

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
October 21, 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)
Cary Drane (M-Chesterfield)
Dawn Rowell (A-Chesterfield)
Wendy Grady (M-Goochland)
Theresa Arnold (A-Hanover)
Michael Flagg (A-Hanover)
Marcia E. Kelley (M-Henrico)
John Mitchell (M-Henrico)
Monique Robertson (M-Hopewell)
Paul Johnson (M-Petersburg)
Johnny Melis (A-Powhatan)
Dean Simmons (M-Prince George)
Carly Glenn (M-Richmond)

MEMBERS/ALTERNATES NOT PRESENT

Jenny Schontag (A-Ashland)
Ricky Hicks (M-Charles City)
Michelle Johnson (A-Charles City)
Clay Bowles (M-Chesterfield)
Mindy McKinney (A-Chesterfield)
John Neal (A-Chesterfield)
Doug Smith (M-Colonial Heights)
Todd Flippen (A-Colonial Heights)
Randy Hardman (M-Hanover)
Susan Dibble (M-Hanover)
Josh Byerly (A-Henrico)
John Lockwood (A-New Kent)
Randall Williams (A-Petersburg)
Karin Carmack (M-Powhatan)
Elizabeth Hall (M-Richmond)
Michael Walker (A-Richmond)
Noah Hillerbrand (A-Richmond)

Non-Voting:

Dwayne Jones (A-Goochland)
Jon Clary (A-Henrico)
J Bentley Chan (A-Henrico)

Staff:

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

Guests:

Andrea Johnson, CEO, Van der Linde Recycling
William Riggleman, City of Petersburg

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: Minutes of the Regular Meeting of September 16, 2022

Chairman R. Dunn (M-Chesterfield) opened the floor for a motion to consider the minutes of the September 16, 2022, meeting as submitted. The motion was made-by Mr. M. Jones, Vice-Chairman (M-Richmond), seconded by Mr. Steve Chidsey (M-Ashland), and carried that the minutes of the September 16, 2022, Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting were approved as submitted.

Item No. 3: Chairman's Report

Resolution of Appreciation for Ms. Tangela Innis

Chairman Dunn asked Mrs. Kim Hynes, Executive Director to read the Resolution of Appreciation for Mrs. Tangela Innis upon completion of her service as a member of the CVWMA Board of Directors. Mrs. Hynes recognized Mrs. Innis's outstanding leadership as a representative of the City of Petersburg since April 2018, as well as the Director on the Executive Committee from 2020 to 2022. A motion was made by Mr. S. Chidsey (M-Ashland) and seconded by Mr. M. Jones (M-Richmond), Vice Chair and carried that the Resolution of Appreciation for Ms. Tangela Innis be approved as submitted.

Resolution of Appreciation for Mr. William Riggleman

Chairman Dunn asked Mrs. Hynes to read the Resolution of Appreciation for Mr. William Riggleman and thank him for his outstanding leadership, representing the City of Petersburg upon his completion of service as an alternate member of the CVWMA Board of Directors since January 1999. A motion was made by S. Chidsey (M-Ashland) and seconded by M. Jones-Vice Chair and so carried that the Resolution of Appreciation for Mr. William Riggleman be approved as submitted. Mrs. Hynes commented that Mr. Riggleman has been a confidant and supporter of the Authority and the region especially in the City of Petersburg. He has been a valuable representative on the Board and on the Technical Advisory Committee and will be missed. Chairman Dunn also thanked Mr. Riggleman and invited him back to participate anytime.

Item No. 4: Audit Committee Report

Chairman Dunn turned the floor over to Mrs. Hynes, she reminded the Board that the Audit Report was deferred from last month's (September) meeting, which is normally the time the Board considers approval of the Annual Comprehensive Financial Report (ACFR) for transmittal to the Virginia Auditor of Public Accounts (VAPA). The VAPA has extended the deadline for all Authorities, Boards, and Commissions to November 30, 2022, to submit the annual report. Mrs. Hynes informed the Board that copies of the reports were sent out and will be available on the CVWMA website. Mrs. Hynes shared the results of the completed 2022 Audit Report. The audit firm Browns & Edwards found no material weaknesses in the internal control structure, and the Authority received an "unmodified opinion" the highest rating given. Mrs. Hynes explained the format of the report which is outlined by the Government Finance Officers Association and includes four sections: introductory, financial,

