

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

MEMBERS/ALTERNATES PRESENT

Voting

Robert L. Dunn (M-Chesterfield), Chairman
Miles Jones (M-Richmond), Vice-Chairman
Stephen Chidsey (M-Ashland)
Ricky Hicks (M-Charles City)
Clay Bowles (M-Chesterfield)
Cary Drane (M-Chesterfield)
Todd Flippen (A-Colonial Heights)
Dwayne Jones (A-Goochland)
Theresa Arnold (A-Hanover)
Michael Flagg (A-Hanover)
Josh Byerly (A-Henrico)
John Mitchell (M-Henrico)
J Bentley Chan (A-Henrico)
Monique Robertson (M-Hopewell)
John Lockwood (A-New Kent)
Paul Johnson (M-Petersburg)
Johnny Melis (A-Powhatan)
Dean Simmons (M-Prince George)
Carly Glenn (M-Richmond)
Elizabeth Hall (M-Richmond)

MEMBERS/ALTERNATES NOT PRESENT

Patricia Paige (M-New Kent), Immediate Past Chair
Jenny Schontag (A-Ashland)
Michelle Johnson (A-Charles City)
Mindy McKinney (A-Chesterfield)
John Neal (A-Chesterfield)
Dawn Rowell (A-Chesterfield)
Doug Smith (M-Colonial Heights)
Wendy Grady (M-Goochland)
Randy Hardman (M-Hanover)
Susan Dibble (M-Hanover)
Marcia E. Kelley (M-Henrico)
Randall Williams (A-Petersburg)
Karin Carmack (M-Powhatan)
Michael Walker (A-Richmond)
Noah Hillerbrand (A-Richmond)

Non-Voting:

Jon Clary (A-Henrico)

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
LaTanya McBride, Administrative Assistant

Guests:

None

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 October 21, 2022

Chairman R. Dunn (M-Chesterfield) opened the floor for a motion to consider the minutes of the October 21, 2022, meeting as submitted. The motion was made-by Mr. J. Mellis, (A-Powhatan), seconded by Mr. J. Mitchell (M-Henrico), and carried that the minutes of the October 21, 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. Patricia Paige

Mrs. Patricia Paige was unable to attend this month's Board meeting, so Chairman Dunn postponed the Resolution of Appreciation for Ms. Patricia Paige until the December 16, 2022, meeting.

Item No. 4: Consideration of Resolution 23-08: To Amend Addendum 8 to the Residential Recycling and Drop Off Processing Services Contract

Mr. R. Nolan, Director of Operations reminded the Board of the current contract with TFC, which has been in place since 2009, and will expire on June 30, 2023. Mr. Nolan reported Addendum 8 provided TFC some relief when China's restrictions on imports of recycled materials (such as cardboard and paper) caused significant disruptions in the global paper market. Mr. Nolan explained Addendum 8 includes CVWMA and participating jurisdictions paying a maximum monthly processing fee of \$30 a ton with a sliding scale based on the fiber markets where CVWMA and participating jurisdictions could pay less processing or receive a rebate of up to \$50 per ton. Starting in October 2022, Mr. Nolan continued, CVWMA will be obligated to pay a processing fee of \$30 per ton based on the market prices.

Mr. Nolan shared that the Technical Advisory Committee (TAC) discussed Amendment 8 and has negotiated with TFC a fair deal through the end of the contract. CVWMA negotiated Addendum 10, effective November 1, 2022, which includes suspending the rebate and any processing fees for November and December. CVWMA and participating jurisdictions will receive a flat rebate of \$20 a ton for the remaining duration of the contract from January to June 2023.

Mr. Nolan indicated that Resolution 23-08 will allow the Executive Director to amend Addendum 8 with Addendum 10 to the Contract with TFC effective November 1, 2022. He offered to answer questions. A motion was made by Mr. M. Jones (M-Richmond), Vice-Chair, seconded by Mr. S. Chidsey (M-Ashland) and carried unanimously that **Resolution 23-08** be approved as presented.

Item No. 5: Operations and Technical Advisory Committee Report

Mr. R. Nolan reported a significant drop in the commodities market for October, cardboard dropped to \$35/ton, mixed paper is currently worth \$0, and newsprint dropped from \$55 to \$35 a ton. Mr. Nolan updated the Board on last month's vote to terminate the Meridian Municipal Solid Waste (MSW) Collection Contract, in the Town

of Ashland. Mr. Nolan reported the new MSW Contract with WM will begin January 16, 2023. Mr. Nolan reported some delays in collection services in Petersburg and Hopewell. CVWMA is collaborating with Meridian to remedy the problem with collections.

Mr. Nolan reminded the Board the Contract for Residential Recycling ends June 30, 2023, and CVWMA has been working with TFC on implementation of the new contract and with Rehrig Pacific on the deployment of nearly 100,000 recycling carts in Goochland, Hanover, and Henrico.

Mr. Nolan shared a few upcoming events. On December 3, 2022 Goochland County will host a waste tire and paper shredding event at the Fairgrounds. In early January, the City of Richmond will host its annual “Bring One for the Chipper” Event, collecting Christmas trees, electronics and providing paper shredding. .

Mr. Nolan confirmed that the TAC met on November 3, 2022, and the discussion included service agreements, contracts, and reports. In addition, responses to the Request for Proposals for Propane Tank Recycling are due by 2:00 pm today. Mr. Nolan informed the board of next month’s TAC meeting, scheduled for December 1, 2022.

