

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
OCTOBER 17, 2014
CRATER PLANNING DISTRICT COMMISSION
PETERSBURG, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

Robert C. Key (M-Chesterfield), Chair
Bill Hamby, Jr. (M-Prince George), Vice-Chair
J. Allen Lane (M-Henrico), Secretary
James A. Jackson (M-Richmond), Treasurer
Steven Hicks (M-Petersburg), Director
Lee Sloppy (M-Ashland)
Zach Trogdon (M-Charles City)
Robert L. Dunn (M-Chesterfield)
Marcia R. Phillips (M-Chesterfield)
David Lloyd (M-Goochland)
Jon Clary (A-Henrico)
William I. Mawyer, Jr. (A-Henrico)
Edward Watson (M-Hopewell)
James H. Burrell (M-New Kent)
Christopher Rapp (A-Powhatan)
Lana Agostini (M-Richmond)

MEMBERS/ALTERNATES NOT PRESENT

Stephen Chidsey, (M-Hanover), Past Chair
Jennifer Schontag (A-Ashland)
Matthew Rowe (A-Charles City)
Sheryl D. Bailey (A-Chesterfield)
Jeffrey T. Howard (A-Chesterfield)
Thomas Mattis (M-Colonial Heights)
William E. Henley (A-Colonial Heights)
Dwayne Jones (A-Goochland)
Wayne Hazzard (M-Hanover)
Michael Flagg (A-Hanover)
Marcia E. Kelley (M-Henrico)
Robert C. Whiteman (M-Henrico)
Arthur D. Petrini (A-Henrico)
David Bednarczyk (A-New Kent)
William Riggleman (A-Petersburg)
Elliot Danburg (M-Powhatan)
Rod M. Compton (A-Prince George)
Mark Kukoski (M-Richmond)
Kevin A. White (A-Richmond)
Johnnie Allen (A-Richmond)

Non-Voting:

Monique Robertson (A-Hopewell)

Staff:

Kimberly A. Hynes, Executive Director
Richard Nolan, Director of Operations
Marc René, Finance & Administrative Officer
Nancy W. Drumheller, Public Information Coordinator
Reginald D. Thompson, Operations Technician
Erica N. Long, Administrative Assistant

Guests:

John Bourret, Hanover County

With a quorum in attendance Chairman Robert C. Key (M-Chesterfield) called the meeting to order at 9:02 a.m.

CHAIRMAN'S AGENDA

Item No. 1: Public Comment Period

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

Item No. 2: Minutes of the Regular Meeting of September 19, 2014

A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. B. Hamby (M-Prince George) and carried that the minutes of the September 19, 2014, Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 4: Treasurer's Report

Financial Reports for September 2014

Mr. J. Jackson (M-Richmond), CVWMA Treasurer asked Mr. Marc René, CVWMA Finance and Administrative Officer, to present the financial reports. Mr. René reported that as of September 30, 2014, the Authority has a net income of about \$410,000 to date. He reminded the Board that the annual local government assessments are billed at the beginning of the year. As expenses are incurred, net income will go down throughout the year.

Chairman Key opened the floor for a motion to accept and file the Treasurer's Report. A motion was made by Mrs. M. Phillips (M-Chesterfield), seconded by Mr. J. Burrell (M-New Kent) and carried that the Treasurer's Report be approved, accepted and filed as submitted.

STAFF AGENDA

Item No. 5: Consideration of Resolution 15-03: To Amend the Contract for Residential Recycling Services with TFC Recycling

Mrs. Kim Hynes, CVWMA Executive Director, reported to the Board that CVWMA wants to amend the Residential Recycling Services Contract with TFC and the Service Agreement with the City of Richmond for the implementation of 95-gallon recycling carts city wide. She added that in accordance with the Contract, CVWMA and the City of Richmond have negotiated with TFC for Contractor provided 95-gallon recycling carts, with collection to occur in the alleys where trash is currently collected by the City.

