

AGENDA

DELAWARE COUNTY SOLID WASTE AUTHORITY LEGISLATIVE MEETING

610 E. Baltimore Pike, Media, PA 19063

April 17, 2024

3:00 PM

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comment

CONSENT AGENDA (Items 5-9a)

5. Approval of the Minutes of the Board of Directors Meetings held on March 20th, 2024
6. Receive-Authority Updates/Quarterly Operations Report: CEO, Brooks Stayer
7. Facility Operations/Development
 - a. Review: March and YTD 2024 Operating Tonnage
 - b. Action Item-Approve: Reject and Re-Issue RFP for LFGCS
8. Accounting and Finance Report
 - a. Review: March and YTD 2024 Operating Budget
 - b. Review: March and YTD 2024 Capital Budget Performance
 - c. Action Item-Approve: Accounts Payable List for March 2024
 - d. Action Item-Approve: Accounting Software Purchase (\$60,567)
9. Strategic Planning, Policy, and Administration:
 - a. Action Item-Approve Referral Incentive Program

REGULAR AGENDA

10. Action Item-Approve Contract with Nestor Resources for Completion of MWMP-\$54,905
11. Action Item-Review and Award Bid RHL Phase 2 Construction-\$19,990,000
12. Action Item-Approve: Issuance of Bid for Phase 2 MSE Berm Geo-Grid Material
13. Action Item-Approve: Issuance of Guaranteed Revenue Notes for RHL Phase 2 Expansion-\$35,000,000 (Delaware Valley Regional Finance Authority-DelVal)
14. Action Item-Approve: Resolution Requesting the Extension of the Articles of Incorporation, Samantha Newell, Esquire
15. Action Item-Review and Approve Fiduciary Liability Insurance Policy Renewal (\$2,225)
16. Solicitor Report
17. Other Business
18. Executive Session
19. Adjournment

DELAWARE COUNTY SOLID WASTE AUTHORITY
Board of Directors Meeting
March 20, 2024

The meeting was called to order at 3:00 PM.

Roll Call

Board Member Attendance: William Silverstein, Vice Chairman
James Kelly, Vice Chairman
Steven Goldfield, Treasurer/Asst. Secretary
Heidi Sentivan, Secretary
William Jones, Member
Stacy Yates, Member
Richard Tutak, Ex-Officio

Others In attendance: Brooks Stayer, CEO
James Warner, Consultant
Michael Clarke, Solicitor
Lisa deLeon, CFO
Jeff Munster, COO
Wendy Marburger, CAO
Michele Campellone, Admin. Asst.

The pledge of Allegiance was said.

Public Comment: John Butler: Postings of the Agenda, Jim Warner, Change Order/permit.

The Delaware County Solid Waste Authority Board went into an Executive Session on March 13, 2024.

Receive Authority Updates/Report: CEO, Brooks Stayer

- Phase 2 Minor Permit Modification Submitted to DEP
- Pre-Bid Meeting (5 General Contractors)
- Leachate (~1.6M Gallons)

Upon motion duly made and seconded, and by unanimous vote **Approval** of the Consent Agenda:

1. Approval of the Minutes of the Board of Directors Meetings held on February 21, 2024

2. Authority Updates/Quarterly Operations Report: CEO, Brooks Stayer
3. Facility Operations/Development
 - a. Receive: February and YTD 2024 Operating Tonnage Summary
 - b. Action Item-Approve: Clark Forklift Purchase (\$34,111)
 - c. Action Item-Approve: Delivery of Deisel and Gasoline at RHL (\$33,000 est.)
4. Accounting and Finance Report
 - a. Action Item-Approve: Accounts Payable List for February 2024

Motion made by Steven Goldfield; Seconded by Heidi Sentivan, motion was passed with no dissenting votes.

Upon motion duly made and seconded, and by unanimous vote **Approval** of Revision and Updates to the Employee Handbook. Motion made by Steven Goldfield; Seconded by Heidi Sentivan, motion was passed with no dissenting votes.

Upon motion duly made and seconded, and by unanimous vote **Approval** of the Audit Committee:

- Steven Goldfield, Treasurer
- Richard Tutak, Ex-Officio
- Christine Reuther, Ex-Officio

Motion made by Heidi Sentivan; Seconded by William Silverstein, motion was passed with no dissenting votes.

Upon motion duly made and seconded, and by unanimous vote **Approval** of Bond Counsel, Ballard Spahr LLP, subject to Engagement Letter. Motion made by Steven Goldfield; Seconded by Heidi Sentivan, motion was passed with no dissenting votes.

Upon motion duly made and seconded, and by unanimous vote **Approval** of a Contract Change Order with Kinsley Construction in the amount of \$ 335,000. Motion made by Steven Goldfield; Seconded by Heidi Sentivan, motion was passed with no dissenting votes.

Solicitor Report: No Report

No Executive Session

There being no further business, the meeting was adjourned at 3:20 PM.

**DELAWARE COUNTY SOLID WASTE AUTHORITY
MARCH 2024
TONNAGE SUMMARY**

	Month				YTD			
	Budget	Actual	Variance	Variance %	Budget	Actual	Variance	Variance %
Delaware County Refuse								
Delco Residential	10,807	11,971	1,164	11%	32,422	36,893	4,470	14%
Delco Commercial	10,919	9,677	(1,242)	-11%	32,756	27,554	(5,202)	-16%
Delco Direct Residential	5,027	4,333	(693)	-14%	15,080	12,369	(2,711)	-18%
Delco Direct Commercial	3,452	3,828	376	11%	10,355	11,723	1,368	13%
Total Tons	30,204	29,809	(395)	-1%	90,612	88,538	(2,074)	-2%
Rolling Hills Landfill								
Covanta Ash	29,547	32,267	2,720	9%	88,641	95,951	7,310	8%
Plymouth Ash	2,520	0	(2,520)	-100%	7,560	4,762	(2,798)	-37%
Berks County	6,917	7,563	646	9%	20,751	21,279	528	3%
Montgomery County	6,615	6,222	(393)	-6%	19,845	18,531	(1,314)	-7%
Residual	4,868	6,285	1,417	29%	14,605	19,401	4,796	33%
Total Tons	50,467	52,337	1,870	4%	151,402	159,925	8,523	6%
System Tons	80,671	82,146	1,475	2%	242,014	248,463	6,449	3%
Delco Tons to RHL	4,167	4,991	824	20%	12,501	11,596	(905)	-7%

ISSUE PAPER

Issue: Reject and Re-Issue RFP for Landfill Gas Collection System Maintenance

Background: Staff at RHL operate the Landfill Gas Collection System (LFGCS) to meet EPA and DEP required environmental regulations. In an effort to improve the efficiency of the system, staff issued an RFP (Feb-2024) to outsource to a qualified engineering firm that specializes in LFGCS Operation and Maintenance. However, the RFP did not include the total annual cost for services.

