

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
MARCH 18, 2022
2104 W LABURNUM AVE
RICHMOND, VA**

MEMBERS/ALTERNATES PRESENT

Voting:

Patricia Paige (M-New Kent), Chairman
Robert L. Dunn (M-Chesterfield), Vice-Chairman
Jenny Schontag (A-Ashland)
Cary Drane (M-Chesterfield)
Clay Bowles (M-Chesterfield)
Todd Flippen (A-Colonial Heights)
Michael Flagg (A-Hanover)
Marcia E. Kelley (M-Henrico)
John Mitchell (M-Henrico)
Josh Byerly (A-Henrico)
Monique Robertson (M-Hopewell)
Johnny Melis (A-Powhatan)
Dean Simmons (M-Prince George)
Elizabeth Hall (M-Richmond)
Carly Glenn (M-Richmond)

Non-Voting:

Jon Clary (A-Henrico)

Staff:

Kimberly A. Hynes, Executive Director
Richard Nolan, Director of Operations
Kenna Shea, Accounting & Financial Manager
Julie Buchanan, Public Relations Coordinator
Reginald D. Thompson, Operations Analyst
Stephanie Breaker, Sr. Customer Service Supervisor

MEMBERS/ALTERNATES NOT PRESENT

J. Allen Lane (M-Henrico), Treasurer
Miles Jones (M-Richmond), Secretary
Tangela Innis (M-Petersburg), Director
Stephen Chidsey (M-Ashland)
Ricky Hicks (M-Charles City)
Michelle Johnson (A-Charles City)
Dawn Boyer (A-Chesterfield)
Mindy Ritchey (A-Chesterfield)
Doug Smith (M-Colonial Heights)
Wendy Grady (M-Goochland)
Dwayne Jones (A-Goochland)
Susan Dibble (M-Hanover)
Randy Hardman (M-Hanover)
Bentley Chan (A-Henrico)
John Lockwood (A-New Kent)
William Rigglesman (A-Petersburg)
Karin Carmack (M-Powhatan)

Guests:

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 asked for anyone from the public who wishes to address the Board to come forward. Seeing no one, Chairman Paige closed the public comment period.

Item No. 2: Minutes of the Regular Meeting of February 18, 2022

Chairman Paige opened the floor for a motion to consider the minutes of the regular meeting of February 18, 2022, as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), Vice Chairman, seconded by Mr. C. Drane (M-Chesterfield), and carried that the minutes of the February 18, 2022, 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. She mentioned she has noticed more and more trash along the roadways in New Kent and other areas and if members have any suggestions to prevent litter and trash along the roads to pass them along. She commented that the staff works hard in putting together an agenda for these meetings and going forward we will have lots of good information being shared with us and while she recognizes everyone's busy and sometimes needs to attend to calls, emails etc., she respectfully asked members to be present and engaged during the meetings.

Item No. 4: Presentation – Mr. Al Jenik of Securis Electronics Recycling

Mr. Al Jenik, President of Securis provided the Board with an overview of Securis and discussed the electronics recycling services provided under the contract with CVWMA for the participating localities. He also reminded the Board of their new location in Henrico County and host an electronics recycling event for residents of the region on the first Saturday of every month.

Mr. J. Melis (A-Powhatan) asked what the most desirable items from a profitability standpoint. Mr. Jenik responded that I-series computers and laptops, even if the processors are broken are the most profitable. He mentioned that they don't sell cell phones or tablets as those are destroyed, versus refurbished.

Mrs. M. Kelley (M-Henrico) commented that she has gone to one of Securis' Saturday events and it was fantastic and easy. She asked if they take paper at the Henrico facility, to which Mr. Jenik responded no, only electronics. She also asked about Compact Discs with confidential information. Mr. Jenik responded she can bring those to the facility in Henrico and they would be shredded.

Mr. C. Drane (M-Chesterfield) asked if providing dry material would help. Mr. Jenik responded, yes for the material that can be resold. The material collected from the public is stored outside and sometimes gets mold and/or bugs in it but since it isn't being resold, it doesn't hurt the value.