Mrs. Hynes mentioned that in the contract it states that there is negotiating ability with TFC, should any jurisdiction want to go city or county wide with the large recycling carts. She noted that CVWMA has negotiated a rate of \$2.86 per household. Mrs. Hynes also mentioned that in addition to the large carts and alley collection, this price also includes the enhanced Recycling Perks™ program for all households in the City.

Mr. S. Hicks (M-Petersburg) asked if any other members could join the contract and Mrs. Hynes stated that she believes that it is possible, at the end of a current contract as well as under the original procurement.

A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. J. Jackson (M-Richmond), that **Resolution 15-03** be approved as submitted.

Item No. 6: Consideration of Resolution 15-04: To Amend the Contract for Solid Waste Transporting and Disposal Services with VWS

Mr. Rich Nolan, CVWMA Director of Operations, stated that Staff would like to amend the current Solid Waste Transporting and Disposal Services Contract between the Central Virginia Waste Management Authority (CVWMA) and Virginia Waste Services (VWS). Mr. Nolan mentioned that the addendum would provide a rate for an equipment operator only, for the Northern and Southern Convenience Center locations in Chesterfield County. He stated that the rate in the Contract for an equipment operator and a backhoe is \$30 per hour, however, the amendment would add pricing for an equipment operator only for \$25 per hour. Mr. Nolan added that Chesterfield County would provide the equipment and fuel, and that all other aspects of the contract will remain the same.

Mr. J. Jackson (M-Richmond) asked what equipment will be provided by the county and Mr. Nolan replied that it is a backhoe, a machine to tamp down trash to maximize loads in the trailers which will now be provided by the county.

A motion was made by Mr. J. Jackson (M-Richmond), seconded by Mr. S. Hicks (M-Petersburg), that **Resolution 15-04** be approved as submitted.

Item No. 7: Curbside Recycling Program

Mr. Nolan, reported that 2,955 tons were collected in September and year to date, 8,596 tons have been collected. He mentioned the average set-out rate is 37% and the Authority received \$54,000 in curbside recycling rebate from TFC.

Item No. 8: Municipal Solid Waste (MSW) Program

Mr. Reggie D. Thompson, CVWMA Operations Technician, reported that CFS has continually shown improvement in the new MSW program in Hopewell. In the past three months the misses in Hopewell have gone down from 308 in July, to 94 in August and now 58 for the month of September. He mentioned that in comparison to September of 2013, the Staff recorded 73 misses with Allied Waste. Mr. Thompson mentioned that in Colonial Heights, CFS recorded 39 misses, and 108 misses were reported in Petersburg. He noted overall, the month of September was a good month for CFS, and added that in Ashland, County Waste recorded 31 misses for the month of September.

Item No 9: Operations and Program Statistics

Mr. Nolan mentioned to the Board some changes in tonnages, in the Drop-Off Recycling Program since last year. Because of recent procurements, he reported that there are a couple of jurisdictions delivering their own material. Therefore, the tonnages for mixed paper and OCC are now being tracked by CVWMA which has resulted in increased tonnage.

Mr. Nolan noted that there is a decrease in cost per ton due to the new contracts for FEL service, where CVWMA negotiated a lower cost and receives a rebate of \$10 per ton that is collected in the program.

Mr. Nolan reported that CRS, CVWMA's Contractor for Electronics Recycling, has gone out of business and Staff has worked over the last few weeks to help out jurisdictions where needed. He mentioned that Staff was able to get an emergency vendor to help with the collection events. Mr. Nolan added that, CVWMA has also issued a procurement, and received four proposals. Of the four, two were selected for interview, E-revival and Scott Recycling. He informed the Board that Staff will have a recommendation for award at the next Board meeting. Mr. Nolan expressed that CVWMA is excited that e-cycling is taking off, with recent events and three more events coming up in November.

Chairman Key asked if there was any early indication in the discussion of price improvement. Mr. Nolan replied that the pricing will be favorable along with improvement in some aspects of the contract. He mentioned that there are three different parts in the RFP; the one going up in cost are the events; the other parts that have decreased in cost are where the jurisdictions collect and prepare electronics and the vendor picks up when called. Those prices are a lot more favorable.

