

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
JUNE 22, 2021
NEW KENT, VA**

MEMBERS/ALTERNATES PRESENT

Voting:

Patricia Paige (M-New Kent), Chairman
Robert Dunn (M-Chesterfield), Vice Chairman
Miles Jones (M-Richmond), Secretary
Stephen Chidsey (M-Ashland)
Ricky Hicks (M-Charles City)
Clay Bowles (M-Chesterfield)
Cary Drane (M-Chesterfield)
Doug Smith (M-Colonial Heights)
Dwayne Jones (A-Goochland)
David Howard (A-Hanover)
Michael Flagg (A-Hanover)
J. Allen Lane (M-Henrico)
Marcia E. Kelley (M-Henrico)-Virtual
Jon Clary (A-Henrico)
Karin Carmack (M-Powhatan)-Virtual

MEMBERS/ALTERNATES NOT PRESENT

Michael Purvis, (M-Prince George), Treasurer
Tangela Innis (M-Petersburg), Director
Jennifer Schontag (M-Ashland)
Michelle Johnson (A-Charles City)
Scott Zaremba (A-Chesterfield)
Jeffrey Howard (A-Chesterfield)
Al Pace (A-Chesterfield)
Wendy Grady (M-Goochland)
Randy Hardman (M-Hanover)
Susan Dibble (M-Hanover)
Josh Byerly (A-Henrico)
Monique Robertson (M-Hopewell)
William Rigglesman (A-Petersburg)
Percy Ashcraft (A-Prince George)
Nathan Joyce (M-Richmond)

Non-Voting:

Todd Flippen (A-Colonial Heights)
Bentley Chan (A-Henrico)-Virtual
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
Reginald D. Thompson, Operations Analyst
Stephanie Breaker, Sr. Customer Service Supervisor
Mary Beth Mains, Part-Time Administrative Assistant

Guests:

Chairman Paige (M-New Kent) welcomed all to the meeting at Colonial Downs in New Kent County and started the meeting by having all attendees recite the Pledge of Allegiance. With a quorum in attendance, she called the meeting to order at 9:01 a.m.

CHAIRMAN'S AGENDA

Item No. 1: Public Comment Period

Chairman Paige (M-New Kent) noted there was no public in attendance and no one had contacted staff previously to address the Board. She closed the public comment period.

Item No. 2: Minutes of the Regular Meeting of May 21, 2021

Chairman Paige opened the floor for a motion to approve the minutes of the regular meeting of May 21, 2021, as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), Vice Chairman, seconded by Mr. M. Jones (M-Richmond), Secretary, and carried that the minutes of the May 21, 2021, Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 4: Nominating Committee Report

Election of Officers

Mrs. K. Hynes, CVWMA Executive Director reminded the Board the committee nominated the following slate of officers for fiscal year 2021-22: Patricia Paige (M-New Kent), Chairman; Robert Dunn (M-Chesterfield), Vice-Chairman; Miles Jones (M-Richmond), Secretary; Mr. Allen Lane (M-Henrico), Treasurer; and Tangela Innis (M-Petersburg), Director.

Chairman Paige opened the floor for nominations and hearing none she asked for a motion to close the nominations and approve the slate as presented. A motion was made by Mr. M. Jones (M-Richmond), Secretary, seconded by Mr. J. Clary (A-Henrico), and carried that the slate of officers be approved as presented.

Item No. 3: Chairman's Report

Resolutions of Appreciation for Mrs. Marcia Phillips

Chairman Paige asked Mrs. K. Shea, Accounting and Financial Manager, to read the Resolution of Appreciation for Mrs. M. Phillips (M-Chesterfield), former Chairman and Board member. A motion was made by Mr. R. Dunn (M-Chesterfield), Vice Chairman, seconded by Mr. C. Bowles (M-Chesterfield), and carried approving the Resolution of Appreciation for Mrs. Marcia Phillips.

Mrs. Hynes thanked Mrs. Phillips for her support and leadership noting she has been on the Board almost since CVWMA's inception, serving for over 29 years. Her leadership has been invaluable to the Authority, to the region, to Chesterfield County, and to Mrs. Hynes personally. Mrs. Hynes asked her to keep in touch and to continue to keep the Board on its toes.

