

Click here for entire packet

AGENDA

- | | |
|--|-------------|
| 1. Call to Order | 7:00 |
| 2. Matters from the Public | 7:00 – 7:30 |
| a. Comments by the public are limited to no more than 2 minutes per person. | |
| b. Presentations | |
| i. Charlottesville Area Alliance – working together for age-friendly communities (click here for presentation) | |
| 3. * Consent Agenda | 7:30 – 7:35 |
| Action Items: | |
| a. * Minutes of the September 1, 2016 Meeting (click here for draft minutes) | |
| b. * Intergovernmental Reviews –NA- | |
| c. * Monthly Financial Reports (click here for all financial documents) | |
| i. Dashboard Report (click here for report) | |
| ii. August Profit & Loss Statement (click here for statement) | |
| iii. August Balance Sheet (click here for balance sheet) | |
| iv. August Accrued Revenues report (click here for report) | |
| d. Recognition of National Planning Month (click here for summary document) | |
| 4. * Resolutions: | 7:35 – 8:10 |
| a. * Consideration of Fiscal Year 2018 Projected Budget and Local Revenues (click here for budget documents) | |
| b. * Endorsement of VDOT Smart Scale Rural Transportation Applications (click here for draft resolution) | |
| c. * Acceptance of Regional 2016-2021 Year Solid Waste Management Plan (click here for summary documents) | |
| d. * Approval of Revised Employee Handbook (click here for draft handbook) | |
| 5. Executive Director’s Report | 8:10 – 8:15 |
| The Executive Director’s Report is attached. (click here for summary memo) | |
| 6. Other Business | 8:15 – 8:25 |
| a. Next Meeting –November 3, 2016 | |
| b. Roundtable Discussion by Jurisdiction | |
| 7. * Closed Session - per Code of Virginia 2.2-3711 A.1. | 8:25 – 8:45 |
| a. Employee – Executive Director Evaluation and Performance | |
| b. *Public Session Resumes (click here for summary memo) | |
| 8. * Action Items from Closed Session | 8:45 -9:00 |
| 9. * Adjourn | 9:00 |

** Proposed action items*





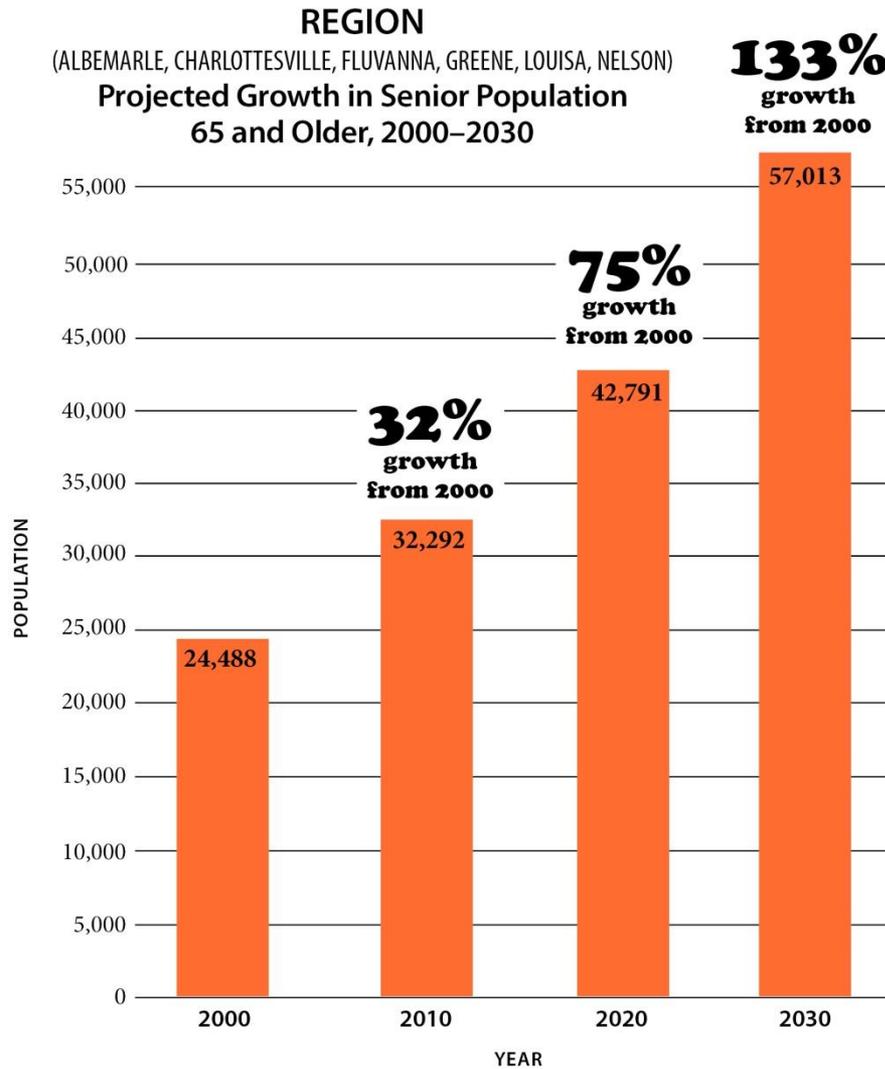
charlottesville
area

alliance

working together for an age-friendly community

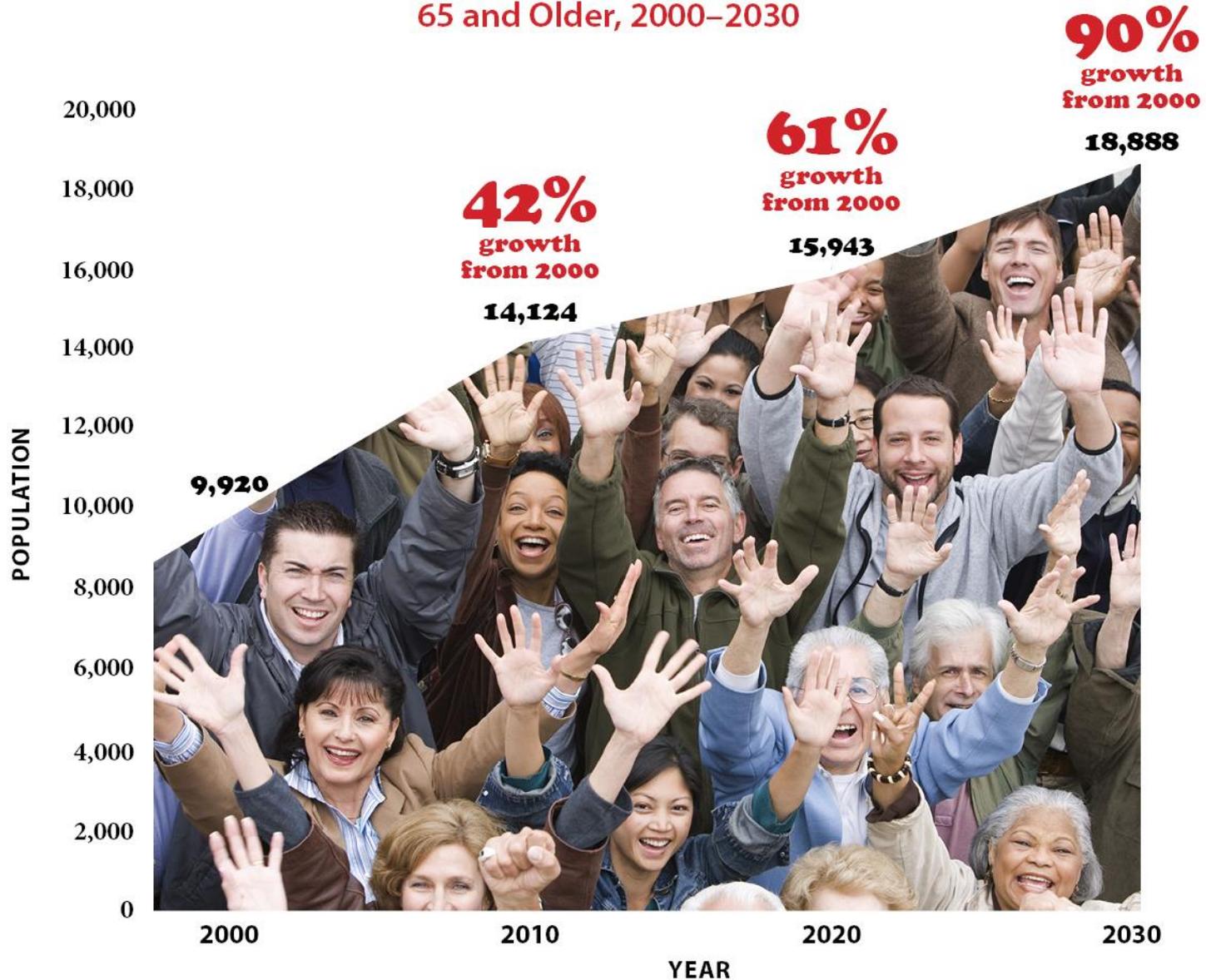


One in four.



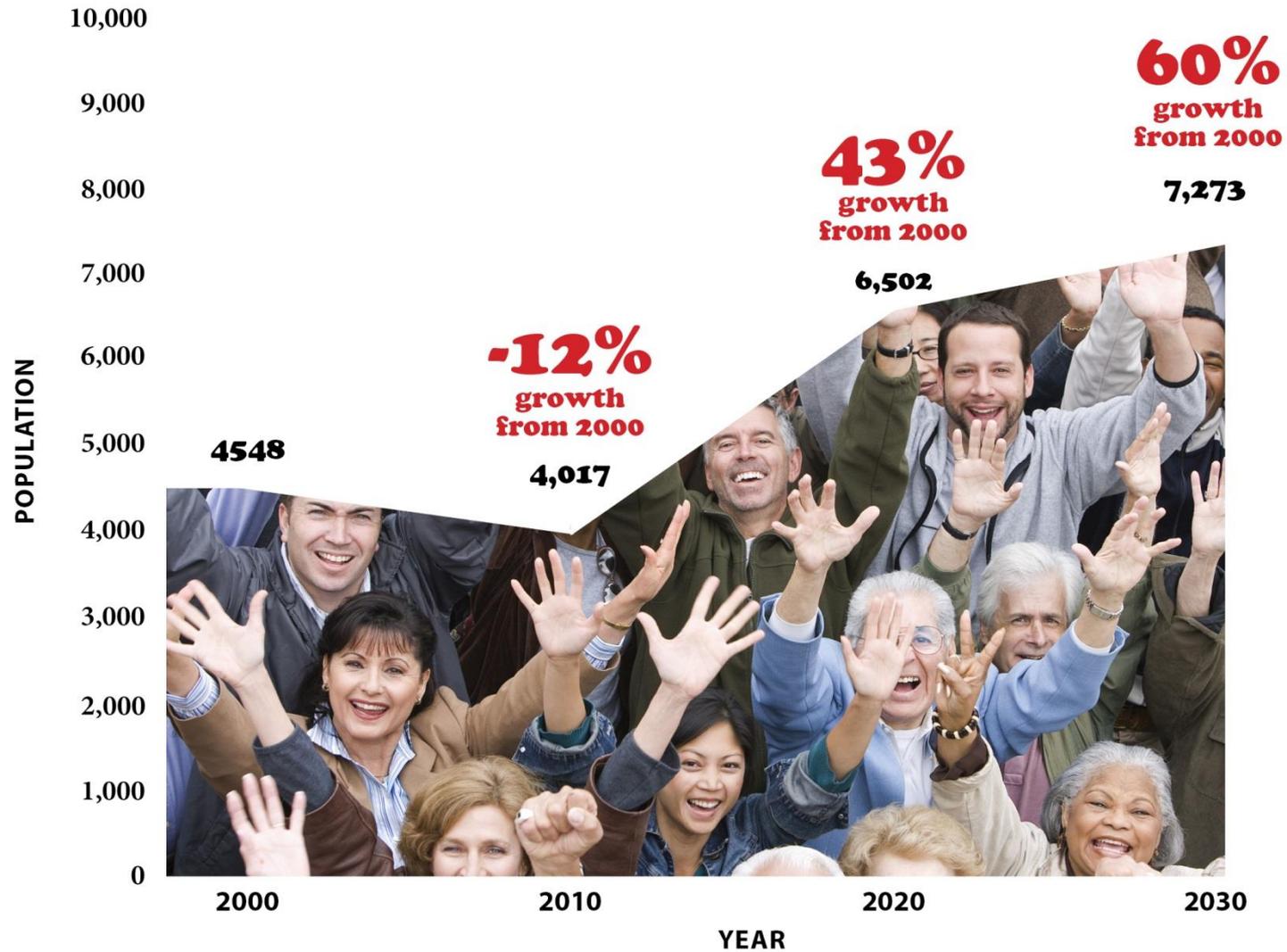
ALBEMARLE COUNTY

Projected Growth in Senior Population 65 and Older, 2000–2030



CITY OF CHARLOTTESVILLE

Projected Growth in Senior Population 65 and Older, 2000–2030



Age-friendly ^{not} is about old people.
^



AGE-FRIENDLY = GOOD FOR EVERYONE

Plan for the needs of an aging population and we automatically check off the needs of all constituents.

“Winning communities in the future will be the ones that invest in creating great places to live, work, learn, and play at every age. Charlottesville Area Alliance is the right idea at the right time.”

Matt Thornhill
Founder & President, Boomer Project & Generations*Matter*

2014



2015



Now

vision

greater Charlottesville area to be
the most age-friendly community
in the country

mission

lead the advancement of an
age-friendly community



8 LIFE ELEMENTS

FOR AN AGE-FRIENDLY COMMUNITY





Partners

Advocates, leaders, contributors, and stakeholders in the community serving or advising the senior population.



Steering Committee

Composed 13 members, with core of “lead organizations.”



Work Groups

Five standing work groups align with Alliance goals.

what's next



Support the process of becoming an age-friendly community!

- 1 - provide representation on the Alliance
- 2 - support agencies that work with seniors
- 3 - sign the WHO document to reflect this commitment

Thank you!

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION
Draft Minutes, September 1, 2016

Commissioners Present:

Rick Randolph – Albemarle County
Genevieve Keller – Charlottesville
Keith Smith – Fluvanna County
Dale Herring – Greene County
Andrea Wilkinson – Greene County
Tommy Barlow—Louisa County
Larry Saunders – Nelson County

Commissioners Absent:

Brad Sheffield – Albemarle County
Bob Fenwick– Charlottesville
Tony O’Brien – Fluvanna County
Toni Williams – Louisa County
Tim Padalino – Nelson County

Staff Present:

Chip Boyles, Executive Director
Billie Campbell, Senior Program Manager

Call to Order: Chair Andrea Wilkinson called the Commission meeting to order.

Matters from the Public – None

Consent Agenda: Items on the consent agenda included the draft minutes of the August 4, 2016 meeting, and the monthly financial reports for July 2016. **On a motion by Rick Randolph, seconded by Dale Herring, the Commission unanimously approved the Consent Agenda,** with Andrea Wilkinson abstaining on the minutes.

Resolutions:

Support for GO Virginia Regional Administration by CVPED: Chip Boyles reviewed the revised Resolution, incorporating a Be It Further Resolved Section adding reference to a comprehensive economic development plan be prepared that includes individual consideration of each city and county government within the region, continuity and consistency between locality Comprehensive Plans and the GO Virginia Regional Economic Development Plan, and adequate representation of local elected officials on the GO Virginia Board. After discussion, the second provision under Be It Further resolved was revised to read:
2. That the GO Virginia Regional Economic Development Plan be reviewed and considered for continuity and consistency with each city and county Comprehensive Plan. **On a motion by Gennie Keller, seconded by Dale Herring, the Commission unanimously approved the Resolution of Support for CVPED, Virginia Initiative for Growth & Opportunity GO Virginia, as amended.** The resolution will be revised as noted, signed and submitted to CVPED. The region definitions have not yet been finalized.

Employee Handbook: The draft of the updated Employee Handbook was revised to add language for equal protection and anti-harassment, drawing on a document from the Charlottesville’s Office of Human Rights. Gennie Keller had additional comments related to the dress code. These revisions will be incorporated, with the handbook brought back to the Commission for approval at a later meeting. There was also some discussion of holidays at the end of the meeting, indicating a preference to name a holiday to replace Lee-Jackson Day, rather than providing a generic floating holiday.

Endorsement of VDOT Smart Scale Rural Transportation Applications: VDOT’s Smart Scale (formerly known as House Bill 2 or HB2) transportation funding requests are due for local governments and



transportation agencies at the end of September. Applicants have until November to obtain endorsement from their regional transportation planning agencies, PDC's for rural and MPO's for urban. The TJPDC has been working with localities to review and recommend to the Commission their projects. These recommendations are presented in the resolution for consideration by the Commission. Projects in Nelson County are in VDOT's Lynchburg District; the balance of projects are in the Culpeper District, except the intersection improvements at Route 250 and Route 151, which will be managed by the Lynchburg District. **On a motion by Rick Randolph, seconded by Dale Herring, the Commission adopted the Resolution Endorsing the Submission of Smart Scale Applications Requesting Transportation Funding.**

Executive Director's Report: The written report was included in the meeting packet. Chip Boyles provided information on the financial reports and items that were not covered elsewhere on the agenda:

July 2016 Financials: Based on recommendations coming out of TJPDC Finance Committee meetings, some elements of the monthly financial dashboard report have been revised. The average monthly expenses are now based on a 12-month rolling average instead of six, to mitigate the swing in operating expenses resulting from posting the audit costs to September and November. The last report in the dashboard has been renamed to "Revenue Less Expenses" to reflect the actual computation of financial data. There was a small net loss of \$2,961 for the month of July, due to end of year administrative tasks as well as vacation time and holiday, which reduced billable hours. The accrued revenue report shows a lower level of available funds per month than actual expenses. This is because committed grants and projects that are not yet under contract are not reflected in the Grant Contract Remaining column. The signed RideShare agreement is now in place, and funds will be reflected in the August report. An agreement is also in the works for the Route 29 Corridor Plan in Nelson County.

FY17 & FY18 Budgets: The submission date for the Charlottesville and Albemarle budget submission is October 20, necessitating action on the FY18 projected budget at the October meeting. This is always a balance budget estimating our future year's revenue and expenses, and setting our local government funding requests. The budget will reflect a per capita rate for the Legislative Liaison, and assign work to localities for per capita funds not committed as match to programs. The FY17 Final Budget will be presented for adoption at the November meeting.

Closed Session:

Motion to Ender Closed Session: Genevieve Keller moved that the Commission be convened to a closed session pursuant to personnel exemption found in Sec. 2.2-3711(A)1 of the Code of Virginia to discuss personnel issues, for the purpose of employee performance review. The motion was seconded by Rick Randolph. The vote in favor was cast by Commissioners:

- Rick Randolph
- Genevieve Keller
- Keith Smith
- Dale Herring
- Andrea Wilkinson
- Tommy Barlow
- Larry Saunders

Motion to Exit Closed Session: Genevieve Keller moved that the Commission exit closed session. Motion seconded by Rick Randolph. The motion passed unanimously.

Motion to Certify: Genevieve Keller moves that the Commission certify that to the best of each member's knowledge, only public business matter lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed session were heard, discussed or considered in the closed session. Motion seconded by Keith Smith.

The vote in favor was cast by Commissioners:

Rick Randolph
Genevieve Keller
Keith Smith
Dale Herring
Andrea Wilkinson
Tommy Barlow
Larry Saunders

Actions from Closed Session:

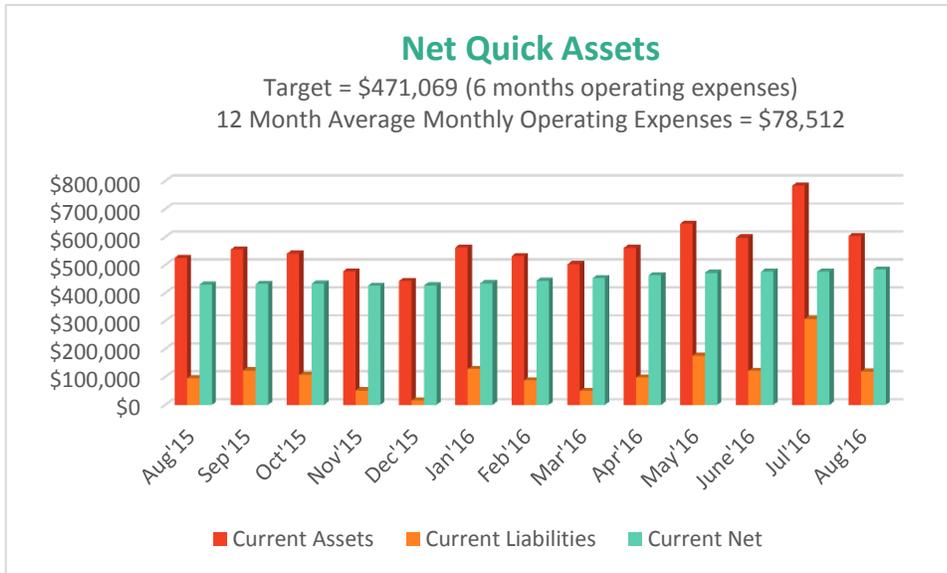
Other Business:

Next meeting: The next meeting will be held October 6, 2016.

TJPD Commissioner Roundtable Reports:

Adjournment: On a motion by Rick Randolph, seconded by Genevieve Keller, the meeting was adjourned.

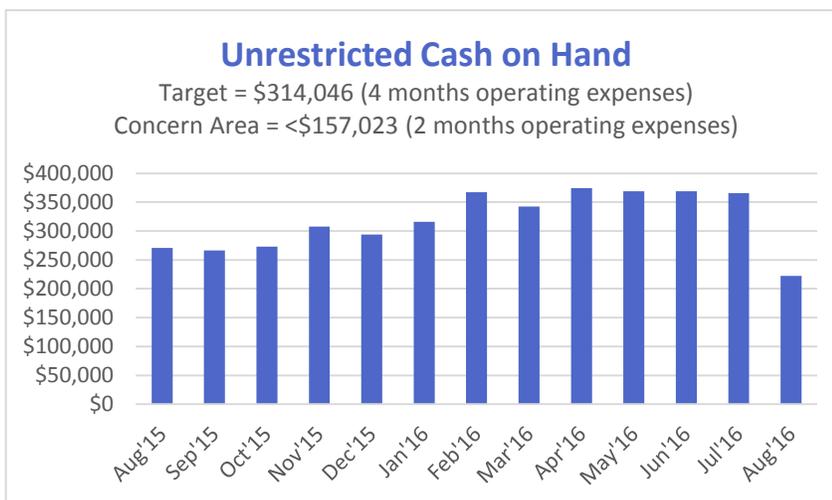
FINANCIAL DASHBOARD Through August 31, 2016



Net Quick Assets

Aug'15 =	\$430,071
Sep'15 =	\$431,585
Oct'15 =	\$433,507
Nov'15 =	\$425,754
Dec'15 =	\$426,855
Jan'16 =	\$434,515
Feb'16 =	\$443,690
Mar'16 =	\$452,871
Apr'16 =	\$463,668
May'16 =	\$472,075
Jun'16 =	\$475,879
Jul'16 =	\$476,001
Aug'16 =	\$484,103

NET QUICK ASSETS are the highly liquid assets held by the agency, including cash, marketable securities and accounts receivable. Net quick assets are calculated as current assets (cash + marketable securities + prepaid assets + accounts receivable) minus current liabilities of payables and deferred revenue. The FY17 target is 6 months of operating expenses (TJPDC costs minus pass-through and project contractual expenses), based on a rolling twelve-month average. TJPDC had 6.17 months of operating expenses at the end of the month. The rolling twelve-month average operating expenses increased slightly from \$78,220 in July to \$78,512 in August.

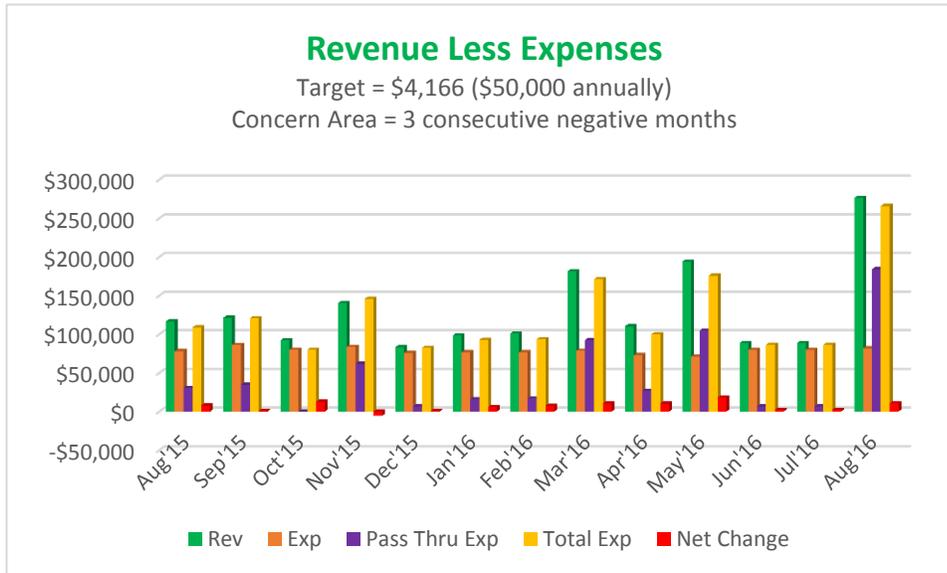


UNRESTRICTED CASH ON HAND

consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

Months of Unrestricted Cash divides unrestricted cash on hand by the agency's average monthly operating expenses to give the number of months of operation without any additional cash received. Total cash decreased from \$528,791 in July to \$311,054 in August. This was due to \$123,000 in pass-through funds paid out for advertising for the Rio Road/Route 29 campaign, with reimbursement received in September. The end of month level of Unrestricted Cash on Hand of \$222,501 represents 2.83 months of operating expenses. This is a temporary dip due to cash flow.

FINANCIAL DASHBOARD Through August 31, 2016



Monthly Net Revenue

Aug'15 =	\$7,826
Sep'15 =	\$581
Oct'15 =	\$12,530
Nov'15 =	(\$5,563)
Dec'15 =	\$876
Jan'16 =	\$5,685
Feb'16 =	\$7,419
Mar'16 =	\$10,359
Apr'16 =	\$10,228
May'16 =	\$18,160
Jun'16 =	\$2,282
Jul'16 =	(\$2,961)
Aug'16 =	\$10,510

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. The FY17 budget adopted in May 2016 projected a balanced budget with no surplus. There was a surplus in August of \$10,510, exceeding the monthly target of \$4,166. The year to date surplus is \$7,549, slightly below the YTD target of \$8,332.

NOTES

1. Target is a reasonable expectation that the TJPDC may reach this level to achieve our long range financial goals. A plan will be developed showing how these target goals are expected to be achieved through daily financial management practices.
2. Concern is a level where staff will immediately identify causes of the change in financial position, whether this is a special one-time circumstance caused by a financial action or whether a trend is emerging caused by one of more operational or financial circumstances and prepare a plan of action to correct or reverse the trend.
3. Back up documentation and details of this Financial Dashboard can be found in the monthly financial statements of balance sheet, income statement and cash position statement supplied to the TJPDC Commissioners.
4. The average monthly operating expense is a rolling twelve month average of operating expenses (TJPDC costs minus pass-through and project contractual expenses).
5. Meeting the goal of Change in Net Assets of \$50,000 per year will achieve our target goal of \$500,000 in Net Quick Assets before the end of FY17.

