

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
MAY 15, 2020
ELECTRONIC MEETING via ZOOM**

MEMBERS/ALTERNATES PRESENT

Voting:

Marcia Phillips (M-Chesterfield), Chairman
Patricia Paige (M-New Kent), Vice-Chairman
Miles Jones (M-Richmond), Secretary
Robert L. Dunn (M-Chesterfield), Director
J. Allen Lane (M-Henrico), Past Chair
Jennifer Schontag (M-Ashland)
Scott Zaremba (M-Chesterfield)
Doug Smith (M-Colonial Heights)
Wendy Grady (M-Goochland)
Stephen Chidsey (M-Hanover)
Marcia E. Kelley (M-Henrico)
Jon Clary (A-Henrico)
Monique Robertson (M-Hopewell)
Tangela Innis (M-Petersburg)
Johnny Melis (A-Powhatan)

Non-Voting:

Clay Bowles (A-Chesterfield)
Jeffrey Howard (A-Chesterfield)
Al Pace (A-Chesterfield)
Dwayne Jones (A-Goochland)
John Lockwood (A-New Kent)

Staff:

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

MEMBERS/ALTERNATES NOT PRESENT

Michael Purvis (M-Prince George), Treasurer
Lee Sloppy (M-Ashland)
Ricky Hicks (M-Charles City)
Michelle Johnson (A-Charles City)
Susan Dibble (M-Hanover)
Randy Hardman (A-Hanover)
Michael Flagg (A-Hanover)
Robert C. Whiteman (M-Henrico)
Chip England (A-Henrico)
Bentley P. Chan (A-Henrico)
William Riggleman (A-Petersburg)
Rod Compton (A-Prince George)

Guests:

Addressing the Board, Mrs. K. Hynes, CVWMA Executive Director, instructed members on how to cast their votes using the meeting's electronic functions and she referenced Amendment 28, the Governor's authorization to conduct meetings electronically during a declared state of emergency. Amendment 28 provides authority for public bodies, including authorities, boards, and commissions to conduct electronic meetings during a declared state of emergency when it is impracticable or unsafe to assemble a quorum physically. Mrs. Hynes also instructed that those on the phone who would like to vote verbally could take themselves off of mute.

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 February 21, 2020

Chairman Phillips (M-Chesterfield) opened the floor for a motion to approve the minutes of the regular meeting of February 21, 2020, as submitted. A motion was made by Mrs. M. Kelley (M-Henrico), seconded by Ms. P. Paige (M-New Kent), Vice-Chairman, and carried that the minutes of the February 21, 2020, Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 3: Chairman's Report

Chairman Phillips acknowledged that the CVWMA May Board meeting was the first meeting to be held in in three months. She noted that by working through the electronic processes, the Board would be able to vote and she thanked everyone for attending and participating.

Item No. 4: Nominating Committee Report

Mr. J. Lane (M-Henrico), past Chairman and Nominating Committee Chair, thanked the committee members for their participation. Committee members include Mr. Allen Lane (M-Henrico), Chair; Mr. Robert Dunn (M-Chesterfield); and Mr. Johnny Melis (A-Powhatan). Mr. Lane noted the members met several times over the last few weeks by phone and email. The committee nominates the following slate of officers for 2021: Patricia Paige (M-New Kent), Chairman; Robert Dunn (M-Chesterfield), Vice-Chairman; Miles Jones (M-Richmond), Secretary; Michael Purvis (M-Prince George), Treasurer; and Marcia Phillips (M-Chesterfield), past Chairman. Mr. Lane noted that there is still one opening, for Director. Mrs. K. Hynes noted that it would be nice to have someone new on the Executive Committee and she asked if anyone was interested to reach out to her or Mr. Lane.

Chairman Phillips noted that, as a long standing member of the Board, being on the Executive Committee gives you insights into the workings of the CVWMA and all the things the staff does. She noted it would be nice to have someone new as Director, but it would also be nice to have old friends too.

