

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
NOVEMBER 17, 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
Cary Drane (M-Chesterfield), Secretary
Stephen Chidsey (M-Ashland)
Clay Bowles (M-Chesterfield)
Todd Flippen (A-Colonial Heights)
Wendy Grady (M-Goochland)
Randy Hardman (M-Hanover)
Theresa Arnold (A-Hanover)
Marcia E. Kelley (M-Henrico)
Josh Byerly (A-Henrico)
Monique Robertson (M-Hopewell)
John Lockwood (A-New Kent)
Randall Williams (A-Petersburg)
Dean Simmons (M-Prince George)
Carly Glenn (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
Julie Buchanan, Public Relations Coordinator
Stephanie Breaker, Customer Service Manager
Adam Girard, Recycling Coordinator
LaTanya McBride, Administrative Assistant

MEMBERS/ALTERNATES NOT PRESENT

Jenny Schontag (A-Ashland)
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)
Marilee Tretina (M-Henrico)
Jon Clary (A-Henrico)
Karin Carmack (M-Powhatan)
Elizabeth Hall (M-Richmond)
Michael Walker (A-Richmond)
Noah Hillerbrand (A-Richmond)

Visitors:

Eryn Cook, Eco Inspired Living

Chairman Dunn (M-Chesterfield) welcomed all to the meeting and thanked everyone for coming. He 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 none, Chairman Dunn closed the public comment period.

Item No. 2: Minutes of the Regular Meeting of October 20, 2023

Chairman Dunn (M-Chesterfield) opened the floor for a motion to consider the minutes of the October 20, 2023, meeting as submitted. The motion was made by Mr. S. Chidsey (M-Ashland) and seconded by Mr. J. Mitchell, Treasurer (M-Henrico), and so carried that the minutes of the October 20, 2023, Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting were approved as submitted.

Item No. 3: Chairman's Report

Chairman Dunn took a moment to thank everyone that came out to support CVWMA at the Hardywood Park Craft Brewery in celebration of America Recycles Day. Chairman Dunn expressed how much he truly enjoyed the event but was disappointed that he didn't see more board members come out to support the event.

Item No. 4: Presentation-Eryn Cook, Eco Inspired Living

Mrs. Hynes introduced Ms. Eryn Cook, owner of Eco Inspired Living. Ms. Cook is the founder of Eco Inspired Living, a zero-waste refill shop located at 2624 Buford Rd. in Bon Air, VA. Ms. Cook was born and raised in Richmond, just minutes from her store. Before Ms. Cook became an entrepreneur and a business owner, she worked as a college athletics administrator living on the east coast and the mid-west. Ms. Cook explained that it was around this time that she realized her true passion to help people lead a more sustainable and environmentally conscious life. Mrs. Hynes explained how the Eco Inspired Living reuse and refill model aligns with CVWMA's strategic goals.

Ms. Cook expressed how much she appreciated the opportunity to share her presentation and thanks the board for inviting her to share. Eco Inspired Living opened its doors on April 6, 2021, and since the opening the response from the community has been astounding. Ms. Cook explained Eco Inspired Living's mission to reduce plastic waste by providing a variety of non-toxic, plastic free sustainable options (Swaps) for a variety of essential products. Eco Inspired Living encourages their customers to bring their own refillable containers, plastic shampoo bottles, glass jars, or reusable plastic bags each time they come to refill their products. All Eco Inspired Living swaps/products are non-toxic and sold right in the store. Ms. Cook displayed a few of Eco's alternative swaps like natural loofa for washing dishes, laundry bars an alternative to liquid detergent, and personal care products like soap, shampoo, and conditioner.

Ms. Cook stated that it is impossible in this day and time to have a zero-waste society, but she is doing her part to combat this manmade issue by showing people how to reduce their waste in a tangible, affordable, and easy way. The average American is estimated to throw away roughly 320 plastic bags each year, and some products can only be recycled once or twice or can't be recycled at all. Ms. Cook explained she purchases large quantities of refillable products that come in 55-gallon drums which are kept in barrels in the back of the store.

Ms. Cook explained how Eco Inspired Living works closely with local small businesses, and she has enjoyed partnering with like-minded companies. For instance, some of Eco's products have compostable packaging, so

Eco works with a local company that commercially composts their packaged products. Ms. Cook reported to date Eco has saved 14,000 containers from being dumped in a landfill, because people bring their own refillable containers and we take/provide donated containers as well.