Thomas Jefferson Planning District Commission
Consolidated Profit and Loss
 August 2016

8:05 AM
 09/23/16
 Accrual Basis

	<u>Aug 16</u>	<u>Budget</u>	<u>Jul - Aug...</u>	<u>YTD Bud...</u>	<u>Annual ...</u>
Ordinary Income/Expense					
Income					
4400 · Gain on asset Disposal	0	0	0	0	0
41100 · Federal Funding Source	155,783	80,204	255,722	160,409	962,451
4120 · State Funding Source	27,209	30,884	110,817	61,767	339,673
4130 · Local Source	80,652	35,420	93,968	70,839	285,859
42000 · Local Match Per Capita	12,567	12,735	25,135	25,470	152,817
4280 · Interest Income	108	63	216	125	750
Total Income	<u>276,319</u>	<u>159,305</u>	<u>485,857</u>	<u>318,609</u>	<u>1,741,550</u>
Gross Profit	276,319	159,305	485,857	318,609	1,741,550
Expense					
61000 · Personnel	59,202	60,727	118,616	121,454	728,723
6900 · Overhead Allocation	0	0	0	0	0
62391 · Postage Expense	30	317	617	634	3,802
62392 · Subscriptions, Publications	29	46	63	92	550
62393 · Supplies	220	630	364	1,261	7,564
62394 · Audit -Legal Expenses	1,203	125	1,203	250	16,500
6240 · Advertising	46	1,398	347	2,797	17,607
62401 · Professional Dev-Conference	0	0	0	0	0
62404 · Meeting Expenses	119	253	183	506	3,036
62410 · TJPDC Contractual	3,585	3,785	8,006	7,571	45,424
6382 · Contractual Service Grants	0	0	0	0	0
6281 · Dues	254	720	299	1,440	8,692
62850 · Insurance	244	288	489	575	3,450
62890 · Printing/Copier	112	615	574	1,229	7,376
63200 · Rent Expense	6,877	7,044	13,755	14,088	84,529
63210 · Equipment/Data Use	5,140	1,491	6,393	5,499	20,406
63220 · Telephone Expense	505	511	892	1,022	6,130
63300 · Travel-Vehicle	853	1,167	1,795	2,335	14,008
63315 · Legislative Liaison	0	0	0	0	0
6345 · Janitorial Service	1,287	800	2,157	1,600	9,600
6390 · Professional Development	1,947	1,044	5,318	2,088	12,529
Total Expense	<u>81,654</u>	<u>80,961</u>	<u>161,071</u>	<u>164,440</u>	<u>989,926</u>
Net Ordinary Income	194,666	78,344	324,787	154,169	751,624
Other Income/Expense					
Other Expense					
80000 · MPO-Pass Through	0	0	0	0	0
83000 · HOME Pass-Through	117,101	34,925	185,468	69,849	419,096
8399 · Grants Contractual Services	0	0	0	0	0
84000 · Grants Pass-Through	67,055	41,955	131,770	83,911	332,528
Total Other Expense	<u>184,156</u>	<u>76,880</u>	<u>317,238</u>	<u>153,760</u>	<u>751,624</u>
Net Other Income	(184,156)	(76,880)	(317,238)	(153,760)	(751,624)
Net Income	<u><u>10,510</u></u>	<u><u>1,464</u></u>	<u><u>7,549</u></u>	<u><u>409</u></u>	<u><u>0</u></u>

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
 As of August 31, 2016

	<u>Aug 31, 16</u>	<u>Aug 31, 15</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	311,053.69	335,612.50	-24,558.81
Total Checking/Savings	<u>311,053.69</u>	<u>335,612.50</u>	<u>-24,558.81</u>
Accounts Receivable			
1190 · Receivable Grants	273,939.81	180,185.27	93,754.54
Total Accounts Receivable	<u>273,939.81</u>	<u>180,185.27</u>	<u>93,754.54</u>
Other Current Assets			
1310 · Prepaid Rent	833.34	833.34	0.00
1330 · Prepaid Insurance	10,454.52	10,181.22	273.30
1360 · Prepaid Other	6,880.53	6,017.16	863.37
Total Other Current Assets	<u>18,168.39</u>	<u>17,031.72</u>	<u>1,136.67</u>
Total Current Assets	<u>603,161.89</u>	<u>532,829.49</u>	<u>70,332.40</u>
Fixed Assets			
1400 · Office furniture and Equipment	111,737.79	122,686.82	-10,949.03
1410 · Server	11,384.00	11,384.00	0.00
1499 · Accumulated Depreciation	-102,285.70	-124,374.43	22,088.73
Total Fixed Assets	<u>20,836.09</u>	<u>9,696.39</u>	<u>11,139.70</u>
TOTAL ASSETS	<u>623,997.98</u>	<u>542,525.88</u>	<u>81,472.10</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	25,278.09	34,866.95	-9,588.86
Total Accounts Payable	<u>25,278.09</u>	<u>34,866.95</u>	<u>-9,588.86</u>
Credit Cards			
2155 · Accounts Payable Credit Card	4,051.31	2,966.73	1,084.58
Total Credit Cards	<u>4,051.31</u>	<u>2,966.73</u>	<u>1,084.58</u>
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2160 · Accounts Payable Payroll	1,176.74	0.00	1,176.74
2800 · Deferred Revenue	88,552.56	64,925.59	23,626.97
Total Other Current Liabilities	<u>89,729.30</u>	<u>64,925.59</u>	<u>24,803.71</u>
Total Current Liabilities	<u>119,058.70</u>	<u>102,759.27</u>	<u>16,299.43</u>
Long Term Liabilities			
2200 · Leave Payable	33,830.85	35,888.44	-2,057.59
Total Long Term Liabilities	<u>33,830.85</u>	<u>35,888.44</u>	<u>-2,057.59</u>
Total Liabilities	<u>152,889.55</u>	<u>138,647.71</u>	<u>14,241.84</u>
Equity			
3000 · General Operating Fund	457,836.46	380,204.15	77,632.31
3600 · Net Investment in Fixed Assets	5,723.30	7,482.92	-1,759.62
Net Income	7,548.67	16,191.10	-8,642.43
Total Equity	<u>471,108.43</u>	<u>403,878.17</u>	<u>67,230.26</u>
TOTAL LIABILITIES & EQUITY	<u>623,997.98</u>	<u>542,525.88</u>	<u>81,472.10</u>

**Accrued Revenue by Grant or Contract
For Year Ending June 30, 2017**

Grant or Contract	GRANT- CONTRACT START DATE	GRANT- CONTRACT END DATE	GRANT- CONTRACT TOTAL	JULY FY17	AUG FY17	SEPT FY17	OCT FY17	NOV FY17	DEC FY17	YEAR TO DATE FY17	PREVIOUS YEARS	BUDGETED AMOUNT FOR FY18	GRANT TO DATE	CONTRACT REMAINING FY17
MPO-FTA	07/01/16	06/30/17	94,430	10,002	11,927					21,929			21,929	72,501
MPO-PL	07/01/16	06/30/17	191,581	16,804	18,643					35,447			35,447	156,134
MPO-PASS-THROUGH	07/01/16	11/30/17	300,000	64,716	67,055					131,771	130,281		262,052	37,948
HOME TJPDC	07/01/16	06/30/17	46,566	2,815	6,654					9,469			9,469	37,097
HOME PASS-THROUGH	07/01/16	06/30/17	878,006	68,366	117,101					185,467			185,467	692,539
HOUSING HPG	07/01/16	09/30/17	6,252	90	89					179			179	6,073
HPG PASS-THROUGH	07/01/16	09/30/17	35,431							0			0	35,431
STATE SUPPORT TO PDC	07/01/16	06/30/17	75,971	6,330	6,331					12,661			12,661	63,310
CLEAN COMMUTE DAY	07/01/16	06/30/17	825							0			0	825
RIDESHARE	07/01/16	06/30/17	173,916	11,649	15,409					27,058			27,058	146,858
RURAL TRANSPORTATION	07/01/16	06/30/17	58,000	2,268	2,554					4,822			4,822	53,178
TJPDC CORPORATION	07/01/16	06/30/17	839	476	363					839			839	0
LEGISLATIVE LIAISON	07/01/16	06/30/17	99,600	5,561	9,599					15,160			15,160	84,440
SOLID WASTE	07/01/16	06/30/17	10,500	1,102	2,264					3,366			3,366	7,134
COLUMBIA- HMPG	02/29/16	09/15/17	21,500	1,322	756					2,078	6,277		8,355	13,145
VDEM PASS-THROUGH	02/29/16	09/15/17	178,000							0	46,750		0	131,250
ROCKFISH	03/22/16	03/01/17	24,501	2,643	1,952					4,595	18,474		23,069	1,432
HAZARD MITIGATION	03/21/16	04/30/18	45,000	1,580	1,644					3,224	2,266	10,000	5,490	29,510
MEMBER PER CAPITA	07/01/16	06/30/17	150,809	12,567	12,567					25,134			25,134	125,675
WATER STREET CENTER	07/01/16	06/30/17	0							0			0	0
OFFICE LEASES - RENT	07/01/16	06/30/17	8,200	500	700					1,200			1,200	7,000
OFFICE LEASES - DIRECT COSTS	07/01/16	06/30/17	85	75	10					85			85	0
STANARDSVILLE TAP	04/06/15	12/31/17	11,500	176	262					438	1,546	4,203	1,984	5,313
ALB-BROADBAND-TASK 2	07/01/16	06/30/17	7,500	388	331					719	6,781		7,500	0
MAPPING	07/01/16	06/30/17	0							0			0	0
BANK INTEREST	07/01/16	06/30/17	750	108	108					216			216	0
TOTAL			2,419,762	209,538	276,319	0	0	0	0	485,857	165,625	60,953	651,482	1,706,793

Pass-through funds	897,168
Contract funds	0
TJPDC Available Funds	<u>\$809,625</u>
Available per month	80,962



COMMUNITY PLANNING MONTH PROCLAMATION

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, rural areas, and other places; and

WHEREAS, community planning and plans can help manage this change in a way that provides better choices for how people work and live; and

WHEREAS, community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and

WHEREAS, the full benefit of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the month of October is designated as National Community Planning Month throughout the United States of America and its territories, and

WHEREAS, the American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions that sound planning and plan implementation make to the quality of our settlements and environment; and

WHEREAS, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the members of planning commissions and other citizen planners who have contributed their time and expertise to the improvement of the Jefferson Area Region of Virginia; and

WHEREAS, we recognize the many valuable contributions made by professional community and regional planners of the Jefferson Area Region of Virginia and extend our heartfelt thanks for the continued commitment to public service by these professionals;

NOW, THEREFORE, BE IT RESOLVED THAT, the month of October 2016 is hereby designated as **Community Planning Month** in the Jefferson Area Region of Virginia, in conjunction with the celebration of National Community Planning Month.

Adopted this 6th day of October, 2016.

Andrea Wilkinson, Chair



To: Thomas Jefferson Planning District Commission
From: Chip Boyles, Executive Director
Date: November 6, 2016

Re: FY18 Projected Budget Approval and FY17 Final Amended Budget Schedule

Purpose: To present the schedule for the amended FY17 budget, to be used as the basis for financial reports throughout the year and approval of the projected FY18 budget for local government revenue requests to TJPDC members.

Background: The budget process for each fiscal year consists of three steps: 1) approval of the projected budget in November, setting the per capita rate, population basis, and amounts requested for specific programs, to serve as the basis for budget submissions to localities, 2) the operating budget adopted in May as prescribed in the TJPDC Bylaws, and 3) a revised operating budget after the first quarter of the fiscal year, for approval in December this year, to serve as the final working budget and for final financial reports. At the November 6, 2016 meeting, the Commission will consider the Proposed Budget for FY18. The amended final operating budget for FY17 will be considered at the December 1, 2016 Commission meeting.

In your agenda packet is the Projected FY18 Budget. For your reference, the FY16 Final Budget as Amended, FY 16 Actual Revenues/Expenses and FY17 Approved (in May) Operating budgets are included. Source documents include the FY18 projected revenues by source, the FY17 Local Member Assessments as requested and as funded and FY18 Local Member Assessments as recommended for request.

Projected FY18 Budget:

The Projected FY18 Budget is approved by the Commission prior to the effective fiscal year in preparation of our local government members' budget preparation cycle. Charlottesville and Albemarle now require submissions by the end of October each year. A revenue request is established based upon expected expenditures for the upcoming fiscal year. Revenue requests are forwarded to the local governments for their consideration for funding to the TJPDC. The TJPDC is usually notified in May of the local governments' approved funding.

The Projected FY18 Budget incorporates changes to revenue and expense assumptions from the FY17 Budget and adjusted to include changes that have occurred during the first quarter of FY17 and expected throughout FY17 and into FY18.

The FY18 projected budget is very conservative in projected revenues and anticipates a zero balanced budget. For FY18, we recommend keeping the per capita rate constant as past years adjusting only for increased population as defined by the Weldon Cooper Center. We also recommend establishing a per capita rate of \$0.40 per person for the funding of the legislative liaison. This does not currently fund the full legislative liaison program and requires supplemental funds to come from the general fund per capita revenues (\$24,006 shortfall for FY18). The Rivanna River Basin Commission requests for the second year, \$10,500 to be funded for RRBC activities. Greene and Fluvanna Counties funded their portion in FY17 with Charlottesville and Albemarle not approving any funding for RRBC. We have also included a funding request for Greene County's continuance in Rideshare programs. Greene has not funded Rideshare in the past, but is the fastest growing local government using these services.

FY18 expenses do not include any major increases to include no salary raises or bonuses, no new employees and no capital expenditures. One temporary planner position is budgeted for discontinuance if no additional funding streams are identified by July 1, 2017.

Changes to revenue in the FY18 budget include:

- Includes estimated population changes by Weldon Cooper
- Keeps the per capita rate constant at \$ 0.62 per capita
- Increases Water Street Center and Office rentals to \$ 12,000
- Decreases Legislative Liaison requests to \$99,400 to establish a per capita rate for this program of \$0.40 per capita
- Adds increased funding for Rivanna River program as requested by RRBC
- Adds SHRP2 grant funding of \$ 25,000
- Adds VDOT TAP Grant for Fifth Street Bike/Ped of \$319,880
- Adds Columbia pass-through funding of \$46,750
- Keeps \$10,000 in revenue for Hazard Mitigation
- Keeps \$4,203 in revenue for Stanardsville Streetscape Grant

Changes to expenses in the FY18 budget include:

- No salary or bonus adjustments
- Eliminates a temporary planner position if no new awards by July 1, 2017
- Increase in janitorial services of 10%
- Advertising is increased due to Rideshare marketing efforts
- Contractual services are decreased with a decreased amount of communications consulting services

- Dues and professional development have increased with added professional development for staff
- Rent increases due to annual 3% office and Water Street Center rent but is somewhat offset with deducting the revenue from center and office rental income
- All new employees receive only Employee paid health coverage, reducing the TJPDC's expenses for new employee family coverage
- All other expenses are in line with FY16 Actual and expected FY17 budget expenses
- A major change staff has begun in FY17 and recommends to continue into FY18 is to provide each member locality a separate activities program account along with a regional activities account. Each local government is provided an account of staff hours derived from their per capita contributions minus program matches of MPO, Rural Transportation, and Legislative Liaison per capita commitments. One-half of those hours are assigned to Regional Program uses and the other half are assigned to hours of service committed to that locality within that fiscal year. Staff will work with our local members during the fall and winter to identify projects and priorities for the TJPDC to work on specific to the locality and as well, comprehensively for the region. These will be included in our annual work program to be considered every May with the Annual Operating Budget. This not only helps us to identify the assistance provided specific to our local members whether map preparation, data gathering or even conference space use but also helps us to charge staff time at a fully loaded rate with indirect costs charged, that helps to reduce our overall annual indirect cost rate. I will provide more information on this in the next couple of months and ask Commission Members' help with identifying priority projects for their local governments.

Overall, we expect revenues to equal expenditures for FY18. This is a very conservative budget estimate. We anticipate this based upon recent activity to:

- ✓ Increase office rentals and Water Street Center rentals above the projected budget amount
- ✓ Apply and be awarded new grants and contracts
- ✓ Monitor expenditures for minimized spending

Member Assessments

Total Member Assessments are effected by several factors. Total population for the region rose from July 1, 2014 to July 1, 2015 by .8 %. Albemarle County grew the most at 1.13 % since 2014 and Greene County at 1.13% during that time period. Louisa and Nelson Counties both loss population during this time period. The newest population estimates are multiplied by \$0.62 per capita for general fund expenditures and \$0.40 for Legislative Liaison services. Matches for participating localities are divided by each's share of the population accordingly with the required match amount. Major Changes from FY17 include:

Increases for RRBC to Albemarle and Charlottesville

Increases to Greene County for Rideshare

Increases to Charlottesville for their level funding at FY16 rates for FY17

Increases for Charlottesville, Albemarle, Fluvanna, and Greene for population growth

Reductions for Louisa and Nelson for population declines

Report from Executive Committee: The Executive Committee met to review the FY 18 Projected Budget. Projected revenues and local funding requests were considered based upon estimated expenses. Recommendations were made considering the ongoing financial benchmarks established by the Commission to:

- Operate financially conservative to create a fiscally sustainable agency
- Maintain a reasonable cash position to provide adequate resources for lean revenue months.
- Work to build an adequate retained earnings reserve for future services and future growth opportunities
- Prioritize service programs that are fiscally sustainable and pay for themselves
- Control expenses within known revenue sources

To meet the above objectives, the Executive Committee recommends:

- Establishing a per capita rate beginning with FY18 for the Legislative Liaison program, currently estimated at \$.40 per capita
- Supporting the Rivanna River Basin Commission's request of \$10,500 per year for member localities
- Approval of the FY18 Projected Budget as submitted

Executive Committee Recommendation: Approval of the Projected FY18 Budget for use in local, state and federal funding requests.

Recommended Motion by Commission: To approve the Projected FY17 Budget for use in local, state and federal funding requests.



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**RESOLUTION
APPROVING THE FISCAL YEAR 2018
THOMAS JEFFERSON PLANNING DISTRICT COMMISSION
PROJECTED BUDGET**

WHEREAS, the Thomas Jefferson Planning District Commission (“the Commission”) is the Planning District Commission serving the City of Charlottesville, Albemarle, Fluvanna, Greene, Louisa and Nelson Counties, known together as Planning District 10, and;

WHEREAS, the Commission and its associate organization, the Charlottesville-Albemarle Metropolitan Planning Organization, carry out a program of work on behalf of its members and in cooperation with its federal, state and local partners, and;

WHEREAS, the Commission prepares an annual projected budget containing a revenue summary and expenditure plan to fund and carry out its work program, and;

WHEREAS, the projected budget establishes local government revenue sources recommended to meet expenditure obligations for a balanced budget for the upcoming fiscal year, and;

WHEREAS, upon approved local government funding from member jurisdictions, the Commission will adopt an annual operating budget by May of every fiscal year, and;

WHEREAS, the Executive Director and Finance Committee recommend to the Commission for the Fiscal Year 2018 a Projected Budget of \$1,800,604 in Revenues and \$1,800,604 in Expenses, and;

WHEREAS, the FY 2018 projected budget recommends local funding with per capita funding remaining constant at sixty-two cents per person and adding a per capita contribution of forty cents per person specific to legislative liaison services, based upon the most recent Weldon Cooper Center population estimates of July 1, 2015; and

NOW, THEREFORE, BE IT RESOLVED by the Thomas Jefferson Planning District Commission that it hereby approves the Fiscal Year 2018 Projected Budget and Member Assessments, which is attached hereto and which shall be included in the minutes of the Commission meeting of October 6, 2016.

Adopted by the Thomas Jefferson Planning District Commission at its Monthly Commission Meeting of October 6, 2016 in the City of Charlottesville, Virginia, a quorum being present.

Charles P. Boyles, II
Executive Director

Andrea Wilkinson
Commission Chair

Date

	\$0.62 per capita	\$0.62 per capita	5/5/2016 \$0.62 per capita	10/6/2016 \$0.62 per capita
Revenue	<u>FY16 Amended</u>	<u>FY16 Actual</u>	<u>FY17 Operating</u>	<u>FY18 Projected</u>
Federal	\$875,671	\$778,013	\$717,047	\$1,223,460
State	\$253,631	\$321,089	\$339,758	\$247,008
Local	\$159,853	\$189,017	\$158,258	\$162,866
Local per capita	\$150,752	\$150,752	\$152,817	\$154,070
Interest Income	\$750	\$1,199	\$750	\$1,200
Rent Income	\$5,000	\$6,715	\$6,400	\$12,000
Total Revenue	\$1,445,657	\$1,446,785	\$1,375,030	\$1,800,604
Expenditures				
Personnel				
Salaries	\$548,617	\$559,612	\$537,243	\$589,288
Fringe and Release	\$136,476	\$126,180	\$135,037	\$138,167
Total Personnel	\$685,093	\$685,792	\$672,280	\$727,455
Direct Costs				
Overhead				
Postage	\$3,941	\$3,038	\$3,708	\$3,685
Subscriptions	\$550	\$105	\$550	\$550
Supplies	\$7,196	\$3,946	\$7,255	\$7,182
Audit-Legal	\$16,500	\$15,608	\$16,500	\$16,500
Advertising	\$11,693	\$12,073	\$12,370	\$15,177
Professional Development -	\$0	\$0	\$0	\$0
Meeting Expenses	\$3,584	\$3,530	\$2,860	\$2,688
TJPDC Contractual	\$53,363	\$45,578	\$54,866	\$41,481
Dues	\$8,534	\$6,964	\$8,434	\$8,692
Insurance	\$3,946	\$3,259	\$3,450	\$2,800
Printing/Copy	\$9,164	\$5,471	\$5,491	\$4,960
Rent	\$84,028	\$82,140	\$85,047	\$86,990
Equip/Data Use	\$31,206	\$26,087	\$17,708	\$18,775
Telephone	\$8,601	\$6,697	\$6,557	\$5,650
Travel-Vehicle	\$16,345	\$16,487	\$13,678	\$12,172
Janitorial	\$9,600	\$9,493	\$9,600	\$10,560
Professional Development	\$11,693	\$7,808	\$11,890	\$11,109
<i>Total Direct Costs</i>	<i>\$279,944</i>	<i>\$248,284</i>	<i>\$259,964</i>	<i>\$248,971</i>
TOTAL OPERATING EXPENSES	\$965,037	\$934,076	\$932,244	\$976,426
Net Ordinary Income	\$480,620	\$512,709	\$442,786	\$824,178
Other				
MPO Pass Thru	\$0	\$0	\$0	\$0
HOME Pass Thru	\$410,174	\$316,592	\$410,174	\$421,350
SHRP 2, RRBC Pass Thru	\$617	\$0	\$617	\$320,647
Columbia & HPG Pass Thru	\$55,190	\$115,830	\$31,995	\$82,181
<i>Total Other Expenses</i>	<i>\$465,981</i>	<i>\$432,422</i>	<i>\$442,786</i>	<i>\$824,178</i>
Net Other Income	-\$465,981	-\$432,422	-\$442,786	-\$824,178
Net Income	\$14,639	\$80,287	\$0	\$0

FY 18 Operating Budget Revenues

Revenue	Federal	State	Local	Local per capita	Interest Income	Rent
Locality and State Revenue						
Charlottesville				\$29,890		
Albemarle				\$65,132		
Fluvanna				\$16,220		
Greene				\$12,301		
Louisa				\$21,231		
Nelson				\$9,296		
Legislative Liaison			\$99,400			
State Contribution - DHCD		\$75,971				
Water Street Center Offices						\$0
Interest Income					\$1,200	\$12,000
Transportation						
Charlottesville-Albemarle MPO						
FTA Funding	\$83,938	\$10,492				
PL Funding	\$170,293	\$21,287	\$0			
SHRP2 SP@CE	\$19,375					
Rideshare						
Rideshare VDPRT		\$139,258	\$34,658			
Clean Commute Day			\$825			
TJPDC Rural Transportation						
Rural Admin	\$14,600					
Rural Transportation Planning	\$43,400					
Other Programs						
Local Mapping & Planning			\$0			
Stanardsville	\$0		\$4,203			
Nelson Route 29		\$0	\$0			
Nelson Rockfish			\$0			
5th Street TAP	\$15,000					
Albemarle BB			\$0			
Housing and Non-Profit						
HOME Consortium Admin	\$46,566					
TJPDC Corp.			\$0			
Housing Preservation	\$6,252					
Columbia-Fluvanna	\$0	\$0	\$0			
Environment						
RRBC			\$2,981			
Solid Waste			\$10,500			
Haz Mit Grant	\$10,000					
Pass Through Revenue						
Consortium HOME Pass Through	\$421,350					
Columbia Pass Through	\$46,750	\$0	\$0			
Housing Preservation Pass Thru	\$35,431					
SHRP 2	\$5,625	\$0	\$0			
RRBC	\$0		\$7,519			
5th Street TAP	\$304,880					
Ride Share Pass Through			\$2,780			
Total Revenues by Category	\$1,223,460	\$247,008	\$162,866	\$154,070	\$1,200	\$12,000
Sum Total of Revenues						\$1,800,604

Member Assessments

FY17 Requests	2010 Census	July 1, 2014 Estimate	% of Region	FY17 Per Capita Assessments (\$0.62)	FY17 Legislative Liaison Assessments	Proportional FY17 Rideshare Assessments	Proportional FY17 Solid Waste District Assessments	RRBC (based on combination of population & land area)	Total FY17 Requested
Charlottesville	43,475	47,783	19.4%	\$29,625	\$19,309	\$7,300	\$2,546	\$1,337	\$60,117
Albemarle County	98,970	103,717	42.1%	\$64,305	\$41,911	\$15,845	\$5,526	\$6,210	\$133,797
Fluvanna County	25,691	25,970	10.5%	\$16,101	\$10,494	\$3,967	\$1,384	\$1,897	\$33,843
Greene County	18,403	19,618	8.0%	\$12,163	\$7,927		\$1,045	\$1,056	\$22,191
Louisa County	33,153	34,317	13.9%	\$21,277	\$13,867	\$5,243			\$40,387
Nelson County	15,020	15,074	6.1%	\$9,346	\$6,091	\$2,303			\$17,740
Total	234,712	246,479	100%	\$152,817	\$99,600	\$34,658	\$10,500	\$10,500	\$308,075

FY17 As Funded	2010 Census	July 1, 2014 Estimate	% of Region	FY17 Per Capita	FY17 Legislative Liaison	FY17 Rideshare	FY17 Solid Waste	RRBC	Total FY17	Difference
Charlottesville	43,475	47,783	19.4%	\$27,616	\$19,309	\$7,300	\$2,546	\$0	\$56,771	(\$3,346)
Albemarle County	98,970	103,717	42.1%	\$64,305	\$41,911	\$15,845	\$5,526	\$0	\$127,587	(\$6,210)
Fluvanna County	25,691	25,970	10.5%	\$16,101	\$10,494	\$3,967	\$1,384	\$1,897	\$33,843	
Greene County	18,403	19,618	8.0%	\$12,163	\$7,927		\$1,045	\$1,056	\$22,191	
Louisa County	33,153	34,317	13.9%	\$21,277	\$13,867	\$5,243			\$40,387	
Nelson County	15,020	15,074	6.1%	\$9,346	\$6,092	\$2,303			\$17,741	
Total	234,712	246,479	100%	\$150,808	\$99,600	\$34,658	\$10,500	\$2,953	\$298,519	-\$9,556

FY18 Proposed Requests	2010 Census	July 1, 2015 Estimate	% of Region	FY18 Per Capita (\$0.62)	FY18 Legislative Liaison (\$0.40 per capita)	FY18 Rideshare	FY18 Solid Waste	FY18 RRBC	Total Proposed FY18 Request	Difference from FY17 Request
Charlottesville	43,475	48,210	19.4%	\$29,890	\$19,284	\$7,300	\$2,540	\$1,337	\$60,351	\$234
Albemarle County	98,970	105,051	42.3%	\$65,132	\$42,020	\$15,845	\$5,536	\$6,210	\$134,743	\$946
Fluvanna County	25,691	26,162	10.5%	\$16,220	\$10,465	\$3,967	\$1,379	\$1,897	\$33,928	\$85
Greene County	18,403	19,840	8.0%	\$12,301	\$7,936	\$2,780	\$1,045	\$1,056	\$25,118	\$2,927
Louisa County	33,153	34,244	13.8%	\$21,231	\$13,698	\$5,243			\$40,172	(\$215)
Nelson County	15,020	14,993	6.0%	\$9,296	\$5,997	\$2,303			\$17,596	(\$144)
Total	234,712	248,500	100%	\$154,070	\$99,400	\$37,438	\$10,500	\$10,500	\$311,908	\$3,833



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RESOLUTION ENDORSING THE SUBMISSION OF SMART SCALE APPLICATIONS REQUESTING TRANSPORTATION FUNDING

WHEREAS, the Thomas Jefferson Planning District Commission (the Commission) in cooperation with the Virginia Department of Transportation, completed a comprehensive Rural Long Range Transportation Plan (LRTP) in 2010; and

WHEREAS, the Thomas Jefferson Planning District Commission has identified transportation projects which are critical to improve safe and efficient movement of people and goods along public roadways in the rural areas of the district; and

WHEREAS, during its 2014 session, the Virginia General Assembly enacted legislation in the form of House Bill 2 (Smart Scale) which established new criteria for the allocation of transportation funding for projects within the state; and

WHEREAS, the Commonwealth Transportation Board (CTB) during its board meeting of June 17, 2015 approved the Policy and Guidelines for Implementation of a Project Prioritization Process in accordance with Smart Scale; and

WHEREAS, many of the aforesaid transportation projects identified by the Commission meet the eligibility criteria for funding under Smart Scale; and

WHEREAS, it is in the best interests of the Thomas Jefferson Planning District Commission, Albemarle County, Greene County, Louisa County, Nelson County and Fluvanna County to submit Smart Scale applications requesting state funding for eligible transportation projects.

NOW, THEREFORE, BE IT RESOLVED that the Thomas Jefferson Planning District Commission fully endorses the submission of Smart Scale applications requesting funding for the following transportation projects in no priority order:

- Fluvanna County – Route 618 and Route 600 Intersection Improvements
- Greene County – Route 670 Connector Road Improvements
- Louisa County – Route 15 Traffic Circle Construction
- Louisa County – Route 208
- Louisa County – Route 522
- Nelson County – Intersection improvements at Route 6 (River Rd) and Route 151 (RV Hwy) at Martin’s Store substation area
- Nelson County – Access management and intersection improvements for Route 29 corridor in Colleen
- Nelson County - Intersection improvements at Route 6 (River Rd) and Route 29 (TN Hwy) at Woods Mill area
- Albemarle County – Route 250 and Route 151 Intersection Improvements

ADOPTED this 1st day of September, 2016 by the Thomas Jefferson Planning District Commission being duly assembled.

ATTESTED:

Charles P. Boyles, II
Executive Director

Andrea Wilkinson
Commission Chair

Date

Memorandum

TO: Thomas Jefferson Planning District Commission
From: TJPDC Staff
Date: October 6, 2016
RE: 5-Year Update of the Regional Solid Waste Plan

Purpose: Provide background on the 5-year regional Solid Waste management plan update.

Background: The Thomas Jefferson Solid Waste Planning Unit (TJSWPU) includes the Counties of Albemarle, Fluvanna and Green, the City of Charlottesville, and the Towns of Stanardsville, and Scottsville. Under Virginia's solid waste regulations (9VAC20-130-120), the TJSWPU is responsible for maintaining the regional solid waste management plans. Under Virginia solid waste regulations these plans are reviewed updated every 5-years. The 2016 plan update ensures that the region remains in compliance with Virginia solid waste management regulations.

Discussion: The 2016 plan provides information about the current solid waste landscape and makes forecasts on waste generation and disposal through 2035. The plan finds that there is adequate transfer station and materials recovery facility capacity to meet the current and future disposal needs of the SWPU. Most solid waste in the region is now handled by the private sector haulers and transfer stations. Greene operates its own transfer station, while Albemarle and Charlottesville provide transfer station and recycling convenience center services through the Rivanna Solid Waste Authority. Fluvanna operates a convenience center that provided recycling and trash disposal services to residents.

The 2016 plan update was guided by the Regional solid waste committee, which includes staff from local governments and the Planning District Commission. Outreach to the private sector was done as part of the planning process

Key Findings:

- There is adequate permitted capacity at area transfer stations to meet 2035 projected capacity requirements.
- No active landfills in the SWPU means that all waste is handled by transfer stations, convenience centers, or materials recovery facilities. Waste is transported outside of the region for disposal and recycling
- Of the waste that's generated 65% is landfilled and 35% is recycled
- Regional per capita waste generation weight is higher than the national average 1.3 tons versus around 0.9 tons for the state and national average

Actions: Staff are requesting that Commissioners review the and approved the 2016 Solid Waste Management Plan update. Copies of the draft plan are available at <http://www.tjpd.org/media/TJPDC-SWMP-2016-update-4-5.pdf> Commissioners who have questions about the solid waste plan, please contact TJPDC staff at whudson@tjpd.org or (434)422-4825.