statistical, and compliance. The introductory section contains the organizational chart, a list of board members/staff, the transmittal letter to the Board, and a certificate of achievement for 2021, the 25th consecutive year. The financial section contains the auditor's opinion (unmodified), management's discussion and analysis, and the basic financial statements with the notes and the required supplementary information. I The basic financial statements are reported by major fund, which is determined by dollar value of assets and revenues. The major funds include General, Residential Recycling, Drop Off, Municipal Solid Waste Fund and Waste Transfer and Disposal. All smaller funds are combined into Special Wastes. The Drop Off Fund does not meet the criteria for a major fund, determined by the Governmental Accounting Standards Board (GASB), however CVWMA highlights the Drop Off as a major fund, as it is one of CVWMA's first and signature programs.

Mrs. Hynes informed the Board that the Authority had to implement GASB Statement No. 87 related to leases in fiscal year 2022. This required putting leases on the balance sheet as a right to use asset with a corresponding liability, similar to pensions and the other post-employment benefits (OPEB). As a result, CVWMA had to adjust beginning net position downward by a little more than \$14,000. The Authority ended the fiscal year with a net income of \$112,000, before the pension and OPEB adjustments. Net position (also known as fund balance or retained earnings) increased overall by \$69,609 to \$537,585 on June 30, 2022. This represents 2.7% of total budget Mrs. Hynes highlighted the trend in revenues and expenses, noting that revenues increased 5.3% over the previous year. CVWMA saw a significant increase in the curbside recycling program, where the Authority went from paying \$30 a ton to receiving up to \$50 a ton over this past fiscal year. Mrs. Hynes reminded the board that 95% of revenues and expenses are passed through to the localities for programs and operations. Mrs. Hynes opened the floor for questions. Chairman Dunn asked for a motion to approve the 2022 Annual Comprehensive Financial Report. A motion was made by M. Jones (M-Richmond), Vice-Chair and seconded by Mr. J. Mitchell (M-Henrico) and so carried that the Annual Comprehensive Financial Report for 2022 be approved as submitted.

Item No. 5: ByLaws Review Committee Report

Chairman Dunn presented the ByLaw Review Committee Report. The committee met on October 11, 2022, and the topics discussed are noted in the board packet. The purpose of the committee is to discuss some potential changes that might be beneficial for our governing body. Chairman Dunn highlighted the committee's discussions, beginning with the appointment of new board members and the challenges of local governing bodies in finding adequate representation from each locality. Chairman Dunn expressed the committee's commitment to develop some new strategies to help the jurisdictions remedy some of the issues surrounding finding representatives to serve. The committee will start by contacting the localities to find out their challenges in the selection process. The Committee is taking a fresh look at the residency requirement for board members, especially in the smaller jurisdictions that only have one Board member slot. Chairman Dunn touched upon the issue of attendance at Board meetings and how to address this issue with all jurisdictions to ensure that appointees are actively attending the monthly meetings. In addition, Chairman Dunn reminded the Board that there are several open leadership positions and it's his feeling that each board member should be willing and able to serve in a leadership role at some point. There was also some discussion about alternates and the possibility to serve 'at large' in the jurisdictions with more than one member. Chairman Dunn iterated that the committee would like everyone's input and asked everyone to reach out to him and/or Mrs. Hynes. Chairman Dunn asked Mrs. Hynes to interject on any missing details. Mrs. Hynes extended an invitation to anyone interested in joining the committee to continue these discussions to please come to the next meeting, which will be January 10, 2023. These meetings will be a part of the regularly scheduled Executive Committee meetings and all are welcome. Finally, Chairman Dunn encouraged each member to discuss these issues with their locality.

Item No. 6: Presentation: Mattress Recycling; Andrea Johnson, Van der Linde Recycling

Mrs. Hynes introduced Mrs. Andrea "Andy" Johnson, CEO of Van der Linde Recycling to the Board. Mrs. Hynes highlighted Mrs. Johnson career in recycling both here and abroad spanning over 23 years. Mrs. Johnson

informed the Board of Van der Linde Recycling's multi-faceted approach to mattress recycling. Van der Linde is a privately own company ranking 16th in nation for materials processed. Van der Linde specializes in recovering and recycling mattresses, box springs, carpeting, padding, shingles, drywall, and all PVC materials processing 200-500 tons of material per day. Mrs. Johnson explains Van der Linde Recycling's mission is to conserve landfill space for future generations, and to help stakeholders find viable solutions to the challenges that currently inhibit the ability to recycle goods and materials.

