



**CITY OF HOPEWELL**

Hopewell, Virginia 23860

**AGENDA**

PHONE: 541-2249  
FAX: 541-2248

e-mail: [info@hopewellva.gov](mailto:info@hopewellva.gov)  
[rkearney@hopewellva.gov](mailto:rkearney@hopewellva.gov)  
[www.hopewellva.gov](http://www.hopewellva.gov)

**CITY COUNCIL**

Brenda S. Pelham, Mayor, Ward #6  
Christina J. Luman-Bailey, Vice Mayor, Ward#1  
Arlene Holloway, Councilor, Ward #2  
Anthony J. Zevgolis, Councilor, Ward #3  
Jasmine E. Gore, Councilor, Ward #4  
K. Wayne Walton, Councilor, Ward #5  
Jackie M. Shornak, Councilor, Ward #7

Mark A. Haley, City Manager  
Stefan M. Calos, City Attorney  
Ross A. Kearney, III, City Clerk

**Date: October 25, 2016**

**MUNICIPAL BUILDING**

**TIME:** Closed Meeting 6:30 p.m.  
Regular Meeting 7:30 p.m.

**OPEN MEETING**

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

**Motion: To amend/adopt agenda**

**Motion:** To go into closed meeting for (I) discussion of specific appointees of City Council (Hopewell Redevelopment & Housing Authority, Economic Development Authority, District 19 Community Services Board, City Clerk ); (II) discussion concerning the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position and negotiating strategy of City Council; (III) consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation (Vireol/Green Plains), where such consultation or briefing in open meeting would adversely affect the negotiation or litigation posture of City Council; and (IV) consultation related thereto and other specific legal matters (including code enforcement) requiring the provision of legal advice by counsel retained by City Council, in accordance with Virginia Code §2.2-3711 (A)(1) (3) and (7), respectively.

**Roll Call**

**CLOSED MEETING**

**RECONVENE OPEN MEETING**

**CERTIFICATION PURSUANT TO VIRGINIA CODE § 2.2-3712 (D): WERE ONLY PUBLIC BUSINESS MATTERS (I) LAWFULLY EXEMPTED FROM OPEN-MEETING REQUIREMENTS AND (II) IDENTIFIED IN THE CLOSED-MEETING MOTION DISCUSSED IN CLOSED MEETING?**

**Roll Call**

**REGULAR MEETING**

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

Prayer by Rev. April Weaver of First Baptist Church, followed by the Pledge of Allegiance to the Flag of the United States of America.

### CONSENT AGENDA

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

- C-1 **Minutes:** None
- C-2 **Pending List:** Updated pending list provided July 26, 2016
- C-3 **Routine Approval of Work Sessions:** None
- C-4 **Personnel Change Report & Financial Report:** None
- C-4 **Ordinances on Second & Final Reading:** None
- C-5 **Routine Grant Approval:** None
- C-6 **Public Hearing Announcement:** None
- C-7 **Information for Council Review:** Minutes of the 9-1-16 meeting of the School Board of the City of Hopewell; Governor McAuliffe Kicks off Commonwealth of Virginia Workplace Giving Campaign; minutes of the Water Renewal Commission 7-18-16 meeting; minutes of the Water Renewal Commission 8-22-16 meeting
- C-8 **Resolution:** Move the 11-8-16 Regular Meeting from Election Day to 11-9-16
- C-9 **Proclamations/Presentations:** Condolence Proclamation for Herndon Smith; Proclamation for Domestic Violence Awareness Month; Proclamation for Rev. Dunbar at his retirement

### PUBLIC HEARINGS

*Each person addressing the Council shall approach the microphone, give name and limit comments to **three (3) minutes** or less. No person shall be permitted to address Council a second time until all others have been heard once, and no one shall speak more than twice on any subject in any one meeting. All remarks shall be addressed to Council as a body and not to any member thereof. No person other than the Council and the person having the floor shall enter into any discussion either directly or through a member of the Council without permission of the presiding officer. No question shall be asked except through the presiding officer (see Council Rule 405).*

### COMMUNICATIONS FROM CITIZENS

*Communications from Citizens – A Communications from Citizens period, limited in total time to 30 minutes, shall be part of the Order of Business at each regular Council meeting. **Each speaker** will be limited to **three (3) minutes**. No citizen will be permitted to speak on any item scheduled for consideration on the regular agenda of the meeting. (See Council Rule 405).*

### REGULAR BUSINESS

#### Reports of City Manager

- R-1. **Regular Business:** – Presentation from Finance Director on Comprehensive Annual Financial Report (CAFR) Preparation and Update

**R-2. Regular Business: – Recreation and Parks appropriation of \$8,875 from auction**

**ISSUE:** Recreation and Parks Department is requesting is requesting the appropriation of surplus property auction revenue in the amount of \$8,875.

**RECOMMENDATIONS:** City Administration recommends approval.

**MOTION:** To appropriate \$8,875 in auction proceeds to the Recreation and Parks Department to be used towards operating expenses related to maintenance and recreational programming.

**Roll Call**

**R-3 Regular Business – Presentation by Code Enforcement regarding property maintenance and enforcement.**

**R-4 Regular Business – Presentation by the City Manager regarding the citizen complaint process (how complaints are handled).**

**Reports of the City Attorney**

**Reports of the City Clerk:**

**Accepting TBR's for ALL Boards and Commissions:** [www.hopewellva.gov](http://www.hopewellva.gov) – Including for the Social Services Advisory Board, Architectural Review Board, District 19 Community Services Board, Economic Development Authority, Planning Commission and the Transportation and Safety Board.

**Reports of City Council:**

**Committees**

**Individual Councilors:**

**Citizen/Councilor Requests**

- CCR-1 Luman-Bailey – VML Report
- CCR-2 Shornak – Request update on public safety buildings
- CCR-3 Shornak – Request monthly update on economic development activities
- CCR-4 Shornak – Request an update on Hopewell Downtown Partnership activities from Evan Kaufman
- CCR-5 Shornak – Request update on the Beacon regarding its finances from the City Manager

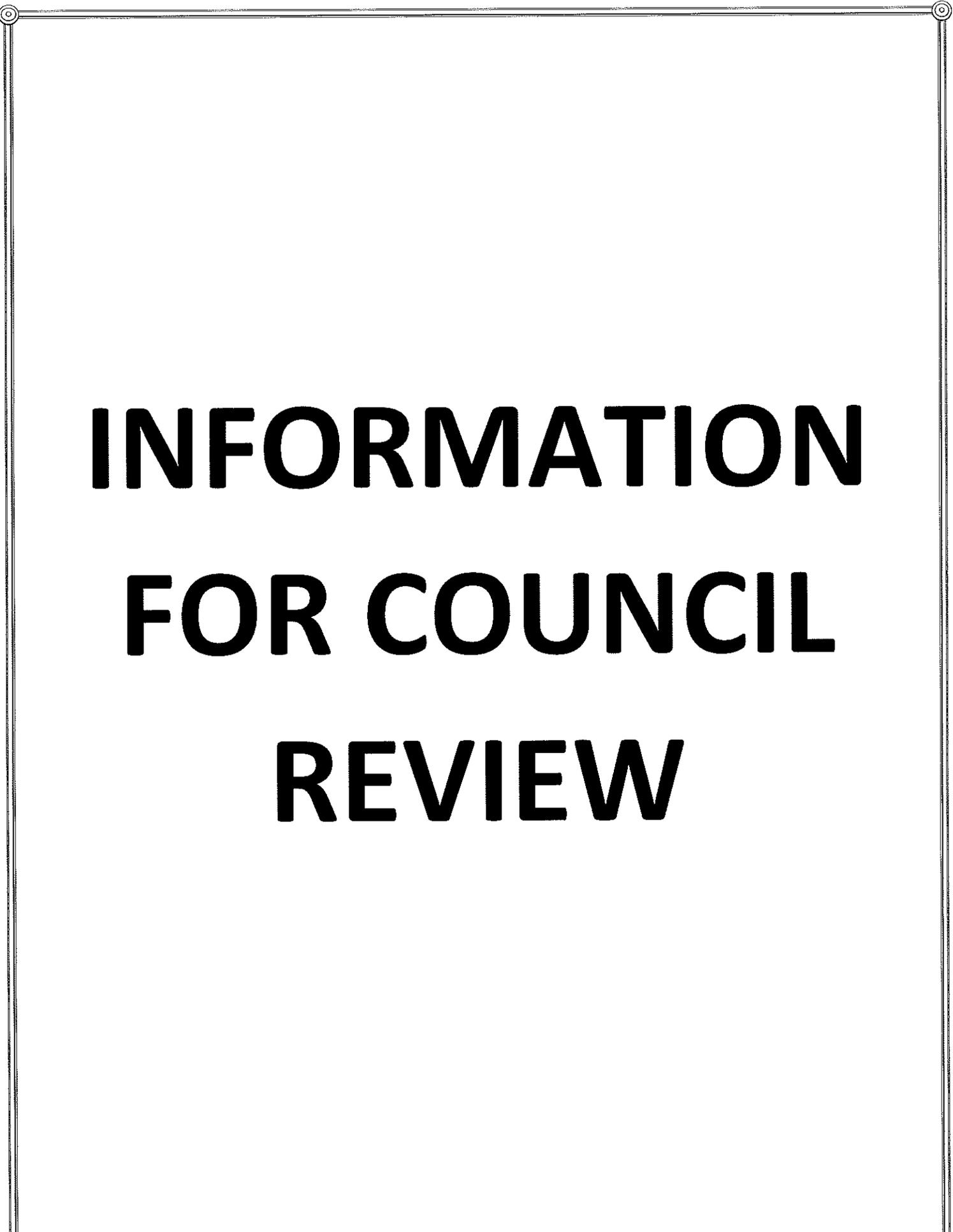
- CCR-6 Gore – Request that Director Griffin provide a recommendation about creating a pilot program which would employ the homeless, re-entry youth and work release inmates to assist with beautification of the City. This would aid in leveraging some of the recent requests received by the City. For example, Social Services and their partners recently requested an increase in funding to lease a building to relocate the warming shelter to provide additional services to the homeless. These services could include workforce development, and the homeless could be hired by the City in that capacity. Also, Riverside Regional Jail recently requested that we add a bus route from the jail to Cavalier Square at cost. The request is to accommodate work released inmates and their families. These inmates could also be part of the workforce development. Since, per Riverside Regional’s report, there are only two employers of work-release inmates in Hopewell, the City could be added to the list of employers. This program has been utilized effectively in Albuquerque, and could also be useful here in Hopewell. All participants work on city beautification projects and/or code enforcement needs, such as trash receptacle complaints, code violations, in-op vehicles, litter pickup.
- CCR-7 Gore - Request revisions to the Rules of City Council, specifically Rules 302, 303 and 304. Rule 302 to address the consolidation, drafting and disseminating of the City Council Agenda. Rule 303 to address the ability for City Council to place matters on the City Council Agenda for a vote/motion and CCR’s on any City Council Agenda. Rule 304 to address the removal of submitted City Council motions to any City Council Agenda. Also, to include the incorporation of Work Session request, updates from city staff, and presentation request.
- CCR-8 Gore - Request City Council to appoint two Council Members to serve on an Ad-Hoc committee with two recently selected School Board members to finalize MOU and shared use recommendations for the Mallonee Gym renovation. Selected members shall be communicated to Dr. Hackey and School Board to immediately begin scheduling meetings.

**Other Council Communications**

**ADJOURNMENT**

**Motion: To adjourn**

# **CONSENT AGENDA**



**INFORMATION  
FOR COUNCIL  
REVIEW**

**MINUTES OF THE MEETING  
SCHOOL BOARD OF THE CITY OF HOPEWELL  
September 15, 2016**

**CALL TO ORDER**

Ms. Linda Hyslop called the meeting to order at 5:33 p.m. and delivered the opening prayer.

**PRESENT**

Ms. Linda E. Hyslop, Vice-Chairman; Mrs. Shirl A. Jefferson, member; Dr. Deborah E. Marks, member; and Mr. N. Gregory Cuffey, member, were present.

**ALSO PRESENT**

Dr. Melody D. Hackney, Superintendent of Schools; Dr. Kim Evans, Assistant Superintendent for Instruction; Mrs. Monique G. Barnes, Director of Finance; Mr. Patrick Barnes, Director of Operations; Mrs. Missy Shores, Interim Director of Personnel; Mrs. Janel English, Coordinator of Finance; Mrs. Joyce Jones, Principal; Ms. Peggy Fulton, Head Start Coordinator; Mrs. Cindy Harville, Executive Assistant for Finance; Councilor Jasmine Gore; Mr. Aaron Reidmiller, Director of Recreation and Parks; Ms. Caitlyn Davis, Contracted Public Relations Officer.

**ADOPTION OF AGENDA**

Upon a motion by Dr. Deborah Marks, and seconded by Mrs. Shirl Jefferson, the School Board adopted the early meeting agenda as presented, with all members present voting aye.

**DISCUSSION ITEMS**

**A. Land Exchange Proposal – Mr. Aaron Reidmiller, Director of Hopewell Recreation & Parks**

Mr. Aaron Reidmiller shared a PowerPoint presentation with the Board proposing the subdivision and exchange of several parcels of land that would benefit both the School Division and the City.

Mr. Reidmiller presented the following proposal: Union Hall ownership be transferred to the schools; Hopewell High School subdivided whereby Mathis Park and a small parcel of wooded property behind the High School be transferred to Recreation and Parks; Carter Woodson subdivided with the athletic facilities transferred to Recreation and Parks.

Mr. Cuffey asked if the City had voted on the proposal. Mr. Reidmiller said that the City had only discussed the plan and that any further actions would have to be voted on by the City and would require the agreement of six out of seven council members.

**School Board Minutes**  
**August 11, 2016**  
**Page 2**

Mr. Cuffey asked how the City intended to use Carter G Woodson's basketball courts and softball field. Mr. Reidmiller said that for now the basketball courts would be used as they are currently being used with the possibility of adding an additional court. The softball field may be converted to a football field in the future.

Dr. Hackney wanted clarification that any utilization the schools would need during the school day not be impacted. Mr. Reidmiller said that it would not be, and that the City would support any school related activity 100%; the schools would always have first right of refusal.

**B. Mallonee Gym Project Update – Mr. Patrick Barnes**

Mr. Barnes stated that Ed Watson, Public Works Director for the City of Hopewell, was ready to proceed with the \$250,000 that the City budget for use towards the renovation of Mallonee Gym. He stated that Mr. Watson wanted to know if we wanted the City to run the project and pay the bills or if Mr. Barnes would run the project and the City reimburse the division for the funds spent.

Mr. Barnes said that after discussions with Dr. Hackney and Mrs. Barnes, all were in agreement that the City should run the project thereby having control over how they spend their monies.

Mr. Barnes presented the Board with a list of intended renovations proposed by the City with the estimated costs.

The City proposed that the School Board and City Council enter into a lease agreement, with the School Board being the Lessor and the City of Hopewell being the Lessee. The terms of the agreement would be for 20 years at an annual rental rate of \$1 a year. The School Board would continue to pay all utilities, including water, sewer, electric, gas and trash. The School Board would continue to maintain the grounds. The City would provide all routine maintenance to the interior that results from normal "wear and tear". The School Board would continue to provide snow removal around the building, including sidewalks and streets. The School Board would consent to interior improvements to the building by the City. The City would enjoy the quiet use of the facility for the full extent of the lease.

Dr. Hackney expressed concern that the School Board be obligated to pay all utilities, that the proposal did not provide a clear operational result and that the term of the lease was 20 years.

Councilor Jasmine Gore addressed the Board explaining that the intent for the gym was not to change the structure of the building. She suggested that one or two Board

**School Board Minutes**  
**August 11, 2016**  
**Page 3**

members along with Dr. Hackney meet with a small segment of City Officials to outline details and provide a recommendation.

Dr. Hackney recommended that the Board table the topic until the City has the proper employees in place to help coordinate the details. She also expressed a concern that before we could draft an MOU we would need to meet and focus the vision.

The Board agreed that the City could move forward on obtaining quotes for the cosmetic changes, but that further meetings and discussions would be necessary prior to implementation.

**C. Head Start Governance Training for Board Members – Mrs. Joyce Jones**

Mrs. Joyce Jones explained the governance of the Head Start program. She provided educational materials for the Board members to help them understand the program and how the School Board is an integral part in it.

**CLOSED MEETING**

Upon a motion by Mrs. Shirl Jefferson, and seconded by Mr. Greg Cuffey, the School Board adopted the following resolution to enter a Closed Meeting at 6:30 p.m., with all members voting aye.

Pursuant to §2.2-3711(A) of the Code of Virginia, I move that the Board convene in a closed meeting for the purpose of discussing the following specific matters:

- A. The discussion or consideration of the employment, assignment, appointment, promotion, performance, demotion, salaries, or resignation of employees at Hopewell High School, Carter G. Woodson Middle School, Dupont Elementary School, Harry E. James Elementary School, Patrick Copeland Elementary School, Woodlawn Learning Center, Food Service Department, Transportation Department and the Central Office, which is authorized by §2.2-3711(A)(1) of the *Code of Virginia*.

At 7:31 p.m. Mrs. Hyslop reconvened the Open Meeting.

**REGULAR MEETING**

Vice-Chairman Hyslop called the regular meeting to order at 7:33 p.m. The prayer was delivered by Mr. Cuffey, followed by the Pledge of Allegiance.

**School Board Minutes**  
**August 11, 2016**  
**Page 4**

**PRESENT**

Ms. Linda Hyslop, Vice-Chairman; Mrs. Shirl A. Jefferson, member; Dr. Deborah Marks, member; and Mr. N. Gregory Cuffey, member, were present.

**ALSO PRESENT**

Dr. Melody D. Hackney, Superintendent; Dr. Kim Evans, Assistant Superintendent for Instruction; Mrs. Monique Barnes, Director of Finance/Board Clerk; Mrs. Cindy Harville, Executive Assistant for Finance/Deputy Clerk; Mrs. Missy Shores, Interim Director of Personnel; Ms. Cheryl Webb, Director of School Improvement and Data Analysis; Mr. Burlin Gregory, Director of Organizational Innovation, Training and Efficiency; Dr. Shelia Bailey, Director of Student Services; Dr. Tina M. Barringer, Supervisor of Elementary Instruction, Mrs. Paula Brumfield, Supervisor of Literacy and Federal Programming; Mrs. Betty Ware, Supervisor of Career and Technical Education; Mr. Scott Brubaker, Supervisor of Technology; Ms. Brookie Fowler, Coordinator of Disability Services, Mrs. Janel English, Coordinator of Finance; Mr. Tommy Pond, Principal, Mr. Shannon Royster, Principal; Ms. Carla Fizer, Principal; Ms. Judy Barnes, Principal; Mr. Byron Davis, Principal; Mrs. Joyce Jones, Principal; Mr. Michael Camden, Supervisor fo Division Discipline Intervention and Alternative Programming; Mr. Keith Crews, Alternative Education Program Coordinator; Mrs. La-Donna Mills, Assistant Principal; Ms. Patricia Lobo, Assistant Principal; Ms. Peggy Fulton, Head Start Coordinator; Tracy Wilson, Educational Diagnostician/Consultant; Councilor Jasmine Gore; Councilor Jackie Shornak; Honorees with their families; Ms. Caitlyn Davis, Contracted Public Relations officer; and two representatives from the press.

**CERTIFICATION OF CLOSED MEETING**

Upon a motion by Dr. Deborah Marks, and seconded by Mr. Greg Cuffey, the Board adopted the attached Certification of Closed Meeting, with all members present voting aye.

**ADOPTION OF AGENDA**

Upon a motion by Mr. Greg Cuffey, and seconded by Dr. Deborah Marks, the School Board adopted the September 15, 2016, Regular Meeting Agenda as presented, with all members present voting aye.

**SPECIAL RECOGINITION**

**A. Dupont Painting Project Volunteers – Dr. Melody Hackney**

Dr. Hackney recognized and thanked Reverend Butler and his team of thirty-six volunteers for their efforts with the Dupont Elementary School painting project this summer. Those present were awarded certificates of appreciation.

**School Board Minutes**  
**August 11, 2016**  
**Page 5**

**B. Church/Community Supplies Drive Volunteers – Dr. Melody Hackney**

Dr. Hackney recognized and honored the efforts of seven area churches, three local businesses, as well as the John Randolph Foundation for their generous donation of school supplies and monetary contributions. She stated that the total value of this drive was in excess of \$7,000. Those present were recognized with certificates.

**C. WestRock Mill Supplies Drive Volunteers – Dr. Hackney**

Dr. Hackney extended appreciation to WestRock Mill for their generous donation of over \$3,000 in supplies and cash donation for the purchase of school supplies.

**REPORTS**

**A. Opening of Schools – Dr. Kim Evans and Principals**

Mrs. Evans reported that we opened our doors to 4,238 students on Tuesday, September 6. She extended her gratitude to the Personnel, Operations, Transportation and Instructional departments, for their roll of enabling the schools to open successfully.

Mrs. Fizer reported that the opening day at Dupont Elementary School was wonderful this year. She noted that there were 704 students enrolled. She stated that they were very excited and looking forward to a really good year.

Mrs. Mills shared that the first week of school at Harry E. James Elementary ran smoothly and the students seemed happy to be back. She also noted how supportive the parents were.

Mrs. Judy Barnes recognized the efforts of the custodial staff at Harry E James Elementary School. She noted three areas of focus for the school this year; data desegregation; intervention, remediation and enrichment block; and increasing parental involvement. She invited the Board to attend the school carnival on October 6<sup>th</sup>.

Mr. Davis shared how Patrick Copeland Elementary had worked hard prior to the opening and he felt that the first day went off without a hitch. The kids were happy and the teachers did a wonderful job in getting their classrooms ready to receive the children.

Mr. Crews expressed his excitement that New Hope Academy opened its doors to 34 students. He also noted that their blended model of instruction was off to a great start.

**School Board Minutes**  
**August 11, 2016**  
**Page 6**

Mr. Royster stated that Carter G. Woodson opened smoothly this year. He noted that he had the best recruiting class ever, and that the building was looking great. His Administrators had completed 75 walkthroughs in 8 days, and he was happy to report the continued growth and success at Carter G. Woodson.

Mr. Pond said that the opening of the High School was tremendous. He shared positive comments from others about how impressed they were with the school. He extended thanks to Maintenance, Central Office, Technology, School Board, custodians, cafeteria workers, school councilors and the school secretaries.

Mrs. Jones said that 30 parents were so excited for school to start that they showed up early with their children. She expressed her gratitude over being fully staffed and that the children were all in the main building this year.

**B. District Improvement Plan – Dr. Melody Hackney**

Dr. Hackney said how proud she was of the administrators for becoming "one team" dedicated and focused on a lazar sharp goal: the accreditation of all our schools next year. She emphasized that this goal would be accomplished through a concerted effort of individualizing support to every child in the division. The individualized support areas are: Culture of Excellence, High Fives, Instructional Improvements, Literacy and Deeper Learning.

**C. Professional Development Plan/Satisfaction Survey/Revision Proposal – Dr. Melody Hackney and Mr. Burlin Gregory**

Mr. Gregory shared a PowerPoint documentary of the summer pre-service professional development. He said that the goal of his department was to create a culture of collegiality, accomplished by introducing the teachers to protocols and creating structures for them to support one another, and to provide meaningful relevant opportunities for development.

Of the 450 teachers who participated 94.4 % said it was a meaningful experience. 86.1% wanted more professional training like this. He shared several examples of the positive feedback the development received.

The Plan is to follow up this professional development by creating a summer odyssey experience for all instructional staff, to do monthly collegial conversations, to create a deeper learning MOC and to enroll the instructional coaches in the High Tech High educational leadership academy.

Dr. Hackney asked for the Board's blessing to allow any teacher who wants to volunteer in this fiscal year to be a part of the Odyssey training be allowed to do so.

**School Board Minutes**  
**August 11, 2016**  
**Page 7**

She assured the Board that this would not affect their contracts. The Board gave their blessing.

**D. Wallace Foundation Grant Announcement – Dr. Kim Evans**

Dr. Evans reminded the Board that Hopewell City Public Schools had partnered with Virginia State University along two other school districts, in applying for the Wallace Foundation University Principal Preparation Initiative Grant. The Grant is aimed at better preparing aspiring school leaders and current school leaders as instructional leaders.

Dr. Evans said that we will know in early October if we receive the grant in the amount of \$500,130. She requested that the Board approve acceptance of these funds should the grant be awarded. She asked the Board to move forward with a supplemental appropriation.

**E. Finance, Maintenance and Clerk's Report**

Mrs. Monique Barnes, Director of Finance, presented the expenditure portion of the Finance Report and polled the Board for any questions they might have.

**Finance Report**

**August FY2016 Report (Month 13 of Fiscal Year)**

Since the School Division operates on a modified accrual form of accounting, there are payments that actually happen in August that must be posted back to the previous year. This year we had two accounts payable runs; August 11th and 31st, 2016 for some travel reimbursements and some invoices for which the expenses were incurred in June but the invoices were not received.

