

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
MARCH 19, 2021
RICHMOND, VA & VIRTUAL**

MEMBERS/ALTERNATES PRESENT

Voting:

Robert Dunn (M-Chesterfield), Vice Chairman
Miles Jones (M-Richmond), Secretary
Tangela Innis (M-Petersburg), Director
Jennifer Schontag (M-Ashland)
Clay Bowles (M-Chesterfield)
Todd Flippen (A-Colonial Heights)
Michael Flagg (A-Hanover)
J. Allen Lane (M-Henrico)
Marcia E. Kelley (M-Henrico)
Jon Clary (A-Henrico)
John Lockwood (A-New Kent)
Karin Carmack (M-Powhatan)
Percy Ashcraft (A-Prince George)

Non-Voting:

Scott Zaremba (A-Chesterfield)
Jeffrey Howard (A-Chesterfield)
Josh Byerly (A-Henrico)
Bentley Chan (A-Henrico)
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
Denise Gammon, Recycling Educ. & Outreach Specialist
Mary Beth Mains, Part-Time Administrative Assistant

MEMBERS/ALTERNATES NOT PRESENT

Patricia Paige (M-New Kent), Chairman
Michael Purvis, (M-Prince George), Treasurer
Lee Sloppy (A-Ashland)
Ricky Hicks (M-Charles City)
Michelle Johnson (A-Charles City)
Cary Drane (M-Chesterfield)
Al Pace (A-Chesterfield)
Doug Smith (M-Colonial Heights)
Wendy Grady (M-Goochland)
Dwayne Jones (A-Goochland)
Susan Dibble (M-Hanover)
Randy Hardman (A-Hanover)
Monique Robertson (M-Hopewell)
William Riggleman (A-Petersburg)
Nathan Joyce (M-Richmond)

Guests:

David Howard, Hanover County

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 instructed members who would like to vote verbally to take themselves off of mute.

Vice-Chairman Dunn (M-Chesterfield) started the meeting by having all attendees recite the Pledge of Allegiance. He welcomed all to the meeting, and with a quorum in attendance he called the meeting to order at 9:03 a.m.

CHAIRMAN'S AGENDA

Item No. 1: Public Comment Period

Vice-Chairman Dunn (M-Chesterfield) opened the floor for public comment. Without any requests to address the Board, he closed the public comment period.

Item No. 2: Minutes of the Regular Meeting of February 19, 2021

Vice-Chairman Dunn (M-Chesterfield) opened the floor for a motion to approve the minutes of the regular meeting of February 19, 2021, as submitted. A motion was made by Mrs. T. Innes (M-Petersburg), Director, seconded by Mr. M. Jones (M-Richmond), Secretary, and carried that the minutes of the February 19, 2021, Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 3: Chairman's Report

Vice Chairman Dunn (M-Chesterfield) asked Mrs. K. Hynes to introduce the newest CVWMA Team member, Ms. Denise Gammon, Recycling Education and Outreach Specialist. Mrs. Hynes noted Ms. Gammon comes to CVWMA with experience in both education and nonprofit education and outreach and that she has hit the ground running. Mrs. N. Drumheller, Public Affairs Manager, and Ms. Gammon have been going around town to educate Ms. Gammon on the CVWMA programs to help her get started. Mrs. Hynes stated she hoped the Board will get a chance to meet Ms. Gammon in person, sometime soon.

Mrs. K. Hynes also introduced Mr. Percy Ashcraft, the Prince George County Administrator, and newest Prince George Alternate. Mrs. Hynes welcomed Mr. Ashcraft to the Board and stated she looked forward to working with him.

Mr. K. Hynes also introduced and welcomed Mr. David Howard, Hanover County's Chief of Solid Waste.

Resolution of Appreciation for Mr. Stephen E. Chidsey

Vice Chairman Dunn asked Mrs. K. Shea, Accounting and Financial Manager, to read the Resolution of Appreciation for Mr. S. Chidsey (M-Hanover). A motion was made by Mr. J. Clary (A-Henrico), seconded by Mr. M. Jones (M-Richmond), Secretary, and carried approving the Resolution of Appreciation for Mr. Stephen E. Chidsey.

Mr. R. Dunn (M-Chesterfield), Vice-Chairman, thanked Mr. Chidsey for his years of service and Mrs. Hynes thanked Mr. Chidsey noting he had been around almost since the inception of CVWMA. Mrs. Hynes stated Mr. Chidsey's service had been invaluable to the Authority and that staff will make sure he gets his Resolution of Appreciation and a token of gratitude noting he could not attend the March Board meeting.

