

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
APRIL 21, 2023
2104 WEST LABURNUM AVENUE
RICHMOND, VA**

MEMBERS/ALTERNATES PRESENT

Voting

Robert L. Dunn (M-Chesterfield), Chairman
Miles Jones (M-Richmond), Vice-Chairman
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)
Marilee Tretina (M-Henrico)
Marcia E. Kelley (M-Henrico)
John Mitchell (M-Henrico)
Rick Stewart (M-New Kent)
Randall Williams (A-Petersburg)
Johnny Melis (A-Powhatan)
Dean Simmons (M-Prince George)
Elizabeth Hall (M-Richmond)

Non-Voting:

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

Staff:

Kimberly A. Hynes, Executive Director
Richard Nolan, Director of Operations
Adam George, Accounting & Finance Manager
Reginald "Reggie" Thompson, Operations Analyst
Julie Buchanan, Public Relations Coordinator
Stephanie Breaker, Sr. Customer Service Supervisor
LaTanya McBride, Administrative Assistant

MEMBERS/ALTERNATES NOT PRESENT

Jenny Schontag (A-Ashland)
Ricky Hicks (M-Charles City)
Michelle Johnson (A-Charles City)
John Neal (A-Chesterfield)
Dawn Rowell (A-Chesterfield)
Mindy McKinney (A-Chesterfield)
Doug Smith (M-Colonial Heights)
Theresa Arnold (A-Hanover)
Susan Dibble (M-Hanover)
Randy Hardman (M-Hanover)
Jon Clary (A-Henrico)
Josh Byerly (A-Henrico)
Monique Robertson (M-Hopewell)
John Lockwood (A-New Kent)
Tangela Innis (M-Petersburg)
Karin Carmack (M-Powhatan)
Carly Glenn (M-Richmond)
Michael Walker (A-Richmond)
Noah Hillerbrand (A-Richmond)

Guest:

Nicole Riley, Senior Vice President, VEDP
Abigail Westcott, Director of Partnerships, VEDP

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 March 17, 2023

Chairman R. Dunn (M-Chesterfield) opened the floor for a motion to consider the minutes of the March 17, 2023, meeting as submitted. The motion was made by Mr. J. Melis, (A-Powhatan), seconded by Mr. T. Flippen (A-Colonial Heights), and carried that the minutes of the March 17, 2023, Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting were approved as submitted.

Item No. 3: Chairman’s Report: Appointment of Nominating

Chairman Dunn welcomed all to the meeting and thanked everyone for their attendance. He appointed Mrs. M. Kelley (M-Henrico) and Mr. S. Chidsey (M-Ashland) to the Nominating Committee. Chairman Dunn encourages all board members to consider serving on the Executive Committee if asked by the Nominating Committee.

Item No. 4: Presentation: Nicole Riley, Senior VP Policy and Strategic Partnerships, and Abigail Westcott, Director of Partner Relations, Virginia Economic Development Partnership

Mrs. Hynes welcomed Nicole Riley, Senior VP of Policy and Strategic Partnerships and Abigail Westcott, Director of Partner Relations from the Virginia Economic Development Partnership (VEDP). Mrs. Hynes thanked Ms. Riley for giving her presentation and shared some of Ms. Riley’s extensive background in economic development before joining VEDP. Ms. Riley served as Deputy Secretary of Commerce and Trade working on several key initiatives for the Commonwealth of Virginia, and the National Federation of Independent Business where she served as State Director during her tenure.

VEDP continues to represent the interests of Virginia's small businesses while promoting growth and expansion. Ms. Riley explained VEDP’s strategic plan to serve Virginia businesses by increasing job opportunities, wages, and addressing issues related to tax policy, labor, employment law regulations, and health care. VEDP’s team of market analysts research and collect data on VA businesses through partnerships with existing Virginia companies. In conclusion, VEDP focuses their efforts on collaborations with VA companies, providing incentive packages and investments that counter relocations to competitive states.

Ms. M. Kelly (M-Henrico) asked Ms. Riley what about the process if CVWMA wants to contact VEDP about a potential economic development opportunity.

Ms. Riley stated that she will leave her contact information for and she encouraged CVWMA to reach out with any questions and/or opportunities.

Ms. L. McBride, CVWMA Administrative Assistant asked if the data from Ms. Riley's presentation is available on the VEDP website, and if so, if its updated regularly. Ms. Riley stated that she would share the data from today's presentation with the board and the VEDP website is updated annually.

