

# **Appendix K**

Ad Hoc Working Group Meeting Agendas  
Ad Hoc Working Group Meeting Notes

**CVWMA SOLID WASTE MANAGEMENT PLAN  
AUGUST 26, 2003 – 2:00 P.M.  
MEETING AGENDA**

- REVIEW PLAN OUTLINE AND STATUS OF ASSIGNMENTS
  - CITIZEN PARTICIPATION PLAN AND ACTIVITIES
    - UPDATE ON PRESS RELEASE
    - WASTE PRACTICES SURVEY
    - OCT 17 PUBLIC HEARING
    - APPROVAL PROCESS
  - CVWMA HISTORY SECTION
  - SOLID WASTE DISPOSAL CAPACITY (WASTE GENERATION DATA – EPA 4.6 LBS/PERSON/DAY EST?)
  - STATUS UPDATE FROM PDC'S ON POPULATION DATA , GROWTH AND DEVELOPMENT PATTERNS AND RELATED FACTORS
    - RRPDC
    - CPDC
  - CURRENT SYSTEMS INFORMATION GATHERING
  - LOUDOUN COUNTY DEQ (9 VAC 20-130-10 ET SEQ.) CHECKLIST
- REVIEW SWMP SCHEDULE (RE STEVE YOB'S LETTER)
- DISCUSS ENGINEERING SCOPE OF SERVICES
- OTHER SWMP ISSUES
- SCHEDULE FOR NEXT MEETING

## August 26 SWMP Meeting Summary

Attendees: John Mitchell, Kimberly Hynes, Barry Matthews, Charles Dane, Howard Heltman, Steve Yob, Steve Chidsey, Victor Liu, Christine Fix, Milton Martin, Bernard Harris

### Decisions/Action Items:

- Engineering Review: Joyce Engineering will submit a quote to CVWMA within two weeks (CVWMA to follow-up on) for the following:
  - Peer Review for completeness, missing elements; overall document
  - Affirm reasonableness of disposal capacity numbers
  - Identify gross errors and raise questions
- A plan objective is to minimize specificity as much as possible while still meeting the regulatory requirements in order to maintain maximum flexibility
- The plan schedule will be revised (by CVWMA) to reflect releasing numerical information for engineering review November 14, a plan draft for Peer Review December 1 and the completion of the engineering review for the January 9 TAC meeting.
- A copy of the press release for the October 17 Public Meeting will be sent to Virginia Waste Industries (by CVWMA)
- Mr. Martin will prepare a 5 minute overview of the SWMP process to introduce the topic at the October 17 meeting
- Team members will review and provide feedback as appropriate to CVWMA on the following documents:
  - History of the CVWMA
  - Solid Waste Facilities in the CVWMA Region (active and closed)
  - Capacity/Disposal Rate for Virginia Landfills
    - CVWMA will add the 3 out of area landfills currently being used by CVWMA members to this listing
  - Coal Burning Facilities
- PDC's will provide charts and descriptive write-ups for population growth and demographic projections for the 20-year plan window. Charts will reflect yearly projections for the first 5 years and projections for years 10, 15 and 20.
- Industrial debris/ ash generation will be acknowledged as captive waste in the plan
- National EPA waste generation data will be used in the plan as a basis for determining waste projection data
- Septage/Sludge that is land applied is not MSW so it's disposal does not have to be recognized in the plan
- Information gathered about the systems currently in place will be performed for Henrico County by Steve Yob, Hanover County by Steve Chidsey and Chesterfield County by Charles Dane. CVWMA will contact representatives of the other localities to collect information from them.
- CVWMA will ask Dan Gwinner for clarification on the level of detail and specificity they require for MSW disposal projections beyond contract terms.
- The next meeting of the SWMP team is scheduled for 9 am September 26.

If there are any questions about any of these items please do not hesitate to give me a call.