Item No. 4: Strategic Plan Update

Mrs. K. Hynes noted a Strategic Plan update had been emailed to the Board and the survey was sent to all the week of March 15th. Mrs. Hynes reminded the Board there are four task-oriented sections of the CVWMA strategic planning process. The first task, the kickoff meeting and discussion were completed in January. The bulk of the work will be done between February and the end of April, which is the stakeholder survey and follow up discussions with GBB. Mrs. Hynes encouraged the Board to fill out the survey as soon as possible and that GBB will be following up and are willing to do interviews in person or virtually, or as a group discussion. Mrs. Hynes noted localities might want to have a group discussion within their locality or with their counterparts in other localities to further the conversation. Continuing, Mrs. Hynes stated there will be a group planning activity after the May Board meeting and noted the activity will depend on the responses from the surveys and interviews as to what people want to talk about, and what direction the CVWMA should go in for planning for solid waste and the organization as a whole. Mrs. Hynes stated by the end of May there will be a draft Strategic Plan to be considered at the Board meeting in June. Noting we want to get it right and if it takes longer than planned, the deadline can be extended. Mrs. Hynes noted any follow up questions can be emailed to herself or the GBB representatives directly. Mr. R. Dunn (M-Chesterfield), Vice Chairman, stated he had not received the survey and Mrs. Hynes suggested it may have gone into a spam or junk folder but she would resend it to the Board.

Mrs. M. Kelley (M-Henrico) asked if nonboard members would be included in the planning process input as there are those that are no longer on the Board but have many years of service in the past and have a great deal of experience with the Board. Mrs. Kelley stated Mrs. M. Phillips and Mr. S. Chidsey for example. Mrs. Hynes stated that was a good idea and the more input the better, even as citizens of the region.

STAFF AGENDA

Item No. 5: 2021 Virginia General Assembly

Mrs. Hynes provided the Board with a summary of relevant legislation and its status:
SB 1164 Defines “advanced recycling” as manufacturing process for the conversion of post-use polymers and recovered feedstocks into basic hydrocarbon raw materials. Passed: Signed by Speaker and President.

HB 1902 Prohibits dispensing by a food vendor, prepared food in a single-use polystyrene container. Certain chain restaurants to stop using by July 1, 2023. Passed: Signed by Speaker and President.

SB 1319 Waste Diversion and Recycling Task Force (TF); DEQ to continue TF. Substitute: Completely Changed the Bill: assigns more members to the Task Force and more tasks. House Substitute: TF shall take guidance from EPA’s Sustainable Materials Management Program Strategic Plan and TF shall hold its first meeting no later than 10/15 and publish a report w/ findings and recommendations by 11/1/2022 Passed both Senate and House.

SB 1210 Environmental permit fees. *Substitute: The Director shall convene a working group to develop annual fee schedule to replace the current schedule in Code Section 10.1-1402.1:2. Working group shall include: representatives of (i) private sector companies, (ii) local governments (iii) public service authorities (iv) an environmental organization (v) any other parties the Director determines would assist in the deliberations.* Passed; Signed by Speaker and President.

HB 2221 Environmental permits; community and environmental justice outreach. New permit applicants required to complete certain public notice requirements. Left in Committee.

HB 1801 Disposing of litter; penalty. Increases penalties from \$250-\$2500 to \$500-\$5000. Substitute: \$500 minimum to \$2,500 maximum. Passed; Signed by Speaker and President.

HB 2074 Environmental justice; interagency working group. Establishes the Interagency Environmental Justice Working Group in the executive branch to further environmental justice. Failed to Pass the House after substitute by the Senate.

HB 1836 Secretary of Natural Resources. Renames to Secretary of Natural and *Historic* Resources. Passed House and Senate.

SB 1271 Virginia Freedom of Information Act; Allows public bodies to meet electronically or without a quorum physically present to conduct normal operations if a local state of emergency is declared and is unsafe to meet in-person. Passed Both Houses.

HJ 521 / SJ282 Commending the Crater Planning District Commission on 50th Anniversary. Passed Both House and Senate.

Item No. 6: Residential Recycling Program

Mr. R. Nolan, Director of Operations, reported that the total tonnage of residential recyclables collected in the CVWMA program for February 2021 was 2,768 tons, noting this was 168 tons more than February 2020. Mr. Nolan added that there was a total of 25,311 tons collected year to date February 2021, 1,566 tons more than the same period in 2020.

In February 2021 there were 1,302 misses in all jurisdictions compared to 1,125 misses in January 2021. A weather delay in February forced a one day delay in the collection of recyclables resulting in an increase in misses.

Mr. Nolan reported that 304 carts were sold in the month of February 2021, down from 451 in January 2021.

