

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
AUGUST 18, 2017
2104 WEST LABURNUM AVENUE
RICHMOND, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

J. Allen Lane (M-Henrico), Chairman
Marcia R. Phillips (M-Chesterfield), Vice-Chair
Mark Kukoski (M-Richmond), Treasurer
Edward Watson (M-Hopewell), Director
Lee Slöppy (M-Ashland)
Robert L. Dunn (M-Chesterfield)
Scott Zaremba (M-Chesterfield)
Dwayne Jones (A-Goochland)
Stephen Chidsey (M-Hanover)
Scott Wyatt (M-Hanover)
Marcia E. Kelley (M-Henrico)
James H. Burrell (A-New Kent)
Johnny Melis (A-Powhatan)
David McNeel (M-Richmond)

MEMBERS/ALTERNATES NOT PRESENT

Patricia Paige (M-New Kent), Secretary
Jennifer Schontag (A-Ashland)
Zach Trogdon (A-Charles City)
Jeffrey T. Howard (A-Chesterfield)
Al Pace (A-Chesterfield)
Doug Smith (M-Colonial Heights)
William E. Henley (A-Colonial Heights)
Leigh Dunn (M-Goochland)
Randy Hardman (A-Hanover)
Robert C. Whiteman (M-Henrico)
Bentley P. Chan (A-Henrico)
Chip England (A-Henrico)
Jon Clary (A-Henrico)
Monique Robertson (A-Hopewell)
Daniel Harrison (M-Petersburg)
William Rigglesman (A-Petersburg)
Elliot Danburg (M-Powhatan)
George Poulson (M-Prince George)
Rod M. Compton (A-Prince George)

Non-Voting:

Clay Bowles (A-Chesterfield)
Michael Flagg (A-Hanover)

Staff:

Kimberly A. Hynes, Executive Director
Richard Nolan, Director of Operations
Terry Eckhout, Accounting and Financial Manager
Reginald D. Thompson, Operations Technician
Nancy Drumheller, Public Affairs Manager
Erica Long, Part-time Administrative Assistant
Stephanie Breaker, Customer Service Supervisor

Guests:

Darlene Mallory, City of Richmond
John Gregory, Fountainhead Properties, LLC
Rick Gregory, Fountainhead Properties, LLC

With a quorum in attendance Chairman J. Allen Lane (M-Henrico) called the meeting to order at 9:01 a.m.

CHAIRMAN'S AGENDA

Item No. 1: Public Comment Period

Chairman Lane opened the floor for public comment. Without any requests to address the Board, he closed the public comment period.

Item No. 2: Minutes of the Regular Meeting of June 16, 2017

Chairman Lane opened the floor for a motion to accept the minutes of the regular meeting of June 16, 2017 as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by, Mrs. M. Phillips (M-Chesterfield) and carried that the minutes of the June 16, 2017 Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 3: Oath of Office

Mrs. Terry Eckhout, CVWMA Accounting and Financial Manager, administered the *Oath of Office* to the new officers for the 2017-2018 fiscal year. Mrs. T. Eckhout requested that all officers-elect stand, raise their right hand, and recite the *Oath of Office* after her.

Officers Sworn in for the 2017-2018 Fiscal Year are as follows:

Mr. J. Allen Lane (M-Henrico)..... Chairman
Mrs. Marcia Phillips (M-Chesterfield)Vice-Chair
Mr. Mark Kukoski (M-Richmond)..... Treasurer
Ms. Patricia Paige (M-New Kent)Secretary (not present and will be sworn in at a later date)
Mr. Ed Watson (M-Hopewell) Director

Item No. 4: Chairman's Report

STAFF AGENDA

Item No. 5: 2017 Education and Outreach and Program Statistics Presentation

Mrs. Nancy Drumheller, CVWMA Public Affairs Manager, reported that each year CVWMA does a variety of things to get the message out about the Authority's programs and the importance of recycling. She added that CVWMA is diversified with their messaging and educational venues. It has been a very busy year and Staff is pleased to share with the Board all of the deliverables met and goals completed by front line staff. She reminded the Board that two public information staff, three full time customer service representatives, and one part time customer service representative are the front-line staff that provide education and outreach on locality programs in the 13 member governments.

Mrs. Drumheller added that Staff is always busy making a positive impact in all of the communities in the region. Staff continues to use in-home, away-from-home and online communications as they understand that our customers get information on the new multi-channel world of social media, telephone calls, public events, outreach programs and printed materials simultaneously. Mrs. Drumheller reported that Public Information (PI) Staff responded to 383 requests for the fiscal year, and of these requests, 256 were for presentations, working 50 events, and 77 were for educational materials. She added that media is counted as one and the numbers do not reflect over 300,000 inserts staff printed for the three

jurisdiction's utility bills. These numbers do not reflect the efforts by locality staff or members of our Customer Service team.

