

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
MAY 17, 2019
2104 WEST LABURNUM AVENUE
RICHMOND, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

Marcia Phillips (M-Chesterfield), Chairman
Mark Kukoski (M-Richmond), Treasurer
Patricia Paige (M-New Kent), Secretary
Robert L. Dunn (M-Chesterfield), Director
J. Allen Lane (M-Henrico), Past Chair
Jennifer Schontag (M-Ashland)
Scott Zaremba (M-Chesterfield)
William E. Henley (A-Colonial Heights)
Dwayne Jones (A-Goochland)
Stephen Chidsey (M-Hanover)
Michael Flagg (A-Hanover)
Marcia E. Kelley (M-Henrico)
Robert C. Whiteman (M-Henrico)
Monique Robertson (M-Hopewell)
Johnny Melis (A-Powhatan)
Darlene Jenkins (M-Richmond)
Miles Jones (M-Richmond)

Non-Voting:

Lee Sloppy (A-Ashland)
Clay Bowles (A-Chesterfield)
Jeffrey Howard (A-Chesterfield)
Jon Clary (A-Henrico)

Staff:

Kimberly A. Hynes, Executive Director
Richard Nolan, Director of Operations
Nancy Drumheller, Public Affairs Manager
Kenna Shea, Accounting and Financial Manager
Reginald D. Thompson, Operations Analyst
Mary Beth Mains, Part-time Administrative Assistant
Stephanie Breaker, Sr. Customer Service Supervisor

MEMBERS/ALTERNATES NOT PRESENT

Scott A. Wyatt (M-Hanover), Vice Chairman
Ricky Hicks (M-Charles City)
Michelle Johnson (A-Charles City)
Al Pace (A-Chesterfield)
Doug Smith (M-Colonial Heights)
Leigh Dunn (M-Goochland)
Randy Hardman (A-Hanover)
Chip England (A-Henrico)
Bentley Chan (A-Henrico)
James H. Burrell (A-New Kent)
Tangela Innis (M-Petersburg)
William Riggelman (A-Petersburg)
Michael Purvis (M-Prince George)
Rod Compton (A-Prince George)
Serena Li (A-Richmond)

Guests:

With a quorum in attendance Chairman M. Phillips (M-Chesterfield) called the meeting to order at 9:00 a.m.

CHAIRMAN'S AGENDA

Item No. 1: Public Comment Period

Chairman Phillips (M-Chesterfield) opened the floor for public comment. Without any requests to address the Board, she closed the public comment period.

Item No. 2: Minutes of the Regular Meeting of April 19, 2019

Chairman Phillips (M-Chesterfield) opened the floor for a motion to approve the minutes of the regular meeting of April 19, 2019, as submitted. Mrs. M. Kelley (M-Henrico) requested a verification to the Recycling Rate numbers for 2017 and 2018, starting on page 6, paragraph five of the April minutes. Mrs. K. Hynes, CVWMA Executive Director provided staff would clarify and the minutes would be brought back to the Board at next month's meeting.

Item No. 3: Chairman's Report

Chairman Phillips thanked Vice Chairman Wyatt (M-Hanover) for taking her place at the April Board Meeting.

Continuing, Chairman Phillips stated it has been her privilege to serve on the CVWMA Board for over 25 years and she wanted to take this time to talk about what Board Members do and what the Authority itself does. The Authority is a public agency and it operates under the same rules, laws and regulations as other public agencies. CVWMA is not part of the executive branch but like all of the jurisdictions Board Members serve, CVWMA is that kind of agency. We operate as a purchasing committee for the jurisdictions that are a part of the CVWMA Board. Jurisdictions outsource the function of requesting proposals; assessing those proposals when they come in; selecting the proposal that works best; and then making those proposals and the services under them available to member jurisdictions. As a member of the Board, it is your responsibility to know what you are voting on and when we approve the contracts, to know what the contracts are about. It is also your responsibility to make sure your jurisdiction understands what the CVWMA Board does and what you are doing. When you enter into a contract, it is a formal agreement bound by law. It cannot be changed if one person or one member wishes to change it. Everyone has to agree to the change. We are not in any way a monopoly, Chairman Phillips stated. She noted she had heard that term used about the organization several times in the past 2 months. That is not what we do. We look at all of the contracts, bids and proposals that come in and our Technical Advisory Committee (TAC) selects them and we vote on them. You will be voting later this morning on one of the contracts. That is what we do in this organization. Mrs. Phillips stated she has been happy to fulfill this role for the past 25 years.

