

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
MAY 19, 2023
2104 WEST LABURNUM AVENUE
RICHMOND, VA**

MEMBERS/ALTERNATES PRESENT

Voting

Robert L. Dunn (M-Chesterfield), Chairman
Stephen Chidsey (M-Ashland)
Cary Drane (M-Chesterfield)
John Neal (A-Chesterfield)
Dwayne Jones (A-Goochland)
Theresa Arnold (A-Hanover)
Michael Flagg (A-Hanover)
Marilee Tretina (M-Henrico)
Marcia E. Kelley (M-Henrico)
John Mitchell (M-Henrico)
Monique Robertson (M-Hopewell)
John Lockwood (A-New Kent)
Randall Williams (A-Petersburg)
Johnny Melis (A-Powhatan)
Dean Simmons (M-Prince George)
Elizabeth Hall (M-Richmond)

MEMBERS/ALTERNATES NOT PRESENT

Miles Jones (M-Richmond), Vice-Chairman
Jenny Schontag (A-Ashland)
Ricky Hicks (M-Charles City)
Michelle Johnson (A-Charles City)
Clay Bowles (M-Chesterfield)
Dawn Rowell (A-Chesterfield)
Mindy McKinney (A-Chesterfield)
Doug Smith (M-Colonial Heights)
Todd Flippen (A-Colonial Heights)
Wendy Grady (M-Goochland)
Susan Dibble (M-Hanover)
Randy Hardman (M-Hanover)
Rick Stewart (M-New Kent)
Karin Carmack (M-Powhatan)
Carly Glenn (M-Richmond)
Michael Walker (A-Richmond)
Noah Hillerbrand (A-Richmond)

Non-Voting:

J Bentley Chan (A-Henrico)
Josh Byerly (A-Henrico)
Jon Clary (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

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 9:02 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 April 21, 2023

Chairman R. Dunn (M-Chesterfield) opened the floor for a motion to consider the minutes of the April 21, 2023, meeting as submitted. The motion was made by Ms. M. Tretina (M-Henrico), seconded by Mr. J. Mitchell (M-Henrico), and carried that the minutes of the April 21, 2023, Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting were approved as submitted.

Item No. 3: Chairman's Report

Chairman Dunn welcomed all to the meeting and thanked everyone for their attendance. Chairman Dunn announced that under the Chairman's Report there will be a slight deviation from the original board agenda format for financial line items 8 through 11, to be presented after the Nominating Committee Report.

Item No. 4: Nominating Committee Report

Ms. M. Kelley (M-Henrico) introduced herself and Mr. S. Chidsey (M-Ashland) as members of the 2023 Nominating Committee. Ms. Kelley began the Nominating Committee Report with an exciting announcement, our current Chairman Mr. Bob Dunn (M-Chesterfield) and our current Vice-Chairman Mr. Miles Jones (M-Richmond) have both agreed to serve as our board leaders for another year! Unfortunately, the Nominating Committee has been unable to fill the positions for Secretary, Treasurer, and Director at this time. Ms. Kelley suggested that the topic of board memberships and Executive Committee participation should certainly be addressed more clearly at the upcoming Board Retreat in September. Ms. Kelley concluded her report with a special thanks to our current chairman and vice-chairman for agreeing to continue to serve.

Chairman Dunn stated that the expectation of every board member is to serve on a committee or as an officer. Chairman Dunn explained the importance of board representation in leadership positions. Chairman Dunn reminded the board that the Nominating Committee is actively seeking officers to serve, and if you have said 'no' to a leadership position in the past, please reconsider if by chance you are asked again.

Item No. 8: Financial Reports for April 2023

Mr. Adam George, Accounting and Finance Manager, reported that the month of April is consistent with previous months and the Authority has a combined net income of \$61,504 year to date. To date CVWMA has spent \$44,000 on communications for the cart rollout, which will be reimbursed with grant funding from the Recycling Partnership. Lastly, Mr. George stated that past due Accounts Receivable are currently being addressed and CVWMA has already made progress on some of the outstanding accounts from last month. Chairman Dunn opened the floor for a motion to approve the Financial Reports for April 2023 as submitted. A motion was made by Mr. J. Mitchell (M-Henrico), seconded by Mr. S. Chidsey (M-Ashland), and so carried that the Financial Reports for April 2023 are approved and filed as submitted.

Item No. 9: Consideration of Resolution 23-17: Amending the 2022-2023 General, Residential and MSW Fund Budgets

Mrs. Kim Hynes, Executive Director presented Resolution 23-17 for consideration, which would amend the Operating Budget for Fiscal Year 2023. Mrs. Hynes reminded the board that the adjusted amendments are mostly related to the cart rollout and the need to appropriate grant funds for the current budget year.

