

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS MEETING MINUTES  
AUGUST 19, 2022  
2104 W LABURNUM AVE  
RICHMOND VA**

**MEMBERS/ALTERNATES PRESENT**

**Voting:**

Miles Jones (M-Richmond), Vice-Chairman  
Patricia Paige (M-New Kent), Chairman  
Stephen Chidsey (M-Ashland)  
Ricky Hicks (M-Charles City)  
Cary Drane (M-Chesterfield)  
Clay Bowles (M-Chesterfield)  
Michael Flagg (A-Hanover)  
Marcia E. Kelley (M-Henrico)  
John Mitchell (M-Henrico)  
Josh Byerly (A-Henrico)  
Monique Robertson (M-Hopewell)  
Paul Johnson (M-Petersburg)  
Johnny Melis (A-Powhatan)  
Dean Simmons (M-Prince George)  
Elizabeth Hall (M-Richmond)

**Non-Voting:**

John Neal (A-Chesterfield)  
Jon Clary (A-Henrico)  
John Lockwood (A-New Kent)  
Randall Williams (A-Petersburg)

**Staff:**

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

**MEMBERS/ALTERNATES NOT PRESENT**

Robert L. Dunn (M-Chesterfield), Chairman  
Jenny Schontag (A-Ashland)  
Michelle Johnson (A-Charles City)  
Dawn Bowyer (A-Chesterfield)  
Mindy Ritchey (A-Chesterfield)  
Doug Smith (M-Colonial Heights)  
Todd Flippin (A-Colonial Heights)  
Wendy Grady (M-Goochland)  
Dwayne Jones (A-Goochland)  
Susan Dibble (M-Hanover)  
Randy Hardman (M-Hanover)  
Theresa Arnold (A-Hanover)  
Bentley Chan (A-Henrico)  
Karin Carmack (M-Powhatan)  
Carly Glenn (M-Richmond)  
Noah Hillerbrand (A-Richmond)  
Michael Walker (A-Richmond)

**Guests:**

Renee Hoyos, Director of the Office of  
Environmental Justice, DEQ

Vice-Chairman Jones (M-Richmond) welcomed all to the meeting and started the meeting by having all attendees recite the Pledge of Allegiance. With a quorum in attendance, he called the meeting to order at 9:00 a.m.

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

Vice Chairman Jones opened the public comment period and asked for anyone from the public who wishes to address the Board to come forward. Seeing no one, Vice-Chairman Jones closed the public comment period.

#### **Item No. 2: Installation of Officers**

Mrs. K. Shea, Accounting and Financial Manager administered the Oath of Office to the new officer for the 2022-2023 fiscal year, requesting that the officer-elect stand and recite the Oath of Office after her. Mrs. K. Hynes indicated that the other Officers will be sworn in at a future meeting of the Board.

#### **Item No. 3: Minutes of the Regular Meeting of June 17, 2022**

Vice-Chairman Jones opened the floor for a motion to consider the minutes of the regular meeting of June 17, 2022, as submitted. A motion was made by Mr. S. Chidsey (M-Ashland), seconded by Mrs. M. Kelley (M-Henrico), and carried that the minutes of the June 17, 2022, Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

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

Vice-Chairman Jones welcomed all to the first meeting of the new fiscal year and asked everyone to introduce themselves to the group.

#### ***Resolution of Appreciation for Kenna Shea***

Vice Chairman Jones asked Mrs. K. Hynes to read the Resolution of Appreciation for Mrs. Shea. A motion was made by Mrs. P. Paige (M-New Kent), Past Chair, seconded by Mr. J. Melis (M-Powhatan), and carried approving the Resolution of Appreciation for Mrs. Kenna Shea.

Mrs. Hynes thanked Mrs. Shea for her service to her and the Authority. Mrs. Hynes noted that Mrs. Shea has served as her right-hand person on finances and clerk to the Board and many other duties that she might not have planned on when she started. Mrs. Hynes appreciated Mrs. Shea for all of her efforts over the last three years and indicated that she will be missed by the staff and the Board. She wished Mrs. Shea well in her future endeavors. Vice Chairman Jones echoed those comments and thanked Mrs. Shea for her services. Mrs. Shea thanked the Board and was appreciative of her time with the Authority.

