

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
SEPTEMBER 17, 2021
2104 WEST LABURNUM AVENUE
RICHMOND, VA**

MEMBERS/ALTERNATES PRESENT

Voting:

Patricia Paige (M-New Kent), Chairman
Robert L. Dunn (M-Chesterfield), Vice-Chairman
J. Allen Lane (M-Henrico), Treasurer
Miles Jones (M-Richmond), Secretary
Tangela Innis (M-Petersburg), Director
Stephen Chidsey (M-Ashland)
Cary Drane (M-Chesterfield)
Todd Flippen (A-Colonial Heights)
Wendy Grady (M-Goochland)
David Howard (A-Hanover)
Marcia E. Kelley (M-Henrico)
Jon Clary (A-Henrico)
Johnny Melis (A-Powhatan)
Dean Simmons (M-Prince George)

Non-Voting:

Jeffrey Howard (A-Chesterfield)
Josh Byerly (A-Henrico)
John Lockwood (A-New Kent)
William Riggleman (A-Petersburg)

Staff:

Kimberly A. Hynes, Executive Director
Kenna Shea, Accounting & Financial Manager
Reginald D. Thompson, Operations Analyst
Stephanie Breaker, Sr. Customer Service Supervisor
Mary Beth Mains, Part-Time Administrative Assistant

MEMBERS/ALTERNATES NOT PRESENT

Jenny Schontag (A-Ashland)
Ricky Hicks (M-Charles City)
Michelle Johnson (A-Charles City)
Clay Bowles (M-Chesterfield)
Scott Zaremba (A-Chesterfield)
Al Pace (A-Chesterfield)
Doug Smith (M-Colonial Heights)
Dwayne Jones (A-Goochland)
Randy Hardman (M-Hanover)
Susan Dibble (M-Hanover)
Michael Flagg (A-Hanover)
Bentley Chan (A-Henrico)
Monique Robertson (M-Hopewell)
Karin Carmack (M-Powhatan)
Percy Ashcraft (A-Prince George)
Nathan Joyce (M-Richmond)

Guests:

Nancy Drumheller

Chairman Paige (M-New Kent) welcomed all to the meeting 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 9:00 a.m.

CHAIRMAN'S AGENDA

Item No. 1: Public Comment Period

Chairman Paige (M-New Kent) opened the public comment period and with no one in attendance to address the Board and no one had contacted staff previously, she closed the public comment period.

Item No. 2: Minutes of the Regular Meeting of August 13, 2021

Chairman Paige opened the floor for a motion to approve the minutes of the regular meeting of August 13, 2021, as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), Vice Chairman, seconded by Mrs. T. Innis (M-Petersburg), Director, and carried that the minutes of the August 13, 2021, Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 3: Chairman's Report

Chairman Paige welcomed all to the meeting and stated there is a lot of information to go over.

Item No. 4: Audit Committee Report

2021 Annual Comprehensive Financial Report (ACFR)

Mrs. K. Hynes, Executive Director, stated the Audit Committee met with the Brown & Edwards, CVWMA audit firm. The FY21 CAFR as reported by the Authority received an unmodified opinion, (unqualified opinion) which is the highest audit rating. Brown & Edwards found no material weaknesses in the internal control structure during the audit. Mrs. Hynes noted the annual report is similar in format as previous years, however is no longer called the Comprehensive Annual Financial Report but is now called the Annual Comprehensive Annual Report.

Mrs. Hynes recapped the year noting CVWMA recorded a loss of \$208,817 in FY 2021, reducing net position to \$482,154 at June 30, 2021. She noted the current year impact of the VRS and OPEB actuarial valuations resulted in a reduction of net position of almost \$96,000. She speculated that some of the reduction was likely related to Covid-19 and the reduction of the asset values, increasing net pension obligation. She reminded the Board this is an adjustment each year required by the GASB that is not budgeted as it could result in a positive or a negative impact on the bottom line. The loss before the retirement and OPEB adjustments is \$113,249. She reminded the Board that \$81,000 of the loss was appropriated by the Board and spent on developing the strategic plan. The reserve balance represents 2.5% of the 2021 total budget and 40% of the administrative budget. Nearly 95% of the Budget is passed through to the localities based on program participation. Out of the nearly \$18 million budget, about \$1 million is administrative. The CVWMA has a target reserve balance of 5%.