Mrs. Drumheller reported that PI Staff serviced all 13 member localities. She reiterated that in addition to providing programs, our former Recycling Education and Outreach Specialist spent a lot of office time making "cold calls" to market our free recycling education programs. Mrs. Drumheller reported new audiences for this past fiscal year which included: Supreme Court of VA Lunch and Learn, STEAM (Science, technology, engineering, art and math), Low Income Homeowners Workshop, Chick-Fil-A, Discarded Items as Art Exhibit with City of Richmond Recreation and Parks, and partnership with City of Richmond Multicultural Liaison to provide materials for the Hispanic community. She mentioned regional presentations such as the Supreme Court of VA, and DEQ Earth day, where the audience was from more than one locality.

Mrs. Drumheller informed the Board that the public continue to want tangible give-aways. Staff works hard to provide educational materials with a long shelf life to keep educational messages in front of the public as much as possible, such as calendars, container stickers, Recycle More handouts, magnets, etc.) With the addition of plastics 3-7 and cartons to the program in July of last year, Staff updated all the existing educational materials with the new commodities. She stated that these costs were not part of the \$50,000 appropriated by the Board for education on new commodities, and included activity books, posters, classroom bulletin boards, CVWMA's award winning Journey to the MRF video, to name a few. The assessment paid by the nine localities that offer Curbside Recycling to residents remains at \$0.064 per household!

Mrs. Drumheller reported public information staff distributed over 88,000 educational materials this past year. She added, again this fiscal year, Chesterfield County continued to be the top requestor with 111 requests. Some of the initiatives using large number of materials included Chesterfield County Fair in August 2016 as well as library wide initiative during April and Earth Day. In addition, City of Richmond used National Library Week and Earth Day in April to promote reading and recycling education to all 9 public libraries that have recycling programs.

Mrs. Drumheller mentioned that the Call Center is the Authority's front line with the public, and three representatives and one Call Center Supervisor processed over 53,000 inbound calls, plus 10,000 inbound calls, and over 5,000 emails. In addition, she also mentioned that they assisted with the mailing out of over 11,000 publications. Mrs. Drumheller discussed the value of live agents and the countless teachable moments they provide especially with impact of service issues, inclement weather, slides, etc. She mentioned that customers are getting nastier and the Authority is working to ensure the safety of staff.

Mrs. Drumheller reported CVWMA continues to see a lot of online communications, as an educational component all on its own. In addition to keeping the website current and daily posts on social media, Staff adds educational Pins on Pinterest and maintains a locality specific page for all 13 member jurisdictions, an Event calendar for any special collection events, Recycling Wizard feature as well as sharing any locality information, videos, award recognition etc. Online communications are being completed simultaneously while staff are providing programs, answering emails, etc.

Mrs. Drumheller reported that other Outreach Services include Curbside Email Reminder, the Waste Reduction News Monthly electronics newsletter, the Regional Waste Line and the Electronic Recycling Collection Update Email blast.

Mrs. Drumheller reported the special Communication Plan – Educational Components was accepted in May of 2016, which included In-Home, Away-from-Home and Online Communications. She added the Board voted on June 17, 2016 to allocate \$50,000 and on June 28, 2016, Staff received the final approval by the last curbside recycling program locality to proceed with enhancements on July 1. Mrs. Drumheller mentioned CVWMA started a major change to two signature programs with a Press Release and a "free" media story by Andrew Freiden, NBC 12 and Hallie Stephenson, Keep Henrico Beautiful (KHB).

She mentioned the enhancement of additional commodities for residential recycling and drop-off programs was the hardest assignment that was implemented as it involved so many details and logistics. She personally thanked everyone in the room who worked with Staff to create locality specific videos on cell phones, Jenny Schontag (A-Ashland) for the awesome Facebook contest and vidcos, County Administrators who authorized Staff to have an education booth in the lobby of their government administration, Mr. Wayne Hazzard of Hanover County and Hanover TV99 Communications Interns. She emphasized that the \$50,000 was used for drop-off decals, GRTC bus ads, utility bill inserts, that had to be special coded and shipped out of state for data entry, drop-off convenience center banners and feather signage, and magnets.

Curbside Promotion and Education monies were used for updating activity books, bulletin board kits, contests, ads in publications, the 2017 Recycling Collection Schedule, new Journey to the MRF video, and Recycle more handouts at local events. National data shows that you need to spend \$1.00 per household to maintain messages and \$3.00 per household for significant programmatic changes. The PR assessment is still \$0.064/household per month.

