

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS MEETING MINUTES  
AUGUST 18, 2023  
2104 WEST LABURNUM AVENUE  
RICHMOND, VA**

**MEMBERS/ALTERNATES PRESENT**

**Voting**

Robert L. Dunn (M-Chesterfield), Chairman  
Miles Jones (M-Richmond), Vice-Chairman  
John Mitchell (M-Henrico), Treasurer  
Stephen Chidsey (M-Ashland)  
Clay Bowles (M-Chesterfield)  
Cary Drane (M-Chesterfield)  
Todd Flippen (A-Colonial Heights)  
Wendy Grady (M-Goochland)  
Randy Hardman (M-Hanover)  
J Bentley Chan (A-Henrico)  
Randall Williams (A-Petersburg)  
Johnny Melis (A-Powhatan)  
Elizabeth Hall (M-Richmond)

**MEMBERS/ALTERNATES NOT PRESENT**

Jenny Schontag (A-Ashland)  
Ricky Hicks (M-Charles City)  
Michelle Johnson (A-Charles City)  
John Neal (A-Chesterfield)  
Mindy McKinney (A-Chesterfield)  
Dawn Rowell (A-Chesterfield)  
Doug Smith (M-Colonial Heights)  
Susan Dibble (M-Hanover)  
Theresa Arnold (A-Hanover)  
Marilee Tretina (M-Henrico)  
Marcia E. Kelley (M-Henrico)  
Josh Byerly (A-Henrico)  
Jon Clary (A-Henrico)  
Monique Robertson (M-Hopewell)  
Rick Stewart (M-New Kent)  
John Lockwood (A-New Kent)  
Karin Carmack (M-Powhatan)  
Dean Simmons (M-Prince George)  
Carly Glenn (M-Richmond)  
Michael Walker (A-Richmond)  
Noah Hillerbrand (A-Richmond)

**Non-Voting:**

Dwayne Jones (A-Goochland)

**Staff:**

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

**Guest:**

Paul Morrow E.S., Morrow Energy

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. 1: Installation of Officers**

Ms. LaTanya McBride, Administrative Assistant administered the Oath of Office to the new officers for the 2023-24 fiscal year, requesting the Officers to stand and recite the Oath of Office after her.

#### **Item No. 2: Public Comment Period**

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. 3: Minutes of the Regular Meeting of June 16, 2023**

Chairman R. Dunn (M-Chesterfield) opened the floor for a motion to consider the minutes of the June 16, 2023, meeting as submitted. The motion was made by Vice-Chairman, Mr. M. Jones (M-Richmond) and seconded by Mr. J. Melis (A-Powhatan), and carried that the minutes of the June 16, 2023, Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting were approved as submitted.

#### **Item No. 4: Chairman's Report**

##### ***Resolution of Appreciation for Mr. Johnny Melis***

Chairman Dunn informed the board that under Chairman's Report, we have a special resolution. Mrs. K. Hynes, Executive Director and Chairman Dunn presented Mr. Johnny Melis (A-Powhatan) with a Resolution of Appreciation as a token of esteem upon his completion of service as Alternate of the Central Virginia Waste Management Authority Board of Directors since February 2015. Mrs. Hynes read aloud the Resolution of Appreciation, commending Mr. Melis for his outstanding leadership as a representative of the County of Powhatan.

Chairman Dunn opened the floor for a vote on the Resolution. A motion was made by Vice-Chairman M. Jones and seconded by Mr. T. Flippen (A-Colonial Heights) and carried that the Resolution of Appreciation for Mr. Johnny Melis be approved as submitted.

Chairman Dunn expressed how much Mr. Melis will be sincerely missed. Chairman Dunn, on behalf of the Board, expressed his appreciation for Mr. Melis's service and involvement in the Authority and hopes Mr. Melis will return. Mrs. Hynes expressed how much she's enjoyed Mr. Melis's participation on the board as a leader in Powhatan and the region. He is always engaged and provides thoughtful input, and the staff will also miss him. Mrs. Hynes thanked Mr. Melis for his faithful service on the TAC (Technical Advisory Committee). Mr. Melis thanked Mrs. Hynes and Chairman Dunn for the recognition.