Item No. 4: Nominating Committee Report

Mr. J. Lane (M-Henrico), past Chairman and Nominating Committee Chair, thanked committee members Mr. Lee Sloppy (A-Ashland) and Mr. William Henley (A-Colonial Heights) for their efforts and he introduced the recommended slate of officers for fiscal year 2019-2020: Mrs. Marcia Phillips (M-Chesterfield), Chairman; Mrs. Patricia Paige (M-New Kent), Vice Chairman; Mr. Miles Jones (M-Richmond), Secretary; Mr. Robert Dunn (M-Chesterfield), Director. Mr. Lane noted the Treasurer position is undetermined currently but there have been talks with a prospective candidate. The officers will be presented for voting at June's Board meeting for a vote. Chairman Phillips thanked those that are willing to serve.

STAFF AGENDA

Item No. 5: Residential Recycling Program

Mr. R. Nolan, CVWMA Director of Operations, reported the total tonnage of recyclables collected in the month of April in the residential recycling program was 2,996 tons, 54 tons more than last April. Fiscal year to date tonnages totaled 30,460 tons. For the same period last fiscal year, 30,731 tons were collected equating to a difference of 271 tons less year over year. Mr. Nolan noted that part of the decrease is due to the aggressive Oops! efforts in Petersburg. Mr. Nolan added that there was a total of 142 misses for the month in Petersburg compared to 82 last month. Mr. Nolan noted the issues appear to be some of the Petersburg residents that didn't see the Oops! Stickers on their carts and reported their carts had been missed.

Mr. Nolan shared that 8,244 Oops! Stickers have been issued year to date. The biggest contamination issues are plastic bags (38% of the total collected); food/Styrofoam (23%); and garbage (35%). The TFC Audit Team will continue to focus on plastic bag contamination.

Mrs. K. Hynes reminded the Board that we are transitioning contractors for the city of Hopewell and have been working on routing changes. Postcards will be sent closer to the transition date alerting customers of the changes.

Chesterfield Curbside Recycling Program

Mrs. Hynes gave an update on the Chesterfield Curbside Recycling Program noting there has been several meetings in the last several weeks with Chesterfield County leadership and that CVWMA is continuing the conversation and talking about the future of the program. Some of the meetings have included TFC and working on solutions that will benefit not only Chesterfield County but the regional program as well. Chesterfield is certainly at the table and she hoped that we can keep them at the table. It is important to remember through this whole process that providing a regional umbrella for all of our programs provides each of our localities a benefit of economies of scale. Working together and making our program look consistent across jurisdictional boundaries and at the same time recognizing the individuality of each locality has always been CVWMA's priority. CVWMA provides a menu of services that localities can pick and choose from, that fits individual needs.

CVWMA staff received a letter on May 16th from Chesterfield County and this letter is based on conversations with Dr. Casey and the leadership team and is also a follow up to the March 29th letter reserving the right to cancel the service agreement by July 1st. There is funding in the County budget through the end of December 2019. We are continuing those conversations and will be following up with a timeline of what we are working on and what we plan to do and if there is a decision to get out of the program, we will provide a deadline that we need to know by so that we can plan operationally. Mrs. Hynes stated we are continuing the conversation in a positive way and we will keep you posted along the way.

Continuing, Mrs. Hynes stated one of the things that came out of last week's conversation with TFC about the true cost of recycling. They had mentioned it costs them about \$70/ton to process single stream. That does not include collection, just processing of the material. The weighted average value of one ton of single stream is \$38 now. This time last year the value of one ton of single stream was \$98. We are paying a maximum of \$30/ton, therefore TFC is not quite breaking even on the processing. It is possible they may come back to us for additional costs for processing than our maximum \$30. I wanted to let you know that and certainly as Marcia said, please take that back to your localities.

Mrs. Hynes also noted she had copies of an article written by Republic Services, a trash and recycling company, for each Board member. The article explains before and after China's increased restrictions and bans on

recyclables and how it is affecting everyone across the country. The article discusses a new “normal” in contracting, including the true cost of recycling.