With these and the payroll payments, the FY2016 expenditure budget remaining was 4.09 % of the budget compared to 5.37% of the FY2015 expenditure budget at the same time last year. There may be adjustments that will be made following our annual audit which will include changes to adjust for items such as the unused sick leave liability and the unused vacation leave liability.

The revenue comparison shows 100.3% received in FY2016 and 97.4% in FY2015.

**August FY2017 Report (Month 2 of Fiscal Year)**

These payments were made on August 15, 2016, and August 31, 2016, and included checks memberships, convocation supplies, computer support agreements, computer hardware and software, printing, instructional supplies, testing supplies, textbooks, lease of property, legal fees, postage, staff development, maintenance supplies and services, fuel, and utilities.

**School Board Minutes**  
**August 11, 2016**  
**Page 8**

As a point of comparison, the operating fund had 89.63% of the FY2017 expenditure budget remaining at the end of August 2015, and there was 89.25% of the FY2016 expenditure budget remaining at the same time last year. The revenue receipts were 5.06% of the budgeted receipts for FY2017 at the end of August 2016, and the revenue receipts were 5.02% of the FY2016 budgeted receipts at the same time last year.

**Maintenance Report**

A summary of the maintenance and technology support requests from August is included in the Board packet. The maintenance and Technology Departments closed 238 support requests during August and we ended the month with 465 requests open.

**Clerks Report**

There are several policy updates provided in the "redline" for Board Members' review in the "Information Items" this month. They will be presented for approval at the October School Board meeting.

**PUBLIC COMMENTS**

Mr. Johnny Partin expressed his desire for our school system to be the best in the country. He suggested that the Early Board Session be convened after the Closed Board Session to allow people who work during the day enough time to be present at the Early Session.

**CONSENT AGENDA**

Upon a motion by Ms. Shirl Jefferson, and seconded by Mr. Greg Cuffey, the Board adopted the attached Consent Agenda with all members present voting aye.

**Minutes**

The minutes of the meeting of August 11, 2016, were approved as submitted.

**Licensed Personnel Resolutions**

**16-09-L1**  
Resignation  
Warren  
May

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the resignation of Warren May be and is hereby accepted, effective August 1, 2016  
Assignment: Teacher  
Patrick Copeland Elementary School

**16-09-L2**  
Transfer

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the transfer of

**School Board Minutes**  
**August 11, 2016**  
**Page 9**

Robin  
Campbell

Robin Campbell to Patrick Copeland Elementary School be and is hereby accepted, effective August 22, 2016

**16-09-L3**  
Transfer  
Myra  
Rowan

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the transfer of Myra Rowan to Woodlawn Learning Center be and is hereby accepted, effective August 22, 2016

**16-09-L4**  
Approval  
to Rescind  
Resolution

**RESOLVED**, upon the recommendation of the Superintendent of Schools, to rescind resolution 16-08-L10 for the appointment of Porchelle Williams.

**16-09-L5**  
Approval  
to Rescind  
Resolution

**RESOLVED**, upon the recommendation of the Superintendent of Schools, to rescind resolution 16-08-L8 for the appointment of Candace Edgerton-Osborne.

**16-09-L6**  
Approval  
to Rescind

**RESOLVED**, upon the recommendation of the Superintendent of Schools, to rescind resolution 16-08-L4 for the appointment of Kimberly Morgan.

**16-09-L7**  
Approval  
to Rescind

**RESOLVED**, upon the recommendation of the Superintendent of Schools, to rescind resolution 16-08-L15 for the appointment of Rebecca Fox.

**16-09-L8**  
Probationary  
Appointment  
Pamela  
Aerni

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Pamela Aerni, being duly certified, be and is hereby granted a probationary appointment as a Math Coach, effective August 22, 2016.  
Vice: Larry Cherry  
Assignment: Math Coordinator/Coach, Hopewell High School  
Salary: \$73,923. (EAPI 19/ Step 8)

**16-09-L9**  
Probationary  
Appointment  
Lisa  
Ware

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Lisa Ware, being duly certified, be and is hereby granted a probationary appointment as a teacher, effective August 22, 2016.  
Vice: Warren May  
Assignment: Teacher, Patrick Copeland Elementary School  
Salary: \$49,614 (TCHR III/ Step 11)

**School Board Minutes**  
**August 11, 2016**  
**Page 10**

**16-09-L10**  
Probationary  
Appointment  
Robin  
Cole

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Robin Cole being duly certified, be and is hereby granted a probationary appointment as a teacher, effective August 22, 2016.  
Vice: Maria Feliciano  
Assignment: Teacher, Harry E. James Elementary School  
Salary: \$58,571 (TCHR I/ Step 27)

**16-09-L11**  
Probationary  
Appointment  
Megan  
McGrath

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Megan McGrath, being duly certified, be and is hereby granted a probationary appointment as a teacher, effective August 22, 2016.  
Vice: Sara Fletcher  
Assignment: Teacher, Harry E. James Elementary School  
Salary: \$42,638 (TCHR I/ Step 0)

**16-09-L12**  
Probationary  
Appointment  
Danette  
Buckley

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Danette Buckley, being duly certified, be and is hereby granted a probationary appointment as a teacher, effective August 22, 2016.  
Vice:  
Assignment: Teacher, Harry E. James Elementary School  
Salary: \$45,288 (TCHR III/ Step 0)

**16-09-L13**  
Probationary  
Appointment  
Lindsay  
Wyatt

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Lindsay Wyatt, being duly certified, be and is hereby granted a probationary appointment as a teacher, effective August 22, 2016.  
Vice: Katherine Boutorac  
Assignment: Teacher, Harry E. James Elementary School  
Salary: \$45,288 (TCHR III/ Step 0)

**16-09-L14**  
Probationary  
Appointment  
Kelly  
Hannifan

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Kelly Hannifan, being duly certified, be and is hereby granted a probationary appointment as a teacher, effective August 22, 2016.  
Vice: Shanique Goshay  
Assignment: Teacher, Patrick Copeland Elementary School  
Salary: \$43,381 (TCHR I/ Step 6)

**16-09-L15**

**RESOLVED**, upon the recommendation of the

**School Board Minutes**  
**August 11, 2016**  
**Page 11**

Probationary  
Appointment  
Irene  
Robinson

Superintendent of Schools, that Irene Robinson, being duly certified, be and is hereby granted a probationary appointment as a teacher, effective August 22, 2016.  
Vice: New Position  
Assignment: Teacher, New Hope Academy  
Salary: \$42,638 (TCHR I/ Step 0)

**16-09-L16**  
Probationary  
Appointment  
Krystal  
Mills

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Krystal Mills, being duly certified, be and is hereby granted a probationary appointment as a teacher, effective August 22, 2016.  
Vice: Angela White  
Assignment: Teacher, Woodlawn Learning Center  
Salary: \$45,288 (TCHR III/ Step 0)

**16-09-L17**  
Probationary  
Appointment  
Anna  
Ponder

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Anna Ponder, being duly certified, be and is hereby granted a probationary appointment as a teacher, effective August 22, 2016.  
Vice: Alicia Johnson  
Assignment: Teacher, Woodlawn Learning Center  
Salary: \$43,231 (TCHR I/ Step 5)

**16-09-L18**  
Probationary  
Appointment  
Carob  
Mise

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Carob Mise, being duly certified, be and is hereby granted a probationary appointment as a teacher, effective August 22, 2016.  
Vice: Ryan Sikes  
Assignment: Teacher, Carter G. Woodson Middle School  
Salary: \$46,320 (TCHR I/ Step 10)

**16-09-L19**  
Probationary  
Appointment  
Jessica  
Minnix

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Jessica Minnix, being duly certified, be and is hereby granted a probationary appointment as a instructional coach, effective August 22, 2016.  
Assignment: Teacher, New Hope Academy  
Salary: \$45,288 (TCHR III/ Step 0)

**16-09-L20**  
Probationary

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Michael Pisarcik, being

**School Board Minutes**  
**August 11, 2016**  
**Page 12**

Appointment  
Michael  
Pisarcik

duly certified, be and is hereby granted a probationary appointment as a teacher, effective August 22, 2016.  
Vice: Tiffany Newbill  
Assignment: Teacher, Hopewell High School  
Salary: \$49,270 (TCHR IV/ Step 10)

**16-09-L21**  
Probationary  
Appointment  
Stephanie  
Bell

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Stephanie Bell, being duly certified, be and is hereby granted a probationary appointment as a teacher, effective August 22, 2016.  
Vice: Richard Halas  
Assignment: Teacher, Hopewell High School  
Salary: \$43,163 (TCHR II/ Step 4)

**16-09-L22**  
Probationary  
Appointment  
Dion  
Robinson

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Dion Robinson, being duly certified, be and is hereby granted a probationary appointment as a teacher, effective August 22, 2016.  
Vice: New  
Assignment: Teacher, Hopewell High School  
Salary: \$42,638 (TCHR I/ Step 0)

**16-09-L23**  
Probationary  
Appointment  
Marnae  
Brown

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Marnae Brown, being duly certified, be and is hereby granted a probationary appointment as a teacher, effective August 22, 2016.  
Vice: Dorin Jackson  
Assignment: Teacher, Carter G. Woodson Middle School  
Salary: \$42,638. (TCHR I/ Step 0)

**16-09-L24**  
Probationary  
Appointment  
Whitney  
Copeland

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Whitney Copeland, being duly certified, be and is hereby granted a probationary appointment as a teacher, effective August 22, 2016.  
Vice: Vanessa Morrow  
Assignment: Teacher, Carter G. Woodson Middle School  
Salary: \$42,638 (TCHR I/ Step0)

**16-09-L25**  
Probationary  
Appointment  
Eurika

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Eurika Tyree, being duly certified, be and is hereby granted a probationary appointment as a teacher, effective August 22, 2016.

**School Board Minutes**  
**August 11, 2016**  
**Page 13**

Tyree

Vice: New Position  
Assignment: Teacher, New Hope Academy  
Salary: \$45,288 (TCHR III/ Step0)

**16-09-L26**  
Probationary  
Appointment  
Takia  
Montgomery

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Takia Montgomery, being duly certified, be and is hereby granted a probationary appointment as a teacher, effective August 22, 2016.  
Vice: New Position  
Assignment: Teacher, Carter G. Woodson  
Salary: \$42,638 (TCHR I/ Step0)

**16-09-L27**  
Approval of  
Appointment  
Holly  
Dunn

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Holly Dunn, being duly certified, be and is hereby granted a probationary appointment to the position of School Nurse effective August 22, 2016.  
Vice: Stacy Maddox  
Assignment: School Nurse; Woodlawn Learning Center  
Salary: \$31,978 (NUR/Step 2)

**16-09-L28**  
Probationary  
Appointment  
Sarah  
Heretick

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Sarah Heretick being duly certified, be and is hereby granted a probationary appointment to the position of School Nurse, effective August 22, 2016  
Vice: Lakeisha Villegas  
Assignment: School Nurse, Carter G. Woodson  
Salary: \$31,978 (NUR/Step 2)

**16-09-L29**  
Probationary  
Appointment  
Rashad  
Vesprey

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Rashad Vesprey being duly certified; be and is hereby granted a probationary appointment to the position of Guidance Counselor; effective August 8, 2016.  
Vice Kathy Hodson  
Assignment: Hopewell High School  
Salary: \$48,486 (T215III/Step 0)

**16-09-L30**  
Adjust  
215 Day  
Guidance  
Contracts

**RESOLVED**, upon the recommendation of the Superintendent of Schools, to adjust the dates designated on contracts of 215 day Guidance Counselors.

**School Board Minutes**  
**August 11, 2016**  
**Page 14**

**16-09-L31**

Approval  
to Adjust  
Salary

**RESOLVED**, upon the recommendation of the Superintendent of Schools, to adjust the salary of Krystal Ricks to \$48,970, due to completion of a Master's Degree. (TCHR III/Step 10)

**16-09-L32**

Approval  
to Adjust  
Salary

**RESOLVED**, upon the recommendation of the Superintendent of Schools, to adjust the salary of Jarred Jenkins to \$43,163, as he has met criteria and submitted documentation. (TCHR II/Step 2)

**16-09-L33**

Approval  
to Adjust  
Salary

**RESOLVED**, upon the recommendation of the Superintendent of Schools, to adjust the salary of Victoria Edwards to \$43,163, as she has met criteria and submitted documentation. (TCHR II/Step 2)

**16-09-L34**

Approval  
of Stipend

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the following individuals be paid a stipend in the amount of \$100.00 per day not to exceed 4 days for participation in Focus Groups.

Autumn Bedwell	Victoria Martin
Renita Dingle	Jarred Jenkins
Stacey Hipps	

**16-09-L35**

Approval  
of Instructional  
Supplement

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that a supplement in the amount of \$54.79 per day be paid to Jackie Edmonds for teaching an additional block of Math at New Hope Academy, effective September 6, 2016

**16-09-L36**

Approval  
of Extended  
Contract

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the following resolution 16-04L7 be amended to add June 23 and June 30 as work days for the JROTC Instructors, James Mckayhan and Evelyn Cabrera  
Salary: Daily rate as determined by fiscal year

**16-09-L37**

Probationary  
Appointment  
Laural  
Farrell

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Laural Farrell being duly certified, be and is hereby appointed as substitute Speech Pathologist, effective August 22, 2016, though June 16, 2017  
Salary: \$65 per hour

**School Board Minutes**  
**August 11, 2016**  
**Page 15**

**16-09-L38**  
 Approval  
 Of Instructional  
 Supplement

**Resolved**, upon the recommendation of the Superintendent Schools the following supplement be approved as funded by Title I, Part A, portion of the "Every Student Succeeds Act" Application for the 2016-2017 school year effective September 6, 2016, through June 16, 2017.

<b>Schools</b>	<b>Number of Teachers</b>	<b>Amount per Hour</b>	<b>Maximum Number of hours</b>
Carter G. Woodson Middle School	25	\$20.00	20 hours each person (not to exceed \$10,000)
Patrick Copeland Elementary School	27	\$20.00	29 hours each person (not to exceed \$16,166.00 total)
Dupont Elementary School	27	\$20.00	20 hours per person (not to exceed \$11,166.00 total)
Harry E. James	27	\$20.00	20 hours per person (not to exceed \$11,166.00 total)

**16-09-L39**  
 Approval  
 Supplement

**Resolved**, upon the recommendation of the Superintendent Schools that the following supplement be approved for the following position be and is hereby approved for the 2016-2017 school year.  
 Anthony Woodson not to exceed \$1,994.00

**16-09-L40**  
 Approval of  
 Transfer  
 Shannon  
 Reilly

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Shannon Reilly, being duly certified, be and is hereby granted a probationary appointment as a teacher, effective August 22, 2016.  
 Vice: Takia Montgomery  
 Assignment: Special Education Teacher  
 Harry E. James Elementary School  
 Salary: NO CHANGE

**16-09-L41**  
 Approval of  
 Transfer  
 Jennifer  
 Mason-Fleming

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Jennifer Mason-Fleming, being duly certified, be and is hereby granted a probationary appointment as a teacher, effective August 22, 2016.  
 Assignment: Teacher; Harry E. James Elementary School

**School Board Minutes**  
**August 11, 2016**  
**Page 16**

Salary: NO CHANGE

**16-09-L42**  
Probationary  
Appointment  
Pamela  
Robertson

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Pamela Robertson, being duly certified, be and is hereby granted a probationary appointment as a teacher, effective August 22, 2016.  
Vice: Devin Moody  
Assignment: Teacher, Woodlawn Learning Center  
Salary: \$53,915 (TCHR III/ Step 21)

**16-09-L43**  
Probationary  
Appointment  
Angela  
Conley

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Angela Conley, being duly certified, be and is hereby granted a probationary appointment as a teacher, effective August 22, 2016.  
Vice: Lynda Hale  
Assignment: Teacher, Harry E. James Elementary School  
Salary: \$45,288 (TCHR III/ Step 0)

**Classified Personnel Resolutions**

**16-09-C1**  
Resignation  
Of  
Sherry Leech

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the resignation of Sherry Leech be and is hereby approved, effective September 5, 2016.  
Assignment: Secretary; Hopewell High School

**16-09-C2**  
Resignation  
Of  
Thomas Fereguson

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the resignation of Thomas Ferguson be and is hereby approved, effective September 9, 2016.  
Assignment: Teacher's Assistant; Harry E. James

**16-09-C3**  
Resignation  
Of  
James Dye

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the resignation of James Dye be and is hereby approved, effective August 29, 2016.  
Assignment: Transportation

**16-09-C4**  
Retirement  
Of  
Teresa Lewis

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the retirement of Teresa Lewis be and is hereby approved, effective September 1, 2016.  
Assignment: Food Services

**16-09-C5**  
Appointment

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Stephanie Heretick be and is



**School Board Minutes**  
**August 11, 2016**  
**Page 18**

Vice: New Position  
Assignment: Hopewell High School  
Salary: \$26,780.00 (Step 0, Security Guard)

**16-09-C11**

Transfer to  
Guidance Secretary  
Cheryl Holden

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Cheryl Holden be and is hereby transferred to as guidance secretary for the 2016-2017 school year, effective September 1, 2016.  
Vice: Jane Kern  
Assignment: Hopewell High School  
Salary: \$26,730.00 (Step9, Secretary II)

**16-09-C12**

Reappointments  
Substitute  
Teachers

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the following Substitute Teachers be and are hereby granted reappointments for the 2016-2017 school year, effective September 6, 2016.

Carol Beltzer	Helen Blanding	Ha Brown
Margaret Brown	Kayla Cloninger	Veronica Collins
Raymond Cook	Edward Cotman	Charlotte Cunningham
Tameia Dale	Margo Dixon	Ann Eliades
Kiara George	Billy Glasper	Beverly Gray
Jackie Griffith	Stephanie Hayes	Melissa Henry
Donna Hicks	David Hill	Tomeka Hinton
Lucy Holloman	Edith Holmes	Jason Howerton
Nathaniel Jefferson	Kevin Johnson	Ada Kelly
Dolores Lane	Ricardo Lipscomb	Gladys Lyons
Patrick McDonough	Yolanda McDonough	Sheila Mertz
Barbara Moody	Leroy Moody	Nicole Patrick
Lorranine Pettaway	Emma Pitt	Kayla Ramos
Laurene Sharpe	Coreyll Smith	Catherine Richardson
Wanda Staggs	Judy Stallings	Pameia Thompson
Jo Ann Tucker		

**16-09-C13**

Appointments  
Substitute  
Teachers

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the following Substitute Teachers be and are hereby granted appointments for the 2016-2017 school year, effective September 6, 2016.

Shelly Sullins	Champrea Frye	Rashad Tims
----------------	---------------	-------------

**16-09-C14**

Reappointments

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the following Classified

**School Board Minutes**  
**August 11, 2016**  
**Page 19**

Classified  
 Personnel

Personnel be and are hereby granted reappointments for the 2016-2017 school year, effective July 1, 2016.

Last	First	Title	Work Site
Harper	Mary	Substitute Driver	Transportation
Kyles	Donald	Substitute Driver	Transportation
Scott	Sharon	Substitute Driver	Transportation
White	Billy	Substitute Driver	Transportation

**16-09-C15**

Appointment  
 Custodian  
 Gina Bittle

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Gina Bittle be and is hereby appointed as Custodian for the 2016-2017 school year, effective September 1, 2016.  
 Vice: New Position  
 Assignment: New Hope Academy  
 Salary: \$9.70 per hour/ 6 hours per day

**16-09-C16**

Appointment  
 Food Services  
 Substitute  
 Lisa Heretick

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Lisa Heretick be and is hereby appointed as Food Services Substitute for the 2016-2017 school year, effective August 30, 2016.  
 Assignment: Food Services  
 Salary: \$7.85 per hour

**16-09-C17**

Appointment  
 Food Services  
 Substitute  
 Ida Moss

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Ida Moss be and is hereby appointed as Food Services Substitute for the 2016-2017 school year, effective August 30, 2016.  
 Assignment: Food Services  
 Salary: \$7.85 per hour

**16-09-C18**

Appointment  
 Food Services  
 Substitute  
 Tewana McMillan

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Tewana McMillan be and is hereby appointed as Food Services Substitute for the 2016-2017 school year, effective August 30, 2016.  
 Assignment: Food Services  
 Salary: \$7.85 per hour



**School Board Minutes**  
**August 11, 2016**  
**Page 21**

**16-09-G1**  
Review of Bills  
Month 13 FY2016

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that bills in the amount of **\$13,759.91**(Operating Fund) for the August 2016 Month 13 billing period, have been presented and reviewed by the Hopewell City School Board.

**16-09-G2**  
Review of Bills  
FY2017

RESOLVED, upon the recommendation of the Superintendent of Schools, that bills in the amount of **\$384,143.20** (Operating Fund), **\$4,207.50** (Textbook Fund), **\$34,960.57** (Cafeteria Fund) and **\$86,000.00** (Building/Bus Fund) for the August 2016 billing period, have been presented and reviewed by the Hopewell City School Board.

**Miscellaneous**

**16-09-G3**  
Approval of  
Donations

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the Hopewell School Board accepts, with thanks, the following **donations**:

- School Supplies (to include \$202.00 cash for school supplies), valued at \$3,000, from WestRock Mill in Hopewell for all Hopewell City Public Schools
- School Supplies, valued at \$75.00, from Woodmen Life Chapter I in Disputanta, for Dupont Elementary School
- \$50.00 to the cheerleaders at Hopewell High School from Randolph Market
- \$50.00 to the cheerleaders at Hopewell High School from Cavelli's Shoe Repair & Leather
- \$100.00 to the Varsity Football Team at Hopewell High School from Mr. David Atkins of Prince George
- Printing of Convocation programs, valued at \$518.50, from Owen Printing Company in Petersburg
- \$200.00 from Mr. and Mrs. John Weigel of Hopewell to the HPS Foundation, in memory of Virginia T. Rogers (\$100) and Homer C. Elaides (\$100)
- \$200.00 from Rolf McDaniel, Jr. of Hopewell, for the Varsity Football Team at Hopewell High School (team meals)
- \$200.00 from Philip Earl Andrews of Hopewell for the Varsity Football Team at Hopewell High School (team meals)
- \$61.00 from Sandy Cave of Hopewell for the Band Class at Hopewell High School
- School supplies, valued at \$50.00, from ET Garrett of Hopewell for Dupont Elementary School

**School Board Minutes**  
**August 11, 2016**  
**Page 22**

- School supplies, valued at \$300.00, from the VFW Auxillary Post 637 (Lynchburg St.) for Dupont Elementary School
- School supplies, valued at \$300.00, from the VFW (Winston Churchill Dr.) for Patrick Copeland Elementary School
- School supplies, valued at \$100.00, from Woodmen of the World in Chester for Patrick Copeland Elementary School
- School supplies, valued at \$100.00, from Powers Memorial Baptist Church for Patrick Copeland Elementary School
- School supplies, valued at \$300.00, from Lee Iota Chapter-Kappa Epsilon Psi Military Sorority, Inc. in Hopewell for Patrick Copeland Elementary School
- School supplies, valued at \$1,415.00, from Family of God Church (Church/Community Supply Drive) for Hopewell Schools to include \$150.00 from Partin Preferred Properties and \$150.00 from Custom Embroidery Design
- School supplies, valued at \$400.00, from SunTrust Bank in Hopewell for the School/Community Supplies Drive
- \$100.00 from Hopewell Church of the Brethren for the School/Community School Supplies Drive
- School supplies, valued at \$500.00, from Rivermont Presbyterian Church in Chester for the School/Community School Supplies Drive
- \$100.00 from the First Christian Church in Hopewell for the School/Community School Supplies Drive
- School supplies, valued at \$1,700 from First Presbyterian Church in Hopewell for the School/Community School Supplies Drive
- \$1,000 from the John Randolph Foundation for the School/Community School Supplies Drive
- \$1,000 from the Charity Korean Baptist Church in Hopewell for the elementary schools for the School/Community School Supplies Drive
- School supplies, valued at \$200.00, from the Church of Christ in Hopewell for the School/Community School Supplies Drive
- School supplies, valued at \$300.00, from the VFW Post 10387 for Dupont Elementary School

**16-09-G4**  
Approval of Head  
Start Community  
Assessment Policy

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the **2016-2017 Head Start Community Assessment Policy and Recruitment Plan Procedure** be and is hereby approved as presented.

**School Board Minutes**  
**August 11, 2016**  
**Page 23**

& Recruitment  
Plan Procedure

**16-09-G5**  
Approval of Head  
Start Self  
Assessment  
Report

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the **Hopewell Head Start Program 2016-2017 Self-Assessment Report** for the Hopewell City Public Schools Head Start Program be and are hereby approved by the Hopewell City School Board.