Discussion: The pending NextEra agreement has clauses that incentivize the RHL to maximize the efficiency of the LFGCS (electricity produced from methane powered generators will be sold.) In order to fully realize the financial benefits of the NextEra agreement, the RHL ~100 LFG wells will have to be fine-tuned on a weekly basis, which requires a significant time investment and a high level of expertise. Staff issued an RFP for operation of the system and received four qualified responses. The package, however, did not require that responses include a total annual cost.

Staff recommends the existing RFP be rejected and authorize staff to issue a new RFP for LFGCS Operation and Maintenance to include a total annual cost. Responses to the re-issue will be brought to the board for review and approval.

Recommendation: It is recommended the Authority Board of Directors reject the February 2024 RFP for LFGCS Operation and re-issue the RFP to include a total annual cost.

Approved: _____ April 17, 2024
William Silverstein, Chairman

**DELAWARE COUNTY SOLID WASTE AUTHORITY
MARCH 2024
OPERATING BUDGET SUMMARY**

Month	March 2024				YTD				
	Budget	Monthly	Variance	Variance %		YTD Budget	YTD	Variance	Variance %
REVENUE					REVENUE				
Delco Residential	\$940,246	1,041,501.36	101,255	11%	Delco Residential	\$2,820,738	\$3,209,658	388,920	14%
Delco Commercial	\$949,916	841,898.13	(108,018)	-11%	Delco Commercial	\$2,849,748	\$2,397,199	(452,549)	-16%
Delco Direct Residential	\$390,559	376,980.57	(13,578)	-3%	Delco Direct Residential	\$1,171,677	\$1,076,072	(95,605)	-8%
Delco Direct Commercial	\$268,182	333,023.82	64,842	24%	Delco Direct Commercial	\$804,546	\$1,019,890	215,344	27%
Covanta Ash	652,989	688,985	35,996	6%	Covanta Ash	\$1,958,967	\$2,063,598	104,631	5%
Plymouth Ash	56,070	0	(56,070)	-100%	Plymouth Ash	\$168,210	\$107,522	(60,688)	-36%
Berks County	373,667	428,052	54,385	15%	Berks County	\$1,121,001	\$1,256,054	135,053	12%
Montgomery County	403,515	371,793	(31,722)	-8%	Montgomery County	\$1,210,545	\$1,123,473	(87,072)	-7%
Residual	243,417	299,312	55,895	23%	Residual	\$730,251	\$940,029	209,778	29%
Grants	4,167	91,540	87,373	2097%	Grants	\$12,501	\$91,540	79,039	632%
Miscellaneous	48,972	67,207	18,234	37%	Miscellaneous	\$146,917	\$204,459	57,542	39%
Total Revenue	\$4,331,700	\$4,540,292	\$208,592	5%	Total Revenue	\$12,995,101	\$13,489,491	\$494,390	4%
Discounts		86,747	86,747		Discounts		\$257,334	257,334	
Total Net Revenue	\$4,331,700	\$4,453,545	\$121,845	3%	Total Net Revenue	\$12,995,101	\$13,232,157	\$237,056	2%
EXPENSES					EXPENSES				
Administration	\$332,436	\$248,672	(\$83,764)	-25%	Administration	\$922,442	\$831,135	(\$91,307)	-10%
Operations	633,684	654,082	20,398	3%	Operations	\$1,866,849	\$1,907,819	40,970	2%
Contract Hauling	760,084	758,408	(1,676)	0%	Contract Hauling	\$2,280,258	\$2,230,692	(49,566)	-2%
Covanta Processing	1,321,959	1,138,919	(183,040)	-14%	Covanta Processing	\$3,965,877	\$3,547,308	(418,569)	-11%
Delco Host Fees	50,819	49,464	(1,355)	-3%	Delco Host Fees	\$152,457	\$154,063	1,606	1%
RHL Host Fees	446,792	415,916	(30,877)	-7%	RHL Host Fees	\$1,252,424	\$1,221,286	(31,139)	-2%
HHW Events/Recycling	16,667	2,833	(13,834)	-83%	HHW Events/Recycling	\$40,417	\$8,126	(32,291)	-80%
Total Expenses	\$3,562,440	\$3,268,294	(\$294,146)	-8%	Total Expenses	\$10,480,724	\$9,900,430	(\$580,294)	-6%
Debt P & I Payments	\$61,775	\$61,775	0	0%	Debt P & I Payments	\$61,775	\$61,775	0	0%
Operating Surplus (Deficit)	\$707,485	\$1,123,476	\$415,991	59%	Operating Surplus (Deficit)	\$2,452,602	\$3,269,952	\$817,350	33%

DELAWARE COUNTY SOLID WASTE AUTHORITY

March 2024 YTD Capital Budget Performance Summary	
Capital Budget 2024	\$29,033,497
Capital Expense YTD 2024	<u>\$3,578,023</u>
Capital Budget Balance 2024	\$25,455,474

Summary

Net Operating Surplus March 2024	\$1,123,476
Capital Expense March 2024	\$552,198
Capital Reserve Contribution	\$0
PLGIT Operating Account Contribution	\$571,278

PLGIT Operating Account Balance as of 03/01/2024	\$5,453,495	(5.14%)
PLGIT Operating Account Interest	\$28,885	
PLGIT Operating Account Balance as of 03/31/2024	\$6,615,876	

Republic Operating Account Balance as of 03/01/2024	\$1,162,261	
Republic Operating Account Interest	\$1,138	(1.56%)
Republic Operating Account Balance as of 03/31/2024	\$529,334	

PLGIT Capital Reserve Account Balance as of 03/01/2024	\$6,023,971	
PLGIT Capital Reserve Account Interest	\$27,756	(5.47%)
PLGIT Capital Reserve Account Balance as of 03/31/2024	\$6,051,727	

Total Account Balances as of 03/31/2024 (Unrestricted)	<u>\$13,196,936</u>
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Restricted Accounts		
PLGIT Landfill Closure/PC Account Balance as of 03/31/24	\$1,628,822	(5.47%)

Total Cash Balance	14,825,758.24
Check PLGIT to Total Statement Balance	14,296,424.46