Bernie



**CVWMA TAC & SOLID WASTE MANAGEMENT PLAN  
OCTOBER 3, 2003 – 10:00 A.M.  
MEETING AGENDA**

- ◆ HURRICANE ISABEL IMPACT ON CVWMA PROGRAMS
- ◆ CONTRACT RENEWALS
  - US FILTER (OIL/ANTIFREEZE)
    - Expires June 30 2004
    - Renewal options: 1 five year or 5 one year periods
  - SAFETY-KLEEN (OIL FILTERS/PAINTS)
    - Expires June 30 2004
    - Renewal options: 1 five year or 5 one year periods
  - VIRGINIA RECYCLING CORP (TIRES)
    - Expires June 30 2004
    - Renewal options: 1 five year or 5 one year periods
  - GRIND-ALL (YARD WASTE)
    - Expires December 31 2003
    - Renewal option 1 five year period
    - Letter from Bill Stinson
- ◆ SOLID WASTE MANAGEMENT PLAN
  - ACTION ITEMS FROM AUGUST 26 MEETING
    - JOYCE ENGINEERING QUOTE FOR PLAN ENGINEERING REVIEW
    - REVISED PLAN SCHEDULE TO REFLECT ENGINEERING REVIEW
    - INFORMATION GATHERING
      - CURRENT SYSTEMS – LOCALITIES INPUT
      - WASTE PRACTICES SURVEY
    - CLARIFICATION FROM DEQ (GWINNER) ON MSW DISPOSAL SPECIFICITY
    - POPULATION DATA PROJECTIONS, GROWTH AND DEVELOPMENT PATTERNS AND RELATED FACTORS
      - RRPDC
      - CPDC
  - LANDFILL CAPACITIES AND MSW ESTIMATES
    - MR. MARTIN'S MEMO
  - CITIZEN PARTICIPATION PLAN AND ACTIVITIES
    - OCT 17 PUBLIC MEETING
  - PLAN GOALS AND OBJECTIVES
  - OTHER SWMP ISSUES
    - ELECTRONIC COPY OF OLD PLAN AVAILABLE
  - SCHEDULE FOR NEXT SWMP MEETING
- ◆ OTHER ITEMS

# OCTOBER 3, 2003 SOLID WASTE MANAGEMENT PLAN MEETING SUMMARY SUMMARY

Attendees: John Mitchell, Barry Matthews, Howard Heltman, Steve Yob, Steve Chidsey, Victor Liu, Christine Fix, Milton Martin, Jackie Stewart, John Chupek, John Fountain, Bernard Harris

- The team reviewed the Joyce quote:
  - The \$6,500 quote was deemed reasonable
  - The 4 large jurisdictions (Chesterfield, Hanover, Henrico & Richmond) will cover the expected difference from the amount allocated (\$5,000) with \$500 each.
  - CVWMA should try to get clarification of the definition of “glaring” errors from Joyce
  - The scope of the quote does not include a Joyce detailed review of waste generation calculations as it would probably be too costly to do so
- Per the plan schedule, the information-gathering phase should currently be done and the writing phase should be starting. We are a little behind due to Isabel
  - 8 of the 13 localities have returned the Waste Practices Survey (due Sept 19)
  - 2 have responded to the request for a ‘current system’ description (due Oct 1)
- The PDCs reviewed the 20 year population, employment and housing projections that were developed and submitted descriptive and tabular information for the plan write-up
  - The PDCs will revise the projections to include data for year 2025
- Landfill capacity and MSW generation figures were discussed and it was decided that:
  - EPA data for total and individual categories of MSW generation will be utilized (4.51 lbs per day per person)
  - DEQ landfill capacity data will be utilized
- October 17 Board Meeting – Citizen Input
  - The Public Participation aspect will be advertised in next weekend’s in Times Dispatch (Friday/Sunday)
  - Mr. Martin presented an outline of his proposed introduction of the topic which will include:
    - Review plan history, Why we are required to submit a plan, Schedule, Philosophy, Plan contents and Purpose of Citizen Input session
- The Plan goals and Objectives section was distributed and team members were asked to review and provide feedback on any changes / additions / deletions
- The previous plan is now available in electronic form (Word format) thanks to Kelley taking the time to scan it in
- The next meeting is scheduled for 9 AM Tuesday October 28 and will again be combined with the TAC meeting