Chairman Dunn asked how you get those containers from the landfill? Do you have individuals that bring stuff into the shop to be sold? Ms. Cook clarified that based on the volume of products Eco Inspired has sold, they estimate that 14,000 containers have been saved from disposal in the landfill.

Ms. Cook explained with a hypothetical example, if you and two other people were to buy a shampoo bottle, and all three people bring their containers to the shop to be refilled that's three containers that we've saved. Chairman Dunn asked Ms. Cook hypothetically if I buy a product and I empty the bottle I can bring it to you to be refilled? Ms. Cook replied yes you sure can.

Ms. Cook ended with a few suggestions on how to make the decision to reuse and refill as a mindset by explaining the importance of reducing our carbon footprint in our daily lives. Ms. Cook thanked the board and asked if there were any questions.

Ms. LaTanya McBride, Administrative Assistant, asked why Ms. Cook chose South of the James for her first location, and if she is planning on opening more stores in the future. Ms. Cook responded that she grew up less than 5 minutes away from her store and she was interested in being a part of the small business community in that area which includes about 38 small businesses. She hopes to one day open more locations around the region.

Chairman Dunn thanked Ms. Cook for her presentation, and she thanked the board for having her.

Item No. 5: Operations and Technical Advisory Committee Report

Mr. R. Nolan provided an update on the recycling and commodity markets; the paper markets continue to increase; cardboard is up to \$95 from \$90, mixed paper is up to \$40 from \$35, and newsprint is up to \$50 from \$45. The steel rebate has dropped to \$190 after hovering around \$200.

Mr. Nolan shared one upcoming event: November 18th Goochland County will host a Tire Amnesty and Paper Shredding Event.

Mr. Nolan updated the board on operations and recycling, indicating CVWMA continues to see an increase in residential recycling volumes. He will share more statistical information quarterly in January. Mr. Nolan and the staff are working towards transitioning the trash collection program in Hopewell and Petersburg to Waste Management effective July 2024. Staff has been meeting with WM and both localities monthly.

Mr. Nolan reported that the TAC meeting was held on November 2. Mr. Nolan stated that the group decided to formulate a solid waste management subcommittee to assist with development of the regional solid waste plan due to DEQ in August 2024. The first meeting of the committee was also November 2. The TAC also contracts renewals and procurements. The Front-End Load Municipal Solid Waste proposals are due later today. The next TAC meeting will be held on December 5. Mr. Nolan reminded the board that the program statistics are located upfront and on the CVWMA website.

Item No. 6: Public Information

Mrs. Julie Buchanan, Public Relations Coordinator, thanked everyone that came out to support the America Recycles Day event at Hardywood Park Brewery in West Creek on November 15th. Mrs. Buchanan explained CVWMA's partnership with Hardywood, the largest independently owned craft brewery in Virginia and their

goals to transition all their packaging to easier to recycle aluminum cans by the end of the year. In celebration of our partnership, they went to great lengths to create a replica of an aluminum can bail that was true to size, and it was a great example to show people how aluminum cans are packaged for the recycling process. Mrs. Buchanan thanked everyone that joined us for the festivities and looks forward to working with Hardywood on other projects in the future.

Mr. Buchanan reported on the America Recycles Day press release and the blurb in Henrico Citizen promoting America Recycles Day. Mrs. Buchanan informed the board that there were some posts from the localities outlining data from America Recycles Day, in addition to a social media toolkit which was posted on the CVWMA website and was forwarded to all the public relations/public works representatives from each locality.

Mrs. Buchanan congratulated Ms. T. Arnold (A-Hanover) for her America Recycles Day video that was posted on Facebook from Hanover County. Mrs. Buchanan shared a plug in the RVA Hub from our fellow board member Ms. E Hall (M-Richmond). Mrs. Hall has written two articles in RVA Hub, and her second article addresses some of the myths about recycling and why some people choose not to do it. Mrs. Buchanan provided a link to that article via email, and she thanked Mrs. Hall in her absence for helping to get the word out about CVWMA and recycling in general.

