

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS MEETING MINUTES  
OCTOBER 16, 2020  
RICHMOND, VA & VIRTUAL**

**MEMBERS/ALTERNATES PRESENT**

**Voting:**

Patricia Paige (M-New Kent), Chairman  
Miles Jones (M-Richmond), Secretary  
Marcia Phillips (M-Chesterfield), Past Chair  
Jennifer Schontag (M-Ashland)  
Ricky Hicks (M-Charles City)  
Scott Zaremba (M-Chesterfield)  
Jeffrey Howard (A-Chesterfield)  
Todd Flippen (A-Colonial Heights)  
Wendy Grady (M-Goochland)  
Randy Hardman (A-Hanover)  
J. Allen Lane (M-Henrico)  
Marcia E. Kelley (M-Henrico)  
Robert C. Whiteman (M-Henrico)  
Monique Robertson (M-Hopewell)  
Karin Carmack (M-Powhatan)  
Nathan Joyce (M-Richmond)

**Non-Voting:**

Al Pace (A-Chesterfield)  
Dwayne Jones (A-Goochland)  
Jon Clary (A-Henrico)  
Josh Byerly (A-Henrico)  
John Lockwood (A-New Kent)  
Johnny Melis (A-Powhatan)

**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), Vice-Chairman  
Michael Purvis (M-Prince George), Treasurer  
Tangela Innis (M-Petersburg), Director  
Lee Sloppy (A-Ashland)  
Michelle Johnson (A-Charles City)  
Clay Bowles (A-Chesterfield)  
Doug Smith (M-Colonial Heights)  
Stephen Chidsey (M-Hanover)  
Susan Dibble (M-Hanover)  
Michael Flagg (A-Hanover)  
Bentley Chan (A-Henrico)  
William Riggelman (A-Petersburg)  
Rod Compton (A-Prince George)

**Guests:**

Mark Kukoski  
Darlene Mallory-Jenkins

Addressing the Board, Mrs. K. Hynes, CVWMA Executive Director, welcomed the attendees and she reminded members on how to cast their votes using the meeting's electronic functions. Mrs. Hynes also instructed that all members who would like to vote verbally could take themselves off of mute.

Chairman Paige started the meeting by having all attendees recite the Pledge of Allegiance. She welcomed all to the meeting, and with a quorum in attendance she called the meeting to order at 9:00 a.m.

## **CHAIRMAN'S AGENDA**

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

Chairman Paige (M-New Kent) 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 21, 2020**

Chairman Paige (M-New Kent) opened the floor for a motion to approve the minutes of the regular meeting of September 18, 2020, as submitted. A motion was made by Mr. S. Zaremba (M-Chesterfield), seconded by Mrs. M. Phillips (M-Chesterfield), Past Chairman, and carried that the minutes of the September 18, 2020, 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. Mark Kukoski***

Chairman Paige asked Mrs. K. Shea, Accounting and Financial Manager, to read the Resolution of Appreciation for Mr. M. Kukoski, thanking him for his service on the CVWMA Board of Directors and the Executive Committee. A motion was made by Mrs. M. Phillips (M-Chesterfield), Past Chairman, seconded by Mr. M. Jones (M-Richmond), Secretary, and carried approving the Resolution of Appreciation for Mr. Mark Kukoski. Mrs. Hynes thanked Mr. Kukoski for his work on the CVWMA Board and for his leadership. She stated Mr. Kukoski has been an invaluable representative for the region, the city of Richmond, and to Mrs. Hynes personally, noting he was a great sounding board. Mrs. Hynes stated she hoped that he would not be a stranger as she thanked him again. Mr. Kukoski thanked everyone and stated it had been an honor and that it was humbling to hear the resolution and he was so proud to serve with all of the Board members. It has been a great experience, Mr. Kukoski stated. Chairman Paige stated she had not known Mr. Kukoski as long as Mrs. Hynes but she thanked him for his insight, knowledge and thoughtfulness in various situations the Board has been through. Chairman Paige stated she was appreciative of the multiple roles that Mr. Kukoski had played on the Authority Board and for his support of recycling. She thanked him for his service and noted it was an honor to serve with him and wished him all of the best.

