

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
JUNE 26, 2020
ELECTRONIC MEETING via ZOOM**

MEMBERS/ALTERNATES PRESENT

Voting:

Marcia Phillips (M-Chesterfield), Chairman
Patricia Paige (M-New Kent), Vice-Chairman
Michael Purvis (M-Prince George), Treasurer
Robert L. Dunn (M-Chesterfield), Director
Allen Lane (M-Henrico), Past Chair
Jennifer Schontag (M-Ashland)
Scott Zaremba (M-Chesterfield)
Todd Flippen (A-Colonial Heights)
Wendy Grady (M-Goochland)
Stephen Chidsey (M-Hanover)
Robert C. Whiteman (M-Henrico)
Marcia E. Kelley (M-Henrico)
Johnny Melis (A-Powhatan)

Non-Voting:

Clay Bowles (A-Chesterfield)
Jeff Howard (A-Chesterfield)
Dwayne Jones (A-Goochland)
Bentley P. Chan (A-Henrico)
Jon Clary (A-Henrico)

Staff:

Kimberly A. Hynes, Executive Director
Richard Nolan, Director of Operations
Nancy Drumheller, Public Affairs Manager
Stephanie Breaker, Sr. Customer Service Supervisor
Mary Beth Mains, Part-time Administrative Assistant

MEMBERS/ALTERNATES NOT PRESENT

Miles Jones (M-Richmond), Secretary
Lee Sloppy (M-Ashland)
Ricky Hicks (M-Charles City)
Michelle Johnson (A-Charles City)
Al Pace (A-Chesterfield)
Doug Smith (M-Colonial Heights)
Susan Dibble (M-Hanover)
Randy Hardman (A-Hanover)
Michael Flagg (A-Hanover)
Monique Robertson (M-Hopewell)
John Lockwood (A-New Kent)
Tangela Innis (M-Petersburg)
William Riggelman (A-Petersburg)
Karin Carmack (M-Powhatan)
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 noted the Chat option that could be used for questions and comments. Mrs. Hynes also instructed that those on the phone who would like to vote verbally could take themselves off of mute.

Chairman Phillips welcomed all to the meeting. She stated that she hoped the Board would be able to meet in person for the August Board meeting.

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 May 15, 2020

Chairman Phillips (M-Chesterfield) opened the floor for a motion to approve the minutes of the regular meeting of May 15, 2020, as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), Director, seconded by Mr. S. Chidsey (M-Hanover) and carried that the minutes of the May 15, 2020 Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 3: Chairman's Report

Chairman Phillips noted no report.

Item No. 4: Nominating Committee Report

Mr. J. Lane (M-Henrico), past Chairman and Nominating Committee Chair, introduced the recommended slate of officers for fiscal year 2020-2021: Ms. Patricia Paige (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.

Chairman Phillips opened the floor for nominations from the floor. With no nominations from the floor, Mr. A. Lane (M-Henrico) motioned to close nominations, Mr. S. Zaremba (M-Chesterfield) seconded and it was carried to close nominations.

Chairman Phillips asked if there was a motion to approve the slate of officers as presented by the nominating committee and it was moved by Mr. R. Whiteman (M-Henrico), seconded by Mrs. M. Kelley (M-Henrico) and the slate of officers was approved as presented.

Item No. 5: Strategic Plan – Final Year Update

Mrs. K. Hynes presented the Strategic Plan Implementation report. She went over the Strategic Plan dashboard which included the four goals: Protection of Environmental Resources, Customer Focus, Educational Resources and Financial Stewardship Through a Well-run Organization. She provided details on each goal, objective and initiative and the progress being made toward each. Mrs. K. Hynes mentioned that each goal defines which committee has the lead to ensure that it happens.

Mrs. K. Hynes noted the Strategic Plan which was developed four years ago, ends in June. She stated discussions have started with the Executive Committee on what direction to go in, in going forward.

Mrs. M. Kelley (M-Henrico) stated good job. Mr. R. Dunn (M-Chesterfield), Director, commended staff for their hard work and stated he thinks this has kept the organization focused and the organization has done an excellent job. Chairman Phillips agreed and noted she has been involved with a number of Boards and has found the Strategic Plan usually goes by the wayside and CVWMA is the only place where the Board has stayed focused and kept their eyes and activities firmly in line. She stated staff is to be greatly commended. Mrs. Hynes thanked everyone for their support and input over the years and for the help in getting the goals and objectives achieved. She stated it has been a good process and that Mr. Dunn was correct, it has helped to keep the staff focused on the goals of the Board. Chairman Phillips stated it is nice to see things working in reality and not just in theory.