The next slide, Mrs. Hynes shared the actual versus budget and the variances in the various categories. She noted we did not meet the investment income goal, resulting in the additional loss. Revenues increased 3.5%, partly because recycling revenue was down. This is due to increased value of recyclable commodities, which has resulted in reduced costs based on the revenue share in our contracts. Material sales rebate revenues have increased significantly in 2021 with the improvement in the market prices. CVWMA has also seen significant increases and use of the Yard Waste Grinding Program.

Continuing, Mrs. Hynes noted increases in contractual revenues coincide with the increase in revenues and the administrative expense have remained fairly consistent over the last 10 years.

Mrs. Hynes reminded the Board the ACFR is due to the Virginia Auditor of Public Accounts (APA) by September 30th. The staff is requesting approval of the report and transmittal to the APA. A motion was made by Mr. R. Dunn (M-Chesterfield), Vice-Chairman seconded by Ms. T. Innis (M-Petersburg), Director and carried that the 2021 ACFR be approved and submitted to the Virginia Auditor of Public Accounts

Item No. 5: Financial Reports for August 2021

Mrs. K. Shea, CVWMA Accounting and Financial Manager, reported the August financial activity is consistent with the second month of the new year. The Authority has a combined Net Income of \$495,173 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 one account is 60 days past due totally \$596 and CVWMA is working on getting that account current.

Chairman Paige opened the floor for a motion to accept and file the Financial Reports for August 2021 as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), Vice-Chairman, seconded by Mrs. T. Innis (M-Petersburg) and carried that the Financial Reports for August 2021 be approved and filed as submitted.

Item No. 6: Operations and Technical Advisory Committee (TAC) Report

Mrs. Hynes reported on behalf of Rich Nolan, CVWMA Director of Operations. She noted after recent discussions, the Board had discussed moving to a little different format of sharing operational and TAC information. The staff provided a written report in the Board agenda, and also sent out an update to that report before the meeting. She highlighted that the biggest issues CVWMA is dealing with is service delays with recycling and trash collection. She updated the Board on the recycling delays and the cancelation of one day. She reported that TFC has been working on hiring more drivers and finding other alternatives (temp agencies) for helpers as well as making sure trucks are maintained. They do not want to cancel any more days and are working to get caught up over the next several weeks. Mr. J. Howard (A-Chesterfield) noted that Chesterfield County is also in need of temp workers and indicated the County has to find temps and then send them to the temp agencies to sign up.

Mrs. Hynes noted that, as the situation seems to change frequently, we have been driving folks to the website for updates to cut down on the volume of calls to be better responsive. CVWMA communicated via email to our 45,000 email subscribers and on the website and social media, and through the news an apology to the citizens and the reasons for the delays and the expectation of the duration of delays.

Mrs. Hynes also noted paper markets have continued to increase over the last several. Mixed Paper and Newsprint prices increased significantly in August and again in September. CVWMA and the localities are receiving the maximum \$50/ton on the recyclables collected at the curb, as a result. In February 2020, localities were paying \$30/ton to process the recyclables, an \$80/ton savings.

Mrs. Hynes asked Mr. J. Clary (A-Henrico) if he had any comments on the TAC report, to which he responded he did not. In reviewing the program statistics for July 2021, Mr. S. Chidsey (M-Ashland) asked the Authority to look into 1) decrease in volume of OCC from the prior year 2) Petersburg set-out rate is 55.2% and only 10.7 pounds per set out which seems inconsistent with other jurisdictions and around the country 3) New Kent volume of trash collected at the 634 site jumped up 34% and 4) would like to see prior year numbers on Drop-Off recycling program and the yard waste program. Mrs. Hynes noted she would ask Mr. Nolan to respond to each of these questions before or at the next meeting.

Item No. 7: Public Information Report

Mrs. Hynes asked if there were any questions on the written public information report. She indicated she has been reviewing resumes for the Public Relations Coordinator position and hopes to have someone on board soon. She also informed the Board, Denise Gammon, the Recycling Education and Outreach Specialist has resigned her position for another organization. She indicated, once the Public Relations Coordinator is hired, she will work with that person to determine what is needed to support that position. Chairman Paige thanked the Authority for the manner in which we have responded to the public on the service delays.

Mrs. M. Kelley (M-Henrico) asked how CVWMA is going to handle requests for information and education. Mrs. Hynes indicated that we have utilized the Young Scientist in the past to educate on our programs and we will likely be using the Young Scientists in the meantime. Nancy Drumheller is also continuing to help with the website and social media on a contract basis.

