

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS MEETING MINUTES  
SEPTEMBER 20, 2019  
2104 WEST LABURNUM AVENUE  
RICHMOND, VIRGINIA**

**MEMBERS/ALTERNATES PRESENT**

**Voting:**

Marcia Phillips (M-Chesterfield), Chairman  
Robert L. Dunn (M-Chesterfield), Director  
J. Allen Lane (M-Henrico), Past Chair  
Jennifer Schontag (M-Ashland)  
Ricky Hicks (M-Charles City)  
Scott Zaremba (M-Chesterfield)  
William E. Henley (A-Colonial Heights)  
Dwayne Jones (A-Goochland)  
Stephen Chidsey (M-Hanover)  
Scott A. Wyatt (M-Hanover)  
Marcia E. Kelley (M-Henrico)  
Jon Clary (A-Henrico)  
William Riggelman (A-Petersburg)  
Johnny Melis (A-Powhatan)  
Mark Kukoski (M-Richmond)

**Non-Voting:**

Clay Bowles (A-Chesterfield)  
Jeffrey Howard (A-Chesterfield)  
Bentley Chan (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**

Patricia Paige (M-New Kent), Vice Chairman  
Miles Jones (M-Richmond), Secretary  
Michael Purvis (M-Prince George), Treasurer  
Lee Sloppy (A-Ashland)  
Michelle Johnson (A-Charles City)  
Al Pace (A-Chesterfield)  
Doug Smith (M-Colonial Heights)  
Leigh Dunn (M-Goochland)  
Randy Hardman (A-Hanover)  
Michael Flagg (A-Hanover)  
Robert C. Whiteman (M-Henrico)  
Chip England (A-Henrico)  
Monique Robertson (M-Hopewell)  
James H. Burrell (A-New Kent)  
Tangela Innis (M-Petersburg)  
Rod Compton (A-Prince George)  
Darlene Jenkins (M-Richmond)  
Serena Li (A-Richmond)

**Guests:**

Kate Vasquez, GBB Inc.  
Christopher Lund, GBB Inc.  
Ryan Duckett, SCS Engineers  
Phillips, TFC Recycling

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 August 16, 2019, as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), Director, seconded by Mr. J. Clary (A-Henrico) and carried that the minutes of the August 16, 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 Audit Committee report.

### **Item No. 4: Audit Committee Report**

#### ***2019 Comprehensive Annual Financial Report (CAFR)***

In Mr. M. Purvis's (M-Prince George), Treasurer's absence Mrs. K. Hynes, CVWMA Executive Director, stated the Audit Committee met with the Brown & Edwards, CVWMA audit firm, on September 11 and a final copy of the 2019 CAFR is in front of each Board Member.

Mrs. K. Shea, CVWMA Accounting and Financial Manager, referred the Board to the FY19 CAFR and reported the Authority received an unmodified opinion, (unqualified opinion) which is the highest audit rating. Brown & Edwards found no material weaknesses in the internal control structure during the audit. Mrs. Shea noted the CAFR format has not changed and is presented in four sections; Introductory, Financial, Statistical, and Compliance.

Continuing, Mrs. Shea reported that the Introductory Section includes a transmittal letter to the Board of Directors which includes information on economic conditions and major initiatives of the Authority. She noted that this section includes a copy of the *Certificate of Achievement for Excellence in Financial Reporting* from the Government Finance Officers Association (GFOA), for the 2018 CAFR which CVWMA received for the 22nd consecutive year. She mentioned that the report also includes a listing of Authority Board members and staff, as well as the Authority's organizational chart.

Continuing, Mrs. Shea reported that the Financial Section contains the auditor's unmodified opinion and management's discussion and analysis summarizing financial activity for the year. This section also provides the financial statements for the Authority's major funds which include the General Fund, Residential Recycling Fund, Drop-off Recycling Fund, Municipal Solid Waste (MSW) and Waste Transfer and Disposal Funds. She added that the major fund designation is based on revenues and/or assets in that fund. Although the Drop-off Fund does not meet the criteria of the GASB as a major fund, it was included because of the visibility in the region as one of CVWMA's initial and signature programs. Mrs. Shea stated that remaining funds are included as one major fund that are grouped together in a column called Special Waste. She added that the Required Supplementary Information section includes the disclosure of the Virginia Retirement System (VRS) plan and the Other Post Employment Benefit plans.

Mrs. K. Hynes, CVWMA Executive Director, reported that the Net Assets on June 30, 2019 were \$777,631 which is a decrease of about .4 % or \$3,136. Contributing to the \$3,136 decrease, the CVWMA recorded a net loss before the Retirement entry was made of \$28,024. She reminded the Board that \$40,000 was appropriated for the Oops! Campaign. The Retirement Plan entry resulted in income of \$25,908 while the other Post Employment Benefits (OPEB) resulted in a decrease of \$1,020. In addition, she reported investment income was \$12,000 more than budgeted; revenue from penalties was \$10,000; and net material sales rebate was \$25,000 less than budgeted.

