireless transmission above the frequency of 20,000 hertz, with a Conditional Use Permit issued by City Council.
7. Member owned recreational facilities.
8. Home occupation, to be located only in the main building (special definition).
9. Home occupation, in an out building, with a Special Use Permit issued by the Board of Zoning Appeals (special definition).
10. Kindergartens and day care centers.
11. Fire and rescue squad stations.
12. Group housing for the elderly and handicapped (special definition).

##### **B. AREA REGULATIONS**

1. The minimum lot size for permitted uses in this district shall be ten thousand (10,000) square feet.

**C. MINIMUM LOT WIDTH**

1. The minimum lot width for permitted uses in this district shall be seventy five (75) feet at the setback line.

**D. YARD REGULATIONS, MAIN BUILDING**

1. Structures shall be located at least twenty five (25) feet from any street or highway or any street or highway right-of-way line, except that no new structure need be set back more than the average of the two adjacent structures on either side. This shall be known as the "setback line".
2. The minimum width of each side yard (two required) for a permitted use in this district shall be ten (10) feet. On a corner lot, the minimum side yard for the side facing the side street shall be twenty (20) feet.
3. Each main structure shall have a rear yard of at least twenty-five (25) feet.

**E. YARD REGULATIONS, ACCESSORY BUILDINGS**

1. No accessory building shall be located between the "setback line" and the front property line.
2. No accessory building shall be located any closer than zero (0) feet to any property line.
3. No accessory building larger than 256 square feet located on a corner lot shall be closer than 20 feet to a side property line adjacent to a public right of way, including but not limited to a public road, alley, or sidewalk, or public easement.
4. An accessory building equal to or less than 256 square feet located on a corner lot and not used for the storage of a motor vehicle (or motorcycle) may be located not less than 15 feet from a side property line adjacent to a public right of way, including but not limited to a public road, alley, or sidewalk, or public easement.
5. No accessory building shall be located any closer than five (5) feet to any other building.

**F. HEIGHTS**

1. Main buildings may be erected up to thirty five (35) feet or two and one half (2 ½) stories from grade.
2. Chimneys, water towers, wireless towers and other necessary mechanical appurtenances when permitted by this article in this district and when attached to a main building or structure are exempt from height regulations.



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

**Order of Business:**

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

**Action:**

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:** Hold a public hearing regarding a request submitted by Robert and Nancy Winn, Courtney Jack Bornstein and Nicole Jack, and Ronnie Trail and Dianne Trail to vacate approximately 8,750 square feet of an undeveloped portion of Walnut Avenue located between 310, 312 Delton Avenue and 3100 Walnut Avenue

**ISSUE:** The applicant are requesting the vacation of the undeveloped portion of the street in order to add square footage to their property.

**RECOMMENDATION:** City Administration recommends City Council consider citizen comments regarding the request. Staff and the Planning Commission recommend approval of the vacation request.

**TIMING:** The public hearing will be held on January 11, 2018.

**BACKGROUND:** The Planning Commission made a recommendation to approve the vacation of a portion of the street at their December 7, 2017.

**FISCAL IMPACT:** Increase in real estate tax revenue from added taxable property.

**ENCLOSED DOCUMENTS:** Staff Report  
Application and Aerial Map

**STAFF:** Tevya W. Griffin, Director of Development

**SUMMARY:**

- |                          |                          |  |                          |                          |                                     |
|--------------------------|--------------------------|--|--------------------------|--------------------------|-------------------------------------|
| <b>Y</b>                 | <b>N</b>                 |  | <b>Y</b>                 | <b>N</b>                 |                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Christina J. Luman-Bailey, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5    |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2           | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda S. Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Anthony J. Zevgolis, Ward #3       | <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jackie M. Shornak, Ward #7    |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice-Mayor Jasmine E. Gore, Ward #4          |                          |                          |                                     |



**Vacation of** a portion of Walnut Avenue located between 310 Delton Avenue, 312 Delton Avenue, and 3100 Walnut Avenue also identified as Sub-Parcels 016-0256, 016-0255, and 016-0300

Staff Report prepared for the City Council

---

*This report is prepared by the City of Hopewell Department of Development Staff to provide information to the City Council to assist them in making an informed decision on this matter.*

**I. PUBLIC HEARINGS:**

Planning Commission	December 7, 2017	Recommended Approval (5-0)
City Council	January 11, 2018	Pending

**II. IDENTIFICATION AND LOCATIONAL INFORMATION:**

Requested Zoning:	N/A
Existing Zoning:	R-1, Residential Low Density District
Size of Area:	Approximately 8,750 square feet
Proposed Use:	Additional Land to add to existing lots with single family detached home
Location of Property:	Intersection of Delton Avenue and Walnut Street
Election Ward:	Ward 3
Land Use Plan Recommendation:	Residential
Strategic Plan Goal:	N/A

**III. EXECUTIVE SUMMARY:**

Robert and Nancy Winn, Courtney Jack Bornstein and Nicole Jack, and Ronnie Trail and Dianne Trail are requesting the City vacate 8,750 square feet of an undeveloped portion of Walnut Avenue located between 310, 312 Delton Avenue and 3100 Walnut Avenue

**IV. STAFF ANALYSIS:**

The owners of the above subject property have joined together to request the vacation of an undeveloped portion of Walnut Avenue. This portion of Walnut Avenue has no improvements or utilities. It is not used for vehicular traffic. It is located at the intersection of Delton Avenue and Walnut Avenue in Blocks F and G of the Broadway Crest Subdivision.

**V. STAFF RECOMMENDATION:**

Based on the above review comments, staff recommends approval of the vacation of the undeveloped portion of Walnut Avenue. There are no utilities in the right of way and no plans in the future to open the street and provide vehicular access. The Planning and Engineering Department have no objections to the request.

**VI. PLANNING COMMISSION RESOLUTION:**

In accordance with City Council's Right-of-way Vacation Policy, The Planning Commission, at their meeting on December 7, 2017 recommended *approval* (5-0) of the request submitted by Robert and Nancy Winn, Courtney Jack Bornstein and Nicole Jack, and Ronnie Trail and Dianne Trail to vacate approximately 8,750 feet of the undeveloped portion of Walnut Avenue located between Sub-Parcels 016-0256, 016-0255, and 016-0300, also identified as 310 Delton Avenue, 312 Delton Avenue and 3100 Walnut Avenue.

Attachment(s):

1. Application
2. Aerial Map

City Council Policy No. CC-3

**APPLICATION FOR STREET/ALLEY VACATION**

I (We) Robert and Nancy Winn 3100 Walnut Street  
Courtney Jack Bornstein + Nicole Jack of 310 Delton St. Ave.  
 (Names) (Mailing Address)  
Ronnie Trail 312 Delton St. Ave.  
Dawn Trail

petition the City of Hopewell to vacate the undeveloped right-of-way situated at: \_\_\_\_\_  
between Delton Avenue and Walnut Street

There has \_\_\_\_\_ has not  (to our knowledge) been previously a petition to vacate this right-of-way.

Attached is a drawing of the right-of-way to be vacated.

There is/are 3 property owner(s) adjoining this right-of-way. Attached is/are the signature(s) of the adjoining property owner(s) and a \$100.00 deposit per property owner.

I (We) agree to pay for two public notice advertisements in the Hopewell News as well as all other costs incurred by me/us associated with this application, regardless of Council's final decision regarding the petition.

I (We) have received Council's Policy concerning right-of-way vacations.

Nancy Winn  
Robert S. Winn

(Signature of Petitioner) *formally Courtney Jack (Bornstein)*

Cup m Jack

(Signature of Petitioner)

Winn Jack  
 Signature of Petitioner  
Ronnie Trail  
Dawn Trail

(804) 458-8836  
9/23/2017

(Telephone Number)

10/15/17 804-212-6653  
 (Date) Telephone number

804-892-0868 10/15/17  
 Telephone number Date

541-1623 10-29-17  
541-1623 10 29 17

# Aerial Map



Proposed area of vacation

**COMMUNICATIONS  
FROM CITIZENS**

# **REGULAR BUSINESS**

**R-1**

**R-2**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

**Order of Business:**

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

**Action:**

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:**

Finance Department Turnover Assessment – A White Paper

**ISSUE:**

Turnover or transition of leadership has occurred in the Finance Department, a turnover assessment for City Council and the City Manager is appropriate for information, as well as accountability and expectations for continued improvements by the department.

**RECOMMENDATION:**

It is recommended that the City Council and City Manager acknowledge the report and support the implementation plans.

**BACKGROUND:**

The New Finance Director conducted an informal cursory turnover assessment of the Finance Department during the period of December 1<sup>st</sup> to December 29, 2017.

**FISCAL IMPACT:**

There was no fiscal impact in conducting the turnover assessment.