Delaware County Solid Waste Authority
Accounts Payable Listing
4/17/2024

		\$246,449.92	March Payroll
ACH	3/19/2024	\$231.44	AQUA Pennsylvania
ACH	3/12/2024	\$79.63	Comcast
ACH	3/14/2024	\$1,834.88	PECO Energy
ACH	3/5/2024	\$179.20	PECO Energy
ACH	3/25/2024	\$976.90	PenTela Data
ACH	3/6/2024	\$4,205.84	Republic Bank (VISA)
ACH	3/14/2024	\$8,191.70	Republic Bank (VISA)
ACH	3/27/2024	\$6,086.96	Republic Bank (VISA)
ACH	3/12/2024	\$918.45	Windstream
ACH	3/25/2024	\$11,108.69	Wilmington Trust (Debt Interest)
ACH	3/25/2024	\$403,000.00	Wilmington Trust (Debt)
	4/17/2024	\$5,565.38	610 Baltimore Pike LLC
	4/17/2024	\$1,186.36	Abila
	4/17/2024	\$1,264.75	Airgas USA, LLC
	4/17/2024	\$2,477.50	Alex's Tire Center
	4/17/2024	\$12,320.00	American Water
	4/17/2024	\$241.07	Aramark
	4/17/2024	\$17,951.35	ARM Group LLC
	4/17/2024	\$369.10	Bergey's Commercial Tire
	4/17/2024	\$2,145.83	Bergey's Truck Center
	4/17/2024	\$307,468.35	Berks County
	4/17/2024	\$48,834.97	Borough of Pottstown
	4/17/2024	\$23.52	Boyertown Supply, Inc.
	4/17/2024	\$7,350.00	Barbacane Thornton & Co.
	4/17/2024	\$846.05	Chester Water Authority
	4/17/2024	\$2,942.43	Cintas First Aid & Supplies
	4/17/2024	\$180.00	Computer Center of North Ameri
	4/17/2024	\$499,399.13	Covanta Delaware Valley
	4/17/2024	\$481.66	Crystal Springs
	4/17/2024	\$2,321.50	Deer Country Farm
	4/17/2024	\$960.72	21st Century Media-Philly Clus
	4/17/2024	\$7,190.93	Delaware Co. Solid Waste Auth.

Delaware County Solid Waste Authority
Accounts Payable Listing
4/17/2024

	4/17/2024	\$26,912.02	DELCORA
	4/17/2024	\$128.25	Denney Electric Supply
	4/17/2024	\$546,069.58	Earl Township Board of Supervi
	4/17/2024	\$796.00	EHD (Engle-Hambright & Davies)
	4/17/2024	\$272,573.80	Environmental Stewardship Fund
	4/17/2024	\$458.64	Erb & Henry Equipment, Inc.
	4/17/2024	\$50.41	Federal Express Corporation
	4/17/2024	\$793.75	Fraser Advanced Info. System
	4/17/2024	\$2,626.89	GasTec Enterprises
	4/17/2024	\$10,600.00	Gehringer Mechanical
	4/17/2024	\$475.00	GFOA-PA
	4/17/2024	\$497.63	Gilbertsville Auto Supply
	4/17/2024	\$15,119.10	Foley, Inc.
	4/17/2024	\$358.80	Highmark Blue Shield
	4/17/2024	\$7,441.66	ICW Group
	4/17/2024	\$132.95	Interstate Battery System of R
	4/17/2024	\$82.00	J.K. Truck & Equipment
	4/17/2024	\$34,134.66	jg Environmental
	4/17/2024	\$985.00	John J. McIntyre Sons, Inc.
	4/17/2024	\$132.00	JRT Calibration Services
	4/17/2024	\$800.00	Kathryn Sandoe LLC
	4/17/2024	\$9,630.39	Kistler-O'Brien Fire Protectio
	4/17/2024	\$6,265.12	Komatsu America Corp.
	4/17/2024	\$142.50	Land Air Water Legal Solutions
	4/17/2024	\$1,919.90	M. J. Reider Associates, Inc.
	4/17/2024	\$91,625.43	Martin Stone Quarries, Inc.
	4/17/2024	\$382.50	Wm. P. McGovern, Inc.
	4/17/2024	\$1,389.75	Wm. P. McGovern, Inc.
	4/17/2024	\$620.19	Moyer Indoor/Outdoor
	4/17/2024	\$894.57	New Horizon Communications
	4/17/2024	\$211.96	Office Basics, Inc.
	4/17/2024	\$6,088.00	Ott's Lawn Service & Landscapi
	4/17/2024	\$113,667.44	Commonwealth of PA

Delaware County Solid Waste Authority
Accounts Payable Listing
4/17/2024

	4/17/2024	\$174.42	PA Dept. of Labor & Industry-B
	4/17/2024	\$125.00	PA One Call System, Inc.
	4/17/2024	\$1,752.00	PetroChoice LLC
	4/17/2024	\$500.00	Petty Cash - DCSWA
	4/17/2024	\$345.39	Petty Cash - 610 E. Baltimore Pike
	4/17/2024	\$84.03	Pitney Bowes Inc.
	4/17/2024	\$1,162.00	GT & E, LLC
	4/17/2024	\$2,950.00	PA Municipal Authorities Assoc
	4/17/2024	\$6,838.36	PMAA U.C. Fund
	4/17/2024	\$301.60	Port A Bowl Restroom Co.
	4/17/2024	\$50.00	Pottstown Hospital
	4/17/2024	\$10,323.00	Practical Waste Solutions, LLC
	4/17/2024	\$2,100.00	R GOTWALS
	4/17/2024	\$20.45	ReadyRefresh by Nestle
	4/17/2024	\$330.00	Recycle Oil Co.
	4/17/2024	\$50,020.78	Reliable Environmental Service
	4/17/2024	\$12,660.00	Rudolph Clarke, LLC
	4/17/2024	\$752.00	Safety-Kleen, Inc.
	4/17/2024	\$17,396.11	Samaritan Counseling Center
	4/17/2024	\$7,164.00	SCS Engineers
	4/17/2024	\$506.25	Sir Speedy
	4/17/2024	\$2,350.50	Spotts, Stevens & McCoy, Inc.
	4/17/2024	\$1,672.09	Standard Insurance Co.
	4/17/2024	\$12,935.50	Suburban Testing Labs, Inc.
	4/17/2024	\$3,660.00	Susan M. Cordes
	4/17/2024	\$40,948.60	PA Municipal Health Insurance
	4/17/2024	\$115.00	The Boyertown Rotary Club
	4/17/2024	\$526.85	The Standard Group
	4/17/2024	\$1,855.06	United Concordia Co., Inc.
	4/17/2024	\$125.99	Verizon
	4/17/2024	\$175.00	Victory Auto Glass
	4/17/2024	\$1,711.32	W. W. Grainger, Inc.
	4/17/2024	\$758,408.32	Waste Management

Delaware County Solid Waste Authority
Accounts Payable Listing
4/17/2024

	4/17/2024	\$440.00	Whitetail Disposal
	4/17/2024	\$21,318.20	William R. Gift
	4/17/2024	\$82,365.58	Wind River Environmental LLC
	4/17/2024	\$1,370.75	Winzer
	4/17/2024	\$3,176.88	Wireback Works
	4/17/2024	\$336.18	WM Corporate Services, Inc.
TOTAL		\$3,807,837.31	