Mrs. Hynes explained she has the authority to move funds between budget categories of up to \$2,500, and any amount over \$2,500 will be brought back to the board for approval.

In the General Fund, Mrs. Hynes noted the request to transfer \$3,000 into the Recruitment line item and \$5,000 into the Computer Support line item. These funds will be allocated directly from Part-Time Salaries, which were established in the budget 18 months ago for a part-time Operations Assistant position which has since been vacated due to retirement.

Continuing, Mrs. Hynes stated the budget transfer requests in the Residential Recycling Fund are related to the purchase and distribution of 95,000 recycling carts in Henrico, Hanover and Goochland and the appropriation of grant funds. The cost of the purchase and distribution of recycling carts is estimated at \$5,654,400 and staff requests the amending of the 2023 Operating Budget to increase Capital Outlay by this amount.

Mrs. Hynes reminded the Board that CVWMA will be receiving grant funds of about \$1,451,600, which includes \$1 per household, approximately \$93,000 for communication and education. Mrs. Hynes indicated she discussed the proper recording of the grant funds with the Authority's audit firm and the proper recognition is to record the grant funds all in one year. Therefore, at the end of the year, it will appear as if CVWMA has a large surplus of over \$1 million and thus a loss of about \$135,860 each subsequent year for the next ten years. Resolution 23-17 requests appropriating \$1,451,600 in grant revenue and \$93,000 in grant expenses for anticipated communication/education.

Mr. J. Mitchell (M-Henrico) asked, what is the amortization period for the carts, to which Mrs. Hynes responded 10 years, which coincides with the warranty period.

Chairman Dunn opened the floor for a motion to approve Resolution 23-17 as submitted. A motion was made by Mr. J. Mitchell (M-Henrico), seconded by Ms. M. Kelley (M-Henrico), and so carried that the Resolution 23-17: Amending the 2022-2023 General, Residential and MSW Fund Budgets are approved and filed as submitted.

Item No. 10: Consideration of Resolution 23-18: Amending the 2023-2024 Residential and MSW Fund Budgets

Mrs. Hynes presented Resolution 23-18, which will amend the 2024 Operating Budget. Mrs. Hynes reminded the Board that the 2024 budget was adopted in December 2022 and includes depreciation and other cart costs in the Residential Recycling fund and the MSW funds. Mrs. Hynes indicated that this resolution requests transferring \$565,440 from the Cart Expense line item into the Depreciation line, to better clarify the expense. The net effect on the budget is \$0.

In addition, Mrs. Hynes indicated the Authority has the opportunity with the property owner to expand the offices into the space adjacent to the existing office. She reminded the Board that the 2024 Operating Budget already includes some funds for the additional space, however not sufficient. She also noted that the Authority budgeted \$19,105 in Contingencies and is requesting moving those funds from Contingencies to use for the expanded office lease.

Ms. M. Tretina (M-Henrico) asked how much more space is anticipated, to which Mrs. Hynes replied, about 2000 more square feet.

Chairman Dunn open the floor for a motion to approve Resolution 23-18 as submitted. A motion was made by Ms. M. Tretina (M-Henrico) and seconded by Ms. M. Robinson (M-Hopewell), and so carried that Resolution 23-18: Amending the 2023-2024 Residential and MSW Fund Budgets is approved and filed as submitted.

Item No. 11: Consideration of Resolution 23-19: Reaffirming the Pay and Classification Plan for Fiscal Year 2023

Mrs. Hynes referred the Board to Resolution 23-19, which will reaffirm the Authority’s 2024 pay and classification plan. Mrs. Hynes reminded the board that the 2024 Operating Budget includes an average 3% merit increase for staff effective July 1, 2023. Mrs. Hynes indicated that staff has reviewed the upcoming budget and current and anticipated levels of activity. The 2024 Budget maintains conservative estimates of revenues from recycling markets and investment income. The 3% wage increase budgeted for fiscal year 2024 is deemed sustainable.

Chairman Dunn open the floor for a motion to approve Resolution 23-19 as submitted. A motion was made by Mr. S. Chidsey (M-Ashland) and seconded by Mr. J. Melis (A-Powhatan), and so carried that Resolution 23-19: Reaffirming the Pay and Classification Plan for Fiscal Year 2024 are approved and filed as submitted. Chairman Dunn noted that we will now return to the original agenda format, item number five.

Item No. 5: Operations and Technical Advisory Report

Mr. R. Nolan, Director of Operations, reported on the commodity markets for May 2023. The published market price of cardboard went up to \$50 a ton, price of mixed paper went up to \$15 per ton, and newsprint remained at \$35/ton. Steel prices have decreased from \$300/ton to \$245/ton. Mr. Nolan updated the Board on the annual Recycling Rate Report, which was submitted on April 30th. Mr. Nolan stated at the time of submission the rate was 57.4%, but since that time Operations has received some additional data, and DEQ is allowing an amendment to the report, which will reflect the rate of 57.7% after resubmission.