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**RESOLUTION FOR ADOPTING THE TJSWPU SOLID WASTE
MANAGEMENT PLAN OCTOBER 2016 REVISION**

WHEREAS, the Thomas Jefferson Planning District Commission (the Commission) provides regional solid waste planning activities for the jurisdictions of Albemarle, Charlottesville, Fluvanna, and Greene through the Thomas Jefferson Solid Waste Planning Unit (TJSWPU).

WHEREAS, The SWPU conducts regional solid waste planning and recycling rate reporting on behalf of the SWPU members.

WHEREAS, every five years the SWPU must submit to the Department of Environmental Quality an updated regional solid waste management plan.

WHEREAS, PDC staff worked with localities to review and update the 2011 solid waste plan.

WHEREAS, the 2016 plan finds adequate solid waste infrastructure and disposal capacity to meet the regions solid waste needs through 2035 and that the regional recycling rate of 35% is in excess of the state mandated rate of 25%.

WHEREAS, it is in the best interests of the Thomas Jefferson Planning District Commission, Albemarle County, Greene County, Fluvanna County, and the City of Charlottesville to approve the 2016 plan update and forward it to the Department of Environmental Quality for approval.

NOW, THEREFORE, BE IT RESOLVED that the Thomas Jefferson Planning District Commission adopts the 2016 5-year update to the Regional Solid Waste Management Plan:

ADOPTED this 6st day of October, 2016 by the Thomas Jefferson Planning District Commission being duly assembled.

ATTESTED:

Charles P. Boyles, II
Executive Director

Andrea Wilkinson
Commission Chair

Date



Solid Waste Management Plan

October 2016 Revision

A Product of the Thomas Jefferson Planning District Commission

401 East Water Street • Charlottesville, Virginia 22902

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Executive Summary

This document is an update to the Thomas Jefferson Solid Waste Management Plan. It includes a description of existing and projected solid waste needs and facilities, as well as a plan for management of the solid waste generated by residential, industrial and commercial activities of the Thomas Jefferson Solid Waste Planning Unit (TJSWPU). This document serves as the regional plan for the TJSWPU, which is made up of the Counties of Albemarle, Greene, and Fluvanna, the City of Charlottesville, and the towns of Scottsville and Stanardsville. The plan meets the solid waste planning requirements of 9VAC20-130-120 for each locality participating in the planning unit by describing existing and proposed solid waste management systems that support the hierarchy of source reduction, reuse, recycling, resource recovery, incineration, and landfilling, as set forth in 9VAC20-130-30.

The committee of public sector representatives met regularly over the course of a year to amend this plan both to satisfy the Virginia Department of Environmental Quality requirements, and to serve as a basis for strategic planning for solid waste in the longer term. The group reviewed data and trends on waste generation, recycling, reuse, and disposal, comparing it with data available about solid waste management systems capacity to determine future needs. While some elements of the plan will require additional study, the group recommends the following basic strategies which were developed during the 2008 plan process:

1. **Regional approach:** *Regional efforts will yield better results than localized solutions, especially with high costs and capital needs for operations. Cooperative contracting, collection, disposal and recycling operations can provide budget and resource savings, and allow the region to join markets at a competitive level with larger cities.*
2. **Increased recovery:** *Recovery of a larger percent of valuable material, such as recyclables and organic matter, leads to a better balance sheet and longer disposal facility lifetimes.*
3. **Reduce total waste:** *Source reduction, reuse, and recycling decrease the need for landfilling, which is generally not considered a desirable option. In order to limit the negative impacts our communities have on others, the total volume of waste disposed of should be kept to a minimum.*
4. **Increased outreach:** *Increased recovery and reduced total waste can only be achieved by an aware citizenry, institutions, and business community.*

Summary of Findings

The 2016 update of the plan finds that the region is in compliance with section 9 VAC 20-130 of the Virginia Solid Waste Planning and Recycling Regulations. The Solid Waste Planning Unit, which includes the jurisdictions of Albemarle, Charlottesville, Fluvanna and Greene, have adequate disposal capacity to meet the regions solid waste and recycling needs through the year 2035. Under current conditions solid waste generated in the region passes through one of four transfer stations or a materials recovery facility before waste ends up in landfill (65% landfilled) or is shipped to recyclers (35% Recycled) for further treatment. Currently there is a combined permitted transfer station/MFR capacity of approximately 3,000 tons per day with a daily intake of 311 tons per day. The daily intake is forecasted to grow to 405 tons per day by the year 2035. While the region has maintained a recycling rate in excess of the 25% State mandated minimum and in excess of the 30% goal identified in the 2011 plan update. The region continues to have a per capita waste generation rate that's higher than the national average, in most years the per capita waste generation rate was 1.3 tons per household in 2015 whereas state and national per capita rates are closer to 0.9 tons per household.

Adoption & Amendment History

The Solid Waste Management Plan was adopted by the Thomas Jefferson Planning District Commission (TJPDC) on June 29, 2004. Further planning work was required beyond 2004 because the planning unit did not achieve the required 25% recycling rate. The plan was considered final by the DEQ in 2006 when the planning unit reached the required recycling rate. A progress log on the 2006 plan can be found in the Appendices. The required five-year update of the plan was adopted by the TJPDC on October 6, 2011 with a subsequent update and adoption by the TJPDC on October 6, 2016.

1 Introduction and Background

In 1990, the Virginia Department of Waste Management published regulations for the development of Solid Waste Management Plans. The regulations established minimum solid waste management standards and planning requirements applicable to all cities, counties, towns, or designated regions in the Commonwealth of Virginia.

The first regional solid waste plan undertaken by the Thomas Jefferson Planning District Commission (TJPDC) was adopted in 1983 in response to the Virginia Solid and Hazardous Waste Management Act of 1979. Another plan was developed and adopted by all member governments in 1989. The TJPDC adopted its first plan required under the new regulations in 1991. Amendments to Virginia's solid waste regulations required that the region submit a new plan in 2004 (the TJSWPU's was considered finalized by the DEQ in 2006), and update the plan every five years. At the time of the original plan, the Thomas Jefferson Planning District, Virginia Planning District 10, was designated as the "region" for purposes of solid waste management planning.

The Thomas Jefferson Solid Waste Planning Unit (TJSWPU) now includes the Counties of Albemarle, Fluvanna, and Greene, the City of Charlottesville, and the Towns of Stanardsville and Scottsville. The region has the same boundaries as the Thomas Jefferson Planning District (Planning District 10) with the exclusion of Louisa and Nelson Counties, and the Towns of Louisa and Mineral. The City of Charlottesville and Albemarle County created the Rivanna Solid Waste Authority (RSWA) for waste management, operation and reporting. The University of Virginia (UVA) is also located within the SWPU. RSWA and UVA maintain representation on the TJSWPU's committee to contribute to planning activities for the unit. Both contributed to the content of this plan. Louisa County and its towns have their own solid waste management plan. Nelson County is taking part in the Region 2000 solid waste management plan.

This plan is designed to meet state planning requirements and to assist member governments with planning and decision making for solid waste management issues over the next 20 years. It includes a summary of the findings and recommendations of a steering committee composed of local staff and members of the public appointed by localities, and private sector individuals. In 2006, members of the committee recommended strategies to implement the goals and objectives related to solid waste management found in the 1998 Sustainability Accords, a document endorsed by all TJPDC localities that has served as a guide for long-term viability of economic, environmental, and social resources and institutions in the region. Many of the strategies in the 2016 update carry over from the 2006 and 2011 plan and 2011 as ongoing activities. The dispositions of strategies from the 2006 and 2011 plan are included in a progress report found in the Appendices. New strategies developed by the committee respond to other recent planning initiatives involving solid waste management, and accomplishments and changes since 2011 that provide new opportunities to accomplish plan goals.

Feedback was incorporated into the updated plan through a review process that included the solid waste committee, locality planning staff and administrators, TJPDC Commissioners, other local elected officials, and the public. Economic, environmental, social, transportation and feasibility concerns were taken into account in developing the recommendations in the plan. Short- and long-term goals are included, as well as specific projects and timelines for implementation.

2 Profile of the Solid Waste Planning Unit

2.1 Population and Growth Projections

The Thomas Jefferson Planning District is located roughly in the geographic center of the Commonwealth. The Counties of Albemarle, Fluvanna, and Greene, the City of Charlottesville and the incorporated towns of Scottsville and Stanardsville make up the Solid Waste Planning Unit. The City of Charlottesville and the urban portions of Albemarle County, including the University of Virginia, constitute the economic, educational and cultural hub of the region.

As the following population figures show, the region has grown by approximately 17% from 2000 to 2010. Each locality has shown steady growth which is largely forecasted to continue at a relatively steady rate till the year 2035.

TABLE 1. POPULATION HISTORY AND PROJECTIONS

Locality	2000	2010	2020	2030	2035
Charlottesville	40,099	43,475	44,125	45,036	47,898
Albemarle	84,186	98,970	110,725	123,779	144,000
Fluvanna	20,047	25,691	32,654	41,008	34,699
Greene	15,244	18,403	22,002	25,950	23,638
SWPU	159,576	186,539	209,505	235,773	250,172

Source: US Census (1990 - 2010); Weldon Cooper Center 2020 & 2030; 2035 based off Weldon Cooper Center 2030 and 2040 projections.

TABLE 2. NUMBER OF HOUSEHOLDS

Locality	2000	2010	2010-2014	% Change from 2010
Charlottesville	16,851	17,290	17,604	4%
Albemarle	31,876	38,157	38,537	21%
Fluvanna	7,387	9,449	9,787	32%
Greene	5,574	6,780	6,965	25%
Solid Waste Unit	63,688	72,174	72,893	14%

Source: US Census 2010; American Community Survey 2010-2014.

2.2 Development Patterns and Geographic Conditions

Census data and local comprehensive planning information show the major population centers and growth areas. The City of Charlottesville and the surrounding urban ring in Albemarle County are home to roughly half the population of the SWPU. Fluvanna and Greene grew at a faster than average rate from 2000 – 2010 compared to other Virginia counties. The Route 29 corridor and the I-64/250 corridor are the major residential, commercial, and industrial areas outside of the city and small towns. Most localities have policies in effect to persuade growth around existing centers and reduce the potential for sprawling development over time.

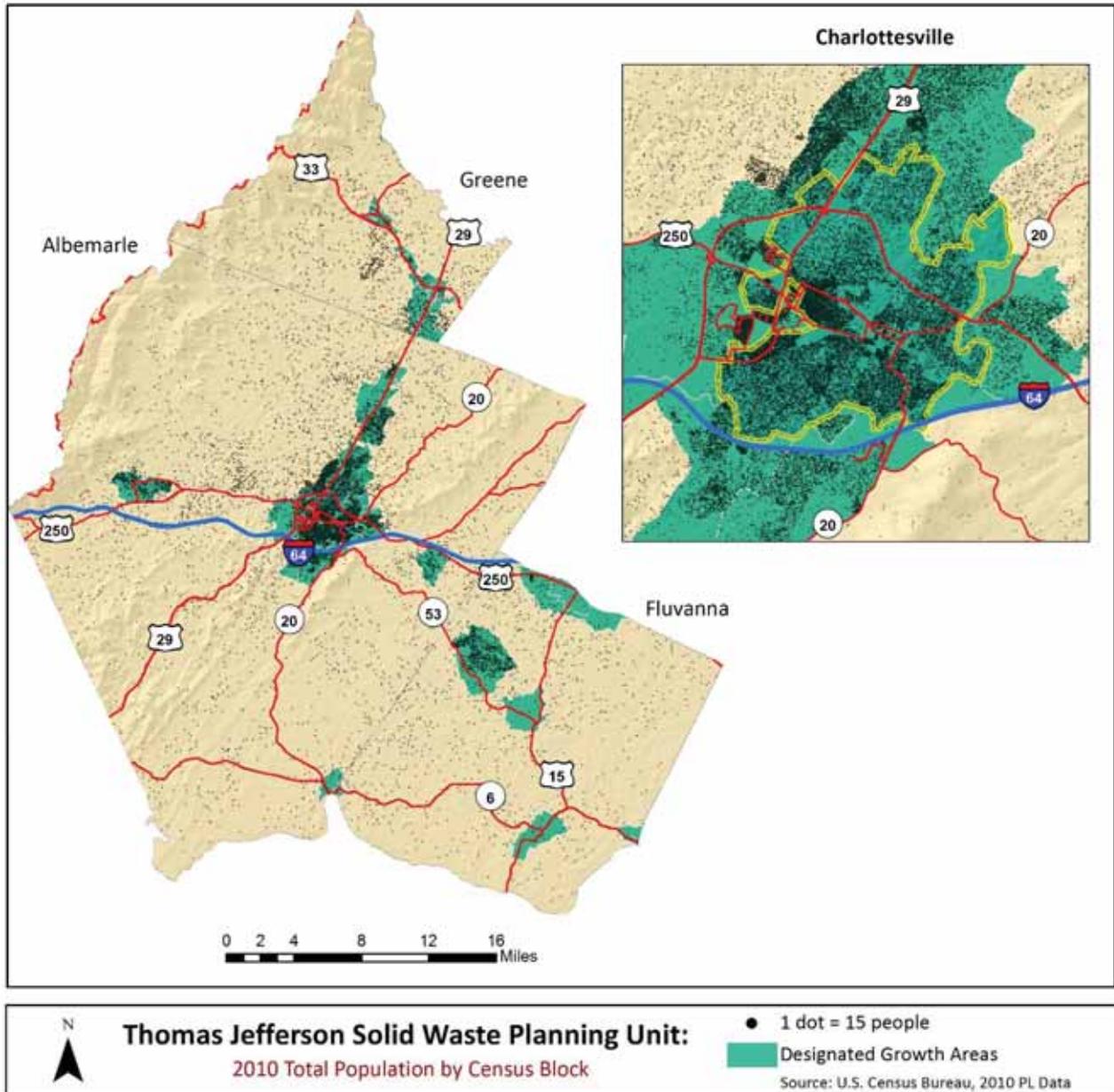


FIGURE 1. POPULATION DENSITY IN THE SWPU

ALBEMARLE

Albemarle County has defined development areas around the City of Charlottesville and north of the City along the Route 29 corridor, in the area of Crozet to the west of Charlottesville, and along Route 250 to the east of Charlottesville. The western side of the County is bounded by the Blue Ridge Mountains and Shenandoah National Park. Outside the development areas, the remainder of the County is rolling Piedmont landscape dotted with a mix of residential, agricultural and minor commercial uses. Residential growth has occurred both inside and outside of the development areas, but in recent years the balance has tipped to the development areas. The major commercial corridors are Route 29, particularly north of Charlottesville, and Route 250 east. The Town of Scottsville is located in the southeastern corner of Albemarle on the James River. A small portion of the town is in Fluvanna County.

CHARLOTTESVILLE

The City of Charlottesville is essentially “built-out” at this point and most development activity is infill and redevelopment. Infill and redevelopment have started to occur. The City is entirely surrounded by the County of Albemarle and can expand no further. Much of the City is residential, with major commercial areas located in the Main Street area (Business Route 250 and the downtown pedestrian mall) and along Route 29. The University of Virginia is the major employer in the City and straddles the City/County’s western border. The City features a rolling landscape and is bounded by the Rivanna River and Moore’s Creek on its east and south sides, respectively.

FLUVANNA

Fluvanna County experienced a high rate of population growth through the 1990s and maintained higher than average growth rates through the following decade. Most of this growth has been centered on the Lake Monticello development in the western portion of the County, to the northwest of the county seat of Palmyra. This has brought minor amounts of commercial development to serve the residents; however, Fluvanna residents still largely commute to Charlottesville and Albemarle County for employment, goods and services. Fluvanna County terrain is relatively flat compared to the counties to the west, and becomes increasingly gentle as one moves east. The Rivanna River bisects the County running northwest to southeast, and the James River forms its southern boundary.

GREENE

Greene County has also experienced rapid growth, primarily in the southeast along the Route 29 corridor. The rapid residential growth in this area is primarily made up of commuters to Albemarle County and Charlottesville. Increasing employment opportunities coupled with rising housing costs in Albemarle have made Greene County an increasingly attractive option for potential homeowners. Some commercial development has occurred along the Route 29 corridor as well, but County residents still travel to Albemarle for many goods and services. Greene County is bounded on the west by the Blue Ridge Mountains and Shenandoah National Park. Similar to Albemarle, the terrain of Greene County falls away into foothills eastward from the Blue Ridge Mountains. The Town of Stanardsville serves as the County Seat and is a hub for residential development.

2.3 Economic Growth and Development

The overall economic growth for the region in the 1990s and early 2000s was very healthy, with various indicators showing positive trends. Despite the 2008 nationwide recession, each locality, and the region maintain lower unemployment rates than those of the state and nation. Median income also grew steadily in each jurisdiction and unemployment rates have reached below recession levels.

TABLE 3. UNEMPLOYMENT RATE

Locality	1994	2000	2010	2015
Charlottesville	3.3%	2.6%	6.0%	3.7%
Albemarle	2.4%	1.7%	5.0%	3.9%
Fluvanna	3.8%	1.9%	5.3%	3.7%
Greene	3.9%	1.9%	5.3%	3.7%
Solid Waste Unit	3.4%	2.0%	5.4%	3.8%
Virginia	4.9%	2.2%	6.9%	4.4%
National	6.1%	3.7%	9.3%	5.3%

Source: Virginia Employment Commission & Bureau of Labor Statistics Local Area Unemployment Statistics

TABLE 4. MEDIAN HOUSEHOLD INCOME, IN DOLLARS

Locality	2000	2010	2014	% Change from 2000
Charlottesville	\$32,903	\$42,240	\$47,218	44%
Albemarle	\$53,263	\$64,847	\$67,958	28%
Fluvanna	\$46,630	\$68,223	\$64,641	39%
Greene	\$46,882	\$54,307	\$63,739	36%
Solid Waste Unit	\$44,920	\$57,404	\$60,889	36%

Source: US Census American Community Survey

Reflecting national trends, the greatest increases in jobs in the SWPU have been in the service, retail, wholesale, and government sectors, while farm and manufacturing jobs have been on the decline. Major employers in the area include the University of Virginia, Martha Jefferson Hospital, State Farm, GE Fanuc, Dominion Virginia Power, Lexis Publishing, Crutchfield Corporation, FIC Staff Services, Piedmont Virginia Community College, Klockner-Pentaplast, and the Virginia Department of Corrections.

2.4 Transportation Conditions

Transportation within the SWPU revolves around Interstate 64 on the east-west axis and Route 29 on the primary north-south axis. Other major transportation corridors include Route 15 through Fluvanna County, which travels roughly north-south, and Route 6, which passes through southern Fluvanna County and into northern Nelson County to the west. Route 33 cuts through Greene County on an east-west axis. Corridors other than Route 29 and Interstate 64 do not have the capacity for heavier volumes of traffic. Narrow roads and hilly conditions characterize rural areas that are traversed by county owned, state maintained secondary routes. The secondary system is more challenging for larger trucks to travel and occasional snow in winter can cause transportation delays of several days at times. Rail service runs both north-south and east-west through the region, including through Charlottesville and many small towns.

2.5 Markets for the Reuse and Recycling of Materials

Reuse of household materials is common in the area, and markets include used clothing, sporting goods, and pawn shops, yard sales, rummage sales, the Habitat Shop, and other building supply recovery operations. Reuse of inert fill is generally accomplished locally. Non-profits accept donations of old cars, appliances, equipment, eyeglasses, and other useful items. Online options include Freecycle and Craigslist, which are online message boards where items to be given away can be posted and claimed.

Most materials destined to be recycled are shipped out of the region, since there are few local processors or markets. For example, many recyclable products are sold to brokers like Cycle Systems. Construction and demolition debris (CDD) and paper products are exceptions, however. The Van der Linde Recycling facility recycles local CDD at a rate exceeding 90%, and Weyerhaeuser recycles a portion of the regions waste paper. National markets affect pricing at the local level, and some materials, like green glass, have been steadily losing national markets, and therefore value. The RS Processing fees for separation of aluminum from steel affect the profitability of recycling metals. Gerdau and other scrap dealers accept metals to be recycled. Waste oil and antifreeze are collected for recycling by contractors that service the region.

Organic wastes are readily consumed by a number of public and private mulching operations. Public operations include Charlottesville's leaf collection and Christmas tree programs offered by Charlottesville and Albemarle. Panorama Farms in Albemarle County accepts organic material from the City of Charlottesville curbside leaf collection program. Post-consumer food waste composting is provided by Black Bear Composting, a relative newcomer in the region which has been operating its commercial scale compost facility in Crimora, VA since 2011.

3 Current & Historical Solid Waste Management Systems

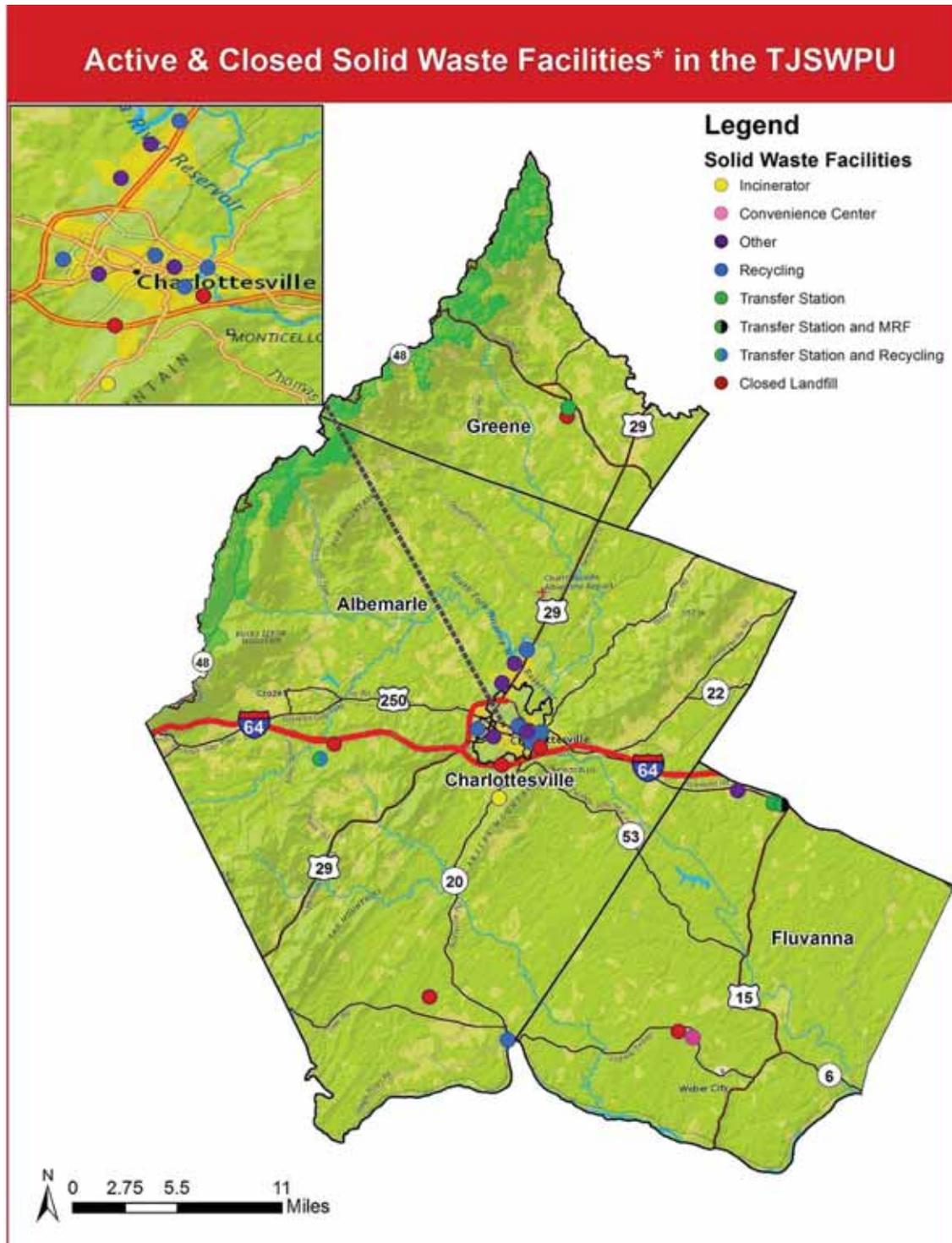


FIGURE 2. SOLID WASTE MANAGEMENT FACILITIES: ACTIVE AND CLOSED

The following table details the existing and closed waste management facilities in each locality. The table identifies those that have been permitted through the Virginia Department of Environmental Quality and does not provide a complete inventory of closed landfill sites that were either used

informally or were not permitted. The closed facilities identified on this table are those for which the locality or authority is responsible for any necessary remediation.

TABLE 5. EXISTING SOLID WASTE MANAGEMENT FACILITIES IN THE TJSWPU: ACTIVE & CLOSED BY LOCALITY

Locality	Facility name	Type	Status	Permit Year
RSWA	Ivy Material Utilization Ctr.	Transfer Station	Active	1997
	Ivy Sanitary Landfill	Sanitary Landfill	Closed	1997
	RSWA Compost Facility	MSW Composting Facility	Closed (2001)	1998
Albemarle	Keene Sanitary Landfill	Sanitary Landfill	Closed	1974
Charlottesville	Eldercare Gardens	Regulated Medical Waste (RMW) Incineration	Permitted by Right (PBR) prior to 1994	
	HCMF Heritage Hall	RMW Storage Only	PBR prior to 1994	
	Martha Jefferson Hospital	RMW Incineration	PBR prior to 1994	
	University of Virginia	RMW Incineration	Closed	
	Virginia Ambulatory Surgery Center	RMW Storage only	Active	1998
	Old 5 th Street Landfill	Unlined landfill	Closed	1960's
	Fluvanna	Republic Services Transfer Station	Materials Recovery Facility	Active
Fluvanna Correctional Unit#5		RMW Steam Sterilization	PBR prior to 1994	
Fluvanna County Sanitary Landfill		Sanitary Landfill	Closed	1974
Fluvanna County Sanitary Landfill		Sanitary Landfill	Closed	1983
Zion Crossroads Recycling Center (MSW MRF) & Van der Linde Recycling (CDD MRF)		MSW and CDD Materials Recovery Facility	Active	CDD: 2007 MSW: 2009
Greene	Greene County MRF & Co - Compost	Materials Recovery Facility	Closed	1994
	Greene County Transfer Station	Transfer Station	Active	1994
	Greene County Sanitary Landfill	Sanitary Landfill	Closed	1974
	Greene County Sanitary Landfill	Sanitary Landfill	Closed	1978

Source: Virginia Department of Environmental Quality and local governments

3.1 Current Waste Generation Rates

The following table provides a breakdown of waste generated by type, as reported to the DEQ in 2015.

TABLE 6. TJPDC 2015 CURRENT WASTE GENERATION RATES (IN TONS)

Waste Type	Region	Charlottesville Albemarle [^]	Fluvanna	Greene
Municipal Solid Waste Disposed	159,765	135,302	5,099	19,365
Household	158,794	135,302	5,099	18,394
Commercial	971			971
Primary Recyclable Materials	86,983	69,736	3,255	13,993
Paper/Cardboard	42,005	32,941	25	9,039
Metal	12,472	10,441	121	1,911
Plastic	1,522	260	0	1,263
Glass	304	254	0	50
Comingled/Single Stream	19,743	16,710	1,728	1,306
Yard Waste (Composted/mulched)	3,243	3,160	0	83
Waste Wood (Chipped/mulched)	1,524	324	1,200	0
Textiles	671	374	120	177
Tires	270	209	42	18
Used Oil	533	505	7	20
Used Oil Filters	15	15	0	0
Used Antifreeze	54	38	1	15
Batteries	140	131	0	9
Electronics	270	248	9	13
Inoperative Motor Vehicles	0	0	0	0
Fats/Bone/Greases	523	501	0	23
White Goods (Appliances)	38	38	0	0
Water Treatment Sludge (dry tons)	2,853	2,853	0	0
Composted Food Waste	801	734	0	67
Solid Waste Reuse	31	31		
UVA MERCI	16	16		
UVA Move Out/ Office Surplus	14	14		
Total Waste Generated	246,749	205,038	8,353	33,358
Base Percent	35%	34%	39%	42%
Adjusted Percent (5% bonus for reuse)*	40%			
Population	197,078	151,490	25,970	19,618
Per Capita Waste Generation	1.3	1.4	0.3	1.7

Source: Local facility operators; Weldon Cooper Center

*Adjusted recycling rates incorporate credits for reuse and source reduction.

[^] Charlottesville and Albemarle are reported as one unit. In previous reports this was reported as the RSWA area. In the past the RSWA provided the majority of solid waste services for Charlottesville and Albemarle. Currently, it provides services in a more limited capacity.

3.2 Existing & Planned Solid Waste Management Programs

Thomas Jefferson Solid Waste Planning Unit

The Thomas Jefferson Planning District Commission (TJPDC) acts as the central clearinghouse for solid waste planning and reporting on behalf of the local governments that make up the TJSWPU. TJPDC is the designated central archive for receiving and recording information on solid waste generation, recycling, facilities, and to calculate and submit the annual regional recycling rate report to the DEQ. The TJPDC is also responsible for implementation of plan strategies. The TJPDC maintains a recycling website for the TJSWPU to serve as a centralized resource for citizens of the planning unit and participates in public education/outreach events to engage citizens. The TJPDC has also developed environmentally preferable procurement guidelines which are available online at <http://www.tjpd.org/environment/solid-waste-planning/>.

Localities in the planning region use similar strategies to promote proper waste disposal, waste reduction, reuse, and recycling, with more densely populated localities offering additional services. In general, localities in the planning unit encourage citizens to reduce, reuse, and recycle by charging for MSW disposal, while providing recycling options free of charge. On-going litter control is provided by a combined effort of law enforcement, trash cans in public spaces, the Virginia Department of Transportation's Adopt-a-Highway program, and by annual river clean-up events organized by the Rivanna Conservation Alliance and others.

