

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS MEETING MINUTES  
JANUARY 19, 2024  
2104 WEST LABURNUM AVE.  
RICHMOND, VA 23227**

**MEMBERS/ALTERNATES PRESENT**

**Voting**

Robert L. Dunn (M-Chesterfield), Chairman  
Miles Jones (M-Richmond), Vice-Chairman  
Cary Drane (M-Chesterfield), Secretary  
Stephen Chidsey (M-Ashland)  
Clay Bowles (M-Chesterfield)  
Marcia E. Kelley (M-Henrico)  
Marilee Tretina (M-Henrico)  
Jon Clary (A-Henrico)  
Jordan Stewart (M-New Kent)  
Jerry Byerly (M-Petersburg)  
Brian Copple (A-Powhatan)  
Carly Glenn (M-Richmond)  
Elizabeth Hall (M-Richmond)

**Non-Voting:**

J Bentley Chan (A-Henrico)  
Josh Byerly (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  
Reggie Thompson, Operations Analyst  
LaTanya McBride, Administrative Assistant

**MEMBERS/ALTERNATES NOT PRESENT**

John Mitchell (M-Henrico), Treasurer  
Jenny Schontag (A-Ashland)  
Nathanial Richardson (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)  
Todd Flippen (A-Colonial Heights)  
Wendy Grady (M-Goochland)  
Dwayne Jones (A-Goochland)  
Randy Hardman (M-Hanover)  
Theresa Arnold (A-Hanover)  
Susan Dibble (M-Hanover)  
Monique Robertson (M-Hopewell)  
Rodney Hathaway (A-New Kent)  
Randall Williams (A-Petersburg)  
Bob Powers (M-Powhatan)  
Dean Simmons (M-Prince George)  
Michael Walker (A-Richmond)  
Noah Hillerbrand (A-Richmond)

**Visitors:**

Rob Clendenin, WM

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. Mrs. K. Hynes, Executive Director informed the board a resident emailed comments to be read into the minutes. She read the email submitted by Mr. Mike Sarahan of 1623 Princeton Road, Richmond, VA 23227 dated Tuesday, January 16, 2024-10:16 AM:

“TO: Executive Director and All Members of the Board, CVWMA, I live in the city. This past Sunday evening, I did not take my trash collection and recycling collection containers out to the street, the way I ordinarily would. I think I just assumed we all had the day off on Monday, to mark the national Martin Luther King, Jr. holiday. But we didn't all have the day off. The CVWMA truck, with its collection crew, came down the street on Monday morning, notwithstanding the celebration of the national holiday.

It appears that CVWMA has decided that the Martin Luther King, Jr. holiday is not a "real" holiday. That is just wrong. All CVWMA employees should have the opportunity to honor this great man. Remember that Martin Luther King, Jr. was in Memphis to stand with the sanitation workers in their strike against unfair labor practices.

I hope CVWMA will choose to observe the Martin Luther King, Jr. holiday next year. Thank you for your consideration.”

Chairman Dunn stated that holiday collection is up to private companies. For example, in Chesterfield County, Choice Waste, a private trash hauler also picked up trash on Monday.

Ms. M. Kelley (M-Henrico) asked how we would respond to this member of the public. Mrs. Hynes stated that she will respond back to Mr. Sarahan to let him know that we have shared his comments before the board. She will also explain CVWMA’s relationship with the contractors and what is included in the contracts regarding holidays. The MLK holiday as well as some of the others are included as collection days in the contract. Mrs. Hynes continued, CVWMA’s office observes the MLK holiday, although we have some staff working to handle call volume and they are compensated for their hours. Mrs. Hynes mentioned CVWMA has had discussions with contractors over the years and they prefer to work the holiday because they would have to work on the following Saturday to make up for not collecting on the holiday. It is CVWMA’s understanding that the employees of contractors get compensated for working certain holidays.

Ms. C. Glenn (M-Richmond) asked if CVWMA communicates that operations on the holiday will go on as normal and if CVWMA puts it out either on social media, email, or newsletter. Mrs. Hynes replied affirmatively. CVWMA sends out the annual collection schedule at the end of December, which has the MLK holiday, as well as Veteran’s Day and other holidays as regular collection days. Ms. C. Glenn (M-Richmond) suggested that Mrs. Hynes include that information in her response.