**ENCLOSED DOCUMENTS:**

Finance Department Turnover Assessment – A White Paper

**SUMMARY:**

- |                          |                          |   |                          |                          |                                  |
|--------------------------|--------------------------|---|--------------------------|--------------------------|----------------------------------|
| <b>Y</b>                 | <b>N</b>                 |   | <b>Y</b>                 | <b>N</b>                 |                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Christina Luman-Bailey, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2        | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Anthony Zevgolis, Ward #3       | <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jackie Shornak, Ward #7    |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine Gore, Ward #4          |                          |                          |                                  |



**City of Hopewell, VA**  
**Finance Department Turnover Assessment**  
**A White Paper**  
**12.29.2017**

**Prepared By**  
**City of Hopewell, VA**  
**Finance Director**

**City of Hopewell, VA**  
**Finance Department Turnover Assessment**  
**A White Paper**  
**12.29.2017**

<b><u>Content</u></b>	<b><u>Page</u></b>
<b>Background .....</b>	<b>1.</b>
<b>Purpose.....</b>	<b>1.</b>
<b>Issues.....</b>	<b>1.</b>
<b>Implementation Plan.....</b>	<b>2.</b>
<b>Resources.....</b>	<b>3.</b>
<b>Time Frame.....</b>	<b>3.</b>
<b>Significant Issues.....</b>	<b>3.</b>
<b>Recommendation(s).....</b>	<b>3.</b>
<b>Glossary.....</b>	<b>4.</b>
<b>Attachment(s)</b>	
• <b>External Reporting</b>	
• <b>Budget</b>	
• <b>Internal Reporting</b>	
• <b>Finance Department Staff Resources</b>	

**City of Hopewell, VA**  
**Finance Department Turnover Assessment**  
**A White Paper\***  
**12.29.2017**

**Background:**

It is a customary practice in the turnover or transition of a Finance Department from the outgoing leadership to the incoming leadership that an assessment of the existing conditions of the department composition, functions, staffing levels/skills, fiscal support provided to the overall organization and its governance, as well as the external reporting status to government or regulatory agencies be ascertained.

During the period of December 1<sup>st</sup> through December 22, 2017, the former Interim Finance Director was very essential and helpful to the New Finance Director transition. Inclusive of the aforementioned period, an informal cursory turnover assessment by the New Finance Director continued and concluded on December 29, 2017.

**Purpose:**

The purpose of this document is to not only share perhaps already known issues, but also to inform the reader of the plan of action to be implemented to eliminate or remedy the most significant and complex issues over the next eleven months. Furthermore, where applicable and practical to initiate those actions that will prompt clearing those less than significant issues at the present, but without their elimination/remedy they will result in an unfavorable outcome for the City in approximately the next 12-24 months.

**Issues:**

Overall the Finance Department is adequate in its structure, staffing levels/skills, performance of day to day operations, providing fiscal support to City Departments and responding to routine internal or external inquiry. However, there are areas/issues that the Finance Department has direct responsibility for or share substantial responsibility with other City Departments for the financial health or perceived fiscal health of the City. Due to the nature/contents and continued exposure of certain issues the below listed items have been assessed as deficiency\* issues.

- **Financial Reporting**
  - External (CAFRs, Single Audit Reports, APA Reporting, FAC\*, EMMA\*, etc.)
  - Internal (Reports to Governance-City Council, City Manager)

\*See Glossary

**City of Hopewell, VA**  
**Finance Department Turnover Assessment**  
**A White Paper\***  
**12.29.2017**

**Issues (Continued):**

- **Budget**
  - **Development cycle, Execution and/or Semi-Annual Performance Assessments**
    - **Annual Operating**
    - **Capital Project**
    - **Capital Improvement Plan**
  
- **Finance Staff Specialist Group**
  - **Financial Management Group**
    - **External & Internal Financial Reporting**
    - **Senior Budget Analyst (Legislative Agenda Support, City Statistic Budget & Fiscal Comprehensive Manual, Budget Development & Monitoring)**
  
- **Finance Standard Operating Procedures**
  - **Update, Training & Implement**
  
- **Finance Internal Controls Semi-Annual Assessment**
  - **Compliance**
  
- **Munis Post Implementation**
  - **Continued Implementation of Modules or Features that Enhance Financial Accountability**

**Implementation Plan:**

**In order to eliminate or remedy the most significant and complex issues over the next eleven months attached are the priority plans of action to be implemented:**

- **External Reporting**
- **Budget**
- **Internal Reporting**

**City of Hopewell, VA**  
**Finance Department Turnover Assessment**  
**A White Paper\***  
**12.29.2017**

**Resources:**

**Finance Department Staff**

**VML/VACo Finance Accounting Consultants**

**Time Frame:**

**January 3, 2018 through November 30, 2018**

**Significant Issues:**

**TBD**

**Recommendation(s):**

**Status Update February 27, 2018**

**City of Hopewell, VA**  
**Finance Department Turnover Assessment**  
**A White Paper\***  
**12.29.2017**

**Glossary:**

1. **White paper --- a concise report that informs the reader about significant or complex issues. Its purpose and intent are to assist the reader to understand the issues, the prescribed or a best practice solution, and a plan of action that will eliminate the issues and/or lead to a positive outcome for an organization.**
2. **Deficiency --- issues, that due to their nature/contents and continued exposure can be perceived that the fiscal health of the City is unsound.**
3. **FAC -- The Federal Audit Clearinghouse operates on behalf of the Office of Management and Budget (OMB). Its primary purposes are to:**
  - **Distribute single audit reporting packages to federal agencies.**
  - **Support OMB oversight and assessment of federal award audit requirements.**
  - **Maintain a public database of completed audits.**
4. **EMMA --- Electronic Municipal Market Access (EMMA) system, operated by the Municipal Securities Rulemaking Board (MSRB), serves as a continuing disclosure service providing access to audited financial statements, default notices, taxability notices, notices of rating changes, and approximately 30 additional categories of financial and other updates relating to municipal securities.**
5. **FAC & EMMA information obtained from their "Home Website".**
6. **TBD -- To Be Determined**

# **Attachment**

## **External Reporting**

- **CAFR Compliance Implementation Plan**
  - **FY 2016**
  - **FY 2017**
  - **FY 2018**
  
- **CAFR Closing, Reporting and Audit Workflow Plan**
  - **FY 2016**
  - **FY 2017**
  - **FY 2018**
  
- **Confirmation of FY 2015 Issuance and/or Completion Status of:**
  - **Single Audit Report**
  - **FAC**
  - **APA Reports**
    - **Transmittal**
    - **Sheriff's Report**
  - **DEQ Landfill Assurance**
  - **Other**

**City of Hopewell, VA  
January 9, 2018**

**External Reporting -- CAFR  
Compliance Implementation Plan  
FY 2016, FY 2017 & FY 2018**

**Dec. 1, 2017 to Dec. 29, 2017**

**Perform Assessment & Planning Requirements:  
for Completion and Audit of the CAFR,  
APA Report(s) and Single Audit Fiscal Years Ending  
FY2016, FY 2017 & FY 2018**

**Jan. 03, 2018 to Jan.16, 2018**

**Communicate Implementation Plan:  
to Stakeholders & Essential Participants such as...  
City Administration & Staff  
Schools Administration & Staff  
City Council  
Auditor- PBMares (PBM)  
Government & Regulatory Agencies**

**FY 2016  
Implementation Plan  
Period**

**FY 2016  
Implementation Plan  
Activities**

**January - March 2018**

**FY 2016 Audit & CAFR Preparation**

**April 1-15, 2018**

**FY 2016 Audit**

**April 30, 2018**

**FY 2016 CAFR Audited & Issued  
FY 2016 APA Report(s) Issued  
FY 2016 Single Audit Issued**

**FY 2017  
Implementation Plan  
Period**

**FY 2017  
Implementation Plan  
Activities**

**April - July 2018**

**FY 2017 Audit & CAFR Preparation**

**August 1-15, 2018**

**FY 2017 Audit**

**August 31, 2018**

**FY 2017 CAFR Audited & Issued  
FY 2017 APA Report(s) Issued  
FY 2017 Single Audit Issued**

**FY 2018  
Implementation Plan  
Period**

**FY 2018  
Implementation Plan  
Activities**

**August - October 2018**

**FY 2018 Audit & CAFR Preparation**

**October 16-31, 2018**

**FY 2018 Audit**

**November 30, 2018**

**FY 2018 CAFR Audited & Issued  
FY 2018 APA Report(s) Issued  
FY 2018 Single Audit Issued**

2017  
December 1- 31

**Project Planning**

**Fiscal Year Ended June 30, 2016**

**Phase**

- Comprehensive Annual Financial Report
- Cash reconciliations
- Beginning general ledger balance reconciliation
- Year end closing process
- Fund Balance classifications
- Pension (GASB 68)
- Other postemployment benefits (GASB 45)
- Government Wide Reconciliations
- Financial Statement Preparation

