

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
OCTOBER 20, 2017
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

Marcia R. Phillips (M-Chesterfield), Vice-Chair
Mark Kukoski (M-Richmond), Treasurer
Patricia Paige (M-New Kent), Secretary
Edward Watson (M-Hopewell), Director
Lee Slöppy (M-Ashland)
Robert L. Dunn (M-Chesterfield)
Scott Zaremba (M-Chesterfield)
William E. Henley (A-Colonial Heights)
Leigh Dunn (M-Goochland)
Stephen Chidsey, (M-Hanover)
Scott Wyatt (M-Hanover)
Marcia E. Kelley (M-Henrico)
Robert C. Whiteman (M-Henrico)
James H. Burrell (A-New Kent)
Johnny Melis (A-Powhatan)

Non-Voting:

Clay Bowles (A-Chesterfield)
Jeffrey T. Howard (A-Chesterfield)
Michael Flagg (A-Hanover)
Bentley Chan (A-Henrico)
Jon Clary (A-Henrico)

Staff:

Kimberly A. Hynes, Executive Director
Richard Nolan, Director of Operations
Nancy W. Drumheller, Public Affairs Manager
Reginald D. Thompson, Operations Technician
Stephanic Brecker, Customer Service Supervisor
James Snyder, CVWMA Legal Counsel

MEMBERS/ALTERNATES NOT PRESENT

J. Allen Lane (M-Henrico), Chairman
Jennifer Schontag (A-Ashland)
Zach Trogdon (A-Charles City)
Al Pace (A-Chesterfield)
Doug Smith (M-Colonial Heights)
Dwayne Jones (A-Goochland)
Randy Hardman (A-Hanover)
Chip England (A-Henrico)
Monique Robertson (A-Hopewell)
James H. Burrell (A-New Kent)
Daniel Harrison (M-Petersburg)
William Rigglesman (A-Petersburg)
Elliot Danburg (M-Powhatan)
George Poulson (M-Prince George)
Rod M. Compton (A-Prince George)
David McNeel (M-Richmond)

Guests:

Valerie Brockett, Prince George County
Michael Purvis, Prince George County
Erica Long

With a quorum in attendance Vice-Chair Marcia R. Phillips (M-Chesterfield) called the meeting to order at 10:03 a.m.

CHAIRMAN'S AGENDA

Item No. 1: Public Comment Period

Vice-Chair Phillips opened the public comment period and stated that anyone from the public wishing to address the Board would have three (3) minutes to make their comments. Without any requests to address the Board, she closed the public comment period.

Item No. 2: Minutes of the Regular Meeting of September 15, 2017

Vice Chair Phillips opened the floor for a motion to accept the minutes of the regular meeting of September 15, 2017 as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. M. Kukoski (M-Richmond), and carried that the minutes of the September 15, 2017 Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 3: Chairman's Report

Mrs. Phillips, Vice-Chair reported that Chairman Lane regretfully could not attend the meeting because he is not feeling well. Next Mrs. Phillips introduced Mr. Michael Purvis who will soon be appointed as our next representative of Prince George County. Mr. Purvis is the Director of General Services.

Resolution of Appreciation for Denise Ritchie

Mrs. Kimberly Hynes, Executive Director read the resolution for Mrs. Ritchie. Mr. S. Wyatt (M-Hanover) motioned and Mr. R. Dunn (M-Chesterfield) seconded to approve the Resolution of Appreciation for Mrs. Ritchie. Mrs. Hynes informed the Board that Mrs. Ritchie regretted that she could not attend the meeting due to illness, and staff would ensure she received her resolution.

Resolution of Appreciation for Erica Long

Vice-Chair Phillips and Mrs. K. Hynes presented the resolution of appreciation to Ms. Erica Long. Mrs. Hynes read the resolution for Ms. Long. Mr. R. Dunn (M-Chesterfield) motioned and Mr. R. Whiteman (M-Henrico) seconded to approve the Resolution of Appreciation for Ms. Long. Mrs. Hynes thanked Erica for her service to the Authority and relayed her appreciation for keeping her and the CVWMA organized for those three years. Mrs. Hynes wished her the best in her new position and hopes that she will keep in touch. Vice-Chair Phillips appreciated Ms. Long's helpfulness even this morning she jumped back in to assist with the presentation. Mrs. Phillips praised Ms. Long for already helping her new employer look for ways to recycle paper. Ms. Long thanked the Board for the recognition.