STAFF AGENDA

Item No. 6: Residential Recycling Program

Mr. R. Nolan, CVWMA Director of Operations, reported the total tonnage of recyclables collected in May in the Residential Recycling program was 3,310 tons, 260 tons more than last May. Fiscal year to date tonnages totaled 33,520 tons. For the same period last fiscal year, 33,507 tons were collected equating to a difference of 13 tons more year over year. The setout rate had a 1.5 % increase. May had the largest amount of monthly cart sales to date, at 461.

Mr. Nolan noted that the issues previously reported in Petersburg have been resolved to date. He noted staff checks in with TFC every Tuesday which is Petersburg's residential recycling collection day, to verify that Meridian has delivered collected recyclables from curbside to an approved (MRF) Materials Recovery Facility.

Goochland is adding 158 residents to the curbside program.

Mrs. M. Kelley (M-Henrico) asked if staff had been getting calls to see if CVWMA recycling is really getting recycled and not going to the landfill and that TFC is still marketing the materials. Mr. Nolan noted there were more questions soon after the newspaper articles ran, asking if we were sending recycling to the landfill. He stated there had not been many calls recently and staff does check regularly with TFC to make sure they are marketing the material.

Mrs. Kelley asked, based on Mr. Nolan's slide, if the number two contamination issue is now garbage instead of polystyrene bags? Mr. Nolan noted that plastic bags are still number one and garbage is the number two contamination. He stated the new vendor in Hopewell is cracking down more than the previous vendor.

Lastly, Mrs. Kelley asked if all of the participating localities were on board with the renewal of the Residential Curbside Recycling contract. Mr. Nolan stated all current participants are still on board but at the Curbside Procurement meetings there are variations on what each locality wants in their program. He noted Chesterfield and Prince George Counties want something that looks like a subscription type program and the majority of the others are going to keep their programs as they are with the exception of adding carts to all of them. Mrs. Kelley asked if the Board would be updated on the progress of the procurement. Mr. Nolan stated Mrs. Hynes would be giving an update. Mrs. Hynes stated that everyone is involved and continuing to meet every two weeks and discuss the scope of services and determine a baseline of services. She explained that the plan is to keep it all under the regional umbrella but also making sure we are meeting every one's needs. Mrs. Hynes stated they will continue to meet every two weeks but she didn't think that it would be shared with the board until it was a

little more final. Mrs. Hynes stated all are welcome to attend the meetings. Chairman Phillips invited Mrs. Kelley (M-Henrico) to attend the next Residential Recycling Procurement Committee meeting on July 2, 2020 at 10 am.

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

In the month of May, Mr. R. Nolan reported 11 misses were recorded in Ashland and 14 misses in the Chesterfield tax relief program; 40 misses were recorded in Colonial Heights, 152 misses in Hopewell; and 77 misses in Petersburg. Mr. Nolan stated that staff has been focusing on the large number of misses in Hopewell. He also stated that County Waste and Meridian have reinstated their bulky waste collection.

Mr. Nolan noted Robert Guidry, Virginia Vice President, and Keith Watkins, Route Supervisor, are no longer with Meridian and that several drivers have left the company too. Mr. Nolan stated there are several new management members added to the Meridian staff and he is hopeful that they will be able to correct the Hopewell service issues.

Item No. 8: Operations and Program Statistics

Mr. Nolan stated the statistics could be found on the CVWMA website. Mr. Nolan noted that May was the first month in 2020 that a rebate was received for Mixed Paper and that the drop off volumes are up as well.

Mr. Nolan remarked that the commodity pricing for June 2020 for Mixed Paper has stayed at \$15; Old Corrugated Cardboard (OCC) went from \$125 to \$90, and newsprint has stayed at \$35. Steel went from \$110 to \$120 in June. The curbside processing fee decreased to \$25 per ton from \$30 and Waste Oil is still zero.

Mr. Nolan shared that the June 13th E-cycling event in New Kent was a success and that the pandemic did not stifle the event. The following recycling events are planned in the coming months: Henrico County E-cycling Event – October 3; Hanover County HHW - November 14 and E-cycling November 7th; Prince George HHW October 17th; and Goochland Waste Tire event some time in November.

Item No. 9: Technical Advisory Committee

Mr. Nolan stated the TAC met on June 4th virtually and topics of discussion included the Covid-19 response; virtual Disaster Recovery Webinar; and the next virtual TAC meeting will be July 2nd.

Mr. S. Chidsey asked if Mr. Nolan would get more information on the oyster recycling program for Mechanicsville specifically.

Item No. 10: Public Information

Mrs. N. Drumheller, Public Affairs Manager, reminded the Board that CVWMA customers are digitally savvy and continue to stay connected and engaged with staff online through all of our social media platforms. Pinterest is one of the most popular platforms. From May 1-31 our monthly viewers went from 3,000 to 4,500 and we had over 11,000 impressions which is the number of times our “pins/resources” were seen. With families at home, the Educational Resources Board had over 4,300 impressions and the Upcycled & DIY Craft Projects had over 1,600 impressions for the month. In addition, staff added 54 new “pins/or resources”. Staff shares programs and resources offered virtually by our member localities and community partners too.