Item No 10: Technical Advisory Committee (TAC) Report

Mr. Nolan informed the Board the TAC did not meet in October, however, there is a meeting scheduled November 6, 2014 in Chesterfield, along with a tour of the County Waste MRF at the Shoosmith landfill, and invited any Board members that are interested. Chairman Key mentioned that the County Waste MRF has added a lot more technology and equipment there. Mr. Nolan explained that he and Mrs. Hynes visited the location and noted the various new sorting equipment.

Item No 11: America Recycles Day

Mrs. Nancy Drumheller, CVWMA Public Information Coordinator, reported to the Board that final logistics have been confirmed with local magician and juggler, Jonathan Austin, to help us promote recycling and America Recycles Day at one elementary school within each of our nine curbside recycling program jurisdictions. In addition, she reported that several localities are offering special collection events to residents. She added that a webpage with ARD toolkit has also been created and promoted to the public on a regular basis.

Item No 12: Public Information

Mrs. Drumheller reported that the October electronic newsletter included articles on; Collections on the Regular Schedule for Columbus Day Holiday, Fall Electronics Recycling Collection Events, November 15th is America Recycles Day, and CVWMA's Recycling Wizard. She added that the e-newsletter was distributed to over 1,100 email subscribers.

Mrs. Drumheller thanked Mr. Bob Dunn (M-Chesterfield) for being a part of CVWMA's recycling educational video. The Recycling Comes in All Shapes and Sizes has been one of the Authority's most successful campaigns since she started with the Authority. She mentioned that with the \$8,900 expenditure, the Authority received an excellent campaign with added values from WTVR CBS 6. During the three and a half week campaign, the Authority had over 2,400 contest entries, 1609 new Facebook likes, and 1,582 people that asked for more information on CVWMA. Mrs. Drumheller

added that it was not a requirement for anyone entering the contest to check if they wanted more recycling information. It would take Public Information Staff multiple events to reach this many interested people. She stated that Staff has followed up with everyone that asked for more information. Mrs. Drumheller explained to the Board that out of all the contest winners, there were numerous entries that asked for the 95 gallon cart instead of the gift card. Contest winners were randomly selected by TV station through www.randompick.com. Contest winners included: one resident in each of Chesterfield, Petersburg, and Hopewell won a \$100 gift card and one resident in each of Henrico, Hanover, and the City of Richmond won the 95 gallon cart.

Mrs. Drumheller reported that the art files, printing, and mailing of the 2015 collection schedule is on time. The Authority has selected printer and mailing services vendors. The collection schedule is to be sent to bulk mail on December 26, 2014.

Staff reported that the increase there has been in increase in website visits this month and this aligns with the media campaign. According to Google Analytics, of the visitors, 74.5% were new. Mrs. Drumheller explained that CVWMA click rate for links on the homepage are above the national average of 1%.

Mrs. Drumheller reported Public Information staff continues to work diligently to schedule a variety of outreach programs throughout the service areas. She also mentioned that Staff would like to thank Mrs. Marcia Kelley (M-Henrico) for coordinating the opportunity for CVWMA staff to speak along with Mrs. Kelley about recycling at two Town Meetings held by The Honorable Patricia S. O'Bannon, Henrico County Board of Supervisors-Tuckahoe District on Monday, October 20, 2014. Staff is most appreciative of Mrs. Kelley's efforts.

Mrs. Drumheller showed the Board a slide where Staff was recently at The Great Big Greenhouse in Chesterfield County. In addition, staff has worked multiple events and provided educational materials in the City of Petersburg to help promote the city's goal of recycling 4,000 tons by June 2015.

In addition, she mentioned that the Authority worked with City of Colonial Heights Police Department and Public Library at their Safe Communities Night. These types of collaborative educational efforts, are of great benefit as we can reach a broader public base.