Mr. S. Chidsey (M-Hanover) asked when the time lines would be established, noting if Chesterfield pulls out there is rerouting and calendars for example that will need to be changed. Mrs. Hynes stated she had not come up with an exact date but what has been discussed is an August time frame. If the contractor has to do some rerouting, we need time to get that routing done and notify folks of changes. The timeline for designing the calendar will not change but getting the information out to the customer will change. Also, the number of calendars ordered and what is sent to the printer will change which will change the pricing. It would be best if we know as early in the fiscal year as possible.

Mrs. M. Kelley (M-Henrico) asked if CVWMA does not have a July Board Meeting how will members know what has been decided? Mrs. Hynes stated if there is something that needs Board action a special Board meeting could be called. The Chesterfield Board of Supervisors plan to meet in July to discuss this topic. Mrs. Hynes stated she did not think we would know anything by July or the timeframe of when we meet in July. Mrs. Hynes noted we will have more frequent meetings and discussions with the County. Mrs. Hynes verified with Chesterfield Board Members present at the meeting that it would not be brought up for discussion before the next County meeting. Mrs. Hynes stated we are working on providing solutions.

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

In the month of April, Mr. R. Thompson, CVWMA Operations Analyst, reported 5 misses were recorded in Ashland and 13 misses in the Chesterfield tax relief program for County Waste; 141 misses were recorded in Colonial Heights, 236 misses in Hopewell; and 266 misses in Petersburg by CFS. Mr. Thompson noted that staff is in the process of writing a letter to CFS requesting a plan of action to correct and address the issue of increased misses.

Item No. 7: Consideration of Resolution 19-19 Amending the Contracts for Delivered Paper

Mr. R. Nolan reported the terms of the contracts between CVWMA and Sonoco Recycling, LLC, RMR and Butler Paper Recycling for delivery of OCC and Mixed paper services and collection of baled OCC expire June 30, 2019. The original contracts were for two years with two 2-year renewal options. This request is to renew the contracts for the last of the two 2-year renewals. Both Sonoco and RMR have been accepting OCC and Mixed Paper from participating member jurisdictions for the past 4 years. Butler Paper has provided the collection and recycling of baled OCC from Powhatan and Hanover counties for the same period. All three vendors have provided good service and desire to renew their respective contracts for the same terms for another 2-year period. CVWMA receives a rebate under these contracts for accepting the recyclable material. There is no cost to the jurisdiction other than what cost occurs to get the material to the location. Mr. S. Chidsey (M-Hanover) asked Mr. Nolan to go over what the rebates are tied to. Mr. Nolan explained that the rebate is tied to what was formerly known as the Yellow Sheet and is now known as the RISI. The RISI issues a monthly commodity rate similar to other commodities. CVWMA receives 101% of the market price.

Chairman Phillips opened the floor for a motion to approve **Resolution 19-19** as submitted. A motion was made by Mr. S. Chidsey (M-Hanover), seconded by Mr. R. Dunn (M-Chesterfield), Director, and carried that **Resolution 19-19** be approved as submitted.

Item No. 8: Operations and Program Statistics

Mr. R. Nolan informed the Board that staff is working on transitioning the Drop Off Hauling program from CFS to TFC, both for hauling of roll off containers and the emptying of the FEL containers at various sites

around the region. TFC has started the transition by taking on the 2 busy sites in Henrico that are located at Shane Road and Church Road. A meeting is scheduled for next week to set up a schedule for transition at all the sites.

Mr. Nolan updated the Board on the Spring events that have been held the last couple of months. The following events are coming up: City of Richmond E-cycling Event – Thompson MS- Saturday, May 18 and Goochland County HHW & Document Shredding Event - Goochland Sports Complex/Skate Park Parking Lot, Saturday, June 8.

Continuing, Mr. Nolan noted the commodity markets for fiber fell again this month. April commodity pricing for Mixed Paper is still at \$0; Old Corrugated Cardboard (OCC) went from \$50 to \$40, and newsprint has stayed at \$25.

Plans are in the works for Chesterfield, Hanover, and other jurisdictions to meet with the new CVWMA waste oil contractor, UEC. The new contract begins July 1st.