Delaware County Solid Waste Authority
 Accounts Payable Listing
 4/17/2024

CapEx			
	4/17/2024	\$203,917.09	ARM Group LLC
	4/17/2024	\$26,343.60	Deer Country Farm
	4/17/2024	\$145,600.00	GT & E LLC
	4/17/2024	\$153,961.20	Kinsley Construction Inc.
	4/17/2024	\$34,111.00	PA Industrial Equipment, Inc.
	4/17/2024	\$6,054.63	SCS Engineers
	4/17/2024	\$2,822.50	Spotts, Stevens & McCoy, Inc.
TOTAL		\$572,810.02	

ISSUE PAPER

Issue: Purchase New Accounting Software

Background: The Authority is currently using MIP Fund Accounting Software to record and report financial information and support the various accounting processes. While MIP provides basic functionality, it is older technology that does not support process automation and digital workflow (limiting our ability to perform necessary internal controls). Additionally, the chart of accounts in place within MIP is the same as at its inception (pre-1999) and has not evolved with the business to enable transparency into business operations, provide robust reporting and enable insightful business analytics.

Discussion: Updating our accounting processes requires the purchase of a flexible software system and installation of that software so that it interfaces with our existing scale systems and accounts. The Sage Intacct Accounting Software plus Fixed Assets Module and creation of a new chart of accounts and GL segmentation is estimated to cost \$60,576 (\$24,576 for Sage Intacct and \$36,000 for RKL for installation and implementation.) Details are below:

- Purchase Sage Intacct Accounting Software to replace MIP Fund Accounting;
 - Add-on Fixed Assets module to track and depreciate fixed assets.
- RKL eSolutions for implementation; Waste, Transportation & Utilities team.
- Update internal controls, policies and procedures for accounting, procurement, fixed assets, inventory, AR, and AP.
- Design new reporting structure for chart of accounts to include profit centers and cost centers.
- Move invoicing out of Weighmaster system; import tonnage into new accounting software and send invoices via email. Enable digital payments.
- Enable AP invoices to be received via email and automatically scanned/attached/coded for review in accounting system;
 - Workflow for invoice review/approval
 - Digital AP invoice payment
- Add dashboards for daily tonnage reporting and other key performance indicators.

This purchase falls under professional services, meaning there is no bidding requirement. Funding is available in Administration.

Recommendation: It is recommended the Authority Board of Directors approve the purchase and implementation of Sage Intacct by RKL eSolutions for \$60,576.

Approved: _____ April 17, 2024

William Silverstein, Chairman

ISSUE PAPER

Issue: Referral Incentive Program

Background: The Authority has been challenged to successfully recruit employees in the current labor market and positions have been vacant for several months as job postings are reliant solely on advertisements and external consultants for recruiting candidates.

Discussion: WorldatWork found that 63% of companies offer some form of a referral bonus/incentive program, and of those without a program, 92% were looking at implementing a program. Referral incentives are proven to be successful as they leverage additional candidate sources, produce quality candidates, and are cost effective and efficient. Additionally, they provide a morale boost by rewarding current employees to help them feel appreciated and valued.

Referral Incentive Program - Details and Guidelines

Employees who refer someone for an open position who is then hired will receive a referral bonus. The referring employee will receive \$500 after the new employee has been with DCSWA for 90 days, and an additional \$500 after the new employee has been with the company for one year so long as employment will be continued after that time.

- Human Resource employees and managers to whom the employee will report are excluded from this program.
- Human Resources must be notified of the referral before the applicant's resume or application is received.
- If someone is referred by more than one employee, the referral bonus will be provided to whoever referred the candidate first.
- Payments will be issued within two pay periods of the relevant dates via regular payroll processes and subject to applicable taxes.
- Referring employees must be on the payroll at the time designated for payments to receive the bonus.

Recommendation: It is recommended the Authority Board of Directors approve the implementation of the Referral Incentive Program as outlined above, effective immediately.

Approved: _____ April 17, 2024
William Silverstein, Chairman

ISSUE PAPER

Issue: Submission of the Delco Municipal Waste Management Plan (MWMP)

Background: PA Act 101 requires every Pennsylvania County to update their MWMP every 10 years. In 2021, Delco elected to begin updating their MWMP and designated the Delaware County Office of Sustainability (DCOS) to coordinate this effort and include Zero Waste (ZW) concepts. DCOS reached out to the Authority in Oct 2023 to request assistance in completing the plan. DCSWA board approved assisting Delco and to provide matching funds up to \$30,000.

Discussion: Since October 2023, Delco senior staff have consulted directly with PA DEP who advised the ZW concepts are not recommended to be included in the Plan. Based on this feedback, County Council have decided to create a separate ZW plan and asked the Authority to manage the update of MWMP (with no ZW concepts). Authority staff have contacted a professional consultant (Nestor Resources, LLC) who specializes in developing Pennsylvania county, Act 101 compliant MWMP's. Nestor Resources has represented dozens of PA counties who have successfully submitted plans approved by DEP. Nestor Resources has agreed to expedite the completion of the MWMP for a not to exceed cost of \$60,000.

Staff are recommending the board authorize the CEO to enter a contract with Nestor Resources for services to complete and submit the MWMP. This is a professional service and does not require bidding and funding is available in the Administration budget. Once the plan is complete, the Authority will seek reimbursement from Delco for matching funds or request the County file for a supplemental grant from PA DEP covering 90% of the cost.

Recommendation: It is recommended the Authority Board of Directors approves the CEO to contract with Nestor Resources, LLC to complete and submit the MWMP to DEP on behalf of Delco for a not to exceed cost of \$60,000.

Approved: _____

April 17, 2024

William Silverstein, Chairman

**Delaware County Solid Waste Authority
Rolling Hills Landfill (RHLF) Phase 2 Construction - Bid Evaluation**

Subject: Bid Evaluation and Recommendation for the Rolling Hills Landfill Phase 2 Construction Project

Date: April 16, 2024

Prepared by: ARM Group LLC (ARM)

Background:

The Phase 2 Construction Project is a critical step in the development of the Rolling Hills Landfill (RHLF). To ensure the success of this project, ARM conducted a bid evaluation process to review the Contractor bids submitted. This process was designed to assess each bidder's qualifications, experience, and ability to meet project requirements within the proposed timelines and budget.

The public bid for the Rolling Hills Landfill (RHLF) Phase 2 Construction project was advertised on March 11, 2024, and a pre-bid meeting was held onsite on March 11, 2024. A total of four (4) addenda were issued between March 18-April 3, 2024. Bids were received from a total of two contractors on April 12, 2024; Kinsley Construction Inc. (Kinsley) and Atlantic Lining Co, Inc. (ALCO).