Mrs. Drumheller shared a page from the Bon Secours St. Frances Medical Center Employee Newsletter, as the page was all about recycling and had a picture of the Do's and Don'ts from CVWMA's Collection Schedule. This newsletter goes out to over 1,000 employees who have signed up to receive this newsletter. She mentioned that the hospital has a Green team, and CVWMA staff will be providing them with a presentation on November 18th.

Finally, Mrs. Drumheller announced that Janelle Waldron, the Authority's part time outreach educator, has accepted a full time position at VCU and her last day will be October 26, 2014.

Item No 13: Consideration of Resolution 15-05: Amending the 2015 General Operating Fund Budget to Transfer Funds for Executive Director Travel

Mrs. Hynes informed the Board that CVWMA was invited along with representatives of the City of Richmond to attend the Southeast Recycling Development Council's Summit in Point Clear, Alabama November 10-13, 2014. She mentioned that during the Summit, the Curbside Value Partnership will be recognizing the initial three cities selected to participate in the Recycling Partnership, including Richmond, Virginia. She also informed the Board that the Executive Committee has approved travel for the Executive Director to attend the Summit from an educational perspective as well as for national recognition for Richmond and the Central Virginia Region for the initiative in the Recycling Partnership.

Mrs. Hynes noted that the registration and travel expense was not included in the CVWMA 2015 Operating Budget in the Staff Development line-item, therefore Staff is requesting the transfer of \$1,700 from the Contingencies and Reserves line item to the Staff Development line item in the General Operating Fund for the purpose of attending the SERDC Summit. She noted that this expense will not require an appropriation of any reserve funds.

A motion was made by Mr. S. Hicks (M-Petersburg), seconded by Mrs. M. Phillips (M-Chesterfield), that **Resolution 15-05** be approved as submitted.

Item No 14: Administrative

Mrs. Hynes mentioned the DEQ Conference and encouraged Board members to attend. She noted that the event is meant to be an interactive conference, November 3-4, 2014 in Charlottesville, and although the deadline to sign up has passed, she indicated that they could still accommodate more. She also added that the DEQ is looking for some feedback on what is expected from the DEQ, and this is their way of increasing collaboration with jurisdictions as well as other solid waste facility operators. She stated that it should be a great conference and Staff plans on reporting back to the Board at the next meeting.

Mrs. Hynes announced that Patricia McCullagh, CVWMA Legal Counsel for the past 15 years, is resigning from McCandish Holton and will be working for the State Corporation Commission in the area of securities and financial litigation. She mentioned that Mrs. McCullagh has been working with someone else at the firm that the Authority will work with to represent CVWMA in the future. She indicated she will invite Mrs. McCullagh back to the December meeting if it pleases the board to say thank you and to wish her well.

Mrs. Hynes also wanted to mention that Staff just finished celebrating National Customer Service Week, the first week of October. Ms. Stephanie Breaker, CVWMA Customer Service Supervisor, did a great job getting Staff re-energized and motivated, by planning a week of fun activities and prizes, that not only involved our customer service staff that answer the phones, but the whole staff. All staff members provide a certain level of customer service and Mrs. Hynes thanked all of the staff.

In conclusion, Mrs. Hynes reminded the board that the TAC and Executive Committee Meetings are going to be held on the same day in Chesterfield, and in between there will be a tour of the County Waste MRF at the Shoosmith Landfill. She mentioned that if there is anyone that would like to

participate, they are more than welcome to spend the day with the Authority staff. She notified the Board that the next Board Meeting will be back in the board room in Richmond on November 21, and Staff will be presenting the proposed Budget for the 2016 Fiscal Year.

Upcoming Meetings

Technical Advisory Committee	Thursday, November 6, 2014 – 9:00 a.m.
Executive Committee	Thursday, November 6, 2014 – 2:00 p.m.
Board of Directors (Richmond)	Friday, November 21, 2014 – 9:00 a.m.

Old/New Business

With no further business to come before the Board, Chairman Key opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 9:40 a.m. The motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mrs. M. Phillips (M-Chesterfield) and carried that the October 17, 2014 Board of Directors’ meeting be adjourned.



