

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS MEETING & RETREAT MINUTES  
SEPTEMBER 15, 2023  
PERKINSON CENTER FOR THE ARTS & EDUCATION  
11810 CENTRE STREET  
CHESTER, VA**

**MEMBERS/ALTERNATES PRESENT**

**Voting**

Robert L. Dunn (M-Chesterfield), Chairman  
John Mitchell (M-Henrico), Treasurer  
Cary Drane (M-Chesterfield), Secretary  
Stephen Chidsey (M-Ashland)  
John Neal (A-Chesterfield)  
Todd Flippen (A-Colonial Heights)  
Wendy Grady (M-Goochland)  
Randy Hardman (M-Hanover)  
Marilee Tretina (M-Henrico)  
Marcia E. Kelley (M-Henrico)  
Monique Robertson (M-Hopewell)  
John Lockwood (A-New Kent)  
Randall Williams (A-Petersburg)  
Dean Simmons (M-Prince George)  
Elizabeth Hall (M-Richmond)

**Non-Voting:**

Dwayne Jones (A-Goochland)  
Josh Byerly (A-Henrico)  
J Bentley Chan (A-Henrico)  
Jon Clary (A-Henrico)  
Theresa Arnold (A-Hanover)

**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

**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)  
Mindy McKinney (A-Chesterfield)  
Dawn Rowell (A-Chesterfield)  
Doug Smith (M-Colonial Heights)  
Susan Dibble (M-Hanover)  
Rick Stewart (M-New Kent)  
Karin Carmack (M-Powhatan)  
Carly Glenn (M-Richmond)  
Michael Walker (A-Richmond)  
Noah Hillerbrand (A-Richmond)

**Visitors:**

Vic Carpenter (Goochland)  
Neil Spoonhower (Goochland)  
Katrina Entzminger (Richmond DPW)  
Cari Tretina (Henrico)  
Todd Evan (Ashland)

Mrs. Kim Hynes, Executive Director of CVWMA welcomed all to the meeting and thanked everyone for coming out to contribute their insight to further the goals of the Authority. Mrs. Hynes briefly explained the structure of the board meeting/retreat. Chairman Dunn (M-Chesterfield) 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 August 18, 2023**

Chairman Dunn (M-Chesterfield) opened the floor for a motion to consider the minutes of the August 18, 2023, meeting as submitted. The motion was made by Ms. M. Tretina (M-Henrico) and seconded by Mr. S. Chidsey (M-Ashland), and carried that the minutes of the August 18, 2023, Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting were approved as submitted.

### **Item No. 3: Election of Secretary for Fiscal Year 2023-24 Mr. Cary Drane (M-Chesterfield)**

Mrs. Hynes reminded the board that at last month's board meeting the Nominating Committee reported two vacant positions for (Director) and (Secretary). Mr. C. Drane (M-Chesterfield) has graciously accepted the nomination for the position of Secretary. Chairman Dunn opened the floor for a motion to accept the nomination. A motion was made by Mr. S. Chidsey (M-Ashland) and seconded by Ms. M. Robertson (M-Hopewell) and carried the election for Secretary of the Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting is approved as presented.

### **Item No. 4: Consideration of Resolution 24-01: Renewal of Contract for Recycling and Solid Waste Consultant Services with SCS Engineers**

Mr. Richard Nolan, Director of Operations, presented to the board a resolution for contractual recycling and solid waste consultation services. Mr. Nolan stated that Resolution 24-01 would allow for the renewal of the Contract between CVWMA and SCS Engineers (SCS) for solid waste and recycling consulting services for the last year. Mr. Nolan explained CVWMA entered into a contract with SCS 4 years ago and the initial contract was for a one-year period with the option of 4-one-year renewals. The contract can be utilized by any jurisdiction undergoing a project that may require SCS' services. Mr. Nolan stated that CVWMA may utilize SCS Engineers in the future for projects such as third-party environmental auditing, as well as for future potential projects. Mr. Nolan stated that the TAC discussed and endorsed the renewal at their September meeting.

Mr. Nolan opened the floor for questions and or comments. Chairman Dunn opened the floor for a motion to approve Resolution 24-01 Renewal of Contract for Recycling and Solid Waste Consultant Services with SCS Engineers as submitted. A motion was made by Mr. J. Mitchell (M-Henrico), Treasurer, seconded by Mr. S. Chidsey (M-Ashland), and carried that Resolution 24-01 Renewal of Contract for Recycling and Solid Waste Consultant Services with SCS Engineers is approved and filed as submitted.

### **Item No. 5: Consideration of Resolution 24-02: Renewal of Contract for Recycling and Solid Waste Consultant Services with GBB, Inc.**

Mr. Nolan presented Resolution 24-02 Renewal of Contract for Recycling and Solid Waste Consultant Services with GBB, Inc. Mr. Nolan explained that GBB is a consulting firm that assisted CVWMA with the strategic plan and residential recycling programs in previous years. Mr. Nolan noted that similarly to Resolution 24-01, the

initial contract between CVWMA and GBB was for a one-year period, with 4 one-year renewal options. This is the last renewal period under this contract. The renewal was also discussed and approved by the TAC at their September meeting.

Mr. Nolan opened the floor questions and/or comments. Chairman Dunn opened the floor for a motion to approve Resolution 24-02 Renewal of Contract for Recycling and Solid Waste Consultant Services with GBB, Inc. as submitted. A motion was made by Mr. S. Chidsey (M-Ashland), seconded by Ms. M. Tretina (M-Henrico) and carried that Resolution 24-02 Renewal of Contract for Recycling and Solid Waste Consultant Services with GBB, Inc. is approved and filed as submitted.

#### **Item No. 6: Financial Reports for August 2023**

Mr. Adam George, Accounting & Financial Manager, reported a year-to-date net income of \$507,405. Mr. George stated that the amount is consistent with the operating budget. Mr. George reported on the accounts receivable, noting that there are two accounts more than 60 days past due, specifically the City of Richmond and Hanover County. The staff is working closely with those jurisdictions and anticipate collections by October's Board meeting.

Chairman Dunn opened the floor for questions and hearing none, he asked for a motion to approve the Financial Reports for August 2023 as submitted. A motion was made by Mr. S. Chidsey (M-Ashland), seconded by Ms. M. Robertson (M-Hopewell) and carried that the Financial Reports for August 2023 are approved and filed as submitted.

#### **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 9:25 a.m. The motion was made by Mr. S. Chidsey (M-Ashland), seconded by Mr. C. Drane (M-Chesterfield), Secretary and carried that the September 15, 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 September 15, 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., October 20, 2023. Given under my hand and seal of the CVWMA this 20<sup>th</sup> day of October 2023.

  
Robert Dunn, Chairman