

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS MEETING MINUTES  
SEPTEMBER 16, 2022  
2104 W LABURNUM AVE  
RICHMOND VA**

**MEMBERS/ALTERNATES PRESENT**

**Voting**

Robert L. Dunn (M-Chesterfield), Chairman  
Miles Jones (M-Richmond), Vice-Chairman  
Patricia Paige (M-New Kent), Immediate Past Chair  
Stephen Chidsey (M-Ashland)  
Clay Bowles (M-Chesterfield)  
Cary Drane (M-Chesterfield)  
Todd Flippen (A-Colonial Heights)  
Wendy Grady (M-Goochland)  
Michael Flagg (A-Hanover)  
John Mitchell (M-Henrico)  
J Bentley Chan (A-Henrico)  
Josh Byerly (A-Henrico)  
Monique Robertson (M-Hopewell)  
Randall Williams (A-Petersburg)  
Johnny Melis (A-Powhatan)  
Dean Simmons (M-Prince George)  
Elizabeth Hall (M-Richmond)

**Non-Voting:**

Dwayne Jones (A-Goochland)  
Jon Clary (A-Henrico)  
John Lockwood (A-New Kent)

**Staff:**

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

**MEMBERS/ALTERNATES NOT PRESENT**

Jenny Schontag (A-Ashland)  
Ricky Hicks (M-Charles City)  
Michelle Johnson (A-Charles City)  
Dawn Rowell (A-Chesterfield)  
Mindy McKinney (A-Chesterfield)  
John Neal (A-Chesterfield)  
Doug Smith (M-Colonial Heights)  
Randy Hardman (M-Hanover)  
Susan Dibble (M-Hanover)  
Theresa Arnold (A-Hanover)  
Marcia E. Kelley (M-Henrico)  
Paul Johnson (M-Petersburg)  
Karin Carmack (M-Powhatan)  
Carly Glenn (M-Richmond)  
Noah Hillerbrand (A-Richmond)  
Michael Walker (A-Richmond)

**Guests:**

Rob Clendenin, Public Sector Solutions Manager,  
Waste Management, WM

Chairman Dunn (M-Chesterfield) welcomed all to the meeting and asked all attendees to stand and 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**

Chairman Dunn opened the public comment period and asked if there were any members of the public present who wish to address the Board to come forward. Seeing no one, Chairman Dunn closed the public comment period.

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

Mrs. Julie Buchanan, Public Relations Coordinator administered the Oath of Office after asking the Officers to stand and recite the Oath of Office after her.

#### **Item No. 3: Minutes of the Regular Meeting of August 19, 2022**

Chairman R. Dunn (M-Chesterfield) opened the floor for a motion to consider the minutes of the August 19, 2022, meeting as submitted. The motion was made-by Mr. M. Jones, Vice-Chairman (M-Richmond), seconded by Mrs. P. Page, Immediate Past-Chairman (M-New Kent), and carried that the minutes of the August 19, 2022, Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting were approved as submitted.

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

Chairman Dunn welcomed all members and alternates. He asked all members/alternates to introduce themselves and the jurisdictions they serve.

#### **Item No. 5: Audit Committee Report**

Chairman Dunn stated that the current financial audit is progressing well. The audit committee met with the representatives of Browns & Edwards, CVWMA's audit firm earlier in the week and most of the work is complete. He turned the floor over to Mrs. Hynes to elaborate. Mrs. Hynes stated that staff is in the process of finalizing the annual audit with the auditors. The Audit Committee was informed the CVWMA received a clean audit opinion; all the numbers are finalized, and the last steps are the review of the actual report. Last year, the deadline to submit the annual financial report to the Virginia Auditors of Public Accounts was extended to November 30<sup>th</sup>. The staff plans to finalize the report and present to the Board at the October board meeting. Mr. Bowles commented that the auditors informed the audit committee about a new GASB pronouncement related to the technology software systems will become part of the balance sheet next year.