STAFF AGENDA

Item No. 5: Covid-19 Response

Mrs. K. Hynes reported that staff had been honoring the temporary stay at home order with only one or two staff in the office at the same time and the majority working from home. She noted there had been an increase in volumes for both trash and recycling CVWMA programs remain on schedule. Mrs. Hynes stated that staff had been working with County Waste and CFS to limit bulk trash pickup from the curbs and to limit exposure for workers. County Waste is not picking up bulk and CFS provided alternatives to residents for roll offs and extra pulls at the convenience centers. Mrs. Hynes stated there had been some challenges in Petersburg and it was decided to go back to regular bulk collection at the curb. Mrs. Hynes noted that staff had kept up to date with public information on social media to get the word out on bulk pickup changes, tips like not disposing of Clorox Wipes in the recycling, and what local and statewide localities are doing during this time. The Department of Environmental Quality (DEQ) has been sending out reports daily to keep the community up to date on what others around the Commonwealth have been doing operationally.

Recognizing that state, federal and local budgets are all significantly impacted by Covid-19, Mrs. Hynes stated CVWMA staff made budget adjustments to accommodate, as well. Savings were recognized in the following areas: the vacant education position will be held until next fiscal year; savings from giveaways and publications not used because of the cancellation of schools and community events; conferences and travel were cancelled through the Spring; office supplies have been minimized without staff in the office. A small amount was spent on equipment for some of the staff to work from home. And lastly, a resolution will be introduced later in the agenda to postpone the 3% wage increase until it will be deemed sustainable.

Mrs. Hynes stated that staff delivered 455 lunches, over a two week period, to convenience centers and refuse workers to say thank you to the workers in the field.

Item No. 6: Residential Recycling

Mr. R. Nolan, CVWMA Director of Operations, reported the total tonnage of recyclables collected in April in the Residential Recycling program was 3,340 tons, 440 tons more than last April. Fiscal year to date tonnages totaled 30,210 tons. For the same period last fiscal year, 30,460 tons were collected equating to a difference of 250 tons less year over year. Mr. S. Chidsey (M-Hanover), asked if there had been a third pick up in Hanover in April and Mr. Nolan answered affirmatively. Mr. Nolan noted TFC has seen about 50 tons more per day during this time with so many people being at home. He also noted staff is seeing about a 6 % set out increase since last April, meaning people who have not previously recycled are setting out their recycling for pickup. April also had the largest amount of monthly cart sales to date, 427 and Mr. Nolan noted that year to date cart purchases total 2,710 which already exceeds any previous fiscal year cart sales.

Mr. Nolan noted a major issue staff was having with CFS and Residential Recycling in the City of Petersburg. From December 23, 2019, CFS was not delivering recyclable material to an approved Material Recovery Facility (MRF). Despite working hard at cleaning up the recyclable material for the better part of 2019, CFS made the decision to not take the recycling to the MRF and it is believed they took it to the landfill. Because of the egregious violation to the contract and staff trust, they were assessed a penalty of \$112,000, based on \$1,000 per incident. Mrs. M. Kelley (M-Henrico) asked if it is officially a breach of contract and Mr. Nolan stated he thinks that it could be if not corrected. Mrs. T. Innes (M-Petersburg) asked for a copy of the letter that was sent to CFS. Mrs. Hynes stated in answer to Mrs. Kelly's (M-Henrico) question, even under a material breach or a default provision, we can give the contractor the opportunity to rectify the issue. Mrs. Hynes noted they cannot go back and resurrect the tons but they can, going forward, comply with the contract. Mr. Nolan mentioned that he and Mrs. Hynes had spent time at TFC over the past few weeks watching materials as they came in from Petersburg and it was clean. He noted that only one load had contamination and that area had been isolated and staff is working with the city to rectify the issue within

that area. Mrs. Hynes stated she will let the Board know the status in the future and noted staff will be following up weekly to verify the material is being recycled.

Mrs. Hynes stated that the Curbside Procurement Committee is drafting the next procurement for the Residential Recycling Program and that the committee has been meeting every two weeks, more recently electronically. Surveys were sent to all of the localities regarding their anticipated participation in the program including those that do not currently participate. The committee is drafting a scope of services and things are moving along as planned, Mrs. Hynes stated. The next two meetings are set for May 21, 2020 and June 4, 2020 at 10:00 a.m. The committee expects to send out a procurement by the end of the calendar year or at the latest, early 2021.