Chairman Paige stated her greatest anxiety was knowing that she would follow Mrs. Phillips as Chairman, knowing her years of experience and invaluable knowledge would be hard to follow. Chairman Paige stated she is truly honored to know Mrs. Phillips and she thanked her for her commitment and ability to talk about trash in the community so well. Chairman Paige stated CVWMA is very appreciative of Mrs. Phillips and for all of her years of service.

Resolutions of Appreciation for Mr. Lee Sloppy

Mrs. K. Shea read the Resolution of Appreciation for Mr. L. Sloppy. A motion was made by Mr. S. Chidsey (M-Ashland), seconded by Mr. J. Clary (A-Henrico), and carried approving the Resolution of Appreciation for Mr. Lee Sloppy.

Mrs. Hynes thanked Mr. Sloppy for his ten years of service on the Board and noted he had been a great liaison between the Authority and the Town of Ashland. Mrs. Hynes stated both CVWMA and the Town appreciate his communication and commitment to the Authority. Mrs. Hynes stated she personally appreciated his time, his consistency, his support, and his almost perfect attendance as a Member.

Chairman Paige stated the Town of Ashland made an excellent appointment by having Mr. Sloppy as their representative. She stated he had been an asset and she noted it has been a pleasure knowing him and working with him. She wished him the best from the CVWMA and she asked him to feel free to come back and attend meetings anytime.

STAFF AGENDA

Item No. 5: Consideration of Resolution 21-16: Awarding Contracts for Residential Recycling and Drop-Off Processing Services

The current contract for residential recycling and drop-off processing expires June 30, 2023, and currently the Town of Ashland, the Counties of Chesterfield, Goochland, Hanover and Henrico and the Cities of Colonial Heights, Hopewell, Petersburg and Richmond participate in the Residential Recycling Program. In addition, Colonial Heights, Goochland, Hanover, Henrico, Hopewell, New Kent, Petersburg, Powhatan, and Richmond participate in the Drop-Off Recycling Program.

Because this is such a large contract and to attract competition, CVWMA issued the procurement with more than two and a half years left on the current contract. A procurement/selection committee began working on identifying the future parameters of the regional program and crafting the procurement in January 2020. A Request for Proposals (RFP) for these services was issued on November 16, 2020.

Proposals were due March 12, 2021, and CVWMA received two proposals and began discussions, interviews, and negotiations with the top ranked proposer TFC Recycling. As a result, the procurement/selection committee, including CVWMA staff recommends awarding a contract(s) for the Base Level of Service of the Residential Recycling Services, to include the Base Level of Service and the Drop Off Processing Services to TFC Recycling.

The Base Level of Service is defined as *including collection of recyclables from 95-gallon carts from approximately 190,000 households within the Cities of Colonial Heights, Hopewell, Petersburg and Richmond, the County of Henrico, the Town of Ashland and designated areas of the Counties of Goochland and Hanover, regardless of who owns the Carts, processing and marketing of Recyclable Materials AND ongoing maintenance, repairs, removals and delivery of new and existing Carts.*

The Subscription level of service, defined as *providing residential recycling service only to those Residential Units that Opt-In and sign up for the Residential Recycling Services program.* The Committee and CVWMA are continuing to negotiate the Subscription Level Service for Chesterfield County and will bring a resolution back to the Board at a later date to award that portion of the contract.

Resolution 21-16 authorizes the Executive Director to negotiate and execute a contract(s) for Residential Recycling Services and Drop Off Processing with TFC Recycling and to execute Special Project Service Agreements with participating member jurisdictions.

The Procurement/Selection Committee consisted of Todd Evan (Ashland), Jeff Howard (Chesterfield), Clay Bowles (Chesterfield), Todd Flippen (Colonial Heights), Dwayne Jones (Goochland), David Howard (Hanover), Steve Chidsey (Hanover/Ashland), Jon Clary (Henrico), Josh Byerly (Henrico), Monique Robertson (Hopewell), Johnny Melis (Powhatan), Torrence Robinson (Richmond), Rich Nolan, CVWMA, and Kim Hynes, CVWMA. Mrs. Hynes presented the details of the procurement with TFC Recycling.