Mrs. Hynes reported the Statistical Section provides more details about CVWMA activities. She mentioned the operating revenues increased by 4% from last year to \$16,474,821 and about 95% of the revenues and expenses are passed through to the participating localities depending on program participation. The largest increase of revenue is from the Residential Recycling program.

Mrs. Hynes reported the smaller Operating Revenue programs remain steady year over year and they include Local Government Assessments, Yard Waste/Grinding, and other projects. Mrs. Hynes noted the per capita rate for the Local Government Assessment has not changed since 1997. The only increases are from population growth. Yard Waste ebbs and flows depending on need in the localities. The Other Projects or everything else has steadily risen as a result of localities participating more in our smaller programs over the years. The Material Sales rebate has dropped dramatically since we are no longer receiving a rebate on the Curbside Recycling program. Contractual Expenses have increased proportionate to Operating Revenues. Administrative Expenses have remained stable over the last 10 years while contract related revenue and program participation has grown.

Mrs. Hynes referred to the slide showing locality participation based on revenues. Chesterfield is our largest locality and participates in two of our largest programs the Curbside Recycling program and hauling and disposal from the two Convenience Centers. Mrs. Hynes noted this was proportionate to population and participation in the programs.

Mrs. Hynes stated the CAFR is due to the Virginia Auditor of Public Accounts (APA) by September 30<sup>th</sup>. The report will also be submitted to the Government Finance Officers Association again this year for the Certificate of Achievement program. She added that the Audit Committee has reviewed the draft CAFR and staff recommends approval of the report and transmittal to the APA.

A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. M. Kukoski (M-Richmond) and carried that the 2019 CAFR be approved and submitted to the Virginia Auditor of Public Accounts. Mrs. Hynes noted bound copies of the CAFR would be available upon request and all Chief Administrative Officers of the localities will be emailed a copy via the link to our website.

## **STAFF AGENDA**

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

Mr. R. Nolan reported that the total tonnage of recyclables collected in the month of August 2019 in the residential recycling program was 2,863 tons, 326 tons less than last August. Mr. Nolan noted there were two fewer collection days in Richmond and 1 less day in Henrico this year versus last August. Mr. Nolan added that there was a total of 5,914 tons collected year to date August 2019, 365 tons less than 2018. There were 825 misses for the month of August compared to 793 in July, mainly in the City of Hopewell where residents are adjusting to the new collection schedule with TFC.

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

Mr. Thompson noted CVWMA recorded 22 misses by CFS in Ashland in the month of August compared to 25 misses recorded in August of 2018 by County Waste and 22 misses were recorded in the Chesterfield Tax Relief program for County Waste.

In the Tri-City area, 81 misses were recorded in Colonial Heights compared to 87 last year, 112 misses in Hopewell compared to 110 recorded last year; and 206 misses in Petersburg by CFS compared to 158 in August of 2018. CFS has shown improvement on misses in the month of August but they have fallen behind on cart deliveries. Staff will be assessing penalties for late cart deliveries.

**Item No. 7: Consideration of Resolution 20-02: Awarding Contracts for Recycling and Solid Waste Consultant Services**

Mrs. K. Hynes introduced **Resolution: 20-02** awarding contracts for Recycling and Solid Waste Consultant Services between the Central Virginia Waste Management Authority and Gershman, Brickner and Bratton, Inc (GBB) and SCS Engineers for a one (1) year period commencing on or about September 20, 2019.

Mrs. Hynes explained that on July 31, CVWMA issued a Request For Proposals (RFP) looking for qualified firms to provide recycling and solid waste consulting services with a deadline of August 16. A preproposal meeting was held on August 7 and four proposals were received on August 16. All of the offerors were interviewed by the Evaluation Committee which consisted of Mrs. Hynes, Steve Chidsey, Jon Clary, Jeff Howard, Rich Nolan, and Torrence Robinson from the City of Richmond. Mrs. Hynes stated that staff and the committee were looking for someone who can help initially with the Curbside Recycling program. The selection committee recommends awarding contracts to two consulting firms. The cooperative procurement language on the contract is an added value to the CVWMA localities as they can use those contracts for their own projects. Mrs. Hynes then introduced representatives from the two firms, Chris Lund, Senior Vice President of GBB and Kate Vasquez, Project Manager from GBB, and Ryan Duckett, Project Professional with SCS Engineers.

After asking if there were any questions, Mrs. Hynes stated that the evaluation committee and the staff recommend approval of awarding contracts to GBB and SCS Engineers for recycling and solid waste consultant services. Chairman Phillips opened the floor for a motion to approve **Resolution 20-02** as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), Director, seconded by Mr. M. Kukoski (M-Richmond) and carried that **Resolution 20-02** be approved as submitted. Mrs. Hynes stated staff looks forward to working with GBB and SCS.