Mr. R. Williams (A-Petersburg) asked if the VEDP has a report card. Ms. Riley stated that VEDP works with several trade associations and groups in the business community like the Virginia Manufacturers Association, Virginia Chamber of Commerce, and the Virginia Data Center Coalition to track VEDP's progress.

Ms. Hynes thanked Ms. Riley for her insightful presentation and encouraged her to contact CVWMA for assistance needed surrounding recycling and solid waste.

Item No. 5: ByLaws Review Committee Report

Mrs. Hynes reminded the board that the Bylaws Review Committee, in conjunction with the Executive Committee met on April 11, 2023, to discuss the review of the ByLaws and Articles of Incorporation. The next steps in the review and evaluation process will need to address the residency requirements for board members and the ability for alternates to serve at large in large jurisdictions.

Mrs. Hynes reminded the board, the Articles of Incorporation state that "*the governing body shall appoint at least one of its residents*" to the Board. This is challenging for the smaller jurisdictions with only one board slot. Chairman Dunn further explained the original intent of the charter of the Authority, was to be a citizen board. As the Authority has evolved and times have changed, the committee recognizes that rule may not be the most feasible for all localities. The committee would like to get input from each of the member jurisdictions on this requirement and to work with the full Board on a solution. Staff will work with the committee on developing a survey for board members to address with leadership.

Mr. S. Chidsey (M-Ashland) indicated that the Town of Ashland will likely want to continue to appoint a resident to the Board and feels the residency requirement is important. As an alternative, he suggested that alternates be able to serve on the Executive Committee.

Mrs. Hynes also clarified the language of the ByLaws which state that each member shall appoint an alternate to serve in the absence of said member. Mrs. Hynes further discussed the possibility of alternates in the larger localities to serve "at large" to ensure each jurisdiction is fully represented at meetings. The Bylaws Committee also discussed the implementation of an attendance policy, which will include monthly communication with each locality on the attendance of all members/alternates.

The CVWMA staff is working with the committee on drafting alternate language for the ByLaws and will be seeking input from the Board and member localities. Mrs. Hynes suggested that this may be a good topic for the board retreat to be discussed later in the agenda.

Item No. 6: 2022 Recycling Rate Report

Mr. R. Thompson, Operations Analyst presented the preliminary 2022 Recycling Rate Report. He noted that the report is due to the DEQ by April 30, 2023. Mr. Thompson stated that under DEQ regulations CVWMA is required to report each year and meet a 25% recycling rate. Mr. Thompson began his

presentation with an analysis of the formulas used to calculate the recycling rate. These calculations are formulated when adding the base rate (the amount of Principle Recyclable materials processed, divided by the MSW generated in the region during the calendar year). Mr. Thompson then explained to the board how the adjusted recycling rate and the credit tonnage allowed by the DEQ is added to the base rate, however the adjusted rate cannot exceed the base rate by 5 percentage points.

Mr. Thompson provided a comparison of Principal Recyclable Material from 2021 to 2022, recording 68,395 tons of Construction, Demolition and Debris as credit tonnage for the year 2022. Mr. Thompson concluded his presentation with a detailed slide exhibiting the applicable formula for the Base Recycling Rate, since the adjusted rate is less than 5% greater than the base rate, which yielded a preliminary adjusted recycling rate of 55.2% for 2022. Mr. Thompson mentioned that the rate may change slightly between the board meeting and the final submission as CVWMA receives more information.

Item No. 7: Operations and Technical Advisory Report

Mr. R. Nolan, Director of Operations, reported on the commodity and recycling markets for April 2023. The prices for mixed paper are \$10.00 per ton, an increase of \$5 from March; newsprint remains at \$35.00 per ton; and OCC is \$45.00 per ton, an increase of \$10 over the previous month. TFC will be paying \$20.00 per ton for recycling collected at the curb until the end of the current contract that ends on June 30, 2023. The steel rebate is \$300/ton for scrap metal recycled in April 2023 compared to \$280 in March.

Mr. Nolan reported that Residential Recycling tons for the month of March 2023 were 2,564 tons compared to 2,853 in March 2022 and the total recycling tonnage collected year to date in FY 2023 is 24,330 tons compared to 24,366 tons for the same period in FY 2022. Mr. Nolan updated the Board on collections and trash service, noting that TFC is experiencing a shortage of drivers. CVWMA is working with TFC on missed collection delays, which are higher than normal. Mr. Nolan reminded the board that the contracts with Meridian for Hopewell and Petersburg residential trash service expire June 30, 2024, and CVWMA staff is currently working on implementation and transition planning.

