

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
AUGUST 16, 2019
2104 WEST LABURNUM AVENUE
RICHMOND, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

Marcia Phillips (M-Chesterfield), Chairman
Patricia Paige (M-New Kent), Vice Chairman
Miles Jones (M-Richmond), Secretary
Michael Purvis (M-Prince George), Treasurer
J. Allen Lane (M-Henrico), Past Chair
Jennifer Schontag (M-Ashland)
Scott Zaremba (M-Chesterfield)
Dwayne Jones (A-Goochland)
Stephen Chidsey (M-Hanover)
Scott A. Wyatt (M-Hanover)
Marcia E. Kelley (M-Henrico)
Robert C. Whiteman (M-Henrico)
William Riggelman (A-Petersburg)
Johnny Melis (A-Powhatan)
Darlene Jenkins (M-Richmond)

Non-Voting:

Clay Bowles (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
Stephanie Breaker, Sr. Customer Service Supervisor
Mary Beth Mains, Part-time Administrative Assistant

MEMBERS/ALTERNATES NOT PRESENT

Robert L. Dunn (M-Chesterfield), Director
Lee Sloppy (A-Ashland)
Michelle Johnson (A-Charles City)
Ricky Hicks (M-Charles City)
Jeffrey 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)
Michael Flagg (A-Hanover)
Chip England (A-Henrico)
Bentley Chan (A-Henrico)
Monique Robertson (M-Hopewell)
James H. Burrell (A-New Kent)
Tangela Innis (M-Petersburg)
Rod Compton (A-Prince George)
Mark Kukoski (M-Richmond)
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 August 16, 2019

Chairman Phillips (M-Chesterfield) opened the floor for a motion to approve the minutes of the regular meeting of June 21, 2019, as submitted. A motion was made by Mr. A. Lane (M-Henrico), past Chair, seconded by Mr. J. Melis (A-Powhatan) and carried that the minutes of the June 21, 2019 Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 3: Chairman's Report

Chairman Phillips welcomed all attendees and moved onto the Nominating Committee report.

Item No. 4: Nominating Committee Report

Election of Treasurer for Fiscal Year 2019-2020

Mr. A. Lane (M-Henrico), past Chairman and Nominating Committee Chair, reminded the Board that a Treasurer had not been previously elected but he was happy to report that the committee is nominating Mr. M. Purvis (M-Prince George) for Treasurer.

Mr. S. Wyatt (M-Hanover) motioned to close nominations for Treasurer, Mr. J. Melis (A-Powhatan) seconded and it was carried to close nominations.

Chairman Phillips asked if there was a motion to approve the Treasurer as presented by the nominating committee and it was moved by Mr. S. Chidsey (M-Hanover), seconded by Mr. S. Wyatt (M-Hanover) and Mr. M. Purvis (M-Prince George) was elected to the position of Treasurer.

Item No. 5: Installation of Officers for Fiscal Year 2019-2020

Mrs. Kenna Shea, CVWMA Accounting and Financial Manager, administered the Oath of Office to the new officers for the 2019-2020 fiscal year. Mrs. K. Shea requested that all officers-elect stand and recite the Oath of Office after her.

Officers Sworn in for the 2019-2020 Fiscal Year are as follows:

Mrs. Marcia Phillips (M-Chesterfield).....Chairman
Mrs. Patricia Paige (M-New Kent).....Vice-Chair
Mr. Michael Purvis (M-Prince George).....Treasurer
Mr. Miles Jones (M-Richmond).....Secretary
Mr. Allen Lane (M-Henrico).....Past Chair
Mr. Robert Dunn (M-Chesterfield), Director, was not in attendance.

STAFF AGENDA

Item No. 6: 2019 Education and Outreach and Program Statistics Presentation

Mrs. Nancy Drumheller, CVWMA Public Affairs Manager, gave a snapshot of efforts throughout the region in Fiscal Year 2019 by the 2 Public Information (PI) staff (Mrs. N. Drumheller and Ms. K. Carney) for education and outreach as well as a recap of the yearlong campaign to reduce contamination in recycling, as allocated by the Board. PI Staff responded to 467 requests from a variety of groups to do presentations, provide education tables at local events, or for educational materials; 238 educational presentations on "Recycle Right" noting the larger schools required multiple programs if there was more than one class per grade; staff hosted educational tables at 82 events (which is up significantly because of yearlong campaign to reduce contamination in recycling); served as a judge on a panel for Henrico 4H Public Speaking Competition and the Virginia LifeSmart Competition; and the Authority had 26 media stories. Staff estimates impacting over 20,000 people through education and outreach programs.