Mrs. Buchanan reported on the upcoming outreach/events from the end of November through December. She is excited to work with several church groups as church outreach is a great way for CVWMA to get the word out about waste reduction and recycling all over the region. Mrs. Buchanan encourages the board to let her know if there's a school, local club, or event happening in your locality that you'd like us to attend.

Lastly, Mrs. Buchanan shared a scannable QR code that links to the subscription page for the CVWMA newsletter, which featured an article about Eco Inspired Living's owner Ms. Eryn Cook a couple of months ago. She encouraged all Board members to sure they are subscribed to the newsletter.

Item No. 7: Financial Reports for October 2023

Mr. Adam George, Accounting & Financial Manager, reported a year-to-date net income of \$423,387. Mr. George stated that the financial activity is consistent with previous months and anticipated levels of service. He reported on the accounts receivable, noting that there are two accounts more than 60 days past due, and the staff is working closely with those jurisdictions and anticipate collections in the next couple of weeks.

Chairman Dunn opened the floor for questions. Hearing none, asked for a motion to approve the Financial Reports for October 2023 as submitted. A motion was made by Mr. C. Bowles (M-Chesterfield), seconded by Mr. T. Flippen (A-Colonial Heights) and carried that the Financial Reports for October 2023 are approved and filed as submitted.

Item No. 8: Strategic Plan Committee Report

Mrs. Hynes updated the board on the Strategic Plan Committee Report, she noted that 4 out of the 5 committees have already met to discuss the implementation of committee goals during the kickoff meeting. Mrs. Hynes informed the board that they can find information from meetings of the Waste Diversion Committee, Customer Service Committee, and Education Committee meetings in your board package. Mrs. Hynes encouraged any board members that are not signed up for a committee to let her or Ms. McBride know to add you to that committee for the next meeting. Mrs. Hynes asked the board to save the committee meeting dates in their calendar.

Mrs. Hynes stated that the Multifamily Committee hadn't met before the dissemination of the board package. Mrs. Hynes reported that the Multifamily Committee will be meeting with the Recycling Partnership to discuss best practices and a potential pilot program for multifamily recycling. Mrs. Hynes invited all board members interested in attending the Multifamily/Recycling Partnership meeting to let her know and she will send a calendar invite. Also, the group would like to meet with the Green City developers to learn more about their sustainability and recycling efforts.

Mrs. Hynes reported that the group discussed polling the localities, determining existing requirements for new development applications, and drafting specific language for new developers/developments planning to recycle then we can implement our infrastructure at the beginning stages of construction. Mrs. Hynes reported that the group discussed sharing feedback like articles, success stories, trade magazines, media concerning multifamily recycling, and data from other communities across the country. Mrs. Hynes informed the board that the Multifamily Committee will meet on February 6, 2024, at 10 am.

Mrs. Hynes informed the board that the staff is in the process of setting up the first Economic Development Goal Committee meeting. The group plans to discuss the progress of each committee on a quarterly basis, since we meet quarterly.

Item No. 9: 2024-2025 Proposed Operating Budget

Mrs. Hynes reminded the board that the operating budget for the ensuing fiscal year must be adopted by December 31st in accordance with the bylaws. Mrs. Hynes informed the board that hard copies of the proposed 2025 budget are available, and a follow-up copy will be sent to all board members via email. Mrs. Hynes suggested that all Board members review the budget over the next month and contact her with their questions/suggestions before the next board meeting. Hynes reminded the board that (14) affirmative votes are needed to approve the budget, and everyone should be prepared to adopt the 2025 budget at the December 15th meeting.

Mrs. Hynes stated that the budget was created with several goals in mind, including retaining a qualified and dedicated workforce and continuing to deliver timely, accurate, cost-effective services that our jurisdictions have come to expect and enjoy. CVWMA will continue implementing the Strategic Plan adopted by the Board. Mrs. Hynes reported that the overall projected budget is \$24,722,620 which reflects an overall 6.7% increase over the 2024 operating budget. This budget also projects a use of about \$126,000 of reserve funds from the residential recycling program. Mrs. Hynes reminded the board that the 1.3 million in grant money from the Recycling Partnership had to be recorded in fiscal year 2023 and thus will be amortized over the next 10 years using those funds.

