

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS MEETING MINUTES  
DECEMBER 6, 2019  
2104 W. LABURNUM AVENUE  
RICHMOND, VIRGINIA**

**MEMBERS/ALTERNATES PRESENT**

**Voting:**

Marcia Phillips (M-Chesterfield), Chairman  
Patricia Paige (M-New Kent), Vice Chair  
Miles Jones (M-Richmond), Secretary  
Michael Purvis (M-Prince George), Treasurer  
J. Allen Lane (M-Henrico), Past Chair  
Jennifer Schontag (A-Ashland)  
Ricky Hicks (M-Charles City)  
Clay Bowles (A-Chesterfield)  
Jeffrey Howard (A-Chesterfield)  
William E. Henley (A-Colonial Heights)  
Dwayne Jones (A-Goochland)  
Stephen Chidsey (M-Hanover)  
Scott A. Wyatt (M-Hanover)  
Robert C. Whiteman (M-Henrico)  
Monique Robertson (M-Hopewell)  
William Riggleman (A-Petersburg)  
Johnny Melis (A-Powhatan)  
Mark Kukoski (M-Richmond)  
Darlene Jenkins (M-Richmond)

**Non-Voting:**

Chip England (A-Henrico)  
Jon Clary (A-Henrico)  
James H. Burrell (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 Analyst  
Stephanie Breaker, Senior Customer Service Supervisor  
Mary Beth Mains, Part-Time Administrative Assistant

**MEMBERS/ALTERNATES NOT PRESENT**

Robert L. Dunn (M-Chesterfield), Director  
Lee Sloppy (M-Ashland)  
Michelle Johnson (A-Charles City)  
Scott Zaremba (M-Chesterfield)  
Al Pace (A-Chesterfield)  
Doug Smith (M-Colonial Heights)  
Leigh Dunn (M-Goochland)  
Randy Hardman (A-Hanover)  
Michael Flagg (A-Hanover)  
Marcia E. Kelley (M-Henrico)  
Bentley P. Chan (A-Henrico)  
Tangela Innis (M-Petersburg)  
Rod Compton (A-Prince George)

**Guests:**

Kate Vasquez - GBB  
Chris Lund - GBB  
Michael Benedetto - TFC  
Tad Phillips - TFC  
Paul Stacharizyk - TFC  
Matt Terrell - TFC  
Robert Clendenin – Waste Management

With a quorum in attendance Chairman Marcia Phillips (M-Chesterfield) called the meeting to order at 9:05 a.m.

## **CHAIRMAN'S AGENDA**

### **Item No. 1: Public Comment Period**

Chairman Phillips 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 November 15, 2019**

Chairman Phillips opened the floor for a motion to approve the minutes of the regular meeting of November 15, 2019 as submitted. A motion was made by Mr. R. Lane (M-Chesterfield), Past Chairman, seconded by Mr. M. Kukoski (M-Richmond) and carried that the minutes of the November 15, 2019 Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

### **Item No. 3: Chairman's Report**

#### ***Resolution of Appreciation for Mr. Scott Wyatt***

Chairman Phillips and Mrs. K. Hynes, CVWMA Executive Director, presented the resolution of appreciation to Mr. Scott Wyatt (M-Hanover). Mrs. K. Shea, Accounting and Financial Manager, read the resolution for Mr. Wyatt. A motion was made by Mr. S. Chidsey (M-Hanover) seconded by Ms. P. Paige (M-New Kent), Vice Chair, and carried approval of the Resolution of Appreciation for Mr. Scott Wyatt. Mrs. Hynes thanked Mr. Wyatt for his support and help over the last four years, for serving on the Executive Committee, and for being a great resource for the CVWMA. Mr. Wyatt thanked the Board and stated he had learned a lot in the past four years. He is now one of eighteen freshmen in the Virginia General Assembly. Mr. Wyatt thanked the Board for working together as a team. He noted each locality represented on the Board does the heavy lifting when it comes to solid waste and educating the elected officials for the benefit of our communities and he thanked them for that. Chairman Phillips thanked Mr. Wyatt for his service and stated she hoped that he would encourage others at the state level.

### **Item No. 4: 2020 Proposed Meeting Dates**

Mrs. K. Hynes noted the Board meeting dates for calendar year 2020 were listed in the board agenda. She reminded the Board that July's meeting is cancelled and all other meetings will be held on the usual 3rd Friday of the month, with a couple of exceptions. The December meeting will take place one week earlier to avoid the holiday. She also noted that the January 2020 Board meeting will be held on Thursday, January 16, 2020 at 9:00 a.m. in the Crater area instead of the normal 3<sup>rd</sup> Friday due to the State holiday.

