

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS MEETING MINUTES**

**MARCH 17, 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)  
William E. Henley (A-Colonial Heights)  
Dwayne Jones (A-Goochland)  
Stephen Chidsey, (M-Hanover)  
Michael Flagg (A-Hanover)  
Robert C. Whiteman (M-Henrico)  
Marcia E. Kelley (M-Henrico)  
James H. Burrell (A-New Kent)  
George Poulson (M-Prince George)  
David McNeel (M-Richmond)

**MEMBERS/ALTERNATES NOT PRESENT**

Jennifer Schontag (A-Ashland)  
Mike Mee (M-Charles City)  
Zach Trogdon (A-Charles City)  
Scott Zaremba (M-Chesterfield)  
Leigh Dunn (M-Goochland)  
Scott Wyatt (M-Hanover)  
Randy Hardman (A-Hanover)  
Arthur D. Petrini (A-Henrico)  
Patricia Paige (M-New Kent)  
Daniel Harrison (M-Petersburg)  
William Riggelman (A-Petersburg)  
Elliot Danburg (M-Powhatan)  
Johnny Melis (A-Powhatan)  
Rod M. Compton (A-Prince George)  
Dr. Emmanuel Adediran (M-Richmond)  
Johnnie Allen (A-Richmond)

**Non-Voting:**

Jeffrey T. Howard (A-Chesterfield)  
Clay Bowles (A-Chesterfield)  
Jon Clary (A-Henrico)  
Bentley P. Chan (A-Henrico)  
Monique Robertson (A-Hopewell)

**Staff:**

Kimberly A. Hynes, Executive Director  
Richard Nolan, Director of Operations  
Peresa Eckhout, Accounting and Financial Manager  
Reginald D. Thompson, Operations Technician  
Erica Long, Part-time Administrative Assistant

**Guests:**

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 February 17, 2017**

Chairman Lane opened the floor for a motion to accept the minutes of the regular meeting of February 17, 2017 as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. R. Whiteman (M-Henrico), and carried that the minutes of the February 17, 2017 Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

### **Item No. 3: Chairman's Report**

## **STAFF AGENDA**

### **Item No. 4: 2017 Virginia General Assembly Wrap-Up**

Mrs. Kim Hynes, CVWMA Executive Director, provided the Board with an update on relevant legislation proposed during the 2017 General Assembly session. She referred the Board to a listing of bills being monitored by CVWMA in the Board package.

Mrs. K. Hynes pointed out that HB2402 Virginia Freedom of Information Act which would make willful violations of FOIA grounds for termination of employees, passed the House but failed to report on the Senate side. She mentioned SB795 would require local government to post listings of all funds expended on their website, passed the Senate and failed in the House subcommittee. SJ278, which would establish a study on the taxing authorities of local governments passed the Senate unanimously and failed to report out of committee in the House. Finally, she mentioned HB2251 Virginia Retirement System which would require the establishment of an optional defined contribution retirement plan for state and local employees passed the House, but not the Senate and conferees were appointed, however no action was taken so the bill failed. Mrs. K. Hynes stated that adjournment was on February 25, 2017.

### **Item No. 5: Residential Recycling Program Update**

Mr. Rich Nolan, CVWMA Director of Operations, reported that the total tonnage collected year to date is 25,173 tons, a little less than last year. He mentioned that last year was a leap year so there were less collection days this year compared to last. He reported a large decrease in Chesterfield County compared to last year, of 1,291 tons. He added that the City of Richmond is up 495 tons, and Henrico is up 83 tons. Mr. R. Nolan reported that the major decrease in tons in Chesterfield County, is due to County Waste collecting 2,000 tons of materials some of which the Authority used to collect. Mr. R. Nolan mentioned CVWMA has received \$469,000 in recycling rebate fiscal year to date. He added that the Authority received \$21.73/ton last month in rebate, compared to the minimum amount received of \$20.00/ton. An increase in commodity pricing provided the increase in

rebate revenue. Mr. R. Nolan added that there was a total of 268 misses in February compared to 493 in 2016.