#### **Item No. 5: Presentation: Renee Hoyos, Director of the Office of Environmental Justice for the Virginia Department of Environmental Quality**

Mrs. Hynes introduced Ms. Renee Hoyos who is the Director of the Office of Environmental Justice within the Virginia Department of Environmental Quality. The office was formed in April 2021. Prior to her role, she was a candidate for the House of Representatives for Tennessee's second congressional district and for 14 years served as the executive director of the Tennessee Clean Water Network to protect Tennessee's rivers and streams. She has two Masters of Science degrees from the University of California, Davis and a Bachelor of Arts from San Francisco State University. Ms. Hoyos provided a presentation on the role of the Office of Environmental Justice and the new policies, tools and resources that have been developed for localities and all citizens of the Commonwealth to utilize. Mrs. Hynes asked what is or will be changing with the DEQ permitting and compliance procedures. Ms. Hoyos indicated that some guidance documentation will be coming soon in regard

to policies and procedures and it could be expected that facilities within environmental justice communities could see more inspections for compliance. Mr. C. Bowles (M-Chesterfield) followed up and asked about engagement with the community regarding the new guidance, policies and procedures. Ms. Hoyos encouraged everyone to use the new guidance as a template for their own unique purposes. In addition, community organizers will be put in place to help inform citizens of decisions that were made and/or opportunities to comment on upcoming permits and other decisions, etc.

Vice-Chairman Jones thanked Ms. Hoyos for her very informative presentation.

**Item No. 6: Consideration of Resolution 23-01: Renewal of the Contract for Recycling and Solid Waste Consultant Services with SCS Engineers**

Mr. R. Nolan, Director of Operations referred the Board to the resolution to extend the Contract for Recycling and Solid Waste Consultant Services with SCS Engineers. He noted that the Contract for consultant services was one-year contract with four one year renewal options. There are two renewal options remaining and this resolution will extend the contract for another year to September 30, 2023. CVWMA has had a good partnership with SCS and this contract has been utilized by member jurisdictions. SCS is well known in the industry as a leading environmental consulting firm and the CVWMA desires to continue the Contract. This extension was approved by the Technical Advisory Committee (TAC).

A motion was made by Mr. J. Byerly (A-Henrico), seconded by Mrs. P. Paige (M-New Kent) and carried unanimously that **Resolution 23-01** be approved as presented.

**Item No. 7: Consideration of Resolution 23-02: Renewal of the Contract for Recycling and Solid Waste Consultant Services with GBB, Inc.**

Mr. R. Nolan, Director of Operations referred the Board to the resolution to extend the Contract for Recycling and Solid Waste Consultant Services with Gershman, Brickner and Bracken, Inc (GBB). He noted that this Contract for consultant services also was a one-year contract with four one-year renewal options. There are two renewal options remaining and this resolution will extend the contract for another year to September 30, 2023. CVWMA has had a good partnership with GBB, who provided the evaluation of the CVWMA residential recycling program and helped develop the recently adopted Strategic Plan. GBB is well known in the industry as a leading environmental consulting firm and the CVWMA desires to continue the Contract. This extension was approved by the Technical Advisory Committee (TAC).

A motion was made by Mr. D. Simmons (M-Prince George), seconded by Mr. P. Johnson (M-Petersburg)) and carried unanimously that **Resolution 23-02** be approved as presented.

**Item No. 8: Consideration of Resolution 23-03: Renewal of the Contract for Roll-Off Hauling and Front-End Collection and Recycling Services with TFC Recycling**

Mr. R. Nolan, Director of Operations referred the Board to the resolution to extend the Contract for Roll-Off Hauling and Front-End Collection and Recycling Services with TFC Recycling. He noted that the initial term of this Contract expires June 30, 2023 and the Contract provides for an option to renew for a five (5) year period. TFC Recycling has provided good service and management is responsive. The TAC reviewed this renewal and approved renewal of the Contract. Resolution 23-03 will authorize the Executive Director to execute an addendum to the Contract and amendments to the associated Service Agreements with participating jurisdictions.

A motion was made by Mrs. M. Kelley (M-Henrico), seconded by Mr. S. Chidsey (M-Ashland) and carried unanimously that **Resolution 23-03** be approved as presented.