Mrs. Hynes indicated that the majority of CVWMA revenues are pass through to the localities based on their participation in programs and those revenues are estimated based on current and anticipated levels of participation and pricing in the contracts. The annual operating assessment will remain at \$.48/capita, unchanged since 1997. This will add about \$8,000 to the budget. The customer service and public relations assessments are increased based on the terms of the service agreements for residential recycling and MSW programs. Material sales rebate is budgeted conservatively with all of the revenues provided back to participating localities in the scrap metal and used oil funds. The CVWMA keeps 25% of recycling revenue received in the drop off fund. Mrs. Hynes explained how the budget for investment income is less reliant on investment income than previous budgets.

Mrs. Hynes shared discussions with the Executive Committee and the TAC on potentially raising the general operating assessment rate to assist in implementing the strategic plan priorities. This will be a conversation CVWMA will be having in 2024 with the Board and leadership in the region.

Mrs. Hynes explained the biggest administrative expense is our dedicated workforce. This budget provides for 12.25 FTEs, which is 12 full-time positions and one part-time position. Mrs. Hynes stated that the budget allows for one more position, customer service representative, needed in order to be more responsive to the public. Mrs. Hynes reported that the budget includes an average 4% wage increase for staff, and an increase in the pay scale of 5%. Mrs. Hyne stated that the benefits have increased and the VRS contribution rates will likely increase, and we do not know how much at this time, but the proposed budget allows for an increase. The health insurance cap is increased from \$850 per month to \$900 per month for premiums. The current single premium is \$859/month.

Mrs. Hynes reported on the cost attributed to the renegotiated office lease. CVWMA is expanding office space to include the adjacent office. Renovations are expected to begin in December. Mrs. Hynes explained that the \$20,000 under Special Project Support is budgeted to allow some funds to be used for special project, such as an engineering or consulting review of the solid waste plan next year or an initiative that furthers implementation of the strategic plan. In Capital Outlay, Mrs. Hynes projected spending \$35,000 for the purchase of computers, furniture, and office equipment as needed. Mrs. Hynes stated that funds to purchase new trash carts in Hopewell and Petersburg are built into the 2024 budget and in 2025, \$85,000 is included in both residential recycling and MSW collection funds for replacements, new construction and additional carts.

Ms. M. Kelly (M-Henrico) asked what is the process if we need to allocate more than the 20,000 that is built into the fund for special projects during that budget cycle? What do we do if something comes up and we need funds? ~~What is the process to allocate more funds to the special project?~~

Mrs. Kim replied, any amendments to the budget that is more than \$20,000 would come back to the board for approval because those funds will need to be deducted from our reserves.

Item No. 10: Administrative

Mrs. Hynes updated the board on the Recycling Education and Outreach EPA grant CVWMA applied for, which unfortunately, CVWMA is not a recipient. In Virginia grant monies were awarded to the Hampton Roads Planning Commission. CVWMA will continue to look for opportunities to obtain grant money for education outreach, special projects, infrastructure, etc.

Mrs. Hynes informed the board that the annual holiday reception will be held immediately following the Board meeting on December 15. Mrs. Hynes explained that staff is currently looking at the Cultural Arts Center in Henrico and will send out details when they are finalized. Mrs. Hynes reminded the board that she will invite CVWMA contractors and partners that the staff works closely with every day, so everyone will have an opportunity to meet them.

OLD/NEW BUSINESS

Ms. C. Glenn (M-Richmond) asked, since we didn't get the grant for mattress recycling, if there is a plan for mattresses. Are they still going to go to the landfill or are they being held somewhere for recycling? Mrs. Hynes responded that the staff is still planning to implement a program for member jurisdictions. Staff is working on drafting a Request for Proposals to start a mattress recycling program. Unfortunately, some of the mattresses are still being landfilled but Hanover has installed a machine to break down some of the mattress material, so that it's less bulky in the landfill. Mrs. Hynes asked Ms. T. Arnold (A-Hanover) to update the board on Hanover's progress at a future meeting.

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 9:53 a.m. The motion was made by Mr. M. Jones (M-Richmond), Vice-Chairman, seconded by Mr. S. Chidsey (M-Ashland) and carried that the November 17, 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 November 17, 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., December 15, 2023. Given under my hand and seal of the CVWMA this 15th day of December 2023.


Robert Dunn, Chairman