#### **Item No. 6: Presentation: Rob Clendenin, WM Public Sector Solutions**

Mrs. Hynes introduced Mr. Rob Clendenin, the Public Sector Solutions Manager for WM. She noted that CVWMA's partnership with WM and Mr. Clendenin goes back to the Authority's inception. Mr. Clendenin will update and inform the Board on all the great things that WM is doing in the solid waste industry and specifically collections technology. WM focus is sustainability, technology, automation, and data tracking and as a result is a leader in the solid waste and recycling industry.

#### **Item No. 7: Consideration of Resolution 23-04: To Award a Contract for Residential Recycling and Trash Carts, Parts and Related Products and Services**

Mr. R. Nolan, Director of Operations reported the CVWMA issued a Request for Proposal (RFP) to purchase recycling and trash carts for the residential recycling and trash collection programs, including the assembly and distribution to all households in both programs. He noted that five proposals were received and an evaluation committee consisting of Torrence Robinson (City of Richmond), Jon Clary (Henrico County), Kim Hynes, and Richard Nolan conducted interviews with three companies: Cascade, IPL, and Rehrig Pacific. After several discussions, the committee unanimously selected and recommends award of the contract to Rehrig Pacific.

A motion was made by Mr. J. Mitchell (M-Henrico), seconded by Mr. T. Flippen (A-Colonial Heights) and carried unanimously that **Resolution 23-04** be approved as presented.

#### **Item No. 8: Consideration of Resolution 23-05: To Award a Contract for Collecting, Transporting and Processing Used Electronic Equipment**

Mr. R. Nolan, Director of Operations reported that the current contract for Collecting, Transporting and Processing Used Electronic Equipment between CVWMA and Securis of Hampton Roads expires November 30, 2022, with no renewal options. CVWMA issued an RFP for these services and proposals were received August 12, 2022, from two companies. The contract will provide for the collection at events and scheduled from various sites in participating localities and recycling of electronic material.

An evaluation committee was formed and included Mr. Rick Stewart (New Kent County) and Mr. Nolan. Both firms are R-2 certified and he noted that Securis now has a location in the region in Henrico County. The committee evaluated both companies and concluded that Securis was still the best choice. After speaking with the representative from Techno Rescue, the committee recommends awarding a contract to Techno Rescue as well. In the past CVWMA has had multiple contractors to recycle used electronics. In conclusion, Securis will be the primary contractor and Techno Rescue will be the secondary backup option.

Mr. C. Bowles (M-Chesterfield) asked if the contract with Techno Rescue will be written as a secondary contractor, to which Mr. Nolan responded that it is the intent to put both companies under contract and it is understood that Techno Rescue will be a backup.

Mr. J. Melis (A-Powhatan) asked if both vendors will do events, to which Mr. Nolan responded affirmatively.

A motion was made by Mrs. P. Paige (M-New Kent), seconded by Mr. M. Jones, Vice Chairman (M-Richmond) and carried unanimously that **Resolution 23-05** is approved as presented.

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

Mr. R. Nolan referred the Board to the agenda packet for the operations update. He provided an update on recycling and MSW collections. He also reported on recycling markets and indicated that fiber process has started to drop significantly; cardboard dropped from \$130/ton to \$85/ton. In addition, mixed paper and newsprint prices are also down in September. CVWMA has been receiving a rebate of \$50/ton for several months, and as a result of the decline in market prices the rebate calculations for September will be \$0 and he anticipates this trend will continue in October for curbside recycling.

Continuing Mr. Nolan referred the Board to Addendum 8 to the contract with TFC that was put in place four years ago in the aftermath of China's bans and restrictions on imports of recyclable materials, specifically paper and cardboard. The addendum resulted in CVWMA and participating jurisdictions paying a maximum \$30/ton for processing of the material vs. receiving \$20/ton as under the previous contract terms. A clause in the addendum allows either party to invoke negotiations in good faith, and if the parties cannot reach an agreement to renegotiate, the original contract prevails.

Continuing Mr. Nolan informed the committee of several e-cycling & paper shredding events starting this Saturday, September the 17th, in Chesterfield County at the fairgrounds Henrico will host a recycling and paper shredding event on October 8th, at the Western Henrico Government Complex.