#### **Item No. 5: Presentation: Morrow Energy LLC., Paul Morrow P.E., Founder and President**

Mrs. Hynes introduced Mr. Paul Morrow, Founder and President of Morrow Energy. Mr. Morrow has over 30 years of experience in the natural gas industry, earning a Bachelor of Science in chemical engineering and a Master of Business Administration at Texas Tech. As President of Morrow Energy, Mr. Morrow leads the strategic planning, development, and management of Morrow Energy's affairs.

Mr. Morrow began his presentation with a few highlights from the Shoosmiths Renewable Natural Gas Landfill, which is located in Chester, VA. Morrow Energy is completing a major overhaul of the Shoosmith Landfill, which includes

installing several miles of header pipe, drilling 200 new wells, and replacing the existing blower system. Morrow stated that in 2023, more than 30% of all United States (RNG) Renewable Natural Gas is treated with equipment built by Morrow Energy. Mr. Morrow stated that Morrow Energy created 13 RNG landfill projects that are owned, developed, and operated exclusively by Morrow Energy and 30 landfill projects for other companies.

r. Morrow explained to the board some of the warning signs of natural gas leakage, detailing how Morrow Energy addresses natural gas that is not being properly treated. Morrow Energy remedies natural gas leaks before and after landfill developments, achieving 98% facility runtimes that dramatically reduce or eliminate landfill odor emissions. Mr. Morrow stated that Morrow Energy is a leading expert in well-field expansion and design, by aggressively removing liquids with a steady vacuum across the well-field system, hence eliminating annual odor complaints. Mr. Morrow hopes that all Chesterfield County residents can continue to benefit from the reduction of carbon dioxide levels attributed to the compliance of the Shoosmith Landfill, which is one of the top ten landfills in the US.

Chairman Dunn thanked Mr. Morrow for his presentation and opened the floor for questions.

Ms. E. Hall (M-Richmond) asked Mr. Morrow how many states Morrow Energy operates. Mr. Morrow stated that Morrow Energy operates in VA, LA, TX, IN, Canada, and Brazil. Ms. E. Hall (M-Richmond) asked if Shoosmith is the only landfill in VA, to which Mr. Morrow replied yes.

Mr. R. Williams (A-Petersburg) commented on the Petersburg landfill, which is currently under litigation from the Attorney General for non-compliance. Mr. Randall is very concerned about the gases that are emanating from the landfill which is located across the street from his office. Mr. Morrow invited Mr. Randall to stop by the plant anytime and he will be happy to answer his questions in more detail after the meeting as well.

Mr. J. Melis (A-Powhatan) asked Mr. Morrow about the economics of the end markets for the gas. Mr. Morrow stated that Morrow Energy's gas will go into a pipeline which in turn will be converted to the vehicle fuel market via local CNG (Compressed Natural Gas) stations. Mr. Morrow stated that Morrow Energy sells gas to local power plants, and the EPA offers grants and subsidies to make RNG economically viable.

Mr. C. Drane (M-Chesterfield) asked what the volume is expected to be pumped out, and over the span of how many years. Mr. Morrow stated that currently landfill gas is generating about 5000 to 6000 SCFM (standard cubic feet per minute) and it declines at a rate of 3% to 5% each year. The sales of the gas are generating around 5 million BTU's a day. These numbers are subject to change because we are still pumping liquid out of the landfill. Mr. C. Drane (M-Chesterfield) asked where is this liquid going. Mr. Morrow answered the sewer system.

## **Item No. 6: Operations and Technical Advisory Report**

Mr. R. Nolan, Director of Operations, shared information on upcoming events in September: Chesterfield County will host an e-Cycling and paper shredding event on September 9<sup>th</sup>; Hanover County will host an e-Cycling event at Verdi Lane on September 16<sup>th</sup>; Henrico County will host an e-Cycling and paper shredding event on September 23<sup>rd</sup>; and the City of Richmond will host an e-Cycling event on September 30<sup>th</sup>.

Mr. Nolan reported figures from the recycling markets for July 2023. The price of steel has gone down from \$210/ton to \$195/ton, mixed paper remains at \$20/ton, cardboard went up to \$70/ton from \$60/ton, and newsprint remains at \$35/ton. Mr. Nolan updated the Board on the cart roll out, delivery is 100% complete in Henrico, Goochland, and Hanover.

r. Nolan reported that the Technical Advisory Committee (TAC) met on August 3, 2023, and discussed the Solid Waste Management Plan questionnaire for localities to complete providing input into the planning process. The updated plan is due August 2024. The next TAC meeting will be held on September 7<sup>th</sup>. Mr. Nolan reminded the board that the program statistics are located on the CVWMA website and hard copies are also available.