**SOLID WASTE MANAGEMENT PLAN MEETING  
OCTOBER 28, 2003 – 9:00 A.M.  
MEETING AGENDA**

- ◆ ACTION ITEMS FROM OCTOBER 3 MEETING
  - JOYCE ENGINEERING QUOTE
  - INFORMATION GATHERING – LOCALITIES INPUT
    - CURRENT SYSTEMS
    - WASTE PRACTICES SURVEY
  - POPULATION DATA PROJECTIONS THROUGH 2025
  - FEEDBACK FROM TEAM MEMBERS ON PLAN GOALS AND OBJECTIVES SECTION
  
- ◆ CITIZEN / BUSINESS / INDUSTRY INPUT
  - OCT 17 PUBLIC MEETING
  
- ◆ MAPS
  
- ◆ OTHER ITEMS
  
- ◆ SCHEDULE FOR NEXT SWMP MEETING

## Solid Waste Management Plan Meeting Summary

October 28, 2003

Both Joyce and CVWMA have signed the contract for Engineering Peer Review by Joyce Engineering. The four localities (Chesterfield, Henrico, Hanover and Richmond) reconfirmed their intention to supplement the CVWMA Board approved funds to cover the difference between the Joyce quote and the approved amount of \$5,000.

The information gathering process is reaching a critical point where it will start to impact on the writing schedule. Five of the 13 localities have not yet returned the Waste Practices Survey and eight have not returned the information requested describing the current system. Reminder letters were sent to those localities last week. This information is necessary for the Current System description section of the SWMP.

The population/housing/employment projections have been updated through 2025 by the PDCs. The PDCs are now working on the descriptive passages to go with the tabular data. This should be forwarded to Mr. Harris prior to the next meeting for distribution to the team members.

The plan goals section was discussed and it was decided that Mr. Martin would update this section as appropriate. A generic statement about technological changes will be included. Team members will submit any recommendations for changes/additions to Mr. Martin. This section will be forwarded to team members for review when updated (prior to the next meeting)

The subject of plan input and the recent board meeting was discussed. It was suggested at the recent Board meeting that input be solicited from a specific group, the Chamber of Commerce. The SWMP team agreed that this approach could lead to a perceived bias. If one sector is solicited for input all others should be also and it would be almost impossible to not omit some key factor. The team decided that the current approach, advertising the opportunities for public input, is a fair and balanced approach that is effective.

Mr. Martin and Mr. Harris will draft a letter to the CVWMA Citizens Advisory Committee (CAC) announcing the anticipated availability of the draft of the plan December 1, 2003. It will be suggested to the CAC members that they should make anyone that they feel is an interested party aware of the draft.

Maps to be included with the plan will be as follows:

- Map 1 – CVWMA service area. Updated from the original plan to show new roads etc.
- Map 2 – General Urban Development Patterns. Existing and ending (2024) medium/ high density residential areas based on PDC projections.
- Map 3 – Existing Regional Solid Waste Management System. Update from original plan map to remove closed facilities and to add new sites such as convenience centers.
- Map 3A – Extended regional map to show facilities outside the region currently being utilized to include: King & Queen Landfill, King George Landfill, Maplewood Facility (Amelia), Middle Peninsula Landfill (Gloucester), Atlantic Waste Landfill (Sussex)
- Map 4 – Preferred Regional Solid Waste Management System. Projected system to reflect types of residential areas. Possible future elements to be included.

It was suggested that maps 3 and 4 would be less cluttered and easier to read if they were each replaced by two maps, one indicating waste collection and disposal facilities and another indicating recycling collection and processing facilities.

Mr. Martin and Mr. Harris will follow-up with the PDCs on map generation. The next meeting has been targeted as a completion date for preliminary versions of some if not all maps.

The next meeting has been scheduled for Tuesday, November 25 at 9 a.m.