Bid Results:

Of the two bids received for the Phase 2 Construction Project, Kinsley was the apparent low bidder. ARM has reviewed Kinsley's bid submission to verify all required documents were submitted and that Kinsley satisfies the minimum qualifications and experience requirements. A summary of these requirements is provided below.

Submission of Bids – Requirements listed in Section 19.02 of the Instruction to Bidders and Section 8 of the Bid Form.

<u>Required Document</u>	<u>Submitted (Y/N)</u>
Bid Form (BF-1 – BF-7)	Y
Bid Schedule	Y
List of Proposed Subcontractors	Y
List of Proposed Suppliers	Y
Contractor Statement of Qualifications (CSQ-1)	Y
Bid Bond (BB-1 – BB-2)	Y
Non-Collusion Affidavit (NA-1 – NA-3)	Y
Self-Certification of No Disbarment, Suspension, or Ineligibility (SEC-1)	Y
Hold Harmless Agreement (HH-1)	Y
Memorandum of Understanding: Labor Compliance (MOU-1)	Y
Consent of Surety	Y



Qualifications of Bidders – Requirements listed in Section 4 of the Instructions to Bidders.

Bidder Qualification / Experience Requirement	Submitted? (Y/N)
Qualifications to do Business in the Commonwealth of Pennsylvania	Y
Contractor License Number	Y
Subcontractor and Supplier Qualification Information	Y
50 acres of HDPE geomembrane, subbase, and protective cover	Y
2,500 LF of HDPE piping for leachate collection & conveyance	Y
2,500 LF of HDPE piping for landfill gas (LFG) management	Y
Construction of new landfill cells/closures involving LFG management including odor control	Y
Successful management and control of storm water, erosion, & sedimentation	Y
MSE berm facing of 200,000 SF, length of 10,000 ft, and minimum height of 25 ft (Subcontractor)	Y
Two landfill cell construction projects involving MSE berms (Prime Contractor) or five MSE berms totaling 200,000 square feet	Y
Excavation and compacted fill placement of soil volumes in excess of 800,000 CY	Y
Not held in default by Owner	Y
Not appear on the PA Dept. of Labor & Industry Debarment List	Y
Resumes for key site personnel	Y
Project Manager – 30 acres of geosynthetics, 20,000 CY of low permeability soil, 50,000 CY of protective cover, and 50,000 SF of facing for MSE berm construction	Y
Superintendent – 30 acres of geosynthetics, 20,000 CY of low permeability soil, 50,000 CY of protective cover, 25,000 SF of facing for MSE berm construction	Y
Foreman – 5 years’ experience in civil construction, 3 projects as Site Foreman on landfill project	Y

Recommendation:

Based upon ARM’s review of its bid for the subject project, Kinsley appears to provide all required documentation and satisfy all qualification/experience requirements. ARM recommends that DCSWA award the RHLF Phase 2 Construction Project to Kinsley.

Conclusion

ARM recommends awarding the Phase 2 Construction Project to Kinsley. This recommendation, in addition to being the apparent low bidder of the bids received, is based on their proven capabilities and alignment with the project’s goals, as well as their capacity to accomplish the work within the project schedule. We believe that Kinsley will deliver the highest quality work and maintain the standards required for the successful completion of this critical project for the DCSWA.