Mr. Nolan presented statistical data and operational information for the 2023 fiscal year. His first slide reported the annual tonnage collected in 2023 compared to 2022 and 2021. About 31,860 tons were collected curbside in 2023 compared to 32,635 in 2022 and 37,509 in 2021. The residential volumes were higher in 2021, due mostly to the pandemic and people continuing to work from home. Mr. Nolan stated that he expects the volumes collected in Henrico, Goochland, and Hanover to go up in the next fiscal year as a result of the cart rollout. Volumes began to decline toward the end of 2023 as Chesterfield residents transitioned out of the CVWMA program to the private sector.

Mr. S. Chidsey (M-Ashland) asked Mr. Nolan if there is a way to get the third-party tonnages impacting Hanover and Chesterfield. Mr. Nolan stated that he and Mr. Jeff Howard, Chesterfield are in the process of retrieving those numbers for Chesterfield, but they are having difficulties getting subscription data from the third-party contractors.

Continuing, Mr. Nolan reported the program data from the CVWMA Drop-off Programs. These sites are located throughout the jurisdictions at convenience centers and other public sites. There is a total of 78 convenience centers, public buildings and schools participating in the Drop-off program. Mr. Nolan reported in 2021 (co-mix 2,832) and (mixed paper 5,924), 2022 (co-mix 2,903) and (mixed paper 6,004), and 2023 (co-mix 2,884) and (mixed paper 5,885). Program stats for all other programs are in your board package.

Mr. Nolan highlighted the impact of the commodities markets on revenue and program savings for CVWMA and localities FY2023 noting the total savings in FY2023 (\$1,458,533) compared to FY2022 (\$3,284,913). This demonstrates the volatility of the recycling markets from year to year. Mr. Nolan reminded the board that under the new contract with TFC, beginning in July, there is no longer a revenue share. Mr. Nolan updated the board on the start of the new contracts in 2024, which include trash collection in Hopewell and Petersburg. Also, TFC will be including Petersburg in the residential recycling contract starting July 1, 2024. Mr. Nolan reported on the upcoming procurements for MSW FEL, Household Hazardous Waste, Scrap Metal, and Used Oil.

Mr. Nolan updated the board on the completion of the recycling cart roll-out. On July 7, 2023, the contractor, Rehrig Pacific completed the delivery on schedule. In addition to the Rehrig delivery, Mr. Nolan, Henrico County, and Adam Girard, Recycling Coordinator personally delivered 386 carts to residents in Henrico County townhomes and condos. Mr. Nolan and Mr. Girard are currently working with Henrico County to remove unwanted or extra carts.

Treasurer J. Mitchell (M-Henrico) asked Mr. Nolan if he's heard any feedback from the contractor concerning contamination. Mr. Nolan responded, "No he hasn't heard any feedback concerning contamination to date.

Mr. Nolan stated that he and Mr. Girard also spent two days in Chesterfield picking up carts from residents that could not access a convenience center. Mr. Nolan turned it over to Mrs. J. Buchanan, Public Relations Coordinator, to discuss the Chesterfield transition. Mrs. Buchanan reported on the Chesterfield County transition to private haulers. She and the staff have been in communication with the Chesterfield County staff and Media to assure messaging accuracy on social media platforms and websites. Mrs. Buchanan showed graphics from Chesterfield customer engagement activity and communications. In the month of July there were 722 recycling related inquiries, 233 trash related inquiries for Chesterfield Tax-Relief customers, and 3,596 general inquiries about the transition. Mrs. Buchanan stated that customer service will continue to refer residents to [chesterfield.gov/recycling].

## **Item No. 7: Public Information**

Mrs. J. Buchanan, Public Relations Coordinator, reminded the board of CVWMA top stories for FY2022-23. Mrs. Buchanan highlighted Colonial Heights & Ashland transition to WM Trash Collection, Oops Stickers & Contamination campaign, Petersburg recycling day changes, the cart rollout in Henrico, Hanover & Goochland, the Chesterfield transition to private service model for curbside recycling, and the new rules for the CVWMA curbside

recycling program ("Everything in the Cart"). Mrs. Buchanan highlighted the launch of the customer service online portal which received 6,533 hits during the fiscal year.