Mr. Drane asked about pre-security. Mr. Jenik responded that pre-security is provided at the facility, before destruction or refurbishment occurs. Securis maintains a strict chain of custody and security protocol at all of its facilities, including employee background checks to ensure protection of classified and personal information. He further explained the extensive security process.

Mr. M. Flagg (A-Hanover) asked if there was anything Hanover could do to help. Mr. Jenik mentioned storing in a dryer place may help with value if the County wanted to resell some of the material versus destroying.

Mrs. M. Kelley (M-Henrico) asked if any of the cell phones Securis received are being donated to various causes. Mr. Jenik replied that the cell phones they receive are destroyed as they don't have an easy way to wipe in the data from the phones. He also mentioned the batteries in cell phones can create problems as well. Mr. J. Clary (A-Henrico) mentioned that cell phones were not on the original accepted list and questioned whether we should be accepting them for recycling if they can create a hazardous situation. Most people can turn in their phones when they get a new one and there is a secondary market for cell phones.

Mr. J. Clary (A-Henrico) asked if Securis is seeing any reduction in the number of CRT (Cathode Ray Tubes) televisions. Mr. Jenik responded he is seeing a gradual shift to LCD TVs but is more gradual than expected. Securis is still receiving a significant amount of the old CRT TVs, even those with the wooden consoles, at the collection events.

Mrs. Kim Hynes, Executive Director asked Mr. Jenik to share where the electronic material ends up after it goes through their process, especially the CRT material. Mr. Jenik indicated the CRTs are going to URT Solutions in Janesville Wisconsin where they are being broken down and recycled properly. This company is also R2 certified. All of the downstream vendors are certified and all of the material gets recycled. The electronic material that gets shredded goes to a smelter in New Jersey where the metals and other materials get separated and recycled accordingly.

Mr. Jenik thanked the Board for the business and for the partnership with the CVWMA and member localities. Chairman Paige thanked Mr. Jenik for the valuable information. She indicated she now has a greater appreciation for what Securis does and she commented on how it's wonderful his whole family is involved. On behalf of CVWMA, Chairman Paige thanked him for the commitment and dedication to CVWMA.

Item No. 5: Strategic Plan Goal Committee Reports

Mrs. Hynes mentioned that each of the five goal committees have met and scheduled the second meetings. She reminded the Board that each goal committee would provide a report to the Board on the status of their work over the next couple of months, with the ultimate goal of the Board adopting a comprehensive strategic plan, including vision, mission, goals, objectives and initiatives.

Mr. J. Clary (A-Henrico) updated that Board on Goal #1: *Increase recycling rate to 80% (DEQ Recycling Rate Report) while exploring alternative options to landfilling non-recyclable waste.* He reported that much of the first meeting was focused around understanding what we can do, while at the same time balancing economics. Much of the first meeting was brainstorming ideas of actionable items, which are the 'low-hanging fruit' and which ones might take some time and research. The committee talked about organics and composting and Mr. C. Drane (M-Chesterfield) commented that there may be some business development opportunities, in composting for instance.

Mrs. J. Buchanan, CVWMA Public Relations Coordinator updated the Board on Goal#2: *Ensure positive customer experience by providing 24/7 access to customer service.* She reported the committee met on March 8 and discussed implementation strategies, such as taking stock of the customer service program, identifying strengths and weaknesses, possibly by surveying customers, conducting an audit of the customer experience from many angles. The committee also developed some measurable, actionable items to achieve the goal to achieve a balance between in person human interaction and use of more technology.

Mrs. J. Buchanan updated the Board on Goal#3: *to provide and expand educational services based on the Sustainable Materials Management Hierarchy to meet the needs of schools, local governments, and citizens in all localities.* She reported this committee discussed measurable goals for an education strategy to reach all audiences. There is some overlap with the customer experience goal. The committee talked about ways to incorporate the Sustainable Materials Management Hierarchy and ways to simplify our messaging, especially around topics such as our collection schedule, contamination and overall waste reduction. The group also talked about the CVWMA brand and how we increase brand awareness and also discussed balancing digital information and in-person events and programs. The next meeting is March 30. Mrs. M. Kelley (M-Henrico) remembered CVWMA conducting a service recently. Mrs. Hynes responded CVWMA did a survey a few years ago which not only included customer engagement but also operations.