Item No. 4: Treasurer's Report

Financial Reports for September 2017

Mr. Mark Kukoski (M-Richmond), Treasurer reported that the 2017 Comprehensive Annual Financial Report (CAFR) was submitted to the Virginia Auditor of Public Accounts on September 21, 2017. He also noted that all accounts receivables are current. The City of Petersburg has remained current since March of 2017. He then turned the floor over to Mrs. Hynes.

Mr. Hynes informed the Board that Mrs. T. Eckhout, CVWMA Accounting and Financial Manager is attending a Virginia Government Finance Officers Association conference in Roanoke VA. She reported that the monthly financial reports are included in the Board packet and are fairly routine for the month of September 2017. The CVWMA has more than \$473,000 in net income year to date and reminded the Board that net income decreases as the year progresses since the annual operating assessments are billed at the beginning of the year.

Vice-Chair Phillips asked if there were any questions on the financial reports and opened the floor for a motion to accept and file the Treasurer's for September 2017 as submitted. A motion was made by Mr. M. Kukoski (M-Richmond), seconded by, Mr. M. Kelley (M-Henrico) and carried that the Treasurer's Report for September 2017 be approved and filed as submitted.

Item No. 5: Strategic Plan Quarterly Update

Mrs. K. Hynes presented the Strategic Plan Implementation report. She informed the Board that the Authority is already in the second year of implementation. She went over the Strategic Plan dashboard which included the four goals: Protection of Environmental Resources, Customer Focus, Educational Resources and Financial Stewardship Through a Well-run Organization. She then provided details on each goal, objective and initiative and the progress that has been made toward each in the first quarter of the second year.

STAFF AGENDA

Item No. 6: Residential Recycling Program Update

Mr. Rich Nolan, CVWMA Director of Operations, reported that the fiscal year to date through September, volume is down 267 tons in the Residential Recycling Program. He referred the Board to a slide with the breakdown of volumes by jurisdictions. He pointed out that the tons collected in Chesterfield County through CVWMA are down, however County Waste collected 742 tons curbside more than making up for that volume. On a monthly basis, there was one less collection day in Henrico and Richmond in September 2017 versus September 2016.

Mr. Nolan noted CVWMA and jurisdictions participating in the recycling program provide by TFC Recycling, are currently receiving a recycling rebate of \$21.38 per ton (contract provides for a floor of \$20 and ceiling of \$25), resulting in over \$183,000 provided back to participating localities in the first three months of the fiscal year, compared to last year's rebate of \$174,000 for the same period.

Mr. R. Nolan also mentioned that there were 595 total misses vs. 433 for the same time period last year. Many of the misses this month were in Henrico County due to several road closures and new drivers who are learning to navigate the various routes.

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

Mr. Reginald Thompson, CVWMA Operations Technician, reported that the month of September was an average month for County Waste, with 18 misses in Ashland and 26 misses recorded for the Chesterfield tax relief program. He mentioned for CFS, the misses recorded were 42 in Colonial Heights, and 129 in each Hopewell and 170 in Petersburg. CFS is current on all cart deliveries, however there were a number of issues with missed collections resulting in a penalty of \$3,700..

Item No. 8: Operations and Program Statistics

Mr. Nolan referred to the monthly program statistics distributed. He noted that CVWMA received \$105,132 in recycling revenue from various programs in September, which is a record month. However, we can expect commodity prices to drop dramatically in the coming months due to additional restrictions on Chinese imports and supply in demand elsewhere.

Continuing, Mr. Nolan informed the Board the CVWMA and Henrico hosted an electronics recycling event on October 7, which was very well attended collecting 11,000 pounds of ewaste.

Mr. S. Chidsey (M-Hanover) commented that in the first week of October the price for corrugated cardboard dropped 36% reiterating the significant decline in recycling revenues to come. He also mentioned that in other parts of the country, landfilling recyclables has been approved because market prices are so bad. Mrs. Hynes indicated that if things do get a lot worse, we might expect CVWMA contractors to petition.

Item No. 9: Technical Advisory Committee (TAC) Report

Mr. Nolan, reported that the TAC met on October 5 and the majority of the discussion was regarding ewaste. The TAC also discussed downstream facility audit forms which will be sent out to all CVWMA contractors to complete. This form was drafted by the TAC, led by Mr. J. Howard (A-Chesterfield) to provide more information and documentation on the material being collected, specifically how it is handled and where it is going. Mr. J. Howard (A-Chesterfield) added that as part of the audit piece, regulatory inspection reports of facilities will be required.