#### **Item No. 6: Municipal Solid Waste (MSW) Program**

Mr. Reggie Thompson, CVWMA Operations Technician, reported that the month of February was a great month for County Waste and CFS. Staff recorded six misses in Ashland and 14 misses for the Chesterfield tax relief program for County Waste. Mr. R. Thompson reported that CFS had a record month with only 60 misses recorded from the entire Tri-City region. He reported in Colonial Heights, 13 misses were recorded, 28 misses in Hopewell and 19 misses in Petersburg. Mr. R. Thompson mentioned that CFS is also current on their cart deliveries and has another shipment of carts scheduled for delivery in March.

#### **Item No. 7: Operations and Program Statistics**

Mr. R. Thompson reported that Staff is still collecting data for the 2016 Recycling Rate Report. He added that CVWMA is waiting for a few processors to respond to the request for information. He added that the 2016 Recycling Rate Report will be completed and presented at the April Board meeting and submitted to the DEQ by April 30, 2017.

Mr. R. Nolan stated that the February program statistics were available for the Board. He mentioned commodity prices continue to increase. Mr. R. Nolan reported for the month of February the pricing for mixed paper increased from \$90/ton to \$100/ton; the pricing for cardboard increased from \$145/ton to \$185/ton. In addition, he stated that because of the commodity increases the drop-off programs are receiving a co-mix rebate for the roll-off material of the maximum \$25/ton for revenue.

Mr. R. Nolan reported the following events are coming up: Henrico County will have an recycling event on April 1<sup>st</sup> at Twin Hickory Library; April 15<sup>th</sup> Prince George is collecting household hazardous waste; April 22<sup>nd</sup> Powhatan is providing Tires and e-waste collection; and April 29<sup>th</sup> Hanover will be collecting e-waste (including hard drive shredding), household hazardous waste, and latex paint. He added events in May coming up include: May 6<sup>th</sup> City of Richmond and Henrico will host e-waste events; and May 20<sup>th</sup> Chesterfield County will host e-waste collection including hard drive shredding.

#### **Item No. 8: Technical Advisory Committee (TAC) Report**

Mr. R. Nolan reported that the TAC had a guest speaker from Yuck Old Paint on March 2<sup>nd</sup>. She gave a presentation on recycling latex and oil based paint. He mentioned that Hanover County will be a part of a pilot program where Yuck Old Paint will be accepting latex paints at their event on April 29<sup>th</sup>. Mr. R. Nolan explained that the company recycles the paint by donating to theaters as well as shipping the paint overseas where American paint is more environmentally friendly because it is lead free.

Mr. R. Nolan discussed the upcoming expiring contracts. He mentioned that the proposals for Textile Recycling are due on March 17<sup>th</sup> and the disaster relief and debris monitoring proposals are due on March 24<sup>th</sup> with a lot of strong proposals expected. He added that Staff has formed a selection committee to discuss the proposals and will have resolutions awarding the contracts at the April board meeting.

Mr. R. Nolan reported that Staff approved a banner for the various convenience centers and are still working on the design for the flag to promote the acceptance of the new commodities. He stated that the next TAC meeting is scheduled for April 6, 2017.

Mrs. K. Hynes mentioned that the Yuck Old Paint Company is just another avenue to get latex paint recycled. She stated that this provides an alternative use for the latex paint and this might be something that the CVWMA may develop in the future. She noted that Yuck Old Paint also does residential recycling for paint as well.

## **Item No. 9: Public Information**

### ***Earth Day 2017***

Mrs. K. Hynes reported that Staff is busy preparing for April programs and local grassroots events. She mentioned that Staff will be participating in Earth Day events in Chesterfield County, the City of Colonial Heights, New Kent County, Powhatan County, and the City of Richmond. In addition, Mrs. K. Hynes stated that Mrs. Nancy Drumheller, CVWMA Public Affairs Manager, has been asked to present during the “Lunch and Learn Series” hosted by the Supreme Court of Virginia, to employees on April 7<sup>th</sup>. She added that Mrs. N. Drumheller also has a session during the Virginia DEQ Earth Week on April 19<sup>th</sup>.