2018							
January 1-15	January 16-31	February 1-15	February 16- 28	March 1-15	March 16-31	April 1-15	April 16-30

Auditors' Process

**Fiscal Year Ended June 30, 2017**

**Phase**

- Comprehensive Annual Financial Report
- Cash Reconciliations
- Beginning general ledger balance Reconciliation
- Year end closing process
- Fund Balance classifications
- Pension (GASB 68)
- Other postemployment benefits (GASB 45)
- Government Wide Reconciliations
- Financial Statement Preparation

2018							
May 1-15	May 16-May 31	June 1-15	June 16-30	July 1-15	July 15-July 31	August 1-15	August 16-31

Auditors' Process

**Fiscal Year Ended June 30, 2017**

**Phase**

- Comprehensive Annual Financial Report
- Cash Reconciliations
- Beginning general ledger balance Reconciliation
- Year end closing process
- Fund Balance classifications
- Pension (GASB 68)
- Other postemployment benefits (GASB 45)
- Government Wide Reconciliations
- Financial Statement Preparation

2018							
August 1-15	August 16-31	September 1-15	September 16-30	October 1-15	October 16-31	November 1-15	November 16-30

Auditors' Process

**City of Hopewell, VA  
January 9, 2018  
External Reporting  
Single Audit, FAC, APA, DEQ & Other  
Issuance and/or Completion  
FY 2015**

**Dec. 1, 2017 to Dec. 29, 2017**

**Perform Assessment & Contact Prior Auditor -- Cherry Bekaert (CBH):  
for Issuance and/or Completion Status of**

**Single Audit Report  
FAC Reporting  
APA Reports (Transmittal, Sheriff's Report )  
DEQ Landfill Assurance Report  
Other**

**Jan. 03, 2018 to Jan. 31, 2018**

**Implementation Plan:  
Obtain from CBH Confirmation of Issuance and/or Completion Status of**

**Single Audit Report  
FAC Reporting  
APA Reports (Transmittal, Sheriff's Report )  
DEQ Landfill Assurance Report  
Other**

# **Attachment**

## **Budget**

- **Budget Development**
  - **FY 2018-2019**

**City of Hopewell, VA**  
**January 9, 2018**  
**Budget Development**  
**FY 2018 - 2019**

**Dec. 1, 2017 to Dec. 29, 2017**

**Perform Assessment & Planning Requirements  
for FY 2018 - 2019 Budget Development:**

**Annual Operating  
Capital Project  
Capital Improvement Plan (CIP)**

**Jan. 08, 2018 to Jan. 26, 2018**

**Draft Proposed City Budget Calendar for FY 2018 - 2019  
(Receive input from Stakeholders)**

**Jan. 29, 2018**

**Communicate Draft to Stakeholders:**  
**City Manager**  
**City Attorney**  
**City Administration & Staff**  
**School Administration & Staff**  
**City Council**  
**School Board**

**Jan. 31, 2018**

**Finalize City Budget Calendar for FY 2018 - 2019**

**Implementation Plan  
Period**

**Implementation Plan  
Activities**

**Feb. - May 2018**

**Implement City Budget Calendar for FY 2018 - 2019**

# **Attachment**

## **Internal Reporting**

- **Governance (City Council) Pending Requests**
  - **Routine Requests**
  - **Non-Routine Requests**
  - **Prior Period Open Requests**
- **Cash and Investment Balances**

<p align="center">City of Hopewell, VA January 9, 2018</p>
<p align="center">City Council Pending Requests FY 2018 - 2019</p>

<p align="center">Finance Department Response Date**</p>
<p align="center">XX.XX.2018 to XX.XX.2018</p>

**Routine Requests**

TBD

<p align="center">Finance Department Response Date**</p>
<p align="center">Feb. 27, 2018</p>

**Non-Routine Requests**

Email Jan. 3, 2018 --- Subject: Travel Reimbursement Rate

<p align="center">Finance Department Response Date**</p>
<p align="center">April 2, 2018</p>

**Prior Period Open Requests**

Email Dec. 22, 2017 --- Subject: Request For Information

Email Dec. 28, 2017 --- Subject: Request For Information (Cont'd)

**\*\* Impacted by External Reporting  
& Budget Development Implementation  
Plans**

# City of Hopewell

## Cash & Investment Balances

Five-Year Comparison  
FY13 through FY17 and 12/29/17

	12/29/2017**	6/30/2017*	6/30/2016*	6/30/15	6/30/14	6/30/13
Cash	\$ 18,337,968	\$ 31,178,036	\$ 27,576,222	\$ 26,854,478	\$ 28,641,523	\$ 26,295,775
City Landfill/DEQ Trust (Dec 2017)	586,155					
LGIP & CAPRIN Investments	20,691,253	20,598,498	20,451,848	20,369,740	20,384,599	24,046,505
Bond-related Investments	13,213,105	14,122,568	16,488,930	20,333,243	11,752,773	N/A
<b>Total</b>	<b>\$ 39,615,376</b>	<b>\$ 51,776,534</b>	<b>\$ 48,028,070</b>	<b>\$ 47,224,219</b>	<b>\$ 49,026,122</b>	<b>\$ 50,342,280</b>

Investment income  
LGIP rate/return  
CAPRIN rate/return

Investment income	\$ 239,309.37	\$ 337,005.35	\$ 264,369.95	\$ 236,547.55	\$ 192,785.79	N/A
LGIP rate/return	1.23%	1.05%	0.48%	0.13%	0.09%	0.10%
CAPRIN rate/return	1.23%	1.01%	0.80%	0.57%	0.44%	0.45%

\*preliminary/unaudited

\*\*Cash represents the total cash account balances listed online as the closing ledger balances for 12/29/17. Investment balances are estimated by adding an additional month of interest November 2017 month-end balances. Investment income total represents five months of actual interest plus one month of additional interest estimated for December. Rates of return as of November 2017; however, the LGIP rate has increased to 1.46% as of 1/2/18.

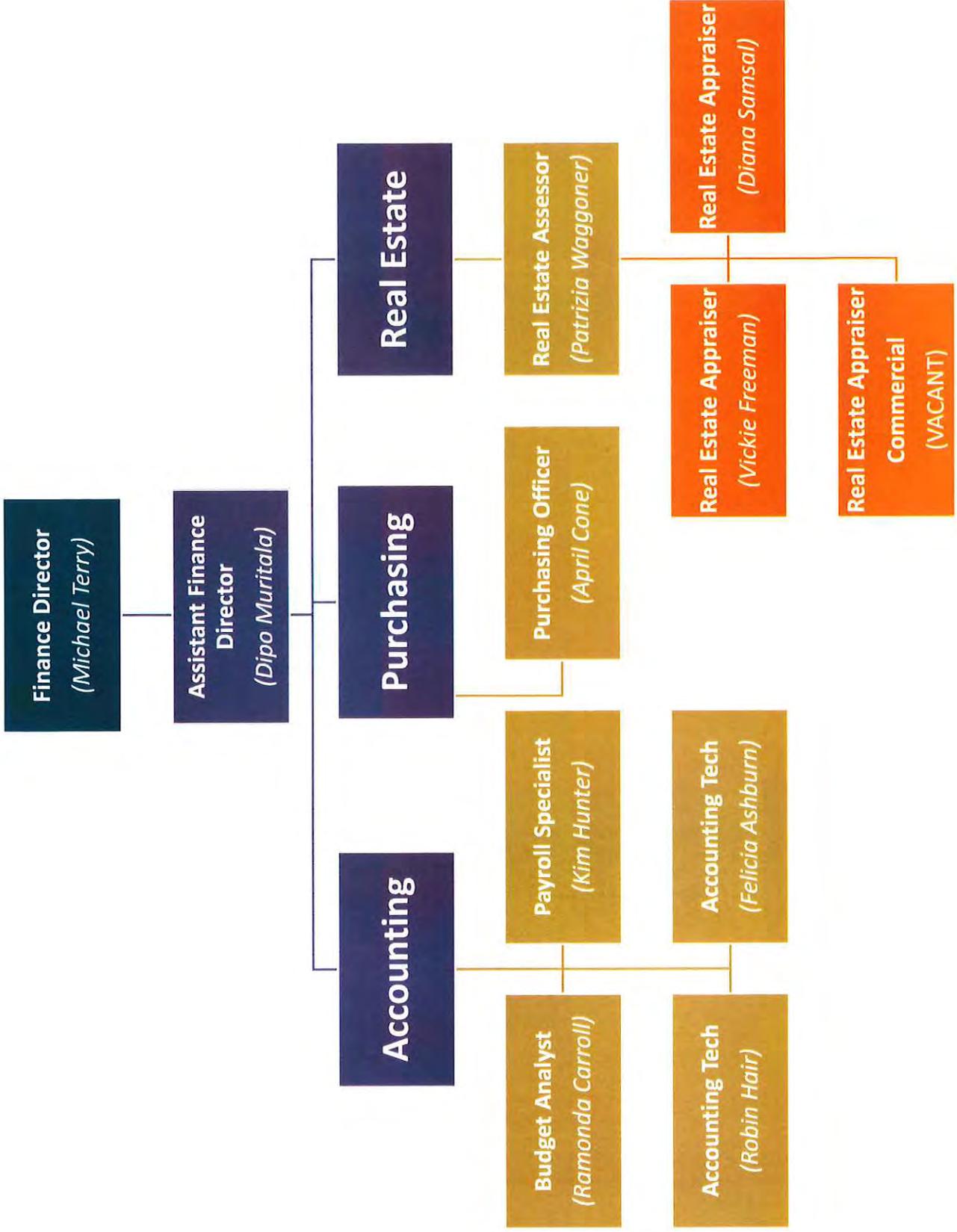
NOTE: The City's revenues are cyclical and cash balances fluctuate during the year related to the various tax deadlines. Cash balances are typically the highest in June and then cash level decrease in subsequent months until late November/early December, when they begin to increase again as second half real estate and machinery and tools taxes are paid. Cash balance historically range from about \$18-20 million in December and appear to be on the low-end of the average at 12/29/17. Personal property bills are due February 15th and are usually mailed in December; however, the bills have been delayed until about mid-January due to first-time billing issues with Munis. This delay may have shifted some of the revenues typically received in late December to late January.