Ms. M. Tretina shared how much she likes the email reminder because the collection day is clear. Mrs. Hynes clarified that she believes the issue was more the fact that we were collecting on the holiday not that we didn't notify him that it was a collection day. In the City of Richmond, the trash and recycling are collected on the same days of the week, and this always creates some confusion that we are collecting on Monday, but the City is sliding one day for trash collection. Similarly in Henrico County where the County also collects trash. Although the County does not collect county-wide, they slide their collections. It can be confusing for some customers.

## **Item No. 2: Minutes of the Regular Meeting of December 15, 2023**

Chairman Dunn (M-Chesterfield) opened the floor for a motion to consider the minutes of the December 15, 2023, meeting as submitted. The motion was made by Vice-Chairman M. Jones (M-Richmond) and seconded by Mr. S. Chidsey, (M-Ashland), and so carried that the minutes of the December 15, 2023, Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting were approved as submitted.

## **Item No. 3: Chairman's Report**

Chairman Dunn welcomed newly appointed members and alternates: Mr. Nathaniel Richardson (M-Charles City), Ms. Jordan Stewart (M-New Kent), Mr. Rodney Hathaway (A-New Kent), Mr. Bob Powers (M-Powhatan), and Mr. Brian Copple (A-Powhatan). Chairman Dunn asked all board members and staff to introduced themselves along with the jurisdictions they serve.

## **Item No. 4: ByLaws Review Committee Report**

Mrs. Hynes informed the board that the ByLaws and Executive Committees met on January 8<sup>th</sup> to discuss potential revisions to the Articles of Incorporation and Bylaws. Mrs. Hynes stated that the committee discussed again the residency requirement and the challenges that our smaller localities face having one board slot and trying to find folks that are residents to serve.

At the Board retreat, the group responded overwhelmingly for CVWMA to move forward in changing the Bylaws to be more flexible, allowing member jurisdiction to appoint relevant staff members that are not residents. Mrs. Hynes reported that at this past meeting, the committee started drafting some revisions to the Articles of Incorporation which will make the residency requirement more flexible. Mrs. Hynes explained that the committee also discussed alternates serving at large versus serving for a specific member, to increase representation at meetings.

Mrs. Hynes reported that in addition, the committee discussed reviewing the other sections of the Articles of Incorporation to determine other potential revisions.

Mrs. Hynes reminded the board that the process for amending the Articles of Incorporation includes noticing and holding a public hearing in each jurisdiction and each governing body re-ratifying the Articles of Incorporation. Mrs. Hynes stated that it will take some time to get on all the calendars and making sure that all of our localities are on board with the changes. We will continue to meet as a committee and the next meeting will be held on March 4<sup>th</sup>. All are welcome to attend and if you have any thoughts or opinions, please relay those to any member of the committee.

## **Item No. 5: 2024 Virginia General Assembly**

Mrs. K. Hynes reported on the 2024 Virginia General Assembly. Session convened on January 10<sup>th</sup> and adjourns on March 9<sup>th</sup> which is a long session year. Crossover is February 13<sup>th</sup> (crossover day is the last day that each house has to consider their respective bills before they pass to the other house). Over 2100 bills have been introduced to date. Mrs. Hynes reported on relevant bills and legislation of interest, listed as follows:

**HB 1227 Recycling Infrastructure Improvement Fund; established; report.** Establishes the Virginia Recycling Infrastructure Improvement Fund for the purpose of supporting local government recycling programs through grants. The bill prohibits local governments from discontinuing their recycling programs until after July 1, 2028.

**HB 316 Virginia Recycling Development Center established; report.** Establishes the Virginia Recycling Development Center for the purposes of furthering the development of markets and processing for recycled commodities and products, to be run by a Director appointed and supervised by the Secretary of Natural and Historic Resources.

**HB 745 Mattress stewardship program established: civil penalty.** Prohibits the disposal of a mattress, as defined in the bill, in a landfill or an incinerator beginning January 1, 2028, and requires producers of mattresses sold at retail in the Commonwealth or a representative organization acting on a producer's behalf to submit a plan for the establishment of a mattress stewardship program.