Chairman Dunn asked if she works with any mattress retailers since when a new mattress is purchased, most of the time they will take the old ones away. Mrs. Johnson responded that they are trying to work with those companies to provide a solution to recycle the mattresses. He followed up and asked if Van der Linde has any current working relationships with any counties or cities in Virginia, to which she responded yes. Van der Linde is currently working with Louisa County.

Mr. S. Chidsey (M-Ashland) asked if the mattresses need to be dry to be recycled. Mrs. Johnson responded that their preference is to get them dry, but they do get some that are wet or have bed bugs and they are able to handle them.

Mr. M. Flagg (A-Hanover) asked what the foam is worth. She indicated that the value fluctuates and right now is about 11 cents per pound but was as high as 26 cents per pound. Van der Linde is mission oriented and while the economics needs to work, they are tailoring solutions to accommodate differences in various customers.

Mr. J. Melis (A-Powhatan) asked if Van der Linde is starting to see alternatives to foam and how is that impacting their operation. Mrs. Johnson responded they are actually seeing the opposite, mattresses that are made from 100% foam. She also indicated that the mattresses found in the prison system cannot be recycled at this time as they are not made from foam.

Mrs. M. Kelley (M-Henrico) asked what Van der Linde's footprint in Virginia is, to which Mrs. Johnson indicating that they are currently working within a 500 miles radius but are looking to expand.

Mr. D. Jones (A-Goochland) asked where the foam goes to be recycled, to which Mrs. Johnson responded DC Foam, where is recycled into things like carpet padding and other carpet materials.

Mrs. Hynes asked how much volume the facility can handle. Mrs. Johnson responded that the facility could process 5,000 mattresses per day, and they are working on expanding the operation. Mrs. Hynes asked if Van der Linde does any collection of the mattresses or if they need to be delivered. Mrs. Johnson indicated that the company has fleet of vehicles and do collect mattresses.

Mrs. Hynes asked about their collection and recycling of car batteries, specifically the electric car batteries, to which she responded affirmatively. Mr. R. Thompson, CVWMA Operations Analyst asked about propane tanks. She indicated that the tanks are tricky. They do take them if they get them and work with other companies to handle them.

In conclusion, Mrs. Johnson left her contact information and offered a tour of the facility anytime. Mr. M. Jones (M-Richmond), Vice-Chairman thanked Mrs. Johnson for a very informative presentation and thanked her and her husband for their service to our Country. Chairman Dunn also thanked Mrs. Johnson for her time and the great information, and he encouraged our localities to talk to their administrations to divert mattresses from landfills.

Item No. 7A: Consideration of Resolution 23-06: To Renew Contracts for Yard Waste Processing Services

Mr. R. Nolan, Director of Operations reported the current contracts with both EJ Wade and Yard Waste are scheduled to expire December 31, 2022. Mr. Nolan explained there is a clause in the contract that allows for an additional five-year extension. Mr. Nolan reached out to both contractors, and they are both in agreement with the five-year extension. Mr. Nolan explained the Technical Advisory Committee (TAC) has reviewed the renewal proposals and upon completion of that review the TAC recommends renewal of these contracts for an additional five years.

A motion was made by Mr. J. Mitchell (M-Henrico), seconded by Mr. S. Chidsey (M-Ashland) and carried unanimously that **Resolution 23-06** be approved as presented.

Item No. 7B: Consideration of Resolution 23-07: To Terminate the Ashland MSW Collection and Disposal Contract with Meridian Waste and Amend the MSW Collection and Disposal Services Contract with Waste Management

Mr. R. Nolan, Director of Operations explains that **Resolution 23-07** is a request to terminate the Town of Ashland Municipal Solid Waste Collection and Disposal Service Contract with Meridian Waste and amend the MSW Collection and Disposal Services Contract with Waste Management (WM). Mr. Nolan shared the timeline of the current contract with Meridian Waste which expires on June 30, 2024. CVWMA conducted a procurement for MSW Collection for the Cities of Colonial Heights, Hopewell and Petersburg, and the Town of Ashland, which was awarded to WM in November of 2021. Since that time, the Contract has begun in Colonial Heights, and the other three will begin in 2024. Recently, Meridian Waste petitioned CVWMA for a 40% increase in cost for services. After conferring with Ashland, the Town, nor the CVWMA agreed to increased costs and instead wish to terminate the contract with Meridian Waste early and begin services with WM. Meridian has agreed to the early termination of the current contract and WM has agreed to start the contract early in January of 2023. In conclusion, CVWMA is requesting to move forward with the termination of the current agreement with Meridian Waste, and to amend the contract with WM and the associated service agreement with the Town of Ashland.