Mr. Nolan shared information on upcoming events: Henrico County will be hosting an e-cycling event tomorrow April 22, 2023, and the City of Richmond will be hosting an e-cycling and HHW (household hazardous waste) event on May 13, 2023.

Mr. Nolan reported that the Technical Advisory Committee (TAC) meeting for March was held on Wednesday, April 5th at 9:00am, and the group discussed the upcoming update required to the Central Virginia Solid Waste Management Plan and the 2022 Recycling Rate Report. Mr. Nolan reminded the board that the next TAC meeting date is on May 3, 2023, and all board members are invited to attend.

Item No. 8: Earth Day

Mrs. J. Buchanan shared the list of events for Earth Day on April 22, 2023; she referred the board members to the board package and the slide for a list of those events. Mr. T. Flippen (M-Colonial Heights) informed the Board that there will be a City-Wide Clean-Up event hosted by the City of Colonial Heights.

Item No. 9: Public Information

Mrs. Buchanan reported that The Young Scientists reached more than 1,100 people in Chesterfield, Henrico, and Richmond with outreach programs in March.

Mrs. Buchanan shared the communications plans for the cart rollout. CVWMA targeted a paid Facebook post that reached 14,236 Henrico residents from March 28-April 6. Responses were extremely positive, and the CVWMA website has the “Hello Carts Goodbye Bins” headline on the homepage.

Mrs. Buchanan shared one of the Summit Media and Radio One advertising spots purchased utilizing the Recycling Partnership grant on: K95, Classic rock 96.5, Awesome 100.9, Your Variety 103.7, ESPN Richmond 106.1, Praise 104.7, and KISS 99.3/105.7 from April 30-May 28. CVWMA began mailing postcards to initial distribution areas on April 17th.

Lastly, Mrs. Buchanan was interviewed by Richmond Magazine for a Q & A style article titled “Bin There” in the March issue. Some of the questions and topics included contamination and Chesterfield curbside recycling.

Ms. M. Kelly (M-Henrico) asked if the multi-family complexes that already have curbside service with TFC will be allowed to keep their smaller bins, to which Mrs. Hynes replied, yes, and the multi-family will be routed separately.

Item No. 10: Financial Reports for March 2023

Mrs. Kim Hynes, Executive Director, first introduced Adam George, CVWMA’s new Accounting and Financial Manager, and encouraged the board members to introduce themselves and welcome him to the team. Mrs. Hynes referred the Board to the March Financial Reports located in the board packet. Mrs. Hynes reported a year-to-date net income of \$134,523 at the end of March. Mrs. Hynes noted that the Accounts Receivable schedule is also included and reflects 3 accounts that are more than 60 days past due. CVWMA is working with the localities on getting caught up.

Mrs. Hynes mentioned to the board that staff will be coming back to the board at the May Board meeting for some budget amendments both in fiscal year 2023 and 2024. These amendments are largely related to the new carts, including recording the capital outlay, depreciation and appropriating the grant monies. In addition, the board will consider affirming the salary increases budgeted for fiscal year 2024. Chairman Dunn opened the floor for a motion to approve the Financial Reports for March 2023 as submitted. A motion was made by the Vice-Chairman M. Jones (M-Richmond), seconded by Ms. M. Kelley (M-Henrico) and carried that the Financial Reports for March 2023 are approved and filed as submitted.

Item No. 11: Administrative

Mrs. Hynes reported that she anticipates an introduction to our new Recycling Coordinator shortly. Also, CVWMA is actively recruiting temporary Customer Service Representatives to assist us during the Chesterfield transition to answer calls, address questions, and respond to emails.

Mrs. Hynes informed the board that Ms. Tangela Innis recently accepted a position in Dumfries, VA as the Town Manager and we would like to wish her well in her future endeavors. Mrs. Hynes invited all the board members to attend the Board Retreat on September 21st directly in lieu of the scheduled meeting.

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 **10:07 am**. The motion was made by Mr. M. Jones (M-Richmond), Vice-Chairman seconded by Mr. J. Mellis (A-Powhatan) and so carried that the April 21, 2023, 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 April 21, 2023, 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., May 19, 2023. Given under my hand and seal of the CVWMA this 19th day of May 2023.



Robert Dunn, Chairman