Mrs. Hynes informed the board that CVWMA is working on implementing a Mattress Recycling program and will be sending out a Mattress Recycling Request for Proposals soon.

**HB 4 Plastic bag tax; distribution to towns.** Provides that any town located within a county that has imposed a disposable plastic bag tax shall receive a distribution of revenues collected by the county based on the local sales tax distribution formula for appropriations to towns.

**HB 496 Waste tire disposal by tire producers and haulers; fee, requirements.** Requires a tire producer, as defined in the bill, to (i) dispose of all waste tires to a processing facility or a recycling center through a licensed hauler; (ii) ensure that the waste tires intended to be disposed of are placed in a secure location that is not readily accessible to the public; and (iii) register with the Department of Environmental Quality no later than October 1, 2024, and annually thereafter. The bill expands the purpose of the Waste Tire Trust Fund to include paying the costs of implementing the waste tire disposal requirements of tire haulers. The bill also increases the tire recycling fee from \$0.50 to \$2.00 beginning July 1, 2024.

**SB 414 Tire stewardship program established: report.** Requires producers of tires sold in the Commonwealth to join a tire stewardship organization on or before January 1, 2026, which must submit a plan to the Department of Environmental Quality for the establishment of an approved tire stewardship program.

**HB 344 Displacement of private waste companies.** Reduces from five years to one year the period of time a locality must provide notice to a private waste company before the locality engages in the actual provision of the waste service that displaces the company.

Mrs. Hynes noted that this bill is coming from James City County because they would like to change from subscription services provided by private companies to potentially franchise trash collection. Mrs. Hynes confirmed that she watched this committee meeting, and this bill did not get very far because almost every private hauler opposed it.

**HB 953 Local Environmental Impact Fund.** Allows localities to create a permanent and perpetual fund to be known as the Local Environmental Impact Fund. The bill provides that the Fund shall consist exclusively of appropriated local moneys and any gifts, donations, grants, bequests, and other funds received on its behalf, and that the Fund is to be created for the purpose of granting funds to residents or locally owned businesses for the mitigation of environmental impacts. Such grants from the Fund shall be used only for the purchase of energy efficient (i) lawncare and landscaping equipment, (ii) home appliances, (iii) HVAC equipment, or (iv) micro mobility devices. The Fund shall be administered and managed by the locality.

**SB 342 Virginia Waste Management Board; open burning of solid waste; transportation of waste.** Requires the Virginia Waste Management Board to amend regulations to allow for vegetative waste to be transported to another location for destruction if it is impractical or unsafe to destroy such waste on the premises of private

property.

**HB 1000 Environmental Justice Task Force; report.** Establishes the Environmental Justice Task Force for the purpose of furthering environmental justice in the Commonwealth, consisting of the Secretary of Natural and Historic Resources, the Secretary of Health and Human Resources, the Secretary of Commerce and Trade, the Secretary of Agriculture and Forestry, and the Secretary of Transportation, or their designees. The bill requires the Task Force to advise the Governor and state agencies of the Commonwealth on environmental justice issues, particularly as such issues relate to minority and low-income communities.

**HB 1088 Board of Education; instructional materials on climate change and environmental literacy.** Requires the Board of Education to make available to each local school board instructional materials on climate change and environmental literacy that are based on and include peer-reviewed scientific sources. The bill requires the Board of Education to develop, adopt, and make available to each local school board model policies and procedures, based on peer-reviewed scientific sources, pertaining to the selection of instructional materials on climate change and environmental literacy, including a requirement for any such selected material to accurately portray changes in weather and climate patterns over time, the impacts of human activity on changes in weather and climate patterns, and the effects of climate change on people and resources.

**HB 1112 / SB545 Auto recyclers; database search.** Clarifies the databases to be searched by the Department of Motor Vehicles upon notification by an auto recycler that he possesses a motor vehicle to be demolished but does not possess a certificate of title, salvage certificate, or nonrepairable certificate for such motor vehicle.

**HB 311 Virginia Public Procurement Act; submissions of bids or proposals on electronic procurement system.** Mandates that all public bodies provide an option to submit bids or proposals for procurement contracts through the Commonwealth's statewide electronic procurement system, known as eVA. Current law only imposes such a requirement on state public bodies.