**TAC / SOLID WASTE MANAGEMENT PLAN MEETING  
NOVEMBER 25, 2003 – 9:00 A.M.  
MEETING AGENDA**

- ◆ ACTION ITEMS FROM OCTOBER 28 SWMP MEETING
  - LETTER TO CAC REQUESTING PLAN INPUT
  - JOYCE MEETING UPDATE
  - INFORMATION GATHERING – SOME LOCALITIES INPUT STILL MISSING
    - CURRENT SYSTEMS
    - WASTE PRACTICES SURVEY
  - MAPS FOR SWMP
    - MEETING WITH PDC TO DEFINE MAPS
      - 1. SERVICE AREA MAP SHOWING MEMBER JURISDICTIONS
      - 2. SERVICE AREA WITH POPULATION DENSITIES
      - 3. SERVICE AREA WITH WASTE COLLECTION FACILITIES (LANDFILLS, TRANSFER STATIONS, CONVENIENCE CENTERS)
      - 4. SERVICE AREA EXPANDED TO SHOW LOCATION OF KING GEORGE, MAPLEWOOD (AMELIA), AND ATLANTIC WASTE (SUSSEX) LANDFILLS
      - 5. SERVICE AREA WITH RECYCLING SITES (CURBSIDE AREAS, DROP-OFF SITES, CVWMA RECYCLING VENDORS)
      - 6. MAP 3 WITH 2025 URBANIZED AREAS SHOWN
  
- ◆ REVISED SCHEDULE (REFLECT EARLY DECEMBER DRAFT RATHER THAN DECEMBER 1)
  
- ◆ FEEDBACK FROM TEAM MEMBERS ON DRAFT SECTIONS – SUGGESTED CHANGES TO SECTIONS E-MAILED TO TEAM MEMBERS LAST WEEK
  
- ◆ OTHER ITEMS?
  
- ◆ SCHEDULE FOR NEXT SWMP MEETING

## **November 25, 2003 Solid Waste Management Plan (SWMP) Meeting Summary**

Follow-up on items from the October 28, 2003 meeting included the following items:

- A letter requesting input has been sent to Citizen's Advisory Committee (CAC) members along with a copy of the presentation that Mr. Martin made at the October Board of Directors meeting.
- Mr. Martin and Mr. Harris met with Mr. Ray McGowan and Ms. Rebecca Ward of Joyce Engineering on November 20 to discuss the peer review process. As sections of the SWMP are completed, they will be forwarded to Ms. Ward for review.
- Charles City County, Petersburg, Richmond and Powhatan have not yet provided the SWMP team with the jurisdiction specific information.
- A description of maps planned for the SWMP was presented. Preliminary versions of maps 1 and 2 were available for the team to review. The team felt that the depiction of the projected 2024 urbanized area on map 2 was not a good projection of population growth based on the regions population numbers for 2024. Mr. Martin will meet with Mr. Liu and Mr. Birnie to review alternative projections for future urbanized areas and revise map 2 accordingly.
- The SWMP schedule was reviewed and December 11, 2003 was established as the target date to have a draft report ready to be electronically distributed to team members and TAC members for peer review, and to Joyce Engineering for an engineering review. A meeting was tentatively scheduled for 2 p.m. Tuesday, January 13, 2004 for SWMP team members to provide feedback on the draft. An alternative date has been set for 2 p.m. Wednesday, January 14, 2004 if Joyce Engineering is not available on Tuesday.

The use of a process flow diagram developed by Mr. Martin was discussed and it was decided that it would provide a good visual way of describing the flow of Solid Waste within the Region. The team decided that the diagram should be general in nature with the detail included in the narrative part of the plan. Additionally, it was suggested that on the recycling side, additional steps be included to show the closed loop process of recycling.

The revised population/ housing unit / employment charts prepared were distributed and discussed. The flat to declining housing and population figures for some localities in the Region were noted and questioned. This trend will not be highlighted in the narrative section of the plan.

It was noted that there would be a Holiday Reception following the December 12 Board of Directors meeting and that TAC and SWMP Team members are invited.

## **SWMP Meeting Agenda**

**January 13, 2004**

- Feedback from Joyce Engineering
- Discussion of Overall SWMP Document (Concepts, Direction, Completeness...)
- Factual Issues
- Next Steps (Target Date, 2/8/04, for Final Draft)