# **Attachment**

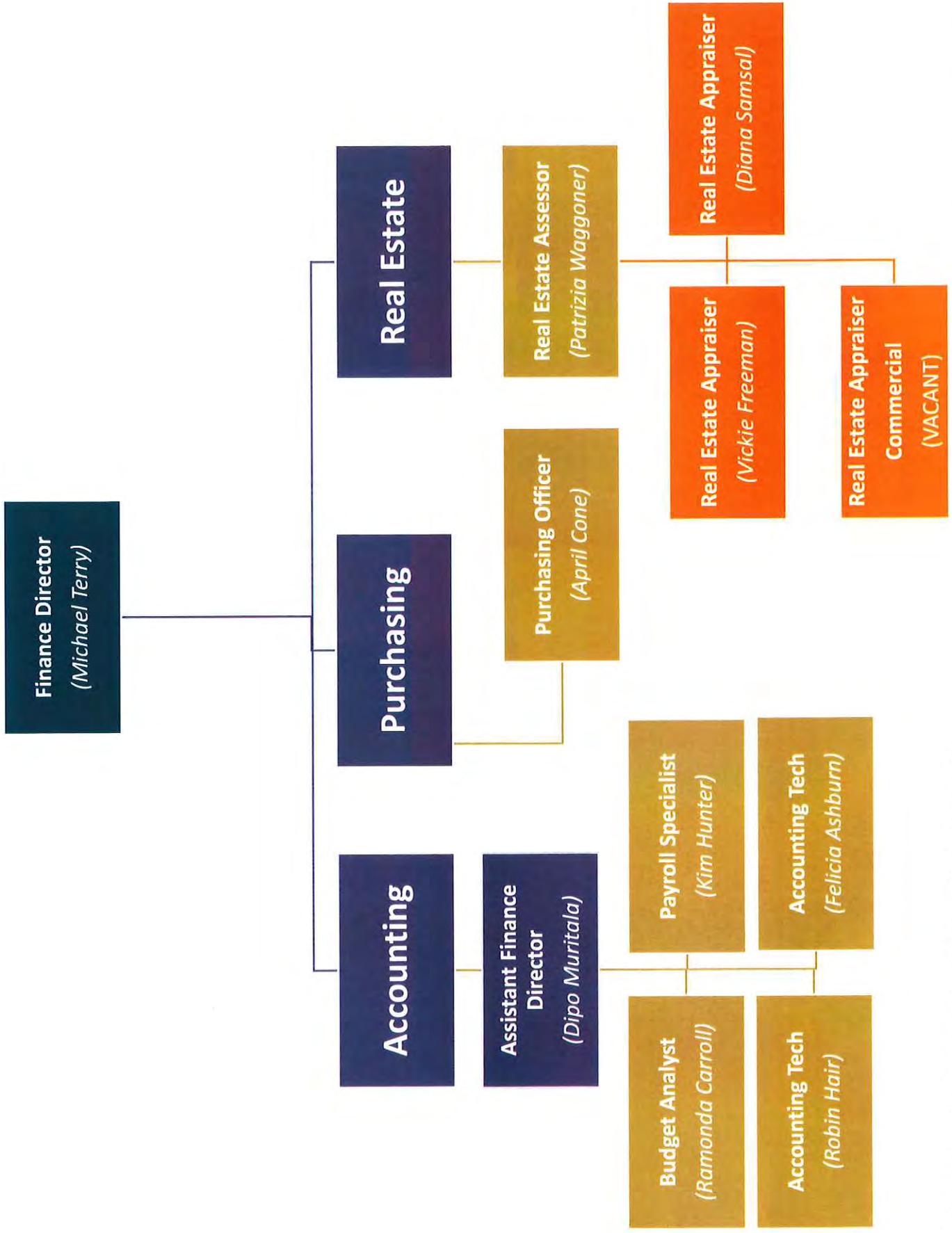
## **Finance Department**

### **Staff Resources**

- **Organizational Chart**
  - **Currently Approved**
  - **Current Execution**



Organizational chart does not include staffing agency staff.



Organizational chart does not include staffing agency staff.

**REPORTS  
OF THE  
CITY  
ATTORNEY**

**REPORTS  
OF THE  
CITY CLERK**

# **REPORTS OF THE CITY COUNCIL**

- **COMMITTEES**
- **INDIVIDUAL REQUEST**
- **ANY OTHER COUNCILOR**

# Hopewell City Council Boards, Commissions and Authorities Outreach Presentation



# Hopewell City Council

## Boards, Commissions and Authorities Outreach Presentation

City Specific	Regional
Architectural Review Board	Crater Planning District Commission
Keep Hopewell Beautiful	Library Board, Appomattox Regional
Dock Commission	Resource Conservation and Development
Economic Development Authority	Riverside Regional Jail Authority (RRJA)
Planning Commission/Wetlands Board	Central Virginia Waste Management
Recreation Commission	Crater District Area Agency on Aging
Hopewell Water Renewal Commission	John Tyler Community College Local Board
School Board	Virginia First Cities Coalition
Senior Citizens Advisory Board *(On Hiatus)	Virginia's Gateway Region
Transportation Safety Board	Riverside Community Corrections Board
Downtown Design Review Committee	Central Va Waste Management Authority
Youth Services Commission	Crater District Area on Aging
	District 19 Community Services Board
****Local Emergency Planning Committee	Regional Wastewater Treatment Commission
	Metropolitan Planning Organization
	Crater Youth Care Commission
State/Federal – NOT Appointed by City	State/Federal – Appointed by City Council
Friends of the Appomattox River	Board of Zoning Appeals
	Board of Building Code and Fire Prevention
Court Appointed – City Council	Hopewell Redevelopment and Housing
Board of Equalization (BOE)	Community Development Block Grant
Electoral Board	Community Policy and Management Team
Court Appointed – City Council	Economic Development Authority