Mrs. Kelley (M-Henrico) asked Mr. Nolan about the black, plastic takeout containers. Mr. Nolan stated the numbered 3 through 7 are recyclable and those without any numbers marked on it are probably okay to recycle. Mrs. Hynes noted that they do not like the black food containers because they are harder to get recycled, but they are technically recyclable in our program.

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

In the month of April, Mr. R. Thompson, CVWMA Operations Analyst, reported 7 misses were recorded in Ashland and 17 misses in the Chesterfield tax relief program for County Waste; 50 misses were recorded in Colonial Heights, 145 misses in Hopewell; and 71 misses in Petersburg by CFS. Mr. Thompson noted that no decision had been made by County Waste on their bulky waste collection for the Chesterfield tax program.

Mrs. Hynes noted the following management changes at CFS:

Rob Guidry, formerly Regional President – Virginia and North Carolina, no longer with CFS

Tim Webb, Vice President of Procurement, Meridian

Dave Anderson, Chief Operating Officer, Meridian

Nathan Geldner, Virginia Vice President

Mr. Thompson noted that in addition to the management changes noted above, Meridian Waste has started the process of transitioning away from CFS and changing over fully to Meridian Waste in Virginia. In May, the CFS name, logo, and colors will be phased out. With changes in management and branding from CFS to Meridian, operations are expected to continue as normal.

Item No. 8: Consideration of Resolution 20-11: To Award the Contract for CFC/HCFC Collection, Recycling and Processing Services

Mr. R. Nolan directed the Board to **Resolution 20-11**, to award the contract for CFC/HCFC Collection, Recycling and Processing Services. Mr. Nolan noted the current contract with Tri-City Appliance expires June 30, 2020, with no more renewals. In accordance with the Virginia Public Procurement Act a Request for Proposal (RFP 20-02) was issued for CFC/HCFC Collection, Recycling and Processing Services beginning on July 1, 2020, for an initial term of 5 years. Tri City Appliance, the current vendor, was the one company to respond to this RFP. Review of the proposal was completed by the Evaluation Committee, comprised of Jeff Howard (Chesterfield), Josh Byerly (Henrico), Johnny Melis (Powhatan), and Rich Nolan (CVWMA) and the full Technical Advisory Committee (TAC) recommend awarding the contract to Tri City Appliance to provide these services. Tri City Appliance has provided good service under the current CFC/HCFC program and has always performed well for the CVWMA since the inception of this program more than twenty-five years ago.

Chairman Phillips opened the floor for a motion to approve **Resolution 20-11** as submitted. A motion was made by Mr. S. Chidsey (M-Hanover), seconded by Mr. J. Clary (A-Henrico), and carried that **Resolution 20-11** awarding the contract for CFC/HCFC Collection, Recycling, and Processing Services to Tri-City Appliance be approved as submitted.

Mr. Dwayne Jones (A-Goochland) asked what prices were agreed upon. Mr. Nolan stated the new price for the contract is \$15 per unit. Mrs. Hynes stated that it has been \$10 since 1992.

Item No. 9: Operations and Program Statistics

Recycling Rate Update

A preliminary recycling rate of 56.9% was presented at the April Board meeting Mr. Thompson noted but additional data was received after the Board meeting and a revised recycling rate of 59.1% was submitted to the DEQ on April 30th. A press release will go out once staff has received the DEQ's approval.

Mr. Nolan informed the Board the statistics would be available on the CVWMA website on Monday. E-cycling events for April and May have been cancelled. New Kent County will be holding an e-cycling and tire recycling event on June 13. Mr. Nolan noted the vendors are ready and prepared to take the necessary precautions with mask and gloves, if needed.