Mrs. Hynes stated the Procurement Committee including Staff recommends awarding a contract(s) to TFC for the Base Level of Service in the Residential Recycling Program and the Drop-Off Processing Services. An award for subscription type services for Chesterfield County will be considered at a later date.

Mr. Flagg (A-Hanover) asked about the CPI Index in the proposal. Mrs. Hynes responded, the proposal included using the CPI for Garbage and Trash Collection versus the All Items All Cities Index.

Mr. Flagg asked about the continuation of the service district option in Hanover, specifically if the County adds neighborhoods and the possibility some neighborhoods decide to discontinue the service. Mrs. Hynes stated yes, it is understood in the negotiations, there may be additions and the possible removal of homes in the service district.

Mr. J. Clary (A-Henrico) asked about the cart costs proposed by TFC and what the process would be if CVWMA or locality purchases the carts. Mrs. Hynes responded that the cost for the amortization of carts proposed is high. There is a significant amount of grant money for carts and education to switch from bins to carts that CVWMA and/or a locality could take advantage of, in addition to free financing, which private industry would not have available. She feels it would be more advantageous for the CVWMA to purchase the carts, allowing control over the color and consistency for all as well as a cost advantage that would survive the term of any contract. Mr. S. Chidsey (M-Ashland) followed up with a question about carts specifically in Ashland, Colonial Heights and Richmond who already have carts. Mrs. Hynes responded the replacement purchases are still being worked out, but those that already have carts will not pay for the purchase of new carts.

Mr. J. Clary (M-Henrico) asked about the pricing for similar services in the Virginia Peninsula's Public Service Authority (VPPSA) area as well as other localities in Virginia. Mrs. Hynes responded the VPPSA Contract includes \$3.75 per household per month plus \$95/ton for processing, which averages to about \$5.60 per month per household. Suffolk and Chesapeake negotiated \$4.95 per household per month without the cart, just the service fees. Norfolk is similar at about \$5 per household per month. In addition, Mrs. Hynes stated that the RFP asked for proposals to include a combined collection and processing number, which could be compared to Chesapeake and Suffolk.

Mr. T. Flippen (A-Colonial Heights) asked when the localities would have to sign a special project service agreement. Mrs. Hynes responded that with a contract of this size, TFC will want some indication of intent to move forward so they can begin implementation, including securing trucks. The timeframe is not specific, but in the next couple of months, we will begin working on executing a contract.

Mr. Flippen followed up asking if that timeframe would include participation in the rewards program offered which is optional. Mrs. Hynes responded that a locality could sign up for the rewards program prior to the contract start date but does not have to make that commitment now. It will be included in the Contract and the Service Agreement as optional by locality.

Chairman Paige opened the floor for a motion to adopt **Resolution 21-16**. A motion was made by Mr. J. Clary (A-Henrico), seconded by Mr. M. Jones (M-Richmond), Secretary, and carried that **Resolutions 21-16** be approved as submitted.

Item No. 6: Financial Reports

Mrs. Hynes reported the May financial activity is consistent with previous months. The Authority has a combined net income of \$28,678 with one month left in the fiscal year. Mrs. Hynes noted CVWMA is within budget in all accounts, and she reminded the Board that funds were budgeted for the Strategic Planning which will result in a use of reserve funds.

The accounts receivable schedule reflects the details of the amount due to the Authority as of the end of the month and one account is 60 days past due and staff is working to resolve the account.

Noting June is the last month of the fiscal year, Mrs. Hynes reminded the Board of the upcoming audit and that CVWMA will be transferring over our banking account to Towne Bank based on the award last month.

Chairman Paige opened the floor for a motion to accept and file the Financial Reports for May 2021 as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), Vice Chairman, seconded by Mr. D. Smith (M-Colonial Heights) and carried that the Financial Reports for May 2021 be approved and filed as submitted.

Old/New Business

Chairman Paige stated that Mr. Nolan and Mr. Thompson will be giving their reports in August and noted GBB will continue to help guide us through the strategic plan process following the meeting. With no further business to come before the Board, Chairman Paige adjourned the CVWMA Board of Directors portion of the meeting at 9:38 a.m.



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 22, 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., August 13, 2021. Given under my hand and seal of the CVWMA this 13th day of August 2021.



Patricia Paige, Chairman