# Hopewell City Council

## Boards, Commissions and Authorities Outreach Presentation

### ISSUE

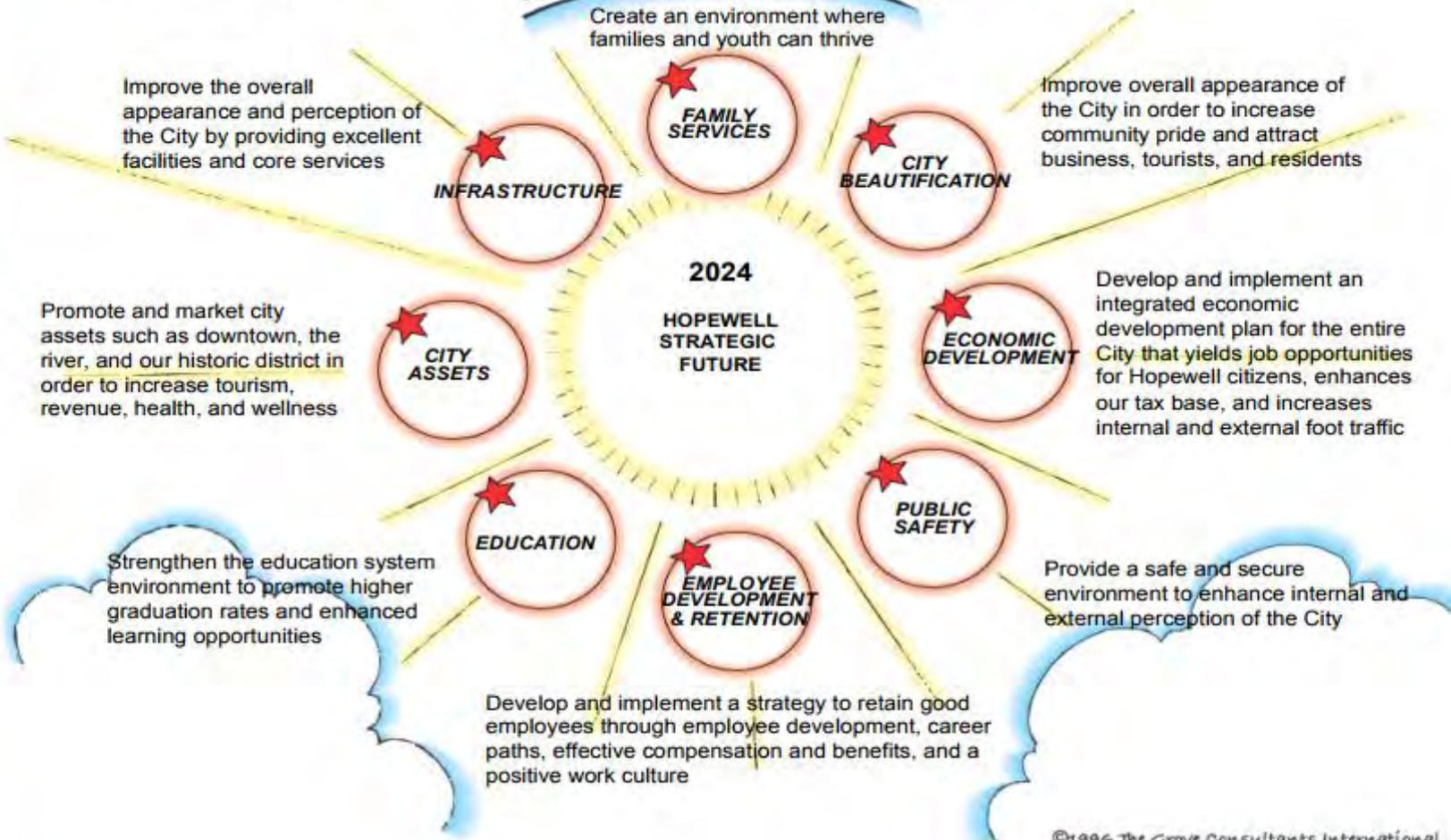
Boards, Commissions and Authorities are:

- 1) Outdated mission/goals
- 2) Many do not submit minutes
- 3) Bylaws are outdated
- 4) Purpose of entity is unclear
- 5) Do not meet on a routine basis
- 6) Poor membership representation

### GOAL

- 1) Update mission statements and provide clear purpose for entity
- 2) Provide projects in relation to the Strategic Plan/City Council Initiatives
- 3) Recruit new and diverse residents to serve on boards/commissions and authorities
- 4) Obtain a fresh perspective and embrace new voices in city planning/representation
- 5) Use opportunity to create entities that reflect citizen needs/concerns based off of the Comprehensive Plan survey results and other consistent feedback provided to city

## STRATEGIC FUTURE THEMES



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# Hopewell City Council

## Boards, Commissions and Authorities Outreach Presentation

### City Beautification

**Goal:** Improve overall appearance of the City in order to increase community pride and attract business, tourists, and residents

- 1) Establish an effective recycling program ✓
- 2) Revise ordinances that will enhance Code Enforcement efforts and work with the court system to enhance accountability ✓
- 3) Address code enforcement through employee training, customer service, public education, and code walkthroughs ✓
- 4) Improve and re-implement the Rental Inspection Program ✓
- 5) Develop a strategy to facilitate beautification efforts by businesses, corporations, and residents to include clean up and maintenance along with landscaping and green space development and consider how established committees and volunteers might play a role in this effort

# Hopewell City Council

## Boards, Commissions and Authorities Outreach Presentation

### Education

**Goal:** Strengthen the education system environment to promote higher graduation rates and enhanced learning opportunities.

- 1) Provide sufficient funding for community<sup>✓</sup> and system goals according to the priorities established by the School Board.<sup>✓</sup>
- 2) Collaborate with School Board and executive staff to begin conversations around development of partnerships to provide structured and supervised activities for Hopewell youth after school hours.
- 3) Collaborate with School Board and executive staff to begin conversations around future capital improvement/facility needs.
- 4) Improve collegial conversations and relationships between both Boards<sup>✓</sup>

# Hopewell City Council

## Boards, Commissions and Authorities Outreach Presentation

### City Assets

**Goal:** Promote and market city assets such as downtown, the river, and our historic district in order to increase tourism, revenue, health, and wellness

- 1) Implement a program for gateway improvement ✓ (I-295/Rt. 36 need to be done)
- 2) Develop and implement an effective branding program that will improve the overall perception of the City
- 3) Implement an effective tourism strategy to promote the City's assets
- 4) Implement a signage and way-finding system and ensure coordination with previous efforts of the City and current efforts of the Downtown Partnership
- 5) Develop and implement a strategy that promotes the river as a unique and irreplaceable asset
- 6) Develop and implement a strategy to effectively communicate about the City using diverse methods

# Hopewell City Council

## Boards, Commissions and Authorities Outreach Presentation

### Family Services

**Goal:** Create an environment where families and youth can thrive

- 1) Provide a youth center to meet social and recreational needs and consider how activities may meet other family needs
- 2) Evaluate the park system to identify potential changes that will benefit the City (i.e. Re-organization, revisit use of existing parks, prioritize resources, cost-benefit, community needs, consider work session with Park Commission)
  - ✓ (Needs to be revised/updated by Recreation Commission)

# Hopewell City Council

## Boards, Commissions and Authorities Outreach Presentation

### Economic Development

**Goal:** Develop and implement an integrated economic development plan for the entire City that yields job opportunities for Hopewell citizens, enhances our tax base, and increases internal and external foot traffic

- 1) Hire a full time economic development director to also serve as assistant city manager ✓
- 2) Develop and implement a comprehensive economic development plan, with immediate emphasis on the Route 36 corridor
- 3) Study and enhance our incentive package to insure that it draws in desired businesses
- 4) Develop and implement a business/industry retention plan to ensure that we keep businesses in Hopewell ✓
- 5) Develop and implement a strategy to enhance knowledge of tax incentives to promote improvement of housing stock and retail/commercial property

# Hopewell City Council

## Boards, Commissions and Authorities Outreach Presentation

### City Beautification

- Develop a strategy to facilitate beautification efforts by businesses, corporations, and residents to include clean up and maintenance along with landscaping and green space development and consider how established committees and volunteers might play a role in this effort  
**(Keep Hopewell Beautiful) – Add plan to create anti-litter program; discussed during City Council’s last Strategic Planning Advance, but no action taken.**

### Education

- Collaborate with School Board and executive staff to begin conversations around development of partnerships to provide structured and supervised activities for Hopewell youth after school hours.  
**(Youth Commission/Recreation Commission)**

### Family Services

- Provide a youth center to meet social and recreational needs and consider how activities may meet other family needs  
**(Youth Services Commission- Follow-up on Mallonee Gym Renovation Conversations)**

# Hopewell City Council

## Boards, Commissions and Authorities Outreach Presentation

### City Assets

- Develop and implement an effective branding program that will improve the overall perception of the City  
**\*Create a new taskforce to assist with city branding**
- Implement an effective tourism strategy to promote the City's assets  
**\*Create a city Tourism Committee with members of PART (\*city pays to be a member of), Chamber (\*charged with managing city tourism), residents and members of boards that will overlap to create opportunities such as Dock Commission, Recreation Commission, Architecture Review Board, etc.**
- Implement a signage and way-finding system and ensure coordination with previous efforts of the City and current efforts of the Downtown Partnership  
**(Hopewell Downtown Partnership/Downtown Design Review Committee)**
- Develop and implement a strategy that promotes the river as a unique and irreplaceable asset  
**(Dock Commission)**
- Develop and implement a strategy to effectively communicate about the City using diverse methods  
**\*Create a new taskforce to help city develop resident outreach and communication plan to improve constituent services**

# Hopewell City Council

## Boards, Commissions and Authorities Outreach Presentation

### Economic Development

- Study and enhance our incentive package to insure that it draws in desired businesses
- Develop and implement a strategy to enhance knowledge of tax incentives to promote improvement of housing stock and retail/commercial property

**\*Create a new taskforce to assist with accomplishing both goals. In addition, the team could focus on identifying laws/guidelines and processes that make it difficult to start a new business in Hopewell. The group could be formed by local business owners. Their recommendations and feedback can be provided to the Department of Economic Development, Planning, Commissioner or Revenue's Office for city officials to determine ideas/changes to implement.**