Mr. Nolan stated the May commodity pricing for Mixed Paper increased from \$0 to \$15 per ton; Old Corrugated Cardboard (OCC) went from \$85 to \$125, and newsprint increased from \$20 to \$35. Continuing, Mr. Nolan also stated the steel market price increased from \$60 to \$110 per ton. The curbside processing fee will be reduced from \$30 per ton to \$10 per ton. Mr. Nolan stated we would not be collecting any money in April or May for oil which is at \$0 per gallon currently.

Item No. 10: Technical Advisory Committee

Mr. Nolan stated the TAC met on May 7th virtually and topics of discussion included the Covid-19 response; the Recycling Rate Report updates; the CFC/HCFC contract award recommendation; discussion of Petersburg recycling; a virtual Disaster Recovery Training the week of June 22nd possibly; and the next virtual TAC meeting will be June 4th. Mrs. Hynes noted she is waiting to hear from some of the vendors about June 22nd to see who can participate.

Item No. 11: Earth Day 2020

Earth Day 2020 Wrap Up

Mrs. N. Drumheller, Public Affairs Manager shared that Earth Day was celebrated virtually this year due to the Covid-19 pandemic closing schools and most childcare learning centers and cancelling local events. Staff utilized social platforms to stay engaged with the public online, who were affected by the stay at home and social distancing orders. CVWMA staff provided ongoing distance learning activities and resources, to be used at home. Using "Celebrate Earth Week with CVWMA" as the focus, each day of the week of April 20-24, staff provided a theme for the day that included educational tools, tips, visuals, videos, activities and resources that focused on the importance of the 3 R's (Reduce. Reuse. Recycle) and making everyday Earth Day.

Mrs. Drumheller referred to slides which showed a collage of staff education and outreach efforts for children of all ages and adults - scavenger hunts, picture books, basic recycling and Earth Day quizzes, reuse and upcycle arts and crafts projects, science experiments using common household recyclables, and waste factoids. Mrs. Drumheller stated staff also shared locality program information as well.

Mrs. Drumheller shared the social media numbers for April: Staff made approximately 180 Facebook posts with an estimated 3,000 people seeing any of our posts at least once. CVWMA has over 9,000 followers according to Facebook analytics. Staff added 50 new “pins” to the CVWMA Pinterest page which was up 358%, with over 6,000 impressions or the number of times someone saw one of the CVWMA pins, on just the CVWMA Earth Day board on Earth Day. The total audience, or the number of people who have seen or engaged with our pins on Pinterest is over 9,000, a 133% increase this month. In addition, Staff tweeted between 5-10 tweets per day on Twitter where we have 1,492 followers and posted 1-2 posts on Instagram with 32 posts (visuals) shared the week of Earth Day. CVWMA has 928 followers on Instagram. To put this all in perspective, people want information via social media. I think we did a good job Mrs. Drumheller stated. Good job and congratulations were given by the Board members.

Item No. 12: Public Information

Mrs. Drumheller stated that thankfully, CVWMA has been using social media for years and has continued to expand the established online audiences. Staff provided a variety of interactive educational resources daily for children, youth, and adults. Videos are very popular, and staff continues to create and share them utilizing our YouTube channel.

Mrs. Drumheller shared she was fortunate to be able to attend a virtual 4 day STEM (science, technology, engineering, mathematics) online virtual learning event. That opportunity opened staff to many new resources and partnerships with expertise in STEM/STEAM (science, technology, education, arts, and mathematics) education nationwide. Staff is developing new programs with the Young Scientists using picture books and STEM.

The May electronic newsletter included Covid-19 and collections; tips to minimize waste; ICYMI (In Case you Missed It); Bulk Waste Collections Suspended; and “Reduce. Reuse. Recycle. Repeat.” articles. Staff continues to update items on the website. Mrs. Drumheller noted that we are all seeking new ways to stay in front of the public noting even long time community partner, Jonathan Austin, is now doing virtual story time once a week online.

Ms. P. Paige (M-New Kent) shared that Supervisor John Lockwood (A-New Kent) organized a community cleanup in his area. They maintained social distancing while collecting over four bags of trash on Earth Day. Ms. Paige also shared that on June 13 New Kent will hold a Recycle Day at the parking lot of the Administrative building. Items to recycle include tires, electronics, paper shredding and eyeglasses.