Chairman Phillips opened the floor for a motion to accept the 2020 Board meeting dates as presented. A motion was made by Mr. S. Wyatt (M-Hanover) seconded by Mr. S. Chidsey (M-Hanover) and carried that the 2020 Central Virginia Waste Management Authority Board of Directors meeting dates be approved as presented.

### **Item No. 5: Presentation by GBB, Inc. – Consultants on Project 1: Recommendation for Scope of Services for Residential Recycling Program**

Mrs. Hynes reminded the Board of the two Solid Waste Consultants contracts that were awarded in September to Gershman, Brickner and Bratton, Inc (GBB) and SCS Engineers. GBB was awarded the first project to evaluate the Regional Curbside Recycling Program and make recommendations under the current contract and for future procurements. Mrs. Hynes stated there have been several meetings with stakeholders since the September 20<sup>th</sup> kickoff.

Mrs. Hynes introduced Ms. Kate Vasquez and Mr. Chris Lund of GBB and invited them to share their evaluation and recommendations.

Mrs. Hynes thanked Mrs. Vasquez and Mr. Lund and indicated the report will be finalized shortly. Staff will share the final report.

## **STAFF AGENDA**

### **Item No. 6: Consideration of Resolutions 20-05 through 20-10: 2021 Operating Budget**

Mrs. Hynes reminded the Board she presented the 2021 Proposed Budget at the November Board meeting and after, sent an electronic copy of the Proposed 2021 Budget to all Board members and alternates. She had not received any questions or comments about the budget. Mrs. Hynes stated that she prepared a supplemental document to the proposed budget detailing the revenue projections by locality based on Mr. W. Henley's (A-Colonial Heights) request.

Mr. S. Chidsey (M-Hanover) asked if the CVWMA will come back to the Board in the spring to re-affirm the wage increase, to which Mrs. Hynes responded affirmatively.

A motion was made by Mr. A. Lane (M-Henrico), seconded by Mr. S. Wyatt (M-Hanover) and carried to vote on all of the budget **Resolutions 20-05, 20-06, 20-07, 20-08, 20-09, 20-10** as a single item.

Chairman Phillips opened the floor for a vote on the 2021 Proposed Operating Budget and a motion was made by Mr. A. Lane (M-Henrico), seconded by Mr. R. Whiteman (M-Henrico), and carried to approve **Resolutions 20-05, 20-06, 20-07, 20-08, 20-09, and 20-10**, the 2021 Operating Budget.

### **Item No. 7: Residential Recycling Program**

Mr. R. Nolan, CVWMA Director of Operations, reported that the total tonnage of recyclables collected in the month of November in the residential program was 2,787 tons, 368 tons less than last November. Mr. Nolan added there were three fewer collection days in the larger jurisdictions and TFC reported that there has been more cardboard than Mixed Paper and Newsprint resulting in lighter tonnage. There was a total of 531 misses for the month compared to 737 last month. Mr. R. Nolan noted there has been a decrease in misses in Hopewell since the contract with TFC started a few months ago. Year to date, 14,400 tons of recycling was collected curbside versus 15,361 tons for the same period last year, a difference of 961 tons.

Mr. Nolan shared the Oops! reporting for all jurisdictions. TFC issued 198 rejection stickers of which 152 were rejected for plastic bags.

### **Item No. 8: Municipal Solid Waste (MSW) Program**

Mr. Thompson reported November was a record month for CFS with only 2 misses recorded in Ashland. There were 16 misses in the Chesterfield tax relief program for County Waste. There were 43 misses in Colonial Heights, 96 misses in Hopewell, and 91 misses in Petersburg recorded for CFS.

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

Mr. Thompson reminded the Board that this is the biggest time of year for the Drop Off Recycling program and quoted Mrs. Drumheller as saying, "the boxes are coming, the boxes are coming" due to all of the Amazon

shopping. Mr. Thompson stated TFC has done a great job in the Drop Off program and they have agreed to add extra resources and pulls Monday through Saturday, and Sunday if needed.

Mr. Nolan noted the statistics were not available since the Board was meeting so early in the month. The operations and program statistics would be available by the end of December and posted on the website.

Mr. Nolan noted the November recycling events: Chesterfield County had an eCycling and paper shredding event and collected 5,235 pounds of electronics; Goochland County held a tire amnesty and paper shredding event and collected 25 tons of tires; Hanover County's e-cycling event collected 4,928 pounds of electronics; Henrico's e-cycling event collected 14,910 pounds of electronics in October 2019; and Powhatan and New Kent both had successful eCycling events. Mr. Nolan noted the tonnage is dropping at these collections because most Cathode-Ray Tube (CRT) TVs have been recycled or disposed of already. Securis is seeing more flat screen TVs that are much lighter in weight.