#### ***Resolution of Appreciation for Ms. Darlene Mallory-Jenkins***

Chairman Paige asked Mrs. K. Shea to read the Resolution of Appreciation for Ms. Darlene Mallory-Jenkins, thanking her for her service on the CVWMA Board of Directors. A motion was made by Mr. M. Jones (M-Richmond), Secretary, seconded by Mrs. M. Phillips (M-Chesterfield), Past Chairman, and carried approving the Resolution of Appreciation for Ms. Darlene Mallory-Jenkins. Chairman Paige thanked Ms. Mallory-Jenkins for her joy and enthusiasm, and she noted she had never seen anyone as enthusiastic about trash, other than Mrs. Nancy Drumheller. Chairman Paige thanked Mrs. Mallory-Jenkins for her dedication and commitment to the CVWMA. Mrs. Hynes stated she echoed the same comments and noted that Ms. Mallory-Jenkins has been a friend of the Authority for quite some time, even though she was only on the Board for a short period of time. Ms. Hynes noted she has been the go-to-person in the city of Richmond, to help us on the ground and she has

been a wonderful supporter and friend to the CVWMA and the entire region. Mrs. Hynes stated Ms. Mallory-Jenkins is back to work part time for the City of Richmond after retiring. After many on the Board applauded, Mrs. Hynes stated that staff appreciates her coming back and the relationship she has built between the CVWMA and the City of Richmond. Mrs. Mallory-Jenkins stated that she was welcome and appreciates all of the kind words.

#### **Item No. 4: Treasurer's Report**

##### ***Financial Reports September 2020***

Mrs. Hynes noted that Mr. M. Purvis (M-Prince George), Treasurer, was not able to attend but on his behalf, Mrs. K. Shea, Accounting and Financial Manager, will present the financial activity. Mrs. K. Shea reported the September financial activity is consistent for the third month of the new fiscal year. The Authority has a combined net income of \$461,146 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 four accounts are 60 days past due and we are in communication with those localities regarding payment. There are three very large invoices, two of them are fiscal year 2021 pre bills, that are overdue from two localities. Mrs. Shea stated staff is in almost constant communication with those localities and there is no dispute of fees, or concern about the intention to pay. The delays are due to an internal approval processes that are working more slowly than normal. Staff expects full payment on these accounts in the next few business days.

Mrs. K. Shea stated the FY20 Comprehensive Annual Financial Report (CAFR) was submitted to the Virginia Auditor of Public Accounts (APA) on September 29<sup>th</sup> and receipt was acknowledged.

Chairman Paige opened the floor for a motion to accept and file the Financial Reports for September 2020 as submitted. A motion was made by Mrs. J. Schontag (M-Ashland), seconded by Mr. M. Jones (M-Richmond), Secretary, and carried that the Financial Reports for September 2020 be approved and filed as submitted.

#### **STAFF AGENDA**

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

Mr. R. Nolan reported that the total tonnage of residential recyclables collected in the CVWMA program for September 2020 was 3,150 tons. This is 477 tons more than September 2019. Mr. Nolan noted that the three larger jurisdictions had extra collection days. This in combination with more people being at home due to Covid-19 resulted in the higher total for the month compared to September 2019. Mr. Nolan added that there was a total of 9,230 tons collected year to date September 2020, 642 tons more than the same period in 2019.

Mr. Nolan stated 361 carts were sold in September which remains significantly above the average of 150 per month. TFC let staff know they had a driver shortage but have been hiring and we do see an improvement in misses. Mr. Nolan noted there were 1,538 misses for the month of September compared to 2,041 in August.

Mr. Nolan also shared that there was a TFC employee who was killed while collecting recycling in Chesterfield County. Condolences have been sent to the family from the Authority.

Mrs. Hynes gave an update on the procurement for Residential Recycling Services and Drop Off Processing noting the Committee has been meeting every two weeks since January. A near final draft of the RFP, including the scope of services and the cost proposal form, has been prepared and is with our legal counsel for review and most of the localities have reviewed and provided comments. Summaries have been provided for some of the

Chief Administrative Officers. Mrs. Hynes stated the plan is to issue the RFP November 16<sup>th</sup>. There will be a mandatory preproposal conference on December 15<sup>th</sup> with the proposals due back the beginning of March. Mrs. Hynes noted that the next Board meeting is after the issue date, and she will provide an update of what is included in the RFP to the Board. The next Committee meetings are October 21 and November 4<sup>th</sup> at 10 a.m.