Item No. 13: 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, 2020. CVWMA has a combined Net Income of \$31,693 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 municipalities to bring the \$31,984 past due amount current.

Mrs. Shea noted the preliminary field work has begun for the 2020 audit. Requested items are being transmitted electronically to a secured, shared website. The formal audit begins the week of July 27th and Mrs. Shea noted it may be conducted electronically. Mrs. Hynes stated a virtual Audit Committee meeting will be scheduled with the CVWMA Treasurer, Mr. M. Purvis (M-Prince George) and the auditors. Mr. R.

Dunn (M-Chesterfield), Director clarified a meeting has not already been setup and Mrs. Hynes answered it had not.

Chairman M. Phillips (M-Chesterfield), opened the floor for a motion to accept the Financial Reports for April 2020. A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mrs. M. Kelley (M-Henrico) and carried that the Financial Reports for April 30, 2020 be approved and filed as submitted.

Item No. 14: 2020 Budgetary Transfers

Mrs. K. Hynes noted that as we approach the end of the fiscal year, CVWMA staff has reviewed revenues and expenses by line item and made projections through the end of the fiscal year. Each line item was compared to budget to identify any necessary transfers in excess of \$2,500 between categories in the 2020 budget. CVWMA has deemed no budgetary transfers are necessary for the 2020 fiscal year. Any transfers that do not meet the \$2,500 criteria will be presented and reviewed with the CVWMA Audit Committee at the completion of the 2020 audit.

Item No. 15: Consideration of Resolution 20-12: To Defer Reaffirming the Pay and Classification Plan for Fiscal Year 2020-2021

The CVWMA Board approved the Fiscal Year 2021 Operating Budget presented by staff at the regular meeting on December 6, 2019. **Resolution 20-10** adopting the Pay and Classification Plan for the fiscal year beginning July 1, 2020 and ending June 30, 2021 and the 2021 Operating Budget reflects a 3% salary increase for all employees effective July 1, 2020, based on merit. The adopted budget called for the Board to re-affirm the 3% salary increase at the May 2020 meeting.

Due to uncertainties surrounding local budgets and program participation due to Covid-19, staff is recommending deferring the 3.0% salary increase that would have been effective July 1, 2020. In addition, staff will continue to evaluate the sustainability of wage increases into the new fiscal year and will bring a report back to the Board at a future meeting at such time when merit increases are deemed sustainable in the 2021 Operating Budget.

Resolution 20-12 will defer reaffirming the Pay and Classification Plan, which includes a 3% salary increase until such time as deemed sustainable.

Chairman Phillips opened the floor for a motion to approve **Resolution 20-12** as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), Director, seconded by Mr. J. Clary (A-Henrico), and carried that **Resolution 20-12** deferring reaffirming the Pay and Classification Plan, which includes a 3% salary increase until such time as deemed sustainable be approved as submitted.

Item No. 16: Administrative

Mrs. K. Hynes noted the Strategic Plan developed 4 years ago ends in June 2020. She stated there have been discussions on the direction we would like to go in, going forward. Mrs. Hynes noted that staff is still working on updating the personnel policies and procedures and it may not be completed by June. She stated staff has been working with the Executive committee on that but it has been slow going. She asked that everyone be thinking of the direction they would like to see the CVWMA go in the future. Mrs. Hynes reminded the Board of the consulting contracts that were established and the discussion that was had about possibly bringing them on board to help with the solid waste plan and a more holistic strategic plan.

This year, in December, CVWMA will turn 30 and if anyone has any thoughts on what we might do to celebrate, Mrs. Hynes asked for them to let staff know.

Mrs. Hynes noted the upcoming meetings scheduled in June and she invited all to attend.

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 10:00 a.m. The motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. M. Jones (M-Richmond), Secretary, and carried that the May 15, 2020 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 15, 2020 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 26, 2020. Given under my hand and seal of the CVWMA this 26th day of June 2020.

Marcia Phillips, Chairman