**16-09-G6**  
Approval of Head  
Start Planning  
Schedule

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the **Hopewell Head Start Program Planning Schedule for the 2016-2017** school year be and is hereby approved by the Hopewell City School Board.

**16-09-G7**  
Approval of Head  
Start Board Roles/  
Responsibilities &  
Planning  
Procedures

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the **2016-2017 Head Start Roles and Responsibilities of the Governing Board and Shared Decision Making Planning Procedures** be and are hereby approved as presented.

**16-09-G8**  
Approval of Head  
Start  
Transportation  
MOU

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the **2016-2017 Head Start Transportation Memorandum of Understanding** be and is hereby approved as presented.

**16-09-G9**  
Approval of Head  
Start Program  
Goals

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the **2016-2017 Head Start Program Goals** be and is hereby approved as presented.

**16-09-G10**  
Approval of Head  
Start Internal  
Dispute  
Resolution

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the **2016-2017 Head Start Internal Dispute Resolution** be and is hereby approved, with the removal of the requirement for binding arbitration.

**16-09-G11**  
Approval of Head  
Start Selection

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the **2016-2017 Head Start Head Start Selection Criteria** be and is hereby approved as presented.

**School Board Minutes**  
**August 11, 2016**  
**Page 24**

Criteria

**16-09-G12**

Approval of Head Start Mission Statement

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the **2016-2017 Head Start Mission Statement** be and is hereby approved as presented.

**16-09-G13**

Approval of Head Start Mental Health Procedure

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the **2016-2017 Head Start Mental Health Procedure** be and is hereby approved as presented.

**16-09-G14**

Approval of Head Start Communication Reporting Policy

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the **2016-2017 Head Start Communication Reporting Policy** be and is hereby approved as presented.

**16-09-G15**

Approval of School Board Liaison for Head Start Policy Council

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Linda Hyslop be and is hereby appointed to the Head Start Policy Council effective October 1, 2016, to serve as the School Board liaison.

**16-09-G16**

Approval of Surplus Equipment

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the following items at Hopewell High School be and are hereby declared surplus:

- 3 red mechanical tables on wheels
- 1 4'X4' wooden table w/ 5 shelves
- 1 5' foot metal table
- 1 large office desk
- 2 6' wooden tables
- 1 grey metal cart
- 1 metal flat cart
- 1 red tool cart
- 1 4' black rolling cart w/ door & 2 shelves
- 1 2.5' X 2.5' foot red rolling cart
- 1 4' blue rolling cart
- 1 black TV cart

**School Board Minutes**  
**August 11, 2016**  
**Page 25**

- 2 large pieces of glass for top of desks
- 1 credenza for office desk
- 5 student desk chairs
- 7 rolling chairs
- 5 office chairs
- 1 grey metal work station (w/ 3 sides)
- 1 4' X 3' Lab table w/ sink (on wheels)
- 1 5' Craftsman toolbox
- 2 large chalk boards
- 1 metal pole w/ rope
- 1 5' X 3' wooden shadow box
- 2 large TV stands
- 1 7' metal closet w/ doors
- 1 4-drawer file cabinet
- 2 7-step riser; 6-step riser
- 1 large rug
- 30 boxes of buffing pads
- 1 trash can lid
- 1 Geni-com printer
- 2 TV's
- 1 10' X 3' countertops
- 1 voting booth
- 7 wooden legs
- 2 Christmas trees
- 1 10' X 4' cork board
- 2 10' X 4' canvases
- 1 framed map of Hopewell
- 1 water fountain
- 8 exercise equipment
- 1 painted easel w/ shop vac
- 1 large product supply shelf
- 1 2-tiered mint-colored metal shelves on wheels
- 2 8' grey shelving units w/ 6" shelves

**16-09-G17**

Approval Renewal  
of Contract

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the contract for **bleacher/basketball goal inspections and repairs** be and is hereby renewed with **Q-Six, Inc.**, at the rate of **\$50.00 per hour for repairs** by Leadman/Foreman, **\$35.00 per hour for a technician** and a **10% markup on materials**, for the **2016-2017** school year.

**16-09-G18**

Approval to

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the **FY2017 Supplements** be and are hereby

**School Board Minutes**  
**August 11, 2016**  
**Page 26**

Amend  
16-07-G11 for  
FY2017  
Supplements

amended to include **\$49,099** for Elementary SOL Tutoring.

**16-09-G19**  
Approval of Head  
Start School  
Readiness Plan

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the **2016-2017 Head Start School Readiness Plan** be and is hereby approved as presented.

**ACTION ITEMS**

**LICENSED RESOLUTIONS**

**16-09-L44**  
Probationary  
Appointment  
Mary  
Shores

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Mary Shores, being duly certified, be and is hereby granted a probationary appointment as the Director of Personnel Effective September 15, 2016.  
Vice: Mel Bage  
Assignment: School Board Office  
Salary: \$66,917 (EPAS/ Step 0)

**16-09-L45**  
Resignation  
Charlene  
Elliott

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the resignation of Charlene Elliott be and is hereby accepted, effective September 13, 2016.  
Assignment: Teacher – Harry E. James Elementary School

**16-09-L46**  
Resignation  
Kurtis  
Young

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the resignation of Kurtis Young be and is hereby accepted.  
Assignment: Teacher /Coach– Hopewell High School

**CLASSIFIED RESOLUTIONS**

**16-09-C23**

Resignation  
Jean Claude  
Delane

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the resignation of Jean Claude Delane be and is hereby accepted, effective September 15, 2016.  
Assignment: Network Administrator

**GENERAL RESOLUTIONS**

**16-09-G20**

Approval of  
Supplemental  
Appropriation  
FY2017 #2

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that a supplemental appropriation to the Operating Fund in the amount of \$500,130 for the Wallace Foundation's University Principal Preparation Initiative Grant be and is hereby approved for FY2017.

Upon a motion by Dr. Deborah Marks, and seconded by Mrs. Shirl Jefferson, the Board approved Licensed Resolutions 16-09-L44 - L46; Classified Resolution 16-09-C23; General Resolution 16-09-G20, as a block, with all members present voting aye.

**SUPERINTENDENT'S REPORT**

**A. City Council Meeting Request**

Dr. Hackney informed the Board of City Council's request to meet with them for joint work sessions twice per year.

**B. Summer Reflections**

Dr. Hackney thanked Summer Jones on the video she compiled featuring experiences of summer.

**C. Strategic Planning Kick-Off**

Dr. Hackney reminded the Board that Monday, September 19<sup>th</sup> would be the summit for the Strategic Planning kick off.

**D. "Most Likely to Succeed" Community Viewing**

Dr. Hackney informed the Board that on Tuesday, September 20<sup>th</sup> at 7:00 p.m. the Beacon Theatre would air the movie "Most likely to Succeed" at no charge to the public. She also reminded the Board that on October 25<sup>th</sup> at 7:00 p.m. there would be a follow up debriefing on the movie.

**School Board Minutes**  
**August 11, 2016**  
**Page 28**

**INFORMATION ITEMS**

Ms. Hyslop reminded members that there were several policies that were presented for their review prior to next month's meeting.

**GENERAL INFORMATION**- None

**Board Member Comments**

Dr. Marks noted that it was a wonderful School Board meeting and she was excited about professional development. She thanked everyone for making the first day of school a success.

Mrs. Jefferson thanked everyone for the work they do and expressed her confidence in things going well this school year. She extended a special thanks to Mr. Royster for allowing her church to use Carter G. Woodson to do Praise in the Park.

Mr. Cuffey commented on how awesome convocation was and that he could feel a different tone among the administration. He enjoyed hearing the comments about the unsung heroes such as the custodians, maintenance and transportation. He thanked several administrators for the wonderful job they are doing.

Mrs. Hyslop expressed her agreement with what everyone said. She stated that it takes everything to make schools and community run smoothly and she could tell that the schools were the stars of that process.

Vice-Chairman Hyslop adjourned the meeting at 9:09 p.m.

In witness whereof I set my signature this **15<sup>th</sup>** day of **September**, 2016.

**Chairman:** \_\_\_\_\_  
**School Board of the City of Hopewell**

**Attest:** \_\_\_\_\_ **Clerk**



# Governor McAuliffe Kicks off Commonwealth of Virginia Workplace Giving Campaign

---

~Governor challenges state employees to increase giving by 5 percent~

**RICHMOND** – Governor Terry McAuliffe today announced a \$4.3 million goal for the 2016 Commonwealth of Virginia Campaign (CVC) for state employee workplace giving during the annual kickoff. The 2016 goal is 5 percent higher than the \$4.1 million donated by state employees during the 2015 campaign. State employees exceeded a 5 percent goal for last year by 2 percent, donating 7 percent more than the \$3.9 million raised in 2014.

“State employees have always come through to meet the needs of their communities,” said **Governor McAuliffe**, speaking at today’s kickoff. “The annual Commonwealth of Virginia Campaign is an excellent program that provides directly to hundreds of charities in Virginia and across the country. Virginia is fortunate to have employees who respond so generously to the CVC campaign and are willing to support charitable organizations.”

Since 1997, state employees have donated a total of \$46.8 million to more than 1,000 participating charities selected during a rigorous process for the campaign. Their generosity has impacted the lives of many children, adults, veterans, including those without permanent housing or food security. Charitable donations have also provided resources to organizations with broader scopes, such as cancer research and treatment, land conservation, and expanding access to education.

During the 2016 CVC Campaign kickoff in Richmond, the Governor presented awards for the student CVC art contest, which is offered through the art departments in each school. The best-in-show grand prize winner’s artwork is used as this year’s campaign poster. Schools that received awards included:

## High Schools:

- First place and best in show grand prize winner – Osbourn High School, Manassas
- Second place – Strasburg High School, Strasburg
- Third place – Clover Hill High School, Richmond

## Middle Schools:

- First place – Carter G. Woodson Middle School, Hopewell
- Second place - Carter G. Woodson Middle School, Hopewell
- Third place – E.B. Stanley Middle School, Abingdon

## Primary Schools:

- First place – Red Mill Elementary School, Virginia Beach
- Second place – Cumberland County Elementary School, Cumberland
- Third place – Cumberland County Elementary School, Cumberland

*Brenda S. Pelham*  
*HPS Attendance Officer*  
*(804) 541- ??*



Hopewell Regional Wastewater Treatment Facility  
Quarterly Commission Meeting  
July 18, 2016

Members Present: Christina Luman-Bailey, Chair  
Fred Harry, Honeywell  
Mark Haley, City Manager  
Stefan Calos, City Attorney  
Dave Anderson, WestRock  
Doug Woodhouse, Virginia American Water Company

Members Absent: Paul Tuck, Ashland

Others Present: Jeanie Grandstaff, HRWTF  
Matt Ellinghaus, HRWTF  
Shayna Johnson, HRWTF  
Harold Walker, HRWTF  
Andrew Parker, Honeywell  
Chris Tabor, Hazen  
Townsend Collins, Raftelis

1. **Call to Order.** Chair Christina Luman-Bailey called the meeting to order at 1:30 PM on July 18, 2016. A quorum was present. Jeanie Grandstaff reported that Kristy Wharton was no longer employed by the City of Hopewell and Shayna Johnson, H2O Renewal Purchasing Agent, would be Acting Business Manager until the position could be filled.
2. **Review for Approval: Minutes from April 18, 2016 Meeting and June 13, 2016 Workshop.** The minutes of the April 18, 2016 meeting were unanimously approved after a motion from Commissioner Woodhouse, seconded by Commissioner Anderson. The June 13, 2016 workshop minutes were unanimously approved after a motion from Commissioner Haley, seconded by Commissioner Calos.
3. **Citizen Communication.** There was no communication from citizens at this meeting.
4. **Staff Reports.**
  - a. **Safety and Compliance.** Jeanie Grandstaff briefed the Commission on the status of plant safety and compliance stating that there had been no lost time accidents since the last meeting. In her compliance report, she stated that the plant violated the monthly average phosphorus limit in April due to high solids in the effluent caused by the problems with the centrifuge.
  - b. **Regulatory and Enforcement.** Matt Ellinghaus reviewed the July 18, 2016 Regulatory Affairs Report, which is attached as a part of these minutes. He noted that the facility's expired VPDES permit had completed public notice and was expected to be issued in the next few weeks. In addition, he reported that both he and Jeanie Grandstaff were selected to participate on DEQ's Regulatory Advisory Panel (RAP) to assist with the development of the chlorophyll standard for the James River. He also reported that Dominion Power had provided a cost of \$672,000 to replace and upgrade the electrical substation serving the plant and proposed phase 2 project. The upgrade costs were not included as a part of HNPs overall cost of the project, so that the overall cost of the project will increase by \$672,000. Staff is working with DEQ to determine if the electrical upgrade costs are grant eligible.

- c. **Business Report.** Shayna Johnson, reported on the current budget status for the recent quarter and the year-to-date which shows that expenses are approximately 104.9% of the FY 2016 budget. The budget report is attached as a part of these minutes. Miscellaneous revenue year to date totals are \$1,656,045.
- d. **Status of Capital Projects.** Harold Walker reported that the incinerator ash handling project was completed in May as well as the oxygen plant ambient vaporizer project. The selection of the contractor to install the motor control center for the ambient vaporizer project was recently awarded and installation should be completed by September.
5. **Phase 2 Project Construction Status Update.** Matt Ellinghaus briefed the Commission on the status of the phase 2 construction since the April meeting. The project timeline status is attached as a part of these minutes.
6. **Wastewater O&M Cost Allocations.** Chris Tabor with Hazen and Townsend Collins with Raftelis were present to answer questions regarding the rate model presented at the June 13 Commission workshop. Townsend Collins stated that he was prepared to run the model with suggested changes from the Commission members. Commissioner Anderson stated his concerns that the model did not reduce the O&M costs for WestRock. He felt that the model should have a nitrogen component as a part of the biological treatment component because WestRock's waste stream is nitrogen deficient. Commission Harry stated that Honeywell had reviewed the model and thought that the Percent Allocation of Budget Costs by Process table in the model had zeros in areas where a few percentage points should have been added. Townsend Collins then substituted Honeywell's suggested percentages into the model which changed the individual Commission percentages from those suggested by the original model. The passcode to the model was provided to the Commissioners so that they can try different scenarios to bring to the next meeting for discussion. A special meeting date was set for August 22, 2016 at 1:30 p.m.
7. **Other Discussion.** Jeanie Grandstaff reported on the status of the facility's name change from Hopewell Regional Wastewater Treatment Facility to Hopewell Water Renewal Center or Facility. (There is a discrepancy from what was presented to the Commission (Hopewell Water Renewal Center) and what was included in the minutes (Hopewell Water Renewal Facility). She reported that much of the staff does not believe the use of "center" or "facility" is inclusive enough since the department operates the collection system in addition to the wastewater water treatment facility and they wished to use the name Hopewell Water Renewal. Therefore, she asked the Commission to vote on the name that they believed was appropriate. It was the consensus of the Commission that the staff should be polled for the appropriate name. Ms. Grandstaff agreed to poll staff and to bring the suggested name to the Commission at its next meeting.
8. **Adjourn.** There being no further business, Chair Luman-Bailey adjourned the meeting at 3:14 p.m.

**Minutes Approved at the October 17, 2016 Meeting**

Hopewell Water Renewal Commission  
Quarterly Meeting  
July 18, 2016  
1:30 p.m.  
Gravelly Run Training Center

**AGENDA**

1. Call to Order Christina Luman-Bailey, Chair
2. Review for Approval: Minutes from April 18, 2016 meeting and June 13, 2016 Workshop Christina Luman-Bailey, Chair
3. Citizens Communication Five Minutes Each
4. Staff Reports
  - a) Safety and Compliance Jeanie Grandstaff
  - b) Regulatory and Enforcement Matt Ellinghaus
  - c) Business Report Shayna Johnson
  - d) Upcoming Maintenance Projects Harold Walker/Jeanie Grandstaff
5. Phase 2 Project Construction Status Update Matt Ellinghaus
6. Wastewater O&M Cost Allocation Chris Tabor/Townsend  
Collins/Commission Members
7. Other Discussion
8. Adjourn
9. Tour of Phase 2 Construction

Hopewell Regional Wastewater Treatment Facility  
Commission Workshop  
June 13, 2016

Members Present: Fred Harry, Honeywell  
Mark Haley, City Manager  
Stefan Caios, City Attorney  
Paul Tuck, Ashland  
Dave Anderson, WestRock  
Doug Woodhouse, Virginia American Water Company

Members Absent: Christina Luman-Bailey, Chair

Others Present: Jeanie Grandstaff, HRWTF  
Matt Ellinghaus, HRWTF  
Kristy Wharton, HRWTF  
Harold Walker, HRWTF  
Chris Tabor, Hazen  
Bart Kreps, Raftelis  
Katya Bilyk, Hazen (by phone)  
Steve Spence, Ashland  
Lauren Niclin, Ashland  
Alan Pickett, Honeywell  
Jessica Nickolson, WestRock  
Michael Day, Ashland

The purpose of the workshop was to review the Hazen and Raftelis O&M rate study results to date and to discuss the approach being used in evaluating future sewer rates. Bart Kreps with Raftelis stated that the methodology used in the study is the conventional method used by localities. He began the presentation explaining the process used to calculate the cost of service using a 3 year average (FY13 – FY 15) of flow, BOD, TSS and TN from the Commission member year end adjustment data. He stated that the O&M treatment costs were then allocated to treatment function. Then the functional costs were allocated to flow, BOD, TSS, and TN. Based on the previous steps, unit costs are determined and distributed to each Commission member based on the BOD, TSS, and TN strength. Attached is a copy of the PowerPoint presentation that provides the details of the cost of service rate determination study. Bart stated that the 3 year average would be a 3 year rolling average and that a "true-up" could be calculated at the end of each year, if desired.

Commissioner Tuck suggested that he would need to look closer at the proposed evaluation before Ashland would be able to discuss how to implement. As presented, the member with the biggest loading would pay the most.

Commissioner Anderson was concerned that WestRock's percentage of the O&M costs did not change significantly. He believed that the additional O&M costs for phase 2 nitrogen reduction project would be shared by the nitrogen dischargers since WestRock is nitrogen deficient. He requested that the model used by Raftelis be sent to the Commission members so that they could more closely analyze the methodology.

Commissioner Harry requested that the year-end adjustment data for FY13-FY15 also be sent to the members for use in evaluating the calculations.

There being no further business, the meeting adjourned at 3:27 p.m.

Hopewell Regional Wastewater Treatment Facility  
Quarterly Commission Meeting  
April 18, 2016

Members Present: Christina Luman-Bailey, Chair  
Fred Harry, Honeywell  
Mark Haley, City Manager  
Stefan Calos, City Attorney  
Paul Tuck, Ashland  
Dave Anderson, WestRock  
Doug Woodhouse, Virginia American Water Company

Members Absent: None

Others Present: Jeanie Grandstaff, HRWTF  
Matt Ellinghaus, HRWTF  
Kristy Wharton, HRWTF  
Harold Walker, HRWTF  
Dave Hunter, Evonik  
Lauren Niclin, Ashland

1. **Call to Order.** Chair Christina Luman-Bailey called the meeting to order at 1:30 PM on April 18, 2016. A quorum was present.
2. **Review for Approval: Minutes from February 3, 2016 Meeting.** The minutes of the previous meeting in February were unanimously approved after a motion from Commissioner Haley, seconded by Commissioner Calos.
3. **Citizen Communication.** There was no communication from citizens at this meeting.
4. **Staff Reports.**
  - a. **Safety and Compliance.** Jeanie Grandstaff briefed the Commission on the status of plant safety and compliance stating that on April 16, an operator tripped, cut his knee, and had 4 stitches. It was not a lost time accident and the operator returned to work the next day. In her compliance report, she stated that the plant violated chlorine residual in February due to the assigned operator's failure to collect 2 samples.
  - b. **Regulatory and Enforcement.** Matt Ellinghaus reviewed the April 18, 2016 Regulatory Affairs Report, which is attached as a part of these minutes. As part of his report, Mr. Ellinghaus informed the Commission that EPA Air Office will be conducting an emission modeling evaluation at the site on May 5.
  - c. **Business Report.** Kristy Wharton reported on the current budget status for the recent quarter and the year-to-date which shows that expenses are approximately 102% of the FY 2016 budget. The budget report is attached as a part of these minutes. Miscellaneous revenue for the 3 quarters totals \$1,218,539.
  - d. **Status of Capital Projects.** Harold Walker reported that the installation of the new incinerator scrubber was completed in February and passed the emission testing required to meet the sewage sludge incinerator standards. The incinerator ash handling project is on track to be

completed by mid-May and the oxygen plant ambient vaporizer project is underway with the base pad complete and vaporizers expected to arrive later in the week.

5. **Phase 2 Project Construction Status Update.** Matt Ellinghaus briefed the Commission on the status of the phase 2 construction since the January meeting. He stated that the third fine screen on the domestic influent was installed, three DAF units were set in place, and excavation on the Gravelly Run Pump Station was completed and slab form work was underway. HNP requested a 30 day extension on completing construction and is projecting that construction will be completed by the end of February 2017.
6. **Centrifuge Issues.** Jeanie Grandstaff reported that during March, one of the two centrifuges was vibrating and had to be sent out for repair. The repair company was not able to correct the problem. During the week of April 11, the centrifuge was sent back to the manufacturer to see if the problem could be corrected. At the time of the meeting, it appeared that it could take 4 to 6 weeks before the centrifuge unit would be returned to the plant. In the meantime, because of the high solids content in the secondary clarifiers, samples of the effluent during the first part of April were showing that the plant would violate TSS and phosphorus for the month. In order to reduce the amount of solids in the plant, staff planned to rent a belt filter press in order to increase the volume of solids dewatering. The ability to process more solids should allow the plant to meet its permit limits for April. The rental cost for the press is \$260,000 for 78 days. After a motion by Commissioner Anderson, seconded by Commissioner Harry, the Commission unanimously approved using \$260,000 of miscellaneous revenue to pay for the cost of belt filter press rental.
7. **Other Discussion.** Jeanie Grandstaff reported that staff had met with Hazen and Raftelis regarding the progress on the rate study. The consultants requested a workshop with the Commission to discuss the initial findings and to ensure that the approach and direction of the study meet the Commission's expectations. Ms. Grandstaff will provide a Doodle Poll for the Commission to set the best date for a Rate Evaluation Workshop with the consultants.
8. **Adjourn.** There being no further business, Chair Luman-Bailey adjourned the meeting at 2:38 p.m.

After the meeting adjourned, the Commission toured the phase 2 construction.

Hopewell Water Renewal Commission Meeting  
July 18, 2016

**Regulatory Affairs / Technical Services**

Quarterly Summary

- Title V Permit
  - 2007 Clean Air Act Audit, April 2009, and December 2010 NOVs. Although consent agreements and payments for penalties for alleged CAA and CWA violations were completed in September 2015, H2O Renewal has had little to no communication with EPA regarding negotiation on the compliance terms and requirements since the last Commission meeting.
  - Sewage Sludge Incinerator Rules. Installation of a new scrubber and ash handling system is complete. The new scrubber passed all the new air standards. Compliance report was submitted to DEQ at the end of April. Performance testing for the ash handling system is scheduled for later this quarter.
  - EPA CAA Section 114 Information Request – HAP emissions from POTWs received in October and survey questions answered and supplemental data provided for EPA emissions modeling purposes. EPA visited the site on May 5<sup>th</sup> and have completed their report.
  
- VPDES Permit
  - Violations. Since the last Commission meeting, the plant experienced 1 total phosphorus violation during April. May and June were in compliance.
  - VPDES Permit. The VPDES permit expired on September 30, 2013. As required, the permit application was submitted to DEQ during the first week in March 2013. The permit was public noticed in mid-June and is in the process of being reissued. The ammonia permit limit is 25.8 mg/l Daily Maximum and of 17.2 mg/l Monthly Average. Permit issuance is expected by the end of July.
  - Section 308 Request from EPA. During the past quarter, H2O Renewal has received no further requests from EPA for information. The 2015 annual pretreatment report was submitted to EPA as required.
  
- Storm Water Permit. The July 2014 industrial storm water general permit requires sampling at each outfall for total nitrogen, total phosphorus and total suspended solids, as well as pH. To lessen the sampling burden and improve sampling locations Hazen is evaluating a method to combine existing outfalls and installing storm water controls. This will reduced the number of outfalls to 4 or 5.
  
- Environmental Management System (EMS). H2O Renewal submitted its E3 annual report on April 1, 2016. DEQ is still recognizing the facility's E3 status in the new permit even we have experienced a number of violations enforcement actions over the past few years. We have contracted with Aegis Environmental to assist us in updating the EMS.
  
- Nutrient Issues
  - Nutrient General Permit. The projected average total nitrogen discharged for 2016 is currently 1.79 million pounds compared to the permit limit of 1.83 million pounds/year. The annual average concentration through the end of the second quarter is 22.8 mg/l. The Nutrient General Permit expires in December 2016. In the draft permit, James River dischargers' phosphorus allocations are being reduced by approximately 19%. H2O Renewal's phosphorus limitation will be reduced from 76,139 pounds/ year to 61,749 pounds/year. H2O Renewal typically discharges around 50,000 pounds of phosphorus/year.