Covid-19 has changed how we live our lives, do business and engage with the public. With the cancelling of summer camps and childcare facilities, library story times, etc. not allowing outside visitors, staff is working

with the Young Scientists to offer online programs for summer camps, try working with homeschool groups and to revamp the Scout Patch to a virtual program. In addition, staff and Jonathan Austin are working on filming a virtual recycling education show customized for each locality that will include some of his magic and juggling as well as reading a book. Each locality can use this virtual show in libraries, at camps, and even at schools.

Referring to Mrs. M. Kelley's (M-Henrico) earlier question about the types of contamination staff is seeing, Mrs. Drumheller stated staff continues to educate the public on items that can and cannot be recycled through online social media. The public is confused as they read or see online stories about programs in other areas of the state or nationwide. Staff uses visuals all the time and continually ask local recyclers to only recycle items accepted in the CVWMA program.

Staff partnered with one of the Librarians with Appomattox Regional Library in Hopewell to provide recycling education on Instagram. Two times a week a library patron asked a recycling question and staff answered it as an Instagram story. The one on this slide about Styrofoam was viewed 87 times. Margaret Thompson, the Publisher with Richmond Family Magazine (RFM) magazine, has asked staff to be part of the "What's in Your Bin?" educational video.

Holiday Messaging

Staff provided Memorial Day holiday messaging as well as a recent press release that collections will be on regular schedule on Friday, July 3.

CVWMA Website, Electronic Newsletter, Social Media and Collection Day Email Reminder

Mrs. Drumheller stated social media is ongoing and is as important and impactful as programs and events. Each month, staff shares collected data that reflects the activity by users on our website and social media platforms. Statistical data for month of May shows that 18,222 unique visitors made 28,403 visits to over 58,698 pages. CVWMA had over 1,000 new subscribers sign up for the email reminder in the month of May.

The monthly electronic newsletter was distributed to over 1,400 email subscribers and staff continues to try to keep the website current. The top pages for the month of May are typical with heavy traffic on our holiday collection page as well as the annual collection schedule and what to recycle. Mrs. Drumheller asked that if anyone sees anything that needs updated or corrected to please let her know.

Staff worked with the City of Petersburg on the residential recycling and trash page included in the city's Covid-19 Resource Guide for their residents. This guide provides vital information to residents during and after Covid-19.

As mentioned by Mr. Nolan, Goochland County is adding over 100 homes in July. Staff sent out a welcome packet which includes a letter what on what to recycle, and a plastic bag keeper.

Mrs. Drumheller noted that the locality special collection events are on the CVWMA Event Calendar.

Item No. 11: Financial Reports for May 2020

Mrs. K. Hynes relayed that the financial activity for May is consistent with previous months and the Authority continues to remain within total budget in all funds as of May 31, 2020. CVWMA has a combined Net Income of \$11,797 year to date with one month left in the fiscal year. The accounts receivable schedule reflects the details of the amounts due to the Authority as of the end of the month. Mrs. Hynes noted there are a few small amounts older than 60 days and staff is working with those jurisdictions to bring their accounts current.

Mrs. Hynes stated that the annual audit will begin in July and the audited financial report will be presented at the September meeting for approval.

Chairman M. Phillips (M-Chesterfield), opened the floor for a motion to accept the Financial Reports for May 2020. A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Ms. P. Paige (M-New Kent) and carried that the Financial Reports for May 31, 2020 be approved and filed as submitted.

Item No. 12: Administrative

Mrs. Hynes reminded the Board that this is the 30th anniversary of CVWMA coming up in the fall and a logo will be created and staff would be working on ways to commemorate the occasion. Mrs. Hynes noted the upcoming meetings and noted the July Board Meeting is cancelled. The August 21st Board meeting is scheduled for somewhere in the Crater area.

Mrs. Hynes introduced Todd, interim Colonial Heights Public Works Director, who has worked with the TAC for several years and has been appointed as the alternate to the Board.

Old/New Business

Chairman Phillips asked if there was any old or new business to come before the Board. Mr. J. Clary (A-Henrico) stated he would like to see the option to meet online as well as in in person for the August Board meeting. Mr. Clary also stated that an email was forwarded from SWANA that they were providing cloth masks at no cost to public and private entities.

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 10:30 a.m. The motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. S. Chidsey (M-Hanover) and carried that the June 26, 2020 Board of Directors' meeting be adjourned.



CERTIFICATE

I, Patricia Paige, Chairman of the CVWMA, certify that the foregoing minutes are a true and correct copy of the minutes of the June 26, 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., August 21, 2020. Given under my hand and seal of the CVWMA this 21st day of August 2020.

Patricia Paige, Chairman