Additionally, a number of recycling services are available to the region's residents from local retailers. Businesses such as Best Buy, Crutchfield, Home Depot, Carpet Plus, Target, and Goodwill Industries provide recycling for a number of special wastes on an on-going basis. As mentioned previously, the region is also home to the Van der Linde Zion Crossroads Recycling Center, a Materials Recovery Facility that separates recyclables from the MSW stream it receives. A number of private haulers from around the region use this facility.

A recent planning initiative of partners in the region called the Local Climate Action Planning Process (LCAPP) also makes recommendations for responsible solid waste management. The City of Charlottesville, Albemarle County, and UVa undertook an 18-month planning and public engagement process between 2009 and 2011 to address the role of energy and climate resiliency issues for their communities. Out of this process, governing bodies of the City, County and UVa will consider several recommendations on how to reduce the impact of materials utilization on climate change. The recommendations directly related to solid waste reduction are included as strategies in this Plan.

The following sections provide a comprehensive description of systems and programs administered in the TJSWPU that support and promote the solid waste hierarchy set forth in 9VAC20-130-30.

City of Charlottesville

COLLECTION AND TRANSPORTATION

Weekly residential curbside collection includes source separated recycling and a separate collection for household trash. Both services are provided through contracts with private companies. Designated commercial corridors receive daily trash and recycling (newsprint, mixed paper, glass, metals, plastics, cardboard) pick-up. The program is a "pay as you throw" program, where trash stickers and decals are purchased by customers, and recycling is free. Curbside customers may choose to use private haulers who also collect from commercial and multifamily dumpsters. Private companies also service multi-unit residential buildings and commercial/retail businesses. Individuals can also drive to the Ivy Materials Utilization Center (MUC), McIntire Recycling Center, or Zion Crossroads Van der Linde Materials

Recovery Facility. Paint collection is also now available at the Ivy MUC. Each resident may request bulky item pick-ups for appliances, large branches, and other over-sized items for \$35 for the first appointment \$50 for the second appointment and \$100 for all subsequent appointments within a 12-month period. Construction and demolition debris must be transported privately. Additionally, BigBelly collection units are provided at every bus stop in the City. These units are solar powered compactors and send capacity updates once the volume collected reaches a "full" level to improve collection efficiency and prevent overflowing units.

STORAGE, TREATMENT AND DISPOSAL

All of the City's MSW goes to the Zion Crossroads Van der Linde Materials Recovery Facility where recyclables are pulled from the waste stream and shipped to recycling markets. MSW that is not separated for recycling is taken to a permitted landfill in Amelia County for final disposal. All source separated recyclables are taken to the County Waste Materials Recovery Facility in Chester, VA where it is processed and shipped to recycling markets. Christmas trees are ground into mulch, which is available free to citizens at Darden Towe Park. Leaves and yard waste are ground into mulch by a private composter. Leaf collection from the City rights-of-way and residential curbside pickup are taken to Panorama Farms where they are composted.

WASTE REDUCTION AND REUSE

The City partially funds waste reduction and reuse initiatives administered by the Rivanna Solid Waste Authority (described below) The City encourages citizens to reduce waste by charging for trash removal by the bag, while recycling pick up is free. Leaves are picked up in the fall in a special free program, and Christmas trees are also picked up free curbside citywide. Trash cans help reduce litter in the City, and recycling cans are collocated with trashcans on the pedestrian mall downtown. Composting is promoted by the City through providing drop-off services for organics at the City Market and McIntire Recycling Center. How-to guides and other composting resources are also available on the City website to help encourage composting at home. To improve awareness and access to green initiatives the City offers an interactive [City Green map](#) resource that details locations of sustainability efforts and links to recycling resources. Additionally, the City promotes proper disposal of household hazardous waste and electronics recycling on its website.

Albemarle County

COLLECTION AND TRANSPORTATION

Businesses, industries, and individuals are responsible for making their own waste collection and recycling arrangements, with curbside collection contracts available throughout the county. Self-delivery to the Ivy MUC, the McIntire Recycling Center, Van der Linde, or the two county newspaper/glossy paper bins (located in the parking lots of Roses at Pantops and the Community Center in Scottsville) are the only options for those in the rural areas and available to all others. The McIntire Recycling Center (described below) accepts a variety of recyclable materials. The Ivy MUC accepts MSW and limited reuse and recycling at the convenience center portion of the facility.

STORAGE, TREATMENT AND DISPOSAL

Private haulers deliver waste to one of several transfer stations in the region. The majority of waste is handled through the Van der Linde Zion Crossroads Recycling Center, Republic Services Transfer station and the RSWA's Ivy Materials Utilization Center (MUC). Sludge from the Rivanna Water and Sewer Authority is hauled to McGill Environmental where it is composted and sold.

WASTE REDUCTION AND REUSE

The County partially funds waste reduction and reuse initiatives administered by the Rivanna Solid Waste Authority (described below). Additionally, two departments of the local government administer Environmental Management Systems programs that include source reduction and recycling components. The County offers mixed-paper recycling for its local government staff. The County also maintains a [Green Resource Map](#) on the County web site as a resource for residents.

FUTURE ACTIVITIES

In the spring of 2016 the Albemarle County Board of Supervisors established the Solid Waste Alternatives Advisory Committee. The committee is charged with reviewing the County's solid waste policies and practices. The Committee will initially focus its efforts on waste reduction, materials reuse, recycling, composting and determining the County's future involvement with the RSWA at the Ivy Materials Utilization Center and Transfer Station. At the time of the 2016 Regional Solid Waste Plan update the committee has not made any recommendations. Any future recommendations will be included in updates to the Regional Solid Waste Management Plan.

Rivanna Solid Waste Authority (RSWA)

RSWA was established jointly by the City of Charlottesville and Albemarle County to administer solid waste services to the citizens of each.

COLLECTION AND TRANSPORTATION

RSWA offers no collection services. RSWA contracts with private haulers to transport wastes accumulated at the Ivy MUC and the McIntire Recycling Center to a variety of final destinations.

STORAGE, TREATMENT AND DISPOSAL

The Ivy MUC operates a waste transfer station, vegetative (stumps, brush, etc.) waste mulching operation, collection centers for white goods, pallets, tires, and the Encore Shop for collection of reusable items. The citizens' convenience center, just outside the scales for the transfer station, includes easy drop-offs for trash in bags or receptacles, and recyclable materials, including cardboard, newspaper, waste motor oils and paint. The Ivy MUC is open weekdays from 7:30 a.m. to 4:00 p.m. and Saturdays from 8:30 a.m. to 4:00 p.m. Waste collected at the MUC that is not separated at the convenience center for recycling is sent to Amelia County for disposal in a permitted landfill.

The RSWA transfer station accepts municipal solid waste from private citizens and private haulers servicing Albemarle County and the surrounding area. Fees for Albemarle County Residents are \$66/ton, with a \$6 minimum, plus a service fee for each visit to the scales of \$1. Other area residents are charged a \$10 fee on each transaction. The same tonnage rates apply. Small pick-up trucks, 8-foot bed or equivalent, with CDD are also accepted for the same tipping fee. Larger loads of CDD will be directed to the other facilities in the area. Clean fill, stumps, and brush are accepted at the MUC as well. RSWA also provides confidential document destruction. Vegetative debris and wooden pallets are ground into chips/mulch for resale.

RSWA also operates the McIntire Recycling Center located on McIntire road in Charlottesville. It is open for use by City and Albemarle County residents. The Center is open five days per week Wednesday through Saturday, closing at 5:20 p.m. each day with varying opening times. The center accepts boxboard, file stock, corrugated cardboard, newspapers, glossy paper, phone books, glass, #1 and #2 plastics in separate bins as well as #3 - #7 in comingled bins, and metal and aluminum cans. RSWA contracts with Weyerhaeuser for the paper goods collected. Glass, metals and plastics are sold to the various buyers based on market conditions.

WASTE REDUCTION AND REUSE

The Encore Shop, part of the Ivy MUC, provides a protected area where people can leave reusable items and pick up items for re-use. Mulch from the grinding of stumps and brush is sold there as well. Household hazardous waste and amnesty days (furniture, mattresses, appliances, and tires) are held at the Ivy MUC during advertised special events. A book exchange is offered at the McIntire Recycling Center. Regular disposal is also available for household paint, motor oil and antifreeze.

Fluvanna County

COLLECTION AND TRANSPORTATION

Individuals, businesses and industries are generally responsible for waste hauling and recycling activities via either contract with a private firm or self-delivery to the convenience center located in Fork Union. The convenience center is open to the public Tuesday from 9:00am to 4:00pm, Thursday from 11:00am to 7:00pm, and Saturday - 8:00am to 5:00pm. It accepts newspaper, cardboard, telephone books, aluminum cans, plastic bottles, glass and used motor oil free of charge, and MSW at \$57/ton, with an \$8 minimum. Tires and appliances are also accepted at a charge. The convenience center is closed to any commercial waste. The Van der Linde Zion Crossroads Recycling Center accepts construction and demolition debris and MSW. At Lake Monticello, a private hauler collects MSW; curbside recycling is included for plastics, glass, metal and newspaper. County residents can also self-haul recyclable materials to the Van der Linde Zion Crossroads Recycling Center, which provides a convenience center type drop-off area at no charge.

STORAGE, TREATMENT AND DISPOSAL

The Republic Services private transfer station is located on 250 at Zion Crossroads. Fluvanna County contracts with Republic to transfer convenience center waste to this facility where recyclables are sent to a variety of markets, and MSW is hauled to the Amelia County landfill for disposal. This facility is not open to cash customers. The Zion Crossroads Recycling Center operates as a materials recovery facility, hauling processed materials to secondary market recyclers and unacceptable materials to the Amelia County landfill. RSWA has a contract with Fluvanna to bring its wood grinding operation to Fluvanna on an as-needed basis.

WASTE REDUCTION AND REUSE

Fluvanna encourages citizens to recycle by offering recycling collection at the convenience center for free, while charging for MSW collection. The County also oversees a low maintenance reuse facility consisting of a covered lot where citizens can leave reusable items that others are free to pick up, free of charge. Additionally, the County has considered establishing an EMS, but the initiative was put on hiatus because of budget concerns.

Greene County

COLLECTION AND TRANSPORTATION

Individuals, businesses, and industries are generally responsible for waste hauling and recycling activities via either contract with a private firm or self-delivery. County residents may use the transfer station and recycling center located off Route 33 at 358 Mays Road, southeast of Stanardsville. The facility is open Monday through Saturday from 8 am to 4 pm. Recyclables collected include plastic, glass, paper (newsprint, magazines, and phone books), metals and corrugated cardboard. White goods, appliances, tires, furniture, and construction and demolition debris are also accepted. The transfer station accepts MSW from county residents, private haulers, and commercial sources.

In addition to MSW and recyclables generated within the County, the transfer station accepts residential and commercial MSW that originates in neighboring localities. The relatively lower tipping fee charged

at this transfer station makes it an attractive option for haulers and individuals in the vicinity. This additional business is welcomed by the County because the additional revenue from tipping fees covers the entire cost of operating the transfer station. Because MSW originating from outside the County is not accounted for as such, the entire tonnage received at the transfer station is used in calculating Greene County's annual recycling rate. This results in an artificially low rate for recycling taking place in the County.

STORAGE, TREATMENT AND DISPOSAL

Recyclables accumulated at the transfer center are shipped to a variety of markets. The transfer station operator contracts with private haulers to transport accumulated MSW to the Amelia County landfill.

WASTE REDUCTION AND REUSE

A volunteer-run waste exchange program makes clothing and other re-usable items available to the public at no charge. A retailer periodically takes a truck to the County containing off-merchandise for people to take items free of charge. Trash cans help reduce litter in the Town of Stanardsville, and a major volunteer county-wide road cleanup is held every spring.

University of Virginia (UVA)

COLLECTION AND TRANSPORTATION

Facilities Management is responsible for all solid waste activities. A private company is under contract for collection and shipping of MSW. Recyclables are collected in bins and other systems in dorms and office areas, brought to a central collection point by the UVA Recycling employees, and picked up by a private firm.

STORAGE, TREATMENT AND DISPOSAL

A portion of the MSW is transported to the Zion Crossroads Recycling Center for additional sorting and possible reclamation and the remainder taken to the Greene County Transfer Station. The Zion Crossroads Recycling Center sends any waste that is not recoverable for recycling to a permitted landfill in Amelia County. Hazardous and medical wastes are handled through the Office of Environmental Health and Safety, and are either sent to a hazardous waste facility or sterilized (deemed "Special Waste") and hauled directly to a special waste cell at a regulated landfill. UVA participated in an electronics recycling pilot program with RSWA in 2003 and 2006 and again with Crutchfield and a local nonprofit in 2009. Additionally, inkjet/laser cartridges are collected by in house staff, and then collected by a local small business for recycling/refurbishment. Cell phones batteries and small electronics are sent to recyclers.

WASTE REDUCTION AND REUSE

UVA administers several waste reduction and reuse initiatives that serve the campus community. They include:

- Chuck It For Charity: The collection of gently used items students donate to local nonprofits to help those less advantaged.
- MERCI: A program started and run by operating room nurses and volunteers to redeploy equipment back into the hospital and / or send to clinics, animal shelters, and 3rd world countries for use.
- Composting of food scraps is used extensively in commercial kitchens and dining halls. Many events are also moving toward "zero-waste." The food scraps are processed by Black Bear Composting in Crimora, VA.
- Coal ash is collected and used as beneficial fill or sent to make cement / cinder blocks.

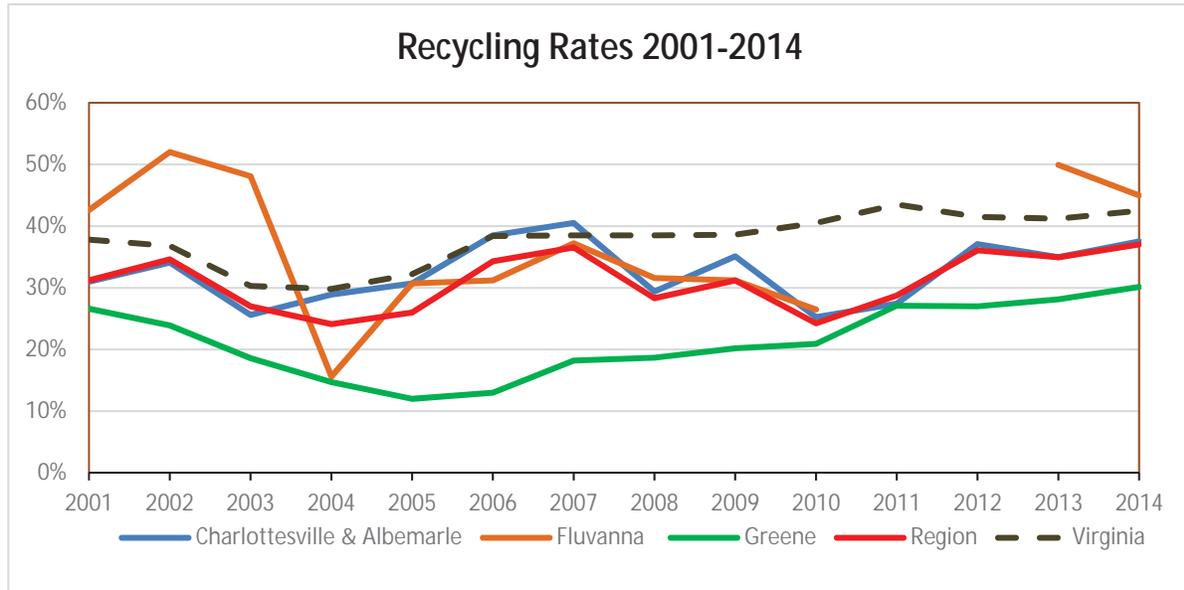
- UVA participated in the EPA sponsored "Game Day Challenge Recyclemania" in an effort to show spectators of large sporting events (e.g. home football games, etc.) what is produced in the way of disposables by patrons. This is a national competition between colleges and universities.
- All new construction and major renovation projects are committed to achieving LEED certification. CD&D is collected from even the smallest of projects and sent to a CD&D MRF and have received reports exceeding 90% reclamation/recycling rates.



FIGURE 3. REUSE FACILITY IN FLUVANNA COUNTY (LEFT) & ZION CROSSROADS RECYCLING CENTER (RIGHT)

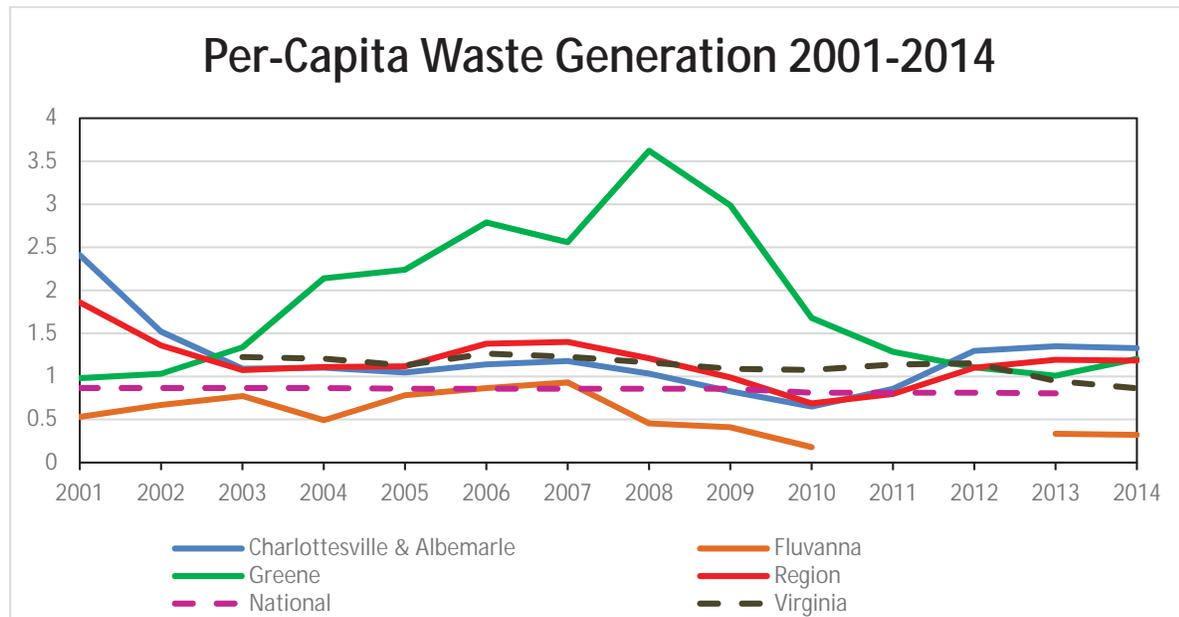
3.3 Historical Waste Generation

Historical waste generation rates are useful for tracking progress and can be used to predict future needs. The following figures and tables illustrate waste management data available from 2001 to 2014. Despite RSWA and Greene County spikes in 2001 and 2008, respectively, the per capita waste generation has not changed significantly since the inception of data collection. Likewise, there has not been significant change in the regional recycling rate since 1993. Figures 4 and 5 show trends in the recycling rate and per capita waste generation in the region over time.



Note: Fluvanna did not report data in 2011 or 2012
 source: Virginia DEQ, TJSWPU recycling rate reports

FIGURE 4. RECYCLING RATE TRENDS



Note: Fluvanna did not report data in 2011 or 2012
 source: Virginia DEQ, EPA & TJSWPU recycling rate reports

FIGURE 5. PER CAPITA WASTE GENERATION TRENDS

2001 Waste Generation by Type

The following figures are based on reports submitted by localities to DEQ in 2002.

TABLE 7. TJPDC 2001 WASTE GENERATION RATES (IN TONS)

	RSWA*^	Fluvanna	Greene	Region
Municipal Solid Waste	114,370	6,612	11,353	132,335
Household			6,244	
Commercial			5,109	
Institutional				
Primary Recyclable Materials (PRM)	31,125	4,890	3,437	39,452
Paper		414	1,540	
Metal		358	475	
Plastic		207	1,250	
Glass		0	60	
Waste Wood (chipped / mulched)		3,910	75	
Textiles		0	17	
Yard Waste (composted / mulched)		0	20	
Commingled/Other		0	0	
Secondary Recyclable Materials (SRM)	*	18	691	--
Used Oil & Antifreeze		17	57	
Batteries		1	3	
Waste Tires		0	21	
Electronics		0	0	
Abandoned automobiles removed		0	600	
Sludge (composted)		0	0	
Tree Stumps >6"		0	0	
Other		0	0	
Recycling Rate	31.0%	42.6%	26.6%	31.2%
SRM Reuse	*	0	0	--
Construction Waste		0	0	
Demolition Waste		0	0	
Debris Waste		0	0	
Ash		0	0	
Other		0	0	
Other wastes		0	0	--
Hazardous		0	0	
Agricultural		0	0	
Mining		0	0	
Regulated. Medical		0	0	
Spill residue		0	0	
Other	94,270(CDD)	0	0	94,270
Total Waste	302,565	11,520	15,481	329,566
2001 Population	125,600	21,400	15,800	177,200
Per capita	2.41	0.538	0.980	1.86

Source: Local facility operators; DEQ; Weldon Cooper Center

*The Rivanna Solid Waste Authority reports the recycling numbers for Albemarle County, the City of Charlottesville, and Town of Scottsville as a combined number.

^RSWA did not separate SRM recycling from SRM reuse in their report. The combined tonnage was 62,800.

2002 Waste Generation by Type

The following figures are based on reports submitted by localities to DEQ in 2003.

TABLE 8. TJPDC 2002 WASTE GENERATION RATES (IN TONS)

	RSWA*	Fluvanna	Greene	Region
Municipal Solid Waste	126,915	7,213	12,738	146,866
Household		3,606	7,643	
Commercial		2,885	5,095	
Institutional		721		
Primary Recyclable Materials (PRM)	48,484	7,805	3,357	59,646
Paper	4,914	515	1,583	
Metal	41,799	203	60	
Plastic	131	224	1,166	
Glass	1,062	181	108	
Waste Wood (chipped or mulched)	50	6678	410	
Textiles	60	5.2	20	
Yard Waste (composted or mulched)	0	0	10	
Commingled/Other	468	0	0	
Secondary Recyclable Materials (SRM)	4,754	17	633	5,404
Used Oil & Antifreeze	500	12	51	
Batteries	100	4.7	7	
Waste Tires	177	0	75	
Electronics	0	0.62	0	
Abandoned automobiles removed	700	0	500	
Sludge (composted)	3,043	0	0	
Tree Stumps >6"	0	0	0	
Other	234	0	0	
SRM Reuse	12,566	0	0	12,566
Construction Waste	0	0	0	
Demolition Waste	7,918	0	0	
Debris Waste	4,648	0	0	
Ash	0	0	0	
Other	0	0	0	
Recycling Rate	34.1%	52.0%	23.9%	34.6%
Other wastes	0	0	0	0
Hazardous	0	0	0	
Agricultural	0	0	0	
Mining	0	0	0	
Regulated. Medical	0	0	0	
Spill residue	0	0	0	
Other	0	0	0	
Total Waste	192,719	15,035	16,728	224,482
2002 Population	126,400	22,500	16,200	165,100
Per capita	1.52	0.668	1.03	1.36

Source: Local facility operators; DEQ; Weldon Cooper Center

*The Rivanna Solid Waste Authority reports the recycling numbers for Albemarle County, the City of Charlottesville, and Town of Scottsville as a combined number.

2003 Waste Generation by Type

The following figures are based on reports submitted by localities to DEQ in 2004.

TABLE 9. TJPDC 2003 WASTE GENERATION RATES (IN TONS)

	RSWA*	Fluvanna	Greene	Region
Municipal Solid Waste (MSW)	104,160	9,525	18,085	131,770
Household	104,160	4762	9,585	
Commercial		3810	8,500	
Institutional		952		
Primary Recyclable Materials (PRM)	28,334	1,774	3,602	33,710
Paper	8,210	565	1,710	
Metal	9,139	314	75	
Plastic	130	244	1,050	
Glass	1,168	134	90	
Waste Wood (chipped or mulched)	770	0	620	
Textiles	25	5.7	35	
Yard Waste (composted or mulched)	8,576	512	22	
Commingled/Other	316	0	0	
Secondary Recyclable Materials (SRM)	6,762	7,069	522	14,353
Used Oil & Antifreeze	1,168	20	56	
Batteries	13	4.9	6	
Waste Tires	209	31	60	
Electronics	28	2.2	0	
Abandoned automobiles removed	1,100	0	400	
Sludge (composted)	3,048	0	0	
Tree Stumps >6"	10	0	0	
Other	1,186	7,011	0	
SRM Reuse	718	0	0	718
Construction Waste	0	0	0	
Demolition Waste	0	0	0	
Debris Waste	0	0	0	
Ash	0	0	0	
Other	718	0	0	
Recycling Rate	25.6%	48.1%	18.6%	27.0%
Other wastes	0	0	0	0
Hazardous	0	0	0	
Agricultural	0	0	0	
Mining	0	0	0	
Regulated. Medical	0	0	0	
Spill residue	0	0	0	
Other	0	0	0	
Total Waste	139,974	18,368	22,209	180,551
Population	127,900	23,800	16,600	168,300
Per capita	1.09	.772	1.337	1.073
Expected waste	72,391	13,471	9,396	95,258

Source: Local facility operators; DEQ; Weldon Cooper Center

*The Rivanna Solid Waste Authority reports the recycling numbers for Albemarle County, the City of Charlottesville, and Town of Scottsville as a combined number.

2004 Waste Generation by Type

The following figures are based on reports submitted by localities to DEQ in 2005.

TABLE 10. TJPDC 2004 WASTE GENERATION RATES (IN TONS)

	RSWA*	Fluvanna	Greene	Region
Municipal Solid Waste (MSW)	101,502	9,972	30,495	141,969
Household	101,502	5,534	18,297	
Commercial		4,427	12,198	
Institutional		11		
Primary Recyclable Materials (PRM)	33,793	1,794	4,145	39,732
Paper	11,289	408	2,200	
Metal	10,025	235	425	
Plastic	168	329	75	
Glass	1,324	585	110	
Waste Wood (chipped or mulched)	1,840	2	1,220	
Textiles	13	8	65	
Yard Waste (composted or mulched)	9,058	228	50	
Commingled/Other	76	0	0	
Secondary Recyclable Materials (SRM)	7,525	45	1,117	8,687
Used Oil, Oil Filters & Antifreeze	1,349	30	78	
Batteries	210	7	9	
Waste Tires	208	5	105	
Electronics	4	3	0	
Abandoned automobiles removed	800	0	925	
Sludge (composted)	3,820	0	0	
Tree Stumps >6"	0	0	0	
Other	1,134	0	0	
SRM Reuse	23	3	0	26
Construction Waste	0	0	0	
Demolition Waste	0	3	0	
Debris Waste	0	0	0	
Ash	0	0	0	
Other	23	0	0	
Recycling Rate	28.9%	15.6%	14.7%	25.5%
Other wastes	0	0	0	0
Hazardous	0	0	0	
Agricultural	0	0	0	
Mining	0	0	0	
Regulated. Medical	0	0	0	
Spill residue	0	0	0	
Other	0	0	0	
Total Waste	142,843	11,814	35,757	190,414
Population	129,600	24,300	16,700	170,600
Per capita	1.10	0.49	2.14	1.12
Expected waste	73,354	13,754	9,452	96,560

Source: Local facility operators; DEQ; Weldon Cooper Center

*The Rivanna Solid Waste Authority reports the recycling numbers for Albemarle County, the City of Charlottesville, and Town of Scottsville as a combined number.

2005 Waste Generation by Type

The following figures are based on reports submitted by localities to DEQ in 2006.

TABLE 11. TJPDC 2005 WASTE GENERATION RATES (IN TONS)

	RSWA*	Fluvanna	Greene	Region
Municipal Solid Waste (MSW)	93,891	13,162	32,923	139,976
Household	93,891	3,052	19,753	116,696
Commercial	0	10,063	13,170	23,233
Institutional	0	47	0	47
Primary Recyclable Materials	34,487	5,798	3,418	43,703
Paper	14,558	467.5	1,516	16,542
Metal	12,032	32.1	415	12,479
Plastic	236	13.8	75	325
Glass	871	282.6	96	1,250
Commingled	865	751.9	0	1,617
Yard Waste (composted or mulched)	5,906	0.0	66	5,972
Waste wood (chipped or mulched)	0	4,250.0	1,200	5,450
Textiles	19	0.0	50	69
Secondary Recyclable Materials	7,169	34	1,066	8,269
Waste Tires	219	7.1	85	311
Used Oil	690	17.5	72	779
Used Oil Filters	18	0.0	0	18
Used Antifreeze	73	0.6	2	76
Abandoned automobiles removed	1,450		900	2,350
Batteries	210	8.5	7	226
Sludge (composted)	3,893		0	3,893
Electronics	0		0	0
Tree Stumps (>6" diameter)	10		0	10
Other	606		0	606
SUBTOTAL	7,169	34	1,066	8,269
Secondary Recyclable Materials Reused	0	0	0	0
Construction Waste	0	0	0	0
Demolition Waste	0	0	0	0
Debris Waste	0	0	0	0
Ash	0	0	0	0
Other	0	0	0	0
Recycling Rate	30.7%	30.7%	12.0%	26.0%[^]
Total Waste	93,891	13,162	32,923	139,976
Population	129,600	24,300	16,700	170,600
Per Capita (tons/year)	0.72	0.54	1.97	0.82
Expected waste	110,455	20,710	14,233	145,398

Source: Local facility operators; DEQ; Weldon Cooper Center

*The Rivanna Solid Waste Authority reports the recycling numbers for Albemarle County, the City of Charlottesville, and Town of Scottsville as a combined number.

[^] Nelson County data was included in the 2005 regional recycling rate. This is the rate that was reported to the DEQ and is thus recorded here.

2006 Waste Generation by Type

The following figures are based on reports submitted by localities to DEQ in 2007.