We had the opportunity to work with Recycling Partnership on all the creatives. Staff completed all deliverables on the approved Communication Plan in one year and over 100 tons of the new commodities have been recycled. Staff sent a comprehensive recap of the Additional Commodities: Communication Plan to the Carton Council and CVWMA has been awarded education grant money to continue promoting the recycling of Cartons.

Mrs. Drumheller went on to report on several regional initiatives Public Information staff were part of including Zika Virus (Standing Water Initiative) which encouraged residents to empty open containers such as recycling bins that hold water; creating new Recycling and Your Watershed Game with Pam Cooper (Chesterfield) and members of the Middle James Roundtable that can be used for MS4 Stormwater Education by any of our member locality staff; the educational videos mentioned earlier by locality staff on the new commodities; Professional Development Workshops and VRA Conference; new Real Estate Rack card that works for residential and drop-off recycling programs for use by real estate agents or new neighbor welcome packets and the Recycling Decal that was translated in Spanish and printed as educational posters.

Mrs. Drumheller went on to report CBS6, Virginia This Morning did a media story on our Reduce, Reuse, Recycle Special Scout Patch Program last summer and staff responded to 7 requests for presentations and 7 requests for educational materials. In addition, Staff worked with 69 scouts from Chesterfield and Henrico as well as 4H Trail Blazers and Clover Buds in Goochland who earned our special patch for projects that gave back to the community.

Each year Staff works to promote America Recycles Day throughout the region. Besides annual contest, pledges, digital campaigns, ads, social media and outreach programs, Mrs. Drumheller reminded the Board that the free media story by WRIC ABC8 Morgan Dean and Katie DuPree who did a trading Jobs segment and actually went on a TFC truck to collect recycling on a route and to sort down at the TFC MRF in Chester, VA.

Mrs. Drumheller went on to report on the 2017 CVWMA Recycling Collection Schedule and this continues to be the biggest educational and marketing piece that we do annually. In addition, Staff also sent welcome letters to new subdivisions and did research for costs to have calendar with removable decal on it and 10 different versions.

She reminded the Board that in addition to a number of activities around Earth Day, one of the highlights included working with Pam Cooper in Chesterfield County and Clover Hill High School to educate 1800 students in 2 hours during 4 lunch periods.

CVWMA is all about partnerships. We have gotten a lot of exposure and formed close partnerships with businesses, organizations and local universities because we have a mascot. R3 was very popular once again this year and represented CVWMA at many events.

Mrs. Drumheller summed up her presentation with one last slide that listed several focal areas for next fiscal year. Areas include launching CVWMA Customer Service Survey to external customers to assess service levels; develop and implement Education Plan for recycling food and beverage cartons using education grant monies from the Carton Council; to stay current and maximize technologies that engage customers; to continue to promote and collaborate on consistent messages and to hire a new Recycling Education and Outreach Specialist.

Mrs. Marcia Kelley (M-Henrico) thanked Mrs. Drumheller and Staff for what they are doing in the community and called them incredible. She stated that there are few people in any position who have the energy, dedication, expertise and commitment that Nancy has. She added that when you look at what has been done, it is incredible and her devotion to all the activities for the localities, the Board owes her a debt of gratitude for that kind of commitment which is very rare. Mrs. Drumheller thanked the Board for their gratitude and thanked the call center for their hard work, dedication and assistance as well.

Mr. Rich Nolan, CVWMA Director of Operations, presented the annual report on Fiscal Year 2017 Program Statistics. He noted that 37,823 tons of recycling was collected in the Residential Recycling Program in Fiscal Year 2017. This is slightly less than the previous year, with an annual increase of 3,881 tons in City of Richmond since 2015 cart roll out. He mentioned Chesterfield County's decrease in the CVWMA program only due to a private company that started curbside recycling collection in FY 2016 and into FY 2017. Mr. Nolan highlighted steady and sustainable volume and set-out statistics for each jurisdiction. Mr. Nolan reported CVWMA provided \$708,467 in a rebate back participating localities, a slight decrease from FY 2016. The average rebate during the year was \$20.95 per ton.

Continuing, Mr. Nolan reported that in the Drop-Off program the volume has decreased slightly from 7,201 to 7,172 tons even though the Authority added 3-7 plastics and cartons. Plastics and cartons are lighter weight material, thus making it difficult to see the impact when measuring tonnage. Also, the volume collected through the drop-off recycling program has increased over the last couple of years with the addition of providing the collection of baled cardboard and the delivery of OCC and mixed paper directly to contractors by the localities.