**HB 341 Virginia Public Procurement Act; consideration of employment of older Virginia residents.** Allows public bodies to include as a factor that will be used in evaluating a Request for Proposal the proposer's participation in programs that employ Virginia residents aged 55 or older.

**HB 229 Legal notices; locality to advertise on their website.** Allows a locality to advertise legal notices on the locality's website instead of, or in addition to, publishing such notices in a newspaper having general circulation in the locality.

**HB 899 State and Local Government Conflict of Interests Act and the General Assembly.** Changes the filing deadline for statements of economic interest and financial disclosure statements from February 1 to December 15. The bill requires the forms to be made public within thirty days of the filing deadline; currently, this is required within six weeks of the filing deadline.

**HB 816 FOIA; meetings held through electronic communication during declared states of emergency.** Provides that the provisions for conducting a meeting by electronic means due to a state of emergency stated in the Virginia Freedom of Information Act (FOIA) are declarative of existing law since March 20, 2020, with respect to the Governor's declared state of emergency due to COVID-19.

**HB 894 Virginia Freedom of Information Act; electronic meetings.** Amends the number of all-virtual public meetings that public bodies, with certain exceptions, may convene in a calendar year to no more than two times per calendar year or 50 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

**HJ 24 / SJ 18 Dillon Rule; joint subcommittee to study.** Creates a 13-member joint subcommittee for a one-year study of the Dillon Rule and its impact on Virginia's localities.

**Item No. 6: Consideration of Resolution 24-13: Awarding a Contract for Front End Load and Roll Off Municipal Solid Waste Collection and Disposal Services**

Mr. Richard Nolan, Director of Operations, requested the Board consider Resolution 24-13; awarding a Contract for Front End Load and Roll Off Municipal Solid Waste Collection and Disposal Services. Mr. Nolan informed the board that the initial term of the current contract between CVWMA and Meridian Waste expires on June 30, 2024. After discussions with the Technical Advisory Committee (TAC), it was decided to issue a Request for Proposals (RFP) instead of a contract renewal.

Mr. Nolan reported that CVWMA received five proposals from GFL, Meridian Waste, Waste Management, Republic, and TFC Recycling, and after strong consideration the committee selected two out of the five for a further discussion with the evaluation committee. The evaluations committee is comprised of Mr. Jon Clary (A-Henrico), Mr. Steve Chidsey (M-Ashland), Ms. Teresa Arnold (A-Hanover), Mr. Reginald Thompson, Operations Analyst, and Mr. Nolan. Mr. Nolan informed the board that after close consideration, interviews and discussions, the committee is recommending awarding the contract to GFL. Mr. Nolan noted that the contract will start July 1, 2024, for an initial term of five years with a five-year renewal option. Mr. Nolan opened the floor for questions and or comments.

Chairman Dunn opened the floor for a motion to approve Resolution 24-13: Awarding a Contract for Front End Load and Roll Off Municipal Solid Waste Collection and Disposal Services to GFL as submitted. A motion was made by Mr. J. Clary (A-Henrico) and seconded by Vice Chairman M. Jones (M-Richmond) and carried that Resolution 24-13: Awarding a Contract for Front End Load and Roll Off Municipal Solid Waste Collection and Disposal Services is approved and filed as submitted.

**Item No. 7: Operations and Technical Advisory Committee Report**

Mr. Nolan presented a report on the cart rollout and curbside collection for Henrico, Hanover, and Goochland.

Mr. Nolan presented slides illustrating a comparison of the first and second quarters 2024 to the same periods in fiscal year 2023, of volume of recycling collected at the curb in the overall program. Tons are up by 12.5% in the first quarter and 5% in the second quarter. Mr. Nolan reported that in 2023, Richmond had more collection days thus lower volume year over year. Henrico's data is the larger portion of the graph. Mr. Nolan reported that in the first quarter of 2024, a total of 6,526 tons were collected at the curb, an increase from 6,395 the previous year.

Lastly, Mr. Nolan presented slides illustrating the set-out rate on average from fiscal year 2023 (red dotted line) and fiscal year 2024 (green dotted line) which shows a 20% increase in set out rate. That equates to approximately 20,000 additional homes recycling per month post cart roll out.