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

Mr. R. Thompson, CVWMA Operations Analyst, reported 39 misses were recorded in Ashland for Meridian Waste (MW) and 32 misses in the Chesterfield tax relief program for County Waste in September. In the Tri-City area, 52 misses were recorded in Colonial Heights, 106 misses in Hopewell; and 166 misses in Petersburg for Meridian Waste.

Mr. Thompson noted July was the first full month for Meridian Waste to collect after acquiring CFS. He noted it was a whole new company with all the changes in management, route supervisors, and drivers. He also noted it was one of the worst months for the MSW program and that Meridian was assessed \$10,900 for their performance in July. Referring to the graph, Mr. Thompson noted the misses were very high in July, but have improved in each of the following months. There was a total of 363 misses in September compared to a total of 589 misses in August and 1,341 in July.

In closing, Mr. Thompson noted the City of Hopewell Clean up Week is October 17<sup>th</sup> through October 24<sup>th</sup>.

#### **Item No. 7: Operations and Program Statistics**

Mr. Nolan stated the September program statistics will be available early next week online. He reported the October commodity pricing for Mixed Paper is \$25/ton; Old Corrugated Cardboard (OCC) stayed at \$70/ton, and newsprint remained at \$50/ton. Steel increased \$5 to \$150/ton. Oil prices are still at \$0 per gallon.

Mr. Nolan updated the Board on upcoming events: Hanover County E-cycling event November 7 and a Hanover County Household Hazardous Waste Event – November 14; Goochland County Waste Tire and Shredding event - November 14.

#### **Item No. 8: Technical Advisory Committee (TAC) Report**

Mr. Nolan stated the TAC met on October 1 virtually and topics discussed included: e-waste contract renewals; third party audits for e-waste; delivered paper contract expiring in June of 2021; and tipping fee legislation which was tabled. The next TAC meeting is scheduled for November 5<sup>th</sup> at 9 a.m.

#### **Item No. 9: Consideration of Resolution 21-04: To Award a Contract for Printing and Mailing Services**

Mrs. N. Drumheller, Public Affairs Manager, requested approval of Resolution 21-04 to award a contract for Printing and Mailing Services for the 2021 Annual Collection Schedule between the Central Virginia Waste Management Authority and Professional Printing Center for a one year period commencing on or about October 16, 2020. The project will include the printing and mailing of the 2021 collection schedule and may be extended for two (2) optional one (1) year extensions (printing and mailing of the 2022 and 2023 collection schedules).

Thirteen proposals were received by the deadline of September 23, 2020. Four offerors were interviewed by the evaluation committee consisting of Kim Hynes and Nancy Drumheller. Staff recommends awarding a contract to Professional Printing Center in Chesapeake.

Chairman Paige asked for a motion to approve Resolution 21-04: To Award a Contract for Printing and Mailing Services for one year as presented. It was moved by Mr. M. Jones (M-Richmond), Secretary, and seconded by Mrs. M. Phillips (M-Chesterfield), Past Chair, and approved as presented.

**Item No. 10: America Recycles Day – November 15<sup>th</sup>**

Mrs. N. Drumheller, Public Affairs Manager, stated this year's America Recycles Day will be virtual and a web page has been created. Staff is working with one of our media partners on a three-week regional recycling education campaign and public awareness on "what to recycle" that will start November 2 and run through November 22. Mrs. Drumheller noted a similar contest was held last year, with entrants having to answer questions on contamination in order to enter the contest drawing. Mrs. Drumheller stated that last year, there were over 6,200 entries and 3,400 people wanted more information about CVWMA.

In addition, staff will be promoting a pledge to "reduce, reuse and then recycle what you can recycle." Finally, staff will promote locality events and our America Recycles Day web page on all social media platforms.

Mrs. Drumheller stated staff has worked with Jonathan Austin to create 30 minute mp4 educational videos for each of the member jurisdictions. Mrs. Drumheller thanked New Kent County for putting it on their cable channel. Mrs. Drumheller stated she hoped Board members will be able to use it and noted it is the localities to share with their residents, schools, any other group they work with. Each educational video includes the importance of the 3 R's (reduce, reuse; recycle) litter prevention; and conservation. Mrs. Drumheller stated she is hoping that the Department of Environmental Quality (DEQ) will accept the video as an educational credit for each member locality on the annual Litter and Recycling Grant.