Mr. Nolan also reported on Other Programs. The CFC/HCFC removal program has seen an uptick due to Chesterfield County utilizing the program. He mentioned scrap metal is up in Chesterfield as well since joining the program. Revenue from the Used Oil Program has increased slightly, however collection of oil filters has dropped. He also mentioned that mentioned two household hazardous waste events in Hanover County and Prince George County.

Mr. Nolan reported that in addition to the significant savings to participating jurisdictions in the Residential Recycling Program several other programs generate revenue back to the localities. He mentioned that the CVWMA provided another \$953,846 back to localities generated from programs such as the oil recycling, scrap metal, paper and others. This is an increase of about \$300,000 over the previous year. He added that metal, OCC, Co-Mix, and Mixed paper commodity pricing has increased the rebate. Mr. Nolan noted that CVWMA provided \$1,662,313 total revenue (residential recycling and convenience center and drop off recycling sites combined) back to localities in FY 2017.

He discussed future activity that will impact operations in the upcoming year. He noted that world events and China toughening import rules (National Sword) will have an impact commodity pricing. The strengthening US economy will have an impact on volumes of recycling and trash. Currently, no new

programs are planned for 2018, however CVWMA will be preparing for several contract expirations in 2019 and planning for the update of the regional Solid Waste Management Plan in 2019.

Mrs. M. Kelley (M-Henrico) asked for a copy of the program statistics presentation, and asked if there are any illegal tire piles in area. Mr. Nolan stated he will provide copies of the presentation and reported that there are no longer piles of tires in the program that he is aware of.

Mr. J. Burrell (A-New Kent) asked what percentage of household hazardous waste is being recycled. Mr. Nolan stated that 30% of household hazardous waste is recycled.

Item No. 6: Residential Recycling Program

Mr. Rich Nolan, CVWMA Director of Operations, reported that the total tonnage of recyclables collected in the month of July in the residential program is 2,943 tons, 21 tons more than last July. He also reported CVWMA received \$21.20/ton totaling \$58,041 in rebate for the month, all of which goes back to the participating localities, \$4,000 more than July 2016. Mr. R. Nolan also added that there was a total of 527 misses for the month compared to 621 in 2016. He also mentioned that Goochland County added two new subdivisions to the recycling program effective July 1, 2017.

Item No. 7: Municipal Solid Waste (MSW) Program

Mr. Reggie Thompson, CVWMA Operations Technician, reported that the month of July was routine for County Waste. Staff recorded 10 misses in Ashland and 17 misses for the Chesterfield tax relief program for County Waste. He reported for CFS, Staff saw a sharp increase in misses due to a new feature in our application that turns service alerts entered on collection day into a missed collection if not closed out by 7:00pm. For the month of July in Colonial Heights, 91 misses were recorded; 161 misses in Hopewell; and 164 misses in Petersburg. Mr. R. Thompson reported CFS was penalized \$250 for spilling trash in a Hopewell neighborhood for two weeks in a row. He added at the beginning of July, CFS had some concerns servicing the Petersburg alleys due to the over grown vegetation in the alleys. He stated that Staff contacted the City of Petersburg and they addressed the issues and all alley collections in the City of Petersburg are now serviceable.

Item No. 8: Consideration of Resolution 18-01: Awarding the Contract for Collecting, Transporting, and Processing Used Electronic Equipment

Mr. R. Nolan reported a Request for Proposals (RFP 17-07) was issued May 26, 2017 for Collecting, Transporting, and Processing Used Electronic Equipment. The proposals were opened on June 30, 2017 at 2:00 p.m. CVWMA staff reviewed the proposals with a Selection Committee comprised of representatives from several member localities. Mr. R. Nolan mentioned the recommendation of the Selection Committee is the execution of agreements with Securis of Hampton Roads and Global Electric Electronic Processing, Incorporated (GEEP). He stated the terms of the contracts will be for an initial period of one year beginning on or about September 1, 2017 and ending August 31, 2017 and the contract will also include four additional one-year renewal options.

Mr. R. Nolan reported proposals were also received from ERI and Cycle Point. Currently the CVWMA does not have an active contract for the Collecting, Transporting, and Processing Used Electronic Equipment as the previous Contractor (E-waste Tech Systems) was found in default for failure to provide services in accordance with the Contract. He stated that Securis and GEEP were chosen by the Selection Committee for their ability to provide the various services required by the RFP at a price that is fair for the current e-cycling market. Securis will be the primary provider at Collection Events and will also serve as a back-up for Scheduled Pick-Ups. GEEP will be the primary vendor for Scheduled Pick-ups.

