

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
DECEMBER 16, 2022
7511 AIRFIELD DRIVE
NORTH CHESTERFIELD, 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)
Wendy Grady (M-Goochland)
Theresa Arnold (A-Hanover)
Michael Flagg (A-Hanover)
Marcia E. Kelley (M-Henrico)
John Mitchell (M-Henrico)
Josh Byerly (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)
Ricky Hicks (M-Charles City)
Michelle Johnson (A-Charles City)
Mindy McKinney (A-Chesterfield)
Dawn Rowell (A-Chesterfield)
Doug Smith (M-Colonial Heights)
Todd Flippen (A-Colonial Heights)
Dwayne Jones (A-Goochland)
Randy Hardman (M-Hanover)
Susan Dibble (M-Hanover)
J Bentley Chan (A-Henrico)
Randall Williams (A-Petersburg)
Karin Carmack (M-Powhatan)
Michael Walker (A-Richmond)
Noah Hillerbrand (A-Richmond)

Non-Voting:

John Neal (A-Chesterfield)
Jon Clary (A-Henrico)

Staff:

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

Guest:

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.

Chairman Dunn recognized Mr. C. Bowles (M-Chesterfield) and Chesterfield Deputy County Administrator and thanked him and the County for providing the airport facility for the Board meeting. Mr. Bowles welcomed the Board and thanked everyone for coming. He offered tours of the airport for anyone interested after the meeting. He mentioned that the airport is a general aviation reliever facility and about 140 aircraft are based at this airport. This includes recreational fliers, Virginia Police as well as the National Guard. The airport is very busy, and he noted the airport reached a big milestone this year and pumped over a million gallons of gas!

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 November 18, 2022

Chairman R. Dunn (M-Chesterfield) opened the floor for a motion to consider the minutes of the November 18, 2022, meeting as submitted. The motion was made-by Vice-Chairman Mr. M. Jones, (M-Richmond), Vice-Chair, seconded by Mr. C. Bowles (M-Chesterfield), and carried that the minutes of the November 18, 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 December's Board meeting, so Chairman Dunn postponed the Resolution of Appreciation for Ms. Patricia Paige until January of 2023.

Item No. 4: 2023 Proposed Meeting Dates

Mrs. K. Hynes noted the Board meeting dates for the calendar year 2023 are listed in the board agenda package. She reminded the Board that all board meetings will be held on the 3rd Friday of the month at 9:00am, except for July's meeting which is customarily cancelled for a break in the summer. Mrs. Hynes continued, before Covid-19, it was our practice to meet in the Crater Planning District Commission, and we are diligently planning to resume this tradition more often in the coming months. Mrs. Hynes asked the board if they had any questions about the proposed meeting dates.

Mrs. M. Kelley (M-Henrico) asked if we will meet in Crater in January, or the Richmond location. Mrs. Hynes replied, the plan is to meet in Richmond for January's meeting.

Chairman Dunn opened the floor for a motion to accept the 2023 Board meeting dates as presented. A motion was made by the Vice-Chairman Mr. M. Jones (M-Richmond) and seconded by Mr. C. Bowles (M-Chesterfield) and carried that the 2023 Central Virginia Waste Management Authority Board of Directors meeting dates be approved as presented.

Item No. 5: Consideration of Resolutions 23-09-23-15: 2024 Operating Budget

Mrs. Kim Hynes, Executive Director reminded the Board that during last month's meeting, she presented the Proposed Operating Budget for fiscal year 2024, in addition to providing a hard copy of the budget along with several emailed copies to all board members. Mrs. Hynes noted that she received a few clarification questions from one member of the Board, but nothing that would impact the proposed budget as presented. Mrs. Hynes thanked everyone for their support and asked if anyone had any questions. Chairman Dunn opened the floor for a motion to approve Resolutions 23-09-23-15: 2024 Operating Budget as submitted. A motion was made by Mr. M. Jones (M-Richmond), Vice Chairman, seconded by Mr. J. Mitchell (M-Henrico) and carried that Resolutions 23-09-23-15: 2024 Operating Budget are approved and filed as submitted.