Mrs. K. Hynes gave an update on the procurement noting that two companies sent in proposals on the Residential Recycling and Drop-Off Processing Procurement by the March 12th deadline. Staff will work with the committee on interviewing those organizations in the latter part of March. After interviewing and negotiating, staff will be able to bring something back to the board by the June Board meeting for an award(s). Mrs. M. Kelley (M-Henrico) asked for clarification on the nine potentially interested parties previously noted. Mrs. Hynes stated that nine organizations participated in the mandatory preproposal conference call. Mrs. M. Kelley (M-Henrico) asked if staff knew what narrowed their scope of interest and Mrs. Hynes stated she heard from some that it was timing, market conditions, and the amount of capital investment needed.

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

Mr. Thompson, CVWMA Operations Analyst, reported there were 22 misses recorded in Ashland for Meridian Waste (MW) and 35 misses in the Chesterfield tax relief program for County Waste in February. In the Tri-City area, 61 misses were recorded in Colonial Heights, 81 misses in Hopewell and 112 misses in Petersburg.

Referring to the slide, Mr. Thompson noted staff has seen an improvement in missed collections by MW, noting there were 276 misses in February and 216 in January but there were two ice storms in February so there were two slide dates. Mr. Thompson noted MW ran into staffing issues in March due to Covid-19 and truck maintenance issues but the uncompleted routes were collected by the next collection day.

Item No. 8: Consideration of Resolution 21-12: To Renew the Contract for Household Hazardous Waste Event Collection, Hauling, and Disposal Services

Mr. R. Nolan introduced **Resolution 21-12**: To Renew the Contract for Household Hazardous Waste Event Collection, Hauling, and Disposal Services for the Boards consideration. The initial term of the contract with ECOFLO for event collection services expired on June 30, 2019. Mr. Nolan noted this contract extension is for five years and would expire on June 30, 2024. CVWMA recently terminated the contract with Care Environmental Corporation due to their failure to provide CVWMA with a performance bond and recent awareness of issues with the Internal Revenue Service. CVWMA would like to renew the contract with ECOFLO for collecting and disposing of Household Hazardous Waste from participating jurisdictions. Mrs. M. Kelley (M-Henrico) asked if the costs were substantially different from when the Board had the original contract with ECOFLO. Mr. Nolan stated that when the initial evaluation was done four years ago there were three companies and ECOFLO and Safety Kleen were a little more expensive. The difference between the three companies was primarily due to mobilization and set up cost. CARE Environmental was much lower on cost for mobilization and setup. The disposal cost was consistent with all three companies but at the time of evaluation the team decided that CARE was the best option because of the lower mobilization costs. Mrs. Kelley (M-Henrico) asked if it is costing more now in 2021 and Mr. Nolan noted it is just a little bit more due to CPI increases.

Vice Chairman Dunn opened the floor for a motion to adopt **Resolution 21-12**. A motion was made by Mr. M. Jones (M-Richmond), Secretary, seconded by Mr. J. Clary (A-Henrico) and carried that **Resolutions 21-12** be approved as submitted.

Item No. 9. Operations and Program Statistics

Mr. R. Thompson stated staff has received and processed over half of the data needed for the 2020 Recycling Rate which is close to the previous years rate, 59.1%. Mr. Thompson stated the final number will be submitted at the April Board meeting and presented to DEQ by the April 30th deadline.

Mr. Nolan reported the March commodity pricing for Mixed Paper remained at \$30/ton; Old Corrugated Cardboard (OCC) increased by \$5/ton to \$90/ton, and newsprint increased by \$5/ton to \$60/ton. Steel decreased by \$20/ton to \$245/ton. Oil prices increased from \$.15/gallon to \$.25/gallon. Mr. Nolan noted the Curbside Processing fee will decrease by \$5/ton to \$10/ton in March.

Mr. Nolan informed the Board of the following spring events: On March 27, 2021 New Kent County will hold an e-Cycling, waste tire and paper shredding; April 17, 2021 Hanover County will hold an e-Cycling event; and Prince George County will hold a Household Hazardous Waste (HHW) event; and on April 24, 2021, Hanover County will hold a HHW event and Powhatan County will hold a tire recycling and appliance event; May 8, 2021 the City of Richmond will hold an e-Cycling event. Mr. Nolan reminded the Board that Securis, our e-Cycling vendor, has opened their local office off of Staples Mill Road and will accept electronics on the first Saturday event on the first Saturday of each month from the public.

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

Mr. Nolan stated the TAC met on March 4th virtually and topics discussed included: CVWMA Strategic Plan; Legislative update; and Invitation for Bids for Delivered Paper and Construction, Demolition and Debris. The next TAC meeting is scheduled for April 1st at 9 a.m. virtually.