Ms. C. Glenn (M-Richmond) reported on Goal#4: increase access to recycling services to multi-family units. She indicated this goal is near and dear to her as she lives in a multi-family unit. She reported that the group discussed the survey that took place in 2020 that needs to be completed to determine how many units there are in the region to determine the scale. The committee discussed determining best practices utilizing national experts and also what we can do now to ensure new developments are planning for recycling. Mr. J. Clary (A-Henrico) mentioned that there is a lot of work to be done on this goal. He mentioned that Chesterfield, Richmond and Henrico leaders are committed to this goal. Chairman Paige mentioned there are very few multi-family in New Kent County, however there are 214 units being built in her district now. After this goal meeting, she reached out to the developer and was pleasantly surprised to hear they are and will be providing recycling.

Mrs. M. Kelley (M-Henrico) reported on Goal#5: *spur regional economic development opportunities to support the Sustainable Materials Management Hierarchy through education and research.* She reported the committee consists of Mr. C. Drane (M-Chesterfield), Mr. R. Dunn (M-Chesterfield) and herself. She indicated that the topic of economic development is a large topic. The committee realized that the first task is self-education and to find out the priorities of our thirteen member localities for economic development. The committee may be reaching out to fellow Board members to help connecting with the appropriate people in your jurisdiction who are knowledgeable about economic development. Also, as part of self-education, we need to be more familiar with the sustainable materials management hierarchy. She sees a lot of interaction with Goal#1 as we look at economic development opportunities that support increasing recycling and finding alternative technologies to landfilling. Mr. R. Dunn (M-Chesterfield) commented that all of our goals will need to be working together as they each impact each other.

Mrs. Hynes thanked everyone for their participation in input. She recognized the extra time and more meetings, but the ultimate outcome will be very important in moving us forward. She also mentioned that even if you weren't part of the initial meetings, anyone can join at anytime.

Item No. 6: 2022 Virginia General Assembly Wrap Up

Mrs. K. Hynes provided an update on the 2022 General Assembly Session. SB 250 Nonhazardous Solid Waste Fees, increases the annual fees for nonhazardous solid waste management facilities and indexes the fees annually based on the change in the Consumer Price Index. This bill was presented after stakeholder recommendation to cover the cost of the compliance and permitting program at DEQ. This bill has passed the Senate 24-16 and passed the House 67-30 and is on to the Governor.

Continuing, she noted that HB 831/SB 248 Composting; definition of anaerobic digestion has passed both Houses with no issues.

SB 732 requires localities to include climate resilience plans as part of their comprehensive plans. Several other bills similar to this one were been tabled in committee. SB732 passed the Senate and on to the House.

Mrs. Hynes noted that SB 14 Prescription drug donation; awareness and coordination program has passed the Senate and the House and on to the Governor.

Mrs. Hynes reported on HB 1261 State environmental board; members to be appointed by the Governor, Senate Rules Committee and Speaker of the House. Currently, the Boards are appointed solely by the Governor. Mrs. Hynes mentioned much support and opposition to this bill. It passed the House narrowly 52-48, was rejected by the Senate. The Senate recommended revisions, however the House rejected the revisions and the bill is currently in Conference. In addition, one of the suggested revisions that is in debate is to limit the Air and Water Boards ability to issue, amend or deny any environmental permit.

The one HB 1287 Public Procurement Act – preference for recycled materials. This Bill has passed the House and Senate and is on to the Governor for signature.

Item No. 7: Operations and Technical Advisory Committee (TAC) Report

Mr. Rich Nolan, CVWMA Director of Operations reported on operations. He reported recycling markets have remained strong. CVWMA and participating jurisdictions are enjoying higher rebates as a result, including receiving the maximum \$50 per ton on tons collected in the residential recycling program.

Mr. Nolan updated the Board on recent recycling collection delays. CVWMA has been working closely with TFC to get back on schedule and they are currently back on schedule. They have made some adjustments with staffing that have helped.

Continuing, Mr. Nolan mentioned the events of the past weekend. New Kent hosted a good tire, recycling and paper shredding event, despite the weather. Chesterfield postponed their event and we working on rescheduling. He also mentioned upcoming events in April in several member jurisdictions.