Mrs. K. Hynes reported that Staff has updated the CVWMA Earth Day webpage and the CVWMA’s Earth Day Pinterest education board. She added that the April 2017 Waste Reduction News electronic newsletter will include Earth Day information and links to local events.

Mrs. K. Hynes stated that several of the localities are offering special collection events during the month of April and the date for the national Prescription Drug Take Back Day is Saturday, April 29. Local take back events will be listed on the Drug Enforcement Administration website starting April 1<sup>st</sup>. She added the Hanover County Sheriff’s Office will be hosting their take back day event as part of the Hanover County Public Works event on April 29<sup>th</sup>, from 10 am – 2 pm at the Mechanicsville Convenience Center.

### ***Waste Reduction News***

Mrs. K. Hynes, reported that the March 2017 Waste Reduction News electronic newsletter included: Recycling and Litter Prevention, Did You Know? Upcoming Electronics Recycling Events, and Stay Connected with CVWMA. Mrs. K. Hynes added that the e-newsletter was distributed to 1,185 email subscribers. She stated that monthly statistics show that the open click rate of 25.4 % continues to be above industry standard of 20.9% and the top links clicked include: [//cvwma.com/events](http://cvwma.com/events); [//cvwma.com/locations](http://cvwma.com/locations); and [//cvwma.com/education/journey-to-the-mrf](http://cvwma.com/education/journey-to-the-mrf)

### ***Electronics Recycling Collection Event***

Mrs. K. Hynes reported that Staff distributed a listing of locality electronics recycling events scheduled for April and May to over 5,600 subscribers. She mentioned that many of the collections also include document shredding, hazardous household waste, and tires.

### ***Goochland Residential Recycling Program Additions***

Mrs. K. Hynes reported that County of Goochland added 103 homes in The Parke at Saddlecreek subdivision to its residential recycling program. She mentioned that Staff added the addresses to the Call Center database and mailed a letter to each homeowner with collection date, accepted items, and container information. The first collection will take place on Friday, March 31<sup>st</sup>.

### ***Promotion and Outreach***

Mrs. K. Hynes is pleased to report that Denise Ritchie, CVWMA Recycling Education and Outreach Specialist, celebrated her two-year anniversary with CVWMA on February 16, 2017.

Mrs. K. Hynes reported that Staff responded to 21 requests for the month, and of these requests, 16 were for presentations and four were for educational materials. In addition, Staff received one request to serve on a judging panel. Staff estimates impacting over 622 people and distributed 4,034 educational materials.

Mrs. K. Hynes reported several events that are coming up which include; Science After Dark, Science Museum of VA (March 17), Mascot Reading Day at Children's Museum of Richmond-Central Location (March 18), VT Public Administration Graduate Program Class (March 23), Hopewell Public Schools Fine Arts Festival, Career Day at New Kent County Middle School (March 31). She thanked Mr. Bob Dunn (M-Chesterfield) for sending the Authority photos of an exhibit in Florida, which was made from marine litter. Staff researched the exhibit and found out that Washed Ashore is a new exhibit at the Science Museum of VA (SMV) and Staff will have a recycling education booth at SMV tonight.

In addition, Mrs. K. Hynes mentioned that Staff is working on participating at local Farmers Markets and at locality summer camp programs. If anyone has a contact name or summer program to provide Staff for recycling education programs, please let us know.

### ***Website Statistics, Social Media, and Curbside Email Reminder***

Mrs. K. Hynes mentioned the website statistical data for the month of February: 16,824 unique visitors made 30,756 visits to 106,647 pages. Mrs. K. Hynes added that the top web pages viewed were: Homepage cvwma.com, Curbside Recycling –What to Recycle, 2017 CVWMA Recycling Schedule (pdf), Curbside Recycling Collection, and Electronics. Event calendar had 502 views and the News feed had 478 items viewed.

Mrs. K. Hynes reported that Staff continues to make daily ongoing posts and tweets with posts, pictures and factoids on new commodities as well as locality specific information. In addition, she mentioned that Staff added 32 new pins to existing boards on the CVWMA Pinterest page during the month of February, including 2,107 viewers for the month as well. She added there were 4,158 impressions for the month. Top "pins" visited include Recycled Christmas (1,788), Motivations (1,087) and Recycled Valentine's Day (838).