# Hopewell City Council

## Boards, Commissions and Authorities Outreach Presentation

### ISSUE

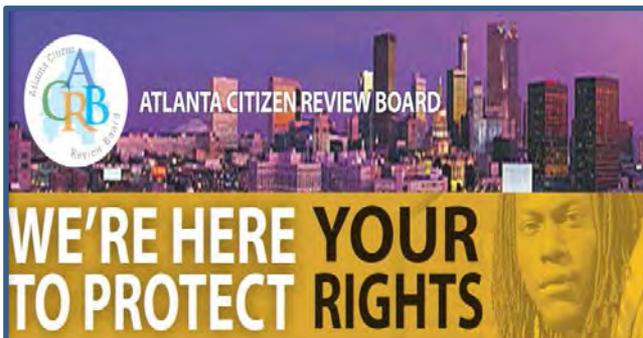
- 1) Council members review information provided by City Clerk regarding boards, commissions and authorities recommendations
- 2) Council provide feedback on a form to keep/change/remove current city boards, etc.
- 3) Council provide feedback about boards they would like to add/change
- 4) Two members of Council meet with City Clerk to consolidate feedback and provide draft annual reporting scheduled for each board
- 5) Include plan to reinstate Annual Volunteer Reception to thank and recognize citizens
- 6) Provide update to Council in February for adoption

### GOAL

- 1) Develop an outreach plan to recruit applicants by **ACTIVELY USING AN CAMPAIGN:**
  - Social Media
  - Newspaper
  - In-Person Flyers/Handouts
  - Council Meeting Announcements
- 2) Develop ways to recognize new appointees to thank them publically for their service

# Hopewell City Council

## Boards, Commissions and Authorities Outreach Presentation



## BOARDS & COMMISSIONS

### Architectural Review Board (ARB)

Find information about the Architectural Review Board (ARB).

### Board of Zoning Appeals

Access information about the Board of Zoning Appeals.

### Planning Commission

Find information about Petersburg's Planning Commission.

### School Board

Obtain information about the City of Petersburg School Board.

## FREQUENTLY ASKED QUESTIONS

- [What building code has been adopted by Petersburg?](#)
- [When is a Building Permit Required?](#)
- [What permit applications are available online?](#)

## HELPFUL LINKS

[Petersburg Chamber of Commerce](#)  
[Virginia's Gateway Region](#)  
[Crater Small Business Development Center](#)

[Veterans Small and disadvantaged Businesses](#)  
[VA Business One Stop](#)  
[US Small Business Administration \(SBA\)](#)

[VA Department of Business Assistance](#)  
[VA Economic Development Partnership](#)  
[eVA](#)

CITY OF PETERSBURG

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Petersburg, VA 23803

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You are here: [Home](#) > [Your Government](#) > Citizen Boards, Commissions & Authorities

## Citizen Boards, Commissions & Authorities

### Discover our Boards, Commissions & Authorities

Dinwiddie County's many advisory boards, commissions, and authorities provide opportunities for direct involvement in local government by residents of Dinwiddie County. The Board of Supervisors appoints citizens to fill vacancies on most of the following county and regional advisory boards, commissions, and authorities. Members of the Board of Equalization and Board of Zoning Appeals are recommended by the Board of Supervisors and appointed by the judge of the Circuit Court.

- [Airport & Industrial Authority](#)
- [Appomattox Regional Library Board](#)
- [Appomattox River Water Authority](#)
- [Board of Zoning Appeals](#)
- [Community Policy & Management Team](#)
- [Crater District Area Agency on Aging](#)
- [Crater Planning District Commission](#)
- [Crater Regional Workforce Investment Board](#)
- [Dinwiddie County Water Authority](#)
- [Dinwiddie Industrial Development Authority](#)
- [District 19 Chapter 10 Board](#)
- [Friends of the Lower Appomattox River](#)
- [John Tyler Alcohol Safety Action Program](#)
- [John Tyler Community College Board of Directors](#)
- [Meherrin River Regional Jail Authority](#)
- [Petersburg Area Regional Tourism](#)
- [Planning Commission](#)
- [School Board](#)
- [Social Services Advisory Board](#)
- [Virginia's Gateway Region](#)
- [Board of Supervisors](#)

#### [Disclosure Form Guide](#)

### Board Application

If you are interested in applying for a position on a board or commission, complete an [application](#) and submit it to:

[Stephanie Wray](#)  
County Of Dinwiddie  
Post Office Drawer 70  
Dinwiddie, VA 23841

Ph: (804) 469-4500 ext. 2103  
Fx: (804) 469-4503

## Board of Supervisors

### Boards and Commissions

Chesterfield County is a "**First Choice**" community in part because of the many citizens who volunteer their time and talents to the county. The county receives valuable guidance from citizens who serve on a number of boards and commissions.

Anyone interested in serving the county must complete the boards and commission application form. If you need additional information about a particular board or commission, please click on the hyperlinked names below, or contact the Clerk's Office at 804-748-1200.

Download the Boards and Commission Application

The application must be opened in the full version of Adobe Acrobat in order to save the information directly as a PDF file. If using Adobe Reader, please complete the information and then copy and scan the application form to save it as a PDF file.

---

#### Current Vacancies

Committee on the Future

- 1 Dale District representative
- 2 Midlothian District representatives

Parks and Recreation Advisory Commission

- 1 Matoaca District representative

---

#### Terms Expiring Soon

[Virginia's Gateway Region Board](#)

(Application Deadline: 1/15/2018)

- 1 At-large representative

[Camp Baker Management Board](#)

(Application Deadline: 3/15/2018)

- 1 Midlothian District representative

[Airport Advisory Board](#)

(Application Deadline: 3/15/2018)

- 1 Dale District representative

[Board of Appeals for Virginia Uniform Statewide Building Code](#)

(Application Deadline: 5/15/2018)

- 2 At-large representatives

[Citizens Transportation Advisory Committee](#)

(Application Deadline: 5/15/2018)

- 3 At-large representatives

[Community Criminal Justice Board](#)

(Application Deadline: 5/15/2018)

- 2 Citizen representatives

[Petersburg Area Regional Tourism Corp.](#)

(Application Deadline: 5/15/2018)

- 1 At-large representative

[Economic Development Authority Board](#)

(Application Deadline: 5/15/2018)

- 1 At-large representative

[Richmond Metropolitan Transportation Authority Board of Directors](#)

(Application Deadline: 5/15/2018)

- 3 At-large representatives

[Social Services Board](#)

(Application Deadline: 5/15/2018)

- 1 At-large representative

[Youth Services Citizen Board](#)

(Application Deadline: 7/1/2018 or until positions filled)

- 2 student representatives from each of the county high schools (rising juniors and seniors only)
- 1 Clover Hill District adult representative – Ms. Ruth Saunders

**Boards and Commissions**

Below is a complete list of county and regional boards and commissions to which Chesterfield has appointees.

For more information about our appointed boards and commissions, click on the hyperlinked names below:

Agricultural and Forestry Committee  
Airport Advisory Board  
Appeals Panel Pursuant to Virginia Set-Off Debt Collection  
Appomattox River Water Authority  
Audit and Finance Committee  
Board of Appeals for Virginia Uniform Statewide Building and Fire Code  
Camp Baker Management Board  
Capital Region Workforce Development Board  
Capital Region Airport Commission  
Capital Region Workforce Partnership Chief Local Elected Officials Consortium  
Central Virginia Waste Management Authority Board of Directors  
Chesterfield-Colonial Heights Policy and Management Team for Comprehensive Services  
Chesterfield County Supplemental Retirement Plan Board  
Chippenhams Place Community Development Authority  
Citizens Budget Advisory Committee  
Citizens Transportation Advisory Committee  
Committee on the Future  
County-Schools Liaison Committee  
Chesterfield-Colonial Heights Community Criminal Justice Board  
Community Services Board  
Tri-Cities Area Metropolitan Planning Organization (Crater MPO)  
Crater Planning District Commission  
Crater Regional Workforce Development Board  
Economic Development Authority  
First Tee Board of Directors  
Greater Richmond Partnership Board of Directors  
GRTC Transit System Board of Directors  
Health Center Commission  
John Tyler Alcohol Safety Action Program (ASAP) Policy Board  
John Tyler Community College Local Board  
Lower Magnolia Green Community Development Authority Board  
Maymont Foundation Board of Directors  
Metropolitan Richmond Air Quality Committee  
Parks and Recreation Advisory Commission  
Personnel Appeals Board  
Petersburg Area Regional Tourism Corporation  
Planning Commission  
Preservation Committee  
Richmond Metropolitan Authority Board of Directors  
Richmond Regional Planning District Commission  
Richmond Regional Transportation Planning Organization  
Richmond Tourism Board  
Ridefinders Advisory Board  
Riverside Regional Jail Authority  
SAFE, Inc. Board of Directors  
Senior Connections Board of Directors (the Capital Area Agency on Aging)  
Chesterfield-Colonial Heights Social Services Board  
South Central Wastewater Authority  
Towing Advisory Board  
Youth Services Citizen Board  
Virginia's Gateway Region Board  
Watkins Centre Community Development Authority



# Council Appointed Boards and Commissions

## OFFICE OF THE CITY CLERK

### Main Menu **Boards and Commissions**

- [Home](#)
- [Calendar](#)
- [Next Quarter Vacancies](#)
- [Apply Process](#)
- [Current Members](#)
- [About Us](#)

This site provides detailed information on Boards and Commissions (B&C), including: purpose, members, terms, vacancies, and other valuable information.