CERTIFICATE

I, Robert C. Key, Chairman of the CVWMA, certify that the foregoing minutes are a true and correct copy of the minutes of the October 17, 2014 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., November 21, 2014. Given under my hand and seal of the CVWMA this 21st day of November 2014.



Robert C. Key, Chairman

RESOLUTION 15-03

A resolution authorizing an addendum to amend the *Residential Recycling Services Contract* between Central Virginia Waste Management Authority and TFC Recycling and the *Special Project Service Agreement* between Central Virginia Waste Management Authority and the City of Richmond for providing Contractor provided carts and alley collection of recycling to the approximately 62,000 households in the City.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

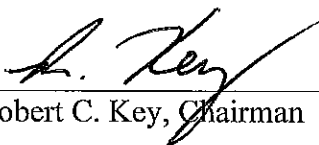
WHEREAS, the report included as Staff Agenda Item No. 5 of the October 2014 Board Agenda identified the mutual interest by the CVWMA and TFC Recycling to amend the terms of the contract to include Contractor provided carts and alley collection of recycling for the City of Richmond residents; and

WHEREAS, the Executive Director is authorized, subject to General Counsel's review and approval, to execute an addendum to the Contract for *Residential Recycling Services* between the CVWMA and TFC Recycling; and

WHEREAS, the Executive Director is authorized, subject to General Counsel's review and approval, to execute Special Project Service Agreements between the CVWMA and the City of Richmond, and

THEREFORE, BE IT RESOLVED, that this resolution shall be in full force and effect upon its passage.

Adopted this 17th day of October, 2014



Robert C. Key, Chairman

RESOLUTION 15-04

A resolution authorizing an addendum to the Solid Waste Transporting and Disposal Services Contract between the Central Virginia Waste Management Authority and Virginia Waste Services and to the Special Project Service Agreement between Central Virginia Waste Management Authority and the County of Chesterfield.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

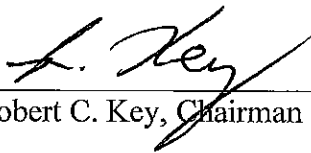
Whereas, the report included as Staff Agenda Item No. 6 of the October 2014 Board Agenda identified the mutual interest by the Central Virginia Waste Management Authority, the County of Chesterfield and Virginia Waste Services, to amend the contract to include a price for an equipment operator only; and

Whereas, the Executive Director is authorized, subject to General Counsel's review and approval, to execute an addendum to the Contract for Solid Waste Transporting and Disposal Services between the Central Virginia Waste Management Authority and Virginia Waste Services; and

Whereas, the Executive Director is authorized, subject to General Counsel's review and approval, to execute an addendum to the Special Project Service Agreement between the Central Virginia Waste Management Authority and the County of Chesterfield; and

THEREFORE, BE IT RESOLVED, that this resolution shall be in full force and effect upon its passage.

Adopted this 17th day of October, 2014



Robert C. Key, Chairman

RESOLUTION 15-05

A resolution to amend the Central Virginia Waste Management Authority's General Operating Fund Budget for the fiscal year beginning July 1, 2014, and ending on June 30, 2015, so as to transfer funds to cover staff development expenses for the Executive Director to attend the Southeast Recycling Development Council (SERDC) Summit in Point Clear, Alabama November 10-13, 2014.


THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the budget designated as the CVWMA General Operating Budget for the fiscal year beginning July 1, 2014, and ending on June 30, 2015, is hereby amended as follows:

<u>Account</u>	<u>2014-2015 Approved Budget</u>	<u>Amendment</u>	<u>2014-2015 Revised Budget</u>
GENERAL OPERATING FUND			
Conference - Staff Development	\$ 2,500	\$ 1,700	\$ 4,200
Contingencies and Reserves	9,860	(1,700)	8,160
Net Appropriation General Fund			

2. That this Appropriation Resolution shall be in full force and effect upon its passage.

Adopted this 17th day of October, 2014

Attest: 
Robert C. Key, Chairman