Item No. 8: Strategic Planning

Mrs. Hynes indicated that at this meeting we will be focusing on Vision and Mission and at the next meeting we will go over and discuss the recommended goals. She reminded the Board that back in June, that the consensus at the time was that some of the existing guiding documents needed editing and reorganizing to ensure clarity. Part of the process includes asking ourselves 'where we want to be', 'what we currently do' and 'what do we want to be doing' and where do we see ourselves in 20 years.'

She began by going over the existing mission and proposals by GBB which came from common themes from the interview and survey process. Of the 11 comments CVWMA received in advance, overwhelmingly 9 indicated to keep the current vision, or a variation of the current vision. There were a couple of comments to edit the vision to add at the end "...and your community" and/or change to "To lead the region...." She asked the Board their thoughts on the comments and suggested edits.

Mrs. R. Dunn (M-Chesterfield) thinks we need to be the 'recognized leader' not just 'to lead.' If we are the recognized leader, people know where to go versus if you are just leading, we are silent. Mrs. M. Kelley (M-Henrico) agreed with Mr. Dunn and indicated she feels we should leave the vision exactly as was adopted by the Board five years ago.

Mr. C. Drane (M-Chesterfield) indicated his only issue with the vision statement is that it doesn't have complete ownership and the way to achieve that would be to include the community. People don't have the same ideas of environment but if we say it's your community, there will be more ownership. Mrs. Kelley (M-Henrico) said she doesn't think that is necessary. She thinks the goal is to protect the environment and that it is for all the communities in the region. Mr. R. Dunn (M-Chesterfield) also commented that the vision does use the word "regionally" which gives ownership to this area. Mr. Drane continued that by saying 'regional', people in Richmond don't often care about what happens in other jurisdictions, for example.

Mrs. Kelley responded that we care because we are 13 localities banded together to achieve common goals. Mr. Drane indicated it's not about us, it's about the communities we serve. Mr. S. Chidsey (M-Ashland) indicated he like the existing vision.

Chairman Paige indicated, since we don't have a consensus that we should vote. She indicated she liked 'in your community' because sometimes people in the region don't recognize CVWMA, but they recognize 'their community.'

Mrs. M. Kelley (M-Henrico) she doesn't think the 'and your community' is necessary but if we were to add that, what does the word 'your' mean? To whom are we addressing the 'your', or each individual locality or the individuals who live in the 13 localities. She believes the 'your' is not defined and does not belong in a vision statement. We are not addressing each individual.

Mr. C. Drane (M-Chesterfield) responded that he feels a vision statement is designed for openness and inclusion. Isn't our vision and mission to be serving the individuals in the 13 localities, not the locations themselves. Its about engaging these individuals to recycle and to manage their own waste. Our next 5-10 years are going to be managing all of the waste these individuals will be creating. If they can't take ownership and we aren't instilling ownership in these communities, it will pile up, literally and figuratively.

Mrs. Kelley believes the individuals can be covered in our goals, which are what we want to encourage localities to provide to citizens. Mr. Drane responded, but are the goals what we are marketing or is the vision going to be the marketing statement? People are going to seeing the vision and mission not the goals.

Chairman Paige asked if there was anymore discussion or thoughts on the vision. Mr. J. Clary (A-Henrico) asked if this requires a Board vote. Chairman Paige responded that we need a consensus to move forward and it appears without a vote piece by piece, we will be at the same impasse when it comes to voting on the plan. Mr. J. Clary (A-Henrico) also asked if the item by resolution has to be on the agenda in order to vote. Mrs. Hynes responded that any Board member can make a motion on a topic during the board meeting.

Chairman Paige reminded the Board we have worked on this plan for the better part of a year and have been inclusive of the Board and stakeholders. At this late hour, we shouldn't be pushing this down the road and continually begging 34 people to participate in "our" strategic plan which will be a living, working document. We have all of the input and the comments, and if we are committed to the Authority and this has been a healthy and inclusive process, she feels we need to vote to move forward. Otherwise, we will be coming to the vision and mission.