Mr. J. Mitchell (M-Henrico) asked what the difference is between the requested Meridian rate and the contract rate for WM, to which Mrs. Hynes responded, the rate to begin services early with WM is higher than the Meridian requested rate and the contracted rate with WM when the contract begins in July 2024. However, the Town desires to terminate early to obtain more consistent service. Mr. S. Chidsey (M-Ashland) expressed his appreciation for all the effort and support from the CVWMA staff in helping the Town of Ashland reach this resolution.

A motion was made by Mr. S. Chidsey (M-Ashland), and seconded by Mr. M. Jones, Vice Chairman (M-Richmond) and carried unanimously that **Resolution 23-07** be approved as presented.

Item No. 8: Operations and Technical Advisory Committee Report

Mr. R. Nolan provided an update on the significant drop in the recycling markets. In September, cardboard dropped from \$85/ton to \$45/ton in October. Mr. Nolan explained that mixed paper is now worth \$0, and newsprint has dropped from a high of \$105 to \$55 a ton. CVWMA will be impacted in several ways by the paper market crash. All jurisdictions that deliver material will see less revenue coming back to them in October, and it will also impact curbside recycling. In the month of October, our jurisdictions will be subject to pay \$30/ ton processing fee instead of receiving the \$50 rebate as in previous months. Mr. Nolan referred the Board to Addendum 8 of the contract with TFC, which was negotiated to assist TFC in 2018 after the recycling markets in China virtually disappeared. Addendum 8 requires CVWMA and participating jurisdictions to pay a maximum \$30/ton for each ton collected on the curb, however processing fee and rebate are based on sliding

scale, which is tied to the paper markets. CVWMA is currently negotiating Addendum 8 with TFC for the remainder of the term of the Contract.

Continuing, Mr. Nolan updated the board that our contractors have identified a particular route with a lot of contamination in the City of Richmond's VCU area and CVWMA is working with the city to remedy the problem through education, cart placement, and trash collection.

Mr. Nolan shared an update on upcoming contracts. CVWMA is working with TFC on the implementation of the contract which begins July 1, 2023. In conjunction with the TFC contract, CVWMA is planning with Rehrig on the delivery of approximately 100,000 recycling carts in Goochland, Hanover and Henrico in the spring. The Solid Waste Collection, Transportation and Disposal Contracts for the convenience centers also start July 1, 2023.

Mr. Nolan noted some upcoming events; on October 22nd CVWMA will be in New Kent County for paper shredding, E-cycling, and waste tires event; November 5th in Hanover County for household hazardous waste and paper shredding; and November 12th in Hanover County for an E-cycling event.

Lastly, Mr. Nolan reported that the TAC met on October 6, 2022. Discussion included Propane Tanks, which he reported CVWMA issued an RFP. CVWMA will continue to assist localities on selling the tanks on GovDeals to help minimize their inventories. Proposals are due on November 16, 2022, and Mr. Nolan indicated there will be a contract award recommendation to the Board at a future meeting. The next TAC meeting will be held on November 3, 2022, and all are welcome to attend.

Item No. 9: Public Information

Mrs. J. Buchanan, CVWMA Public Relations Coordinator reported on the contamination issues in the VCU Carver Area of Richmond City. Mrs. Buchanan met with the City of Richmond, DPW and the Clean City Commission to develop some ideas to address the contamination issue. CVWMA crafted a post for our social media targeting the zip codes around VCU and over 11,000 people saw our post explaining what the Oops sticker is and what they needed to do if they see it. Mrs. Buchanan shared the news report by Chanel 12 was also picked up by the Waste Advantage Magazine, which is a national publication. Mrs. Buchanan also met with a reporter from the VCU student newspaper, The Commonwealth Times to discuss the right and wrong ways to recycle. Mrs. Buchanan is currently in discussions with Channel 8 News to create advertising ads that targeted that particular demographic.