Hopewell Water Renewal Commission Meeting  
July 18, 2016

- Water Quality Improvement Fund Grant Agreement for Denitrification. The 2001 grant agreement was modified to require an effluent Total Nitrogen annual average concentration of 24 mg/l and allows for a 10% exceedance to 26.4 mg/L. As stated above, the average total nitrogen discharged through June of 2016 was 22.8 mg/l.
- The Nutrient Exchange Association. Beginning in 2011, H2O Renewal and Honeywell signed a nutrient credit agreement which requires H2O Renewal to purchase nitrogen credits from Honeywell at one-half The Exchange credit price. In 2015 H2O Renewal purchased 158,816 credits from Honeywell at \$1.53/credit.
- Chesapeake Bay and James River TMDL. H2O Renewal was invited to participate on DEQ's Regulatory Advisory Panel (RAP) to comment and assist with the development of the chlorophyll a standard for the James River. An introductory meeting was held in late June and the next meeting will be held later in July.
- Nitrogen Reduction Alternatives Evaluation and Segregated Treatment
  - Phase 2. Construction on the phase 2 nitrogen reduction project is continuing on schedule with substantial completion planned for February 2017. A project timeline status is provided as part of the meeting agenda.
  - Water Quality Improvement Fund Grant Agreement for Phase 2 Nitrogen Reduction. H2O Renewal is submitting pay request to DEQ as invoices are received. The total grant amount spent through May is \$35,888,301.58 with a total project amount of \$47,360,072.
- Pretreatment
  - All industries are operating in compliance with current pretreatment permits.
- Sanitary Sewer System
  - Regular sewer point repairs and lining work continues. CCTV work is continuing in 3 previously unevaluated sub-basins and future rehab plans are being developed based on the CCTV work. 50% design plans have been received for sewer line stabilization at Carter Woodson Elementary School and are under review.
- Lab Certification
  - H2O Renewal's lab certification was re-issued in June 2016.

Hopewell Water Renewal Commission Meeting  
July 18, 2016

Milestones in the upcoming timeline

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

2016

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

2017

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

2018

- Stormwater Permit Application Due – December

2019

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

2020

- *VPDES Permit Application Due*

## HRWTF Phase 2 Nitrogen Reduction Project Timeline Status

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

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

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

June 6, 2016

MBBR IPS top slab complete. IPS and NaOH buildings delivered. MBBR channel slabs and walls continue.

June 21, 2016

HDPE force main pipe install completed. Polymer feed equipment installation underway. NaOH containment structure coatings complete. GRPS leak test in process.

July 12, 2016

DAF & Blower building doors installed. NaOH tanks delivered and set in place. GRPS leak test complete and acceptable. MBBR IPS coating prep underway.

HOPEWELL REGIONAL WASTEWATER TREATMENT FACILITY  
BUDGET PERFORMANCE REPORT  
PRELIMINARY

FY 2015-2016 CATEGORY	Apr 1 to Jun 30 4th Qtr - Preliminary			YTD FY 15-16			Total Budget	Available Balance Percentage
	Actual	Budget	%	YTD FY 15-16	Budget	%	BUDGET	%
Salaries	734,718	722,327		2,981,195	2,893,500		2,893,500	
Benefits	343,286	368,000		1,074,311	1,133,775		1,133,775	
<b>TOTAL LABOR</b>	<b>1,078,004</b>	<b>1,090,327</b>	<b>98.9%</b>	<b>4,055,506</b>	<b>4,027,275</b>	<b>100.7%</b>	<b>4,027,275</b>	<b>-0.7%</b>
Power	517,183	500,167		1,528,386	1,500,500		1,500,500	
Fuel	51,333	100,000		209,345	300,000		300,000	
<b>TOTAL ENERGY</b>	<b>568,516</b>	<b>600,167</b>	<b>94.7%</b>	<b>1,737,731</b>	<b>1,800,500</b>	<b>96.5%</b>	<b>1,800,500</b>	<b>3.5%</b>
OTC	99,827	45,000		105,335	175,000		175,000	
Hypochlorite	224,449	141,667		725,167	550,000		550,000	
Lime				0	0			
Polymer	146,367	64,000		409,563	320,000		320,000	
Defoamer	20,360	8,334		35,630	15,000		15,000	
Phosphoric	13,124	23,333		39,662	70,000		70,000	
<b>TOTAL CHEMICALS</b>	<b>504,127</b>	<b>282,334</b>	<b>178.6%</b>	<b>1,315,356</b>	<b>1,130,000</b>	<b>116.4%</b>	<b>1,130,000</b>	<b>-16.4%</b>
Maintenance Supply	308,239	138,333		881,179	435,000		435,000	
Contract Maintenance	72,223	176,167		333,491	563,500		563,500	
Interceptor Maintenance	5,799	5,000		42,545	15,000		15,000	
<b>TOTAL MAINTENANCE</b>	<b>386,261</b>	<b>319,500</b>	<b>120.9%</b>	<b>1,257,215</b>	<b>1,013,500</b>	<b>124.0%</b>	<b>1,013,500</b>	<b>-24.0%</b>
Utilities	32,784	32,150		113,030	102,500		102,500	
Other Supplies	131,928	97,166		494,846	303,000		303,000	
Consulting	224,493	273,992		702,687	821,975		821,975	
Administration	150,978	21,033		266,152	268,100		268,100	
Residual Disposal	65,791	58,333		202,588	175,000		175,000	
Legal Services	5,886	33,333		95,476	100,000		100,000	
<b>TOTAL MISCELLANEOUS</b>	<b>611,860</b>	<b>516,008</b>	<b>118.6%</b>	<b>1,874,779</b>	<b>1,770,574</b>	<b>105.9%</b>	<b>1,770,574</b>	<b>-5.9%</b>
<b>LEVY IN LIEU OF TAXES</b>	<b>334,000</b>	<b>334,000</b>	<b>100.0%</b>	<b>334,000</b>	<b>334,000</b>	<b>100.0%</b>	<b>334,000</b>	<b>0.0%</b>
<b>GRAND TOTAL</b>	<b>3,482,767</b>	<b>3,142,335</b>	<b>110.8%</b>	<b>10,574,587</b>	<b>10,075,850</b>	<b>104.9%</b>	<b>10,075,850</b>	<b>-4.9%</b>





Hopewell Water Renewal Commission  
Special Meeting  
August 22, 2016

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

Others Present	
Jeanie Grandstaff, H2O Renewal	Andrew Parker, Honeywell
Matt Ellinghaus, H2O Renewal	Richard Corbi, Virginia American Water Company
Shayna Johnson, H2O Renewal	
Harold Walker, H2O Renewal	
Chris Tabor, Hazen	
Bart Kreps, Raftelis	

1. **Call to Order.** Chair Christina Luman-Bailey called the meeting to order at 1:38 PM on August 22, 2016. A quorum was present. Jeanie Grandstaff reported that Commissioner Calos had provided Commissioner Haley with his proxy.
2. **Citizens Communication.** There was no communication from citizens at this meeting.
3. **Electrical Substation Upgrade for Phase 2 Nitrogen Reduction Project.** Jeanie Grandstaff reported that after Dominion Power reviewed the power requirements of the phase 2 nitrogen reduction project, it determined that the electrical substation needed to be replaced and upgraded. The cost of this upgrade is \$672,885, however \$389,035.35 of the cost will be funded by the WQIF grant.
4. **Employee Poll on Facility Name Change.** As suggested by the Commission at the July meeting, Jeanie Grandstaff reported that she polled staff regarding the official name of the facility. The overwhelming vote was to name the facility "Hopewell Water Renewal".
5. **VPDES Permit Issuance.** Jeanie Grandstaff reported that the VPDES permit for the facility was reissued and became effective on August 1. The major change to the permit was to require daily sampling and analysis of ammonia.
6. **Wastewater O&M Cost Allocation.** Bart Kreps provided a brief summary of what had occurred since the July meeting related to the O&M model. Spreadsheets demonstrating the different model scenarios were provided to the Commission members and are attached as a part of these minutes. In addition to the base model that was presented at the July meeting, 3 additional scenarios were developed:
  - a. Honeywell's suggestion to modify the percent allocations of the process costs by component.

- b. WestRock's suggestion to divide biological treatment into a total nitrogen component when allocating process costs.
- c. City of Hopewell's suggestion to divide biological treatment and total nitrogen into 50/50 cost allocation.

Commissioner Anderson began the discussion by stating that it was important to do the O&M cost allocation model, however, he felt that the additional O&M cost were related strictly to operation of the new nitrogen facilities and therefore those additional costs should be allocated totally to total nitrogen. The original model increased WestRock's O&M cost by \$1 million/year. Chris Tabor responded by stated that WestRock's cost increase was based on WestRock's increase in TSS loadings over the past three years.

Commissioner Anderson suggested that another model run be conducted using the 50/50 split scenario and a full year of O&M cost increases due to the nitrogen reduction project. He also suggested that the percentage split may need to be adjusted to achieve acceptable O&M costs.

Bart Kreps discussed the potential for developing a reserve fund of 180 days to ensure that the facility does not have a cash flow problem due to billing being converted to arrears based on usage rather than the current billing system which is pre-billing based on forecast usage. Mr. Kreps also explained that a true-up could be made annually to ensure that reserves remain reasonable. Commissioner Anderson was opposed to a reserve fund due to the City holding the industry's money.

- 7. **New User/Future Commission Members.** Jeanie Grandstaff presented a marked up copy of the City's charter which addresses proposed legislative changes to allow the Commission and City Council to decide the cost for new industries to become members of the Commission. She reported that the proposed language would be presented to Council in October for its approval in order to place the topic on the City's General Assembly legislative agenda. It was the consensus of the Commission to proceed with presenting the changes to Council.
- 8. **Other Discussion.** There was no further discussion.
- 9. **Adjourn.** There being no further business and after a motion by Commissioner Haley, seconded by Commissioner Harry, the Chair adjourned the meeting at 3:35 p.m.

**Minutes Approved at the October 17, 2016 Meeting**

	Cost of Service Model FY17 Costs	Honeywell Proposal FY17 Costs	WestRock Proposal FY17 Costs	50/50 N & BOD Costs - FY17
City of Hopewell	\$ 1,948,095	\$ 2,029,818	\$ 2,012,517	\$ 2,002,503
Honeywell	1,699,818	1,992,836	1,862,462	1,837,180
Honeywell Churchill				
Ashland	1,334,482	1,383,318	1,332,498	1,332,807
WestRock	5,563,333	5,177,859	5,344,748	5,378,725
VA American Water	533,969	495,866	527,473	528,483
	\$ 11,079,697	\$ 11,079,697	\$ 11,079,697	\$ 11,079,697

COST OF SERVICE -- BASE

City of Hopewell, VA Wastewater Treatment Plant  
O&M Cost Allocation Study  
Process Cost Allocation

**Combined**

**Allocation of Budget Costs by Process**

Budget Category	Process											Total Budget Item Cost
	Preliminary & Primary	Sludge Thickening	Dewatering	Secondary Clarifiers	Incineration	Biological Treatment	Interceptor	Miscellaneous	Process Support	Support Services	Tech Services	
Personnel	\$ 519,342	\$ 86,557	\$ 779,013	\$ 346,228	\$ 779,013	\$ 432,785	\$ 43,278	\$ 173,114	\$ 173,114	\$ 129,835	\$ 865,570	\$ 4,327,848
Water	-	-	\$ 65,000	-	-	\$ 25,000	-	\$ 10,000	-	-	-	\$ 100,000
All Other Utilities	-	-	-	-	-	-	-	\$ 16,500	-	-	-	\$ 16,500
Chemicals	\$ 640,800	-	\$ 373,800	\$ 13,350	-	\$ 307,050	-	-	-	-	-	\$ 1,335,000
Residual Disposal	\$ 10,500	-	-	-	\$ 155,750	-	-	-	-	-	-	\$ 175,000
Electricity	\$ 111,690	-	\$ 241,995	\$ 241,995	\$ 167,535	\$ 930,750	\$ 93,075	\$ 74,460	\$ 8,750	-	-	\$ 1,861,500
Fuel	-	-	-	-	\$ 297,000	-	-	\$ 3,000	-	-	-	\$ 300,000
Consulting	-	-	-	-	-	-	-	-	-	-	-	\$ 300,000
Maintenance	\$ 99,900	\$ 44,400	\$ 155,400	\$ 133,200	\$ 177,600	\$ 155,400	\$ 11,100	\$ 44,400	\$ 77,700	\$ 155,400	\$ 237,975	\$ 793,249
Supplies	-	-	-	-	-	-	-	\$ 309,500	-	-	-	\$ 1,110,000
Interceptor	-	-	-	-	-	-	\$ 15,000	-	-	-	-	\$ 309,500
Levy in Lieu of Tax	-	-	-	-	-	-	-	\$ 334,000	-	-	-	\$ 334,000
Administrative	-	-	-	-	-	-	-	\$ 402,100	-	-	-	\$ 402,100
<b>Total Allocation</b>	<b>\$ 1,382,232</b>	<b>\$ 130,957</b>	<b>\$ 1,615,208</b>	<b>\$ 734,773</b>	<b>\$ 1,576,898</b>	<b>\$ 1,850,985</b>	<b>\$ 162,453</b>	<b>\$ 1,922,348</b>	<b>\$ 259,564</b>	<b>\$ 285,235</b>	<b>\$ 1,159,044</b>	<b>\$ 11,079,697</b>

**Existing**

**Allocation of Budget Costs by Process**

Budget Category	Process											Total Budget Item Cost
	Preliminary & Primary	Sludge Thickening	Dewatering	Secondary Clarifiers	Incineration	Biological Treatment	Interceptor	Miscellaneous	Process Support	Support Services	Tech Services	
Personnel	\$ 519,342	\$ 86,557	\$ 779,013	\$ 346,228	\$ 779,013	\$ 432,785	\$ 43,278	\$ 173,114	\$ 173,114	\$ 129,835	\$ 865,570	\$ 4,327,848
Water	-	-	\$ 65,000	-	-	\$ 25,000	-	\$ 10,000	-	-	-	\$ 100,000
All Other Utilities	-	-	-	-	-	-	-	\$ 16,500	-	-	-	\$ 16,500
Chemicals	\$ 640,800	-	\$ 373,800	\$ 13,350	-	\$ 307,050	-	-	-	-	-	\$ 1,335,000
Residual Disposal	\$ 10,500	-	-	-	\$ 155,750	-	-	-	-	-	-	\$ 175,000
Electricity	\$ 111,690	-	\$ 241,995	\$ 241,995	\$ 167,535	\$ 930,750	\$ 93,075	\$ 74,460	\$ 8,750	-	-	\$ 1,861,500
Fuel	-	-	-	-	\$ 297,000	-	-	\$ 3,000	-	-	-	\$ 300,000
Consulting	-	-	-	-	-	-	-	\$ 555,274	-	-	-	\$ 300,000
Maintenance	\$ 99,900	\$ 44,400	\$ 155,400	\$ 133,200	\$ 177,600	\$ 155,400	\$ 11,100	\$ 44,400	\$ 77,700	\$ 155,400	\$ 237,975	\$ 793,249
Supplies	-	-	-	-	-	-	-	\$ 309,500	-	-	-	\$ 1,110,000
Interceptor	-	-	-	-	-	-	\$ 15,000	-	-	-	-	\$ 309,500
Levy in Lieu of Tax	-	-	-	-	-	-	-	\$ 334,000	-	-	-	\$ 334,000
Administrative	-	-	-	-	-	-	-	\$ 402,100	-	-	-	\$ 402,100

Total Allocation	\$ 1,382,232	\$ 130,957	\$ 1,615,208	\$ 734,773	\$ 1,576,898	\$ 1,850,985	\$ 162,453	\$ 1,922,348	\$ 259,564	\$ 285,235	\$ 1,159,044
------------------	--------------	------------	--------------	------------	--------------	--------------	------------	--------------	------------	------------	--------------

**Percent Allocation of Budget Costs by Process**

Budget Category	Process											Budget Category
	Preliminary & Primary	Sludge Thickening	Dewatering	Secondary Clarifiers	Incineration	Biological Treatment	Interceptor	Miscellaneous	Process Support	Support Services	Tech Services	
Personnel	12%	2%	18%	8%	18%	10%	1%	4%	4%	3%	20%	100.0%
Water	0%	0%	65%	0%	0%	25%	0%	10%	0%	0%	0%	100.0%
All Other Utilities	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	100.0%
Chemicals	48%	0%	28%	1%	0%	23%	0%	0%	0%	0%	0%	100.0%
Residual Disposal	6%	0%	0%	0%	89%	0%	0%	0%	5%	0%	0%	100.0%
Electricity	6%	0%	13%	13%	9%	50%	5%	4%	0%	0%	0%	100.0%
Fuel	0%	0%	0%	0%	95%	0%	0%	1%	0%	0%	0%	100.0%
Consulting	0%	0%	0%	0%	0%	0%	0%	70%	0%	0%	30%	100.0%
Maintenance	9%	4%	14%	12%	16%	14%	1%	4%	7%	14%	5%	100.0%
Supplies	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	100.0%
Interceptor	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	100.0%
Levy in Lieu of Tax	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	100.0%
Administrative	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	100.0%

**Budget Category Definitions**

- Preliminary and Prima domestic and industrial preliminary treatment, primary treatment, disinfection. (primary sludge)
- Tech Services lab, field monitoring, pretreatment, contract laboratory services, air pollution control.
- Process Support calibrations, rentals, water service, radios, stores issues.
- Support Services lawn care, HVAC, telephone, janitorial, training, office equipment, building operation.
- Sludge Thickening gravity thickeners, DAF, sludge holding tanks.
- Sludge Dewatering centrifuge, polymer system, cake pumps, sludge storage pad.
- Secondary Clarifier clarifiers, RAS pumps, defoamer system
- Incineration incinerator, ash handling, scrubber, residuals.
- Biological Treatment oxygen plant, UNOX, denitrification, phosphorus addition.
- Miscellaneous trash pick-up, freight, insurance, uniforms, advertising, ley in lieu of taxes, penalties.
- Interceptor north and south interceptor, bear creek pump station and gravelly run pump station.



City of Hopewell, VA Wastewater Treatment Plant  
 Operation Study  
 Unit Cost Calculation

0.7% lbs. TSS/lb. BOD removed

Flow (MGD)	Annual Loadings Average (FY 2013 - FY 2015) BOD (lbs/day)	Annual Loadings Average (FY 2013 - FY 2015) TSS (lbs/day)	% of solids from influent TSS	% of solids from influent BOD
1,277.4	4,353.7	4,702.0	3.251	46.3%
2,127.5	6,231.4	3,821.2	54.7%	
3,981.1	13,061.1	3,981.1		
4,293.7	11,275.2	17,745.3		
342.1	273.9	2,169.6		
9,006	28,340	25,686	205	
	1,408	21,335	1,135	

Flow (MGD)	BOD (lbs/day)	TSS (lbs/day)	Total (lbs/day)	% Total
786,200	4,188,621	2,266,879	6,455,500	17.0%
384,375	1,551,290	1,453,931	3,005,221	46.3%
			263,140	4.0%
			2,626,182	39.7%

Flow (MGD)	BOD (lbs/day)	TSS (lbs/day)	Total (lbs/day)	% Total
1,186,650	4,729,911	4,410,230	9,140,141	100.0%
10.7%	42.8%	39.8%	6.7%	
9,006	28,340	25,686	1,408	
Unit Cost	\$ 324.53	\$ 187.25	\$ 511.78	\$ 57.81
\$ / lb.	\$ 0.107	\$ 0.177	\$ 0.528	

\*Note: TSS loadings are a 3-year average (2013 - 2015) of loadings by customer with generic loadings assigned by proportional per-Crete assigned loading.

Aggregate Unit Cost

Component Costs	Flow (MGD)	BOD (lbs/day)	TSS (lbs/day)	Total (lbs/day)	% Total
Composite Allocation (G&A)	786,200	4,188,621	2,266,879	6,455,500	17.0%
Total Costs	1,186,650	4,729,911	4,410,230	9,140,141	100.0%
\$ / Total	10.7%	42.8%	39.8%	6.7%	
Total lbs. or MG	9,006	28,340	25,686	1,408	
Unit Cost	\$ 324.53	\$ 187.25	\$ 511.78	\$ 57.81	
\$ / lb.	\$ 0.107	\$ 0.177	\$ 0.528		

Calculated Bill

City of Hopewell	Flow (MGD)	BOD (lbs/day)	TSS (lbs/day)	Total (lbs/day)	% Total
Hopewell	248,004	725,160	807,121	1,532,281	17.0%
Hopewell	1,677,606	6,054,751	5,603,109	11,657,860	127.8%
Ashland	57,534	1,018,241	102,294	1,120,535	12.3%
WestRock	587,206	1,902,777	2,891,835	4,794,612	52.4%
VA American Water	42,250	45,316	445,152	490,468	5.3%
Total Costs	1,186,650	4,729,911	4,410,230	9,140,141	100.0%

Cost per MG

City of Hopewell	Flow (MGD)	BOD (lbs/day)	TSS (lbs/day)	Total (lbs/day)	Volume of Influent per MG	Volume of Influent per MG
Hopewell	248,004	725,160	807,121	1,532,281	93.11	1,020.74
Hopewell	1,677,606	6,054,751	5,603,109	11,657,860	153.67	802.75
Ashland	57,534	1,018,241	102,294	1,120,535	338.06	2,865.16
WestRock	587,206	1,902,777	2,891,835	4,794,612	17.15	1,170.39
VA American Water	42,250	45,316	445,152	490,468	2.18	1,560.79

Conversion  
 1mg/L = 8.34 lbs./million gallons  
 Assumed Strength (mg/L)  
 lbs./million gallons (per month)  
 \$/lb.  
 Cost for 24-month

Flow (MGD)	BOD (lbs/day)	TSS (lbs/day)	Total (lbs/day)
283	1,000,113	307	1,307,180
	1,927,390,000	1,927,390,000	3,854,780,000
	4,111,503,113	4,398,696,633	8,510,199,746
	\$ 702,248	\$ 847,257	\$ 1,549,505

Hospital Flow, BOD, TSS Loadings

City of Hopewell	Flow (MGD)	BOD (lbs/day)	TSS (lbs/day)	Total (lbs/day)	Flow (MGD)	BOD (lbs/day)	TSS (lbs/day)	Total (lbs/day)
Hopewell	1,277.4	4,353.7	4,702.0	9,055.7	1,277.4	4,353.7	4,702.0	9,055.7
Hopewell Church Hill	2,127.5	6,231.4	3,821.2	10,052.6	2,127.5	6,231.4	3,821.2	10,052.6
Ashland	3,981.1	13,061.1	3,981.1	20,123.3	3,981.1	13,061.1	3,981.1	20,123.3
WestRock	4,293.7	11,275.2	17,745.3	29,020.5	4,293.7	11,275.2	17,745.3	29,020.5
VA American Water	342.1	273.9	2,169.6	2,443.5	342.1	273.9	2,169.6	2,443.5
Total	9,006	28,340	25,686	1,408	9,006	28,340	25,686	1,408

Historical TN Loadings

	2018	2019	2020	3 Year Average (1,000 lbs.)	FY16-FY18 Average (1,000 lbs.)	FY19-FY21 Average (1,000 lbs.)
City of Hopewell	313,230	272,613	275,333	280,379	299,055	273,977
Hopewell	567,371	527,732	515,276	536	536	522
Hopewell Churchhill	299,529	248,569	234,558	261	261	262
WestRock	125,121	178,288	146,740	133	133	138
VA American Water	1,230	1,091	1,319	1	1	1

	2018	2019	2020	3 Year Average (1,000 lbs.)
City of Hopewell	357,976	302,383	348,082	336
Hopewell	511,456	586,579	651,423	616
Hopewell Churchhill	133,725	275,351	266,526	269
WestRock	135,233	145,573	134,512	134
VA American Water	1,330	1,232	1,667	1

Historical Actual Costs

	Actual Costs (N)	3 Year Average
City of Hopewell	37.1%	34.2%
Hopewell	14.2%	12.1%
Hopewell Churchhill	12.1%	51.8%
WestRock	51.8%	4.3%
VA American Water	4.3%	



Actual O&M Costs (%) by Customer - 3 Year Average



Cost of Service O&M Costs (%) by Customer - FY17

	Actual Costs (\$)	3 Year Average
City of Hopewell	\$ 1,480,153	
Hopewell	\$ 1,378,790	
Hopewell Churchhill	\$ 1,000,810	
WestRock	\$ 4,518,113	
VA American Water	\$ 425,877	