Mrs. Buchanan updated the board on the CVWMA social media campaign partnership with Summit Media and Radio. She discussed advertising, in addition to our social media platforms on Facebook and Instagram. Mrs. Buchanan shared the cost of advertising (\$35,177 50% from the RP grant funds). Mrs. Buchanan listed the CVWMA earned advertising opportunities in Richmond Magazine, Richmond Times-Dispatch, Richmond Family Magazine, Henrico Citizen, NBC12, and CBS 6.

Mrs. Buchanan presented a comparison of pageviews/unique pageviews vs customer service engagement for FY2023. The comparison graphics illustrate that we receive quite a few inbound calls to customer service, but most of the engagement starts on our website. Mrs. Buchanan reported that our biggest online traffic day was January 2<sup>nd</sup>; we received a total of 4,785 unique pageviews on our collection calendar page. Mrs. Buchanan reported the numbers from our active social media accounts Facebook are up 40% and Instagram is up 475%. CVWMA's best performing day was May 14<sup>th</sup>, we received over 23,000 impressions on a Facebook post featuring Woodman Rd. cart deployment.

Lastly, Mrs. Buchanan reported that CVWMA Community Outreach impacted over 12,000 people at various community events and school programs. Mrs. Buchanan shared with the board the winner of the CVWMA Container Creativity Contest, Ms. Therese Elias of Chesterfield County, who turned her old bin into a gardening wagon. Mrs. Buchanan also highlighted the Henrico Food Bank for recycling and reusing 20 bins repurposed for food drives in the community. All CVWMA Outreach Events for September are listed in the board package.

#### **Item No. 8: Financial Reports for July 2023**

Mr. Adam George, Accounting & Finance Manager, reported a year-to-date net income of \$545,804. He reminded the board CVWMA bills the annual operating assessment at the beginning of the fiscal year and that net income will increase as expenses are incurred during the year. Mr. George informed the Board that the auditors were onsite August 1 – 3, and the staff are currently working on follow-up inquiries. Mr. George stated that as soon as the audit is complete, the staff and representatives of Brown and Edwards, CVWMA audit firm, will meet with the Audit Committee. Mr. George stated that the Annual Comprehensive Financial Report and the results of the audit will be presented at the October board meeting. Mr. George reported that all passed due accounts reported as of July 31, are now current.

Chairman Dunn opened the floor for a motion to approve the Financial Reports for July 2023 as submitted. A motion was made by the Vice-Chairman M. Jones (M-Richmond), seconded by Mr. S. Chidsey (M-Ashland), and carried that the Financial Reports for July 2023 are approved and filed as submitted.

#### **Item No. 11: Administrative**

Mrs. Hynes reminded the board that the Board Retreat will take place on September 15, 2023, from 9:00 a.m.-12:30 p.m., and will be held at the Perkinson Center for the Arts and Education in Chester, VA. The plan for the agenda will include Background and History, Solid Waste Planning, Roles and Responsibilities, Strategic Plan Implementation, and Committee Development, and Board Structure. The meeting will include small group discussions on topics such as goals, strategic planning, staffing input, CVWMA's Articles of Incorporation, ByLaws, and board membership and engagement. Mrs. Hynes encourages all board members to be prepared to share your thoughts and input concerning goals and what priorities and initiatives your locality would like to see and to think out which committee to serve on. Mrs. Hynes will be sending out an email survey and Board Retreat invitation to the localities' Chief Administrative Officers and elected officials.

Lastly Mrs. Hynes shared another grant opportunity, CVWMA recently applied for. The US Department of Energy is providing grants for battery recycling and education initiatives. Mrs. Hynes also updated the board on the DEQ

Recycling Rate Report submission. DEQ has asked for additional information and staff will be responding and will report any impact to the originally reported recycling rate.

## **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 10:10 a.m. The motion was made by Vice-Chairman M. Jones (M-Richmond), seconded by Mr. S. Chidsey (M-Ashland) and carried that the August 18, 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 August 18, 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., September 15, 2023. Given under my hand and seal of the CVWMA this 15<sup>th</sup> day of September 2023.

  
Robert Dunn, Chairman