Mr. R. Nolan mentioned that both firms are R2 Certified and their certifications are current. In addition, each firm will provide a copy of their most recent R2 certification audit and both firms proposed current downstream vendor for CRTs has been vetted and inspected by the CVWMA Technical Advisory Committee members. Provisions in the Contract will require extensive documentation from the collection point to final deposition. A Certificate of Destruction will be provided for all the material collected by the contractors. Participating Jurisdictions will be provided documentation for the collected material from the point of origin to final destruction.

Mr. R. Nolan informed the Board that Mr. S. Chidsey (M-Hanover) offered and was able tour and inspect Novotec Recycling in Columbus, Ohio, the downstream vendor that processes and recycles TVs and monitors. Mr. S. Chidsey (M-Hanover) provided a presentation and report on the facility to the Board. He indicated that the plant in Ohio has been operational for 9 years. He mentioned that Novotec processes approximately 50 million pounds of e-waste annually (almost all CRTs) in a 180,000-square foot building on 12 acres. He added that Novotec has R2 certification and its last audit was May 2017. Mr. S. Chidsey (M-Hanover) also reported that CRTs are Novotec's primary business, and their largest customer is Sims Metal Management and other large customers are Ecovanta and MRM, and they also receive CRTs from Service Source and Source America.

Mr. S. Chidsey stated that Novotec has historically worked with GEEP and has received one load from Securis in 2014, 2015 and 2016 but none in 2017. Securis had contacted Novotec on the same day he was there for the first time since 2016. Novotec markets the resulting commodities to various locations. He informed the Board that 60-70% of the glass in a CRT tube is unleaded, and the unleaded ground glass is stockpiled outside to be used in concrete, asphalt and as inert backfill. He mentioned that the unleaded glass is the screen and the leaded glass is the cone area of the CRT which is ground and bagged. The leaded glass is then sent to Glencore, a lead smelter in New Brunswick Canada where the lead is recovered and the silica is used as a flux. The rigid plastic and metals are placed in gaylord boxes for domestic market or baled and sent to various domestic markets.

In conclusion, Mr. S. Chidsey stated that Novotec sees the industry changing in the future. He mentioned that closed facilities such as Closed Loop, GER and new Life offer an opportunity for Novotec to grow their business. He added that flat screen TVs and monitors will present a challenge to recycle in the future because there is a mercury tube inside. Novotec already has a processing line for the flat screens but are preparing to expand it and also Novotec is preparing for the older solar panels that will soon be entering the market.

Mr. M. Kukoski (M-Richmond) asked if the companies chosen were privately owned or public. Mr. R. Nolan stated that all the companies are private. Mr. S. Chidsey (M-Hanover) reminded the Board that Novotec has historically done work with GEEP with 250,000 pounds shipped from their North Carolina plant recently. Mr. R. Nolan stated that Securis understands how important it is that CVWMA knows exactly what happens to the material.

Mr. R. Dunn (M-Chesterfield) asked if under the current situation, does the contract specify who owns the material and who has the title upon collection. Mr. R. Nolan stated the title transfers to the contractor upon collection, and CVWMA does not take ownership. Mr. M. Kukoski (M-Richmond) asked if Staff can pursue a financial investigation on each of the contractors. Mr. R. Nolan stated that CVWMA received some financial information with the proposals and the Authority will continue to require a bond.

A motion was made by Mr. J. Burrell (A-New Kent), seconded by Mr. R. Dunn (M-Chesterfield), and carried that **Resolution 18-01** be approved, accepted, and filed as submitted.

Item No. 9: Operations and Program Statistics

Mrs. K. Hynes further updated the Board on the eWaste Tech situation. She reminded the Board that Staff has forwarded all updates and information by email. She stated that Staff is still in communication with Felipe Wright of eWaste Tech, who is still in business and continues to work on getting the capital to remove the material. Mr. Wright continues to be very responsive with anyone that has contacted him including the DEQ and reporters, and continues to maintain responsibility for the material. Mrs. K. Hynes mentioned the most recent article in E-Scrap News; Felipe Wright, eWaste Tech CEO, Mr. Rick Gregory, Fountainhead Properties CEO, and Mrs. K. Hynes were quoted in the story. She stated that Mr. Gregory sent an email to the Environmental Protection Agency (EPA) and copied CVWMA along with many of the City, County and State leaders. Mrs. Hynes stated that she has not received a response from the EPA in regards to the contents of the email.

Mrs. K. Hynes stated that Mr. Gregory is present, but was not present during the Public Comment Period, and has expressed an interest in addressing the Board. Chairman Lane reopened the Public Comment Period and provided Mr. Gregory the opportunity and time to address the Board.