Both Goochland and Powhatan schools will be joining Ashland and Hanover in our MSW FEL Program starting July 1, Mr. Nolan noted.

Item No. 9: Technical Advisory Committee

Mr. Nolan stated the TAC met on May 2nd and topics of discussion included contracts; updates to the 5 Year Solid Waste Management Plan; Disaster Relief Training on June 6th; and the next TAC meeting moving to June 13th.

The Solid Waste Management Plan is due to DEQ in August. Mr. Nolan noted the first 3 sections have been finalized. TAC is currently getting comments and finishing up section 4 which includes landfill permitted capacity.

The Disaster Relief training event will be held from 1:00 pm until 5:00 pm on June 6th at the Henrico Training Center, 7701 E Parham Rd., Henrico. The next TAC Meeting will be on June 13th at 9 a.m. and all are welcome to attend Mr. Nolan stated.

Mr. J. Clary (A-Henrico) noted that several localities received a letter from County Waste asking them if they would like to reserve capacity in the new Green Ridge landfill in Cumberland County. Mr. Clary asked if this should be something the CVWMA should address on behalf of the members. Mr. Nolan stated he thought this should be a TAC meeting discussion for response collectively. Mr. Nolan noted the letter sent by County Waste was a form letter from DEQ which is one of the first steps DEQ has suggested as a guideline for new landfills and lateral expansions. It is suggested in guidance documents that the letter go out to all municipalities in Virginia as a request to reserve airspace. It does talk about contracting with the landfill in the letter and Mrs. Hynes stated she does not believe we want to do that at this time. Mr. R. Dunn (M-Chesterfield), Director, asked if Cumberland County Landfill is in the Solid Waste Plan. Mr. Nolan responded that since the Green Ridge Landfill is in the early stages of permitting, it's capacity would not be included however it will be mentioned as potential future capacity. Mr. Nolan noted the former Republic landfill that did not open in Cumberland County is mentioned in the plan. Mr. S. Chidsey (M-Hanover) noted that the letter talks about a gate rate which is a little behind the times. Mrs. M. Phillips (M-Chesterfield), Chairman, stated DEQ wants to make sure there is a need for the landfill.

Item No. 10: Earth Day 2019

Earth Day 2019 Wrap Up

Mrs. N. Drumheller, Public Affairs Manager shared details of staff activity for the month of April. There were 75 requests for the month of April from all of the jurisdictions except Charles City compared to 60 for April 2018. There were 33 presentations; 13 requests for educational for materials; 21 events; and 8 media events; 3,842 people were impacted compared to 2,546 last April, and 13,719 requests for educational materials compared to 11,353 last year. Some of the Earth Day events staff participated in included the Federal Reserve Bank; the Science Museum of Virginia (American Chemist Society was at their event); and Midlothian and Powhatan Libraries. Mrs. Drumheller noted this does not include jurisdiction events. 93 people signed the pledge to Reduce, Reuse, and Recycle and over 328 recycled paper Forget Me Not Seed Starters were given away. Mrs. Drumheller noted that nothing was given away without first having them answer a recycling related question for greater impact.

Item No. 11: Public Information

Reduce Contamination in Recycling Campaign

Mrs. N. Drumheller gave a year to date summary of activity for the Oops! Campaign and the Reduce Contamination in Recycling Campaign. She noted \$40,000 was appropriated to use towards the campaign. Staff developed art files with Recycling Partnership; staff distributed 802 original Oops! stickers; distributed 4,318 Recycle Right/Oops! rack cards; distributed 4,792 plastic bag keepers; Public Affairs Manager worked 31 Oops! specific educational tables; Call Center staff mailed out 3,386 Recycle Right, Oops! rack cards and plastic bag holders. Mrs. Drumheller stated getting rid of plastic bags in recycling a priority.