Mrs. Buchanan shared that November 15th is America Recycles Day and CVWMA is planning many opportunities to promote and educate about the importance of recycling and recycling correctly. CVWMA is working with Radio One and they are broadcasting our ads on their four stations in the Richmond market. These ads are different for each station and tailored to who listens to those stations. Radio One includes Power 92.1 FM, 99.5 FM, 105.7 Kiss FM and Praize 104.7 FM. Mrs. Buchanan took part in a recorded conversation with Clovia Lawrence from 105.7 Kiss FM about America Recycles Day and how to recycle correctly. This interview will be aired on their Facebook pages the first week in November., so stay tuned for that!

Mrs. Buchanan reported that she is helping the Hanover High School Environmental Club to celebrate America Recycles Day. These young people are interested in creating a recycling contest including CVWMA as judges. In addition to information tables at lunchtime encouraging their classmates to use the school recycling carts and also to encourage their classmates to use the refillable water bottles and stations instead of purchasing water bottles from the cafeteria. Lastly, Mrs. Buchanan shared that she is participating in a Fall Festival held at the Living Water Community Center near Westover Hills Boulevard. Mrs. Buchanan extended an invitation to anyone would like to attend.

Item No. 11: Financial Reports for September 2022

Mrs. Kim Hynes, Executive Director referred the Board to the September financial reports in the board packet. Mrs. Hynes reported a year-to-date net income of \$465,614, and reminded the Board, general operating assessments are billed at the beginning of the year, thus net income will decrease each month as expenses are incurred. Mrs. Hynes noted that CVWMA is within the total budget but noted some adjustments will need to be made to amend the budget in the MSW fund to account for capital outlay, revenue and expense increases related to the purchase of trash carts in Colonial Heights.

Mrs. Hynes referred the Board to the accounts receivable included in the package and noted that no accounts are past due at the end of September. Mrs. Hynes is working diligently on recruiting an Accounting and Financial Manager, but resumes are coming in slowly.

Chairman Dunn opened the floor for a motion to approve the Financial Reports for September 2022 as submitted. A motion was made by Mr. M. Jones (M-Richmond), Vice Chairman, seconded by Mrs. M. Robinson (M-Hopewell) and carried that the Financial Reports for September 2022 are approved and filed as submitted.

Item No. 12: Administrative

Mrs. Hynes updated the Board on the implementation of the new recycling contracts, which includes three of CVWMA's biggest contracts out for procurement. She noted that staff is working on a contract with Rehig Pacific to include residential recycling and trash carts and the distribution in the spring. Mrs. Hynes informed the board that CVWMA will receive a grant from the Recycling Partnership to convert from bins to carts in Henrico County at \$15 per cart plus \$1 per household for education and notification. CVWMA is also working on acquiring grant funding for Hanover and Goochland to aid in the transition from bins to carts.

Mrs. Hynes stated that staff is working on drafting the 2024 Fiscal Year Budget, with plans to present a draft to the board in November for review and comments. She reminded the Board that the operating budget for the ensuring year must be adopted by December 31 each year, per the ByLaws.

Mrs. Hynes introduced the board to the newest member of the CVWMA Team, LaTanya McBride, Administrative Assistant, who joined CVWMA a few weeks ago, and she has lots of experience in administration and is already extremely helpful.

OLD/NEW BUSINESS

Mr. M. Flagg (A-Hanover) mentioned that the Hanover Board of Supervisors recently authorized a substantial budget amendment for the County to obtain a materials shredder. While the County will not be able to recycle the material, it will be the first step in mitigated the issue with mattresses. He mentioned that Hanover County currently takes between 800 and 900 mattresses per month. The County is excited to implement a shredding operation over the next five months.

Continuing, Mr. M. Flagg (A-Hanover) mentioned the County values its partnerships with the Authority. The County had equipment issues a few weeks ago, where they found themselves without any loaders and couldn't allow residents to come to the facility. Henrico County stepped up and provided machines that Hanover could use keep operations going that weekend. He publicly thanked Henrico County for their assistance and reiterated the importance of the partnerships in the region that are extremely valuable.

Before closing, Chairman Dunn again encouraged Board members to review the ByLaws and the discussion topics and provide input for their respective jurisdiction. He also encouraged Board members to go to their jurisdiction and determine opportunities such as mattress recycling.

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 10:18 am. The motion was made by Mr. J. Mitchell (M-Henrico), seconded by Mr. J. Melis (A-Powhatan) and carried that the October 21, 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 October 21, 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., November 18, 2022. Given under my hand and seal of the CVWMA this 18th day of November 2022.

Robert Dunn, Chairman