Chesterfield County, Henrico County and the City of Richmond continue to be the top requestors for education and outreach but all 13 jurisdictions were served. With the yearlong campaign to reduce contamination in recycling, staff saw an increase in requests from other localities as staff provided education for drop-off recycling too. Mrs. Drumheller thanked Mr. J. Melis (A-Powhatan), Mr. J. Clary (A-Henrico) and Mr. M. Jones (M-Richmond), Secretary, for making introductions and partnering with staff in their respective locality. Mrs. Drumheller noted that staff, with the help of the Young Scientists, were able to continue maintaining the level of service even without the full time Recycling Education and Outreach Specialist who resigned in May.

Mrs. Drumheller continued reporting there were 129 requests resulting in over 72,000 materials distributed throughout the region. Chesterfield County, Henrico County and the City of Richmond lead with the amount of educational materials shared at programs, events or as a request from a citizen, home owner associations, or civic groups. In addition, member localities that do not participate in the Curbside Recycling Program were able to receive increased supply of materials because of the funds allocated for the yearlong campaign that Staff will recap later. Mrs. Drumheller reminded the Board that her reporting does not include the outreach efforts of the Call Center or member localities.

Mrs. Drumheller shared that the focus for the 2018 America Recycles Day was to pledge to "recycle right." Over 100 pledges to Reduce, Reuse, and Recycle were submitted. Mrs. Drumheller thanked the many members of the Curbside Education Advisory Committee for helping staff get the messages out on the importance of recycling right. Staff provided presentations, worked events and was a vendor at the Virginia Association of Science Teachers (VAST) Professional Development Institute in Williamsburg. In addition, CVWMA partnered with CBS6 to run the Oops! Recycle Right Contest. It launched on America Recycles Day, November 15th and ran through January 15, 2019. Mrs. Drumheller thanked all of the CVWMA partners and noted CVWMA could not accomplish all that they have without our partners.

For Earth Day, the Public Information staff serviced 75 requests for the month of April compared to 60 requests last year and estimate 3,842 people were impacted compared to 2,546 last April. 13,719 educational materials were distributed versus 11,353 last April. This year over 600 recycled paper "Forget Me Not Seed Starters" were given away Mrs. Drumheller noted. The focus for Earth Day was to rethink waste and reduce environmental impact. Mrs. Drumheller stated that she wished people would be environmentally conscious all year long instead of just the month of April. In addition to CVWMA efforts, staff promoted locality special collection events and other programs including National Prescription Drug Take Back events that take place each year in the spring and fall.

Mrs. Drumheller noted the annual collection schedule is the biggest educational material that CVWMA staff circulates. Staff includes as many educational messages as can fit as the public looks for this piece each year. Mrs. Drumheller noted even when you think you have covered everything the Customer Service Team shares new questions/comments they hear from the public.

Mrs. Drumheller stated that the Customer Service Team including, Mrs. S. Breaker, Senior Customer Service Supervisor, two full time customer service representatives, and one-part time customer service representative do a great job. The Authority received over 103,000 inbound calls this past fiscal year. Of these calls, about 47,000 callers heard a clear and effective message in the phone queue and did not call back thanks to the updated phone system. The Customer Service Team processed over 56,000 inbound calls; made over 7,580 outbound calls to follow-up or verify service; and responded to over 7,515 web/email requests from the public and locality staff. In addition, they mailed out over 12,000 publications requested by customers which included calendars, extra container stickers, "Recycle Right/Oops!" rack cards, plastic bag keepers, and processed many credit card sales of bins and carts. Mrs. Drumheller discussed the value of live agents and the countless teachable moments they provide especially with the impact of contamination, service issues, inclement weather and pick up scheduling slides. A "Live Chat" feature will be coming soon as an additional customer service enhancement.