**Item No. 8: Consideration of Resolution 20-03: Appropriating Funds for Recycling and Solid Waste Consultant Services Project**

Mrs. K. Hynes introduced **Resolution 20-03** to appropriate funds to utilize the contract just awarded to GBB to evaluate the existing curbside recycling program and make recommendations for a scope of services for a future procurement. Staff and the Evaluation Committee are requesting appropriating \$43,000 from Net Position in the curbside recycling fund for the project. Mrs. Hynes noted work will begin immediately after the Board Meeting and the final report and recommendations will be completed by December 31, with a preliminary report by December 1 so that recommendations can be brought before the Board in that time frame.

With no questions, Chairman Phillips called for approval consideration of **Resolution 20-03** Appropriating funds for recycling and solid waste consultant services project, a resolution authorizing an agreement, pursuant to the Contract for Recycling and Solid Waste Consultant Services between Central Virginia Waste Management Authority (CVWMA) and GBB, Inc. and to amend the CVWMA Operating Budget for the fiscal year beginning July 1, 2019, and ending on June 30, 2020, so as to appropriate funds for GBB to implement the agreement. A motion was made by Mr. R. Dunn (M-Chesterfield), Director, seconded by Mr. J. Clary (A-Henrico) and carried that **Resolution 20-03** be approved as submitted.

**Item No. 9: Operations and Program Statistics**

### ***2018 Recycling Rate Update***

Mr. R. Thompson noted the Department of Environmental Quality (DEQ) has accepted the CVWMA Recycling Rate report. For CY2018 the CVWMA Region recycled 526,015 tons of material and the official 2018 Recycling Rate is 58.7%.

Mr. R. Nolan noted August program statistics were available at the front of the room and there are changes to page 8 and 9. Mr. Nolan noted he added a column for residue and added single stream to the report to adjust to the new contract for Drop-Off Recycling. Mr. Nolan noted he planned to discuss presentation of information at the next TAC meeting and all comments were welcomed.

Mr. Nolan updated the Board on upcoming events: Chesterfield County e-cycling Event - November 16; Goochland Waste Tire Event – November 16; Hanover County e-cycling Event - November 9; Hanover County Household Hazardous Waste Event – November 16; Henrico County e-cycling Event with document shredding – October 5.

Mr. Nolan noted the commodity markets for fiber have stayed the same as last month. August 2019 commodity pricing for Mixed Paper is \$0; Old Corrugated Cardboard (OCC) stayed at \$35 and newsprint is at \$25.

Mr. Nolan noted that all is going well with the new vendors – the City of Hopewell and TFC; TFC hauling the roll offs and emptying FELs in the Drop Off Recycling Programs; and the Waste Oil collections with Universal Environmental Services.

### **Item No. 10: Technical Advisory Committee (TAC) Report**

Mr. Nolan stated the TAC met on September 12 and topics discussed included: Service Agreement updates; renewing annual e-cycling contracts with Securis and GEEP; environmental audits of locations by TAC members; and rescheduling TAC visit to Enstorga that was originally scheduled for September 11<sup>th</sup>. The next TAC meeting is scheduled for October 3rd.

Mr. J. Clary (A-Henrico) reported The East End Landfill (TEEL) has been under litigation since the Henrico Board of Zoning Appeals revoked the conditional use permit over concerns the company did not have permits needed from the state. Mr. Clary noted the State Supreme Court provided a ruling and the County will be responding accordingly.

Continuing, Mr. Clary indicated DEQ held a formal hearing with CFS to revoke their permit. The hearing officer had 3 months to come back with a recommendation to Mr. David Paylor, DEQ Director, for his final decision on revoking the permit. Mr. Clary indicated the hearing officer has recommended revocation of the permit. Mr. Clary noted Mr. Paylor has 30 days to render his formal decision. Mr. J. Howard (A-Chesterfield) asked if that decision would affect the transfer station at the CFS landfill. Mr. Clary stated he did not believe so but was not certain. Mr. S. Chidsey (M-Hanover) stated the transfer station should fall under a separate Permit by Rule (PBR).

### **Item No. 11: Public Information**

Mrs. N. Drumheller, Public Affairs Manager, stated staff and the Young Scientists provided outreach to over 290 people and over 1,100 educational materials were distributed from 24 requests in August. Staff participated in summer camps, professional development workshops, and continue to work on correlating the new Standards of Learning (SOL) to CVWMA education programs. Staff and the Young Scientists have been to two middle schools, one 4H Outdoor Club, one Women’s Club, and a library education table. Staff sent welcome letters to new homes that have been added to the Curbside program in Goochland County. The CVWMA model landfill is on display

at the Varina Area Library. They are hosting an Enviro Fair on Saturday, September 21. CVWMA will be participating in this event with other community partners.