Ms. M. Kelley (M-Henrico) stated that she did not have a question, but she would like to bring an observation to the board. Ms. Kelley resides in Henrico County, and she noticed that the driver of the TFC truck was having to get in and out of the truck in her neighborhood. Ms. Kelley (M-Henrico) stated that she was under the impression that there was just one driver per truck. Mr. Nolan indicated that she is correct, TFC is using an Automated Side Loader and there should only be one person on the truck.

Ms. Kelly (M-Henrico) continued that she stopped the driver and shared her affiliation with CVWMA. The driver stated that people are not putting the large carts close enough to the curb for the arms on the truck to pick



them up, so he must get out of the truck to move them in order to collect the recycling. The driver explained how the carts are sometimes farther up the driveway but just not close enough to grab, or there might be multiple carts put out too close together so the driver can't get the arms down between the carts to lift them up.

Mr. Nolan explained that the carts are supposed to be at least three feet away from other carts, cars, mailboxes, etc. Lastly, Ms. M. Kelley (M-Henrico) said the driver also indicated, when working in the City of Richmond, the Richmond City trash collection trucks come through the neighborhoods, and they sit the trash cart down right in front of the recycling cart and again the driver has to get out and move the trash cart to get to the recycling cart.

Mr. Nolan acknowledged that he has heard this and has reached out to Richmond City Public Works, and relayed the issue and the City is addressing it. He said he will follow up with DPW again because it has been a problem. Mr. Nolan thanked Ms. Kelley (M-Henrico) for her "on the ground" observation. Ms. Kelley thanked Mr. Nolan and the board for allowing her to share her comment.

Mr. C. Drane, Secretary asked Mr. Nolan about the 20% (20,000 houses) increase in the set-out rate. He asked if the increase was based on actual numbers, or if it was because of population growth, because 20,000 houses could just be normal population growth. Secretary Drane also asked Mr. Nolan if density rates are better now. Mrs. Hynes explained that the figures are based on the ratio, and the set out was compared to the total number of eligible households, therefore the increase is indicative of how many more homes are participating and not growth in the number of households, which hasn't changed appreciably from June to December which is the period since the cart roll-out.

Ms. C. Glenn (M-Richmond) commented, in defense of the City of Richmond, the drivers tuck the trash cans away and put them back where they found them, so it looks nice and very tidy, whereas TFC leaves the bins wide open. Mr. Nolan explained the difference between alley and curbside collections. In the city TFC is using rear load trucks in the alleys, and the helpers on the back of the truck have the ability to tuck carts back in nicely. Other parts of the City, where there is curbside collection, the side loader is used, where the driver doesn't get out of truck.

Mrs. Hynes assured the board that the staff will continue to remind TFC to make sure they're putting the carts back where they found them. CVWMA also gets complaints about the lids being left open and staff will address that as well.

Mr. J. Clary (A-Henrico) suggested utilizing Henrico County utility bills as a means to educate residents on separating the carts and putting them at the curb correctly. He asked if TFC is utilizing the Oops! stickers. Mr. Nolan replied the crews use them sporadically. Mr. Clary stated that we can't expect residents to change if we don't educate people. Mrs. Hynes clarified that the Oops! stickers are for contamination, not for incorrect cart placement. Mrs. Hynes noted that TFC is still picking up the carts, the issue is they are having to get out of the truck and move the carts in order to empty them. Mr. Clary informed the board that Henrico County is revising their stickers in their trash collection program to include the reason why the cart wasn't collected. Mrs. Hynes thanked Mr. Clary and assured him that the staff will continue to work on this issue.

Ms. C. Glenn (M-Richmond) commented on Mr. Clary's sticker idea, stating that she saw an Oops! sticker on her building's recycling can and was mortified. Ms. C. Glenn (M-Richmond) stated that she feels like the stickers are an effective tool that can help us relay the things that we need to say to our residents. Mrs. Hynes noted that the staff will continue to work with contractors on developing effective solutions to this problem.