## **Item No. 9: Operations and Technical Advisory Committee Report**

Mr. R. Nolan, CVWMA Director of Operations indicated that commodity pricing has declined slightly in the last month, particularly the mixed paper and cardboard markets. He indicated that this will result in less of rebate that we have been enjoying over the last year. He also reported on the volatility of the steel markets. One month steel prices were \$300/ton and the next down to \$160/ton.

Continuing Mr. Nolan reported that CVWMA is looking into mattress recycling. The TAC met with Van der Lynde, a company in Troy Virginia, where they have a facility where the mattresses are ripped apart and the various components are recycled. Chesterfield is piloting a program. He indicated that mattresses have been a challenge to dispose of in the landfill.

Mr. Nolan provided a summary of annual program activity and statistics for fiscal year 2022. He mentioned that the volume of recycling collected at the curb is down by about 4,800 tons year over year. The drop in tons could be a result of many factors including: 1) the shift back to school and working outside the home post pandemic 2) also as a result of the pandemic, the mix of materials has changed, specifically an increase in cardboard (now 44% vs 35% of the recycling stream) which weighs less than other materials, but still constitutes a lot of volume; and 3) service disruptions experienced in January and February meant residents were finding other ways to get rid of their recyclables, such as drop off centers or even the trash. Mrs. P. Paige (M-New Kent) asked if the delays in collection impacted the amount of material picked up for recycling, to which Mr. Nolan responded that he believes that service do have a negative impact on the volume. Mr. C. Drane (M-Chesterfield) asked if the amount of waste collected at the curb has dropped. Mr. Nolan responded that it seems waste volumes have also dropped somewhat, but not quite back to pre-pandemic levels. Mr. J. Clary (A-Henrico) commented that Henrico's trash program is seeing waste collection stabilizing and getting back to pre-pandemic levels.

Continuing Mr. Nolan reported that the volume collected in the drop off recycling program has remained steady over the previous year. He also shared statistics from other CVWMA programs and highlighted the CFC/HCFC program that saw a reduction in the number of units by 1400, predominantly in Henrico County. Henrico has the largest volume of white goods and inflation and shift back to work could have also impacted the reduction of white goods disposal.

Lastly, Mr. Nolan reminded the Board that several CVWMA contracts generate revenue back to the Authority and participating localities. As a result of strong recycling markets over the last year, CVWMA provided nearly \$1.8 million back to the localities from the sale of various recyclable commodities collected at drop off sites and convenience centers, nearly double the revenue from the previous year. In addition, the residential recycling program earned revenue and for the first time in three years, CVWMA and the localities received a rebate versus paying a processing fee. Nearly \$1.5 million was provided back to participating localities, and the revenue coupled with the savings on the processing cost, resulted in \$2.4 million savings in residential recycling program alone. Mr. J. Melis (A-Powhatan) asked Mr. Nolan if he thought the commodity markets will drop back to a more normal level soon. Mr. Nolan responded that with inflation, used oil prices are up and as we see prices at the pump come down, we will see the price of used oil go down as well. Similarly, we starting to see similar declines in values of other recyclable commodities, such as paper and cardboard.

## **Item No. 10: Public Information**

Mrs. J. Buchanan, CVWMA Public Relations Coordinator recapped public information activities over the last month and previous fiscal year. Although summer is typically a slower time for in-person programs, the Young Scientists have been busy in providing presentations and programs to students in summer camps and schools in Hopewell. Mrs. Buchanan also participated in several farmers markets in Petersburg, New Kent and Goochland, which are good places to reach a different mix of people.

Continuing, Mrs. Buchanan informed the Board that our recycling information cards that are handed out frequently have been translated and printed in Spanish in order to broaden our reach. CVWMA has printed 5,000 and offered to any jurisdiction to provide to their citizens at events.

Mrs. Buchanan reported that CVWMA implemented a campaign regarding the new trash program and contract in Colonial Heights. CVWMA and the City utilized social media, utility bill, website and other mediums to inform residents of the changes. CVWMA made a video that has been viewed on YouTube more than 600 times on everything the resident needs to know about the new trash program from carts to bulky waste.