Mrs. Drumheller reported staff continues to see the online communications as an educational component all on its own. The public is connected to CVWMA in a variety of ways and staff is always out in front of the public with clear messages as people share what we post. In addition to keeping the website current and daily posts on social media, staff adds educational Pins (Educational Resources) on Pinterest and maintains a locality specific page for all 13-member jurisdictions; an event calendar for any special collection events; the Recycling Wizard feature as well as sharing locality information, and videos. Online communications are being completed simultaneously while staff are providing programs, answering emails, etc. Mrs. Drumheller reported that other Outreach Services include the Curbside email reminder, the Waste Reduction News Monthly electronics newsletter, the Regional Waste Line and the Electronic Recycling Collection Update email blast.

Mrs. Drumheller stated that there were over 214,500 unique visitors compared to 205,207 last year and over 475,800 page visits compared to 429,462 last year. A unique visitor means that each users information or email address is only counted once. CVWMA has over 8,500 "Likes/Followers" on Facebook compared to 8,000 last fiscal year. Followers want to be engaged and look for a variety of resources and visuals. Our Pinterest page visits average about 1,200 impressions per month and 31,000 users subscribe to the Curbside Email Reminder. The Waste Reduction News, monthly electronic email Newsletter has more than 1,400 subscribers.

Staff partnered with WTVR CBS6 on the Reduce Contamination Campaign and contest and it was a huge success. There was a lot of momentum from it with over 3,000 people entering the contest and answering several recycling related questions. People wanted to get an Oops! sticker so they could see what not to recycle, Mrs. Drumheller noted. The campaign educated residents on the impact they are each making when they do not recycle correctly. Mrs. Drumheller stated we are very lucky to have such great community partners, thanking WTVR CBS6. The Oops! CVWMA advertisement won Best Commercial by the Virginia Broadcasting Association.

CVWMA's yearlong campaign to reduce contamination was a great way to keep messages out in front of the public to recycle right. Staff spent an entire year providing messaging in a variety of ways, including bus signs, signage, ads, utility bill inserts, zip code specific education, and local events. She thanked Marcia Kelley (M-Henrico) and Mr. J. Clary (A-Henrico) for the opportunity to speak at one of Mrs. Patricia O'Bannon, Tuckahoe Board of Supervisors, Town Meetings. Mrs. Drumheller noted several City Managers have put Reduce Right information in their newsletters.

As we start our new fiscal year, Mrs. Drumheller stated CVWMA staff goals include going back to the basics of recycling: "Reduce. Reuse. Recycle."; provide consistent messaging and visuals to educate "wishcyclers"; stay

current and maximize technologies that engage customers; maintain partnerships and work with area experts to align the recycling education classroom presentations with the new Virginia Standards of Learning; collaborate with member localities on consistent messaging to the public; and ensure sustainability of our programs. Mrs. Drumheller stated that partnering with the Young Scientists has been a great success, noting the sustainability of our educational efforts has been immeasurable.

Mrs. Drumheller stated she appreciated the efforts of each of the localities and reminded the Board that she was only reporting on what CVWMA staff has worked on and her report does not include all of the efforts provided by the localities and partners.

Mrs. M. Kelley (M-Henrico) asked what the deadline for the calendars is, to which Mrs. Drumheller responded quotes will have to be turned in to staff by September 20th and then a printer and mail house will be chosen. Final artwork will have to be to the printer at the beginning of November. Mrs. Drumheller thanked Mrs. Kelley for asking and stated that this would be discussed more at the Curbside Education Advisory Committee meeting, as soon as she can get it scheduled.

Mr. R. Nolan, CVWMA Director of Operations, presented the annual report on Fiscal Year 2019 Program Statistics. He noted that 36,393 tons of recycling was collected in the Residential Recycling Program this is 759 tons less than the previous year. County Waste collected over 3,000 additional tons in Chesterfield County which was not part of the CVWMA program. Mr. Nolan stated there was a decrease in tonnage in Petersburg due to contamination enforcement and a turnover in new tenants that did not understand that recycling cans are not for trash, leading to contamination. Mr. Nolan noted that each of the jurisdictions have had year over year decreases noting there was reduction in glass and an upswing in plastic.

Referring to the slide Mr. Nolan noted the Residential Recycling tonnage was highest in Henrico, at 31.6%. Richmond and Chesterfield followed next with 29.3% and 27.2% respectively. Mr. Nolan noted all other participating jurisdictions were consistent with previous years.

The average monthly misses for FY19 were 584. Mr. Nolan reminded the Board of the 2 major snow storms in FY2019 and he noted he would like to see the numbers continue to decrease.