Mr. J. Clary (A-Henrico) asked for an update on the Thousand Canker Disease (TCD). Mr. Nolan reported that the disease is predominantly found in walnut trees caused by an insect. Nine of the CVWMA jurisdictions are under a quarantine for TCD which means that yard waste or mulch that could be infected cannot be transported outside the quarantine area unless treated. Several markets for the material are outside of the quarantine area created a problem in moving the material, particularly boilers. Mr. Nolan noted that the state has lifted some of the restriction recently in allowing the material to be transported outside the quarantine area to boilers. Mr. J. Clary (A-Henrico) asked if there was any distance requirement, and Mr. S. Chidsey (M-Hanover) responded that the state would require of list of where the material is going without treatment. In addition, the material cannot be transported out of the quarantine area to be mulched, only used as boiler fuel.

Continuing, Mr. Nolan informed the Board that staff has requested further information from the vendors that proposed on the Yard Waste RFP. It is anticipated that the selection committee will be recommending an award(s) to the Board at the November meeting for consideration.

At the next TAC meeting on November 2, 2017 the group will be hearing from Entsorga, an Italian company that has developed an alternative to landfilling municipal solid waste.

Item No. 10: America Recycles Day – November 15th

Mrs. Nancy Drumheller, CVWMA Public Affairs Manager reported that staff is gearing up for America Recycles Day (ARD) 2017. CVWMA is working with Jonathan Austin again this year who will be performing 12 shows at schools within the nine localities that offer curbside recycling to residents. Mrs. Drumheller noted that she and Jonathan made a quick cell phone video of him juggling cartons to promote ARD and his coming to area schools. One of his acts will include cartons and having them magically become a new item such as a roll of paper towels.

Further Mrs. Drumheller informed the Board that this year's campaign and contest with local media will focus on carton recycling education. The campaign will include creative spots, the contest, and Mrs. Hynes will be a guest on Virginia This Morning sometime during the week of Nov 13-15.

Item No. 11: Public Information

Mrs. Drumheller informed the Board that Ms. Kate Carney began as our Recycling Education and Outreach Specialist on October 2 and she has hit the ground running. CVWMA is very excited to have her on board.

Outreach and Education (September)

Mrs. Drumheller reported that Staff responded to 13 requests for the month which included 11 requests for educational materials and 2 events (Business – 3 requests, Government – 5 requests, School – 3 requests, Church 1, and Citizen 1). These efforts impacted 42 people and 1,920 education materials were distributed. The CVWMA Staff participated with an educational table at recent Virginia Council for Litter Prevention and Recycling meeting in Henrico.

In addition, Ms. Stephanie Breaker, CVWMA Call Center Supervisor and a minister at Anointed Life Baptist Church had a display in the church and have made recycling at the church and at home a priority. Megan Brown of Keep Henrico Beautiful and the Donahoe School Library are using 1,000 education materials we gave them for a schoolwide recycling night program at the school. Dianne Piotrowski, in Colonial Heights was provided 300 calendars to be used to educate new residents signing up for utilities about the recycling program.

CVWMA Customer Service Survey

Mrs. Drumheller continued informing the Board that the Customer Service Survey went live September 15 and will run through Wednesday, November 15. Over 300 surveys have been submitted by residents from most of our 13 member jurisdictions. Staff has been promoting the survey through the website, collection day reminder, electronics email blast, monthly electronic newsletter and social media. A print copy is available for customers without online access as well as to use at local events. Information will be compiled and shared with members of the CVWMA Board of Directors as well as on our website in December.

Carton Council Education Grant Award

Mrs. Drumheller reminded the Board that CVWMA received a \$5,000 from grant from the Carton Council and Staff has included carton recycling in most of the new fall educational venues.

CVWMA Website/Social Media/Collection Day Email Reminders

Mrs. Drumheller indicated that the CVWMA website continues to be a popular resource. The survey results so far show that people are using the website to find the information they need.

Columbus Day Holiday Messaging- On Regular Schedule

CVWMA issued a press release and shared on the website and social media that Columbus Day Holiday has no impact on residential recycling and trash collections. Although the information about the holiday was shared on a number of platforms, our Customer Service team responded to a lot of calls about collection day that week. One of the agenda items for the next Curbside Education Advisory Committee and Education Work Group is to further develop ways that our member localities can help us share information about holiday and weather impacts to residential recycling and trash service.

Curbside Education Advisory Committee and Education Work Group

Mrs. Drumheller informed the Board that the next quarterly meeting will be held on Tuesday, October 24, at 10 am at County of Henrico Department of Public Utilities (Construction, Operations and Solid Waste), 10401 Woodman Road, Glen Allen, VA. The member focus for October will be Henrico County Solid Waste and Keep Henrico Beautiful (KHB) and she thanked Mr. J. Clary (A-Henrico) for hosting the meeting. She mentioned that Megan Brown, KHB is spearheading a regional initiative for litter prevention.