Mrs. K. Hynes reported a total of 392 new subscribers signed up for the email reminder in the month of February, with total subscribers now at 27,268 as of February 28, 2017.

### **Item No. 10: Financial Reports for February 2017**

Mrs. Terry Eckhout, CVWMA Accounting and Financial Manager, reported to the Board that the financial activity is consistent with previous months and the Authority continues to remain within total budget in all funds as of February 28, 2017. She added that the Authority has a combined net income of \$192,110 year to date. Mrs. T. Eckhout noted that the accounts receivable schedule is included and reflects the details of the total amounts due to the Authority as of February 28<sup>th</sup>.

Mrs. T. Eckhout reported that the Authority has distributed the check register to the Audit Committee for July 2016 – December 2016. Staff plans to discuss with the outside auditors, Brown and Edwards, the extension of the Audit Contract for another year.

A motion was made by Mr. J. Burrell (A-New Kent), seconded by Mr. R. Dunn (M-Chesterfield) and carried that the Financial Reports for February 2017 be approved, accepted, and filed as submitted.

**Item No. 11: Administrative**

Mrs. K. Hynes reported the City of Petersburg made a more than \$120,000 payment on March 1, 2017 as well as the current month payment due March 10, 2017. She added that there is one more payment of \$63,500 due March 31, 2017 that will make them current.

Mrs. K. Hynes mentioned she had a meeting with the new administrator in Chesterfield County. She also has a meeting with Mr. Josh Farrar, Town Manager in Ashland today, and she met on March 15<sup>th</sup> with Henrico representatives on the board. Mrs. K. Hynes then introduced Mr. Bentley Chan (A-Henrico), Assistant Director of Public Utilities in Henrico County, serving as the alternate for Mrs. Marcia Kelley (M-Henrico). She also mentioned a meeting on Tuesday, March 21, 2017 in Colonial Heights with the City Council to answer questions about the landfill in Petersburg with CFS and DEQ.

Mrs. K. Hynes reminded the board that she was asked to participate in an eWaste workshop, on June 28<sup>th</sup>.

Mrs. K. Hynes informed the board on the TAC meeting on April 6<sup>th</sup> at 9:00am and she added that the Executive Committee was moved to April 6<sup>th</sup> at 10:30am. She added that she will be on vacation the week of April 10<sup>th</sup>. Mrs. K. Hynes mentioned that the board will be meeting in Petersburg, Virginia for the April 21<sup>st</sup> board meeting.

Mr. J. Clary (A-Henrico) asked if Mrs. K. Hynes could elaborate on the recycling situation. Mrs. K. Hynes stated that Staff has been working with their contractor eWaste Tech, making sure that they are moving the material collected at events. She added that Staff has found that they are holding on to some of the CRT material, and CVWMA has been working with eWaste Tech and their downstream vendor, Novotech to get it cleaned up before the next event. Mr. S. Chidsey (M-Hanover) asked what their response has been. Mrs. K. Hynes stated that they have been working on moving some of the material out of the warehouse and hope to begin moving the CRT material by next Wednesday. Mrs. M. Kelley (M-Henrico) asked what the issue is with storing the material at his warehouse. Mrs. K. Hynes stated that it is against federal regulation to store it for a certain period of time and Staff does not want material to continue to stockpile. She added that Staff has visited the site to see that material is being moved. Mrs. M. Kelley (M-Henrico) asked where the site is located. Mr. R. Nolan stated that it is an old tobacco warehouse off Maury street in Richmond.

***Old/New Business***

Mrs. M. Kelley (M-Henrico) reported new business, that there is a new President/CEO of Virginia Economic Development Partnership, Steven Moret. She added that this is the State Economic Development Authority. She asked if it is appropriate for CVWMA to encourage development of industry that would use recyclables such as glass for feedstock or even a glass processor.

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 9:32 a.m. The motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. R. Whiteman (M-Henrico) and carried that the March 17, 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 March 17, 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., April 21, 2017. Given under my hand and seal of the CVWMA this 21<sup>st</sup> day of April 2017.

  
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**J. Allen Lane, Chairman**