Mr. Nolan reported that in the Drop-Off program the volume has increased from 6,881 tons in FY18 to 7,338 tons for FY19. Mr. Nolan noted Mixed Paper, OCC and Single Stream tonnage are all up from last year.

Mr. Nolan also reported on Other Programs including Scrap Metal and CFC/HCFC Recovery. The CFC/HCFC removal program saw an uptick in volume due to Chesterfield and Goochland joining the program. Mr. Nolan noted volume collected in the Household Hazardous Waste Program was up in Used Oil and Category 1 (paints and solvents) and down in antifreeze and oil filters. Mr. Nolan noted there has been a change in the makeup of antifreeze, therefore maintenance departments do not change out antifreeze as often.

Mr. Nolan reported that there was a 46 ton decrease in waste tires in the Waste Tire program. The Propane Tank program saw a decrease of 46 propane tanks collected. Mr. Nolan noted one improvement in this year's Propane Tank Program is the contractor is picking up one pound, camping type, propane cylinders. Mr. Nolan noted a slight increase in eWaste collections. The contractors are seeing more flat screen televisions than previously accepted and fewer CRT (cathode ray tube) TVs. Volume was down about 12 tons in the Textiles Program.

Mr. Nolan noted that over \$900,000 was returned to the jurisdictions in FY19. The market price for Mixed Paper dropped from \$75/ton in July of FY2018 to \$0 ton in July of FY2019. This resulted in a \$100,491 decrease from FY18 in total program revenues. Mr. Nolan highlighted that OCC revenue dropped by \$25,330 and Mixed Paper revenue dropped by \$118,700. MSW Convenience Center Trash collections were consistent in FY19 across all jurisdictions except Goochland County who had an increase of 462 tons.

In closing, Mr. Nolan noted the world events and China no longer importing recyclables and mixed paper will continue to have a negative financial effect on CVWMA's Residential Recycling Program. The uncertainty of the United States economy may also have an impact on the recycling markets Mr. Nolan stated. New domestic paper mills are being built throughout the country which will help with the Cardboard and Mixed Paper markets in the future. Lastly, Mr. Nolan noted the impact of landfill availability in the CVWMA Region. Two MSW landfills in our region are currently involved in litigation. This could have an impact on the cost to dispose of MSW in the CVWMA Region in the future.

Item No. 7: Consideration of Resolution 20-01: Approval of the 5 Year Update to the Central Virginia Waste Management Plan

Mr. R. Nolan referred the Board to the Board Agenda Packet for a summary of the 5-year update to the Central Virginia Solid Waste Management Plan. He reminded the Board the Virginia waste management regulations require an update to the Plan every 5 years and the central Virginia regional plan is due to the DEQ by August 20. He provided the board with a summary of major updates, inclusions and assumptions made during the planning process. He reported that it is estimated, the region will generate over a million tons per year, or 22,000,000 tons over the 20 year planning period, based on population growth and the EPA's estimated waste generation rate of 4.48 pounds per person per day. Of that it is anticipated at least half will be recycled, leaving an estimated 11,000,000 tons to be disposed of in landfills or other waste alternatives. As part of the process, Mr. Nolan reported the most recent Solid Waste Information and Assessment (SWIA) report DEQ publishes was used to determine remaining capacity of permitted landfills in and outside of the CVWMA region. As of January 1, 2019, there remains over 41,000,000 tons of permitted capacity in sanitary landfills and another 23.7 million tons in construction, demolition and debris landfills in the region. In addition, landfills outside, but in close proximity to, the region have another remaining 99.6 million tons of capacity. Mr. Nolan made noted that the Shoosmith Landfill, which includes 20 million of the 41 million in permitted capacity, as a state permit for the expansion, however does not have local approval. Also, the Tri-City Landfill currently is not taking in waste the projected reopen date is unknown at this time. Mr. Nolan stated that County Waste is planning to construct a new landfill in Cumberland County, which was mentioned in the Plan as potential capacity in the future.

Mr. S. Chidsey (M-Hanover) noted the 99,000,000 tons have not been obligated to the CVWMA region, but to others outside of the state, without flow control. Mr. Nolan noted that the TAC reviewed the plan and the responses from each of our member localities that responded to the request for information. He gave a special thank you to Mr. S. Chidsey (M-Hanover) for all of his time working on the plan and the member localities who have helped to review the information.