City of Hopewell Hopewell Hopewell Churchhill WestRock VA American Water

City of Hopewell Hopewell Hopewell Churchhill WestRock VA American Water

	Flow (MG)	FY16 Forecast Costs - without G&A	TSS (lbs)	Customer Total	% Total
City of Hopewell	1,093,007	\$ 1,093,007	18,391	\$ 1,093,007	18.9%
Hopewell	1,007,798	\$ 1,007,798	10,000	\$ 1,007,798	10.0%
Hopewell Churchhill	1,055,587	\$ 1,055,587	16,400	\$ 1,055,587	16.4%
WestRock	5,000,564	\$ 5,000,564	49,800	\$ 5,000,564	49.8%
VA American Water	514,214	\$ 514,214	5,100	\$ 514,214	5.1%

	Flow (MG)	FY16 Actual Costs - Year End Estimate - without G&A	TSS (lbs)	Customer Total	% Total
City of Hopewell	628,273	\$ 628,273	5,710	\$ 628,273	15.4%
Hopewell	1,122,227	\$ 1,122,227	1,482,794	\$ 1,122,227	15.7%
Hopewell Churchhill	870,194	\$ 870,194	84,884	\$ 870,194	11.1%
WestRock	1,741,771	\$ 1,741,771	2,470,933	\$ 1,741,771	52.9%
VA American Water	43,620	\$ 43,620	372,886	\$ 43,620	4.9%

	Flow (MG)	FY16 Actual Costs - Year End Adjusted - without G&A	TSS (lbs)	Customer Total	% Total
City of Hopewell	665,884	\$ 665,884	665,887	\$ 665,884	18.2%
Hopewell	44,515	\$ 44,515	1,127,297	\$ 44,515	12.5%
Hopewell Churchhill	77,334	\$ 77,334	1,080,243	\$ 77,334	12.6%
WestRock	2,021,373	\$ 2,021,373	4,298,571	\$ 2,021,373	50.1%
VA American Water	409,151	\$ 409,151	500,271	\$ 409,151	5.8%

	Flow (MG)	FY17 Actual Costs - Year End Adjusted - without G&A	TSS (lbs)	Customer Total	% Total
City of Hopewell	391,121	\$ 391,121	1,403,847	\$ 391,121	17.3%
Hopewell	457,745	\$ 457,745	1,151,579	\$ 457,745	13.5%
Hopewell Churchhill	66,399	\$ 66,399	1,048,034	\$ 66,399	12.5%
WestRock	2,233,515	\$ 2,233,515	4,381,535	\$ 2,233,515	52.4%
VA American Water	259,810	\$ 259,810	322,147	\$ 259,810	3.9%

Historical Actual Costs with General and Administrative

	Flow (MG)	FY16 Actual Costs - Year End Estimate - with G&A	TSS (lbs)	Customer Total	% Total
City of Hopewell	628,273	\$ 628,273	5,710	\$ 628,273	15.2%
Hopewell	1,122,227	\$ 1,122,227	57,910	\$ 1,122,227	16.0%
Hopewell Churchhill	870,194	\$ 870,194	34,884	\$ 870,194	0.9%
WestRock	1,741,771	\$ 1,741,771	2,470,933	\$ 1,741,771	11.4%
VA American Water	43,620	\$ 43,620	372,886	\$ 43,620	56.7%

	Flow (MG)	BOO (lbs)	FY17 Cost Allocation	TSS (lbs)	% Total
City of Hopewell	20.1%	15.3%	\$ 1,943,095	18,391	23.9%
Hopewell	22.0%	22.1%	\$ 1,699,818	1,000	48.8%
Hopewell Churchhill	4.8%	21.5%	\$ 1,334,403	16,400	21.2%
WestRock	49.5%	40.1%	\$ 5,643,133	49,800	60.1%
VA American Water	3.6%	3.0%	\$ 533,869	5,100	10.1%

	Equipped Actual Costs FY16	Projected Costs FY17	Projected Increase
City of Hopewell	\$ 1,903,007	\$ 1,943,095	\$ 40,088
Hopewell	\$ 1,007,798	\$ 1,699,818	\$ 692,020
Hopewell Churchhill	\$ 1,055,567	\$ 1,334,403	\$ 278,836
WestRock	\$ 5,000,264	\$ 5,643,133	\$ 642,869
VA American Water	\$ 514,214	\$ 533,869	\$ 19,655
<b>Total</b>	\$ 10,079,850	\$ 11,079,897	\$ 1,000,047

	Percentage of Total Budget
WestRock	55.2%
Hopewell	17.0%
Hopewell Churchhill	15.2%
City of Hopewell	12.1%
VA American Water	4.9%

	FY 2018 Actual Costs				% Total
	Flow (MG)	BOD (MBS)	Admin/Other	Customer Cost	
City of Hopewell	\$ 242,839	\$ 651,614	\$ 466,287	\$ 1,723,188	12.4%
Hopewell	242,839	651,614	466,287	1,420,608	14.5%
Hopewell Churchill	53,622	949,487	77,134	1,268,739	12.9%
Westlock	57,070	1,718,128	188,497	4,783,853	48.7%
VA American Water	42,510	47,774	409,161	622,202	6.4%

	FY 2019 Actual Costs				% Total
	Flow (MG)	BOD (MBS)	Admin/Other	Customer Cost	
City of Hopewell	\$ 213,718	\$ 678,268	\$ 591,171	\$ 1,552,033	17.7%
Hopewell	213,718	678,268	591,171	1,437,662	14.6%
Hopewell Churchill	239,443	845,271	45,705	1,179,444	12.7%
Westlock	54,051	927,244	131,409	4,071,623	50.5%
VA American Water	39,264	1,641,175	200,088	418,002	4.5%

Historical Breakdowns of Total Flow and Strength Costs

	Component Costs (\$)		FY17
	FY16	FY15	
Flow	\$ 1,139,056	\$ 1,213,553	\$ 1,186,650
BOD	4,217,065	4,448,027	4,739,931
TS	3,440,771	3,545,942	4,410,280
TN	-	-	742,829

	Relative Component Costs as a Percent (%)		FY17
	FY16	FY15	
Flow	13.2%	13.2%	10.7%
BOD	49.2%	48.3%	42.8%
TS	27.3%	28.2%	39.3%
TN	0.0%	0.0%	6.2%

Total Nitrogen Allocation Notes from Jeanie Grandstaff:

Centrica's Load (column C in TN Data file from Hopewell) Internal waste stream which is the water discharge from the sludge dewatering process and it is sent back to the head of the domestic plant for treatment. This flow is measured as a part of the total domestic flow, but the TN concentration is not captured in the domestic wastewater sample result.

Flow Load (column E in TN Data file from Hopewell) This is the final effluent after all treatment.

Flow Load (column F in TN Data file from Hopewell) BODK was previously collected and is a City customer. This discharge comes through the domestic networks and the TN and flow is captured in the domestic wastewater sample result.

Influent Load (column G in TN Data file from Hopewell) This is the flow from Westlock hazardous air pollutants (HAP) loading added to it.

Influent - HAP Load (column P in TN Data file from Hopewell) This is the flow from Westlock hazardous air pollutants (HAP) loading added to it.

HAP Load (column T in TN Data file from Hopewell) The HAP discharge comes from Westlock in a separate stream.

Westlock - HAP Load (column U in TN Data file from Hopewell) This discharge is the loading from the industrial Westlock discharge with the HAP loading added to it to give us a total discharge amount from Westlock since the two waste streams are split.

COST OF SERVICE – HONEYWELL SUGGESTION

City of Hopewell, VA Wastewater Treatment Plant  
O&M Cost Allocation Study  
Process Cost Allocation

Budget Category	Allocation of Budget Costs by Process											Total Budget Item Cost
	Preliminary & Primary	Sludge Thickening	Dewatering	Secondary Clarifiers	Incineration	Biological Treatment	Interceptor	Miscellaneous	Process Support	Support Services	Tech Services	
Personnel	\$ 519,342	\$ 86,557	\$ 779,013	\$ 346,228	\$ 779,013	\$ 432,785	\$ 43,278	\$ 173,114	\$ 173,114	\$ 129,835	\$ 865,570	\$ 4,327,848
Water	-	-	\$ 65,000	-	-	\$ 25,000	-	\$ 10,000	-	-	-	\$ 100,000
All Other Utilities	-	-	-	-	-	-	-	-	-	-	-	-
Chemicals	\$ 640,800	-	\$ 373,800	\$ 13,350	-	-	-	\$ 16,500	-	-	-	\$ 16,500
Residual Disposal	\$ 10,500	-	-	-	-	-	-	-	-	-	-	\$ 1,335,000
Electricity	\$ 111,690	-	\$ 241,995	\$ 241,995	\$ 155,750	\$ 307,050	-	-	\$ 8,750	-	-	\$ 175,000
Fuel	-	-	-	-	\$ 167,535	\$ 930,750	\$ 93,075	\$ 74,460	-	-	-	\$ 1,861,500
Consulting	-	-	-	-	\$ 297,000	-	-	\$ 3,000	-	-	-	\$ 300,000
Maintenance	\$ 99,900	\$ 44,400	\$ 155,400	\$ 133,200	\$ 177,600	\$ 155,400	\$ 11,100	\$ 555,274	-	-	\$ 237,975	\$ 793,249
Supplies	-	-	-	-	-	-	-	\$ 44,400	\$ 77,700	\$ 155,400	\$ 55,500	\$ 1,110,000
Interceptor	-	-	-	-	-	-	-	-	-	-	-	\$ 309,500
Levy in Lieu of Tax	-	-	-	-	-	-	\$ 15,000	-	-	-	-	\$ 15,000
Administrative	-	-	-	-	-	-	-	\$ 334,000	-	-	-	\$ 334,000
<b>Total Allocation</b>	<b>\$ 1,382,232</b>	<b>\$ 130,957</b>	<b>\$ 1,615,208</b>	<b>\$ 734,773</b>	<b>\$ 1,576,898</b>	<b>\$ 1,850,985</b>	<b>\$ 162,453</b>	<b>\$ 1,922,348</b>	<b>\$ 259,564</b>	<b>\$ 285,235</b>	<b>\$ 1,159,044</b>	<b>\$ 11,079,697</b>

Existing

Budget Category	Allocation of Budget Costs by Process											Total Budget Item Cost
	Preliminary & Primary	Sludge Thickening	Dewatering	Secondary Clarifiers	Incineration	Biological Treatment	Interceptor	Miscellaneous	Process Support	Support Services	Tech Services	
Personnel	\$ 519,342	\$ 86,557	\$ 779,013	\$ 346,228	\$ 779,013	\$ 432,785	\$ 43,278	\$ 173,114	\$ 173,114	\$ 129,835	\$ 865,570	\$ 4,327,848
Water	-	-	\$ 65,000	-	-	\$ 25,000	-	\$ 10,000	-	-	-	\$ 100,000
All Other Utilities	-	-	-	-	-	-	-	-	-	-	-	-
Chemicals	\$ 640,800	-	\$ 373,800	\$ 13,350	-	\$ 307,050	-	\$ 16,500	-	-	-	\$ 16,500
Residual Disposal	\$ 10,500	-	-	-	-	-	-	-	-	-	-	\$ 1,335,000
Electricity	\$ 111,690	-	\$ 241,995	\$ 241,995	\$ 155,750	\$ 307,050	-	-	\$ 8,750	-	-	\$ 175,000
Fuel	-	-	-	-	\$ 167,535	\$ 930,750	\$ 93,075	\$ 74,460	-	-	-	\$ 1,861,500
Consulting	-	-	-	-	\$ 297,000	-	-	\$ 3,000	-	-	-	\$ 300,000
Maintenance	\$ 99,900	\$ 44,400	\$ 155,400	\$ 133,200	\$ 177,600	\$ 155,400	\$ 11,100	\$ 555,274	-	-	\$ 237,975	\$ 793,249
Supplies	-	-	-	-	-	-	-	\$ 44,400	\$ 77,700	\$ 155,400	\$ 55,500	\$ 1,110,000
Interceptor	-	-	-	-	-	-	-	\$ 309,500	-	-	-	\$ 309,500
Levy in Lieu of Tax	-	-	-	-	-	-	\$ 15,000	-	-	-	-	\$ 15,000
Administrative	-	-	-	-	-	-	-	\$ 334,000	-	-	-	\$ 334,000
<b>Total Allocation</b>	<b>\$ 1,382,232</b>	<b>\$ 130,957</b>	<b>\$ 1,615,208</b>	<b>\$ 734,773</b>	<b>\$ 1,576,898</b>	<b>\$ 1,850,985</b>	<b>\$ 162,453</b>	<b>\$ 1,922,348</b>	<b>\$ 259,564</b>	<b>\$ 285,235</b>	<b>\$ 1,159,044</b>	<b>\$ 11,079,697</b>

Total Allocation	\$ 1,382,232	\$ 130,957	\$ 1,615,208	\$ 734,773	\$ 1,576,898	\$ 1,850,985	\$ 162,453	\$ 1,922,348	\$ 259,564	\$ 285,235	\$ 1,159,044
------------------	--------------	------------	--------------	------------	--------------	--------------	------------	--------------	------------	------------	--------------

**Percent Allocation of Budget Costs by Process**

Budget Category	Process											Budget Category
	Preliminary & Primary	Sludge Thickening	Dewatering	Secondary Clarifiers	Incineration	Biological Treatment	Interceptor	Miscellaneous	Process Support	Support Services	Tech Services	
Personnel	12%	2%	18%	8%	18%	10%	1%	4%	4%	3%	20%	100.0%
Water	0%	0%	65%	0%	0%	25%	0%	10%	0%	0%	0%	100.0%
All Other Utilities	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	100.0%
Chemicals	48%	0%	28%	1%	0%	23%	0%	0%	0%	0%	0%	100.0%
Residual Disposal	6%	0%	0%	0%	89%	0%	0%	0%	5%	0%	0%	100.0%
Electricity	0%	0%	13%	13%	9%	50%	5%	4%	0%	0%	0%	100.0%
Fuel	0%	0%	0%	0%	99%	0%	0%	1%	0%	0%	0%	100.0%
Consulting	0%	0%	0%	0%	0%	0%	0%	70%	0%	0%	30%	100.0%
Maintenance	9%	4%	14%	12%	16%	14%	1%	4%	7%	14%	5%	100.0%
Supplies	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	100.0%
Interceptor	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	100.0%
Levy in Lieu of Tax	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	100.0%
Administrative	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	100.0%

**Budget Category Definitions**

- Preliminary and Prima domestic and industrial preliminary treatment, primary treatment, disinfection. (primary sludge)
- Tech Services lab, field monitoring, pretreatment, contract laboratory services, air pollution control.
- Process Support calibrations, rentals, water service, radios, stores issues.
- Support Services lawn care, HVAC, telephone, janitorial, training, office equipment, building operation.
- Sludge Thickening gravity thickeners, DAF, sludge holding tanks.
- Sludge Dewatering centrifuge, polymer system, cake pumps, sludge storage pad.
- Secondary Clarifier clarifiers, RAS pumps, defoamer system
- Incineration incinerator, ash handling, scrubber, residuals.
- Biological Treatment oxygen plant, UNOX, denitrification, phosphorus addition.
- Miscellaneous trash pick-up, freight, insurance, uniforms, advertising, levy in lieu of taxes, penalties.
- Interceptor north and south interceptor, bear creek pump station and gravelly run pump station.



**City of Hopewell, VA Wastewater Treatment Plant  
O&M Cost Allocation Study  
Unit Cost Calculation**

Loadings Data

	Flow (MGD)	Annual Loadings - Average (FY 2013 - FY 2015)	TSS (MLBS)	TN (MLBS)	TP (MLBS)
City of Hopewell	1,974.4	4,335.7	4,702.0	316.3	316.3
Hopewell	2,142.8	4,614.4	4,864.4	348.6	348.6
Ashland	4,285.7	6,093.1	6,841.1	398.8	398.8
WestRock	4,285.7	11,376.7	17,424.9	1,514.4	1,514.4
VA American Water	342.1	279.9	2,922.5	1.4	1.4
<b>Total</b>	<b>9,666</b>	<b>28,340</b>	<b>25,686</b>	<b>1,408</b>	<b>1,408</b>

\*Note: TN loadings are a 3-year average (2013-2015) of loadings by customer with Constrate loadings assigned by proportional pre-Constrate assigned loadings

Aggregate Unit Cost

	Flow (MGD)	BOD (MLBS)	TSS (MLBS)	TN (MLBS)	TP (MLBS)	Total
Component Costs						
Competitive Allocation (GA)	\$ 888,744	\$ 2,873,556	\$ 1,774,006	\$ 1,187,109	\$ 7,451,505	
	\$ 417,785	\$ 1,390,707	\$ 1,350,160	\$ 577,538	\$ 3,666,192	
<b>Total Costs</b>	\$ 1,276,530	\$ 3,974,264	\$ 4,064,256	\$ 1,764,647	\$ 11,079,697	
% Total	31.5%	32.9%	36.7%	15.6%	100.0%	
Total lbs. of BOD	9,666	28,340	35,686	1,408		
<b>Unit Cost</b>	\$ 132.88	\$ 140.24	\$ 158.23	\$ 1,253.73		
\$ / lb.		\$ 0.140	\$ 0.158	\$ 1.254		

Calculated Bill

	Flow (MGD)	BOD (MLBS)	TSS (MLBS)	TN (MLBS)	TP (MLBS)	% Total
City of Hopewell	\$ 256,118	\$ 680,023	\$ 745,990	\$ 521,687	\$ 2,203,818	18.3%
Hopewell	281,278	876,075	60,478	772,805	1,994,806	18.0%
Ashland	61,882	854,333	6,743	8,418	1,474,566	13.3%
WestRock	81,861	1,841,416	3,757,411	193,672	5,177,859	46.7%
VA American Water	35,686	38,413	410,231	1,729	485,866	4.3%
<b>Total Costs</b>	\$ 1,276,530	\$ 3,974,264	\$ 4,064,256	\$ 1,764,647	\$ 11,079,697	100.0%

Cost per MGE

	Flow (MGD)	BOD (MLBS)	TSS (MLBS)	TN (MLBS)	TP (MLBS)	Volume Rate (per MG)	Volume Rate (per MG)
City of Hopewell	\$ 132.88	\$ 315.46	\$ 386.01	\$ 218.79	\$ 1,083.14	\$ 1.05	\$ 1.05
Hopewell	\$ 132.88	\$ 414.68	\$ 28.56	\$ 360.01	\$ 941.13	\$ 0.94	\$ 0.94
Ashland	\$ 132.88	\$ 1,894.27	\$ 198.44	\$ 894.42	\$ 2,970.02	\$ 2.97	\$ 2.97
WestRock	\$ 132.88	\$ 956.61	\$ 580.00	\$ 40.73	\$ 1,083.24	\$ 1.09	\$ 1.09
VA American Water	\$ 132.88	\$ 112.29	\$ 1,129.10	\$ 5.14	\$ 1,400.41	\$ 1.45	\$ 1.45

Conversion

1 mg/L = 0.00000008345 lb/gallon			
Assumed Strength (mg/L)	265	307	315
lb./gallon	0.002118	0.00256	0.00259
Gallons (per month)	1,927,390,000	1,927,390,000	1,927,390,000
lb.	4,198,143	4,938,046	562,092
\$/lb.	\$ 0.14	\$ 0.16	\$ 1.25
Cost for Strength	\$ 588,729	\$ 781,345	\$ 705,810

lb.: 1% generated from BOD

% of solids from influent

% of solids from influent BOD

0.75 lbs. TSS/lb. BOD removed

3,253	24.7%	45.3%
4,586	8.53%	
6,831		
11,376.7	6.53%	
279.9	205	
28,340	21,255	

Historical Flow, BOD, TSS Loadings

Entity	FY12 Loadings - Year End Adjusted			FY14 Loadings - Year End Adjusted			FY16 Loadings (not yet available)			3 Year Average - Year End Adjusted		
	Flow (MG)	BOD (LBS)	TSS (LBS)	Flow (MG)	BOD (LBS)	TSS (LBS)	Flow (MG)	BOD (LBS)	TSS (LBS)	Flow (MG)	BOD (LBS)	TSS (LBS)
City of Hopewell	1,904.1	4,094.2	5,244.2	1,969.8	3,986.1	4,512.2	1,897.3	4,124.9	4,063.4	1,927.4	4,135.7	4,702.0
Hopewell	2,119.3	5,094.3	4,271.7	1,977.1	5,203.8	3,048	2,242.1	7,732.2	414.2	2,117.5	6,261.4	382.7
Hopewell Churchhill	481.6	6,413.2	620.5	435.7	5,893.2	524.8	489.0	6,046.0	807.1	465.8	6,092.1	584.1
Arland	4,513.0	11,349.0	20,371.3	4,543.9	10,910.1	13,739.3	4,582.3	15,371.1	17,333.3	4,733.7	11,376.7	17,424.9
WestRock	349.8	238.7	2,134.4	353.5	202.2	2,776.5	331.0	1,800.9	2,467.1	241.1	2,723.3	2,921.6
VA American Water	9,342	28,333	25,778	9,291	35,800	21,655	10,147	36,186	31,524	9,606	28,300	25,580
<b>Total</b>												

Historical TN Loadings

Entity	TN (lbs) - Without Centrate Allocation			TN (lbs) - With Centrate Allocation		
	2011	2012	3 Year Average (L/1000 gal)	2011	2012	3 Year Average (L/1000 gal)
City of Hopewell	381,310	271,433	276,333	357,976	301,983	348,082
Hopewell	565,737	577,782	312,176	611,656	581,579	651,423
Hopewell Churchhill*	299,529	248,569	234,558	333,736	274,261	296,534
Arland	125,121	128,288	146,740	135,133	144,479	185,912
WestRock	1,220	1,091	1,319	1,130	1,121	1,027
VA American Water						
<b>Total</b>						

Historical Actual Costs

Entity	Actual Costs (%)	3 Year Average
City of Hopewell	17.0%	
Hopewell	14.1%	
Hopewell Churchhill	12.0%	
Arland	5.2%	
WestRock	0.2%	
VA American Water	4.8%	
<b>Without G&amp;A Costs</b>		

Actual O&M Costs (%) by Customer - 3 Year Average



Cost of Service O&M Costs (%) by Customer - FY17



Entity	Actual Costs (\$)	3 Year Average
City of Hopewell	\$ 1,489,183	
Hopewell	\$ 1,239,290	
Hopewell Churchhill	\$ 1,049,950	
Arland	\$ 431,443	
WestRock	\$ 425,872	
VA American Water		
<b>Without G&amp;A Costs</b>		

City of Hopewell Hopewell Hopewell Churchhill Arland WestRock VA American Water

City of Hopewell Hopewell Hopewell Churchhill Arland WestRock VA American Water

Entity	FY12 Actual Costs - Year End Estimates - without G&A			FY16 Actual Costs - Year End Estimates - without G&A		
	Flow (MG)	BOD (LBS)	TSS (LBS)	Flow (MG)	BOD (LBS)	TSS (LBS)
City of Hopewell	228,934	628,273	587,975	1,423,171	3,544	15,494
Hopewell	248,137	1,122,727	57,950	1,468,794	15,794	15,794
Hopewell Churchhill	57,407	879,194	64,884	1,001,484	11,116	11,116
Arland	622,428	1,701,771	2,470,833	4,876,132	52,894	52,894
WestRock	38,637	43,690	372,866	49,524	4,494	4,494
VA American Water						
<b>Total</b>						

Entity	FY12 Estimated Actual Costs FY16			FY16 Projected Costs - FY17			FY16 Projected Increase from FY16 Est. Act.		
	Flow (MG)	BOD (LBS)	TSS (LBS)	Flow (MG)	BOD (LBS)	TSS (LBS)	Flow (MG)	BOD (LBS)	TSS (LBS)
City of Hopewell	20,184	55,392	18,394	20,929	55,318	126,811	18,394	55,318	126,811
Hopewell	22,096	22,124	21,124	22,096	22,124	21,124	22,096	22,124	21,124
Hopewell Churchhill	4,886	21,596	2,394	4,886	21,596	2,394	4,886	21,596	2,394
Arland	49,594	40,194	67,894	49,594	40,194	67,894	49,594	40,194	67,894
WestRock	3,654	1,094	10,194	3,654	1,094	10,194	3,654	1,094	10,194
VA American Water									
<b>Total</b>									

Entity	Previous Allocations			Projected Increase		
	Estimated Actual Costs FY16	Projected Costs - FY17	Projected Increase from FY16 Est. Act.	Estimated Actual Costs FY16	Projected Costs - FY17	Projected Increase from FY16 Est. Act.
City of Hopewell	\$ 1,903,007	\$ 2,029,818	\$ 126,811	\$ 1,903,007	\$ 2,029,818	\$ 126,811
Hopewell	\$ 1,007,798	\$ 1,092,896	\$ 85,098	\$ 1,007,798	\$ 1,092,896	\$ 85,098
Hopewell Churchhill	\$ -	\$ 1,883,318	\$ (1,883,318)	\$ -	\$ 1,883,318	\$ (1,883,318)
Arland	\$ 1,600,567	\$ 5,000,264	\$ 3,399,697	\$ 1,600,567	\$ 5,000,264	\$ 3,399,697
WestRock	\$ 500,264	\$ 1,177,859	\$ 677,595	\$ 500,264	\$ 1,177,859	\$ 677,595
VA American Water	\$ 1,075,850	\$ 1,075,850	\$ -	\$ 1,075,850	\$ 1,075,850	\$ -
<b>Total</b>						