For quick searching, 1) select the type of Search (B&C name or member name); 2) enter the Keyword(s) desired (e.g. "health" or "Jones"); then, click the Submit Search button. The list of B&C will be refreshed with the search results.

Search:   Keyword(s):

<u>Name</u>	<u>Detail</u>	<u>Members</u>
ADVISORY BOARD FOR THE ASSESSMENT OF TOWING FEES AND THE STORAGE OF VEHICLES	<a href="#">View Details</a>	<a href="#">View Members</a>
ADVISORY BOARD OF RECREATION AND PARKS	<a href="#">View Details</a>	<a href="#">View Members</a>
ADVISORY TASK FORCE FOR THE ECONOMIC REVITALIZATION OF SOUTH RICHMOND	<a href="#">View Details</a>	<a href="#">View Members</a>
AFFORDABLE HOUSING TRUST FUND OVERSIGHT BOARD	<a href="#">View Details</a>	<a href="#">View Members</a>
AGING AND DISABILITIES ADVISORY BOARD	<a href="#">View Details</a>	<a href="#">View Members</a>
AUDIT COMMITTEE	<a href="#">View Details</a>	<a href="#">View Members</a>
BOARD OF BUILDING CODE APPEALS, ELECTRICAL DIVISION	<a href="#">View Details</a>	<a href="#">View Members</a>
BOARD OF BUILDING CODE APPEALS, GENERAL DIVISION	<a href="#">View Details</a>	<a href="#">View Members</a>
BOARD OF BUILDING CODE APPEALS, PLUMBING AND MECHANICAL DIVISION	<a href="#">View Details</a>	<a href="#">View Members</a>
BOARD OF FIRE APPEALS	<a href="#">View Details</a>	<a href="#">View Members</a>
CAPITAL AREA ALCOHOL SAFETY ACTION PROGRAM (ASAP) POLICY ADVISORY BOARD	<a href="#">View Details</a>	<a href="#">View Members</a>
CAPITAL AREA PARTNERSHIP UPLIFTING PEOPLE, INC.	<a href="#">View Details</a>	<a href="#">View Members</a>
CAPITAL REGION AIRPORT COMMISSION	<a href="#">View Details</a>	<a href="#">View Members</a>
CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY	<a href="#">View Details</a>	<a href="#">View Members</a>
CITIZEN ADVISORY COMMISSION ON ALTERNATIVES TO INCARCERATION	<a href="#">View Details</a>	<a href="#">View Members</a>
CITIZENS TRANSPORTATION ADVISORY COMMITTEE (MPO)	<a href="#">View Details</a>	<a href="#">View Members</a>
CITY PERSONNEL BOARD	<a href="#">View Details</a>	<a href="#">View Members</a>
CITY PLANNING COMMISSION	<a href="#">View Details</a>	<a href="#">View Members</a>
CLEAN CITY COMMISSION	<a href="#">View Details</a>	<a href="#">View Members</a>
COMMISSION OF ARCHITECTURAL REVIEW		

### Contact Information

[City Clerk](#)

[City of Richmond](#)

900 E. Broad St.,  
Suite 200  
Richmond, VA  
23219 USA

[Map It](#)

Office Hours 8:00 a.m.  
- 5:00 p.m. Mon - Fri  
Phone: (804)646-7955  
Fax: (804)646-7736

[City Clerk's Office](#)

[Apply for Membership](#)

[Download Application](#)

	<a href="#">View Details</a>	<a href="#">View Members</a>
COMMUNITY CRIMINAL JUSTICE BOARD	<a href="#">View Details</a>	<a href="#">View Members</a>
COMMUNITY POLICY AND MANAGEMENT TEAM	<a href="#">View Details</a>	<a href="#">View Members</a>
ECONOMIC DEVELOPMENT AUTHORITY	<a href="#">View Details</a>	<a href="#">View Members</a>
ETHICS REFORM TASK FORCE	<a href="#">View Details</a>	<a href="#">View Members</a>
GREATER RICHMOND CONVENTION CENTER AUTHORITY	<a href="#">View Details</a>	<a href="#">View Members</a>
GREATER RICHMOND PARTNERSHIP, INC.	<a href="#">View Details</a>	<a href="#">View Members</a>
GREATER RICHMOND TRANSIT COMPANY	<a href="#">View Details</a>	<a href="#">View Members</a>
GREEN CITY COMMISSION	<a href="#">View Details</a>	<a href="#">View Members</a>
J. SARGEANT REYNOLDS COMMUNITY COLLEGE BOARD	<a href="#">View Details</a>	<a href="#">View Members</a>
LEWIS GINTER BOTANICAL GARDEN, INC.	<a href="#">View Details</a>	<a href="#">View Members</a>
MAGGIE L. WALKER INITIATIVE CITIZENS ADVISORY BOARD	<a href="#">View Details</a>	<a href="#">View Members</a>
MAYMONT FOUNDATION	<a href="#">View Details</a>	<a href="#">View Members</a>
METROPOLITAN RICHMOND AIR QUALITY COMMITTEE	<a href="#">View Details</a>	<a href="#">View Members</a>
MINORITY BUSINESS ENTERPRISE AND EMERGING SMALL BUSINESS ADVISORY BOARD	<a href="#">View Details</a>	<a href="#">View Members</a>
RICHMOND AMBULANCE AUTHORITY	<a href="#">View Details</a>	<a href="#">View Members</a>
RICHMOND AREA METROPOLITAN PLANNING ORGANIZATION (MPO)	<a href="#">View Details</a>	<a href="#">View Members</a>
RICHMOND BEHAVIORAL HEALTH AUTHORITY	<a href="#">View Details</a>	<a href="#">View Members</a>
RICHMOND METROPOLITAN CONVENTION AND VISITORS BUREAU	<a href="#">View Details</a>	<a href="#">View Members</a>
RICHMOND METROPOLITAN TRANSPORTATION AUTHORITY (RMTA)	<a href="#">View Details</a>	<a href="#">View Members</a>
RICHMOND PUBLIC LIBRARY BOARD	<a href="#">View Details</a>	<a href="#">View Members</a>
RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY	<a href="#">View Details</a>	<a href="#">View Members</a>
RICHMOND REGIONAL PLANNING DISTRICT COMMISSION	<a href="#">View Details</a>	<a href="#">View Members</a>
RICHMOND RETIREMENT SYSTEM	<a href="#">View Details</a>	<a href="#">View Members</a>
SAFE AND HEALTHY STREETS COMMISSION	<a href="#">View Details</a>	<a href="#">View Members</a>
SENIOR CONNECTIONS, THE CAPITAL AREA AGENCY ON AGING, INCORPORATED	<a href="#">View Details</a>	<a href="#">View Members</a>
SISTER CITIES COMMISSION	<a href="#">View Details</a>	<a href="#">View Members</a>
SLAVE TRAIL COMMISSION	<a href="#">View Details</a>	<a href="#">View Members</a>
SOCIAL SERVICES ADVISORY BOARD	<a href="#">View Details</a>	<a href="#">View Members</a>

TASK FORCE ON THE ESTABLISHMENT OF A HUMAN RIGHTS COMMISSION	<a href="#">View Details</a>	<a href="#">View Members</a>
TECHNICAL ADVISORY COMMITTEE TO THE RICHMOND AREA METROPOLITAN PLANNING ORGANIZATION	<a href="#">View Details</a>	<a href="#">View Members</a>
URBAN DESIGN COMMITTEE	<a href="#">View Details</a>	<a href="#">View Members</a>
URBAN FORESTRY COMMISSION	<a href="#">View Details</a>	<a href="#">View Members</a>

Click on the Board or Commission Name link to learn more about it.