Mrs. M. Kelley (M-Henrico) asked if information from New Kent and Richmond had been received and if we have to have information from all of the jurisdictions for this process. Mrs. K. Hynes stated she did not know if we are required to have it but that we did ask for the information and have not received it.

Chairman Phillips asked for a motion to approve **Resolution 20-01: Approval of the 5 Year Update to the Central Virginia Waste Management Plan** as presented. It was moved by Mr. S. Wyatt (M-Hanover), and seconded by Mr. A. Lane (M-Henrico), and approved as presented.

Item No. 8: Residential Recycling Program

Mr. R. Nolan reported the total tonnage of recyclables collected in the first month of the new year in the residential recycling program was 2,999 tons, 69 tons less than last July. Mr. Nolan added that there was a total of 793 misses for the month of July compared to 514 in June, mainly due to the City of Hopewell transferring from County Waste to TFC for residential collection. He indicated that the misses in Hopewell should decrease as everyone in Hopewell gets adjusted to the new schedule.

Item No. 9: Municipal Solid Waste (MSW) Program

In the month of July Mr. R. Thompson, CVWMA Operations Analyst, reported 61 misses were recorded in Ashland for CFS and 17 misses in the Chesterfield tax relief program for County Waste; In the tri-city area, 131 misses were recorded in Colonial Heights, 248 misses in Hopewell; and 189 misses in Petersburg by CFS. Mr. Thompson noted that CFS began collecting trash in Ashland in July under the new MSW contract and things seem to be falling into place after a rocky start in the first few weeks of collection. CFS was penalized for 29 misses in Hopewell during the month of July for a total of \$1,450.

Item No. 10: Operations and Program Statistics

Mr. Nolan noted June program statistics were available at the front of the room and July's final report will be available online once CVWMA receives all the numbers. Mr. Nolan noted the Drop Off program has changed from a dual stream to a single stream program. Mr. Nolan noted he added a column for residue and added single stream to the report. TFC is collecting in addition to processing that material now. To calculate the Comix, 65% is counted as Mixed Paper, 25% is counted as Comix and 10% as residue. OCC is delivered by the jurisdictions and the tons are noted on the report.

Mr. Nolan updated the Board on upcoming events: Chesterfield County e-cycling Event - November 16; City of Richmond Recycling Event – Location to be Determined, September 14 at 10:00 am – 2:00 pm; Henrico County e-cycling Event – October 5; Hanover County e-cycling Event - November 9; Hanover County Household Hazardous Waste Event – November 16.

Mr. Nolan noted the commodity markets for fiber held steady again. June 2019 commodity pricing for Mixed Paper is still at \$0; Old Corrugated Cardboard (OCC) stayed at \$35, and newsprint stayed at \$25.

Universal Environmental Services is the new CVWMA Waste Oil contractor, effective July 1st. Mr. Nolan noted CVWMA is receiving less rebate money for waste oil in the new contract but others are not receiving any rebate.

Mr. R. Whiteman (M-Henrico) asked if we know where TFC is taking the material they pick up. Mr. Nolan replied Mixed Paper is going to markets in Vietnam, India, Italy, and some domestic locations; cardboard is going mainly to Sonoco; and plastic, aluminum and glass stay in the United States. Mr. C. Bowles (A-Chesterfield) asked if we have documentation on that. Mr. Nolan stated he has not seen official bills of lading but noted it is something we could request.

Item No. 11: Technical Advisory Committee (TAC) Report

Mr. Nolan stated the TAC met on August 1st and topics discussed were: the Solid Waste consultant RFP; the 5 year update to the Solid Waste Management Plan and the TAC visit to Enstorga on September 11th. The next TAC meeting is scheduled for September 5th.

Mr. Nolan then informed the Board the CVWMA issued a Request for Proposals (RFP) for Recycling and Solid Waste Consultant Services on July 31, 2019 and a mandatory pre-proposal conference was held on August 7 following the TAC. The RFP Evaluation Committee included Mr. S. Chidsey (M-Hanover), Mr. J. Clary (A-Henrico), Mr. T. Brown with the City of Richmond, Mrs. K. Hynes and Mr. R. Nolan. Mrs. M. Kelley (M-Henrico) asked if the cost of the consultant was known. Mrs. K. Hynes stated staff put out the RFP broadly with the first focus to be on our Recycling program. Mrs. Hynes noted the RFP went out with the potential of the consultant looking at the solid waste landscape for the region. Mrs. Hynes noted putting a consultant under contract does not cost anything until we assign them a project.