	FY16 Actual Costs - Year End Adjusted - without G&A				% Total
	Flow (MG)	BOO (RLS)	TSS (RLS)	Customer Total	
City of Hopewell	\$ 242,839	\$ 651,634	\$ 662,387	\$ 1,560,440	18.2%
Hopewell	242,839	850,692	44,915	1,137,907	13.3%
Hopewell Churchhill					
Ashland	53,422	949,487	77,234	1,080,248	12.8%
WestRock	537,070	1,719,128	2,023,273	4,288,571	50.1%
VA American Water	49,236	47,774	499,161	500,271	5.8%

	FY16 Actual Costs - Year End Adjusted - without G&A				% Total
	Flow (MG)	BOO (RLS)	TSS (RLS)	Customer Total	
City of Hopewell	\$ 213,718	\$ 678,958	\$ 381,121	\$ 1,483,847	17.3%
Hopewell	213,718	845,871	45,785	1,131,079	13.2%
Hopewell Churchhill					
Ashland	54,051	927,584	66,399	1,048,034	12.7%
WestRock	506,644	1,641,475	2,233,515	4,381,535	51.7%
VA American Water	39,264	31,073	249,810	312,147	3.8%

Historical Actual Costs with General and Administrative

	FY15 Actual Costs - Year End Estimates				% Total
	Flow (MG)	BOO (RLS)	TSS (RLS)	Customer Total	
City of Hopewell	\$ 226,924	\$ 628,278	\$ 569,975	\$ 1,803,01	15.7%
Hopewell	268,147	1,121,727	57,910	247,888	16.6%
Hopewell Churchhill					
Ashland	57,407	879,194	84,886	135,792	11.4%
WestRock	622,428	1,781,771	2,476,933	299,013	50.7%
VA American Water	38,837	43,690	371,886	371,886	5.6%

	FY16 Actual Costs				% Total
	Flow (MG)	BOO (RLS)	TSS (RLS)	Customer Total	
City of Hopewell	\$ 242,839	\$ 651,634	\$ 662,387	\$ 1,560,440	18.2%
Hopewell	242,839	850,692	44,915	280,701	14.0%
Hopewell Churchhill					
Ashland	53,422	949,487	77,234	188,497	11.9%
WestRock	537,070	1,719,128	2,023,273	485,287	48.7%
VA American Water	49,236	47,774	499,161	132,012	6.4%

	FY15 Actual Costs				% Total
	Flow (MG)	BOO (RLS)	TSS (RLS)	Customer Total	
City of Hopewell	\$ 213,718	\$ 678,958	\$ 381,121	\$ 1,483,847	17.3%
Hopewell	213,718	845,871	45,785	216,982	14.6%
Hopewell Churchhill					
Ashland	54,051	927,584	66,399	131,409	12.7%
WestRock	506,644	1,641,475	2,233,515	290,088	50.5%
VA American Water	39,264	31,073	249,810	94,855	4.5%

Historical Breakdown of Total Flow and Strength Costs

	Component Costs (\$)		FY17
	FY15	FY16	
Flow	\$ 1,139,056	\$ 1,213,553	1,276,530
BOO	4,217,695	4,456,027	4,546,815
TSS	3,220,771	3,554,962	4,064,345
TN	-	-	1,765,627

	Include Component Costs as a Percent (%)	
	FY15	FY16
Flow	13.3%	13.2%
BOO	49.2%	48.2%
TSS	37.5%	38.5%
TN	0.0%	0.0%

Total Nitrogen Allocation Notes from Inside Grandstaff

Generate Load (column C in TN Data file from Hopewell) internal waste stream which is the water discharge from the sludge dewatering process and it is sent back to the head of the domestic wastewater sample result. Final Load (column E in TN Data file from Hopewell) This is the final effluent after all treatment. This flow is measured as a part of the total domestic flow, but the TN concentration is not captured in the domestic wastewater sample result. Influent Load (column G in TN Data file from Hopewell) Evonk was previously Goldsmith and is a City customer. This discharge comes through the domestic headworks and the TN and flow is captured in the domestic wastewater sample result. Wastewater Load (column I in TN Data file from Hopewell) This is the loading from the industrial influent. Wastewater Load (column M in TN Data file from Hopewell) This is the industrial influent with the WestRock hazardous air pollutant (HAP) loading added to it. Wastewater Load (column N in TN Data file from Hopewell) The HAP discharge comes from WestRock in a separate pipeline that enters the LI/DOX reaction basin. Wastewater Load (column O in TN Data file from Hopewell) This discharge is the loading from the industrial WestRock discharge with the HAP loading added to it to give us a total discharge amount from WestRock since the two waste streams are split.

	Percentage of Total Budget*	
	W/SSA	W/out G&A
Flow	17.0%	17.0%
BOO	15.0%	14.1%
TSS	10.9%	0.0%
TN	49.9%	51.9%
3 Year Average	5.5%	4.8%

COST OF SERVICE – TOTAL NITROGEN SUGGESTION

City of Hopewell, VA Wastewater Treatment Plant  
O&M Cost Allocation Study  
Process Cost Allocation

**Combined**

**Allocation of Budget Costs by Process**

Budget Category	Preliminary & Primary	Sludge Thickening	Dewatering	Secondary Clarifiers	Incineration	Nitrogen Removal	Biological Treatment	Interceptor	Miscellaneous	Process Support	Support Services	Tech Services	Total Budget Item Cost
Personnel	\$ 519,342	\$ 86,557	\$ 779,013	\$ 346,228	\$ 779,013	\$ 234,713	\$ 188,072	\$ 43,278	\$ 173,114	\$ 173,114	\$ 129,835	\$ 885,570	\$ 4,327,848
Water	-	-	65,000	-	-	13,558	11,442	-	10,000	-	-	-	100,000
All Other Utilities	649,800	-	373,800	13,350	-	166,523	140,527	-	-	-	-	-	16,500
Residual Disposal	10,500	-	-	-	155,720	504,775	425,975	93,075	74,400	8,750	-	-	1,335,000
Electricity	111,690	-	241,995	241,995	167,535	904,775	425,975	-	3,000	-	-	-	1,861,500
Fuel	-	-	-	-	297,000	-	-	-	558,274	-	-	-	300,000
Maintenance	99,900	44,400	155,400	133,200	177,600	84,278	71,122	11,100	44,400	77,700	155,400	237,975	1,110,000
Supplies	-	-	-	-	-	-	-	15,000	309,500	-	-	-	309,500
Interceptor	-	-	-	-	-	-	-	-	334,000	-	-	-	334,000
Levy in Lieu of Tax	-	-	-	-	-	-	-	-	402,100	-	-	-	402,100
Administrative	1,382,232	130,897	1,615,208	794,773	1,576,898	1,003,848	847,137	162,453	1,922,348	259,564	285,235	1,159,044	11,079,897

**Existing**

**Allocation of Budget Costs by Process**

Budget Category	Preliminary & Primary	Sludge Thickening	Dewatering	Secondary Clarifiers	Incineration	Nitrogen Removal	Biological Treatment	Interceptor	Miscellaneous	Process Support	Support Services	Tech Services	Total Budget Item Cost
Personnel	\$ 519,342	\$ 86,557	\$ 779,013	\$ 346,228	\$ 779,013	\$ 234,713	\$ 188,072	\$ 43,278	\$ 173,114	\$ 173,114	\$ 129,835	\$ 885,570	\$ 4,327,848
Water	-	-	65,000	-	-	13,558	11,442	-	10,000	-	-	-	100,000
All Other Utilities	649,800	-	373,800	13,350	-	166,523	140,527	-	-	-	-	-	16,500
Residual Disposal	10,500	-	-	-	155,720	504,775	425,975	93,075	74,400	8,750	-	-	1,335,000
Electricity	111,690	-	241,995	241,995	167,535	904,775	425,975	-	3,000	-	-	-	1,861,500
Fuel	-	-	-	-	297,000	-	-	-	558,274	-	-	-	300,000
Maintenance	99,900	44,400	155,400	133,200	177,600	84,278	71,122	11,100	44,400	77,700	155,400	237,975	1,110,000
Supplies	-	-	-	-	-	-	-	15,000	309,500	-	-	-	309,500
Interceptor	-	-	-	-	-	-	-	-	334,000	-	-	-	334,000
Levy in Lieu of Tax	-	-	-	-	-	-	-	-	402,100	-	-	-	402,100
Administrative	1,382,232	130,897	1,615,208	794,773	1,576,898	1,003,848	847,137	162,453	1,922,348	259,564	285,235	1,159,044	11,079,897

**Percent Allocation of Budget Costs by Process**

Budget Category	Preliminary & Primary	Sludge Thickening	Dewatering	Secondary Clarifiers	Incineration	Nitrogen Removal	Biological Treatment	Interceptor	Miscellaneous	Process Support	Support Services	Tech Services	Budget Category
Personnel	12%	3%	18%	8%	18%	5%	5%	1%	4%	4%	3%	20%	100.0%
Water	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100.0%
All Other Utilities	15%	0%	23%	1%	0%	7%	7%	0%	0%	0%	0%	0%	100.0%
Residual Disposal	4%	0%	28%	1%	1%	13%	11%	0%	0%	0%	0%	0%	100.0%
Electricity	26%	0%	31%	3%	2%	39%	23%	0%	0%	0%	0%	0%	100.0%
Fuel	0%	0%	0%	0%	19%	0%	0%	0%	0%	0%	0%	0%	100.0%
Maintenance	2%	1%	9%	3%	11%	4%	4%	0%	0%	0%	0%	0%	100.0%
Supplies	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100.0%
Interceptor	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100.0%
Levy in Lieu of Tax	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100.0%
Administrative	31%	3%	10%	3%	10%	4%	5%	1%	10%	1%	2%	1%	100.0%

Previous Biological Treatment Only \$ 1,003,847 \$ 847,137

Nitrogen Removal 54.2% 45.8%

Biological Treatment 0.05423164 0.114417091

0.135582909

0.124736277 0.105263723

0.500 0.271165819 0.228934381

0.140 0.079596429 0.064073571

**Budget Category Definitions**  
**Preliminary and Primary** domestic and industrial preliminary treatment, primary treatment, disinfection, (primary sludge)  
**Tech Services** MA, field monitoring, permit, contract laboratory services, air pollution control  
**Process Support** calibration, venting, permit, contract laboratory services, air pollution control  
**Support Services** lawn care, HVAC, elections, historical, office equipment, building operation  
**Sludge Thickening** gravity thickeners, DAF, sludge holding tank,  
**Sludge Dewatering** centrifuge, polymer system, cake pumps, sludge storage pad  
**Secondary Clarifier** clarifiers, WAS pumps, defoamer system  
**Infiltration** infiltrator, silt handling, scrubber, residuals  
**Biological Treatment** oxygen plant, UNOX, denitrification, phosphorus addition  
**Miscellaneous** trash pick-up, freight, insurance, uniforms, advertising, lin. in file of taxes, specialities  
**Intercepter** north and south intercepter, bear creek pump station and gravelly run pump station.





Historical TN Loading

	TN (lbs.) - Without Contribute Allocation		3 Year Average (1,000 lbs.)		FY14-FY15 Average (1,000 lbs.)	
	2013	2014	2015	2016	2017	2018
City of Hopewell	312,210	272,413	315,533	299,085	293,076	223,027
Hopewell	565,737	527,781	515,874	536	536	522
Hopewell Churchil	298,529	248,569	234,553	201	201	242
Ashland	125,121	128,288	148,740	133	133	138
WestRock	1,230	1,091	1,219	1	1	1
VA American Water						

Historical Actual Costs

	Actual Costs (\$)		3 Year Average	
	2013	2014	2015	2016
City of Hopewell	1,488,153	1,424,242	1,456,197	1,424,242
Hopewell	1,239,290	1,239,290	1,239,290	1,239,290
Hopewell Churchil	1,049,020	1,049,020	1,049,020	1,049,020
Ashland	4,218,413	4,218,413	4,218,413	4,218,413
WestRock	45,527	45,527	45,527	45,527
VA American Water				

\*Without GEA Costs

	Actual Costs (\$)		3 Year Average	
	2013	2014	2015	2016
City of Hopewell	1,488,153	1,424,242	1,456,197	1,424,242
Hopewell	1,239,290	1,239,290	1,239,290	1,239,290
Hopewell Churchil	1,049,020	1,049,020	1,049,020	1,049,020
Ashland	4,218,413	4,218,413	4,218,413	4,218,413
WestRock	45,527	45,527	45,527	45,527
VA American Water				

\*Without GEA Costs

Actual O&M Costs (%) by Customer - 3 Year Average



City of Hopewell Hopewell Hopewell Churchil Ashland VA American Water

Cost of Service O&M Costs (%) by Customer - FY17



City of Hopewell Hopewell Hopewell Churchil Ashland VA American Water

	Actual Costs (\$)		3 Year Average	
	2013	2014	2015	2016
City of Hopewell	1,488,153	1,424,242	1,456,197	1,424,242
Hopewell	1,239,290	1,239,290	1,239,290	1,239,290
Hopewell Churchil	1,049,020	1,049,020	1,049,020	1,049,020
Ashland	4,218,413	4,218,413	4,218,413	4,218,413
WestRock	45,527	45,527	45,527	45,527
VA American Water				

\*Without GEA Costs

	Actual Costs (\$)		3 Year Average	
	2013	2014	2015	2016
City of Hopewell	1,488,153	1,424,242	1,456,197	1,424,242
Hopewell	1,239,290	1,239,290	1,239,290	1,239,290
Hopewell Churchil	1,049,020	1,049,020	1,049,020	1,049,020
Ashland	4,218,413	4,218,413	4,218,413	4,218,413
WestRock	45,527	45,527	45,527	45,527
VA American Water				

\*Without GEA Costs

	FY16 Estimated Costs		FY16 Estimated Costs		FY16 Estimated Costs	
	Flow (MG)	ROD (MG)	TS&S (MG)	Customer Costs	Customer Costs	% Total
City of Hopewell	1,000,000	1,000,000	1,000,000	\$ 1,000,000	\$ 1,000,000	10.0%
Hopewell	1,000,000	1,000,000	1,000,000	\$ 1,000,000	\$ 1,000,000	10.0%
Hopewell Churchil	1,000,000	1,000,000	1,000,000	\$ 1,000,000	\$ 1,000,000	10.0%
Ashland	1,000,000	1,000,000	1,000,000	\$ 1,000,000	\$ 1,000,000	10.0%
WestRock	1,000,000	1,000,000	1,000,000	\$ 1,000,000	\$ 1,000,000	10.0%
VA American Water	1,000,000	1,000,000	1,000,000	\$ 1,000,000	\$ 1,000,000	10.0%

	FY15 Actual Costs - Year End Estimates - without GEA		FY15 Actual Costs - Year End Estimates - without GEA		FY15 Actual Costs - Year End Estimates - without GEA	
	Flow (MG)	ROD (MG)	TS&S (MG)	Customer Costs	Customer Costs	% Total
City of Hopewell	226,924	226,924	226,924	\$ 226,924	\$ 226,924	16.4%
Hopewell	288,157	288,157	288,157	\$ 288,157	\$ 288,157	22.0%
Hopewell Churchil	57,407	57,407	57,407	\$ 57,407	\$ 57,407	4.4%
Ashland	622,438	622,438	622,438	\$ 622,438	\$ 622,438	47.3%
WestRock	1,715,771	1,715,771	1,715,771	\$ 1,715,771	\$ 1,715,771	130.0%
VA American Water	38,637	38,637	38,637	\$ 38,637	\$ 38,637	3.0%

	FY18 Actual Costs - Year End Adjusted - without GEA		FY18 Actual Costs - Year End Adjusted - without GEA		FY18 Actual Costs - Year End Adjusted - without GEA	
	Flow (MG)	ROD (MG)	TS&S (MG)	Customer Costs	Customer Costs	% Total
City of Hopewell	242,839	242,839	242,839	\$ 242,839	\$ 242,839	18.2%
Hopewell	242,839	242,839	242,839	\$ 242,839	\$ 242,839	18.2%
Hopewell Churchil	53,422	53,422	53,422	\$ 53,422	\$ 53,422	4.0%
Ashland	57,070	57,070	57,070	\$ 57,070	\$ 57,070	4.3%
WestRock	47,774	47,774	47,774	\$ 47,774	\$ 47,774	3.6%
VA American Water	43,336	43,336	43,336	\$ 43,336	\$ 43,336	3.3%

	FY13 Actual Costs - Year End Adjusted - without GEA		FY13 Actual Costs - Year End Adjusted - without GEA		FY13 Actual Costs - Year End Adjusted - without GEA	
	Flow (MG)	ROD (MG)	TS&S (MG)	Customer Costs	Customer Costs	% Total
City of Hopewell	212,718	212,718	212,718	\$ 212,718	\$ 212,718	16.2%
Hopewell	239,445	239,445	239,445	\$ 239,445	\$ 239,445	18.5%
Hopewell Churchil	84,371	84,371	84,371	\$ 84,371	\$ 84,371	6.5%
Ashland	927,584	927,584	927,584	\$ 927,584	\$ 927,584	71.8%
WestRock	1,041,475	1,041,475	1,041,475	\$ 1,041,475	\$ 1,041,475	80.7%
VA American Water	39,264	39,264	39,264	\$ 39,264	\$ 39,264	3.0%

Historical Actual Costs with General and Administrative

	FY15 Actual Costs - Year End Estimates		FY15 Actual Costs - Year End Estimates		FY15 Actual Costs - Year End Estimates	
	Flow (MG)	ROD (MG)	TS&S (MG)	Customer Costs	Customer Total	% Total
City of Hopewell	268,157	268,157	268,157	\$ 268,157	\$ 180,201	15.2%
Hopewell	242,839	242,839	242,839	\$ 242,839	\$ 1,056,282	16.6%
Hopewell Churchil	57,407	57,407	57,407	\$ 57,407	\$ 247,188	3.8%
Ashland	879,194	879,194	879,194	\$ 879,194	\$ 1,152,278	11.4%
WestRock	622,438	622,438	622,438	\$ 622,438	\$ 5,109,147	50.0%
VA American Water	38,637	38,637	38,637	\$ 38,637	\$ 307,223	3.0%

	TN (lbs.) - With Contribute Allocation		3 Year Average (1,000 lbs.)	
	2013	2014	2015	2016
City of Hopewell	357,676	302,083	340,022	334
Hopewell	611,466	586,579	651,423	616
Hopewell Churchil	332,735	276,351	296,534	299
Ashland	135,235	142,579	185,512	154
WestRock	1,330	1,221	1,607	1
VA American Water				

	FY17 Est. Allocation		FY17 Est. Allocation		FY17 Est. Allocation	
	Flow (MG)	ROD (MG)	TS&S (MG)	Customer Costs	Customer Costs	% Total
City of Hopewell	1,000,000	1,000,000	1,000,000	\$ 1,000,000	\$ 1,000,000	23.8%
Hopewell	1,000,000	1,000,000	1,000,000	\$ 1,000,000	\$ 1,000,000	43.8%
Hopewell Churchil	1,000,000	1,000,000	1,000,000	\$ 1,000,000	\$ 1,000,000	21.2%
Ashland	1,000,000	1,000,000	1,000,000	\$ 1,000,000	\$ 1,000,000	11.0%
WestRock	1,000,000	1,000,000	1,000,000	\$ 1,000,000	\$ 1,000,000	0.1%

	Estimated Actual Costs - FY17		Estimated Actual Costs - FY17		Estimated Actual Costs - FY17	
	Flow (MG)	ROD (MG)	TS&S (MG)	Customer Costs	Customer Costs	% Total
City of Hopewell	1,800,002	1,800,002	1,800,002	\$ 1,800,002	\$ 109,510	10.5%
Hopewell	1,007,728	1,007,728	1,007,728	\$ 1,007,728	\$ 854,664	43.8%
Hopewell Churchil	1,650,567	1,650,567	1,650,567	\$ 1,650,567	\$ (131,068)	-
Ashland	5,000,264	5,000,264	5,000,264	\$ 5,000,264	\$ 5,384,718	34.4%
WestRock	514,234	514,234	514,234	\$ 514,234	\$ 33,253	3.3%
VA American Water	10,975,830	10,975,830	10,975,830	\$ 10,975,830	\$ 11,079,937	10.1%

	Percentage of Total Budget		Percentage of Total Budget	
	W/GEA	W/out GEA	W/GEA	W/out GEA
City of Hopewell	17.0%	17.1%	17.0%	17.1%
Hopewell	15.2%	14.2%	15.2%	14.2%
Hopewell Churchil	0.0%	0.0%	0.0%	0.0%
Ashland	48.8%	51.8%	48.8%	51.8%
WestRock	5.9%	4.9%	5.9%	4.9%
VA American Water				

	FY 2023 Actual Costs					% Total
	Flow (MG)	BOD (LBS)	TSS (LBS)	Admin/Other	Customer Total	
City of Hopewell	\$ 242,839	\$ 651,644	\$ 667,887	\$ 182,748	\$ 1,732,088	17.5%
Hopewell	342,389	850,022	46,815	282,701	1,430,898	14.5%
Hopewell Churchill	53,422	949,887	77,334	138,497	1,468,739	12.9%
Arbaw	43,328	17,880,338	3,083,373	-	-	6.7%
Westflock	-	2,774	492,021	133,921	628,938	6.2%
VA American Water						

	FY 2023 Annual Costs					% Total
	Flow (MG)	BOD (LBS)	TSS (LBS)	Admin/Other	Customer Total	
City of Hopewell	\$ 213,728	\$ 678,928	\$ 591,171	\$ 155,633	\$ 1,639,480	17.7%
Hopewell	239,443	845,971	45,765	216,882	1,347,961	14.6%
Hopewell Churchill	51,671	897,664	65,309	131,469	1,179,613	12.3%
Arbaw	40,654	1,651,475	3,283,515	26,608	4,962,653	50.5%
VA American Water	39,264	31,073	249,810	96,855	419,903	4.5%

**Historical Breakdown of Total Flow and Strength Costs**

	Component Costs (\$)		FY27
	FY24	FY25	
Flow	\$ 1,139,056	\$ 1,313,553	1,086,650
BOD	4,410,200	4,410,200	4,410,200
TSS	-	3,554,962	-
TN	-	-	1,492,228

	Relative Component Costs as a Percent (%)		FY27
	FY24	FY25	
Flow	13.3%	13.2%	10.7%
BOD	49.2%	49.3%	38.0%
TSS	0.0%	2.0%	0.0%
TN	0.0%	0.0%	11.3%

**Total Nitrogen Allocation Notes from Iainis Grandstaff:**

Generate Load (column C in TN Data file from Hopewell) Internal waste stream which is the water discharge from the sludge dewatering process and it is sent back to the head of the domestic plant for treatment. This flow is measured as a part of the total domestic flow, but the TN concentration is not captured in the domestic wastewater sample result.  
 First Load (column E in TN Data file from Hopewell) This is the final effluent after all treatment.  
 Second Load (column G in TN Data file from Hopewell) Costs was previously, Goldschmidt and is a City customer. This discharge comes through the domestic baseworks and the TN and flow is captured in the domestic wastewater sample result.  
 Inflow + HAP Load (column P in TN Data file from Hopewell) This is the industrial inflow with the Westflock hazardous air pollutant (HAP) loading added to it.  
 HAP Load (column T in TN Data file from Hopewell) The HAP discharge comes from Westflock in a separate pipeline that enters the dioxin aeration basin.  
 Westflock + HAP Load (column J in TN Data file from Hopewell) This discharge is the loading from the industrial Westflock discharge with the HAP loading added to it to give us a total discharge amount from Westflock since the two waste streams are split.