TABLE 12. TJPDC 2006 WASTE GENERATION RATES (IN TONS)

	RSWA*	Fluvanna	Greene	Region
Municipal Solid Waste Disposed	94,339	14,735	40,096	149,170
Household	94,339	3,684	24,026	122,049
Commercial	0	10,896	16,070	26,966
Institutional	0	155	0	155
Primary Recyclable Materials	43,868	6,662	5,833	56,363
Paper	21,091	316.5	3,584	24,991
Metal	13,350	8.4	643	14,001
Plastic	619	28.9	30	678
Glass	760	531.1	45	1,336
Commingled	1,716	777.1	0	2,493
Yard Waste (composted or mulched)	5,225	0.0	516	5,741
Waste wood (chipped or mulched)	987	4,999.7	920	6,907
Textiles	120	0.0	95	215
Secondary Recyclable Materials	14,054	30	3,261	17,345
Waste Tires	250	5.5	91	346
Used Oil	1,192	12.6	83	1,288
Used Oil Filters	254	0.0	0	254
Used Antifreeze	63	0.8	3	67
Abandoned automobiles removed	0		3,080	3,080
Batteries	210	10.8	4	225
Sludge (composted)	11,158		0	11,158
Electronics	114		0	114
Tree Stumps (>6" diameter)	83		0	83
Other	730		0	730
Secondary Recyclable Materials Reused	0	0	0	0
Construction Waste	0	0	0	0
Demolition Waste	0	0	0	0
Debris Waste	0	0	0	0
Ash	0	0	0	0
Other	0	0	0	0
Base Recycling Rate	38.0%	31.2%	18.5%	32.8%
Adjusted Recycling Rate				35.2%
Total Waste	152,261	21,426	49,190	222,877
Population	133,596	24,783	17,638	176,017
Per Capita	1.14	0.86	2.79	1.27
Expected Waste (Based on EPA .84 tons avg. per capita)	112,154	20,805	14,807	147,766

Source: Local facility operators; DEQ; Weldon Cooper Center

*The Rivanna Solid Waste Authority reports the recycling numbers for Albemarle County, the City of Charlottesville, and Town of Scottsville as a combined number.

^Nelson County data was included in the 2006 regional recycling rate calculations. This is the rate that was reported to the DEQ and is thus recorded here.

2007 Waste Generation by Type

The following figures are based on reports submitted by localities to DEQ in 2008.

TABLE 13. TJPDC 2007 WASTE GENERATION RATES (IN TONS)

	RSWA*	Fluvanna	Greene	Region
Municipal Solid Waste Disposed	94,129	14,745	37,746	146,620
Household	94,129	3,686	20,760	118,575
Commercial	0	10,971	16,986	27,957
Institutional	0	88	0	88
Primary Recyclable Materials	63,429	8,739	8,383	80,551
Paper	9,541	324.6	4,437	14,303
Metal	35,290	107.9	1,993	37,391
Plastic	237	27.2	32	296
Glass	854	718.5	76	1,648
Commingled	2,297	809.8	0	3,107
Yard Waste (composted or mulched)	6,565	0.0	531	7,096
Waste wood (chipped or mulched)	258	6,713.7	990	7,962
Textiles	396	0.0	106	502
Tires	176	7.5	108	292
Used Oil	441	21.7	98	561
Used Oil Filters	0	0.0	0	0
Used Antifreeze	100	0.4	2	102
Batteries	10	7.2	10	27
Electronics	253	0.0	0	253
Inoperative Motor Vehicles	0	0.0	0	0
Other - cooking oil and grease	813	0.0	0	813
Other - sludge compost	6,198	0.0	0	6,198
Solid Waste Reused	718	0	0	718
Crushed Concrete	0	0	0	0
Clothing, etc.	0	0	0	0
Flooring, Joists & Other Wood	0	0	0	0
UVA Equipment Auction Waste	10	0	0	10
Encore Shop Ivy	3	0	0	3
UVA Move-Out	60	0	0	60
Housing Material	585	0	0	585
Freecycle	60	0	0	60
Base Recycling Rate	40.3%	37.2%	18.2%	34.1%[^]
Adjusted Recycling Rate**				36.5%
Total Waste Generated	158,276	23,483	46,129	227,888
Population	134,395.0	25,253	18,017	177,665
Per capita	1.18	0.93	2.56	1.28
Expected Waste	113,315	21,292	15,191	149,798

Source: Local facility operators; DEQ; Weldon Cooper Center

*The Rivanna Solid Waste Authority reports the recycling numbers for Albemarle County, the City of Charlottesville, and Town of Scottsville as a combined number.

2008 Waste Generation by Type

The following figures are based on reports submitted by localities to DEQ in 2009.

TABLE 14. TJPDC 2008 WASTE GENERATION RATES (IN TONS)

	RSWA*	Fluvanna	Greene	Region
Municipal Solid Waste Disposed	99,219	7,915	52,915	160,049
Household	99,219	7,915	27,516	134,650
Commercial			25,399	25,399
Institutional				0
Primary Recyclable Materials	36,004	3,656	12,151	51,811
Paper	8,164	175.5	5,641	13,980
Metal	4,818	23.8	3,840	8,682
Plastic	405	13.2	64	482
Glass	1,123		84	1,207
Commingled	3,184	894.9	0	4,079
Yard Waste (composted or mulched)	5,512		601	6,113
Waste wood (chipped or mulched)	902	2,500.0	1,620	5,022
Textiles	1,015		110	1,125
Tires	181	0.2	120	301
Used Oil	716	44.3	55	815
Used Oil Filters	12	0.9	0	13
Used Antifreeze	51	3.3	4	58
Batteries	6		12	18
Electronics	525		0	525
Inoperative Motor Vehicles	0		0	0
Other - fat, bone, grease	745		0	745
Other - sludge compost	8,645		0	8,645
Solid Waste Reused	377	0	0	377
Building material	345			345
Reclaimed MSW (Encore Shop)	6			6
UVA Move-Out	26			26
Non-MSW Recycled	4,947			4,947
Ash	4,947			4,947
Base Recycling Rate	26.6%	31.6%	18.7%	24.5%
Adjusted Recycling Rate**				28.3%
Total Waste Generated	140,546.6	11,571.4	65,066.0	217,183.9
Population	136,112	25,544	17,964	179,620.
Per capita	1.0	0.5	3.6	1.2
Expected waste (Based on EPA .82 tons avg. per capita)	111,782	20,978	14,752	147,512

Source: Local facility operator; Weldon Cooper Center

*The Rivanna Solid Waste Authority reports the recycling numbers for Albemarle County, the City of Charlottesville, and Town of Scottsville as a combined number.

**Adjusted recycling rates incorporate credits for reuse and source reduction.

2009 Waste Generation by Type

The following figures are based on reports submitted by localities to DEQ in 2010.

TABLE 15. TJPDC 2009 WASTE GENERATION RATES (IN TONS)

	RSWA*	Fluvanna	Greene	Region
Municipal Solid Waste Disposed	74,002	7,241	43,909	125,152
Household	66,534	7,241	26,345	100,120
Commercial			17,564	17,564
Institutional	7,468			7,468
Other (non-industrial)				0
Primary Recyclable Materials	30,096	3,289	11,134	44,519
Paper	9,555	75	5,712	15,342
Metal	1,144	63	3,991	5,198
Plastic	397		71	468
Glass	985		90	1,075
Commingled	3,650	1,837		5,487
Yard Waste (composted or mulched)	2,700		620	3,320
Waste wood (chipped or mulched)	1,088	1,300	359	2,747
Textiles	292		102	394
Tires	172	3	110	285
Used Oil	1,055	11	70	1,136
Used Oil Filters	23			23
Used Antifreeze	65	1	3	69
Batteries	6		6	12
Electronics	88			88
Inoperative Motor Vehicles				0
Other - fat, bone, grease	449			449
Other - composed sludge	8,426			8,426
Solid Waste Reused	947	0	0	947
Building material (Habitat Store)	915			915
UVA Move-Out	32			32
Non-MSW Recycled	8,933	0	0	8,933
MERCI	29			
Ash	8,904			8,904
Base Recycling Rate	28.9%	31.2%	20.2%	26.2%
Adjusted Recycling Rate				31.2%
Total Waste Generated	113,979	10,530	55,043	179,552
Population	137,676	25,732	18,421	181,829
Per capita	0.83	0.41	2.99	0.99
Expected Waste (Based on EPA .79 tons avg. per capita)	109,046	20,381	14,590	144,018

Source: Local facility operator; Weldon Cooper Center

*The Rivanna Solid Waste Authority reports the recycling numbers for Albemarle County, the City of Charlottesville, and Town of Scottsville as a combined number.

**Adjusted recycling rates incorporate credits for reuse and source reduction.

2010 Waste Generation by Type

The following figures are based on reports submitted by localities to DEQ in 2011.

TABLE 16. TJPDC 2010 WASTE GENERATION RATES (IN TONS)

	Charlottesville/Albemarle	Fluvanna	Greene	TOTAL
Municipal Solid Waste Disposed	69,200	3,372	24,431	97,003
Household	69,198	3,372	16,346	88,916
Commercial	2		8,085	8,087
Institutional				
Other (non-industrial)				
Primary Recyclable Materials	23,362	1,214	6,463	31,039
Paper	5,415	62	3,160	8,637
Metal	601	39	2,382	3,021
Plastic	354		65	419
Glass	635		45	680
Commingled	6,874	1,100		7,974
Yard Waste (composted or mulched)	3,513		340	3,853
Waste wood (chipped or mulched)	671		110	781
Textiles	455		163	618
Tires	351	1	105	457
Used Oil	1,350	10	63	1,423
Used Oil Filters	39			39
Used Antifreeze	71		1	72
Batteries	36	2	2	40
Electronics	170		27	197
Inoperative Motor Vehicles				0
Other - fat, bone, grease	397			397
Other - composed sludge	2,413			2,413
Other- Auction Waste	17			17
Solid Waste Reused	1,427			1,427
Reclaimed MSW (Encore Shop)	10			10
Building material (Habitat Store)	1,400			1,400
UVA Move-Out	17			17
Non-MSW Recycled	10,535	0	0	10,535
MERCI	29			29
UVA Ash	10,506			10,506
Base Recycling Rate	25%	26%	21%	24%
DEQ Approved Rate (With Credits)				29%
Total Waste Generated	92,562	4,586	30,894	128,042
Population	142,445	25,691	18,403	186,539
Per capita	0.65	0.18	1.68	0.69
Expected Waste	112,532	20,296	14,538	147,366

Source: Local facility operator; Weldon Cooper Center

Charlottesville and Albemarle are reported as 1 unit. In previous reports this was referred to as the RSWA area. In previous years RSWA provided the majority of solid waste services for Charlottesville and Albemarle. Currently, the provide services in a more limited capacity

2011 Waste Generation by Type

The following figures are based on reports submitted by localities to DEQ in 2012.

TABLE 17. TJPDC 2011 WASTE GENERATION RATES (IN TONS)

	Charlottesville/ Albemarle	Fluvanna	Greene	TOTAL
Municipal Solid Waste Disposed	119,605	0	15,206	134,811
Household	119,605		11,391	130,996
Commercial			3,815	3,815
Institutional				
Other (non-industrial)				
Primary Recyclable Materials	70,455	0	5,623	76,078
Paper	10,797	No Data Provided by County	3,200	13,997
Metal	27,055		1,740	28,795
Plastic	293		60	353
Glass	516		80	596
Commingled	22,131		0	22,131
Yard Waste (composted or mulched)	2,899		380	3,279
Waste wood (chipped or mulched)	822		58	880
Textiles	490		16	506
Tires	234		81	315
Used Oil	1,320		0	1,320
Used Oil Filters	30		0	30
Used Antifreeze	227		1	228
Batteries	169		0	169
Electronics	269		7	276
Inoperative Motor Vehicles	0		0	0
Other - fat, bone, grease	436		0	436
Other - composed sludge	2,766		0	2,766
Solid Waste Reused	9			9
UVA Move Out	9			9
Non-MSW Recycled	5,884			5,884
MERCI				
UVA Ash				
Base Recycling Rate	37%		27%	36%
DEQ Approved Rate (With Credits)				38%
Total Waste Generated	190,060	0	20,829	210,889
Population	146,648	26,033	18,856	191,537
Per capita	1.30	0.00	1.10	1.10
Expected Waste	115,852	20,566	14,896	151,314

Source: Local facility operator; Weldon Cooper Center

Charlottesville and Albemarle are reported as 1 unit. In previous reports this was referred to as the RSWA area. In previous years RSWA provided the majority of solid waste services for Charlottesville and Albemarle. Currently, they provide services in a more limited capacity.

*No data reported by Fluvanna County. Fluvanna Waste captured in total waste reported by haulers and transfer stations.

2012 Waste Generation by Type

The following figures are based on reports submitted by localities to DEQ in 2013.

TABLE 18. TJPDC 2012 WASTE GENERATION RATES (IN TONS)

	Charlottesville/Albemarle	Fluvanna*	Greene	REGION	
Municipal Solid Waste Disposed	119,605	0	15,206	134,811	
Household	119,605		11,391	130,996	
Commercial			3,815	3,815	
Institutional					
Other (non-industrial)					
Primary Recyclable Materials	70,455	0	5,623	76,078	
Paper	10,797	No Data Provided by County	3,200	13,997	
Metal	27,055		1,740	28,795	
Plastic	293		60	353	
Glass	516		80	596	
Commingled	22,131		0	22,131	
Yard Waste (composted or mulched)	2,899		380	3,279	
Waste wood (chipped or mulched)	822		58	880	
Textiles	490		16	506	
Tires	234		81	315	
Used Oil	1,320		0	1,320	
Used Oil Filters	30		0	30	
Used Antifreeze	227		1	228	
Batteries	169		0	169	
Electronics	269		7	276	
Inoperative Motor Vehicles	0		0	0	
Other - fat, bone, grease	436		0	436	
Other - composed sludge	2,766		0	2,766	
Solid Waste Reused	9				9
UVA Move Out	9			9	
Non-MSW Recycled	5,884			5,884	
MERCI					
UVA Ash					
Base Recycling Rate	37%		27%	36%	
DEQ Approved Rate (With Credits)				38%	
Total Waste Generated	190,060	0	20,829	210,889	
Population	146,648	26,033	18,856	191,537	
Per capita	1.30	0.00	1.10	1.10	
Expected Waste	115,852	20,566	14,896	151,314	

Source: Local facility operator; Weldon Cooper Center

Charlottesville and Albemarle are reported as 1 unit. In previous reports this was referred to as the RSWA area. In previous years RSWA provided the majority of solid waste services for Charlottesville and Albemarle. Currently, they provide services in a more limited capacity.

*No data reported by Fluvanna County. Fluvanna Waste captured in total waste reported by haulers and facilities.

2013 Waste Generation by Type

The following figures are based on reports submitted by localities to DEQ in 2014.

TABLE 19. TJPDC 2013 WASTE GENERATION RATES (IN TONS)

	Charlottesville/ Albemarle	Fluvanna	Greene	REGION
Municipal Solid Waste Disposed	131,216	4,343	13,993	149,552
Household	131,216	4,343	12,989	148,548
Commercial			1,004	1,004
Institutional				
Other (non-industrial)				
Primary Recyclable Materials	70,516	4,331	5,479	80,325
Paper	11,602	371	3,318	15,292
Metal	16,944	4	1,500	18,449
Plastic	581	0	56	636
Glass	821	0	45	866
Commingled	25,490	1,258	0	26,748
Yard Waste (composted or mulched)	6,210	0	398	6,608
Waste wood (chipped or mulched)	3,046	2,600	50	5,696
Textiles	496	52	14	562
Tires	274	1	18	294
Used Oil	634	27	19	681
Used Oil Filters	30	0	3	33
Used Antifreeze	60	5	12	77
Batteries	169	0	13	182
Electronics	282	12	4	298
Inoperative Motor Vehicles	0	0	0	0
Other - fat, bone, grease	401	0	0	401
Other - composed sludge	2,776	0	0	2,776
Other- Composted Food Waste	699	0	29	728
Solid Waste Reused	0			1
APC Books				1
Non-MSW Recycled	0			64,928
VDL C&D Recycling				60,471
UVA Ash, UVA MERCI				4,457
Base Recycling Rate	35%	50%	28%	35%
DEQ Approved Rate (With Credits)				40%
Total Waste Generated	201,732	8,674	19,472	229,877
Population	149,354	26,019	19,320	192,693
Per capita	1.35	0.33	1.01	1.19
Expected Waste	117,990	20,555	15,263	152,227

Source: Local facility operator; Weldon Cooper Center

Charlottesville and Albemarle are reported as 1 unit. In previous reports this was referred to as the RSWA area. In previous years RSWA provided the majority of solid waste services for Charlottesville and Albemarle. Currently, they provide services in a more limited capacity.

2014 Waste Generation by Type

The following figures are based on reports submitted by localities to DEQ in 2015.

TABLE 20. TJPDC 2014 WASTE GENERATION RATES (IN TONS)

	Charlottesville /Albemarle	Fluvanna	Greene	REGION
Municipal Solid Waste Disposed	125,798	4,594	16,519	146,911
Household	125,798	4,594	15,549	145,940
Commercial			971	27
Institutional				
Other (non-industrial)				
Primary Recyclable Materials	75,533	3,755	7,125	86,413
Paper	10,472	29	3,393	13,895
Metal	10,612	36	2,000	12,648
Plastic	275	0	1,416	1,691
Glass	408	0	94	502
Commingled	46,059	1,070	0	47,129
Yard Waste (composted or mulched)	2,186	0	0	2,186
Waste wood (chipped or mulched)	79	2,400	162	2,641
Textiles	416	144	10	570
Tires	240	31	12	284
Used Oil	456	30	21	506
Used Oil Filters	12	1	0	13
Used Antifreeze	24	3	1	28
Batteries	205	0	15	221
Electronics	226	12	0	238
Inoperative Motor Vehicles	0	0	0	0
Other - fat, bone, grease	406	0	0	406
Other - composed sludge	2,898	0	0	2,898
Other- Composted Food Waste	559	0	0	559
Solid Waste Reused	58			58
UVA MERCI	37			37
UVA Move Out	21			21
Non-MSW Recycled	72,995			72,995
VDL C&D Recycling	68,098			68,098
UVA Ash	4,897			4,897
Base Recycling Rate	38%	45%	30%	37%
DEQ Approved Rate (With Credits)				42%
Total Waste Generated	201,331	8,349	23,644	233,324
Population	151,490	25,970	19,618	197,078
Per capita	1.3	0.3	1.2	1.2
Expected Waste	119,677	20,516	15,498	155,692

Source: Local facility operator; Weldon Cooper Center

Charlottesville and Albemarle are reported as 1 unit. In previous reports this was referred to as the RSWA area. In previous years RSWA provided the majority of solid waste services for Charlottesville and Albemarle. Currently, they provide services in a more limited capacity.

4.0 Future Solid Waste Management System

4.1 Estimates of Future Needs

2035 PROJECTED WASTE GENERATION BY TYPE

Estimates in Table 21 are based on reported 2010-2014 totals averaged and multiplied by the projected population growth rate of approximately 30% between 2015 and 2035. Adjusted 2035 populations, as described in Table 1, were used to estimate future needs.

TABLE 21. TJPDC 2035 ESTIMATED FUTURE WASTE GENERATION RATES (IN TONS)

	Charlottesville Albemarle	Fluvanna	Greene	REGION
Municipal Solid Waste Disposed	140,409.5	5,427.2	21,347.1	165,956.6
Household	140,409.0	5,427.2	16,682.3	160,939.9
Commercial	0.5	0.0	4,664.8	4,770.6
Institutional	0.0	0.0	0.0	0.0
Other (non-industrial)	0.0	0.0	0.0	0.0
Primary Recyclable Materials	71,770.0	4,100.6	7,599.0	82,802.6
Paper	12,623.3	204.1	4,121.2	17,120.0
Metal	16,615.8	34.4	2,337.5	19,076.6
Plastic	443.8	0.0	404.3	876.6
Glass	736.9	0.0	87.3	827.6
Commingled	28,764.0	1,511.8	0.0	29,531.7
Yard Waste (composted or mulched)	4,557.1	0.0	350.1	4,913.4
Waste wood (chipped or mulched)	1,401.9	2,204.6	92.2	2,799.2
Textiles	637.8	86.3	54.1	744.2
Tires	370.8	14.9	75.4	459.1
Used Oil	1,332.1	29.3	48.3	1,395.5
Used Oil Filters	36.9	0.7	0.7	37.9
Used Antifreeze	159.7	3.4	3.9	165.2
Batteries	163.7	0.8	7.7	171.7
Electronics	318.7	10.4	9.2	333.4
Inoperative Motor Vehicles	0.0	0.0	0.0	0.0
Other - fat, bone, grease	429.7	0.0	0.0	546.2
Other - composed sludge	2,843.7	0.0	0.0	3,464.3
Other- Auction Waste	334.0	0.0	7.1	340.1
Solid Waste Reused		0.0	0.0	693.1
Non-MSW Recycled		0.0	0.0	40,263.7
MERCI		0.0	0.0	33,555.6
UVA Ash		0.0	0.0	8,047.2
Base Recycling Rate		54%	32%	42%
Total Waste Generated	212,179.5	9,527.8	28,946.2	248,759.2
Population	192,640	34,250	23,105	249,950
Per capita	1.10	0.28	1.25	1.0
Expected Waste	152,185.60	27,057.50	18,252.95	197,461

Source: Local facility operators; US Census, Weldon Cooper Center

Growth will impact solid waste generation in the region. Since predominantly residential growth is expected, MSW associated with residential development, as well as commercial and institutional growth that serve residential growth is expected to grow congruently. Figure 6 shows the components of MSW as fractions of the entire waste stream. Recommendations in this plan seek to make solid waste management in the region more efficient and sustainable by exploring avenues of cost avoidance and revenue that support the diversion of materials from the MSW stream.

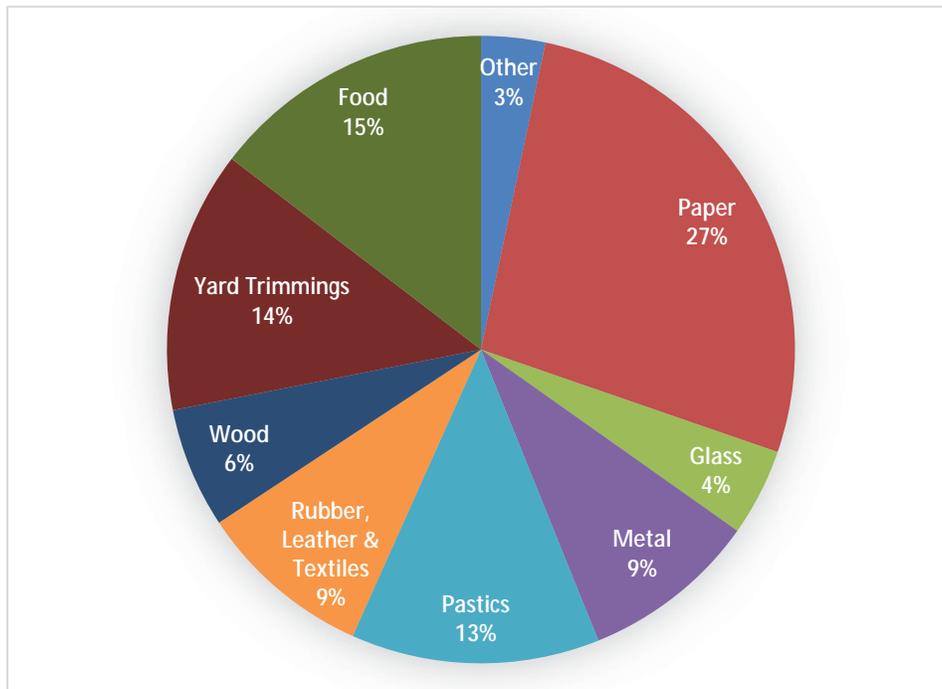


FIGURE 6. THE ESTIMATED COMPONENT PARTS OF THE NATIONAL MSW STREAM

Source: Environmental Protection Agency 2013

With future land development, vegetative waste from land clearing and residential landscape maintenance will increase, adding to annual vegetative waste generation. Land clearing debris may be burned on-site with a permit issued by the Department of Environmental Quality (DEQ). There are also composting and mulching operations in the region to handle this waste stream. Construction and demolition debris (CDD) will also increase as a result of land development. As previously mentioned, the Van der Linde Zion Crossroads Recycling Center recycles CDD at a rate close to 90%, which reduces this waste stream very effectively.

Electronics are a major part of the information industry in the region, and a higher than normal amount of this waste is expected, particularly in the urban and university area. This unique waste stream has been difficult and expensive to divert from the landfill, and tight budget conditions have reduced the availability of publicly funded recycling options for electronics, batteries, and other special wastes. However, inexpensive and free options are now being offered by some retailers to individuals for recycling of computers, electronics, batteries, compact fluorescent lights, and cell phones. Recommendations in this plan seek to make the public aware of these options.

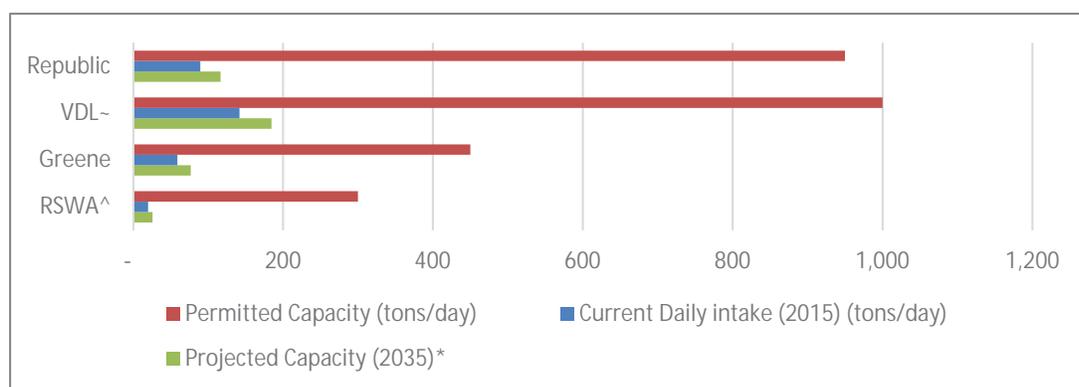
4.2 System Capacity for the 20-Year Planning Period

TABLE 22. SOLID WASTE MANAGEMENT SYSTEM CAPACITY

Facility Name	Permitted Capacity (tons/day)	Current Daily intake (2015) (tons/day)	Current Annual intake (2015)	Net Annual Tons (2015)	% of Daily Permitted Capacity used (2015)	Projected Capacity (Tons) (2035)*	Projected Percent Capacity used (2035)
RSWA Ivy MCU^	300	20	7,327	120	7%	26	9%
Greene County MRF	450	59	21,633	356	13%	77	17%
Zion Crossroads Recycling Ctr~	1,000	142	51,877	853	14%	185	18%
Republic Services Fluvanna County	950	90	32,759	539	9%	117	12%

Source: Weldon Cooper Center & Facility Operators

The Fluvanna County Convenience Center is not a permitted facility, and its capacity is constrained only by physical space at the facility. Fluvanna County estimates that between 3 and 4 tons of waste is handled at the convenience center daily. The Republic Services Transfer Station and the Zion Crossroads Recycling Center also receive waste from the TJSWPU. However, waste received from this planning unit constitutes only a fraction of the waste handled by these facilities. Thus, it is not possible to calculate the capacity of those facilities based on waste received from this region. Table 22 describes information available about the capacity and TJSWPU waste handled by these facilities.



NOTES

^ includes IVY and Recycling Center

~ TJSWPU area derived waste only. SWPU waste estimated to be 53% of the total (97,318 tons in 2015)

*2035 rates based on the average regional population growth rate of 30%.

FIGURE 7. CURRENT PERMITTED AND PROJECTED CAPACITIES OF AREA FACILITIES

Source: Weldon Cooper Center & Facility Operators

Long-Term Disposal Capacity

The Amelia County landfill currently receives most of the region's solid waste from transfer stations. According to the DEQ, in December of 2010, the Amelia County landfill had 31 of its 43 million cubic yards of design capacity available for future solid waste disposal. The landfill's annual maximum permitted intake is 1,156,000 tons. Over the next 20 years, the landfill could receive a maximum of 23,120,000 tons from all sources (roughly 15,606,000 cubic yards, if assuming one ton = 0.675 cubic yards¹). By taking the difference of today's capacity and the maximum volume the landfill can receive over the next 20 years, at 2030, the landfill will have a minimum of 15,394,000 cubic yards of capacity remaining. Based on 2030 projections of MSW generation, and assuming no change in TJSWPU solid waste programs, the Amelia County landfill will be receiving 164,095 tons (~110,764 cubic yards) annually from the TJSWPU in 2030. This constitutes 9.6% of the landfills annual permitted capacity.

The Amelia County landfill has sufficient capacity over the 20-year horizon of this Plan to accommodate solid waste from the TJSWPU. Additional capacity may be secured from the BFI Henrico County landfill, based on a letter from BFI dated December 3, 2004, included in the Appendices.



TOP ROW: PUBLIC ELECTRONICS RECYCLING AT BEST BUY IN CHARLOTTESVILLE (LEFT) & MCINTIRE RECYCLING CENTER (RIGHT)
 BOTTOM ROW: ITEMS ON DISPLAY IN THE ENCORE SHOP AT THE IVY MUC (LEFT) & STUDENT VOLUNTEERS AT UVA (RIGHT)

FIGURE 7. RECYCLING AND REUSE FACILITIES IN SWPU (A SUBSET)

¹ Bell, Pamela and Melvin Burke (2005) "Waste Management in Maine: The West Old Town Landfill." University of Maine Orono, Orono, Maine.

4.3 Strategic Plan & 20 Year Timeline

Introduction and Guiding Principles

The following 1 goal, and 5 objectives, and strategies address the waste management hierarchy of Source Reduction and Reuse, Recycling, Resource Recovery and Incineration, and Landfilling as defined by the Virginia DEQ. The 1998 Sustainability Accords, endorsed by the Thomas Jefferson Planning District Commission and its member localities: Albemarle, Charlottesville, Fluvanna, Greene, Louisa, and Nelson, address waste management with one broad goal and five measurable objectives. They are the guiding principles for this Plan.

Goal: The wasteful use of resources and the creation of non-recyclable waste by-products are reduced and, wherever possible, eliminated.