Application to Apply for Boards/Commissions

Appointments Expiring in 2017

Board/Commission Name	Term Length (Yrs)	Term Limits
Appomattox Regional Library of Trustees	4	Not more than two consecutive terms may be served
Appomattox River Water Authority	4	
Board of Equalization and Assessments	3	Special qualifications apply; term limit
Board of Grievance Appeals	3	
Board of Supervisors	4	
Board of Zoning Appeals	5	
Board of Code Appeal Board (Regional)	5	
Central Virginia Film Commission		
Central Virginia Waste Management Authority	4	
Clean Community Committee	2	
Comprehensive Services Policy and Management Council	1	
Crater Criminal Justice Academy Board of Directors	4	
Crater District Area Agency on Aging		
Crater District Planning Commission	4	
Crater Youth Care Commission	4	
District 19 Community Services Board	3	Not more than three terms may be served of which not more than two terms may be served consecutively.
Electoral Board	3	
Friends of the Lower Appomattox Association		

Board/Commission Name	Term Length (Yrs)	Term Limits
Industrial Development Authority	4	
John Tyler Community College Local Advisory Board	4	
Planning Commission	4	
Recreation Advisory Commission	3	
Regional Tourism Corporation	3	
Riverside Community Criminal Justice Board		
Riverside Regional Jail Authority	4	
Social Services Advisory Board	4	Not more than two consecutive terms may be served.
South Central Wastewater Authority		
South Centre' Corridors Research & Development	2	
Virginia Gateway Region	1	

## Boards & Commissions

### Authorities, Boards, Commissions & Committees

The Colonial Heights City Council is seeking to fill existing vacancies on city boards, commissions, and committees with qualified city residents who have expressed a desire to serve the community in a special way. An appointment to a city body is to be taken seriously by applicants as the work to be accomplished will help determine the future directions of our community.

### Applying for an Appointment

Download an [Application for Board, Commission, or Committee](#) and fax to (804) 524-8734 or mail to:

Clerk of Council - City of Colonial Heights

P.O. Box 3401

Colonial Heights, VA 23834

### Applicant Information Available to Press & Public

As an applicant for a city board, commission, or committee, your name, address, and telephone number will be available to the press and the public. No person is required to supply any of the information requested in the application in order to be considered, but all such information supplied by the applicant shall be available to the general public for a period of one year, after which it shall be purged from city records. Corrections or additions may be made, as provided by law, by contacting the City Clerk's Office.

### Reappointment

Incumbents whose terms expire are automatically considered for reappointment unless they indicate non-interest.

### List of Boards, Commissions, Committees

The following are authorities, boards, commissions, and committees appointed by City Council:

Name	No. of Members	Purpose	Meetings
Advisory Board to City Council	9 (two-year term)	To Investigate, study, consider, evaluate and report to Council its suggestions and recommendations on all matters referred by Council.	As needed
Advisory Board to Recreation and Parks	5 (three-year term)	To make recommendations on recreation and park-related concerns and issues.	As needed
Appomattox River Water Authority	2 (four-year term)	To oversee the operation of Lake Chesdin, the City's water supply source. In addition to Colonial Heights, its other members are Chesterfield, Petersburg, Dinwiddie and Prince George.	Quarterly at the ARWA office in Petersburg.
Architectural Review Board	7 (3 serving four-year terms; 2 serving three-year terms; and 2 serving two-year terms)	To issue certificate of appropriateness for the erection, reconstruction, alteration, restoration, moving, raising or demolition of the exterior of any landmark, building or structure or part thereof, within a Historic District.	As needed
Board of Zoning Appeals	5 with 1 alternate (four-year term)	Responsible for hearing appeals from individuals who are requesting exceptions or variations from City Ordinances in regard to land use and building requirements or from individuals who are questioning the appropriateness of orders made by City Officials.	As needed
Central Virginia Film Office Board of Directors	1 (Indefinite term)	To attract the film industry to the Tri-Cities Region as an economic development incentive.	Second Tuesday of each month at 9:00 a.m. in Petersburg.
Central Virginia Waste Management Authority	1 with 1 alternate (four-year term)	To implement solid waste management and recycling programs for thirteen local governments.	Third Friday of each month at 9:00 am in Richmond.
Chesterfield-Colonial Heights Board of Social Services	4 (four-year term and cannot serve more than two consecutive terms)	Policy-making body for the Department of Social Services.	Third Monday of each month at 8:30 a.m. in Chesterfield.
Citizen Advisory Committee of the Central Virginia Solid Waste Management Plan	1 (Indefinite term)	To monitor the planning and development process of the Authority - primarily a focus group for public information.	Quarterly or as necessary in Richmond.

City Wetlands Board	7 (five-year term)	To preserve and prevent the despoliation and destruction of wetlands within its jurisdiction while accommodating necessary economic development in a manner consistent with wetlands preservation.	As needed
Community Criminal Justice Board	(2 citizen representatives; two year-term)	The CCJB proactively addresses criminal justice issues in the communities of Chesterfield County and the City of Colonial Heights.	Third Tuesday in January, March, May, July, September and November at 6:00 p.m. in Chesterfield.
Crater District Area Agency on Aging Board of Directors	1 (one-year term)	To insure that the interests of the citizens are represented in the development of policies and programs of the Agency.	Fourth Monday of each month at 10:00 a.m. in Petersburg.
Crater Planning District Commission	2 (1 Councilman and 1 member of City Staff; coterminous)	To identify needs and potential solutions for a variety of public policy and infrastructure projects in the community, including transportation initiatives.	Quarterly, or as needed, at 5:00 p.m. in Petersburg.
District 19 Community Services Board	2 (three-year term)	A multi-jurisdictional, community-based organization whose mission is to improve the quality and productivity of the lives of individuals who experience or are at risk of experiencing mental disabilities and or substance abuse.	Fourth Thursday of each month at 6:00 p.m. in Petersburg.
Economic Development Authority	7 (four-year term)	To promote industry and develop trade by inducing assets instrumental to business recruiting and growth.	As needed
Fire Prevention Board of Appeals	5 – (2) three-year term; (3) two-year term	To determine the suitability of alternate materials and type of construction and to provide for reasonable interpretations of the provisions of the Fire Code.	As needed
Friends of the Appomattox River	1 (Indefinite term)	To protect the river and promote its scenic natural beauty and historical and cultural attributes.	Last Wednesday of an odd month, except for the month of March, in Petersburg.
Historical Commission	20 (three-year term)	To advise and assist the Council and administration in the planning, conduct or lawful regulation of festivals or similar events open to the public and held on property designated pursuant to Chapter 286, Zoning, Article XX, Historic Districts, of the City Code, or events open to the public and held to commemorate holidays or historic occurrences of national, state or local significance. To encourage community agencies and organizations in establishing and modifying programs and services related to historic preservation and education. To encourage and provide a public forum for greater awareness of the historic heritage of the City and of the public and private benefits of and available resources for historic preservation.	As called
John Tyler Community College Board of Trustees	1 (four-year term and cannot serve more than 2 consecutive terms.)	To serve as an advisory group to the College's administration.	Every other month at John Tyler Community College.
Natural Hazards Mitigation Advisory Committee	1 (Indefinite term)	To study the Crater Region's risks from and vulnerabilities to natural hazards and to make recommendations on mitigating the effects of such hazards on the Crater Region.	As called
Personnel Board	3 with 1 alternate (three-year term)	To constitute the final authority to rule upon grievances filed by employees under the grievance procedure.	As needed
Planning Commission	7 (four-year term)	Advises City Council on zoning cases, amendments to the zoning and subdivision ordinance and comprehensive planning.	First Tuesday of each month at 7:00 in Council Chambers.
Regional Building Code Appeals Board	1 (four-year term)	To review and decide the outcome of disagreements between citizens and the Building Official.	As needed
Regional Tourism Corporation	2 (Indefinite term)	To develop and implement a regional tourism marketing initiative that will result in increased tourism visitation and spending.	Determined by Crater Planning District

Riverside Regional Jail Authority	1 City Staff member and 1 alternate member (four-year term)	To oversee the regional jail facility which serves the Counties of Charles City, Chesterfield, Prince George and Surry and the Cities of Colonial Heights, Hopewell, and Petersburg.	Commission Administrative Staff. Fourth Thursday of each month at Riverside Regional Jail.
Senior Citizens Advisory Committee	9 (two-year term)	To evaluate the resources, services and programs designed to serve the City's senior citizens.	Every other month at 4:00 p.m. in the Senior Center.
South Central Wastewater Authority	1 City Staff representative and 1 alternate member (four-year term)	Oversees the operation of the Petersburg Wastewater Treatment Plant.	Meets on a quarterly basis at the Authority headquarters in Petersburg.
Transportation Safety Commission	13 (four-year term)	Advises the City Manager and City Council on transportation safety matters.	Meets on a quarterly basis on Thursdays at 4:00 p.m. in the police training room.
Virginia's Gateway Region	2 (one-year term)	To assist the Counties of Prince George, Dinwiddie and Chesterfield, and the Cities of Colonial Heights, Hopewell and Petersburg in their efforts to provide balanced industrialization to its members.	First Thursday of every other month at 7:30 a.m. at Virginia's Gateway Region.
Youth Services Commission	15 (three-year term)	Acts as a forum to ascertain the needs of the youth of the City; to inform young people, parents, and those working with youth of existing services and programs available to them; and to act as an overall advocate for City youth.	Meets on the third Monday of each month at 7:00 p.m. in City Hall.

**ADJOURN**