Mr. R. Dunn (M-Chesterfield) motioned, and Mrs. M. Kelley (M-Henrico) seconded to keep the existing mission statement. Mr. S. Chidsey (M-Ashland) said he believes we need a motion to amend the agenda to allow for the vote because a vote is not on the agenda. Mr. J. Melis (A-Powhatan) responded if no action was taken, the existing mission would stand. Someone would need to make a motion to change it. Mr. R. Dunn (M-Chesterfield) rescinded the motion.

Mr. C. Drane (M-Chesterfield) motioned to amend the existing mission to add "and your community" at the end to read *"To be the recognized leader in regionally sustainable waste management practices that protect the environment and your community."* The motion was seconded by Mr. M. Jones (M-Richmond). Those in favor included: Mr. M. Jones (M-Richmond), Ms. T. Innis (M-Petersburg), Mr. C. Drane (M-Chesterfield), Ms. W. Grady (M-Goochland), Mr. D. Simmons (M-Prince George) and Chairman Paige. Those opposed included: Mr. R. Dunn (M-Chesterfield), Mr. A. Lane (M-Henrico), Mrs. M. Kelley (M-Henrico), Mr. S. Chidsey (M-Ashland), Mr. J. Melis (A. Powhatan), Mr. T. Flippen (A-Colonial Heights), Mr. D. Howard (A-Hanover) and Mr. J. Clary (A-Henrico). The motion did not pass. The vision remains as *"To be the recognized leader in regionally sustainable waste management practices that protect the environment."*

Mrs. Hynes moved on to the mission. Similar to the vision, 9 of the 11 Board members/alternates who responded want to keep the current mission or some variation of the current mission. There were some suggested revisions to the existing mission to include 'empowering every person in central Virginia' and/or changing the word 'Fostering' or 'Championing.'

Mr. S. Chidsey (M-Ashland) noted that service availability and economics of programs are different in every jurisdiction, so we should be careful when adding 'empowering' every person. Mrs. Hynes responded that to her empowering every person means engaging individuals in the programs and opportunities that are available to them.

Mrs. M. Kelley (M-Henrico) said it should stay exactly the way it is. We worked hard on it five years ago and it seems to describe what we want to do. The word collaboration is very important. The message covers all of our basis.

Mr. C. Drane (M-Chesterfield) said it is a strong statement although he believes there are a couple of archaic terms; fostering being one of them.

Chairman Paige asked if everyone is in agreement with the existing mission statement. Mr. R. Dunn (M-Chesterfield) motioned, and Mrs. M. Kelley (M-Henrico) seconded to keep the existing mission statement *"Fostering regional collaboration to provide planning, resources and education in order to reduce, reuse, recycle and manage solid waste for our 13 jurisdictions."* The motion carried with one abstention: Mr. C. Drane (M-Chesterfield).

Mrs. Hynes indicated that we move forward with our discussion on goals at the next Board meeting in October. Chairman Paige reminded the Board that 5-6 years ago, several members weren't on the board she doesn't want anyone to be discouraged if they weren't a part of the original writing of the strategic plan. All of the work done originally is appreciated, and we should always be looking to the future and be flexible in providing ways to better serve our community, so fresh eyes are always welcome.

Item No. 9: Resolution of Appreciation for Nancy Drumheller

Mrs. K. Shea read the Resolution of Appreciation for Mrs. Nancy Drumheller. A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. J. Clary (A-Henrico) and carried approving the Resolution of Appreciation for Mrs. Nancy Drumheller.

Chairman Paige thanked Mrs. Drumheller for her many years of service and expressed that her time in working with Nancy has been so fun. She has learned so much about trash and recycling from Nancy. Nancy will not be replaced, only the position. She appreciated Nancy and thanked her so much for all she has done for the Authority and the region.

Nancy thanked Chairman Paige and everyone for the recognition, the many opportunities afforded her and the confidence in her in representing the Authority.

Mrs. Hynes added that in the resolution, the words "energy" and "enthusiasm" should be big and bold. Nancy has lived, eaten and breathed CVWMA during her 13 years. She has been a true asset to the Authority and to the region and she will be sorely missed. She again thanked Nancy and wished her well in retirement.

ADJOURNMENT

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 10:15am. The motion was made by Mr. R. Dunn (M-Chesterfield), Vice-Chairman, seconded by Ms. T. Innis (M-Petersburg), Director, and carried that the September 17, 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 September 17, 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., October 15, 2021. Given under my hand and seal of the CVWMA this 15th day of October 2021.



Patricia Paige, Chairman