Objective 1: Increase recycling of usable materials.

Objective 2: Minimize the use and unsafe disposal of hazardous material.

Objective 3: Promote a sense of individual responsibility for limiting waste.

Objective 4: Increase individual and cooperative efforts to reduce waste.

Objective 5: Increase the understanding and practice of the six-step approach to waste reduction: rethink, reduce, reuse, buy recyclables, recycle, and material exchange.

Sustainability Accords

Retain the natural habitat

Ensure water quality and quantity are sufficient to support people and ecosystems

Optimize the use and re-use of developed land and promote clustering

Promote appropriate scale for land uses

Retain farm and forest land

Develop attractive and economical transportation alternatives

Conserve energy

Provide educational and employment opportunities

Increase individual participation in neighborhoods and communities

Strive for a size and distribute the human population in ways that preserve vital resources

Integrated Waste Management Framework & Implementation Plan

Each of the following 6 goals and objectives support the Sustainability Accords and strengthen them with a more in depth examination of how they may be achieved. The goals, objectives, and strategies in this plan were developed by the Solid Waste Committee, which is composed of representatives from each locality. Committee membership is listed in the Appendices. This update to the 2006 Solid Waste Management Plan is consistent with contemporary solid waste issues, and the local political and economic climate. The update also includes a tracking mechanism to document progress toward meeting each goal. The appendices contain the 2006 20-Year Implementation Plan and progress report. Documentation of completed strategies can be found there. Table 23 shows the goals, objectives, and strategies that the TJSWPU will implement pursuant to the solid waste management hierarchy contained in 9VAC20-130-30. A 20-year implementation timeline is also included.

TABLE 23. TJSWPU STRATEGIC PLAN

	Responsible Party	Timeline					Status*			
		2017	2018	2019-2020	2020-2025	2025-2035	Ongoing: All	Ongoing: 1+	Progress made	To Do
Planning										
Goal										
Maintain an efficient and effective solid waste management system.										
Objective 1										
Develop efficient, coordinated, and fiscally sound solid waste management contracts.										
Strategies										
Use Request for Proposals when soliciting contracts, as opposed to Invitations to Bid.	Localities							★		
Include cooperative procurement language in contracts that would allow the other members of the SWPU to use the contract services under the same cost, terms, and conditions.	Localities, RSWA, UVA	●	●	●	●	●		★		
Encourage public-private partnerships for waste management when cost efficiencies can be achieved.	TJPDC, RSWA, Localities								★	
Maintain a regional centralized archive at the TJPDC for reporting to DEQ and cataloging all locality waste management contracts.	TJPDC, RSWA, Localities						★			
Objective 2										
Prepare for future system capacity needs.										
Strategy										
Review waste streams, markets, programs, and system capacity regularly.	TJPDC, RSWA, Localities	●	●	●	●	●	★			
Objective 3										
Realize economies of scale through regional collection, disposal, and recycling opportunities.										
Strategies										
Identify and reduce barriers to regional coordination of contracts.	TJPDC, Localities								★	
Coordinate contracts for special waste collection.	TJPDC, RSWA, Localities	●	●	●	●	●		★		
Jointly sponsor convenience centers for communities straddling jurisdictional lines, or for adjacent communities in separate jurisdictions.	Localities									★

* Status Definitions:

- Ongoing - the need is met but requires upkeep; "All" and "1+" refer to localities in the SWPU
- Progress made - some work has been done to address the need, but more is needed
- To Do - the need is unmet

	Responsible Party	Timeline					Status*			
		2017	2018	2019-2020	2020-2025	2025-2035	Ongoing: All	Ongoing: 1+	Progress made	To Do
Source Reduction and Reuse										
Goal										
To reduce the quantity of waste generated through source reduction, reuse, and other waste reduction techniques.										
Objective 1										
Support and expand reuse infrastructure and culture in the region.										
Strategies										
Expand the reuse of building materials.	HOME, Habitat for Humanity, Localities	●	●	●	●	●	★			
Promote online tools, such as Freecycle, Terracycle, and Craigslist that facilitate the reuse of materials before they enter the solid waste stream.	TJPDC, RSWA, Localities	●	●	●	●	●			★	
Educate public on the importance of, and services available for source reduction, reuse, and recycling through a variety of media: website, brochures, fair display, social media, etc.	TJPDC, Localities	●	●	●	●	●			★	
Promote home composting through workshops and educational materials.	VCE, TJPDC, Civic groups	●	●	●	●	●			★	
Reach out to the private sector on waste reduction issues and environmentally preferable purchasing.	TJPDC	●	●	●	●	●			★	
Establish Environmental Management Systems or source reduction initiatives in localities where they do not currently exist in the region.	Localities, TJPDC		●	●					★	
Objective 2										
Consider how reuse may contribute to the local economy.										
Strategy										
Assess opportunities to facilitate industrial symbiosis between existing public and private facilities, or through recruitment of industries that can use waste generated in the region as raw material for production.	Localities, TJPED, TJPDC, private sector		●	●	●	●				★

	Responsible Party	Timeline					Status*			
		2017	2018	2019-2020	2020-2025	2025-2035	Ongoing: All	Ongoing: 1+	Progress made	To Do
Recycling										
Goal 1										
Continually improve recycling rate to meet the state mandated rate and maintain a regional rate that is competitive with the national rate.										
Objective 1										
Achieve a minimum 25% recycling rate in each participating locality, while aiming for a minimum of 30% as a region.										
Strategies										
Maintain a map of all recycling facilities in the region. Identify services offered by each; make available to public.	TJPDC	●	●	●	●	●	Done			
Ensure local government comprehensive plans and ordinances consider issues related to siting of recycling facilities.	TJPDC, Localities	●	●	●					★	
Promote electronics recycling opportunities available to the community.	TJPDC, Localities	●	●	●	●	●			★	
Develop recycling programs in those schools where they do not currently exist.	TJPDC, Localities, Schools	●	●	●						★
Improve existing recycling facilities and locate new facilities, as need and opportunities arise. Expansion should include options for reuse.	TJPDC, RSWA, Localities	●	●	●	●	●		★		
Objective 2										
Divert organic waste from the landfill.										
Strategies										
Continue to support and promote annual Christmas Tree and leaf collection programs.	Participating localities, TJPDC	●	●	●	●	●		★		
Establish a commercial-scale composter to serve region.	TJPDC, Localities, private sector	●					Done			
Encourage the use of commercial composting by schools, institutions, and the private sector	Localities, TJPDC	●	●	●	●	●				★
Goal 2										
Stimulate demand for recyclable materials.										
Objective										
Use local government purchasing power to increase demand for products manufactured with post-consumer recycled material.										
Strategies										
Abide by environmentally preferable purchasing (EPP) guidelines whenever possible.	Localities	●	●	●	●	●	★			
Expand EPP guidance.	TJPDC	●	●							★
Adopt EPP policies.				●						★

4.4 Meeting 25% Recycling Rate

Participating localities and the region shall attain or exceed a minimum recycling rate of 25% of the total municipal solid waste generated annually in accordance with Virginia regulations (see Appendix for method of rate calculation). This rate will be met through the continuation of existing programs, and the implementation of the above strategies. Keys to meeting the regional rate include:

- ❑ Providing convenient drop off locations for citizens
- ❑ Public/private partnerships
- ❑ Business, school, and industry participation
- ❑ Regional contract cooperation
- ❑ Increased waste reduction, recycling, and reuse education and outreach
- ❑ Increased recycling of electronics and other nonconventional waste
- ❑ Commercial and home composting/mulching and yard waste management
- ❑ Increased or improved monitoring of sites where recyclables are collected
- ❑ Improved data collection and tracking of waste



FIGURE 8. GLASS RECYCLING IN FLUVANNA COUNTY (LEFT) & RECYCLING EVENT HELD IN 2009 (RIGHT)

4.5 Future Treatment Options

Current treatment activities expected to continue include composting sludge, mulching vegetative wastes, and grinding wooden pallets. Other future treatment options include volume reduction actions, such as tire splitting and trash compaction.

The Zion Crossroads Recycling continues to expand its recycling operation to recover higher volumes of recyclable materials, and expand the types of materials recycled through investment and further development of MRF new technology. This may include separation of some wastes to be utilized at a waste to energy facility if favorable contract terms can be negotiated between facilities.

New state regulations have also cleared the way for further utilization of organic waste. Now, post-consumer food waste can be composted at permitted facilities, clearing the way for major reductions in the MSW stream. As Figure 6 depicts, food waste constitutes 15 % of MSW. Black Bear Composting has been providing food waste composting services to institutions and the public since launching their operations in 2010.

Public/private partnerships are also expected to continue increasing in the future, as solid waste management has proven to be a profitable enterprise for entrepreneurs. Localities recognize the value of services provided by retailers such as Best Buy, Whole Foods, and Goodwill Industries, who offer recycling services to the public within the planning unit.

Albemarle County has established a Solid Waste Alternatives Advisory Committee whose focus is reviewing solid waste policies in Albemarle and making recommendations to the Board of Supervisors on solid waste activities and policy. This committee will be looking into ways that Albemarle can expand recycling options for residents and businesses.

4.6 Public Outreach Programs

Outreach programs in most localities generally include descriptions of waste management services available to residents on the website, in annual county services brochures, postings at the courthouse and county office buildings, and in ads and articles for special events (waste amnesty days, Christmas tree collection, etc.) in local newspapers. In the Charlottesville-Albemarle area, outreach also includes locality specific websites, public forums, flyers at the recycling centers and inserts in utility bills. General public service announcements on radio and television also help educate the public. Adopt-a-Street programs and highway signs promote litter control. The TJPDC also maintains a recycling resources of the solid waste planning unit, and displays solid waste reduction/reuse/recycling information and resources at fairs and other public events. The TJPDC also posts recycling and disposal related information on its Facebook page and in its monthly electronic newsletter.

Public participation in solid waste management and planning occurs at advertised meetings of public bodies that discuss and act on the issues. RSWA has a Citizens Advisory Committee, which meets regularly to discuss budgetary, operational, and environmental issues, and makes recommendations to the Board of Directors. Albemarle County has formed a solid waste committee to look at long-term disposal needs and options in the County. Charlottesville has the Charlottesville a Green City program which focuses on sustainability issues including solid waste. "Keep the County Clean" programs in Fluvanna and Greene promote recycling and waste reduction as well as periodic clean-up days. The TJSWPU staffs an advisory committee to maintain and implement the Solid Waste Management Plan. Citizen members of this committee provide vital input and feedback in development and implementation of the Plan. The TJSWPU also holds legally required public hearings for 5-year updates to the plan and if any major changes are made to the plan.

4.7 Funding Arrangements & Options

EXISTING FUNDING ARRANGEMENTS

Each locality determines the ratio of general revenue funds and tipping fees used to fund solid waste management activities. Each locality has tipping fees for disposal at transfer stations or convenience centers. General revenue funds are often used to cover costs of additional facilities, including reuse facilities, and recycling centers. A portion of the cost of recycling is covered by revenue from sales of recyclable materials. Individual localities are also responsible for long-term liabilities, landfill closure, and post-closure costs, which must be built into locality budgets.

Transfer stations in the region operate with a tipping fee that covers much of the cost of collecting, transporting, disposing of wastes, and making up the cost of recycling programs at times when recycling revenue fails to cover the cost of administration. General fund tax revenue is often used to cover costs above those that are covered by tipping fee revenue. In the City of Charlottesville, trash stickers must be purchased to participate in curbside pickup. RSWA sells trash stickers that citizens must use for self-delivery of MSW to the Ivy MUC. The income from trash stickers is used to help pay for operations and administration.

Recyclables are generally collected for free, and the locality may or may not break even on collection and distribution after receiving market value for the materials. Some materials are dealt with at little or no cost to the community, while the markets are less favorable for others. However, market fluctuation is common for all recyclable material. This is also true of re-use items. The Encore Shop at the Ivy MUC sells items for reuse at a low cost to help recover the time and resources needed to store and sell them.

Grants are another source of funding, and are often used for special waste events such as household hazardous waste and bulky waste amnesty days. State funds assist in tire cleanup and recycling.

Closed landfills in Albemarle, Fluvanna, and Greene Counties have closure plans and local funds allocated for proper closure and maintenance that comply with DEQ regulations. Funding options include setting aside a portion of tipping fees and allocation of tax revenue.

FUTURE FACILITY DEVELOPMENT

Currently, transfer stations operate within permitted capacity, and none are under significant pressure of reaching capacity by 2035, as described in Table 22. The region has increasingly relied on private sector facilities to receive MSW and recyclables from private haulers, citizens, and locality contractors. As demand for recycled materials increases, private sector operations are expected to increase, further reducing expansion pressure on public facilities. If new facilities are needed, it is expected that localities will continue to use a mix of tipping fees and general funds to support them. Until the time that future recycling markets yield sufficient revenue to fully support recycling operations, local funds will subsidize these programs.

4.8 Solid Waste Systems Evaluation

PROGRAMS

Localities with permitted solid waste facilities and joint locality authorities prepare Solid Waste Information and Assessment reports and submit copies to the Department of Environmental Quality (DEQ) and TJPDC by March 31 of each year. Localities will also submit recycling rate reports to the PDC prior to the April 30 deadline for submission of a regional recycling rate report to DEQ, which the PDC will prepare and submit. The regional recycling rate is the figure used for the solid waste planning unit (all localities in the designated planning region), and is binding for the purposes of the recycling rate mandate and solid waste plans. As provided in §10.1-1411 of the Code of Virginia as amended in 2006, the mandatory recycling rate for the region is 25%. Should the mandatory recycling rate not be met, the PDC will prepare a Recycling Action Plan for the region.

The PDC staffs a committee of local designees, which meets quarterly, to review solid waste data collected to include in the above referenced reports, and compare it to growth trends, plan goals, and other relevant issues to monitor compliance with this plan and applicable codes, policies, and regulations. Committee members will report progress back to their elected officials annually.

COLLECTION

Two solid waste collection systems are available in the region: curbside collection by private haulers, and collection at the transfer stations and convenience centers from individuals who drop it off. Procedures for evaluating transfer stations include tracking the weight of material processed over time at each station in order to gauge usage by residents and to plan for additional permitted capacity, as needed. The data used for these evaluations is collected to draft annual Solid Waste Information and Assessment reports, and is therefore available to be reviewed annually.

The City of Charlottesville's curbside collection is provided by contract with the City and thus is available to all residents. Collection operations are evaluated over the course of the contract term, and new contracts reflect changes made as a result of the analysis. In evaluating efficiency, the County of Albemarle has concluded that a joint contract with the City may be desirable in urban areas of the County. Residents in the City and counties are free to use the private hauler of their choosing, or deliver their own solid waste to transfer stations individually.

5 Summary & Conclusion

The TJSWPU is committed to serving the citizens of the planning region with fiscally sound solid waste management systems that ensures sanitary conditions in our communities, proper disposal of waste, and seeks to further reduce the region's solid waste footprint on the environment. In this pursuit, the region will implement the strategies in this plan to build upon the consistent success in exceeding the mandated 25% recycling rate, and to support the goals of the Sustainability Accords. Implementation will continue to focus on regional cooperation, cost efficiency, and targeting easily recyclable or particularly environmentally damaging wastes. Another cornerstone strategy of the plan is to provide outreach, education, and resources to citizens and business to promote greater utilization of waste reduction, reuse, and recycling services available in the region. The Solid Waste Committee will continue to track progress on plan implementation and ensure that solid waste needs of the region are met.

Glossary

Agricultural Waste: solid waste produced from farming operations, or related commercial preparation of farm products for marketing.

Commingled: refers to the collection of recyclable materials in a manner so that the producer does not have to separate the materials by type; this is done after collection.

Commercial Waste: solid waste generated by establishments engaged in business operations other than manufacturing or construction. This category includes, but is not limited to, stores, markets, offices buildings, restaurants, and shopping centers.

Compost: a stabilized organic product produced by the controlled aerobic decomposition of organic material so that the product can be handled, stored and applied to the land. Compost can be utilized in a number of different applications, allowing for the beneficial reuse of organic wastes.

Construction and Demolition Debris (CDD): solid waste produced during construction, remodeling, repair or destruction of pavements, houses, commercial buildings, and other structures. CDD includes, but is not limited to, lumber, wire, sheetrock, broken brick, shingles, glass, pipes, concrete, paving materials, and metals and plastics if they are part of the construction material or empty containers for such materials. Paints, coatings, solvents, asbestos-containing material, any liquid, compressed gases, or semisolids and garbage are not CDD.

Debris Waste: waste resulting from land clearing operations, including, but not limited to, stumps, wood, brush, leaves, soils and road spoils.

Domestic (or Household/Residential) Waste: any waste material, including garbage, trash and refuse from households, such as single and multiple residences, hotels, and motels.

Disposal: discharge, deposit, injection, dumping, spilling, leaking, or placing of any solid waste or hazardous waste into or on any land or water so that such solid waste or any constituent of it may enter the environment or be emitted into the air or discharged into any waters.

Hazardous Waste: is defined by the Virginia Hazardous Waste Management Regulation, 9VAC20-60-12 et seq.

Incineration: controlled combustion of solid waste for disposal.

Industrial Waste: any solid waste generated by manufacturing or industrial processes that is not a regulated hazardous waste, including waste from the following manufacturing processes: electric power generation; fertilizer/agriculture chemicals; food and related by-products; inorganic chemicals' iron and steel manufacturing; nonferrous metals/foundries; organic chemicals; plastics and resins; pulp and paper manufacturing; rubber; stone, glass, clay and concrete products; textile manufacturing; transportation equipment; and water treatment. Industrial waste does not include mining waste or oil or gas waste.

Inert Waste: solid waste that is physically, chemically, and biologically stable, including dirt, concrete, and rock, which are not regulated. Metal, construction debris, stumps, logs, and scrap lumber are regulated as of 1994 and must be disposed in a single-lined cell.

Integrated Solid Waste Management: the practice of managing solid waste using several complementary components, including source reduction, reuse, recycling, resource recovery, and incineration.

Landfill: an area of land where solid waste is buried.

Leachate: the liquid resulting from precipitation percolating through landfills and containing soluble or suspended degradation products of waste.

Litter: all non-biodegradable material discarded illegally on public or private land.

Materials Recovery Facility (MRF): a solid waste facility for the collection, processing and recovery of material such as metals from solid waste or for the production of fuel from solid waste.

Monitoring Well: a well point below the ground surface at a landfill site used for obtaining periodic water samples from groundwater for analysis.

Mulch: woody waste consisting of stumps, trees, limbs, branches, bark, leaves and other clean wood waste that has undergone size reduction by grinding, shredding, or chipping.

Municipal Solid Waste (MSW): waste that is normally composed of residential, commercial and institutional solid waste and residues derived from the combustion of these wastes.

Non-Regulated Landfill: a landfill accepting certain inert materials not regulated by the state, including rubble, concrete, broken bricks, and bricks and blocks.

Principal Recycled Material (PRM): paper, metal (except automobile bodies), plastic, glass, yard waste, wood, and textiles. This does not include large diameter tree stumps.

Recycling: the process of separating a given waste material from the waste stream and processing it so that it may be used again as a raw material for a product, which may or may not be similar to the original product. Recycling does not include processes that only involve size reduction.

Resource Recovery: the creation of usable energy from solid waste through the burning of solid waste to produce steam or electricity or other fuels.

Re-use: the practice of repeating use of a material rather than disposing of or recycling it.

Sanitary Landfill: an engineered land burial facility for the disposal of solid waste which is so located, designed, constructed and operated to contain and isolate the solid waste so that it does not pose a substantial present or potential hazard to human health or the environment.

Septage/Sludge: Any solid, semisolid, or liquid waste with similar characteristics and effects generated from a municipal, commercial, or industrial wastewater treatment plant, water supply treatment plant, air pollution control facility, or any other waste producing facility.

Solid Waste: any garbage, refuse, sludge, or other discarded material, including solid, liquid, semisolid, or contained gaseous material, resulting from industrial, commercial, mining and agricultural operations, and from community activities, but not including (i) solid or dissolved material in domestic sewage, (ii) solid or dissolved material in irrigation return flows or in industrial discharges which are sources subject to permit from the State Water Control Board, or (iii) source, special nuclear, or byproduct material as defined by the Federal Atomic Energy Act of 1954, as amended.

Solid Waste Management: Systematic administration of activities which provide for the collection, source reduction, storage, transportation, transfer, processing, treatment, and disposal of solid waste or resource recovery.

Source Reduction: reducing the amount of waste generated by an activity at the point of creation. This may occur through the design, manufacture, and sale of products and packaging with minimal volume and toxicity and longer lifetimes.

Source Separation: the segregation of various materials from the waste stream at the point of generation for recycling. For example, household glass and newsprint collection apart from trash.

Supplemental Recyclable Material (SRM): waste tires, used oil, used oil filters, used antifreeze, automobile bodies, construction waste, demolition waste, debris waste, batteries, ash, sludge or large diameter tree stumps.

Tipping Fee: a fee levied in the disposal of solid waste, generally at a landfill. The fee is usually on a per-ton basis, but can be on other units of measure, such as per-truck.

Transfer Station: any solid waste storage or collection facility at which solid waste is transferred from collection vehicles to haulage vehicles for transportation to a central solid waste management facility for disposal, incineration, or resource recovery.

Treatment: Process designed to change the physical, chemical, or biological nature or composition of any waste to render it more stable, safer for transport, or more amenable to use, reuse, reclamation, or recovery.

Vegetative Waste: decomposable materials generated by yard and lawn care or land-clearing activities and including, but not limited to, leaves, grass trimmings, and woody wastes such shrub and tree prunings, bark, limbs, roots, and stumps.

White Goods: stoves, refrigerators, water heaters, and other large appliances.

Yard Waste: decomposable waste materials generated by yard and lawn care and including leaves, grass trimmings, brush, wood chips, and shrub and tree trimmings. Yard waste shall not include roots or stumps that exceed six inches in diameter.

Terms not defined above have the meanings assigned to them by RCRA, EPA and/or DEQ.

Appendices

2016 Thomas Jefferson Solid Waste Planning Unit Committee & Commissioners

	SOLID WASTE COMMITTEE	COMMISSIONERS
FLUVANNA COUNTY	Wayne Stephens <i>Director of Public Works</i>	Tony O'Brien Keith Smith
GREENE COUNTY	Allen Morris <i>Solid Waste Manager</i>	Andrea Wilkinson Dale Herring
CITY OF CHARLOTTESVILLE	Kristel Riddervold <i>Environmental Sustainability Manager</i> Lance Stewart <i>Public Service Manager</i> Jonathan Dean <i>Business Analyst</i>	Bob Fenwick Genevieve Keller
ALBEMARLE COUNTY	Michael Freitas <i>Chief of Public Works</i> Greg Harper <i>Chief of Environmental Services</i>	Rick Randolph Brad Sheffield
UNIVERSITY OF VIRGINIA	Sonny Beale <i>Recycling Programs Director</i> Jesse Warren <i>Sustainability Program Manager</i>	
THOMAS JEFFERSON PLANNING DISTRICT COMMISSION	Chip Boyles <i>Executive Director</i> Wood Hudson <i>Senior Planner</i>	

Locality Recycling Rate Calculations

Example: 2015 Recycling Rate Report Calculation

Each year, the regional recycling rate is calculated using regional totals for Primary Recyclable Materials (PRMs), Municipal Solid Waste (MSW) Disposed, and credits from the categories described in Step 2, below. A 2% credit is given for source reduction programs (SRP), of which the TJSWPU has several. Credit may account for a maximum of 5 percentage points above the region's base recycling rate.

Step 1: $[(PRMs) / (PRMs + MSW Disposed)] \times 100 = \text{Base Recycling Rate } \%$

86,984	86,984	159,766	35%
--------	--------	---------	-----

Step 2: CREDITS calculation:

- a. Total Recycling Residue 0 tons
- b. Total Solid Waste Reused 31 tons
- c. Total Non-MSW Recycled 71,429 tons

CREDITS 71,460 tons

Adjusted

Step 3: $[(PRMs + CREDITS) / (PRMs + CREDITS + MSW Disposed)] \times 100 = \text{Recycling Rate } \#1^*$

86,984	+	71,460	/	86,984	+	71,460	+	159,776	=	50%
--------	---	--------	---	--------	---	--------	---	---------	---	-----

Step 4: Source Reduction Program (SRP) Credit does not apply; or

Adjusted Recycling Rate #1 + 2% SRP Credit = Adjusted Recycling Rate #2*

	+2%	=		%
--	-----	---	--	---

Step 5: Final Recycling Rate* for Solid Waste Planning Unit = 40 %

* Total credits resulting from Steps 3 and 4 may not exceed 5 percentage points above the Base Recycling Rate achieved by the Solid Waste Planning Unit.

2006 20-Year Implementation Plan Progress Log

Status Code

T = Not Done/To Do
C = Complete

O = Ongoing
P = In Progress

D = Discarded due to
Irrelevance or
Infeasibility

Implementation Plan Year	Responsible Parties	Status
Year 1		
Study the feasibility of coordinating contracts for special waste collection and make recommendations to local governments.	TJPDC, RSWA, Localities	O
Study means of expanding the reuse of building materials.	TJPDC's HOME Consortium, Localities	T
Identify methods to increase the reuse of collected solid waste material.	TJPDC, RSWA, Localities	T
Determine how best to encourage private-sector mulch manufacturing operations.	RSWA, TJPDC	P
Monitor daily tonnages received at the region's transfer stations and compare against existing capacity. Monitoring conducted on an ongoing basis.	TJPDC, RSWA, Localities	O
Establish TJPDC as regional centralized archive for reporting to DEQ and create format for annual review of waste stream, market, and programs.	TJPDC, RSWA, Localities	O
Support Freecycle, an online community reuse program, as a way to increase reuse without increasing storage capacity for items to be reused.	Community members, Civic Groups	P
Establish regular electronics recycling opportunities.	RSWA, UVA, Private Sector	P
Develop and distribute brochure to inform area residents of recycling program details.	TJPDC, Localities	C
Develop unified recycling information website.	TJPDC, Localities	C
Develop recycling display that can be used at fairs.	TJPDC	C
Establish one documented public entity Environmental Management System including source reduction and reuse strategies.	Localities	C
Year 2		
Improve economies of scale by finding ways to set the parameters for future contracts.	TJPDC	T
Develop educational materials that specifically identify ways to purchase goods that support source reduction and reuse.	TJPDC, RSWA, Localities, Civic Groups	C
Complete development of methods to expand existing recycling facilities and determine the location of new facilities in order to achieve or exceed a 25% recycling rate.	TJPDC, RSWA, Localities	P
Study the feasibility of using a portable wood chipper to be rotated among all the region's landfills and transfer stations.	TJPDC, Localities, RSWA	C, D

Implementation Plan Year	Responsible Parties	Status
Explore the possibility of providing adequate landfill disposal for waste collected at transfer stations within the region.	TJPDC, Localities, RSWA	D
Promote home composting through workshops and educational materials.	VCE, TJPDC, Civic Groups	O
Review local codes to determine possible impediments to implementation of plan goals.	TJPDC, Localities	D
Develop radio public service announcements about recycling.	TJPDC, RSWA, Localities	T
Explore means of print advertising, including newspapers and phone books.	TJPDC	T
Year 3-5		
Define the source reduction and reuse criteria best suited for large-scale procurement contracts.	TJPDC, Locality Procurement Officers	T
Provide information on the source reduction and reuse criteria best suited for large-scale procurement contracts to public and private procurement officials.	TJPDC	T
Coordinate the timing and parameters of all solid waste management contracts in the region.	TJPDC, RSWA, Localities	T
Study the possibility of establishing manufacturing facilities within the region that will reuse the region's recyclable materials.	Localities, Economic Development Orgs., & Private Sector	T
Assuming it has been found cost effective, identify possible location(s) for siting a materials recovery facility (MRF) with an emphasis on locations(s) that already have solid waste management facilities.	TJPDC, RSWA, Localities	C
Study potential markets for recyclables collected regionally and/or through a MRF, based on estimates of tonnages collected at the MRF.	TJPDC, RSWA	D
Site convenience centers in designated growth areas as shown in local comprehensive plans.	RSWA, Localities	T
Study the feasibility of rail service as an option to trucks for the hauling of solid waste from transfer stations to disposal facilities.	TJPDC, RSWA	C, D
Establish speakers' bureau for recycling topics.	TJPDC, Civic Groups	D
Develop recycling and composting programs in those schools where they do not currently exist.	TJPDC, Localities, Schools	T
Explore ways to increase interest in recycling among local businesses.	TJPDC, Localities, Civic Groups	P
Establish five documented public entity Environmental Management Systems including source reduction and reuse strategies.	Localities	C

Year 10		
Establish a MRF within the region, if proven cost-effective.	RSWA, Localities, Private	C
Study emerging technologies designed for reduction, disposal and resource recovery.	TJPDC, RSWA	O

Year 20		
New facilities for solid waste disposal and recycling proposed in this plan are in place and fully operational.	TJPDC, RSWA, Localities	P
Regional recycling rates exceed 25% annually.	TJPDC, RSWA, Localities	O
Per capita tonnages reduced through source reduction and reuse.	TJPDC, RSWA, Localities	O

Letter from BFI



BFI Waste Systems of Virginia, Inc.
2001 Charles City Road
Richmond, Virginia 23231



December 3, 2004

Mr. Harrison B. Rue
Executive Director
District 10 – Thomas Jefferson
300 E Main Street, 1st Floor
P.O. Box 1505
Charlottesville, VA 22902

Dear Mr. Rue:

BFI Waste Systems of Virginia, Inc. (BFI) plans to construct and operate an expansion of the Old Dominion Landfill located at 2001 Charles City Road, Henrico County, Virginia. Pursuant to Virginia Code 1408.1.B.6, BFI is required to contact the localities in the Commonwealth to notify them that they may reserve disposal capacity in this landfill up to the requirements specified in the applicable approved solid waste management plan. BFI respectfully requests that you forward this letter to all solid waste entities or authorities for the counties, cities, and towns within your district.