Mr. Nolan mentioned program statistics can be found on our website and there are a few copies on the table at the front of the room.

The TAC met on March 3 virtually. The committee discussed briefly the strategic plan goals and went over recent and upcoming contracts. The group discussed the propane tank recycling program. CVWMA and participating localities have had issues with the current contractor Massey Wood and West on picking up the propane tanks. Staff has researched and is going to test selling the propane tanks on Govdeals.com, a website for governments to sell various items. Chesterfield has already tested this. Mrs. M. Kelley (M-Henrico) asked if we would be putting it out to bid, to which Mr. Nolan responded affirmatively. Chairman Paige asked when the contract with Massey Wood and West ends, to which Mr. Nolan responded June 30, 2022. Mr. J. Clary (A-Henrico) noted that Massey Wood and West was the only bidder originally. Mr. D. Simmons (M-Prince George) mentioned that he has had an overwhelming response to procurement recently versus three or five years ago, thus a new procurement might yield better results. Mr. J. Clary (A-Henrico) mentioned that there is no cost for collection and recycling of propane tanks under the current contract.

Item No. 8: Public Information

Mrs. Julie Buchanan, CVWMA's Public Relations Coordinator directed the Board to the information provided in the agenda packet. She provided the Board an overview on the website traffic over the last month. We have had 91,300 page views to the site, a 137% increase from the same period last year. This is likely mostly related to the collection delays we have been experiencing. The average time spend on our website is about 90 seconds, so we have about 90 seconds to make sure they get what they need. The most visited pages include the homepage, residential recycling collection schedule page, Chesterfield County page, Henrico County page,

residential recycling page, Richmond's page and the holiday collection information. reported notification efforts of CVWMA regarding collection delays which includes updating the website daily and sometimes twice a day, social media, press releases and emails to over 45,000 residents. Chairman Paige asked CVWMA to explore options to work with the Contractor and the media jointly to inform residents on what's happening in the industry to cause the significant delays. About 75% of users that came to the homepage, left from the homepage. That indicates they were there to check the alert at the top of home page for updates on collection.

Continuing, Mrs. Buchanan noted how people get to our page. The top three ways are 1) direct, either typing in cvwma.com or bookmarked 2) Google and 3) coming from Chesterfield County's website.

Lastly, Mrs. Buchanan shared with the Board she has updated the Drop Off page to include a map, address and operating hours of each site in order for users to find that information easily and quickly.

Item No. 9: Financial Reports for February 2022

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 \$307,261 and the Authority remains in total budget in all funds as of February 28, 2022. The accounts receivable schedule reflects the details of the amounts due to the Authority as of the end of the month and there was one account more than 60 days past due for \$281 and the payment has already been received.

Chairman Paige opened the floor for a motion to accept and file the Financial Reports for February as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), Vice-Chair seconded by Mr. J. Melis (A-Powhatan), and carried that the Financial Reports for February 2022 be approved and filed as submitted.

Item No. 10: Administrative

Mrs. Hynes mentioned that the April Board meeting will be at TFC Recycling in Chester. The Board will conduct its normal business and upon adjournment will tour the Material Recovery Facility. She reminded the Board of other upcoming meetings of the TAC, Executive Committee and the Goal Committees.

OLD/NEW BUSINESS

Chairman Paige asked if there was any old or new business to come before the Board. Chairman Paige reported that for the first time, Authority staff will be attending Waste Expo in Las Vegas, and while out west will be visiting a mixed waste processing facility in Utah. This is an awesome opportunity and will align with the goals we are currently working on. She is excited to hear and learn about what others are doing and other technologies to better handle our waste.

Chairman Paige mentioned to Board members to be on the look out for more information regarding recognition of individuals in the future.

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 10:30am. The motion was made by Mr. R. Dunn (M-Chesterfield), Vice-Chairman, seconded by Mr. J. Byerly (A-Henrico) and carried that the March 18, 2022, 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 18, 2022, 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 15, 2022. Given under my hand and seal of the CVWMA this 15th day of April 2022.



Patricia Paige, Chairman