Mr. J. Mitchell (M-Henrico) asked what is the communications plan for distributing carts to residents that have already paid for a cart in Henrico? Mrs. Hynes responded that there are informational tools available on cvwma.com, where residents can “opt out” of receiving a new cart or residents can keep the cart they have to use for overflow items like cardboard etc.

Mr. J. Mitchell commented that some residents might be a little disappointed if they already paid for a cart and now, they’re receiving one for free. Will there be a problem with reimbursing the fee if they do not want a new cart? Mrs. Hynes responded, we are not seeing a lot of cart purchases from residents anymore, however if they wish to purchase a cart, now they can, and they will still be able to use it after July 1, 2023. Concerning refunds, Ms. Hynes continued we have consistently stated no refunds, and the plan is not to issue refunds for cart purchases.

Mr. J. Melis (A-Powhatan) asked how many carts have been sold. Mrs. Hynes responded, roughly around 13,000 carts in Henrico County.

Item No. 6: Public Information

Mrs. J. Buchanan, CVWMA Public Relations Coordinator shared some exciting news about America Recycles Day held on November 15, 2022. CVWMA sent out a press release that shared some of CVWMA’s achievements and recycling programs over the past thirty years. Mrs. Buchanan shared that CVWMA partnered with Hanover High School’s for their America Recycles Day Event, which yielded a very large turnout. This event was an excellent opportunity to partner with the Hanover High School Environmental Club to promote and educate all the students about the importance of recycling and recycling correctly. Mrs. Buchanan shared pictures of the students enjoying recycling games, group activities, and recycling informational booths.

In addition, CVWMA worked with Radio One on promoting recycling with some on air spots and an interview with Community Clovia Lawrence from 105.7 Kiss FM. Mrs. Buchanan shared CVWMA Recycle Correctly commercial, which is currently being re-aired on Channel 8 News.

Item No. 7: Financial Reports for October 2022

Mrs. Kim Hynes, Executive Director referred the Board to the October Financial Report in the board packet. Mrs. Hynes reported a year-to-date net income of \$434,782, which will decrease due to incurred cart expenses. Mrs. Hynes noted that CVWMA is within the total budget, with a few noted adjustments to amend the budget to the MSW fund which will account for capital outlay and revenue and expenses related to the purchase of trash

carts for Colonial Heights by CVWMA. Mrs. Hynes referred the Board to the Accounts Receivable section of the report; she noted that all accounts were current by end of October. Mrs. Hynes reported a slight glitch during the scanning of our monthly invoices to some localities, and the issue has since been resolved and all invoices have been delivered.

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

Item No. 8: 2023-2024 Proposed Operating Budget

Mrs. Kim Hynes, Executive Director referred the Board to their copy of the Proposed Operating Budget for fiscal year 2024, which begins on July 1, 2023. Mrs. Hynes suggested that all Board members should review the budget over the next month and contact her with all questions and concerns before the next meeting on December 16.

Mrs. Hynes stated, our overall goal is to continue to provide the level of service our members have come to expect, in a cost-effective manner. CVWMA will continue implementing the new Strategic Plan Initiative adopted by the Board in June 2022. Mrs. Hynes stated that the budget provides for operational and participation changes and includes the implementation of several new service contracts. Mrs. Hynes reported that the overall budget is balanced at \$23,165,110 which reflects an overall 11% increase over the 2023 financial projections. Mrs. Hynes reviewed the numbers of CVWMA's program activities along with several revenue generating contracts. Mrs. Hynes highlighted the largest increase in the overall budget is related to new contracts, the purchase of recycling carts and inflation.

Mrs. Hynes explained that Chesterfield County will no longer continue with the Residential Recycling service contract, however CVWMA is negotiating with Chesterfield County to provide customer service support to residents that contact CVWMA by phone or email during the transition and to continue to provide education and outreach to County residents. Mrs. Hynes told the board that additional costs are built into the budget for temporary help in the transition and potentially increasing office space.

Mrs. Hynes reminded the Board that the budget for the ensuing fiscal year is to be adopted by December 31 and there must be a two-thirds affirmative vote to adopt the budget.

Item No. 9: Administrative

Mrs. Hynes informed the Board that she was invited by WM to attend their annual Sustainability Forum and the Phoenix Open Golf Tournament. The tournament is the largest zero waste sporting event in the world. Part of the event includes a behind the scenes look into the process of making the event zero waste and the sustainability forum, which includes leaders all of the globe sharing successes around sustainability. She indicated to the Board that she would be WM's guest, and that WM will be paying for the majority of her expenses. Chairman Dunn reported that Mrs. Hynes relayed this opportunity to the Executive Committee and the Committee feels it is a good opportunity for CVWMA to learn and bring back ideas.

Continuing, Mrs. Hynes mentioned that the Environmental Protection Agency (EPA) just released grant opportunities for recycling and education and for recycling infrastructure. CVWMA will apply for grant funding in both areas.

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 9:45 am. The motion was made by Mr. M. Jones (M-Richmond), Vice-Chair, seconded by Mr. S. Chidsey (M-Ashland) and carried that the November 18, 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 November 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., December 16, 2022. Given under my hand and seal of the CVWMA this 16th day of December 2022.

Robert Dunn, Chairman