To the locality, BFI is offering you the opportunity to reserve disposal capacity in the proposed landfill expansion up to the requirements specified in your approved solid waste management plan. If the locality signs the acceptance agreement, then BFI agrees to guarantee the Old Dominion Landfill will reserve the requested disposal capacity for *the locality* upon the acceptable negotiation and execution of a disposal contract between both parties. BFI and *the locality* must sign a contract that stipulates the conditions of the agreement. By signing the denial statement, *the locality* agrees that it does not wish to reserve disposal capacity. If the acceptance agreement is not returned within 60 days from the date of this letter, it will be assumed that *the locality* has refused the offer to reserve disposal capacity.

Please return the attached document to Resource International, Ltd., P.O. Box 6160, Ashland, VA 23005, Attn: Anthony Creech

Sincerely,

BFI Waste Systems of Virginia, Inc.
2001 Charles City Road
Richmond, Virginia 23231

Employee Handbook

**To be considered for adoption by TJPDC on
October 6, 2016**

Replaces earlier versions:

Original issue: 12/1/96

Update: 2/3/2000

Update 9/4/2003



*Thomas
Jefferson*

Planning District Commission

Post Office Box 1505

Charlottesville, VA 22902-1505

Telephone: 434-979-7310

EMPLOYEE HANDBOOK
THOMAS JEFFERSON PLANNING DISTRICT COMMISSION
FOR CONSIDERATION OF ADOPTION BY TJPDC ON JUNE 2, 2016

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EMPLOYEE HANDBOOK
THOMAS JEFFERSON PLANNING DISTRICT COMMISSION
ADOPTED BY TJPDC ON JUNE 2, 2016

About the Thomas Jefferson Planning District Commission: Planning District Commissions (PDCs) were established by the General Assembly under the Virginia Area Development Act (Code of Virginia, Title 15. 1, Ch. 34). The Thomas Jefferson PDC was formed in 1972 to provide a forum for discussion of issues localities have in common, or on which there is disagreement; to work to decrease fragmentation in government; to plan cooperatively for the future; and to provide planning services to local governments as requested. As a public body, the TJPDC strives to include the public in decision-making.

Mission Statement: The mission of the Thomas Jefferson Planning District Commission is to serve our local governments by providing regional vision, collaborative leadership and professional service to develop effective solutions.

I. PURPOSE

The objective of this handbook is to provide a uniform system of personnel administration for the staff of the Thomas Jefferson Planning District Commission (TJPDC) based on merit principles, equitable compensation, open competition in hiring and advancement, and equal employment opportunities.

It is the policy of the TJPDC to establish reasonable rules of employment conduct (i.e., guidelines for management and employees to follow) and to ensure compliance with these rules through a program consistent with the best interests of the TJPDC and its employees.

Employment with TJPDC is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, TJPDC may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

This handbook is not, and shall not be construed as, an explicit or implied contract, shall not modify any existing at-will status of any TJPDC employee, and shall not create any due process requirement in excess of federal or state constitutional or statutory requirements. The term at-will means employees can terminate or be terminated at will.

II. DEFINITIONS

Whenever responsibilities fall to the Executive Director under these Policies, he or she may designate another to fulfill his or her responsibilities.

A. Exempt Employee

An employee who occupies a position which is exempt (not eligible) from the overtime provisions of the Fair Labor Standards Act under the executive, administrative or professional exemptions. Full-time, part-time, and temporary employees may be classified as exempt and paid on a salaried basis.

B. Non-exempt Employee

An employee who receives hourly wages and is subject to the overtime pay provisions of the Fair Labor Standards Act. Full, part-time, and temporary employees may be non-exempt.

C. Full-time Employee

An individual hired on either an exempt or non-exempt basis for an established position for an indefinite term who is expected to work a minimum of thirty (30) hours per week. Full time employees are eligible for full benefits as defined in this Employee Handbook.

D. Part-time Employee

An individual hired on either an exempt or non-exempt basis for an established position for an indefinite term who is expected to work an established period of time that is less than thirty (30) hours per week. Part-time employees are not eligible for employee benefits related to insurance or retirement.

E. Introductory Employee

A full-time or part-time employee who has worked for the TJPDC for less than six months.

F. Temporary Employee

An individual hired on a term basis. e.g. day, week, period of months or on a project basis. Temporary employees are not eligible for retirement benefits.

G. Executive Director

The Executive Director of the TJPDC.

III. EQUAL EMPLOYMENT OPPORTUNITY

A. Policy Statement

It is the policy of the TJPDC to provide equal opportunity in employment and to administer employment policies without regard to race, color, religion, gender, sexual orientation, age, national origin, political affiliation, familial status, pregnancy, or disability. This policy applies to every aspect of employment practices including, but not limited to the following:

1. Recruiting, hiring and promoting in all job classifications without regard to race, color, religion, marital status, gender (including gender identity, transgender status and sexual orientation), age, national origin, political affiliation, pregnancy, socio-economic, geographic community, or disability, except where such a factor can be demonstrated as a bona fide occupational qualification.
2. All decisions for hiring or promotions shall be based solely upon each individual's qualifications for the position to be filled.
3. Other personnel actions such as compensation, benefits, transfers, layoffs, training, assignments, will be administered without regard to race, color, religion, gender (including gender identity, transgender status and sexual orientation), age, national origin, political affiliation, pregnancy, socio-economic, geographic community, or disability.

B. Harassment

TJPDC will not tolerate any form of harassment or discrimination. In accordance with Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, our No-Harassment/No-Discrimination Policy prohibits harassment, discrimination or intimidation of others based on race, color, religion, gender (including gender identity, transgender status and sexual orientation), age, national origin, political affiliation, pregnancy, socio-economic, geographic community, or disability, marital status,

military/veteran status, status in any other group protected by federal or local law or for any other reason.

Harassment includes, but is not limited to, remarks, jokes, written materials, symbols, paraphernalia, clothing or other verbal or physical conduct which may intimidate, ridicule, demean, or belittle a person because of their age, sex, color, race, creed, religion, national origin, ethnicity, pregnancy, disability, political affiliation, marital status, military/veteran status, or status in another group protected by federal, state or local law.

Sexual harassment includes unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature; as well as behavior, remarks, jokes or innuendos that intimidate, ridicule, demean or belittle a person on the basis of their gender; regardless of whether the remarks are sexually provocative or suggestive of sexual acts.

Harassment occurs when:

- Submission to and/or tolerance of the unwelcome conduct is explicitly or implicitly made a term or condition of a person's employment.
- Submission to, tolerance of, and/or rejection of the unwelcome conduct is a basis for employment decisions.
- The unwelcome conduct substantially interferes with a person's work performance and creates an intimidating, hostile, or offensive work environment.

C. Responsibility To Bring Any Form Of Harassment Or Discrimination To Our Attention

All employees are responsible for helping assure that we avoid harassment and discrimination in the workplace. If you experience any problem of this sort, become aware of any other employee experiencing a problem of this sort, or have knowledge of any form of harassment or discrimination, sexual or otherwise, you must immediately report it to your supervisor. If you believe that it would be inappropriate to discuss the matter with your supervisor, or you are uncomfortable discussing the matter with your supervisor, you may elect to bypass your supervisor and report the matter directly to the Executive Director or Commission Chair.

All claims of harassment or discrimination will be investigated thoroughly and promptly **WITHOUT CONSEQUENCE TO THE EMPLOYEE EXPERIENCING OR REPORTING THE CONDUCT** so long as they were reported in good faith. We will endeavor to keep complaints, investigations, and resolutions confidential to the extent possible; however, we cannot compromise our obligation to investigate complaints. The employee who brought the complaint will be provided information on the outcome of the investigation within the limits of confidentiality. A non-employee who subjects an employee to harassment in the workplace will be informed of the TJPDC's policy and appropriate actions will be taken to protect the employee from future harassing conduct.

D. Retaliation

Retaliation is illegal and contrary to the policy of the TJPDC. Employees who bring complaints of discrimination or who identify potential violations, witnesses interviewed during the investigation, and others who may have opposed discriminatory conduct are protected from retaliatory acts so long as they participate in good faith.

If an employee believes that he or she is being retaliated against, a written report should be made to the Executive Director or Commission Chair. Those who are found to be acting in a retaliatory manner will be disciplined for such conduct.

E. Accommodating Individuals with Disabilities

In accordance with the Americans with Disabilities Act Amendment Act of 2008, TJPDC provides equal employment opportunities to qualified individuals with disabilities. Reasonable accommodations will be provided to a qualified employee or applicant with a disability when that employee or applicant requests an accommodation. A qualified employee or applicant is one who is able to perform the essential functions of the job with or without accommodation. All requests for accommodation will be fully reviewed. A request for an accommodation will be denied if the accommodation is not shown to be effective, places an undue burden on the TJPDC, or if the employee poses a direct threat to the health and safety of him or herself or others.

IV. RECRUITMENT AND SELECTION

A. Open Positions

All positions shall be open to all individuals who meet the minimum requirements for the position. The recruitment objective is to obtain well-qualified applicants for all vacancies and selection shall be based on the best-qualified person available at the salary offered for the particular position.

First consideration will be given to current employees who desire to fill an open position, if the current employee is qualified for the position and if the placement best serves the needs of the TJPDC. The Executive Director may carry out open competition to fill any vacancy. Employment decisions shall be handled in a manner consistent with the Virginia Conflicts of Interest Act.

B. Introductory Period

All new full-time and part-time employees serve a six-month introductory period. During this period the employee must demonstrate that he or she is capable and willing to perform the job satisfactorily. At the end of the introductory period the employee will be evaluated to determine satisfactory performance. If satisfactory performance is attained the employee will be entitled to all the benefits of non-introductory status including utilization of the grievance procedure. In establishing an introductory period, the TJPDC does not change in any way the employment-at-will status that applies to its employment relationship with all employees at all times during their employment.

C. Hiring Authority

The Executive Director has complete authority for hiring, promoting and discharging employees in accordance with these policies. The Executive Director has the responsibility and authorization for administering the personnel system established by these policies. The Commission has authority for hiring, supervising, evaluating and discharging the Executive Director.

V. EMPLOYEE COMPENSATION

The total compensation of employees consists of the regular salary and applicable overtime pay for full-time employees, the employer's contributions to employee benefits, holiday pay, and various forms of leave with pay. Part-time and temporary employees may also receive leave in certain circumstances. Leave policies, found in Section VI, should be reviewed.

A. Pay and Classifications

1. The compensation plan for employees of the TJPDC is based on the TJPDC's classification system and as amended from time to time for all classified jobs and paygrades. The classification system sets a salary range for each classified position.
2. The rates of pay for each employee within a paygrade shall be set by the Executive Director. The normal entrance rate of pay for new employees will generally be at the lower half of the paygrade for the position.
3. All compensation plans and classification systems may be amended by motion of the Commission.

B. Hours of Work

1. The normal work schedule for which salary is paid consists of 40 hours, broken down into eight hours a day, Monday through Friday. This does not preclude the establishment of specified schedules other than 40 hours in a given workweek for other employees if approved by the Executive Director.
2. Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be considered if a mutually workable schedule can be negotiated with the supervisor involved. While the TJPDC does not offer a compensatory time off policy, the Executive Director may approve time off of hours or a full day, when an employee has or expects to exceed 40 hours of work in a work week due to mandated work load, after hours meetings, project deadlines or to meet other involuntary needs. The time off for additional work must be taken within the same or next pay period that it is earned, and as approved by the employee's supervisor.
3. Accurately recording time worked is the responsibility of every employee. Federal and state laws require TJPDC to keep an accurate record of time worked in order to calculate employee pay and benefits as well as to charge grants and contracts accurately. Time worked is all the time actually spent on the job performing assigned duties; any questions regarding whether something constitutes "time worked" should be directed to an employee's supervisor immediately.
4. If an employee is unable to report for work or expects to be late, the employee must contact his or her supervisor, the Executive Director, and the Administrative Assistant by e-mail as soon as possible but no later than the beginning of his or her scheduled work period, giving the reason for the absence or tardiness. Paid leave may or may not be approved. If an employee has difficulty reaching his or her supervisor, he or she should leave a message reporting his or her absence but continue in his or her attempts to contact his or her supervisor. The responsibility to notify a supervisor about absences or tardiness always rests with the employee.
5. Hours of work, schedules, and duty assignments of short duration of individual employees may be altered under authorization of the supervisor within the established workweek and schedule of the agency as conditions warrant. Schedules may also be adjusted to meet FMLA and ADA requirements.
6. Telecommuting or work from home may be approved on a case-by-case basis. Only upon prior approval by the Executive Director an employee may work from home or telecommute. All hours worked must be included as work time in the TJPDC's on-line time keeping system. A "note" is to be attached to the work from the home day's

activities with a list of projects worked on, tasks completed and telephone and/or email contacts during the work period.

C. Performance Increases

TJPDC promotes excellence in its workforce. Salary increases within budget constraints may be given to that end. Each employee's performance will be reviewed annually and based on satisfactory performance and contributions to the organization, pay increases may be given. In exceptional circumstances an employee's pay may be increased in less than a year for meritorious service or enhanced responsibilities. Pay increases are not automatic or guaranteed.

D. Overtime

Employees who are not exempt under the Fair Labor Standards Act (FLSA) will be paid at the rate of time and a half for all hours actually worked in excess of 40 hours a week. Unless authorized to do so, employees should not work over 40 hours during a workweek.

Exempt employees who are required to work beyond normal hours or on weekends and holidays may be given compensatory time off at the discretion of the Executive Director.

E. Bonuses

The Executive Director may grant a bonus to an employee or employees to recognize superior service to the TJPDC.

F. Health Insurance

All full-time employees are eligible for participation in the health plan to which the TJPDC belongs. The rates for the employee and TJPDC share of the cost will be set annually, based on information provided by the insurer, and approved by the Commission.

For all eligible employees beginning work on or after July 1, 2016, the TJPDC will pay 100% of the single employee rate for health insurance. The employee may elect additional spouse, dependent or family coverage at their own expense and may utilize payroll deductions as eligible under the cafeteria 125 plan.

All employees beginning work prior to July 1, 2016 are grandfathered in for the current fiscal year's health insurance benefits and employee/employer participation rates. This rate will be considered by the Commission on an annual basis.

The Thomas Jefferson Planning District Commission employs fewer than 50 employees and is not required to provide continued health insurance coverage for a "qualifying event" subject to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA). Therefore, COBRA coverage is not provided to employees upon a "qualifying event". However, employees may be eligible to continue their current coverage or obtain similar coverage under state law (see Va. Code Sec. 38.2-3541)

G. Retirement

TJPDC participates in the Virginia Retirement System (VRS) for all employees eligible for retirement benefits pursuant to the rules and policies of VRS.

VI. HOLIDAYS AND LEAVE

A. Holidays

New Year's Day (January 1)
Martin Luther King, Jr. Day (third Monday in January)
Presidents' Day (third Monday in February)
Thomas Jefferson's Birthday (April 13) or floating holiday*
Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (first Monday in September)
Veterans Day (November 11)
Thanksgiving (fourth Thursday in November)
Day after Thanksgiving
Christmas Eve (December 24)
Christmas Day (December 25)
Floating Winter Holiday (any day between December 16 and January 15)
Floating Holiday (any day during the year)

*The staff retreat will be scheduled to occur on or about Thomas Jefferson's birthday. If Thomas Jefferson's Birthday is worked as a retreat or other workday, employees may take this holiday as a floating holiday anytime during the fiscal year (date selected by employee, with approval by supervisor).

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If an eligible employee works on a recognized holiday, he or she may take the holiday at another time during the quarter in which the holiday falls. An employee may choose to work on a holiday to exchange the day for another day desired by the employee, provided the Executive Director has approved the exchange.

B. Leave

1. Annual Leave

Full-time and part-time employees will accrue paid annual leave for personal purposes at the following rates and shall be used on an hour for hour basis:

YEARS OF ELIGIBLE SERVICE	DAYS/MONTH	PER YEAR
0 to 5 years	1.0 days	12 days
5-10 years	1.25 days	15 days
More than 10 years	1.50 days	18 days

Employees wishing to take annual leave shall have it approved in advance by the supervisor and Executive Director. Leave is not eligible at all times: the Executive Director has a primary obligation to insure that the TJPDC service to localities and citizens is carried out.

Each employee may accumulate a maximum of 30 days of annual leave. Once an employee has accrued 30 days (240 hours), no further leave shall accrue until some portion of that leave is used.

Upon separation, an employee shall be entitled to payment for all unexpired credited annual leave based on the employee's current rate of pay at the time of separation (except in certain circumstances, discussed in Section XV below). In the event of the death of an employee, the employee's estate shall be entitled to payment for any unused balance of annual leave allowances at the time of death. Introductory employees are not entitled to payment of any unused annual leave.

2. Sick Leave

Full-time and part-time employees will accrue sick leave benefits at the rate of 15 days per year (1.25 days for every full month of service) and when taken shall be used on an hour for hour basis. Sick leave shall be used for:

- a) Illness or injury incapacitating the employee and preventing the employee from performing assigned duties and for doctor or dental appointments during working hours. Personal sick leave is charged on an hour-for-hour basis for all employees and is not considered an entitlement.
- b) Medically necessary care of family members who reside in the employee's household or parent or child whether in the household or elsewhere.
- c) FMLA leave, including

An employee away from work for medical conditions which require absence in excess of one week or for FMLA purposes is required to (1) submit to the Executive Director a written statement from the attending physician or health care provider, stating the earliest approximate date of return to duty and advising on the ability of the employee to perform the essential functions of his or her job with or without reasonable accommodations, and simultaneously (2) apply for leave under the Family and Medical Leave Act (if the employee is eligible). The Executive Director has the prerogative of requiring a physician's or health care provider's letter with the above content prior to an absence of one week if in his or her judgment this information is necessary. Medical information and the personnel needs of the TJDPC will be considered in determining the holding of the employee's position or placement in another position for which the employee qualifies. All medical information will be kept confidential and will be made a part of a file separate from the employee's personnel file.

Exceptions to this policy may be considered on a case-by-case basis and approved by the Executive Director.

Unused sick leave benefits will be allowed to accumulate up to a maximum of 60 days (480 hours), but unlike annual leave will not be paid if the employee leaves the employ of the TJDPC for any reason. Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

Sick Leave may not be used during the final two weeks of employment. Employees must use Annual Leave for any leave during their last two weeks of employment as approved by their supervisor, and sick leave used improperly may be withdrawn, and annual leave substituted after the fact.

3. Military Leave

An employee who is a member of a reserve force of the United States or of the Commonwealth of Virginia and who is ordered by the appropriate authorities to attend a training program or who is called into emergency active duty for the purpose of aiding civil authority under the supervision of the United States or the Commonwealth of Virginia shall be granted a leave of absence with full pay during the period of such activity

4. Military Leave without Pay

An employee who leaves the employ of the TJPDC to join the military forces of the United States during the time of war or other declared national emergency or who is called to service in the Virginia Militia by order of the Governor shall be placed on military leave without pay commencing on the first business day following the last day of active employment with the TJPDC. The employee on such leave is entitled to be restored to the position he or she vacated, provided the employee makes application to the TJPDC not later than 90 days after the date of honorable discharge or separation under honorable conditions. Job restoration is further conditioned on the position still existing and the employee being physically and mentally capable of performing the work of the vacated position.

5. Civil Leave

A full-time employee will be given time off without charge to leave or loss of pay for (a) performing jury duty or when subpoenaed as a witness to appear before a court, public body or commission, (b) serving as a blood donor, or (c) performing emergency civilian duties in connection with national defense or for the purpose of voting in national, state, or local election. The period of such leave shall be only as necessary for the performance of the activity, plus any necessary travel time.

6. Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Up to three days of paid bereavement leave will be provided to full-time employees. Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary. TJPDC defines "immediate family" as the employee's spouse, parent, child, or sibling.

C. Workers' Compensation Leave

Administrative procedures for Worker's Compensation are included in Appendix B.

D. Leave Without Pay

The following are the situations for which an employee may be on leave without pay status:

1. Family & Medical Leave Act (Basic Leave Entitlement)
 - a) Eligible Employees: Eligible employees are entitled to participate in the benefits of the Family and Medical Leave Act (“FMLA”). FMLA leave is unpaid leave. The TJPDC requires an employee to use accrued paid leave on an hour for hour basis in conjunction with FMLA leave.
 - b) Number of hours worked to be covered. To be eligible under the FMLA, an employee must have worked for the TJPDC for twelve (12) months and must have worked at least 1,250 hours within the twelve (12) months preceding the start of the leave. Part-time and temporary employees who meet these requirements are eligible for FMLA leave.
2. Purposes for Which FMLA Leave May Be Taken
FMLA leave may be used:
 - a) to care for an employee’s child after birth, or for the placement with an employee of a child for adoption or foster care (provided that the leave is requested and used within twelve (12) months of the birth, placement, adoption, or foster care),
 - b) to care for an employee’s spouse, child, or parent (does not include in-laws) who has a serious health condition,
 - c) when the employee is unable to work because of their own serious health condition.
3. Military Family Leave Entitlements
Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.
4. Serious Health Condition Defined
 - a) Definition: A serious health condition is an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or an incapacity lasting more than three consecutive days and involving continuing treatment by a health care provider. Continuing treatment involves two or more treatments (or

one treatment when the condition is such that continuing follow-up is or will be required) by a healthcare provider, pregnancy, prenatal care, or other chronic or long-term serious health conditions.

- b) **Qualifications for Serious Health Condition:** To qualify for leave due to the serious health condition of a family member, the family member must be incapable of self-care. To qualify for leave due to the serious health condition of the employee, the employee must be unable to work at all or unable to perform any of the essential functions of the employee's position.
- c) **Employers Requirements:** Employees are required to obtain a health care provider certification for all absences for which FMLA leave is being requested. A chronic or long-term health condition or pregnancy does not require a visit to the health care provider for each absence; however, a statement by the health care provider that the absence was due to the chronic condition or pregnancy may be requested by the TJPDC at its discretion.

5. FMLA Benefits

- a) **Leave:** An eligible employee is entitled to a total of twelve weeks of unpaid leave during any twelve-month period. Employees will be required to use to exhaustion accumulated paid leave (sick, annual, etc.) on an hour for hour basis concurrent with the FMLA leave. If FMLA leave is exhausted before the end of the twelve-month period, the employee will not be entitled to further FMLA leave during this period. An employee is required to request FMLA leave in writing at least thirty days before the leave is to commence if the need for the leave is foreseeable. In circumstances when the leave is not foreseeable thirty days in advance, an employee must request the leave as soon as practicable. The TJPDC may designate leave as FMLA leave without a request from an employee by delivering a notice of designation to the employee.

FMLA leave taken for a serious health condition of the employee or family member may be taken intermittently or on a reduced-hours basis. FMLA leave taken for birth, adoption, placement, or foster care cannot be taken intermittently unless approved in advance. If both spouses work for the TJPDC, in certain circumstances (birth, adoption, care for a parent) the total FMLA leave that may be taken by both employees is twelve weeks, pro-rated between as the spouses choose. FMLA leave taken for the birth, adoption, placement, or foster care of a child must be taken within the twelve months following the event.

Should the TJPDC obtain information that the employee was not FMLA eligible or the event did not qualify under FMLA, the designation of FMLA leave previously given may be withdrawn.

- b) **Job Restoration:** Upon return from FMLA leave, an employee is entitled to be restored to the same position that was held before the start of the FMLA leave, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. If an employee is unable to return to work after the FMLA leave benefits have been exhausted, the

employee will not have a right to return to his or her position even if there are unused accrued leave balances.

Key employees are entitled to FMLA leave but are not entitled to job restoration if re-employment after the conclusion of the leave will cause a substantial and grievous economic injury to the TJPDC. A key employee is a salaried employee who is among the highest paid ten percent of the TJPDC's workforce. A key employee will be notified in writing of his or her status in response to the employee's notice of intent to take FMLA leave, unless circumstances do not permit such notice. If a key employee is already on FMLA leave when s/he receives notice that s/he is a key employee, the employee will be given a reasonable time to return to work before losing the right to job restoration.

- c) Health Benefits: If paid leave is used for FMLA purposes, an employee will maintain the same benefits as if working. If the employee is on leave without pay, continuation in the health care plan is permitted, provided that the employee continues to pay the employee costs of the premiums. If the employee fails to make his premium payments, the employee will be provided written notice of this failure and will be given an additional fifteen days to make payment in full. If payment is not made after this notice, health benefit coverage will cease. If an employee does not return to full-time work after the conclusion of the FMLA leave, the employee is responsible for reimbursing the TJPDC for the TJPDC's share of the health care premiums paid.

6. Extended Leave Without Pay

When special circumstances require an extended leave, the Executive Director has the authority to grant a full-time employee leave without pay provided that the operations of the TJPDC's programs will not be adversely affected.

Subject to the terms, conditions, and limitations of the applicable plans, TJPDC will continue to provide health insurance benefits for the full period of the approved personal leave.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, TJPDC cannot guarantee reinstatement.

If an employee fails to report to work promptly at the expiration of the approved leave period, TJPDC reserves the right to terminate the employee.

7. Disciplinary Leave Without Pay

An employee who is absent from work without prior approval shall receive no pay for the duration of the absence and may be subject to disciplinary action that may include dismissal. If extenuating circumstances exist for the unauthorized absence, due consideration will be given.

VII. EMPLOYEE DEVELOPMENT

TJPDC recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within TJPDC.

TJPDC will provide educational assistance to full-time employees who have completed 365 calendar days of service in an eligible employment classification. To maintain eligibility employees must remain on the active payroll and be performing their job satisfactorily through completion of each course. Individual courses or courses that are part of a degree, licensing, or certification program develop the employee's value to the organization in order to be eligible for educational assistance. The Executive Director has the sole discretion to determine whether a course contributes to the employee's value to TJPDC. Requests will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

Vacation, sick leave, and holiday benefits will continue to accrue during the approved educational leave.

VIII. PERFORMANCE APPRAISALS

TJPDC will make every effort to evaluate the work of each employee by their immediate supervisor at least annually. A formal written performance evaluation will be prepared with a copy provided to the employee being appraised and a copy for the personnel files. If the employee believes that the report is unfair, he or she may prepare comments to be attached to the supervisor's appraisal report.

IX. HEALTH AND SAFETY

A. Workers' Compensation

Workers' Compensation provides benefits for an employee in the event of certain occupational illnesses, injuries, or deaths. See Appendix C for additional information.

B. Occupational Safety and Health

TJPDC is committed to providing a safe and healthy working environment for all employees. Employees shall follow all prescribed safety procedures when performing their daily activities and shall further exercise all reasonable and prudent judgment to ensure safety.

Each supervisor has the responsibility for ensuring that the various work centers are free from any recognized hazards that might lead to death or injury. Further, it is the responsibility of each employee to perform all work in a safe manner. All hazards, death, injuries and illnesses that occur at the TJPDC offices must be reported to the Executive Director within the same day of the discovery of occurrence.

Employees are directed to utilize all applicable safety procedures and to perform all work in a safe manner. Employees are responsible for bringing to their supervisor's attention any potential hazards that might exist within their workstation.

Specifically, employees shall:

1. Report all injuries, regardless of severity, to the appropriate supervisor, immediately, but no later than 24 hours.
2. Report and, if possible, correct all unsafe conditions or acts;
3. Avoid horseplay and mischief;
4. Take all standard safety precautions to prevent injury;
5. Follow all safety rules.

X. ELECTRONIC COMMUNICATIONS

A. Internet

1. Provision of Internet: TJPDC may provide electronic, digital and wire communications equipment for business purposes. The use of this equipment for personal use should be minimal and limited to breaks. Messages received, sent, and stored on this equipment will be subject to monitoring from time to time and in the course of this monitoring may be read for content. Employees should be aware that there are stored records of all communications. There should be no expectation of privacy in any communications received, sent, or stored on equipment or service provided by the TJPDC.
2. Employees Access: TJPDC may provide unlimited access to the Internet and the World Wide Web to its employees as one of the many resources available to assist them in doing their jobs better and more efficiently. Therefore, the TJPDC may establish an Internet account that may be accessed by employees.
3. Passwords and Email Addresses
 - a) Employees may be provided with passwords and e-mail addresses to enable them to use the account; these addressees and passwords are not provided to make employees' usage confidential or private. E-mail records are business records of the TJPDC. The usage of the Internet may be monitored and is subject to the same code of conduct which applies to all other actions in the workplace and using the TJPDC's Internet account in a manner that violates any rules or regulations constitutes grounds for disciplinary action, up to and including discharge. The electronic use, transmission, and storage of messages, files, images, and sounds are subject to monitoring by the TJPDC.
 - b) Employees must not share their passwords with any other individuals, including other employees or outsiders. Neither is it appropriate to attempt to subvert network security either by accessing the Internet without using your password or by seeking to discover other passwords to gain access. Employees are representatives of the TJPDC when using the TJPDC's Internet account. Accordingly, they are expected to act and to communicate professionally on the Internet, not to engage in any commercial or illegal activities, or to use the account for personal business.

4. Employer Access: The TJPDC will have access to a log of all usage, including a list of employees who have used the Internet and the sites they visited. The TJPDC will monitor this usage from time to time, and employees found to be abusing usage or using the Internet inappropriately will be subject to disciplinary action.

B. Consent to Monitoring

Employees consent to the monitoring of communications sent, received and stored on equipment provided by TJPDC, or electronic, wire, or digital services by the TJPDC, as a condition of employment.

XI. ALCOHOL AND DRUG FREE WORKPLACE

The Federal Government requires a drug-free workplace be provided when activities are funded with a federal grant. To ensure a drug-free workplace, the employer is required to share a policy with the employees and make them aware of the effect such violations will have on their employment. The employer is further required to make employees aware of programs available related to drug-free workplaces. The Thomas Jefferson Planning District Commission has adopted this policy in response to this requirement. Copies of the drug testing policy will be provided to all employees. Employees will sign an acknowledgment form indicating that they have received a copy of the drug testing policy. Questions concerning this policy or its administration should be directed to the Executive Director.

A. Employee Responsibilities

1. No employee shall unlawfully manufacture, dispense, possess, use, or distribute any controlled substance, medication, or alcohol.
2. Any employee convicted under a federal or state statute regulating controlled substances shall notify their supervisor and the Executive Director within five days after the conviction.
3. No employee shall consume alcoholic beverages immediately before work, during work hours, or while at work during breaks or lunches.
4. No employee shall be impaired by alcoholic beverages immediately before work, during work hours, or while at work during breaks or lunches.
5. No employee shall represent the TJPDC in an official capacity while impaired by alcohol, illegal drugs, or medication.
6. No employee, using medication that may impair performance, shall operate a motor vehicle or engage in safety sensitive functions while on duty for the TJPDC.
7. If an employee is using a prescription or non-prescription medication that may impair performance of duties, the employee shall report that fact to his or her supervisor.
8. An employee who has reason to believe that the performance of another employee is impaired by alcohol, illegal drugs, and/or medication shall immediately notify the supervisor or The Executive Director.