COST OF SERVICE – 50/50 TOTAL NITROGEN  
SUGGESTION

City of Hopewell, VA Wastewater Treatment Plant  
 O&M Cost Allocation Study  
 Process Cost Allocation

Combined												
Allocation of Budget Costs by Process												
Budget Category	Process											Total Budget Item Cost
	Preliminary & Primary	Sludge Thickening	Dewatering	Secondary Clarifiers	Incineration	Biological Treatment	Interceptor	Miscellaneous	Process Support	Support Services	Tech Services	
Personnel	\$ 519,342	\$ 86,557	\$ 779,013	\$ 346,228	\$ 779,013	\$ 432,785	\$ 43,278	\$ 173,114	\$ 173,114	\$ 129,835	\$ 865,570	\$ 4,327,848
Water	-	-	\$ 65,000	-	-	\$ 25,000	-	\$ 10,000	-	-	-	\$ 100,000
All Other Utilities	-	-	-	-	-	-	-	\$ 16,500	-	-	-	\$ 16,500
Chemicals	\$ 640,800	-	\$ 373,800	\$ 13,350	-	\$ 307,050	-	-	-	-	-	\$ 1,335,000
Residual Disposal	\$ 10,500	-	-	-	\$ 155,750	-	-	\$ 8,750	-	-	-	\$ 175,000
Electricity	\$ 111,690	-	\$ 241,995	\$ 241,995	\$ 167,535	\$ 930,750	\$ 93,075	\$ 74,460	-	-	-	\$ 1,861,500
Fuel	-	-	-	-	\$ 297,000	-	-	\$ 3,000	-	-	-	\$ 300,000
Consulting	-	-	-	-	-	-	-	\$ 555,274	-	-	\$ 237,975	\$ 793,249
Maintenance	\$ 99,900	\$ 44,400	\$ 155,400	\$ 133,200	\$ 177,600	\$ 155,400	\$ 11,100	\$ 44,400	\$ 77,700	\$ 155,400	\$ 55,500	\$ 1,110,000
Supplies	-	-	-	-	-	-	-	\$ 309,500	-	-	-	\$ 309,500
Interceptor	-	-	-	-	-	-	\$ 15,000	-	-	-	-	\$ 15,000
Levy in Lieu of Tax	-	-	-	-	-	-	-	\$ 334,000	-	-	-	\$ 334,000
Administrative	-	-	-	-	-	-	-	\$ 402,100	-	-	-	\$ 402,100
<b>Total Allocation</b>	<b>\$ 1,382,232</b>	<b>\$ 130,957</b>	<b>\$ 1,615,208</b>	<b>\$ 734,773</b>	<b>\$ 1,576,898</b>	<b>\$ 1,850,985</b>	<b>\$ 162,453</b>	<b>\$ 1,922,348</b>	<b>\$ 259,564</b>	<b>\$ 285,235</b>	<b>\$ 1,159,044</b>	<b>\$ 11,079,697</b>

Existing												
Allocation of Budget Costs by Process												
Budget Category	Process											Total Budget Item Cost
	Preliminary & Primary	Sludge Thickening	Dewatering	Secondary Clarifiers	Incineration	Biological Treatment	Interceptor	Miscellaneous	Process Support	Support Services	Tech Services	
Personnel	\$ 519,342	\$ 86,557	\$ 779,013	\$ 346,228	\$ 779,013	\$ 432,785	\$ 43,278	\$ 173,114	\$ 173,114	\$ 129,835	\$ 865,570	\$ 4,327,848
Water	-	-	\$ 65,000	-	-	\$ 25,000	-	\$ 10,000	-	-	-	\$ 100,000
All Other Utilities	-	-	-	-	-	-	-	\$ 16,500	-	-	-	\$ 16,500
Chemicals	\$ 640,800	-	\$ 373,800	\$ 13,350	-	\$ 307,050	-	-	-	-	-	\$ 1,335,000
Residual Disposal	\$ 10,500	-	-	-	\$ 155,750	-	-	\$ 8,750	-	-	-	\$ 175,000
Electricity	\$ 111,690	-	\$ 241,995	\$ 241,995	\$ 167,535	\$ 930,750	\$ 93,075	\$ 74,460	-	-	-	\$ 1,861,500
Fuel	-	-	-	-	\$ 297,000	-	-	\$ 3,000	-	-	-	\$ 300,000
Consulting	-	-	-	-	-	-	-	\$ 555,274	-	-	\$ 237,975	\$ 793,249
Maintenance	\$ 99,900	\$ 44,400	\$ 155,400	\$ 133,200	\$ 177,600	\$ 155,400	\$ 11,100	\$ 44,400	\$ 77,700	\$ 155,400	\$ 55,500	\$ 1,110,000
Supplies	-	-	-	-	-	-	-	\$ 309,500	-	-	-	\$ 309,500
Interceptor	-	-	-	-	-	-	\$ 15,000	-	-	-	-	\$ 15,000
Levy in Lieu of Tax	-	-	-	-	-	-	-	\$ 334,000	-	-	-	\$ 334,000
Administrative	-	-	-	-	-	-	-	\$ 402,100	-	-	-	\$ 402,100
<b>Total Allocation</b>	<b>\$ 1,382,232</b>	<b>\$ 130,957</b>	<b>\$ 1,615,208</b>	<b>\$ 734,773</b>	<b>\$ 1,576,898</b>	<b>\$ 1,850,985</b>	<b>\$ 162,453</b>	<b>\$ 1,922,348</b>	<b>\$ 259,564</b>	<b>\$ 285,235</b>	<b>\$ 1,159,044</b>	<b>\$ 11,079,697</b>

**Percent Allocation of Budget Costs by Process**

Budget Category	Preliminary & Primary	Sludge Thickening	Dewatering	Secondary Clarifiers	Incineration	Biological Treatment	Interceptor	Miscellaneous	Process Support	Support Services	Tech Services	Budget Category
Personnel	12%	2%	18%	8%	18%	10%	1%	4%	4%	3%	20%	100.0%
Water	0%	0%	65%	0%	0%	25%	0%	10%	0%	0%	0%	100.0%
All Other Utilities	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	100.0%
Chemicals	48%	0%	28%	1%	0%	23%	0%	0%	0%	0%	0%	100.0%
Residual Disposal	6%	0%	0%	0%	85%	0%	0%	0%	5%	0%	0%	100.0%
Electricity	6%	0%	13%	13%	9%	50%	5%	4%	0%	0%	0%	100.0%
Fuel	0%	0%	0%	0%	95%	0%	0%	1%	0%	0%	0%	100.0%
Maintenance	0%	0%	0%	0%	0%	0%	0%	70%	0%	0%	30%	100.0%
Supplies	9%	4%	14%	12%	16%	14%	1%	4%	7%	14%	5%	100.0%
Interceptor	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	100.0%
Levy in Lieu of Tax	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	100.0%
Administrative	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	100.0%

**Budget Category Definitions**

- Preliminary and Primal domestic and industrial preliminary treatment, primary treatment, disinfection. (primary sludge)
- Tech Services lab, field monitoring, pretreatment, contract laboratory services, air pollution control.
- Process Support calibrations, rentals, water service, radios, stores issues.
- Support Services lawn care, HVAC, telephone, janitorial, training, office equipment, building operation.
- Sludge Thickening gravity thickeners, DAF, sludge holding tanks.
- Sludge Dewatering centrifuge, polymer system, cake pumps, sludge storage pad.
- Secondary Clarifier clarifiers, RAS pumps, defoamer system
- Incineration incinerator, ash handling, scrubber, residuals.
- Biological Treatment oxygen plant, UNOX, denitrification, phosphorus addition.
- Miscellaneous trash pick-up, freight, insurance, uniforms, advertising, ley in lieu of taxes, penalties.
- Interceptor north and south interceptor, bear creek pump station and gravelly run pump station.





Historical TN Loadings

	TN (lbs.) - Without Granular Allocation			3 Year Average (lbs.)	FY16-FY18 Average (lbs.)	3 Year Average (lbs.)	FY16-FY18 Average (lbs.)
	2013	2014	2015				
City of Hopewell	331,210	275,623	275,333	293,056	293,056	273,97	273,97
Hopewell	565,737	527,782	515,276	536,264	536,264	522	522
Hopewell Churchhill*	239,519	248,569	234,538	241,189	241,189	242	242
Ashland	132,288	130,288	146,740	136,439	136,439	138	138
WestRock	115,121	1,091	1,319	1,140	1,140	1	1
VA American Water	1,230	1,091	1,319	1,213	1,213	1	1

Historical Actual Costs

	Actual Costs (k)	3 Year Average
City of Hopewell	17.1%	17.1%
Hopewell	14.2%	14.2%
Hopewell Churchhill	11.7%	11.7%
Ashland	51.8%	51.8%
VA American Water	4.9%	4.9%

	Actual Costs (k)	3 Year Average
City of Hopewell	\$ 1,485,153	\$ 1,485,153
Hopewell	1,239,290	1,239,290
Hopewell Churchhill	1,049,920	1,049,920
Ashland	4,518,413	4,518,413
WestRock	425,877	425,877

City of Hopewell Hopewell Hopewell Churchhill Ashland WestRock VA American Water

Actual O&M Costs (%) by Customer - 3 Year Average



	Flow (MG)	ROU (M\$)	FY16 Forecast Costs - without G&A	TSS (M\$)	Customer Total	% Total
City of Hopewell	17.1%	\$ 1,485,153	\$ 1,485,153	\$ 1,485,153	\$ 1,485,153	18.9%
Hopewell	14.2%	1,239,290	1,239,290	1,239,290	1,239,290	10.6%
Hopewell Churchhill	11.7%	1,049,920	1,049,920	1,049,920	1,049,920	16.4%
Ashland	51.8%	4,518,413	4,518,413	4,518,413	4,518,413	49.6%
WestRock	4.9%	425,877	425,877	425,877	425,877	5.1%

	Flow (MG)	ROU (M\$)	FY16 Actual Costs - Year End Adjusted - without G&A	TSS (M\$)	Customer Total	% Total
City of Hopewell	17.1%	\$ 1,485,153	\$ 1,485,153	\$ 1,485,153	\$ 1,485,153	15.4%
Hopewell	14.2%	1,239,290	1,239,290	1,239,290	1,239,290	15.7%
Hopewell Churchhill	11.7%	1,049,920	1,049,920	1,049,920	1,049,920	11.7%
Ashland	51.8%	4,518,413	4,518,413	4,518,413	4,518,413	52.9%
WestRock	4.9%	425,877	425,877	425,877	425,877	4.9%

	Flow (MG)	ROU (M\$)	FY18 Actual Costs - Year End Adjusted - without G&A	TSS (M\$)	Customer Total	% Total
City of Hopewell	17.1%	\$ 1,485,153	\$ 1,485,153	\$ 1,485,153	\$ 1,485,153	13.5%
Hopewell	14.2%	1,239,290	1,239,290	1,239,290	1,239,290	13.5%
Hopewell Churchhill	11.7%	1,049,920	1,049,920	1,049,920	1,049,920	12.6%
Ashland	51.8%	4,518,413	4,518,413	4,518,413	4,518,413	50.1%
WestRock	4.9%	425,877	425,877	425,877	425,877	5.8%

	Flow (MG)	ROU (M\$)	FY18 Actual Costs - Year End Adjusted - without G&A	TSS (M\$)	Customer Total	% Total
City of Hopewell	17.1%	\$ 1,485,153	\$ 1,485,153	\$ 1,485,153	\$ 1,485,153	17.7%
Hopewell	14.2%	1,239,290	1,239,290	1,239,290	1,239,290	13.5%
Hopewell Churchhill	11.7%	1,049,920	1,049,920	1,049,920	1,049,920	13.5%
Ashland	51.8%	4,518,413	4,518,413	4,518,413	4,518,413	52.4%
WestRock	4.9%	425,877	425,877	425,877	425,877	3.9%

	TN (lbs.) - With Granular Allocation			3 Year Average (lbs.)
	2013	2014	2015	
City of Hopewell	327,976	302,983	348,082	326,380
Hopewell	611,458	586,579	651,433	616,157
Hopewell Churchhill*	323,735	276,351	296,534	298,540
Ashland	135,233	142,579	188,512	154,108
WestRock	1,539	1,212	1,667	1,473

Cost of Service O&M Costs (%) by Customer - FY17



City of Hopewell Hopewell Hopewell Churchhill Ashland WestRock VA American Water

	Flow (MG)	ROU (M\$)	FY17 Cost Allocation	TSS (M\$)	TN
City of Hopewell	20.1%	\$ 15,384	\$ 15,384	\$ 15,384	23,9%
Hopewell	22.0%	22,136	22,136	22,136	43.8%
Hopewell Churchhill	4.8%	21,526	21,526	21,526	21.2%
Ashland	49.5%	40,136	40,136	40,136	11.0%
WestRock	3.6%	1,036	1,036	1,036	0.1%

	Estimate Actual Costs (M\$)	Projected Costs (M\$)	Projected Increase from FY16 (M\$)
City of Hopewell	\$ 1,480,007	\$ 2,102,501	\$ 622,494
Hopewell	1,097,798	1,897,188	800,390
Hopewell Churchhill	1,650,567	1,332,807	(\$ 317,760)
Ashland	5,000,264	5,378,725	\$ 378,461
WestRock	514,214	528,483	\$ 14,269
<b>Total</b>	<b>\$ 10,075,850</b>	<b>\$ 11,079,687</b>	



Historical Actual Costs with General and Administrative

	Flow (MG)	BOD (M\$)	TSS (M\$)	FY 16 Actual Costs		Year End Estimate		Customer Total	% Total
				BOD (M\$)	TSS (M\$)	Admin/Other	Customer Total		
City of Hopewell	226,924	\$ 628,273	\$ 547,070	\$ 186,201	\$ 1,683,472	17.0%	17.1%	17.1%	
Hopewell	268,157	1,122,727	57,010	247,188	1,693,921	16.0%	14.2%	14.2%	
Hopewell Churchill	57,407	870,194	84,884	135,792	1,157,276	11.9%	12.1%	12.1%	
Ashland	622,428	1,751,771	2,470,333	284,015	5,169,147	50.7%	51.3%	51.3%	
WestRock	38,637	43,690	372,886	112,542	557,755	5.0%	4.9%	4.9%	
VA American Water							5.8%	5.8%	

	Flow (MG)	BOD (M\$)	TSS (M\$)	FY 16 Actual Costs		Customer Total	% Total	
				BOD (M\$)	TSS (M\$)			
City of Hopewell	242,389	\$ 651,634	\$ 628,987	\$ 182,748	\$ 1,723,138	17.2%	17.2%	
Hopewell	242,389	854,692	44,915	487,701	1,402,698	14.2%	14.2%	
Hopewell Churchill	53,422	849,487	77,334	188,497	1,368,729	13.6%	13.6%	
Ashland	557,070	1,718,138	2,053,373	485,297	4,783,853	48.7%	48.7%	
WestRock	43,336	47,778	409,161	132,012	632,283	6.4%	6.4%	
VA American Water							6.4%	6.4%

	Flow (MG)	BOD (M\$)	TSS (M\$)	FY 2016 Annual Costs		Customer Total	% Total	
				BOD (M\$)	TSS (M\$)			
City of Hopewell	213,718	\$ 679,862	\$ 591,171	\$ 155,833	\$ 1,639,466	17.7%	17.7%	
Hopewell	239,443	865,871	47,765	216,882	1,347,961	14.6%	14.6%	
Hopewell Churchill	54,651	927,584	66,399	131,409	1,179,443	12.7%	12.7%	
Ashland	506,644	1,641,475	2,233,515	290,688	4,571,623	51.9%	51.9%	
WestRock	39,264	33,073	249,810	96,855	419,928	4.5%	4.5%	
VA American Water							4.5%	4.5%

Historical Breakdown of Total Flow and Strength Costs

	Flow (MG)	BOD (M\$)	TSS (M\$)	Component Costs (\$)		
				FY14	FY15	FY17
Flow	1,139,266	\$ 1,213,553	\$ 1,185,650			
BOD	4,217,095	4,456,027	4,110,230			
TSS	3,220,771	3,554,982	3,410,230			
TN					1,375,752	

	Flow (MG)	BOD (M\$)	TSS (M\$)	Relative Component Costs as a Percent of Total		
				FY14	FY15	FY17
Flow	13.3%	13.2%	10.7%			
BOD	29.2%	48.3%	37.1%			
TSS	27.1%	41.5%	39.8%			
TN	0.0%	0.0%	0.0%		12.4%	

Total Nitrogen Allocation Notes from Janine Grandstaff:

Centrise Load (column C in TN Data file from Hopewell) Internal waste stream which is the water discharge from the sludge dewatering process and it is sent back to the head of the domestic plant for treatment. The flow is measured as a part of the total domestic flow, but the TN concentration is not captured in the domestic wastewater sample result.  
 Final Load (column E in TN Data file from Hopewell) This is the final effluent after all treatment.  
 Customer Load (column G in TN Data file from Hopewell) Events was previously Goldsmith and is a City customer. This discharge comes through the domestic headworks and the TN and flow is captured in the domestic wastewater sample result.  
 Inflow + HAP Load (column P in TN Data file from Hopewell) This is the loading from the industrial influent.  
 HAP Load (column T in TN Data file from Hopewell) The HAP load is the industrial influent with the WestRock hazardous air pollutant (HAP) loading added to it.  
 WestRock + HAP Load (column U in TN Data file from Hopewell) This discharge is the loading from the industrial WestRock discharge with the HAP loading added to it to give us a total discharge amount from WestRock, since the two waste streams are split.

**REGULAR  
BUSINESS  
REPORTS OF  
THE CITY  
MANAGER**

**R-1**

**R-2**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE: Request for Appropriation of Auction Funds**

**ISSUE:** The Recreation and Parks Department is requesting the appropriation of surplus property auction revenue in the amount of \$8,874.

**RECOMMENDATION:** The City Administration recommends the appropriation of \$8,874 to be used towards operating expenses related to maintenance and recreational programming.

**TIMING:** Action is requested for the Tuesday, October 25, City Council meeting.

**BACKGROUND:** The City of Hopewell conducts surplus property auctions to dispose of city assets that have become obsolete and are no longer needed to conduct city business. Revenue from the surplus property auctions is traditionally appropriated to the Department of Recreation and Parks to offset expenses related to normal operations.

**FISCAL IMPACT:** None.

**ENCLOSED DOCUMENTS:** None.

**STAFF:** Aaron Reidmiller, Director, Recreation and Parks  
Jerry Whitaker, Director, Finance

**SUMMARY:**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <b>Y</b>                 | <b>N</b>                 |   |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor, Brenda S. Pelham, Ward #6              |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Christina J. Luman-Bailey, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2            |

- |                          |                          |                                     |
|--------------------------|--------------------------|-------------------------------------|
| <b>Y</b>                 | <b>N</b>                 |                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Anthony Zevgolts, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Jasmine E. Gore, Ward #4  |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Wayne Walton, Ward #5     |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Jackie Shornak, Ward #7   |



BUDGET AMENDMENT RESOLUTION  
FISCAL YEAR 2016-2017

WHEREAS, at the meeting of the City Council of the City of Hopewell held on October 25, 2016, a budget amendment was introduced to appropriate funds for the FY 2016-2017 budget from the auction proceeds in the General Fund to the Recreation and Parks fund and,

WHEREAS a budget amendment to appropriate funds in the amount of \$8,875 to the Recreation and Park Fund from the proceeds of the auction for the FY 2016-2017 budget, was introduced and,

WHEREAS, sufficient funds exist in the respective revenue account,

BE IT, HEREBY, RESOLVED by the Council of the City of Hopewell that:

Sec. 1 The following designated funds and accounts shall be appropriated for the Parks and Recreation Department from General Fund revenues.

General Fund-011:

Resources:

Fund Balance ..... \$8,875

Appropriations:

Transfer to Fund 035 ..... \$8,875

Recreation and Parks Fund-035:

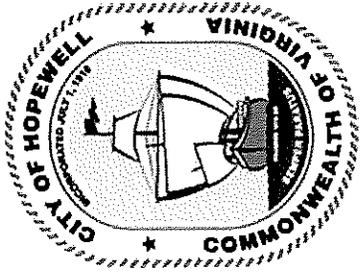
Resources:

Transfer from Fund 011 ..... \$8,875

Appropriations:

Park and Recreation Expenditure ..... \$8,875

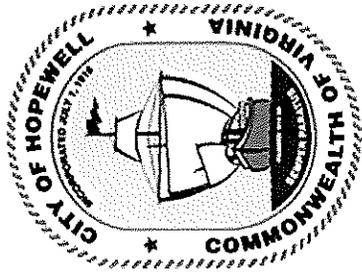
**R-3**



# Department of Development

*Who we are:*

- Planning/Zoning
    - Director, City Planner and Administrative Assistant
  - Building Code Enforcement
    - Building Official
    - 1 Property Maintenance Inspector (full/part-time),  
Property Maintenance Inspector (also rental inspector)
    - 2 Building Inspectors
    - 1 Part-Time Administrative Assistant (Vacant Building Registry,  
Spot Blight)
  - Geographic Information Systems (GIS)
    - 1 GIS Administrator
- Vacancy: Building Inspector, Permit Technician**



# Development

*What we do:*

## PLANNING

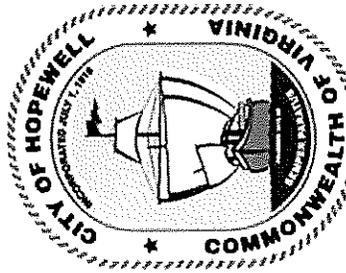
- COMPREHENSIVE PLANNING
- LONG RANGE PLANNING
- WETLANDS MANAGEMENT
- HISTORIC PRESERVATION (ARB & DDRC)
- PLANNING COMMISSION
- SITE PLAN & SUBDIVISION REVIEW AND APPROVAL
- CHESAPEAKE BAY PRESERVATION ACT
- FLOODPLAIN MANAGEMENT
- ENTERPRISE ZONE MANAGEMENT
- SUBDIVISION ORDINANCE
- COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
- KEEP HOPEWELL BEAUTIFUL
- CONDITIONAL USE PERMITS, SPECIAL EXCEPTIONS, REZONING
- STREET/ALLEY VACATIONS

## ZONING ENFORCEMENT

- HOPEWELL ZONING ORDINANCE
- BOARD OF ZONING APPEALS
- ZONING APPROVALS/CERTIFICATIONS
- ZONING INSPECTIONS
- BUSINESS/HOME OCCUPATION APPROVAL

## GEOGRAPHIC INFORMATION SYSTEMS

- DATA ANALYSIS
- MAPPING
- IMAGERY
- ASSIGN ADDRESSES

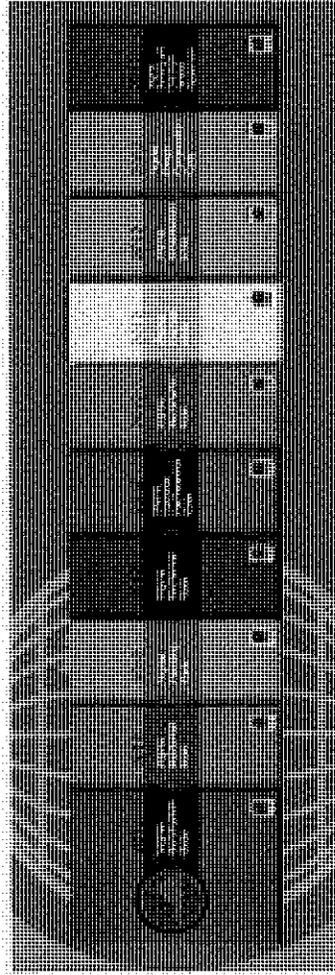


# Department of Development

*What we do:*

## BUILDING SAFETY

- VIRGINIA CONSTRUCTION CODE
- VIRGINIA RESIDENTIAL CODE
- VIRGINIA PLUMBING CODE
- VIRGINIA MECHANICAL CODE
- VIRGINIA ELECTRICAL CODE
- VIRGINIA FUEL GAS CODE
- VIRGINIA ENERGY CONSERVATION CODE
- VIRGINIA REHABILITATION CODE

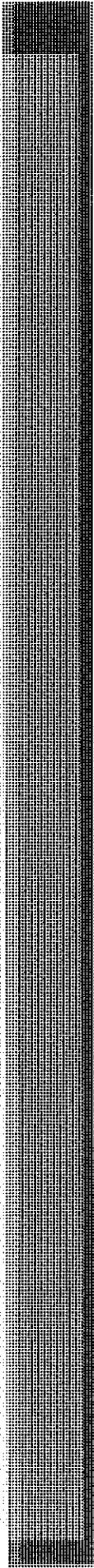
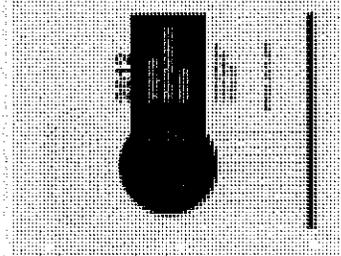
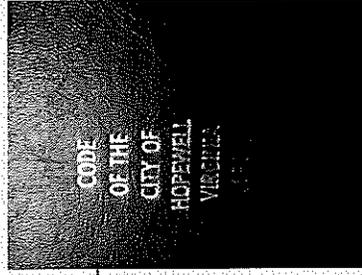


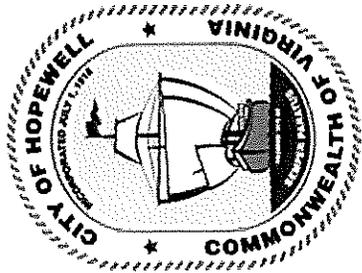
## CODE ENFORCEMENT

- VIRGINIA PROPERTY MAINTENANCE CODE
- RENTAL INSPECTION
- DERELICT STRUCTURES

## CITY CODE ENFORCEMENT

- HOPEWELL CITY CODE
- TALL WEEDS & GRASS
- TRASH & DEBRIS
- RENTAL INSPECTION
- SPOT BLIGHT ORDINANCE
- VACANT BUILDING REGISTRATION





# Department of Development

## *Strategic Plan Goal*

### City Beautification

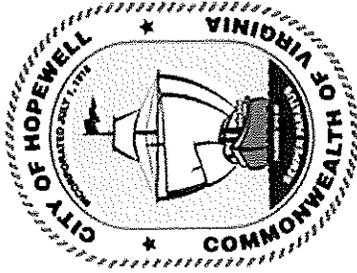
- Improve overall appearance of the city in order to increase community pride and attract businesses, tourists, and residents.
- Enhance code enforcement ordinances and training to ensure higher levels of compliance and effective enforcement. Improve community relations and customer service through training and outreach.
  - Updated Chapter 18 (Grass cutting season)
  - Adopted Spot Blight Ordinance
  - Vacant Building Registry Ordinance
  - Reinstate Rental Inspection Program



# Department of Development

*What did we do to meet  
Goals?*

- Improve Customer Relations, Education and Training
- Spoke at neighborhood watch meetings and ward meetings about property maintenance and other ordinances enforced by the office.
  - Created brochures on tall weeds and grass, unlawful accumulation of items, trash/debris and toters
  - Created door hangers to provide owners and residents with information on violations present on property.