**RHLF Phase 2 Construction
Bid Evaluation Table**

Item No.	Description	Unit	Bid Quantity	\$16,412,158.34		\$25,616,865.00		\$19,990,000.00	
				Engineer's Estimate (Oct 2023)		Atlantic Lining Company, Inc.		Kinsley Construction, LLC	
				Unit Cost	Total	Unit Cost	Total Cost	Unit Cost	Total Cost
General					\$1,215,915.00		\$2,029,160.00		\$1,478,461.50
1	Mobilization & Demobilization	LS	1	\$1,175,915.00	\$1,175,915.00	\$1,828,000.00	\$1,828,000.00	\$1,186,960.50	\$1,186,960.50
2	Demolition of Existing Features	LS	1	\$40,000.00	\$40,000.00	\$103,100.00	\$103,100.00	\$291,500.00	\$291,500.00
3	Structural Fill Stockpile Maintenance	LS	1	\$0.00	\$0.00	\$98,060.00	\$98,060.00	\$1.00	\$1.00
Existing Cap Removal					\$596,659.78		\$966,000.00		\$736,000.00
4	Strip and Stockpile Soil From Cap Removal Footprint (3 feet average depth)	SF	920,000		\$482,405.83	\$0.62	\$570,400.00	\$0.70	\$644,000.00
5	Existing Geosynthetic Cap Removal (Maximum disposal size shall be 10 ft x 10 ft)	SF	920,000	\$0.11	\$114,253.95	\$0.43	\$395,600.00	\$0.10	\$92,000.00
Cell Construction					\$3,174,593.06		\$5,224,550.00		\$4,350,030.00
6	Construct Temporary Phase 2A Anchor Trench	LF	2,000			\$80.00	\$160,000.00	\$32.10	\$64,200.00
7	Construct Permanent Liner System Anchor Trench on MSE Berm	LF	1,550		\$101,695.00	\$95.00	\$147,250.00	\$42.10	\$65,255.00
8	Furnish & Install Subbase Soil (Type 1)	SF	253,000		\$0.00	\$0.45	\$113,850.00	\$1.20	\$303,600.00
9	Furnish & Install Subbase Soil (Type 2)	SF	730,000		\$0.00	\$0.88	\$642,400.00	\$1.25	\$912,500.00
9A	Install Structural Fill Soil for the Type 2 Liner System	SF	730,000		\$0.00	\$0.21	\$153,300.00	\$0.20	\$146,000.00
10	Furnish and Install Aggregate for Protective Cover (18 inches)	SF	844,000		\$3,014,874.72	\$4.43	\$3,738,920.00	\$3.20	\$2,700,800.00
11	Expose and Prepare Geosynthetics Tie-in to Pad 115	LF	800			\$33.00	\$26,400.00	\$29.80	\$23,840.00
12	Expose and Prepare Geosynthetics Tie-in to Pad B1A	LF	400	\$25.23	\$58,023.34	\$36.00	\$14,400.00	\$29.80	\$11,920.00
13	Expose and Prepare Geosynthetics Tie-in to Phase 1 Area	LF	1,150			\$33.00	\$37,950.00	\$24.90	\$28,635.00
14	Bulk Excavation (Cell subgrade and MSE Berm subgrade)	CY	17,600		\$0.00	\$10.80	\$190,080.00	\$5.30	\$93,280.00
Earthwork & MSE Berm Construction					\$2,372,009.44		\$5,490,440.00		\$3,047,880.00
15	MSE Berm Subgrade Preparation	LS	1			\$96,200.00	\$96,200.00	\$25,100.00	\$25,100.00
16	Load & Haul Structural Fill from Maintenance Shop Stockpile to Phase 2	CY	80,000	\$3.30	\$803,811.00	\$6.64	\$531,200.00	\$5.90	\$472,000.00
17	Retained Backfill & Structural Fill Placement & Compaction	CY	468,000			\$3.31	\$1,549,080.00	\$1.50	\$702,000.00
18	Reinforced Backfill Placement & Compaction	CY	255,000			\$5.74	\$1,463,700.00	\$1.90	\$484,500.00
19	Construct Mechanically Stabilized Earth (MSE) Berm	SF Face	102,000			\$14.15	\$1,443,300.00	\$9.40	\$958,800.00
20	Furnish and Install Topsoil for Soil Berm Face (6")	SF	188,000	\$20.80	\$1,559,675.62	\$1.12	\$210,560.00	\$1.10	\$206,800.00
20A	Furnish Topsoil for the MSE Berm Facing	CY	3,800			\$49.00	\$186,200.00	\$49.60	\$188,480.00
21	Hydroseed Face of MSE Berm	SF Face	102,000	\$0.11	\$8,522.82	\$0.10	\$10,200.00	\$0.10	\$10,200.00
Erosion & Sediment Control and Stormwater Management					\$778,470.36		\$2,426,430.00		\$2,145,711.50
22	Establish & Maintain E&S Controls Not Otherwise Itemized (including temporary berms & pumping)	LS	1			\$171,300.00	\$171,300.00	\$171,100.00	\$171,100.00
22A	Furnish & Install 18" Silt Sock	LF	200		\$87,430.00	\$12.00	\$2,400.00	\$5.10	\$1,020.00
23	Furnish & Install Phase 2 Downchute	LF	775		\$24,102.53	\$474.00	\$367,350.00	\$620.90	\$481,197.50
24	Furnish & Install Phase 2 Diversion Channel (including bin block installation)	LF	1060			\$108.00	\$114,480.00	\$114.90	\$121,794.00
25	Furnish & Install Eastern Toe Channel	LF	240			\$64.00	\$15,360.00	\$94.00	\$22,560.00
26	Furnish & Install MSE Berm Concrete Channel T3-1	LF	80			\$221.00	\$17,680.00	\$161.70	\$12,936.00
27	Furnish & Install MSE Berm Concrete Channel T3-2 (including modifications at existing drop inlet)	LF	1670			\$227.00	\$379,090.00	\$118.70	\$198,229.00
28	Install Culvert 3C	LS	1			\$36,910.00	\$36,910.00	\$34,000.00	\$34,000.00
29	Install Culvert 3 Temporary Extension (including R4 riprap sump)	LS	1		\$566,937.83	\$18,880.00	\$18,880.00	\$52,000.00	\$52,000.00
30	Furnish & Install Culvert 3D (including fill placement at existing sumps, modification of existing culvert, and R4 riprap sump)	LS	1			\$12,860.00	\$12,860.00	\$26,400.00	\$26,400.00
31	Furnish & Install Culvert 3E	LS	1			\$15,200.00	\$15,200.00	\$18,100.00	\$18,100.00
32	Furnish & Install Eastern Toe Channel Culvert (including R4 riprap sump)	LS	1			\$11,100.00	\$11,100.00	\$11,000.00	\$11,000.00
33	Furnish & Install Drop Inlet 3	LS	1			\$111,600.00	\$111,600.00	\$69,800.00	\$69,800.00
34	Furnish & Install Manhole 3A	LS	1			\$55,600.00	\$55,600.00	\$39,800.00	\$39,800.00
35	Furnish & Install Manhole 3B Extension (above existing manhole 3B base)	LS	1			\$10,600.00	\$10,600.00	\$7,100.00	\$7,100.00
36	Basin 2 and 3 Riser Modifications	LS	1			\$11,760.00	\$11,760.00	\$8,500.00	\$8,500.00
37	Furnish & Install Basin 2 Baffle	LS	1		\$50,000.00	\$14,500.00	\$14,500.00	\$1,400.00	\$1,400.00
38	Furnish & Install Rain Berms (including tie-in to Phase 1 interim grade terraces)	LF	3750		\$0.00	\$76.00	\$285,000.00	\$102.90	\$385,875.00
38A	Furnish and Install Rain Tarp & Ballast System	SF	655,000		\$0.00	\$0.96	\$628,800.00	\$0.50	\$327,500.00
39	Sedimentation Basins Cleaning	NTE	1		\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
40	Furnish and Install Permanent Stabilization of All Disturbed Areas (seeding and fertilization)	SF	400,000		\$0.00	\$0.12	\$48,000.00	\$0.10	\$40,000.00
41	Furnish and Install Erosion Control Matting for Slopes Greater than 3H:1V	SF	218,000		\$0.00	\$0.22	\$47,960.00	\$0.30	\$65,400.00
Leachate Management					\$465,080.00		\$1,404,115.00		\$1,141,682.50
42	Furnish & Install Phase 2 Pump House and Mechanical Features	LS	1		\$0.00	\$233,100.00	\$233,100.00	\$234,800.00	\$234,800.00
43	Furnish & Install Temporary Phase 2A Leachate Sump Pump Features (includes temporary 3"x6" piping)	LS	1		\$0.00	\$93,600.00	\$93,600.00	\$142,900.00	\$142,900.00