Item No. 6: Operations and Technical Advisory Committee Report

Mr. R. Nolan, Director of Operations, reported no major changes in the recycling markets. In November 2022, the steel price is down \$10/ton. and cardboard, mixed paper, and newsprint remain flat. Mr. Nolan updated the Board on the Curbside Recycling Program rebate. Mr. Nolan reported that the finalized contract negotiations with TFC have led to the execution of Addendum 10. Of note is that participating member jurisdictions will receive a \$20 per ton for the last six months of the contract, which ends June 30, 2023. Mr. Nolan explained that there will be no rebate or processing fee in November and December 2022.

Mr. Nolan reminded the Board that CVWMA will be transitioning trash collection in the Town of Ashland from Meridian Waste to WM on January 16, 2023. Mr. Nolan also shared some positive feedback from Colonial Heights regarding WM services. Meridian will continue to provide collection services to Hopewell and Petersburg until the end of the contract on June 30, 2024. WM will provide waste services to those localities beginning July 1, 2024.

Mr. Nolan shared that TFC will be starting the new service contract on July 1st and he and Mrs. Hynes have been working diligently 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. Deliveries will begin in the May/June timeframe. Mr. Nolan shared that on January 14th, the City of Richmond will host its annual event called "Bring One for the Chipper", providing Christmas tree recycling, electronics recycling, and paper shredding.

Mr. Nolan confirmed that the TAC (Technical Advisory Committee) met on December 1, 2022, and the discussion included the Request for Proposals (RFP) for Propane Tank Recycling, which received no responses. Mr. Nolan has since revised the RFP and feels optimistic that the new proposal will yield results.

Mr. C. Drane (M-Chesterfield) asked why no one submitted proposals. Mr. Nolan replied that one potential vendor indicated that financial penalties included in the RFP and resulting contract was a barrier to submitting a proposal. Since this and other potential constraints are negotiable, CVWMA has evaluated with the TAC and will be reissuing the RFP In the interim, Mr. Nolan conversed with Blue Rhino, and they agreed to pick up 20-50 pounders in good condition at no charge.

Mr. Nolan shared the next TAC meeting will be held on Wednesday, January 4th, instead of Thursday January 5th. The TAC hopes this change will grant more participation from the jurisdictions with scheduling conflicts on Thursday mornings. Mr. Nolan touched briefly on the EPA (Environmental Protection Agency) grant discussions with the TAC, highlighting the grants that are currently available as part of the recent infrastructure bill that was signed into law. Mr. Nolan explained to the board that Mrs. J. Buchanan will share more about the grant funding available for recycling education and outreach and infrastructure projects. during her Public Information presentation.

Ms. M. Kelly (M-Henrico) asked why Massey Wood and West was not interested in propane tank recycling anymore. Mr. Nolan replied that they have indicated they can't find staffing since Covid. Mr. Nolan continued, they also had some ownership changes, and they are no longer interested in providing the recycling service.

Ms. C. Glenn (M-Richmond) asked if there has been any more conversations with the private company in Charlottesville that recycles mattresses. Mr. Nolan replied that he hasn't spoken to them recently. He noted that they are working with Jeff Howard and Chesterfield County trying to determine a model that works for mattress recycling.

Ms. C. Glenn (M-Richmond) commented that working with them could be a short-term solution for propane tanks. Mr. Nolan responded that would be a good possibility.

Item No. 6: Public Information

Mrs. J. Buchanan, CVWMA Public Relations Coordinator reported the 2023 Recycling Calendars will be mailed to over 190,000 residents between December 28 and New Year's Day. Mrs. Buchanan explained how one version of the calendar is designed specifically for Henrico, Hanover, and Goochland which mentions, and includes a link that details the new cart deployment in the spring.

Mrs. Buchanan reported that WM will begin servicing the Town of Ashland on the 16th of January and there will be messages on social media and the Ashland newsletter.

Lastly, Mrs. Buchanan discussed the EPA grants which became available a week before Thanksgiving. There are two separate grant opportunities, one for infrastructure and one for recycling education and outreach. The federal government's goal is to reach a 50% nationwide recycling rate by 2030. This will improve the quality and quantity of recycling in the U.S., which the current rate is 32%. The education and outreach grants would range from \$250,000 to \$2 million and will focus on serving disadvantaged communities including rural areas. There will also be a heavy focus on measurement of progress for both grants. Grantees will have three years to spend the money. She indicated internal discussions for a CVWMA application on education and outreach may include reducing contamination and properly recycling with a large cart, especially since about 100,000 residents will be getting carts in the spring.