Mr. Gregory thanked the Chairman for allowing him to speak. He mentioned that in his 35 years of practicing law, he has served on several Boards like CVWMA and stated that he can tell the Board takes matters seriously. As a citizen of the community, he thanked members of the Board for being concerned for the community. He stated that generally a lot of information passes through the Board, along with the volume of information received today. Mr. Gregory stated that he understands how difficult the meeting once a year can be to absorb and understand the information presented. He added that in no way could he see that this Board is a rubberstamp, and generally relies on the information given to them by the Executive Director which is why one was hired. Mr. Gregory stated that Mrs. Hynes is very knowledgeable, speaks at seminars and has been nothing but gracious with the Fountainhead Properties team. He added for the record, that Mrs. Hynes and his team are not sparring, and he appreciates her kindness.

Mr. Gregory stated that the Board looks towards their attorney, and that they chose their attorney based on his experience, experience drafting contracts, knowledge on environmental waste and solid waste management. He stated that he hoped that the Board thoroughly vetted their attorney as they did with eWaste Tech. He mentioned that there is a reason for looking to that information as it is disseminated to the Board, but there comes a time in their duties as a Board member to start asking questions, and make sure that they have both sides of the story. He stated that he admitted that he is not 100% right and that he hopes that Mr. Snyder admits that he is not 100% right.

Mr. Gregory went through CVWMA meeting minutes from June 2017 and gave his side of the story and issues that he sees from his position and offered to answer any questions. He stated that Mrs. Hynes has been in contact with Mr. Wright. Mr. Gregory reported that Mr. Wright is bankrupt, and that he has a judgement against Mr. Wright in a tremendous amount. He said that the definition of bankruptcy is the inability to pay your debts. He said that Mr. Wright never paid his rent to Fountainhead Properties, and allowed him in the warehouse because Mr. Wright informed them that he had relationships with the Government doing Veteran training projects. Mr. Gregory called Mr. Wright a "sweet talking" guy and stated that when he spoke with Mr. Wright he informed the DEQ, Mrs. Hynes and Mr. Gregory that he was waiting on getting money from a private investor. He stated that Mr. Wright is not going to come back to the warehouse. Mr. Gregory stated that he is sick and tired of people saying that Mr. Wright is going to solve the issue at the warehouse, and that it is not going to happen and that he is 100% right about that.

Mr. Gregory stated that CVWMA's counsel was not present at the last Board meeting and is not present at today's meeting and he asked why. He stated that the situation is going to get serious if counsel does not show up. He mentioned that Mr. R. Dunn (M-Chesterfield) asked if the Board is going to change the contract to state that title passes to the contractors, and he stated that it is already in the contract. He

added that the title is not the issue, and he can show the legislative history and what it says verbatim that the statute has been amended to close the loop hole so that you cannot contract away your responsibility of being an arranger, you become a generator under the statute and cannot clean your hands from the situation. He stated that he has opinions from two large law firms that are environmental specialists. He suggested the Board ask counsel if the Authority is clean under the contract with no liability assuming they have no liability. He heard that the Authority is doing due diligence, seeing how dangerous the CRT's are and that is great. He stated that CVWMA has received one bill of lading from Mr. Wright and generally a bill of lading is not given, and that it came from Mr. Wright, not from the vendor.

Chairman Lane gave Mr. Gregory a 2-minute warning to finish his comments. Mr. Gregory suggested that the Board ask the questions. He mentioned that he can pay the money and that it is no longer about the money, it is a civics lesson. He mentioned that Fountainhead Properties went to Councilwoman Reva Trammel's meeting the night before and gave a presentation and received a standing ovation and children came up to him asking why would the Authority do this. He also mentioned there is a petition going around, and there will be more from them. He stated that the Board should again, ask the questions, and get the right answers.

Chairman Lane thanked Mr. Gregory for his time, and Mr. Gregory stated that he will be in attendance at every Board meeting until the situation is resolved. Mrs. K. Hynes stated that she did not invite Mr. Snyder, CVWMA Legal Counsel to the Board meeting because there was no legal advice needed at this time. Mr. S. Wyatt (M-Hanover) thanked Mr. Gregory for coming, and stated that he represented Hanover County, one of the smaller localities. He said that in good faith, when this body contracts a company to dispose of something, he can't go back to the constituents and the tax payers of Hanover County and say that this person sold him a bill of goods and expect them to pay it. Mr. Gregory stated that he respects that the citizens that paid taxes will pay it twice. Mr. Wyatt (M-Hanover) stated that there is contract with the vendor and in his opinion, the Board should continue to leave this matter in the hands of legal counsel.