Mr. Nolan shared the City of Richmond and held an E-cycling and Household Hazardous Waste (HHW) event held last Saturday, May 13th. Mr. Nolan reminded the board that on June 9th CVWMA will host the Annual Disaster Recovery training at the Deep Run Recreational building on Ridgefield Parkway in Henrico. Mr. Nolan encouraged all board members to attend and meet the vendors that provide both recovery and monitoring services.

Mr. Nolan reported that the Technical Advisory Committee (TAC) met on May 3rd, to discuss updating the Solid Waste Management Plan and to provide an update on the current Henrico County recycling cart roll-out. Mr. Nolan stated that the TAC received a petition from Yard Works, one of the Yard Waste grinding vendors, for an additional price increase. The TAC discussed and CVWMA will be responding.

Lastly, Mr. Nolan reminded the board that the next TAC meeting date is Wednesday, June 7th at 9:00am. He invited all board members to attend. Mr. Nolan opened the floor to questions.

Mr. S. Chidsey (M-Ashland) asked Mr. Nolan to double check the program stats for Colonial Heights and Hopewell, to which Mr. Nolan responded he would correct.

Item No. 6: Earth Day

Mrs. J. Buchanan, Public Relations Coordinator indicated that April and May have been busy times for education and outreach opportunities. She referred the board to the agenda packet for all the events and activities for Earth Day and month. Mrs. Buchanan shared some exciting pictures from the ¿Qué Pasa? Festival held on Browns Island, with a fun visit from Nutzy at the CVWMA event table.

Item No. 7 Public Information

Mrs. Buchanan thanked everyone that attended the Cart Roll-Out press event, on Tuesday, May 16th. The event was covered by CBS-6 News, NBC-12 News, Richmond Times Dispatch & Henrico Citizen, and several Waste and Recycling Trade publications. Mrs. Buchanan also shared a video interview for the cart rollout featuring Mrs. K. Hynes, who did an outstanding job!

Mrs. Hynes shared the cart-roll out is going a lot faster than anticipated. Rehrig had delivered over 25,000 carts already in the first 4 days, although the plan for the first week was 15,000. Mrs. Hynes stated that the CVWMA Contact Center is receiving a lot of calls and inquires and most are positive in nature.

Mrs. Hynes has been in communication with TFC, and they are prepared for collection. The next red week will be the week of Memorial Day and most of the new carts will be on the curb. Mrs. Hynes noted that CVWMA is mailing postcards to each eligible resident, and this communication will reflect collection week changes for those that will change from red to blue week.

Ms. M. Tretina (M-Henrico) commented on the cart roll out update. She stated that her Henrico neighborhood received cart deliveries this week, and today is their recycling day. Mrs. Tretina noted that as she was leaving her neighborhood today, she witnessed her neighbors who had never recycled before taking their carts to the curb to pick up.

Mrs. Hynes was very enthusiastic to hear such positive feedback from the curb. Mrs. Hynes stated that the call center has received calls from residents wondering why they are receiving this trash can, and the team has had to inform many that it is a recycling cart, and only those accepted items can be recycled. In addition, several Henrico residents think they have to participate in Henrico County's trash program to be able to participate in the recycling program. There is some confusion, but CVWMA anticipated that and are educating and answering questions.

Ms. M. Kelley (M-Henrico) commented on how wonderful the event was on Tuesday. It was well planned, and people were very friendly. Mrs. Hynes gave a special thanks to Mrs. Buchanan for her hard work and planning.

Item No. 12: Administrative

Mrs. Hynes reported that CVWMA has a new staff member beginning May 22, 2023. Adam Girard has accepted the Recycling Coordinator position. Mrs. Hynes is looking forward to having him on the team and helping with the cart roll-out project among many future projects. Mrs. Hynes stated that CVWMA has hired two temporary staff to assist with answering calls, and helping with the Chesterfield transition, and the cart rollout communications.

Mrs. Hynes reminded the board that June is the last month of our fiscal year, and there will not be a board meeting in July. Mrs. Hynes stated that June's board meeting presentation will be by TerraCycle. They will be here to share a little bit about what they do and some new initiatives they are rolling out. Mrs. Hynes also mentioned that staff will provide an annual update on the strategic plan implementation at the June 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 9:40am. The motion was made by Mr. J. Melis (A-Powhatan) seconded by Mr. J. Mitchell (M-Henrico), and carried that the May 19, 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 May 19, 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., June 16, 2023. Given under my hand and seal of the CVWMA this 16th day of June 2023.


Robert Dunn, Chairman