***CVWMA Website, Social Media and Collection Day Email Reminder***

Mrs. Drumheller stated social media is ongoing and is as important and impactful in the community. Mrs. Drumheller noted the public is engaged and they ask a lot of questions. CVWMA has over 2,728 Pinterest viewers this month. Statistical data for the month of August shows that 14,578 unique visitors made 30,610 visits to over 61,270 pages on the CVWMA website.

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

***CVWMA August Waste Reduction News***

Mrs. Drumheller stated the monthly electronic newsletter was sent out and articles included: UBG Materials and the CVWMA/UBG partnership; holiday slide information; collection events; and shredded paper information. The newsletter was distributed to over 1,800 email subscribers.

***Labor Day Slide Messaging***

Staff added the Labor Day Holiday and delays to messaging on the phone queue, website, social media and the September 2019 Waste Reduction News newsletter. Ms. Drumheller noted that even with consistent messaging, the Call Center Representatives took over 500 calls in one day, asking about collection day.

***2020 CVWMA Recycling Collection Schedule***

CVWMA is working with Recycling Partnership on graphics for the 2020 educational piece. Mrs. Drumheller noted quotes are due today for printing and mail preparation cost.

***Curbside Education Advisory Committee***

The next quarterly meeting of the Curbside Education Advisory Committee will be held on Thursday, October 3, 2109 right after the TAC meeting. A meeting agenda was sent out by email, posted on the CVWMA website, and copies are available on the table.

***National Prescription Drug Take Back Day***

Mrs. Drumheller provided information on the National Prescription Drug Take Back Day held twice a year. October 26, 2019 is the next collection day and law enforcement agencies within each member locality offer this program to residents.

***America Recycles Day 2019***

Staff and Young Scientists have a lot of programs planned in November. In addition, staff is working with one of our media partners on an educational contest. The special collection events by member localities that Mr. Nolan mentioned during his report are posted on the CVWMA Event Calendar.

**Item No. 12: Financial Reports for August 2019**

Mrs. K. Shea, CVWMA Accounting and Financial Manager, reported the August financial activity is consistent with previous months. The Authority has a combined Net Income of \$486,713 and the net income will continue to decrease each month as expenses are incurred throughout the fiscal year. The accounts receivable schedule reflects the details of the amounts due to the Authority as of the end of the month and one of the two accounts that are 60 days past due has been brought current. The second account should be brought up to date shortly.

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

**Item No. 13: Administrative**

Mrs. Hynes stated the four year Strategic Plan that was adopted in 2016 will be ending in June of 2020 and while the plan will be ending, staff will continue implementing initiatives, goals and objectives of the plan. Mrs. Hynes noted the Executive Committee will be discussing the Strategic Plan beyond 2020 at the next Executive Committee meeting. She encouraged Board members to provide input or reach out to an Executive Committee member with suggestions.

Mrs. Hynes reminded the Board that the TAC Meeting will be held on Thursday, October 3rd at 9:00 a.m. in the CVWMA offices and the Curbside Education Advisory Committee meeting is immediately following. Any and all are invited to attend. The Executive Committee will meet on Tuesday, October 8<sup>th</sup> at 10:00 a.m. instead of the normal 2:00 p.m. time. The Board will meet in Chesterfield on October 18<sup>th</sup>.

Mrs. Hynes stated the UBQ Press Event on August 28<sup>th</sup> was a media success. Many had the opportunity to meet UBQ representatives and hear them talk about their process of converting household MSW into a reusable product. Their technology has evolved over the last three and half years and they have expanded the operation in Israel. CVWMA has been a part of their process because of Matt Benka, former CVWMA Board Member for the City of Richmond. UBQ investor, Yehuda Pearl has ties to Virginia as the cofounder of Sabra Hummus and is hoping to move the UBQ United States plant to Virginia. They are making a product from our waste which is an alternative to landfilling Mrs. Hynes stated. CVWMA and UBQ received a lot of local and global press coverage from the event which showed CVWMA as the first to demo the new product in our recycling bins. Mrs. Hynes stated she hopes that everyone will get the chance to see the UBQ process in person.

After the UBQ video “The Most Climate Positive Material On the Market” (<https://www.ubqmaterials.com/>) played, Mrs. Hynes noted this is not about the purchase of the 2,000 bins, this was about introducing a revolutionary technology. Mrs. Hynes noted having a feed stock nearby would be a great thing and she would like to bring UBQ representatives to a future 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 9:49 a.m. The motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. J. Clary (A-Henrico) and carried that the September 20, 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 September 20, 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., October 18, 2019. Given under my hand and seal of the CVWMA this 18th day of October 2019.

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**Marcia Phillips, Chairman**