Lastly, Mr. Nolan provided a summary of the last TAC Meeting which was held two weeks ago. During that meeting the committee discussed recycling carts, propane tank procurement, strategic planning and yard waste contracts which will expire at the end of December. He noted the next TAC meeting is October 6, and program statistics are on the CVWMA website.

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

Mrs. J. Buchanan, CVWMA Public Relations Coordinator reported her progress with streamlining the location pages on the CVWMA website. These measures will ensure all information is up to date, accurate, concise, and easy to read. Mrs. Buchanan explained that 60 to 70% of all CVWMA web traffic is viewed on a mobile device; therefore, CVWMA needs to be provide tools for online customer service requests. Since the Authority implemented an online option for service requests, customers can now request carts, report a damaged cart, order stickers for their recycling containers, report a missed collection, request a recycling calendar and/or request bulky waste collection.

Mrs. Buchanan shared her recent experience with the Dorcas daughters of the West End Assembly of God Church in Henrico. The Dorcas Daughters collects plastic grocery bags and weave them into various items like this six-foot sleeping mat for the homeless made entirely from plastic grocery bags. These mats are distributed to various nonprofit organizations around the region. Some of their crafts will be for sale in October at West End Assembly of God Church and all the profits will go towards the church's mission work in India, Burundi, and Cuba. Mrs. Buchanan would like to extend a thank you to Mr. C. Drane (M-Chesterfield) for introducing us to this fascinating group.

Mrs. Buchanan shared some upcoming events with the committee; one is tomorrow at the Manakin Farmers Market in Goochland County. CVWMA has been invited to participate in the Henrico County Energy Fair again in October and lastly, yesterday was the start of Hispanic Heritage Month festivities, which will be held at the Virginia Science Museum.

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

Mrs. Kim Hynes, Executive Director referred the Board to the August financial reports located within the board packet. Mrs. Hynes reported a monthly net income of \$523,080 through August 31<sup>st</sup>. She reminded the Board the annual operating assessments are billed upfront at the beginning of the fiscal year. As expenses are incurred throughout the year, net income will decrease. Monthly activity is consistent and within the total budget. A couple of accounts are past due, and Mrs. Hynes indicated that the Authority is working with those jurisdictions becoming current.

Chairman Dunn opened the floor for a motion to accept and file the Financial Reports for August 2022 as submitted. A motion was made by Mr. M. Jones (M-Richmond), Vice Chairman, seconded by Mr. S. Chidsey (M-Ashland) and carried that the Financial Reports for August 2022 are approved and filed as submitted.

#### **Item No. 12: Administrative**

Mrs. Hynes informed the Board that we are finalizing applicants for the Administrative Assistant position so next month we should have a new friendly face to introduce to the Board. CVWMA is working with TFC on the

implementation of the new recycling contract, which includes the purchase of recycling carts under the contract just awarded to Rehrig Pacific. CVWMA has received a grant from the Recycling Partnership for the recycling carts for Henrico in the amount of 1.5 million to offset the cost of their 95,000 carts to be delivered in the spring. The Authority is discussing grant funding options for Hanover and Goochland County as well.

Mrs. Hynes invited all Board members to attend the first meeting of the ByLaws committee on October 11<sup>th</sup> at 11am. The Executive Committee will be reviewing the CVWMA ByLaws and potentially making some recommendations and revisions. In addition, staff will be setting up goal committee meetings. Each Board member is encouraged and asked to participate in advising and assisting the staff in the implementation of the Strategic Plan. The plan will be to meet quarterly in an advisory capacity in-person or virtually.

## **OLD/NEW BUSINESS**

## **ADJOURNMENT**

With no further business to come before the Board, Chairman Dunn opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 9:59am. The motion was made by Mr. J. Mitchell (M-Henrico), seconded by Mr. T. Flippen (A-Colonial Heights) and carried that the September 16, 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 September 16, 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., October 21, 2022. Given under my hand and seal of the CVWMA this 21<sup>st</sup> day of October 2022.

  
Robert Dunn, Chairman