Item No.	Description	Unit	Bid Quantity	Engineer's Estimate (Oct 2023)		Atlantic Lining Company, Inc.		Kinsley Construction, LLC	
				Unit Cost	Total	Unit Cost	Total Cost	Unit Cost	Total Cost
44	Furnish & Install 24" Primary Sump Risers	LF	220			\$916.00	\$201,520.00	\$230.60	\$50,732.00
44A	Furnish & Install 6" SCH80 PVC Cleanout Pipe	LF	120			\$59.00	\$7,080.00	\$21.20	\$2,544.00
45	Furnish & Install 18" Secondary Sump Riser	LF	110		\$189,000.00	\$459.00	\$50,490.00	\$141.40	\$15,554.00
46	Furnish & Install 6" Solid HDPE Collection Pipes	LF	450			\$38.00	\$17,100.00	\$22.20	\$9,990.00
47	Furnish & Install 6" Perforated HDPE Collection Pipes	LF	3700			\$28.00	\$103,600.00	\$26.10	\$96,570.00
48	Furnish & Install Grit Chamber, Wet Well, and Valve Box	LS	1			\$171,600.00	\$171,600.00	\$189,100.00	\$189,100.00
49	Furnish & Install SAE Wet Well and Valve Box	LS	1		\$276,080.00	\$210,500.00	\$210,500.00	\$137,400.00	\$137,400.00
50	Furnish & Install 3"x6" HDPE Dual Contained Leachate Piping	LF	1700			\$55.00	\$93,500.00	\$46.70	\$79,390.00
51	Furnish & Install 6"x10" HDPE Dual Contained Leachate Piping	LF	2675			\$83.00	\$222,025.00	\$68.30	\$182,702.50
MSE Roadway Construction					\$247,965.77		\$1,145,720.00		\$918,275.00
52	Furnish & Install MSE Berm Paved Roadway	SF	50,000			\$7.82	\$391,000.00	\$7.10	\$355,000.00
53	Furnish & Install Temporary Aggregate Haul Roadway (Phase 2A)	SF	27,000		\$122,505.77	\$1.40	\$37,800.00	\$2.10	\$56,700.00
54	Furnish & Install Aggregate Maintenance Roadway (including boulder safety barrier installation)	SF	15,500			\$4.14	\$64,170.00	\$4.10	\$63,550.00
55	Furnish & Install Guiderail atop the MSE Berm	LF	3,350	\$73.80	\$125,460.00	\$53.00	\$177,550.00	\$46.20	\$154,770.00
56	Furnish & Install Litter Fence atop the MSE Berm	LF	1,650	\$0.00	\$0.00	\$288.00	\$475,200.00	\$174.70	\$288,255.00
Landfill Gas					\$399,090.00		\$406,200.00		\$457,705.00
57	Furnish & Install Landfill Gas Header	LF	2,000		\$149,090.00	\$87.00	\$174,000.00	\$106.90	\$213,800.00
58	Furnish & Install 4" Sub-liner Gas Collection Piping	LF	8,150			\$16.00	\$130,400.00	\$21.70	\$176,855.00
59	Furnish & Install 2" HDPE Airline Piping	LF	1,500		\$250,000.00	\$12.00	\$18,000.00	\$3.90	\$5,850.00
60	Furnish & Install Condensate Knockout (including pump)	LS	1			\$45,300.00	\$45,300.00	\$36,800.00	\$36,800.00
61	Connect Proposed Gas Collection Lines to Flare System	LS	1			\$38,500.00	\$38,500.00	\$24,400.00	\$24,400.00
Geosynthetics Installation					\$7,162,374.93		\$5,126,260.00		\$4,329,400.00
62	Furnish & Install Geogrid for Type 2 Liner System	SF	730,000	\$0.25	\$231,849.00	\$0.38	\$277,400.00	\$0.20	\$146,000.00
63	Furnish & Install Secondary GCL	SF	983,000	\$1.10	\$1,278,172.63	\$1.02	\$1,002,660.00	\$1.00	\$983,000.00
64	Furnish & Install Secondary Geomembrane (60-mil HDPE)	SF	983,000	\$0.95	\$1,101,588.84	\$0.80	\$786,400.00	\$0.60	\$589,800.00
65	Furnish & Install Leak Detection Geocomposite	SF	983,000	\$0.84	\$1,591,219.17	\$0.74	\$727,420.00	\$0.60	\$589,800.00
66	Furnish & Install Primary GCL	SF	983,000	\$1.10	\$1,278,172.85	\$1.02	\$1,002,660.00	\$1.00	\$983,000.00
67	Furnish & Install Primary Geomembrane (60-mil HDPE)	SF	983,000	\$1.00	\$1,159,567.20	\$0.84	\$825,720.00	\$0.60	\$589,800.00
68	Furnish & Install Cushion Geotextile (16-oz/sy)	SF	1,120,000	\$0.45	\$521,805.24	\$0.45	\$504,000.00	\$0.40	\$448,000.00
Electrical					\$0.00		\$403,890.00		\$410,984.50
69	Furnish & Install Electrical Components for Phase 2 Leachate Sump	LS	1		\$0.00	\$145,200.00	\$145,200.00	\$130,100.00	\$130,100.00
70	Furnish and Install Electrical Components for Wet Well, Valve Box, and Condensate Knockout	LS	1		\$0.00	\$33,100.00	\$33,100.00	\$29,700.00	\$29,700.00
71	Furnish and Install Electrical Components for Grit Chamber System	LS	1		\$0.00	\$10,900.00	\$10,900.00	\$9,800.00	\$9,800.00
72	Furnish & Install Electrical Feeders from Existing Pole to Utility Corridor	LF	975		\$0.00	\$82.00	\$79,950.00	\$79.50	\$77,512.50
73	Furnish & Install Electrical Feeders in Utility Corridor from SAE Wet Well to Pump House	LF	1240		\$0.00	\$101.00	\$125,240.00	\$125.30	\$155,372.00
74	Connect New Grit Chamber Panel to Existing Electrical Conduits	LS	1		\$0.00	\$9,500.00	\$9,500.00	\$8,500.00	\$8,500.00
Miscellaneous					\$0.00		\$994,100.00		\$973,870.00
75	Waste Excavation and Relocation (on as needed basis only)	CY	2,500		\$0.00	\$7.98	\$19,950.00	\$7.20	\$18,000.00
76	Traffic Control	Day	300		\$0.00	\$590.00	\$177,000.00	\$1,200.00	\$360,000.00
77	Overexcavation of Unsuitable Materials	CY	2,500		\$0.00	\$21.50	\$53,750.00	\$17.70	\$44,250.00
78	Dust Control	LS	1		\$0.00	\$132,080.00	\$132,080.00	\$171,300.00	\$171,300.00
79	Bulk and Trench Rock Excavation	CY	2,500		\$0.00	\$118.00	\$295,000.00	\$39.60	\$99,000.00
80	Asphalt Haul Road Restoration	SY	18,200		\$0.00	\$5.10	\$92,820.00	\$7.60	\$138,320.00
81	Topsoil Stripping and Stockpile (6 inches)	SF	100,000		\$0.00	\$0.21	\$21,000.00	\$0.10	\$10,000.00
82	Additional Cost to Furnish Safety Boulders (36" min)	Tons	2,500		\$0.00	\$81.00	\$202,500.00	\$53.20	\$133,000.00

Delaware County Solid Waste Authority
Rolling Hills Landfill (RHLF) Phase 2 Construction Project
Procurement and Delivery of Geogrid Reinforcement and MSE Berm Facing Materials

Subject: Issuance of Request for Proposal for Procurement and Delivery of Geogrid Reinforcement and MSE Berm Facing Materials for the Phase 2 Construction Project at the RHLF

Date: April 16, 2024

Prepared By: ARM Group LLC (ARM)

Background:

The Phase 2 Construction Project at the Rolling Hills Landfill (RHLF) necessitates specific materials to ensure the structural integrity and longevity of the construction. This paper outlines the need for issuing a Request for Proposals (RFP) for the procurement and delivery of geogrid reinforcement and mechanically stabilized earth (MSE) berm facing materials, which are critical components of the construction project.

In the interest of project efficiency and risk management, the permitting and final design phases of the project are being executed concurrently. During a critical meeting with the DCSWA in November 2023, it was jointly decided to handle the procurement of the geosynthetic reinforcement for the MSE Berm separately from the main construction contract. This decision was influenced by the potential risk of future change orders if these materials were procured through the contractor's bid before permit approvals were secured.