Mrs. Buchanan indicated that CVWMA has a series of 10 second spots running on NBC12, messaging about contamination and other do's and don'ts. They are airing four times a day and CVWMA is also sharing on social media and are posted on our YouTube Channel. In addition, Carly Glenn (M-Richmond), our very own Board member made a video from the Board's recent meeting and tour of the TFC Recycling Material Recovery Facility (MRF). Mrs. Buchanan shared it on social media and the video got more than 1,600 views in a couple weeks. She shared the video with the Board. She thanked Ms. Glenn for making the video.

Continuing, Mrs. Buchanan provided some highlights of public information activities in fiscal year 2022. She recognized that the biggest thing to happen in FY22 is the return to in-person learning in the fall of 2021. While it took some time for schools to let outside groups in, CVWMA provided about 50 programs from December to June through the Young Scientists.

On the media front, Mrs. Buchanan noted that CVWMA has worked with NBC and WRIC on spots and messaging about contamination and accepted items for recycling. CVWMA continued its partnership with Richmond Family Magazine and we partnered with Summit media for America Recycles Day activities in November. Beyond airing on TV, our spots are timeless and can and will be shared on social media and other outlets. These partnerships are extremely valuable in broadening our reach.

Lastly, Mrs. Buchanan indicated CVWMA has more followers and people interested in receiving our information. CVWMA has 11,000 on Facebook and 16,000 that have signed up to receive our electronic newsletter. CVWMA just launched a Next Door account in order to monitor and participate in the conversations surrounding Authority programs.

#### **Item No. 11: Financial Reports for July 2022**

Mrs. K. Shea, CVWMA Accounting and Financial Manager noted that July was the first month of the fiscal year and financial activity is consistent with anticipated levels of service. The Authority has a combined net income of \$570,260 and she reminded the Board that the annual operating assessment is billed annually at the beginning of the fiscal year, therefore net income will decrease monthly as expenses are incurred. She indicated there were no accounts more than 60 days past due at the end of July.

Continuing Mrs. Shea reported that the onsite portion of the annual audit was completed on July 27 and staff is following up on some items with the auditors and plan to bring the annual financial report to the Board for approval at the September Board meeting.

Vice-Chairman Jones opened the floor for a motion to accept and file the Financial Reports for July 2022 as submitted. A motion was made by Mr. J. Melis (A-Powhatan), seconded by Mrs. P. Paige (M-New Kent), Past Chair and carried that the Financial Reports for July 2022 be approved and filed as submitted.

## **Item No. 11: Administrative**

Mrs. Hynes informed the Board that the Executive Committee will be reviewing the CVWMA ByLaws and potentially making some recommended revisions. She opened it up to any Board member who would like to participate on the ByLaws committee and asked they reach out to her or any member of the Executive Committee.

Mrs. Hynes reminded the Board about their recent adoption of the Strategic Plan. She asked Board members to sign up to serve on one of the goal committees to advise and assist in the implementation of the Plan. The meetings will be quarterly and can be in-person or virtual in the interest of everyone's time. She envisions the committees assisting the staff in ideas on implementation and advising on how to proceed in achieving each of the adopted goals. She thanked all who helped in crafting the goals and the objectives and initiatives as part of the planning process.

She noted the upcoming meetings and mentioned that all are welcome to attend and participate in any and all meetings.

## **OLD/NEW BUSINESS**

Vice-Chairman Jones asked if anyone had any old or new business to bring before the Board. Mr. M. Flagg (A-Hanover) expressed his concern regarding the long-term viability of propane tanks and what we are doing with them as they are starting to pile up. He asked that we put this topic on the list to items to address. Mrs. Hynes mentioned that the TAC is addressing this issue and TAC is considering issuing a procurement for the recycling of the propane tanks. .

## **ADJOURNMENT**

With no further business to come before the Board, Vice-Chairman Jones opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 10:05am. The motion was made by Mr. J. Byerly (A-Henrico), seconded by Mrs. M. Kelley (M-Henrico) and carried that the August 19, 2022, Board of Directors' meeting be adjourned.



## **CERTIFICATE**

I, Robert Dunn, Chairman of the CVWMA, certify that the foregoing minutes are a true and correct copy of the minutes of the August 19, 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., September 16, 2022. Given under my hand and seal of the CVWMA this 16<sup>th</sup> day of September 2022.

  
Robert Dunn, Chairman