Item No. 11: Earth Day and Public Information

Mrs. N. Drumheller, Public Affairs Manager, noted Ms. Denise Gammon, the new Recycling Education and Outreach Specialist has only been a part of staff less than a month but Denise, the former classroom teacher and

special events educator with several local cultural institutions, brings a different level of expertise and fresh perspective to our recycling education and outreach programs as she has not been immersed in recycling education in her former education positions.

Earth Day 2021

Mrs. Drumheller stated staff is especially grateful to have Ms. Gammon on board to work on developing age-appropriate program content for Earth Day that strictly aligns with Covid-19 guidelines and protocol. Mrs. Drumheller stated staff will promote the locality recycling events as noted earlier by Mr. Nolan. The CVWMA website and social media platforms will also be used to share and post activities and resources.

Finally, the National Prescription Drug Take Back Day is scheduled for Saturday, April 24. Mrs. Drumheller shared the DEA website which will populate locations where you live that are collecting the unused prescription drugs through local law enforcement departments.

Mrs. Drumheller noted that staff has been very strategic when sharing new content with the public. Using Read Across America Day on March 2, Ms. Gammon introduced herself as the new Educator while reading “Dear Earth... From your friends in Room 5” by Erin Dealey. Thanks to Mr. R. Dunn (M-Chesterfield), Vice Chairman, for the nice feedback comments and support.

Ms. Drumheller reported that our regional community partners with Team Ridefinders have invited Ms. Gammon to be a “virtual” guest reader on the We Read Wednesday feature on Wednesday, April 7. This is a great collaboration on social media for the Authority.

Using St. Patrick’s Day, Ms. Gammon shared two virtual recycled craft activities reusing toilet paper roll tubes to make a shamrock and plastic bottle caps to make a rainbow. Staff posted these on social media and these two virtual resources have been popular.

Mrs. Drumheller stated she and Ms. Gammon have been able to visit five of the member localities. Mrs. Drumheller stated the goal is to visit on residential recycling collection days and to ride by different Drop Off Collection locations so that Denise has a visual landscape of our regional programs and the how each program looks by participating member locality. This type of training takes time but allows the time needed to create content that supports and aligns learning for the 21st century learner.

CVWMA Website, Newsletter, Social Media, Email Reminder

Staff continues to promote virtual education resources and locality posts/tweets on all CVWMA social media platforms. Keep America Beautiful hosted a free series of Zero Waste webinars that Denise and Mrs. Drumheller are participating in. The information is very timely as we are going through our Strategic Plan and moving CVWMA forward.

The March newsletter focused on ways to reduce your impact – reduce, reuse, repurpose and then recycle right, litter, Recycling Wizard and the Special Collection events.

For the month of February, there were 724 new email subscribers. Mrs. Drumheller stated this is a great tool and very popular.

Item No. 11: Financial Reports for February 2021

Mrs. K. Shea, Accounting and Financial Manager, reported the February financial activity is consistent with previous months. The Authority has a combined net income of \$152,123 and the net income continues 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 two accounts, with small amounts, 60 days past due. Staff will be following up with those localities regarding payment.

Vice Chairman Dunn opened the floor for a motion to accept and file the Financial Reports for February 2021 as submitted. A motion was made by Mrs. T. Innes (M-Petersburg), Director, seconded by Mrs. M. Kelley (M-Henrico) and carried that the Financial Reports for February 2021 be approved and filed as submitted.

Item No. 12: Administrative

Mrs. K. Hynes stated the CVWMA banking contract with BB&T/Truist expires with no extensions on June 30, 2021, and staff has issued an RFP for professional services. Staff will be working with the Audit Committee to help with the bank selection over the next couple of months.

The Richmond Flying Squirrels had contacted staff about holding a regional recycling event tentatively set for March 27th to recycle their 2021-2020 calendars but baseball season has started and they ultimately had scheduling conflicts. They are looking for possibly doing an event near America Recycles Day, in the fall. Mrs. Hynes thanked Vice Chairman Dunn for chairing the March Board meeting.

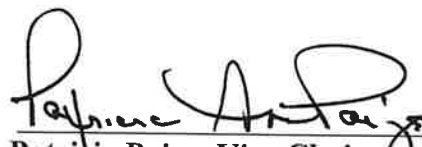
Old/New Business

With no further business to come before the Board, Vice Chairman Dunn opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 9:48 a.m. The motion was made by Mr. M. Jones (M-Richmond), Secretary, seconded by Mr. J. Clary (A-Henrico), and carried that the March 19, 2021, 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 March 19, 2021, 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., April 16, 2021. Given under my hand and seal of the CVWMA this 16th day of April 2021.



Patricia Paige, Vice Chairman