Acknowledging these risks, a separate bid package for the supply and delivery of geosynthetic reinforcement materials was deemed necessary and is being prepared by ARM. This strategic separation is aimed to mitigate potential delays and cost overruns associated with changes in project scope or specifications that could arise during the permitting process. Therefore, this dedicated procurement bid package will focus solely on the supply and delivery of the materials to the site.

The General Contractor selected for the Phase 2 project will not be responsible for the procurement of these materials; however, once accepted at the site, it will handle the storage and installation as part of the Phase 2 contract. This arrangement ensures that the project adheres to the approved design specifications while managing the risks associated with material procurement.

This proactive approach to separate the procurement process from the construction bid underlines our commitment to maintaining project timelines, controlling costs, and ensuring the delivery of materials that meet our stringent quality standards.



Objective:

To procure the most efficient, cost-effective, and suitable materials for the project through a competitive bidding process, ensuring transparency and achieving the best value for the investment while mitigating risk associated with the concurrent permitting, design, and construction schedules.

Discussion:

1. Material Specifications:

- Geogrid Reinforcement: Materials must meet specific tensile strength requirements and be suitable for long-term soil stabilization and reinforcement applications.
- MSE Berm Facing: Materials will be used in the construction of the exterior face of the berm and must be capable of retaining the vegetative face long-term while facilitating the establishment of vegetation, where applicable.

2. Owner-Supplied Materials:

- By supplying the materials directly, DCSWA maintains control over the quality and supply of crucial construction components.
- Avoids the potential risk of future change orders if these materials were procured through the General Contractor's bid before permit approvals were secured.
- This approach can potentially lead to cost savings and better coordination during construction phases, as well as avoiding markups from the General Contractor of the Phase 2 Construction Project.

3. Timeline Considerations:

- Issuance of the RFP at the next DCSWA Board Meeting will align with the project timelines, ensuring that there are no delays in material procurement and delivery.

Recommendation:

It is recommended that the Board authorizes the issuance of an RFP for the procurement and delivery of geogrid reinforcement and MSE berm facing materials. The procurement process should be managed by the DCSWA or ARM to ensure adherence to project specifications and timelines.

Conclusion:

The issuance of an RFP for these critical materials is another strategic step in advancing the Phase 2 construction at the RHLF. This approach not only ensures the quality and suitability of the materials but also aligns with the goals for responsible construction practices.





Delaware County Solid Waste Authority, PA
\$35,000,000 Guaranteed Revenue Notes, 2024 Series
Loan Agreement with the
Delaware Valley Regional Finance Authority, PA
Financing Schedule

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

*Holidays shown in green
 **FOMC Meetings in blue
 ***CPI Report in orange

Date	✓	Task	Responsibility
Thurs. April 4	✓	<ul style="list-style-type: none"> DelVal uploads Loan Documents Including: <ul style="list-style-type: none"> Resolution for DCSWA Guarantee Ordinance for County Council 	<ul style="list-style-type: none"> DelVal
Tue. April 9		<ul style="list-style-type: none"> DCSWA, PRAG and DelVal Meeting (12:30PM) Working Group Submits Comments to Documents 	<ul style="list-style-type: none"> DCSWA/PRAG/DelVal
Wed. April 10		<ul style="list-style-type: none"> Revised Documents Available and Submitted to DCSWA for Consideration 	<ul style="list-style-type: none"> DCSWA/PRAG/DelVal
Fri. April 12		<ul style="list-style-type: none"> Remaining open items submitted to DelVal 	<ul style="list-style-type: none"> DCSWA/PRAG/County
Wed. April 17		<ul style="list-style-type: none"> DCSWA Board Approves Resolution 	<ul style="list-style-type: none"> DCSWA
Mon. April 22		<ul style="list-style-type: none"> Comments on County Documents Due 	<ul style="list-style-type: none"> DCSWA/PRAG
Wed. April 24		<ul style="list-style-type: none"> County Documents finalized and submitted to Council 	<ul style="list-style-type: none"> DCSWA/PRAG/DelVal
Wed. May 1		<ul style="list-style-type: none"> First Reading of Guarantee Ordinance at County Council 	<ul style="list-style-type: none"> County
Wed. May 15		<ul style="list-style-type: none"> Second Reading (and Approval) of Guarantee Ordinance at County Council DelVal Prepares and Submits DCED Filing (30 Days Required) 	<ul style="list-style-type: none"> County DelVal
Mon. May 20 (week of)		<ul style="list-style-type: none"> Loan Terms Finalized – Rate Set 	<ul style="list-style-type: none"> DCSWA/PRAG/DelVal
Monday, May 27		<i>MEMORIAL DAY (OBSERVED)</i>	
Mon. June 17		<ul style="list-style-type: none"> DCED Filing Process Complete 	<ul style="list-style-type: none"> DelVal
Tue. June 18		<ul style="list-style-type: none"> Loan Documents Finalized and Closing 	<ul style="list-style-type: none"> DCSWA/PRAG/DelVal
Wednesday, June 19		<i>JUNETEENTH HOLIDAY (OBSERVED)</i>	

Key	Participant	Role
DCSWA	Delaware County Solid Waste Authority	Issuer
PRAG	Public Resources Advisory Group, Inc.	Financial Advisor
DelVal	Delaware Valley Regional Finance Authority	Loan Provider
Delco	Delaware County Council	County Council

FIDUCIARY LIABILITY

PREPARED FOR
**Delaware County Solid Waste
Authority (DCSWA)**

CARRIER
**Travelers Casualty Insurance
Company of America**

POLICY TERM
5/1/2024 to 5/1/2025

COVERAGES

DESCRIPTION	LIMIT
Aggregate Limits of Liability	\$1,000,000
Each Claim – Subject to \$0 Retention	\$1,000,000
Voluntary Settlement Program -- Subject to \$0 Retention	\$100,000
HIPAA Limit of Liability – Subject to \$0 Retention	\$100,000
502(c) Penalties Limit of Liability – Subject to \$0 Retention	\$100,000

COVERAGE TERMS & CONDITIONS

- **Named Insured – Delaware County Solid Waste Authority Pension Plan**
- Claims Made Coverage
- Continuity/Prior & Pending Proceeding Date – 5/1/1996
- Defense Expenses are included in the Limit of Liability

PREMIUM SUMMARY

LINES OF BUSINESS	EXPIRING	RENEWAL
Fiduciary Liability	\$2,175	\$2,225
Total Premium	\$2,175	\$2,225

PAYMENT TERMS

LINES OF BUSINESS	PREMIUM PAYABLE	PAYMENT TERMS
Fiduciary Liability	Travelers	Annual or Semi Annual

SUBJECTIVITIES

None