Mrs. Drumheller thanked Jon Clary (A-Henrico) and Marcia Kelley (M-Henrico) for the invite to the Henrico Town Hall Meeting. Jon showcased what he does, Mrs. K. Hynes talked about China, and Mrs. M. Kelley and Mrs. Drumheller showcased their Recycling Right presentation, highlighting the Wishful Recycler. Ms. M. Robertson (A-Hopewell) and Mrs. Drumheller were at the Treasurer's Office and the City Manager's Board of Supervisors Meeting talking about education and the impacts of Recycling Right. Mrs. Drumheller noted the additional program monies allowed her to recontact the 6,500 people who had taken the Recycling Right quiz and stated they wanted more information. Staff targeted specific educational messaging in areas with higher contamination. Jonathan Austin was invited to the Hopewell schools and he put an Oops! Sticker on his forehead and explained to the school children what the sticker was and how to recycle right. Mrs. Drumheller thanked Ms. Darlene Jenkins (M-Richmond) and noted they will be at City Hall on Monday, May 20th.

The Virginia Recycling Association Conference theme was to change behaviors Mrs. Drumheller noted. Mrs. K. Hynes was a session speaker with Recycling Partnership. Mrs. Drumheller is now part of a national group of city and county recycling coordinators spearheaded by Recycling Partnership to educate the "Wishful" Recyclers and how they are impacting contamination nationwide. Keeping up the momentum of this regional contamination education for curbside and drop-off is a priority.

Residential Recycling Changes in Hopewell

Staff has been busy with the design and printing of 4 versions of the existing 2019 CVWMA Recycling Collection Schedule to send out to over 6,000 residents that will have a collection day change starting in July when TFC begins collecting in Hopewell. The new calendars will include Oops! information Mrs. Drumheller stated.

CVWMA Waste Reduction News, Website, Social Media and Collection Day Email Reminder

Social Media summary: distributed the May WRN 2019 monthly electronic newsletter to 1,368 email subscribers; 15,738 unique visitors made 31,809 visits to over 76,441 pages on the CVWMA website; CVWMA Pinterest site added 8 new pins to existing boards (79.2% of Pinterest users are female); 371 emails were added to the Curbside Email Reminder bringing the total subscribers to 33,988 as of April 2019.

Curbside Education Advisory Committee Quarterly Meeting will be moved to next fiscal year.

Mrs. Drumheller noted Ms. K. Carney, Recycling Education & Outreach Specialist, has resigned effective the end of May because she is moving out of state. To avoid cancelling summer programs and to cover all of the existing programs scheduled by Ms. Carney, staff plans to hire contractors through Young Scientists LLC, who offer teachers with Masters of Education.

Item No. 12: Financial Reports for April 2019

Mrs. K. Shea, CVWMA Accounting and Financial Manager, relayed that the financial activity for April is consistent with previous months and the Authority continues to remain within total budget in all funds as of April 30, 2019. CVWMA has a combined Net Income of \$91,581 year to date. The net income will continue to decrease as we continue to incur additional expenses in the last quarter of the fiscal year. The accounts receivable schedule reflects the details of the amounts due to the Authority and staff is working with the municipality to bring the \$47,671 past due amount current.

Chairman M. Phillips (M-Chesterfield), opened the floor for a motion to accept the Financial Reports for April 2019. A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. M. Kukoski (M-Richmond) and carried that the Financial Reports for April 30, 2019 be approved and filed as submitted.

Item No. 13: 2019 Budgetary Transfers

Mrs. K. Hynes noted as we approach the end of the fiscal year, staff has reviewed revenues and expenses by line item and compared actual to budget to determine any necessary transfers that need to come before the Board. In accordance with the budget, staff is to bring any transfers in excess of \$2,500 between the various categories in our budget to the Board. Mrs. Hynes stated staff has no budgetary transfers to bring before the Board.

Item No. 14: Consideration of Resolution 19-20: Reaffirming the Pay and Classification Plan for Fiscal Year 2019-2020

Mrs. Hynes noted this is the time of year we come back to the Board to reaffirm the salary increase for the next fiscal year. In December the Board adopted the 2020 Operating Budget. Mrs. Hynes noted staff has reviewed the upcoming budget, the current and anticipated levels of activity and even though there is still some uncertainty in the recycling markets, staff has budgeted very conservatively. CVWMA has made up for market shortfalls in investment income and a reduction in costs in other areas. Mrs. Hynes stated that staff believes the 3% increase that is budgeted is deemed sustainable.

Chairman Phillips opened the floor for a motion to approve **Resolution 19-20** as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), Director, seconded by Mr. M. Kukoski (M-Richmond), Treasurer, and carried that **Resolution 19-20** Reaffirming the Pay and Classification Plan for Fiscal Year 2019-2020 be approved as submitted.