Continuing with the Operations and Program Statistics Report, Mr. R. Nolan stated that the July program statistics were available for the Board and that the MSW numbers are still being worked on and not available. The June and Fiscal Year 2017 program statistics are available on the website.

Mr. R. Thompson reported in the drop-off recycling program. The Staff increased the number of pulls at Henrico's Shane road drop-off recycling center. After the pulls were increased he reported that CFS did not complete a few pulls listed on the schedule. Thus, CFS was penalized \$1,500 in July under the provisions in the drop-off recycling contract. In addition, Staff continues to see drop-off cans that have not been painted with the new decals and several are missing doors. CVWMA asked CFS recently to have all drop-off cans painted with new decals, and doors and ensure they are in good repair by August 31, 2017.

Item No. 10: Technical Advisory Committee (TAC) Report

Mr. R. Nolan reported that the TAC met on August 9, 2017 and discussed ewaste, and increasing documentation of contractors and downstream vendors to include flow charts and periodic auditing to help improve that process. He also mentioned they discussed the future of solid waste needs for the next 20 years. The next TAC meeting is scheduled for September 7, 2017.

Item No. 11: Curbside Education Advisory Committee and Education Workgroup

Mrs. N. Drumheller welcomed Mr. Todd Flippen, Colonial Heights, to the committee. She mentioned the committee met on June 23, 2017 to finalize the Customer Service Survey, talk about outreach and education capacity to increase going forward, addressing the increase in rude customers (phones, events, Social Media and convenience centers), and policy and procedures for staff. Staff has been working with SiteVision to get the online survey ready for testing and a test link was shared with members and the

work group to see if anything needed to be tweaked before the official launch on September 15, 2017. The next quarterly meeting will be on Tuesday, October 24, 2017 at 10:00am in Henrico County. Mrs. N. Drumheller added that members of this committee have asked that the focus/spotlight on one of the members during each CEAC meeting. She added that the member focus for October will be Henrico County Solid Waste and Keep Henrico Beautiful. Finally, Mrs. N. Drumheller mentioned that Megan Brown, Executive Coordinator for Keep Henrico Beautiful will be sending out an invitation to committee members to collaborate on regional messages and would like to have this be part of the meeting agenda on October 24.

Item No. 12: Public Information

Carton Council Education Grant Award

Mrs. N. Drumheller reported that the Carton Council has awarded CVWMA \$5,000 for education to promote carton recycling. Staff will start on this educational communication plan once the Board appropriates the funds.

Waste Reduction News

Mrs. N. Drumheller mentioned the August issue included the following: Additional Commodities: Impact to Regional Tonnage, New to the Area? Want to Start Recycling? Hurricane Preparedness, Save the Date. Volunteers Needed. James River Regional Cleanup.

Regional Waste Line- August 2017

Mrs. N. Drumheller reported the publication was distributed on August 10, 2017 to elected officials and leaders in the region as well as locality department heads, and many more. She added that it is an excellent visual of all that CVWMA has provided for member localities through contacts, programs, outreach and education, customer service and revenue back to member localities.

Promotion and Outreach

Mrs. N. Drumheller reported that Staff responded to 29 requests for the month of July, and of these requests, 17 were for presentations and 12 were for educational materials. She highlighted that Staff did recycling education programs for summer school students at three City of Hopewell Public Elementary Schools.

Recruitment

Mrs. N. Drumheller reported that Staff has reviewed 160 applications, conducted six phone interviews and has two candidates coming in for interviews on Tuesday, August 22. Mrs. N. Drumheller thanked the members of the interview panel, Darlene Mallory (Richmond), Pam Cooper (Chesterfield), and Shelley Huber (High School Environmental Studies Teacher and Department Head).

Website Statistics, Social Media, and Curbside Email Reminder

Mrs. N. Drumheller mentioned the website statistical data for the month of July: 21,667 unique visitors made 40,208 visits to over 206,360 pages. Mrs. N. Drumheller reported that Staff continues to see a lot of social media activity. Mrs. N. Drumheller reported a total of 241 new subscribers signed up for the email reminder in the month of July, with total subscribers now at 28,401 as of July 31, 2017.

James River Regional Cleanup

Mrs. N. Drumheller reported that volunteers are needed for the annual regional river cleanup and will take place on Saturday, September 9, 2017 from 9:00 am to 1:00 pm. She mentioned that many of the Authority's member localities are hosting cleanup sites.

Virginia Council Litter Prevention and Recycling Meeting/ Mini Litter Workshop

Mrs. N. Drumheller reported that the Virginia Council for Litter Prevention and Recycling is having a meeting and mini-litter education workshop on Thursday, September 28, 2017 from 10:00 am – 2:30 pm

at the Henrico Training Center. If you received a litter grant from the VA DEQ you should have gotten an email about this FREE meeting and suggested signing up.