The first project is to help us craft a scope for the next procurement of the Residential Recycling program and looking at the differences and challenges occurring in each of the localities. Mrs. Hynes stated we are looking for a regional plan that still achieves an economy of scale and recognizes the differences within the localities. Mrs. Hynes noted the difference of some localities having recycling bins versus the larger recycling carts for instance. Interviews will be done after the proposals are in. Staff will work with the consultant on what they will do in the first project and at that time they will give us an estimated cost. The plan is to award the contract to a consultant at the September Board meeting and at that time appropriate the funds. That will be vetted before sending out the Board package so an informed decision can be made.

Mrs. Hynes stated the committee has asked them to come back to us by December with their recommendations and best practices, noting this is a quick turnaround from the September 20th award date.

Mr. R. Whiteman (M-Henrico) asked how the firms were identified. Mrs. K. Hynes stated the RFP was put on the eVA website which is the State of Virginia electronic procurement site, CVWMA website and advertised in the Richmond Times Dispatch. Mrs. Hynes stated the committee also has some knowledge of the companies from either working with them in the past or with various other organizations including Solid Waste Association of North America (SWANA). A mandatory preproposal meeting was held last Wednesday, August 7th for the 6 potential proposers. Mrs. Hynes clarified the consultants will be on an as needed basis and each task that is assigned would have a proposal which will have to go before the Board. This first project is for the Recycling program and Mrs. Hynes noted any other projects would include estimated costs which will be brought before the Board to appropriate funds. There are no monies appropriated currently in the budget for projects Mrs. Hynes stated.

Mr. J. Clary (A-Henrico) stated on the proposal we are asking them to bring before the Board an independent evaluation of our current system and what we can do going forward. Mr. Clary stated it is not his expectation that we are directing the consultant on the means and methods that they use. This will be an outsider's prospective only. Mr. Clary clarified the TAC and staff will provide information but will be hiring them to give us an independent over view of our system and provide recommendation accordingly. He noted that most of the Board has been at this for a long time and the idea is that we are asking for an evaluation to see what we may have missed and to provide an unbiased perspective.

Mrs. M. Kelley (M-Henrico) asked what the criteria is for selecting out of the 6 proposers other than a cost basis. Mr. Nolan noted there are 9 different criteria and Mrs. Hynes noted it would be mostly based on their previous experience in this area; their references from previous similar reporting from recent past; and studies on best practices, etc. Mrs. M. Kelley (M-Henrico) stated we are choosing the consultant first and then we will give them the project, noting there will not be any competition for price to which Hynes responded affirmatively.

Mr. J. Clary (A-Henrico) stated in future, we could possibly ask them to do external audits on our vendors to make sure environmental issues are in check. Mr. Clary noted that Mr. J. Howard (A-Chesterfield) has done a great job of checking on our vendors to make sure they are compliant, but the TAC does not have the time to do their own checking. Mr. Clary noted the prior eWaste fiasco could have been avoided if we had audited the downstream efforts. Mrs. Hynes noted again the projects and cost estimates would have to be appropriated by the Board. Mrs. Kelley stated again that it would be without competition. Mr. Nolan stated, and Mrs. Hynes confirmed they would provide an hourly rate for these types of services. Mr. Clary asked if we will have numbers today and Mr. Nolan stated affirmatively at 2:00 p.m. Mrs. Hynes stated we will ask them to bring hourly rates to the interviews. Mr. Clary stated we are looking for quality and previous experience. Mrs. Hynes stated she thinks that what we will get back on this first project in crafting a scope will lend some credibility in going forward on best practices. Mrs. Hynes stated she thinks they will be able to give us good information on what is happening around the country and what is being put into new contracts for recycling.