Item No. 15: Administrative

Mrs. K. Hynes introduced Mrs. J. Schontag (M-Ashland) who is the new Board Member for the Town of Ashland. She and Mr. L. Sloppy (A-Ashland) have switched places after the Town Council vote earlier this week. The new alternate for Mr. Kukoski (M- Richmond) will be Serena Li (A-Richmond).

Mrs. Hynes stated she presented at the Virginia Recycling Association (VRA) Conference in Henrico recently. The presentation was on the CVWMA Oops! campaign details that CVWMA has been working on all year to reduce contamination in recycling. Mrs. Hynes noted it was a good conference and that she was able to hear the national view of what others are doing around the country to reduce contamination and to increase the quality of recycled materials.

Mrs. Hynes reminded the Board of the Disaster Recovery Training event on Thursday, June 6, 2019, 1:00 pm – 5:00 pm at the Henrico Training Center. Mrs. Hynes noted this is a great opportunity for members from all 13 of our localities to get a refresher and learn new information. Representatives from all 4 of our disaster recovery and monitoring vendors, VDEM and DEQ will be participating in the event.

Mrs. Hynes stated she will be participating in the Recycling Partnership, Recycling Leadership Summit at the end of June. This is Recycling Partnership's first summit and they have invited 50 cities from across the country to participate, Mrs. Hynes stated. She will be attending with representatives from the City of Richmond and the discussion will be on urban communities and recycling. Mrs. Hynes stated she looks forward sharing information from the summit.

On June 28th DEQ will be talking with CVWMA Board Members, TAC and industry partners, County Waste and TFC about the future of curbside and drop off recycling from the states perspective. DEQ sent out a survey in the fall asking for challenges to recycling and providing suggestions for more state involvement. DEQ is visiting regions of the state to follow up on that survey. The meeting is scheduled for June 28th at 10:00 am, in the Large Conference Room at 2104 W. Laburnum Avenue. Mrs. Hynes noted DEQ would like to meet with as many folks as possible.

Mrs. Hynes stated she has been working with a former CVWMA Board Member, Matt Benka who works with the Virginia Israel Advisory Board (VIAB) and UBQ Materials. UBQ converts waste into a material similar to plastic and they are looking to locate a plant in the US. Working with our vendor, CVWMA will buy the first 2,000 recycling bins from UBQ material that are made out of this converted waste material. They will be arriving in the next month. They would also like to possibly attend the June 21st Board Meeting to talk to the Board about their process, how it works and what their plans are for the future. There will be a press event once the bins arrive. Mrs. Hynes noted that UBQ and this new technology will be very important as we are planning for solid waste management. Diverting waste from landfills should be a big part of our plan for future, Mrs. Hynes stated.

Mr. R. Dunn (M-Chesterfield), Director, asked for clarification between the slide showing the next Board Meeting as June 14th and the Board Agenda package showing the date as June 21st. Mrs. Hynes confirmed the next Board Meeting will be June 21st. Mrs. Hynes noted the Executive Committee meeting will be a week earlier than normal, on June 4th.

Old/New Business

Chairman Phillips asked if there was any old or new business to come before the Board.

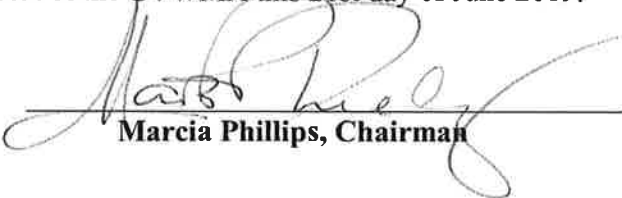
With no further business to come before the Board, Chairman Phillips opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 10:06 a.m. The motion was made by Mr. R. Dunn (M-

Chesterfield), seconded by Mr. W. Henley (A-Colonial Heights) and carried that the May 17, 2019 Board of Directors' meeting be adjourned.



CERTIFICATE

I, Marcia Phillips, Chairman of the CVWMA, certify that the foregoing minutes are a true and correct copy of the minutes of the May 17, 2019 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., June 21, 2019. Given under my hand and seal of the CVWMA this 21st day of June 2019.



Marcia Phillips, Chairman