On January 11<sup>th</sup> Richmond will host their annual "Bring One for the Chipper" event which includes Christmas tree grinding, Household Hazardous Waste, and paper shredding. A City of Richmond identification is required.

Mr. Nolan noted the commodity pricing for November remained the same for Mixed Paper at \$0; Old Corrugated Cardboard (OCC) at \$35, and newsprint at \$25. Steel prices increased to \$125 from \$100.

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

Mr. Nolan stated the TAC will meet on December 12th and there will be a guest speaker from County Waste talking about the new landfill slated for Cumberland County. The January TAC meeting is scheduled for the 2<sup>nd</sup> but may be rescheduled since it is close to the New Year's holiday.

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

##### ***America Recycles Day 2019 Recap***

Mrs. N. Drumheller, Public Affairs Manager, noted that staff provided each Board member a handout that recaps efforts throughout the service area during the month of November in celebration of America Recycles Day 2019 (ARD). Staff and the Young Scientists serviced seven of our member localities. Mrs. Drumheller noted the numbers on the handout do not reflect the education provided by locality staff. Mrs. Drumheller stated the annual ARD education campaign and contest is going well. Over 4,200 entered the contest in less than 30 days. Of those entries, over 2,000 asked for more information about CVWMA. The first contest winner was announced on November 29th. Mrs. Drumheller noted that the gentlemen in the Think Twice! video clip created by CBS6 is Mr. Andy Berry, Youth Minister, at Hope Church.

Mrs. Drumheller stated Christmas Tree Recycling-information for residents has been posted to the webpage and a Press Release is being updated. Once Staff has received information from remaining member localities, the Press Release will be sent out. The 2020 CVWMA Recycling Collection Schedule is slated to be bulk mailed starting on December 26th.

Mrs. Drumheller encouraged localities to post a link to CVWMA's website on the accepted items information as well as link to the 2020 collection schedule. The general public would then see the same information on accepted and not accepted items on both websites and help to keep consistent educational messaging regionwide. The 2020 collection schedule also includes information and visuals about plastic bags, batteries, tanglers, shredded paper and Styrofoam items not accepted. She is happy to work with locality web staff on this.

#### **Item No. 12: Financial Reports November 2019**

Mrs. K. Shea, Accounting and Financial Manager, reported that the financial activity is consistent with previous months. The Authority has a combined Net Income of \$337,251 and the net income will continue to decrease as we continue to incur expenses throughout the fiscal year. The accounts receivable schedule reflects the details of the amounts due to the Authority as of the end of the November and three accounts are over 60 days past due. Staff is working with the localities to bring the accounts current. Mrs. Shea noted staff has started notifying localities that are past due by one day.

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

**Item No. 13: Administrative**

Mrs. Hynes reminded the Board of the upcoming meeting schedule changes. The December TAC meeting is scheduled for December 12<sup>th</sup> and the January TAC meeting is scheduled for Thursday, January 2<sup>nd</sup> but may be moved since it is the day after the holiday. The Executive Committee is scheduled to meet on Tuesday, January 7<sup>th</sup>. The next Board Meeting is Thursday, January 16<sup>th</sup>, one day earlier than normal and it will be in the Crater region.

Mrs. Hynes announced congratulations to Mrs. Leigh Dunn (M-Goochland) who had her third child recently.

Mrs. Hynes introduced the guests in the room – Ms. Kate Vasquez, Project Manager at Gershman, Brickner & Bratton, Inc. (GBB); Mr. Chis Lund, Senior Vice President of GBB; Mr. Michael Benedetto, President and CEO of TFC Recycling; Mr. Paul Stacharczyk, Chief Operating Officer of TFC; Mr. Matt Terrell, General Manager of TFC; Tad Phillips, Vice President of Business Development of TFC; Mr. Rob Clendenin, Market Manager with Waste Management.

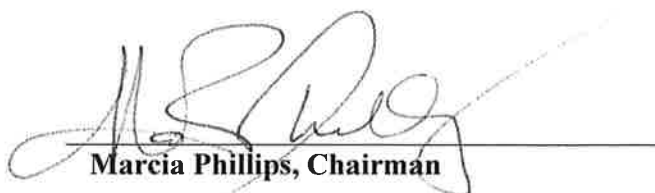
**Old/New Business**

Chairman Phillips asked if there was any old or new business to come before the Board and 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 10:05 a.m. The motion was made by Ms. P. Paige (M- New Kent), Vice Chairman, seconded by Mr. M. Kukoski (M-Richmond) and carried that the December 6, 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 December 6, 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., February 21, 2020. Given under my hand and seal of the CVWMA this 21st day of February 2020.

  
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**Marcia Phillips, Chairman**