Item No. 12: Public Information

Mrs. N. Drumheller, Public Affairs Manager, stated staff and the Young Scientists responded to 43 requests for the month of July, of which 27 were for presentations; 5 for educational materials; 10 for local events and 1 media event. The Young Scientists have been to 26 summer camps in Chesterfield, Henrico, Hopewell, Petersburg, and Richmond. They included a STEM activity using shredded paper and wildflower seeds to make seed balls to attract pollinators. This hands-on activity was very popular and a great way to educate that we do not accept shredded paper and how it can be reused. Staff has been to six of our member localities with education tables to promote the importance of reduce, reuse, and recycle and how to avoid “wish cycling

Staff estimates impacting over 1,300 people and oversaw the distribution of 2,800 educational materials in the month of July. In addition, staff added the July 4th Holiday and delays to the collections messaging ongoing in the phone queue, website, social media and the August 2019 Waste Reduction News newsletter.

Staff presented at the Henrico Educator Workshop and participated as a community partner vendor at the Hanover County Public Schools #HCPSinspire conference. Staff received 19 requests from Hanover schools for classroom presentations from attending this event. Mrs. Drumheller thanked Mr. S. Wyatt (M-Hanover) for his outreach efforts at Hanover Public Schools.

Volunteers are needed for the James River Advisory Council’s 20th annual James River Regional Cleanup, Saturday, September 14th from 9 a.m. - 1 p.m. Mrs. Drumheller noted that many of our member localities are hosting cleanups.

CVWMA Website, Social Media and Collection Day Email Reminder

Mrs. Drumheller stated social media is ongoing and is as important and impactful as programs and events. CVWMA has over 1,742 Pinterest viewers this month. Statistical data for the month of July shows that 16,243 unique visitors made 31,875 visits to over 63,000 pages. The average visit time was 3 minutes for all pages.

Staff continues to post and tweet about “wish recycling” contamination, outreach events, locality events and collection day updates.

CVWMA July Waste Reduction News

Mrs. Drumheller stated the monthly electronic newsletter was sent out and articles of interest were Avoid “Wish-cycling”; Reduce, Reuse, and Recycle; James River Regional Cleanup; and Journey to the MRF. The newsletter was distributed to 1,800 email subscribers.

Item No. 13: Financial Reports for July 2019

Mrs. K. Shea, CVWMA Accounting and Financial Manager, reported July is the first month of the new fiscal year and financial activity is consistent. The Authority has a combined Net Income of \$532,147. The annual operating assessments are billed annually at the beginning of the year and she reminded the Board net income will decrease monthly as the operating expenses are incurred. The accounts receivable schedule reflects the details of the amounts due to the Authority as of the end of the month and all accounts are current.

2019 Annual Audit

Ms. Shea reported the CVWMA audit firm Brown & Edwards conducted their field work the week of July 30th. Staff is completing the 2019 Comprehensive Annual Financial Report (CAFR) and will be discussing the results of the audit and the draft CAFR with the Audit Committee in early September. The CAFR is to be presented at the September Board of Directors meeting for consideration and approval.

Chairman Phillips opened the floor for a motion to accept and file the Financial Reports for July 2019 as submitted. A motion was made by Mr. R. Whiteman (M-Henrico), seconded by Mr. A. Lane (M-Henrico) and carried that the Financial Reports for July 2019 be approved and filed as submitted.

Item No. 14: Administrative

Mrs. Hynes stated staff and Board members met with the DEQ on June 28th as part of their survey on the future of recycling. DEQ will submit their report to the General Assembly by November 1st. In July, Board members and staff participated in the DEQ seminar about how to better handle and recycle construction and demolition materials.

Mrs. Hynes reminded the Board that the TAC Meeting will be held on Thursday, September 5th at 9:00 a.m. in the CVWMA offices and the Executive Committee meeting will meet on Tuesday, September 10th at 10:00 a.m. instead of the normal 2:00 p.m. time.

The CAFR report will be presented at the September 2019 Board meeting. The recommended consultant award and an appropriation for the first project will also be presented at the September 20th Board meeting.

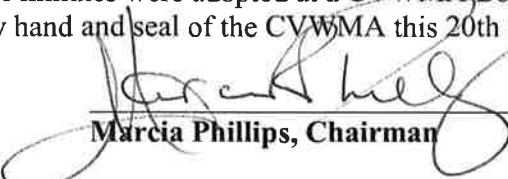
Old/New Business

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 10:29 a.m. The motion was made by Mr. A. Lane (M- Henrico), seconded by Mr. R. Whiteman (M-Henrico) and carried that the August 16, 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 August 16, 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., September 20, 2019. Given under my hand and seal of the CVWMA this 20th day of September 2019.



Marcia Phillips, Chairman