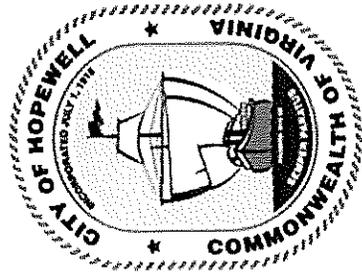


# Department of Development

*What did we do to meet  
Goals?*

## Re-instate Rental Inspection Program

- City Point
- Held information meetings with landlords prior to impetus of program in each division
- Completed inspections in Division 1 and Division 2
- Due to loss of two staff (building inspector and full time property maintenance), the rental inspector had to assume property maintenance duties.
- January 2017 will begin with Division 3



## Department of Development

*What did we do to meet  
Goals?*

### Spot Blight Ordinance

- Created spot blight database
- Prioritize properties
- Provide letters to property owners (30 days to provide plan)
- Forward recommendation to City Manager
- November/December 2016 provide first recommendation to City Council

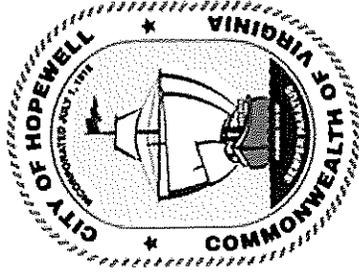


# Department of Development

*What did we do to meet  
Goals?*

## Vacant Building Registry

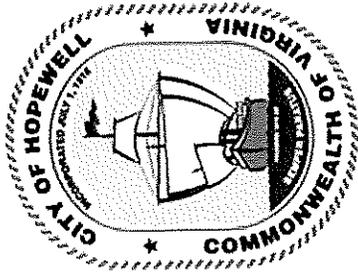
- Inspectors conducted windshield surveys to determine vacancies
- Database created
- Letters mailed to over 250 property owners
- Registration and fee currently being collected.



# Department of Development

*What do we need to efficiently meet Goals and sustain efforts?*

- Educate judges on goals of City Council and Strategic Plan
- Support staff
- Streamline and coordinate communication between citizens, staff, and Council
- Utilize eyes and ears of other departments & officially implement a tasks force (property maintenance, police, and fire)
- Fill department vacancies
- Invest in training of current staff to maintain and increase certifications
- Amend ordinances to allow immediate penalty, quicker notice time, more stringent consequences for offenses
- Create position for Zoning Inspector & Property Maintenance Inspector

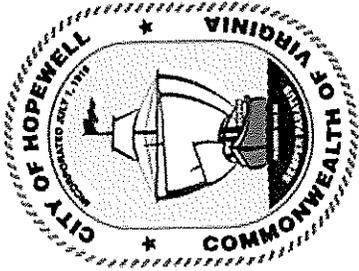


# Department of Development

*What do we need to efficiently meet Goals and sustain efforts?*

## Staffing Constraints:

- Absences
  - 6 weeks short term disability: 1 employee (July-August)
  - Permanent Short Term Disability: 1 staff (May) prior Short Term November 2015 – March 2016 (Building Inspector)
  - Part Time status for one Inspector changed in July to full time.
  - Mandatory Training: 4 staff (Since May)
  - During any one absence, another staff has to shift to assume two roles.
  - We routinely work multiple roles and assignments including Managers/Directors



# Department of Development

*Issues Discovered:*

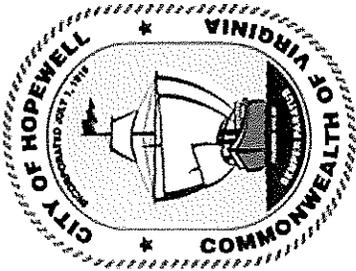


## Mandatory Certification Issues and Training for 4 technical staff

- **105.2.2 Certification of technical assistants.** A technical assistant shall be certified in the appropriate subject area within 18 months after becoming a technical assistant. When required by local policy to have two or more certifications, a technical assistant shall obtain the additional certifications within three years from the date of such requirement.

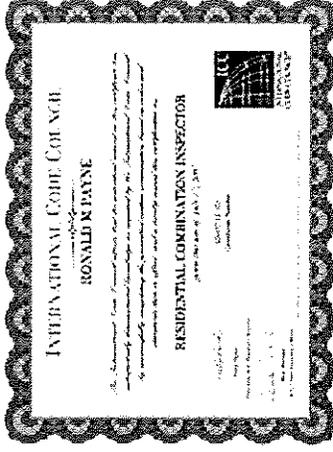
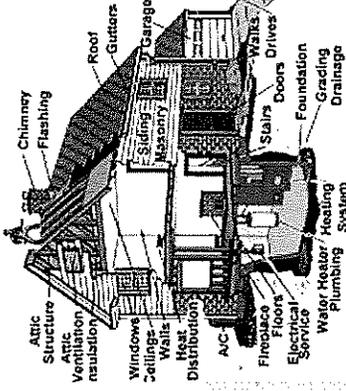
- We have dedicated a solid training program to remedy the problem, to include in house and off campus training, ride along with inspectors in neighboring jurisdictions.





# Department of Development

*Efficiency Plans*



**Currently:**  
2 Construction Inspectors  
2 Property Maintenance Inspectors

**Proposed:**  
4 Combination Inspectors each with a quadrant of the City  
• New Construction  
• Property Maintenance

**CONTINUED TRAINING**





# Department of Development

## *Tall Grass, Vegetative Accumulation*

### CURRENT ORDINANCE

#### CLASS 1 MISDEMEANOR

NOTICES PERSONALLY DELIVERED AND/OR  
SENT VIA CERTIFIED MAIL

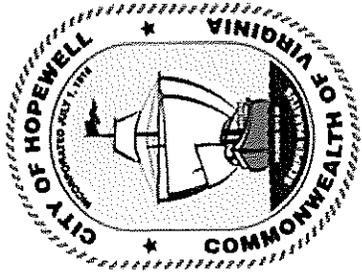
CIVIL PENALTY OF \$50 FIRST OFFENSE.  
\$100 SUBSEQUENT OFFENSES. COLLECT  
ONLY IF PROPERTY OWNER TAKEN TO  
COURT AND JUDGE AGREES

### PROPOSED AMENDMENT

#### CLASS 3 MISDEMEANOR

ALLOW POSTING VIOLATION ON THE  
PROPERTY WITH A PLACARD

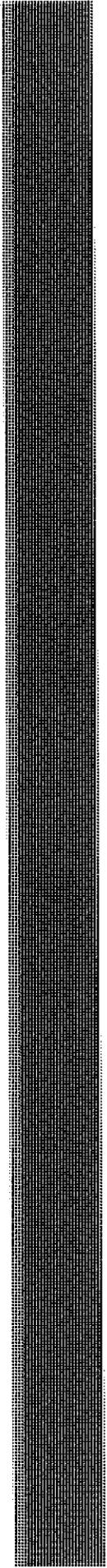
AUTHORIZE INSPECTORS TO WRITE  
TICKETS. FIRST OFFENSE \$50,  
SUBSEQUENT VIOLATIONS \$100

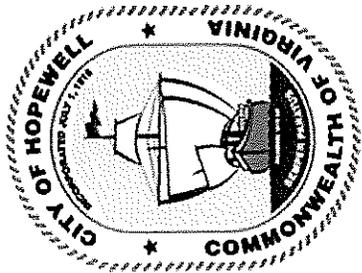


# Department of Development

## *Trash and Debris, Toters*

CURRENT ORDINANCE	PROPOSED AMENDMENT
NO DEFINITION FOR UNLAWFUL DUMPING	PROVIDE DEFINITION- " Placing or allowing to remain any garbage, refuse, junk or other offensive or insanitary material on any lot or space within the City."
NOTICES PERSONALLY DELIVERED AND/OR SENT VIA CERTIFIED MAIL	ALLOW POSTING VIOLATION ON THE PROPERTY WITH A PLACARD
CIVIL PENALTY OF \$50 FIRST OFFENSE. \$100 SUBSEQUENT OFFENSES. COLLECT IF PROPERTY OWNER TAKEN TO COURT	AUTHORIZE INSPECTORS TO WRITE TICKETS. FIRST OFFENSE \$50, SUBSEQUENT TICKETS \$100





# Department of Development

## *Trash and Debris, Toters*

### CURRENT ORDINANCE

MOBILE CONTAINERS ALLOWED TO BE PLACED 48 HOURS IN ADVANCE OF SERVICE

### PROPOSED AMENDMENT

FOR RESIDENTIAL UNITS DECREASE TIME THAT TOTER IS PLACED PRIOR TO SERVICE 24 HOURS

REWARD FOR REPORTING UNLAWFUL DUMPING IS \$50

INCREASE AWARD FOR REPORTING TO \$150.

DOES NOT REQUIRE PROPERTY OWNERS OF MULTIFAMILY DWELLINGS TO PROVIDE TRASH RECEPTACLES FOR TENANTS

THIS PROVISION IS FOUND IN THE ZONING ORDINANCE. ADD TO CHAPTER 18 OF CITY CODE. ALSO PROVIDE SCREENING REQUIREMENTS FOUND IN THE ZONING ORDINANCE



# Department of Development

## Zoning Inspector

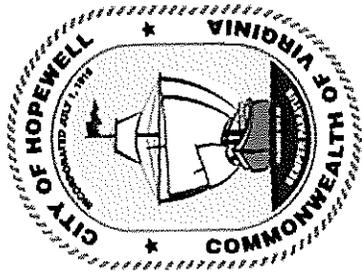
- Garbage Totes that remain at the street after garbage pickup.
- Zoning Violation Inspections:
  - the illegal use or density of property
  - operation of businesses without required permits
  - fences that are too high
  - auto repair operations
  - unscreened dumpsters
  - illegal or excessive signage
  - parking of commercial vehicles in residentially-zoned areas
- Inoperable vehicles
- Zoning Inspections related to construction



# Department of Development

## Zoning Inspector

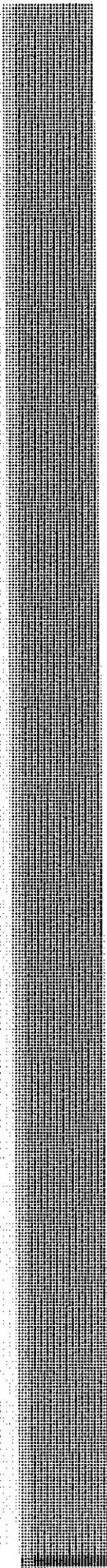
- No additional funding needed for the Zoning Inspector position.
- Council would need to approve the position, as this position does not currently exist.
- Director of Development would supervise position with authority given to his/her designee.
- Time-Frame: Immediate
- Anticipate Development to request 2 property maintenance positions in upcoming budget. One position will allow current full/part-time worker to receive health care coverage and the other for a new position to free up rental inspection officer to apply more focus to rental inspections.



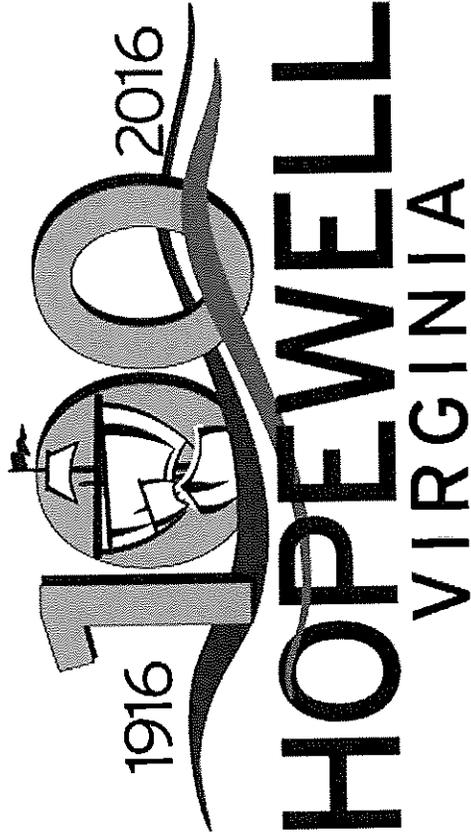
# Department of Development

**DIALOGUE & QUESTIONS WELCOMED.**

---



**R-4**

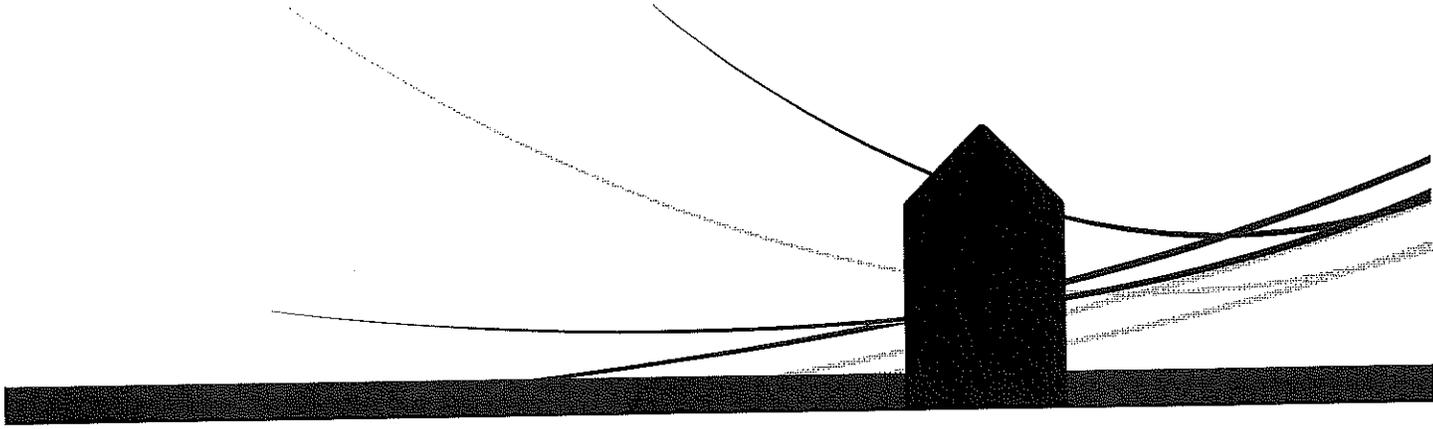


# Citizen Complaints

**How to make them**

**How they are handled**

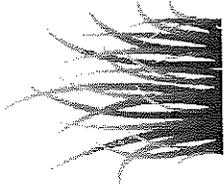
**Does anyone really hear you?**



# What is a citizen complaint?

A citizen complaint is a charge or grievance given to the City Manager's office. We receive all kinds of complaints, including...

- The neighbor's grass is 10 inches tall



- Trash and debris not in proper receptacle



# Citizen Complaints

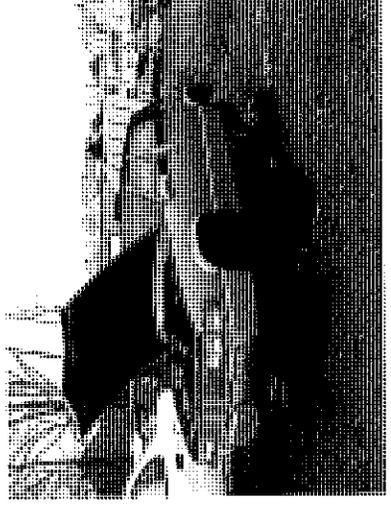
Other complaints we receive include...



- Drainage issues on City Property

- Inoperable vehicles on the street or not properly screened

- And any other item of note to our citizens

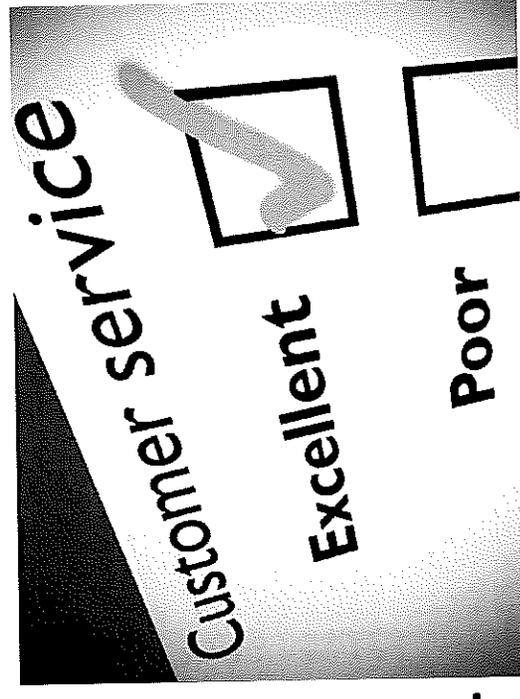


# Who makes citizen complaints?

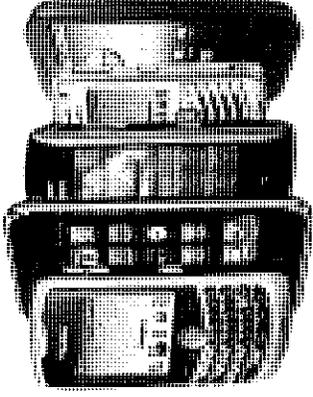
**Any citizen of Hopewell can, and is welcome to, make a citizen complaint!**

**We receive them from neighbors, councilors, friends of friends, concerned citizens, employers, employees...everyone!**

**The City Manager's Office welcomes your call and promises to provide you with...**



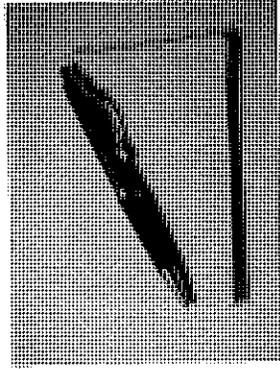
# How to make a citizen complaint



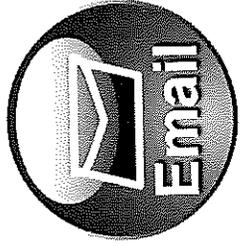
- Call us – 804-541-2243

- Write us – City Manager

Attn: Citizen Complaints  
300 N Main Street  
Suite 217  
Hopewell, Virginia 23860



- Email us – [dpershing@hopewellva.gov](mailto:dpershing@hopewellva.gov)  
[rarrington@hopewellva.gov](mailto:rarrington@hopewellva.gov)  
[hbragg@hopewellva.gov](mailto:hbragg@hopewellva.gov)



# How Citizen Complaints are handled

- When a complaint is received, it is immediately assigned (generally by email) to the appropriate department(s).

Ronnieye Arrington

---

From: Ronnieye Arrington  
Sent: Friday, April 29, 2016 1:18 PM  
To: Aaron Reidmiller  
Cc: Jasmine Gore; Ross A. Kearney III; Debbie Pershing; Mark Haley; PUBLIC WORKS  
Subject: SERVICE REQUESTS  
CITIZEN COMPLAINT - Landscaping

Mr. [REDACTED] called this afternoon. He actually asked to speak with Ms. Gore and said he wanted Ms. Gore to contact Mr. Reidmiller. When he explained the problem to me, I assured him that I would contact you (Mr. Reidmiller) directly, and he was satisfied with that. Mr. [REDACTED] said that he lives off of Atwater Road. He said he noticed that the City is contracting for grounds maintenance, which is fine, but he noticed that no one is doing anything about the landscaping. He said the trees, bushes and the like were at one time well maintained, but now have fallen into disrepair. He said he wanted to know what could be done about that.

I told Mr. [REDACTED] that I would relay his message, but also explained about the shortage in manpower and that the City was working to get that resolved. He said that he and his wife had been to every park in the City and had been astonished at how well maintained they were. I told him that Mr. Reidmiller, despite the enormity of the task, does a really good job. Mr. [REDACTED] agreed. I thanked him for his call. Mr. Ross can be reached at [REDACTED]

Thanks!

Ronnieye Arrington  
Sr. Executive Assistant  
City of Hobbeswell

# How Citizen Complaints are handled

- A City Manager's Solution Form is completed.

## City Manager's Solution Form

Solution Number: 2016-100

**Assignee:** Aaron Redmiller, Parks and Recreation  
**From:** Mark Huley, City Manager  
**CC:** Debbie Penning, Senior Executive Assistant  
**Date:** April 29, 2016

Complainant's Name, Address, and Telephone: Mr. \_\_\_\_\_

Nature of Request:

RE: Landscaping in City's parks

Mr. \_\_\_\_\_ called concerning the overgrown in the City's parks—especially off of Abasco. He is concerned that even though the grounds themselves are well maintained, the bushes, trees and the like are falling into driveway.

Please investigate these concerns and advise our office of the appropriate action to resolve this issue.

MA-Hub

City Manager Notified of Request (Type name of assigned employee & date): CM notified by email 4-29-16

Complainant informed of \_\_\_\_\_ of complaint when \_\_\_\_\_ by assigned employee (Type name of assigned employee & date): Mr. \_\_\_\_\_ contacted by Reverse-Arrington with response. Also called by Mr. Redmiller

Action Taken: Mr. Redmiller discussed specific complaints with customer and was able to determine that the areas in question were actually protected. The City modified the law to keep natural flora and fauna as close to its natural form as possible, without reason, especially in City parks.

Was citizen's response favorable or unfavorable? Citizen understood when advised of law and reason

Citizen's comments: None

Pending completion date: Completed

Completion date: 4-29-16

# How Citizen Complaints are handled

- Department assigned advised as to status – generally by email.

---

**From:** Aaron Reindollar  
**Sent:** Friday, April 29, 2016 2:42 PM  
**To:** Rosemary Arrington  
**CC:** Jameson Crane; Ross A. Kearney III; Debbie Deming; Mark Mabry; PUBLIC WORKS  
**Subject:** SERVICE REQUESTS  
RE: CITIZEN COMPLAINT - Landscaping

I will follow up with Mr. Ross to get more information. The landscaping at the park was just installed in the fall and is still brand new. The mulch has not been replaced yet this spring but all of the beds are in good condition. Glad to hear of the other compliments and thanks for relaying the difficulties in keeping up with some of the maintenance needs at our parks.

Aaron

Aaron Reindollar, CFMP  
Director  
Hopewell Recreations and Parks  
Office: (804) 663-2363 x 304  
areindollar@hopewellva.gov



# How Citizen

## Complaints are handled

- Either the department or the person registering the complaint contacts the complainant (if contact info provided) and advises as to status/completion.
- City Manager Complaint Form is completed.

RE: Landscape in City's parks

Mr. [redacted] called concerning the overgrowth in the City's parks—especially off of Alexander. He is concerned that even though the grounds themselves are well maintained, the bushes, trees and the like are falling into streets.

Please investigate these concerns and advise our office of the appropriate action to resolve this issue.

MAA-03p

City Manager Notified of Receipt (Type name of assigned employee & date): CMI notified by email 4-29-10

Complaint returned (Type name of assigned employee & date): assigned employee (Type name of assigned employee & date): Mr. [redacted], contacted by Runways Arrington with response. Also called by Mr. Redshier

Action Taken: Mr. Redshier discussed specific complaints with caller and met with him to determine that the areas in question were actually protected. The City modified the law to keep natural flora and fauna as close to its natural form as possible, within reason, especially in City parks.

Was citizen's response favorable or unfavorable? Citizen understood when advised of law and reason.

Citizen's comments: None

Pending completion date: Completed

Completion date: 4-29-10

**CITIZEN/  
COUNCILOR  
REQUEST**

**ADJOURN**