Item No. 13: Financial Reports for July 2017

Mrs. T. Eckhout, reported July is the first month of the new fiscal year and the financial activity is consistent. The CVWMA has a combined Net Income of \$536,000, which will decline each month as expenses are incurred throughout the year. The annual operating assessment is \$558,825 and all assessments have been collected. The detail accounts receivable is included and all localities are current in their payments.

Mr. M. Kukoski (M-Richmond) asked if Petersburg is current on their payments, to which Mrs. T. Eckhout responded that they are current with their payments.

2017 Annual Audit

CVWMA audit firm Brown and Edwards performed their audit during the week of July 31. Staff is working on completing the 2017 Comprehensive Annual Financial Report (CAFR) and will be discussing the results of the audit and draft CAFR with the Audit Committee on August 31, 2017. Staff does not have the VRS and OPEB information recorded yet. Mrs. Eckhout reported that preliminarily, the Authority has net income of \$50,000 for FY 2017. The CAFR is to be presented at the September Board of Directors meeting for consideration and approval by the Board.

Chairman Lane then opened the floor for a motion to accept and file the Financial Reports for July 2017 as submitted. A motion was made by, Mr. R. Dunn (M-Chesterfield), seconded by Mrs. M. Phillips (M-Chesterfield) and carried that the Financial Reports for July 2017 be approved, accepted, and filed as submitted.

Item No. 14: Administrative

Mrs. K. Hynes discussed a great turn out for the 2nd annual Disaster Recovery and Debris Monitoring Workshop on July 13, 2017 at the Henrico County Training Center with over 60 attendees from 12 of the 13 jurisdictions. She mentioned that Ceres Environmental and DRC, CVWMA's Disaster Recovery Contractors and Thompson Consulting, one of two CVWMA's Debris Monitoring Contractors participated and led the discussion. In addition, a representative from the DEQ talked about permitting sites, and shared a lot of great information that will be helpful in disaster preparedness. She mentioned that most of the localities have executed the Service Agreements for Disaster Recovery and Debris Monitoring already.

Mrs. K. Hynes discussed that Mrs. N. Drumheller talked about the customer complaints on social media and threats from the customers. She talked about a customer that came into the front lobby and dropped a bag of recyclables on the desk of the administrative assistant. She added that Staff is in the process of getting a quote for a buzzer on the front door for safety.

Mrs. Hynes sadly announced the departure of Denise Ritchie, Recycling Education and Outreach Specialist who worked for CVWMA for 2 years and has done a great job for us. Staff plans on recognizing and thanking her at the October Board meeting with a Resolution. She also mentioned Erica Long who will be leaving as well on August 25, 2017. Erica who worked with CVWMA for 3 years has been fantastic and has greatly supported the team.

Mrs. K. Hynes reminded the Board the Audit Committee is meeting on August 31, 2017 at 2:00pm, the Executive Committee Meeting is on Tuesday, September 5, 2017 at 2:00pm, the TAC is scheduled to meet on Thursday, September 7, 2017 at 9:00am, and the September Board meeting will be in Petersburg on Friday, September 15, 2017 at 9:00am at the Crater Planning District Commission.

Old/New Business

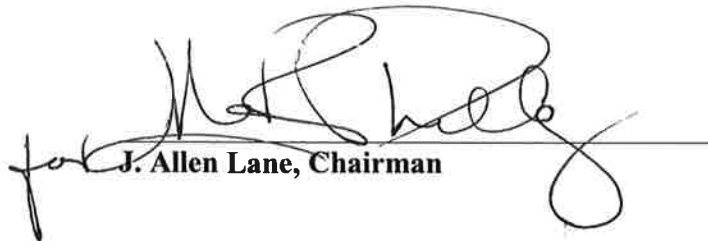
Mr. M. Kukoski (M-Richmond) asked Staff to consider a camera along with a buzzer system installed for the front door of the office.

With no further business to come before the Board, Chairman Lane opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 10:31 a.m. The motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mrs. M. Phillips (M-Chesterfield) and carried that the August 18, 2017 Board of Directors' meeting be adjourned.



CERTIFICATE

I, J. Allen Lane, Chairman of the CVWMA, certify that the foregoing minutes are a true and correct copy of the minutes of the August 18, 2017 regular meeting of the Central Virginia Waste Management Authority (CVWMA) Board of Directors. These minutes were adopted at a CVWMA Board meeting held at 9:00 a.m., September 15, 2017. Given under my hand and seal of the CVWMA this 15th day of September 2017.


for **J. Allen Lane, Chairman**