Applications for both grants are due by January 16, 2023, and there have been some conversations regarding an extension of the deadline. Mrs. Buchanan asked if anyone had any questions or thoughts about what a campaign should look like, to reach out. She noted the strategic plan education and outreach committee group would probably have some great input on grant opportunities.

Ms. M. Kelley (M-Henrico) asked if we are going to continue using the Oops Campaign materials with the calendar to try to enforce what should not go in the cart. Mrs. Buchanan replied the Oops Campaign will be included in all future campaigns, as it's the most effective way to interact with the customer immediately.

Mrs. M. Kelley (M-Henrico) asked if staff can get a grant application in by the deadline of January 16 and if staff has thought about who could help. Mrs. Hynes responded affirmatively. She also indicated that one of the consulting firms CVWMA has under contract reached out to help write the grant, for a fee. Mr. J. Melis (A-Powhatan) asked how much money CVWMA would ask for and Mrs. Hynes responded staff is still working on those details. Mrs. Buchanan mentioned staff is thinking on the lower end in order to be able to manage the grant. Mrs. Hynes indicated that funds would need to be built into the grant for administration and implementation.

Mrs. Hynes indicated that CVWMA can definitely develop a campaign and education and outreach that meets the grant criteria. The infrastructure opportunity is a little more challenging, but she feels that CVWMA should apply for both grants if possible because if we don't receive a grant this year, the chances are better the following year.

Mr. M. Flagg (A-Hanover) commented that Hanover County has seen similar timeframes and delays with grants, particularly with DEQ. The litter grant monies were just received six months late. Localities are having to wait a year for DEQ to get some of the stormwater grants, for example. Further, grantees have shorter times to implement the grants. Mrs. Hynes indicated staff has a plethora of ideas for community outreach however infrastructure designs will take a little more thought and planning. There is so much we are currently doing and if we can use some extra funding to enhance what we're already doing we may have a better chance of getting the grant. The actual grant funds won't be distributed until October 2023 next year, and we will have 3 years to spend the funds on future projects.

Mr. M. Flagg (A-Hanover) commented that localities are struggling with implementation of programs across the board from manpower perspective. He expressed empathy with CVWMA getting ready for a laborious transition in the recycling program and at the same time not wanting to miss the grant opportunity. He suggests focusing on CVWMA core functions and making sure we get through these transitions successfully.

Chairman Dunn asked Board members to provide feedback to staff timely if asked. Mr. S. Chidsey (M-Ashland) suggested providing 'apartment style' recycling containers as a possibility for the infrastructure grant to incentivize those residents to recycle.

Mr. J. Melis (A-Powhatan) that indicated implementation, such as additional staffing, could be supported by grant funds to all of the burden of implementation is not on the staff.

Item No. 7: Financial Reports for November 2022

Mrs. Kim Hynes, Executive Director referred the Board to the November Financial Report in the board packet. Mrs. Hynes reported a year-to-date net income of \$ 375,423, which will continue to decrease as expenses are incurred. Mrs. Hynes noted that CVWMA is within the total budget, with a few noted adjustments to amend the budget in the MSW fund which will account for expenses related to the purchase of trash carts. Mrs. Hynes referred the Board to the Accounts Receivable section of the report; she noted that no accounts are past due. Lastly, in the last 3 weeks CVMA has had some temporary accounting assistance from VML/Vaco Finance. She will also rigorously recruit for the Accounting and Financial Manager, along with Recycling Coordinator, and temporary Customer Service assistance in anticipation of the Chesterfield transition in July 2023.

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

Item No. 8: Administrative

Mrs. Hynes graciously thanked the Board of Directors and CVWMA Contractors for the extraordinary work and for their continued support of the CVWMA and the Staff. Mrs. Hynes invited all to stay and enjoy the Holiday Reception.

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 9:38am. The motion was made by Mr. J. Mitchell (M-Henrico), seconded by Mr. M. Jones (M-Richmond) and carried that the December 16, 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 December 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., January 20, 2023. Given under my hand and seal of the CVWMA this 20th day of January 2023.


Robert Dunn, Chairman