Item No. 12: Administrative

Mrs. K. Hynes informed the Board that CVWMA assisted Henrico County in applying for a state litter prevention and recycling competitive grant. The grant was submitted to host a regional recycling event, possibly two events, for the collection of ewaste, possibly household hazardous waste, latex paint and offer document shredding. The application was due October 18 and notification of award will be November 15.

Continuing, Mrs. Hynes notified the Board that Tri-Cities Landfill has made a formal request to CVWMA to amend the Central Virginia Solid Waste Management Plan to include an expansion of the landfill in Petersburg.

She reminded the Board of upcoming meetings, dates and times and invited all to participate. In addition, at the November 17, 2017 Board of Director's meeting, Staff will be distributing the Proposed 2019 Operating Budget.

Item No. 13: Closed Session

Mr. R. Dunn (M-Chesterfield) motioned and Mr. M. Kukoski (M-Richmond) seconded and it was carried to move into closed session pursuant to Virginia Code Section 2-2-3712 for the purpose of consulting with legal counsel regarding specific legal matters regarding the provisions of legal advice, as authorized under Virginia Code Section 2.2-3711(A)(7) and further the presence of Kim Hynes and Rich Nolan is required during the closed session as they are necessary to the discussion and will reasonably aid the Board in its consideration of the matters at issue. The doors were closed.

Mr. R. Dunn (M-Chesterfield) motioned, Mr. M. Kukoski (M-Richmond) seconded and it was carried to exit the closed session and re-open the meeting to the public. The doors were opened.

Pursuant to Virginia Code Section 2.2-3712D the following certified to the best of their knowledge that only those matters identified in the motion to move into closed session were in fact discussed during the closed session, such matters being properly exempted from the open meeting requirement pursuant to Virginia Code Section 2.2-3711(A)(7) and 2.2-3712A:

Mr. L. Sloppy (M-Ashland)	Mr. M. Flagg (A-Hanover)
Mrs. M. Phillips (M-Chesterfield), Vice Chair	Mrs. M. Kelley (M-Henrico)
Mr. R. Dunn (M-Chesterfield)	Mr. R. Whiteman (M-Henrico)
Mr. S. Zaremba (M-Chesterfield)	Mr. B. Chan (A-Henrico)
Mr. C. Bowles (A-Chesterfield)	Mr. J. Clary (A-Henrico)
Mr. J. Howard (A-Chesterfield)	Mr. E. Watson (M-Hopewell), Director
Mr. W. Henley (A-Colonial Heights)	Ms. P. Paige (M-New Kent), Secretary
Ms. L. Dunn (M-Goochland)	Mr. J. Melis (A-Powhatan)
Mr. S. Wyatt (M-Hanover)	Mr. M. Kukoski (M-Richmond), Treasurer
Mr. S. Chidsey (M-Hanover)	

Mr. Dunn (M-Chesterfield) motioned, Mrs. M. Kelley (M-Henrico) seconded and the vote carried authorizing CVWMA Legal Counsel Mr. Jim Snyder to prepare a response to the letter received September 14, 2017 from Corey Booker of LeClair Ryan and Attorney for Fountainhead Properties.

Old/New Business

With no further business to come before the Board, Vice-Chair Phillips opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 12:05 p.m. The motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. R. Whiteman (M-Henrico) and carried that the September 15, 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 October 20, 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., November 17, 2017. Given under my hand and seal of the CVWMA this 17th day of November 2017.



J. Allen Lane, Chairman

RESOLUTION 18-03

A resolution awarding contracts for Yard Waste Processing Services between the Central Virginia Waste Management Authority and Yard Works, LLC and E.J. Wade Construction, LLC and Special Project Service Agreements with participating local jurisdictions for a five (5) year period commencing on January 1, 2018.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

WHEREAS, the report included as Staff Agenda Item No. 4 of the November 2017 Board Agenda outlined the proposed Yard Waste Processing services between the Central Virginia Waste Management Authority and Yard Works, LLC and E.J. Wade Construction, LLC; and

WHEREAS, the Executive Director is authorized, subject to General Counsel's review and approval, to execute a contract for Yard Waste Processing Services between the Central Virginia Waste Management Authority and Yard Works, LLC and E.J. Wade Construction, LLC; and

WHEREAS, the Executive Director is authorized, subject to General Counsel's review and approval, to execute Special Project Service Agreements between the Central Virginia Waste Management Authority and member localities as requested; and

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

Adopted this 17th of November, 2017

ATTEST:


J. Allen Lane, Chairman