Mrs. Drumheller stated she is pleased to announce staff has been asked to help promote Clover Hill High School students' project regarding how products are made and how to reduce packaging.

The Henrico County Fall Energy Fair is virtual this year and anyone can visit the education exhibits to learn more about saving energy and being more sustainable at home. Visit [henrico.us/go-green](http://henrico.us/go-green).

Finally, the CVWMA/Young Scientists will virtually participate in the Maggie L. Walker Governors School Community STEM (Science Technology Engineering and Mathematics) event for middle school students on Saturday, October 24. CVWMA/Young Scientists will provide three sessions.

***CVWMA Website, Social Media, Email Reminder***

Mrs. Drumheller stated staff continues to provide virtual education resources on all the CVWMA social media platforms daily and the public continues to stay engaged with staff on the multiple platforms. Referring to the slide, Mrs. Drumheller noted a picture from RideFinders. Mrs. Drumheller stated it validates the importance of children taking messages home to their families about recycling and other environmental actions. Each week the Executive Director of RideFinders reads a book online that is about going green. Oliva who is featured here was so inspired by the book that she encouraged her family to start recycling. In a follow-up feature posted by RideFinders, they showed Olivia and her father with their recycling bin.

There were 541 new email subscribers to the email reminder for the month and most of you should have received the monthly electronics newsletter. September's newsletter includes Message from our Executive Director, locality events, any collection changes, and educational resources. Mrs. Drumheller referred to the slide showing all of the website and social media statistics and stated she feels that we are doing well. Referring to the table on the Customer Service by Locality slide, Mrs. Drumheller shared staff responses for each member locality for the months of July, August and September. She noted that CVWMA internal and external customers are engaged with staff on multiple channels, inbound calls, voicemail messages, electronic requests from localities and on

our website. The "Other" category includes inquiries from outside our service area as we are like a 411 for the region.

**Item No. 12: Administrative**

Mrs. Hynes reminded the Board that the TAC Meeting will be held on Thursday, November 5th at 9:00 a.m. and that everyone is welcome to attend. The Executive Committee will meet on Tuesday, November 10th at 11:00 a.m. The Board will meet virtually on November 20th at 9:00 a.m. The next Residential Recycling Procurement meetings will be held on October 21st at 10 a.m. and November 4th at 10 a.m.

Staff will start working on the 2022 Operating Budget and provide a draft to the Executive Committee over the next few weeks for discussion and present the proposed budget to the Board at the November meeting. Per CVWMA bylaws, the budget must be adopted by December 31. That will give the board time to review and consider the budget in December. Mrs. Hynes noted discussions have begun about strategic planning. The Executive Committee was provided with a proposal and discussed steps forward at the last meeting. Staff is putting together information for the November Board meeting.

**Old/New Business**

Chairman Paige stated that she thinks everyone who knows her, knows how excited she is to be working with youth. The Board Representative for the New Kent Clean County Committee is Mr. John Lockwood (A-New Kent). The New Kent County Board of Supervisors has appointed two New Kent Middle School students to be representatives for the New Kent County Clean Committee. Chairman Paige stated she is very proud that it is continuing to happen. The students have signed a waiver and they are given the same rights and privileges as adult members on the committee. Chairman Paige stated young people bring such an excitement, and knowledge to the adult members that are on the committee. Because of them, all the seniors on the Board know now how to use Google Docs and Instagram. Chairman Paige stated she is proud of them and their interest and commitment to recycling. Chairman Paige thanked Mr. Lockwood for all he is doing with that committee and his commitment to keep New Kent County Beautiful.

With no further business to come before the Board, Chairman Paige opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 9:46 a.m. The motion was made by Mr. M. Jones (M-Richmond), Secretary, seconded by Mrs. M. Phillips (M-Chesterfield) and carried that the October 16, 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 October 16, 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., November 20, 2020. Given under my hand and seal of the CVWMA this 20th day of November 2020.

  
Patricia Paige, Chairman