B. Disciplinary Action

Because of the serious nature of illegal use or abuse of alcohol, controlled substances, and/or non-prescribed use of medication, appropriate employee disciplinary action will be taken for any violation of this policy, up to and including termination.

C. Drug & Alcohol Testing

In order to achieve a drug-free work place, employees in, and applicants for, safety sensitive positions shall be required to participate in all of the following alcohol and controlled substances testing:

1. When an applicant for a safety-sensitive position has been extended a conditional offer of employment but before beginning work.
2. When there is a reasonable suspicion to believe that the employee is in an impaired state.
3. When the employee has been involved in an on duty accident or has endangered others in the workplace.
4. On a random basis for safety sensitive positions.
5. As a condition for return to duty after testing positive for controlled substances or alcohol.
6. As part of follow-up procedures to return-to-duty related drug or alcohol violations.

XII. EMPLOYEE RIGHTS AND RESPONSIBILITIES

A. Standards of Conduct

At a minimum, the following standards are expected of all employees:

1. Timely and regular attendance.
2. Dependable application of time. Employees are expected to apply themselves to their assigned duties during the full schedule for which they are compensated.
3. Appropriate and professional attire.
Appropriate attire precludes the wearing of wind, jogging, sweat or athletic suits, shorts, flip-flops, clothing that is too tight or too short, spandex, halter tops, cropped tops, tank tops, sweatshirts, beachwear of any kind and clothing that implies or contains partisan, commercial or derogatory slogans or pictures. This is by no means a complete listing of all inappropriate clothing. The employee's supervisor or Executive Director will determine if any attire or the manner in which any attire is worn is inappropriate for conducting the business of the TJPDC. If determined inappropriate, an employee may be asked to change to the appropriate attire and will be given a verbal warning. Repeated violations of the dress code may result in disciplinary action.
4. Courteous and professional behavior toward the public and fellow employees.
5. Appropriate use and maintenance of TJPDC-owned property.

B. Conflict of Interest

1. Employee Obligation: Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest.
2. Definition of Conflict of Interest: An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of TJPDC's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

3. Disclosure: No “presumption of guilt” is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of TJPDC as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.
4. Gifts and Special Consideration: Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the TJPDC does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the TJPDC.

C. Outside Employment

1. Employees shall not undertake other employment in planning or a related profession, whether or not for pay, without having made full written disclosure to the TJPDC and having received subsequent written permission to undertake additional employment.
2. Employees shall not accept from anyone other than the TJPDC any compensation, commission, rebate, or other advantage that may be perceived as related to TJPDC employment.

D. Ownership of Work Performed at TJPDC

Employees may not receive any income or material gain from individuals outside the TJPDC for materials produced or services rendered while performing their jobs. TJPDC retains ownership of all work produced by its employees. Employee agrees to transfer and assign, and hereby transfers and assigns, to TJPDC, without further compensation, the entire right, title and interest throughout the world in and to: (a) all intellectual property resulting from Employee’s work for or on behalf of TJPDC and (b) all creations and inventions that are otherwise made through the use of TJPDC’s equipment, supplies, facilities, materials and/or proprietary information. (“IP Work”) All such IP Work that is protectable by copyright will be considered work(s) made by the Employee for hire for Company (as defined in the United States Copyright Act, 17 U.S.C. Å 101) and will belong exclusively to TJPDC. If by operation of law any of such IP Work is not owned in its entirety by TJPDC automatically upon creation, Employee agrees to transfer and assign, and hereby transfers and assigns, the same to TJPDC.

E. Political Activity

1. An employee shall not be coerced to support a political activity, whether funds or time are involved.
2. An employee shall not engage in political activity on work premises during work hours.
3. An employee shall not use TJPDC-owned equipment, supplies or resources, and other attendant material (diskettes, paper, computer online and access charges, etc.) when engaged in political activities.
4. An employee shall not use, discriminate in favor of or against, any person or applicant for employment based on political activities.
5. An employee shall not use the employee’s title or position while engaging in political activity.

XIII. SMOKING – TJPDC WORKPLACE

In keeping with TJPDC’s intent to provide a safe and healthful work environment, smoking, e-cigarettes, and tobacco use are prohibited throughout the workplace and TJPDC vehicles.

This policy applies equally to all employees, customers, and visitors.

XIV. DISCIPLINE AND GRIEVANCES

To ensure orderly operations and provide the best possible work environment, TJPDC expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

The TJPDC encourages informal two-way communication between employees and supervisors. Where professional or personal problems affect a staff member’s ability to function optimally, the employee should discuss the problems with his or her immediate supervisor. The TJPDC expects that this informal, open communication policy will minimize the need to use the formal grievance procedure established under these policies.

A. Disciplinary Action

If an employee’s work performance or behavior is deemed unsatisfactory, the following kinds of disciplinary action may be taken, depending upon the circumstances: oral admonishment, written reprimand, suspension, demotion or dismissal. Other types of discipline may be used in addition to those listed.

The following are examples of infractions of rules of conduct that may result in discipline. The list is not inclusive and other misconduct may be subject to disciplinary action:

1. Theft or inappropriate removal or possession of property;
2. Falsification of timekeeping records;
3. Working under the influence of alcohol or illegal drugs;
4. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment;
5. Performing official duties in a rude and discourteous manner, fighting or threatening violence while on duty;
6. Negligence or improper conduct leading to damage of employer-owned or customer-owned property;
7. Sexual or other unlawful or unwelcome harassment;
8. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
9. Excessive absenteeism or any absence without notice
10. Unauthorized use of telephones, mail system, internet, or other employer-owned equipment for non-TJPDC business activities
11. Violation of personnel policies
12. Unsatisfactory performance or conduct
13. Violating any lawful official regulation or order or willfully failing to obey a proper direction of the supervisor or Executive Director.

B. Notification

Prior to imposing disciplinary action, including termination, the supervisor shall inform the employee of the reason for the discipline and the employee shall have the right to comment on the discipline. However, the supervisor may have the employee removed from the workplace prior to giving an opportunity to comment if the employee's continued presence poses a safety danger or is disruptive to the workplace.

C. Grievance

The TJPDC grievance procedure is available for full-time employees of TJPDC. The grievance procedure is defined in Appendix A.

XV. TERMINATION OF EMPLOYMENT

TJPDC will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to TJPDC, or return of TJPDC-owned property. Suggestions, complaints, and questions can also be voiced. Employees will receive their final pay in accordance with applicable state law.

A. Resignation

To resign in good standing, an employee must give at least two weeks advance notice. If special circumstances exist, the Executive Director may waive the notice requirement. Failure to give the required advance notice will result in forfeiture of compensation for accrued leave. Failure to return to work at the expiration of an approved leave of absence shall be interpreted as a resignation. Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

B. Lay-off

TJPDC reserves the right to dismiss employees for lack of available work or funds. In such cases, every effort will be made to give the employees affected a minimum of two weeks advance notice.

C. Termination for Inability to Perform

An employee may be terminated if he or she becomes physically or mentally unable to perform the duties of the position. However, any such action shall be taken in a manner that complies with the requirements of the Americans with Disabilities Act.

D. Dismissal

Dismissal is an involuntary employment termination initiated by TJPDC as a result of unsatisfactory work performance or behavior.

E. Retirement

An employee may voluntarily terminate employment upon meeting age and length of service requirements for retirement.

XVI. MODIFICATION OF POLICIES

These policies do not constitute a contract of employment. The policies as a whole, or individually by section, may be modified, amended, or rescinded at the sole discretion of the TJPDC without notice.

APPENDIX A GRIEVANCE PROCEDURE

The purpose of this procedure is to provide a prompt, fair, and orderly method for the resolution of employee grievances initiated by eligible employees of the TJPDC.

I. GRIEVANCE DEFINED

- A. A grievance is a complaint or dispute by an employee related to his or her employment, including but not necessarily limited to:
1. Disciplinary actions, including dismissals, disciplinary demotions, and suspensions, provided that dismissals result from formal discipline or unsatisfactory job performance.
 2. The application of personnel policies, procedures, rules and regulations
 3. Discrimination on the basis of race, color, creed, religion, age, disability, national origin, sexual orientation or gender.
 4. Acts of retaliation as the result of the use of or participation in the Grievance Procedure or because the employee has complied with any law of the United States or the Commonwealth, has reported any violation of such law to a governmental authority, has sought any change in law before the Congress of the United States or Virginia General Assembly, or has reported an incidence of fraud, abuse, or gross mismanagement.
- B. Management Rights and Prerogatives
- TJPDC reserves to itself the exclusive right to manage the affairs and operations of the TJPDC. Accordingly, complaints involving the following management rights and prerogatives are not grievable:
1. Establishment and revision of wages or salaries, position classification or general benefits.
 2. Work activity accepted by the employee as a condition of employment or work activity which may reasonably be expected to be part of the job content.
 3. The contents of personnel policies, procedures, rules and regulations.
 4. Failure to promote except where the employee can show that established promotional policies or procedures were not followed or applied fairly.
 5. The methods, means and personnel by which work activities are to be carried on.
 6. Termination, layoff, demotion or suspension because of lack of work, reduction in work force, or job abolition, (except where such action affects an employee who has been reinstated within the previous six months as the result of the final determination of a grievance) provided that such action shall be upheld on a showing by the Commission that:
 - a) There was a valid business reason for the action and
 - b) The employee was notified on the reason in writing prior to the effective date of the action
 7. Promotion, transfer or reassignment of an employee, except where the transfer or reassignment was in retaliation for an otherwise grievable action.

II. ELIGIBILITY

All TJPDC employees are eligible to participate in the Grievance Procedure.

III. PROCEDURE

The following formal procedures are set forth for clarity; however, it is the desire of the Commission that differences be resolved in an informal manner prior to entering into this formal procedure. Informal resolution takes the form of conversations and/or written explanations for discussion purposes between the employee and his or her immediate supervisor.

- A. If an employee's complaint cannot be resolved by informal resolution, an employee may initiate a grievance upon the filing by an employee (the "Grievant") of an initial written complaint, including any documents to exhibits to be attached (the "Grievance") directed to the employee's immediate supervisor (the "Supervisor"). The time limit for filing a Grievance shall be no more than thirty (30) days following the action giving rise to the grievance. The Grievance must include a statement of the action or actions being grieved, as well as a statement by the employee of the desired resolution of the Grievance. The Supervisor must both (i) acknowledge receipt, in writing, of a Grievance, and (ii) set a date and time for an in-person discussion of the Grievance with the Grievant, within five (5) business days after the Grievance is submitted to the Supervisor. The in-person discussion must be scheduled for a date not more than five (5) business days after the Supervisor's acknowledgment. Within five (5) business days after the in-person discussion, the Supervisor must complete such investigation and review of the Grievance, as the Supervisor deems appropriate, and communicate in writing his or her decision to the Grievant.
- B. If a Grievant is dissatisfied with the decision of the Supervisor, the Grievant shall have five (5) business days from the date of receipt of the Supervisor's decision in which to submit the Grievance and a written request for review to the Fiscal Officer. The Fiscal Officer must both (i) acknowledge receipt, in writing, of a Grievance, and (ii) set a date and time for an in-person discussion of the Grievance with the Grievant, within five (5) business days after the Grievance is submitted to the Fiscal Officer. The in-person discussion must be scheduled for a date not more than five (5) business days after the Fiscal Officer's acknowledgment. Within five (5) business days after the in-person discussion, the Fiscal Officer must complete such investigation and review of the Grievance, as the Fiscal Officer deems appropriate, and communicate in writing his or her decision to the Grievant.
- C. If a Grievant is dissatisfied with the decision of the Fiscal Officer, the Grievant shall have five (5) business days from the date of receipt of the Fiscal Officer's decision in which to submit the Grievance and a written request for review to the Executive Director. The Executive Director must both (i) acknowledge receipt, in writing, of a Grievance, and (ii) set a date and time for an in-person discussion of the Grievance with the Grievant, within five (5) business days after the Grievance is submitted to the Executive Director. The in-person discussion must be scheduled for a date not more than five (5) business days after the Executive Director's acknowledgment. Within five (5) business days after the in-person discussion, the Executive Director must complete such investigation and review of the Grievance, as the Executive Director deems appropriate, and communicate in writing his or her decision to the Grievant. The decision of the Executive Director shall be final and not subject to further grievance; provided, however, that if the complaint which forms the basis for the Grievance relates to any action of the Executive Director, the decision of the Executive Director with respect to the Grievance shall be further reviewed and approved, modified or replaced by the decision of the Chairman of the Commission.

- D. After the filing of a Grievance, failure of either the Grievant or the Commission to comply with all substantial procedural requirements of this Grievance Procedure (including any Panel hearing as hereinafter provided for), without just cause, shall result in a decision in favor of the other party on any grievable issue, provided the party not in compliance fails to correct the noncompliance within five (5) business days after receipt of written notice from the other party of the compliance violation. Such written notification, if made by the Grievant, shall be made to the Executive Director. All such procedural compliance issues shall be determined by the Chairman of the Commission.
- E. The Supervisor, Fiscal Officer and Executive Director shall be entitled to conduct such investigations of a Grievance as such person deems appropriate, including, without limitation, the conduct of interviews with appropriate witnesses and the examination of appropriate documentation.
- F. All documentation related to a Grievance shall be kept on file for the duration of employment plus seven years.

IV. NO CONTRACTUAL RIGHTS.

Nothing contained in this Grievance Procedure shall create any contractual obligation in favor of any employee, including any contractual right of employment between the Commission and any of its employees, it being understood that all employees of the Commission are “at will” employees and that the Commission may terminate the employment relationship at any time, with or without notice and with or without reason or cause.

APPENDIX B

WORKER'S COMPENSATION ADMINISTRATIVE PROCEDURES

Workers' Compensation Policy

Our first responsibility is the prevention of occupational injuries and illnesses. Despite our best efforts, injuries and illnesses do sometimes occur. Workers' Compensation provides benefits for an employee in the event of certain occupational illnesses, injuries, or death.

Reporting

Employees are required to immediately report, in writing, all workplace injuries, conditions or illnesses, to their supervisor. All incidents shall be reported no matter how insignificant and regardless if medical treatment is necessary. The employee should retain a copy of the written notice given to the supervisor. If the immediate supervisor is not available, report must be made to the Finance Director. Late reporting by the employee can result in delayed or denied workers' compensation benefits.

The Supervisor or Finance Director shall immediately complete an accident report and submit this report to its workers compensation provider (usually VML Insurance). Delays in reporting can jeopardize the employees' rights under the workers' compensation law and subject TJPDC to penalties, which can be assessed by the Virginia Workers' Compensation Commission. All accident reports shall be submitted to the workers compensation provider within 24 hours of the notification of a work related injury or illness.

Panel of Physicians

TJPDC has an approved Panel of Physicians for treating workers' compensation injuries and illnesses. The supervisor shall, immediately upon notification of a work related injury or illness, provide the employee with a copy of the Panel of Physicians. The employee shall sign and date an acknowledgement of receipt of the Panel of Physicians and the supervisor shall witness the employee's signature. The Panel of Physicians shall be offered to the employee, regardless if the employee intends to receive medical attention. The supervisor shall provide the employee with a copy of the signed Panel. Treatment by a physician or medical facility outside of the panel will be at the employee's expense. However, in the event of an emergency the employee may seek treatment at the closest emergency facility. Once the emergency treatment is completed a panel physician must be chosen for follow up care.

Medical Treatment

An employee shall not utilize health insurance for situations believed to be work related, unless the claim is denied by the workers compensation carrier.

Wage Loss Benefits

An employee is not entitled to lost wage compensation for the first seven days of incapacity resulting from a work related disability. The Virginia Workers' Compensation Law includes weekends/holidays in this count, and these days do not need to be consecutive.

The employee will be given the option of using earned sick or annual leave for up to seven days. If the employee chooses not to use earned leave this will be excused leave without pay. It is the employee's responsibility to notify his supervisor regarding how he/she would like to charge the first seven days missed. If a designation is not made, the period missed from work will not be compensated by the employer.

If the absence is longer than seven days, the employee may receive compensation benefits from VML Insurance Programs in accordance with the provisions of the Virginia Workers' Compensation Act.

If an employee is out of work over twenty-one days for a covered injury/illness, which disability is authorized by a panel physician, the employee will receive from VML Insurance Programs, compensation for the first seven days. The employee may turn this payment over to, or reimburse TJPDC for the amount of compensation awarded to the employee for the first seven days of absence and the TJPDC shall reinstate the employees' earned leave. Because workers' compensation benefits are not taxable, TJPDC shall make a taxable adjustment on this pay.

Injured employees do not continue to accrue sick and annual leave while out of work due to a workers' compensation injury/illness.

Temporary and part-time employees who are not eligible for annual leave and employees who have no earned leave available will not receive pay for the first seven days missed from work unless the employees absence is greater than twenty-one days under the conditions described above.

Earned annual or sick leave cannot be used concurrently with workers' compensation benefits.

Work related disability will be designated under the Family Medical Leave Act (FMLA) and will run concurrently with workers' compensation benefits, if the disability constitutes a "serious health condition".

While receiving workers' compensation benefits, any voluntary deductions are the responsibility of the employee.

Earned annual or sick leave may be used for disability resulting from a denied workers' compensation claim and disability will be designated under FMLA, if the disability constitutes a "serious health condition".

Return to Work – Light / Modified Duty:

TJPDC shall make every effort to provide light/modified duty for employees with temporary restrictions resulting from a work-related disability. All light/modified assignments will be within the employee's medical capability and will adhere to the treating physician's recommendations. The light/modified assignment may or may not be in the same occupation, department, pay scale, hours, etc. as the employee was performing prior to the work-related injury or illness.

If an employee refuses a light/modified assignment that has been approved by their treating physician and is within their capabilities, his/her workers' compensation benefits will be jeopardized.

**APPENDIX C
FORMS**

EMPLOYEE ACKNOWLEDGMENT FORM

The employee handbook describes important information about TJPDC, and I understand that I should consult the Executive Director regarding any questions not answered in the handbook. I have entered into my employment relationship with the TJPDC voluntarily and acknowledge that there is no specified length of employment. Accordingly, either TJPDC or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to TJPDC's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Commission of the TJPDC has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

SIGNATURE

DATE

EMPLOYEE'S NAME (TYPED OR PRINTED)

DRUG-FREE WORKPLACE POLICY ACKNOWLEDGEMENT

It is the policy of the Thomas Jefferson Planning District Commission that all employees of the Commission are hereby notified that:

1. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace.
2. The workplace is defined as the environs of the office, presently located at 401 East Water Street, Charlottesville and any and all other places at which the employees conduct the work of the Commission.
3. Should an employee be seen engaged in activities outlined in paragraph number 1, the employee will be suspended for a period of no more than three months while an investigation is conducted by the Executive Director and a member of the Commission. Should the Executive Director be found to be engaged in activities in paragraph number 1, two members of the Commission shall chose a staff person to investigate the charges.

The findings of the investigation will be shared with the employee when completed and a decision on continuation of employment or a rehabilitation program will be made at that time.

Manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace may subject the employee to a severance of employment. If education or rehabilitation is feasible, and the employee agrees to such a program, continuation of employment will be considered.

Information concerning the availability of drug-free programs will be made available to the employees as such programs are conducted. Employees may seek treatment; coverage may be included in the health plan.

Employee acknowledgment:

I have read the above Drug-Free Workplace Policy and am aware of the consequences of violating the policy.

SIGNATURE

DATE

EMPLOYEE'S NAME (TYPED OR PRINTED)

MEMO

To: TJPD Commissioners
From: Chip Boyles, Executive Director
Date: October 6, 2016
Re: Executive Director's Report

Purpose: To inform Commissioners of Agency Activities since September 1, 2016

Administration

- October Meeting Agenda
 - Presentations
 - Charlottesville Area Alliance, “Working Together for an Age-Friendly Community” will present on the regional start-up alliance promoting the development of an age-friendly regional community. Sue Friedman from Alzheimer's Association Central and Western Virginia and Gary Selmeczi from Westminster Canterbury of the Blue Ridge will present.
 - Consent Agenda
 - Minutes from September 1, 2016
 - Intergovernmental Reviews
 1. None to report.
 - August 2016 Financials
 1. Financial reports are attached for review. Financial Reports are presented in detail every quarter to the Commission. Monthly reports will be reviewed by the Finance Committee and included in the Commission Packets under Consent Agenda items for acceptance.
 2. Net quick assets have grown to \$484,103. Based upon the twelve month average for operating expenses, we are now at over 6 months of available operating expenses. If this balance continues to stabilize and grow above the target level, we will begin to budget the excess amount into longer term savings funds to meet agency long term capital goals.

As a reminder, it is our goal to build our reserves back to and above FY12 levels where we will have 1) at least 6 months operating expenses in reserves 2) allow us to make some capital improvements to the building to enhance the ability to use and rent out Water Street Center and the Water Street Space offices, 3) utilize reserves for unanticipated grant match for local/regional grant opportunities and 4) to save for the possible purchase of a building (space) at some time in the future.

3. Unrestricted Cash on Hand as of August 30, 2016 was \$222,501 or almost 3 months of average monthly operating expenses. September experienced a larger than normal decrease, though not below our Concern Level. This decrease was due to a large expenditure for a VDOT project of \$123,000 that we did not receive reimbursement for until September. We also have not begun to receive FY17 DHCD and Rideshare funding payments. We expect to be back to normal in September.
 4. We had a net gain of \$10,501 for the month of August. This gives us a fiscal year net gain of \$ 7,549. Our FY17 Operating Budget estimates a \$ 0 net gain for the year. So far, we are well ahead of our budgeted annual net gain, and on target for our Financial Goal of \$50,000 per year.
 5. Accrued revenues of existing grant and contract balances for FY17 is \$809,625 available for the remaining fiscal year. This provides \$80,962 in funds per month available for operating expenses. Average monthly operating expenses are \$78,512. This would produce a surplus of \$2,450 per month. There remain two known contracts that have not been included in the report; SHRP2 for \$100,000 and Nelson County for \$28,787. Once included, available monthly resources will adequately cover expected monthly expenses for the fiscal year.
- The achievements of planning are celebrated in October with National Community Planning Month by asking local governments to acknowledge the importance of community planning. The 2016 theme is Civic Engagement. The theme underscores the necessity of engaging the public, elected officials, and key leaders in discussions that shape the future of our cities. Thoughtful local planning cannot happen without meaningful civic engagement.

○ **Consideration of Resolutions**

- The Projected FY18 Budget is approved by the Commission prior to the effective fiscal year in preparation of our local government members' budget preparation cycle. A revenue request is established based upon expected expenditures for the upcoming fiscal year. Revenue requests are forwarded to the local governments for their consideration for funding to the TJPDC. The TJPDC is usually notified in May of the local governments' approved funding.

The Projected FY18 Budget incorporates changes to revenue and expense assumptions from the FY17 Budget and adjusted to include changes that have occurred during the first quarter of FY17 and expected throughout FY17 and into FY18.

The FY18 projected budget is conservative in projected revenues and anticipates a zero balanced budget. For FY18, we recommend keeping the per capita rate constant as past years adjusting only for increased population as defined by the Weldon Cooper Center. We also recommend establishing a per capita rate of \$0.40 per person for the funding of the legislative liaison. This does not currently fund the full legislative liaison program and requires supplemental funds to come from the general fund per capita revenues. The Rivanna River Basin Commission requests for the second year, \$10,500 to be funded for RRBC activities. Greene and Fluvanna Counties funded their portion in FY17 with Charlottesville and Albemarle not approving any funding for RRBC. We have also included a funding

request for Greene County's continuance in Rideshare programs. Greene has not funded Rideshare in the past, but is the fastest growing local government using these services.

FY18 expenses do not include any major increases to include no salary raises or bonuses, no new employees and no capital expenditures. One temporary planner position is budgeted for discontinuance if no additional funding streams are identified by July 1, 2017.

The FY17 Amended Budget updating the FY17 Operating Budget will be presented to you in December for consideration. The amended budget allows staff to include updated revenue and expense numbers and include grants, contracts and agreements that have been awarded since the May budget approval. This will act as the TJPDC's final operating budget for FY17.

More detail is provided in the accompanying Budget Memo.

- VDOT's Smart Scale (HB2) transportation funding requests are due for local governments and transportation agencies at the end of September. Applicants have until December to obtain endorsement from their regional transportation planning agencies, PDC's for rural and MPO's for urban. We have been working with regional governments to review and recommend to the Commission their projects. These recommendations are presented to you for your consideration. Additions and revisions may occur as applications are finalized and may be recommended to you in November for further consideration. While all project details and costs are not known at this time, we are presenting you with our recommendations for support.
- The 2016 Regional Solid Waste Management Plan is an update to the 2011 Thomas Jefferson Solid Waste Management Plan. It includes a description of existing and projected solid waste needs and facilities, as well as a plan for management of the solid waste generated by residential, industrial and commercial activities of the Thomas Jefferson Solid Waste Planning Unit (TJSWPU). This document serves as the regional plan for the TJSWPU, which is made up of the Counties of Albemarle, Greene, and Fluvanna, the City of Charlottesville, and the towns of Columbia, Scottsville, and Stanardsville. The plan meets the solid waste planning requirements for each locality participating in the planning unit by describing existing and proposed solid waste management systems that support the hierarchy of source reduction, reuse, recycling, resource recovery, incineration, and landfilling.
- Attached is an updated Employee Handbook. Employee Handbooks should be routinely reviewed and amended for changing legislation, specific services and benefits and any budget related items. We are specifically reviewing benefit changes by name, holidays, and changing federal labor legislation. Items of note revised from the current handbook review and recommendations from the last Commission meeting include:
 1. Changing the Lee-Jackson holiday to Veteran's Day holiday.
 2. Changing one-half day holiday for Christmas Eve to a whole day.

3. Referencing an employee classification and compensation schedule in each year's annual operating budget.
4. Clarifying health and other insurance carrier to be the current provider and subject to change.
5. Revising health insurance coverage employer/employee contributions for employees hired after July 1, 2016. New employees only receive 100% employer paid coverage. Dependents receive 0% employer paid coverage.
6. Eliminating the use of sick leave during the termination notice period.
7. Legal clarifications provided by the on-call attorney for the TJPDC.

Staff has included the changes to Section III adding transgender and gender identity to equal opportunity and harassment definitions.

Closed Session

- For possible inclusion in October's agenda will be the consideration of the Executive Director's Contract for Employment. The contract is being considered for renewal, a salary adjustment, and a contract term adjustment to coincide with the TJPDC fiscal year. A vote is required in open session for any personnel actions to include contract changes and salary adjustments.

Next Meeting – November 3, 2016

- The TJPDC annual audit will be presented at the November meeting.

Transportation

- MPO
 - MPO has initiated a review of Regional Transit coordination and organizational options within the MPO area. This is completed within the FY2016 MPO Unified Work Plan. The final report will be presented to the MPO, PACC, City of Charlottesville and Albemarle County in February.
 - Staff continues to work with the Staunton-Augusta-Waynesboro MPO on the Harrisonburg to Charlottesville Public Transit Study. A draft study is now complete and under review.
 - The MPO is coordinating a small area plan effort to plan the next phase of Route 29 solutions that includes the Hydraulic/29 intersection and Hydraulic Extended South projects for preliminary engineering and small area planning.
 - MPO is working with Charlottesville, Department of Rail and Public Transit, Amtrak and Amtrak Station property owner to explore what is requested by Amtrak to accommodate the new rail service and how this may be best met at the site.
 - The MPO is coordinating an I-64 corridor study with VDOT and the SAW MPO. This project begins October 1st and end September 30th.
 - The CAMPO and SAW MPO will hold a joint meeting in Fishersville on October 26th.
- Rural
 - Staff continues to meet with local planning commissions receiving local road and transportation needs input for the Rural Transportation Plan update.
 - Staff spoke at the VDOT Local Programs Workshop in Roanoke on Smart Scale applications and regional coordination.

Environmental

- Rivanna Renaissance Planning Committee
 - TJPDC has refined the recommended Next Steps for corridor planning. City and County staff are reviewing before scheduling how best to receive direction from the Charlottesville City Council and Albemarle County Board of Supervisors.

Planning

- Staff continues to work on the Rockfish Valley small area plan project with Nelson County. This project is expected to be completed this fall. Nelson County has experienced unprecedented community engagement on this project with over 400 respondents of a community survey and over 100 attendees at a community meeting.
- Staff has received an agreement from Nelson County to perform a corridor economic development plan for the US 29 commercial corridor. The project will include sub-contracting work by a marketing firm from Richmond to assist Nelson with an economic development marketing strategy.
- Staff is assisting Fluvanna County with Economic Development data and a marketing brochure for the Zions Crossroads area.

Regional

- Regional Growth, Development and Financing Conference
 - Staff interns have begun organizing a Regional Conference to bring together elected officials, appointed planning officials, governmental staff, developers, design professionals, businesses, students and professors to collectively learn about regional growth and design topics and ways to finance activities.



RESOLUTION

Approving the Employment Agreement for Executive Director of the Thomas Jefferson Planning District Commission

WHEREAS, the Thomas Jefferson Planning District Commission appointed Charles P. Boyles, II as Executive Director for the Thomas Jefferson Planning District Commission effective April 14, 2014; and

WHEREAS, the Thomas Jefferson Planning District Commission wishes to amend and extend the current Employment Agreement with the Executive Director setting forth the salary, benefits, term and other requirements; and

NOW, THEREFORE, BE IT RESOLVED that the Thomas Jefferson Planning District Commission hereby approves the Employment Agreement as amended and dated October 6, 2016 and authorizes the Thomas Jefferson Planning District Commission Chair to execute same for and on behalf of the Commission.

Passed and Adopted in Open Session of the regular meeting of the Thomas Jefferson Planning District Commission held on October 6th, 2016.

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

By: _____

Andrea Wilkinson, Chair