Mr. Nolan continued and provided an update on the recycling commodity markets. The paper markets continue to increase: cardboard is \$100 per ton from \$95; mixed paper is up to \$55 from \$45, and newsprint is up to \$65

from \$55 in December. The steel rebate has increased to \$250 compared to \$240 in December. Mr. Nolan noted that this is great news in terms of revenue from recycling efforts.

Mr. Nolan updated the board on the City of Petersburg's service agreement for trash collection. Mr. Nolan confirmed that on January 2, 2024, the City of Petersburg Council voted to withdraw from CVWMA trash collection program. Mr. Nolan stated that affected jurisdictions are aware of the situation. Mr. Nolan informed the board that CVWMA is currently talking with WM about next steps.

Chairman Dunn asked what Petersburg will do about trash collection. Mrs. Hynes stated that she is unaware of Petersburg intentions and asked Mr. J. Byerly (M-Petersburg) to share what he knows. Mr. J. Byerly (M-Petersburg) stated that he has no idea, and honestly, he thinks Petersburg is going to stay with Meridian and that's the plan the Council voted to pass. Mr. J. Byerly (M-Petersburg) noted that we all work for councils or boards, and I understand that sometimes they're not good at sharing information on the 'why' and sometimes you only get the bottom line.

Mr. S. Chidsey (M-Ashland) noted that the contract expires at the end of June, and localities are required to procure services in accordance with the VA Public Procurement Act. There are rules where an emergency contract is supported, but in this case, it would be a false emergency.

Mrs. Hynes stated that the staff doesn't have those answers but is working with WM (Waste Management), Hopewell, Colonial Heights, and Ashland on the next steps going forward regarding the contract and service agreements. Mrs. Hynes informed the board that the City Manager has indicated informally that they do want to continue with the Curbside Recycling Program.

Mr. Nolan updated the board on the Mattress Recycling RFP which is almost ready to go out for procurement. Mr. Nolan has been working with the jurisdictions on getting estimates of how many mattresses they are handling. Mr. Nolan stated that in light of the new legislation regarding mattress recycling, this will be a very timely RFP.

Ms. M. Tretina (M-Henrico) asked if there had been an explosion of mattresses. Mrs. Hynes stated that there has been some pushback from the landfills, they don't want them because they don't compact. Mr. Nolan commented on some of the issues concerning the box springs, and foam when they are crushed with the compactor, the springs are hazardous to the equipment. Also, the mattresses are soft and rise to the top when buried.

Mrs. Hynes commented on the ability to buy mattresses online, as well as population growth. Mrs. Hynes noted that more residents are buying mattresses online and companies are not picking up the old ones to discard, therefore more are ending up at convenience centers.

Ms. M. Tretina (M-Henrico) commented on the language of the bill, which states that the mattresses cannot be incinerated. Mrs. Hynes confirmed that she is correct. Mr. Nolan informed the board that there is a market for the foam, the metal and the wood found in mattresses.

Mr. Nolan shared the City of Richmond that held its annual "Bring One for the Chipper" E-cycling, paper shredding, and Christmas tree chipping event on Saturday, January 13. Mr. Nolan reported that the turnout was really great. On February 4<sup>th</sup> Powhatan County will host a Tire Amnesty Event and on March the 9<sup>th</sup> Chesterfield County will host an e-Cycling Event at the Fairgrounds. Mr. Nolan will share the events for April at next month's board meeting.



Mr. Nolan reported that the TAC meeting was held on January 4<sup>th</sup>, and the committee discussed CVWMA special projects, the Petersburg contract, and updates to the Central Virginia Solid Waste Management Plan. The next TAC meeting will be held on February 1<sup>st</sup>, at 9:00 am.

#### **Item No. 8: Public Information**

Mrs. J. Buchanan, CVWMA Public Relations Coordinator informed the board that the board packet includes a reminder about some new year's resolutions that could be adopted related to waste, and these tips have been posted on social media. Mrs. Buchanan stated that CVWMA is really focused on the reduce and reuse aspects of promoting sustainable materials management hierarchy principles, which is one of our strategic planning goals.

Mrs. Buchanan explained some of the suggestions we all can implement instead of throwing things away, like using less plastic, shopping small, eating leftovers, and composting in 2024. Mrs. Buchanan stated that she updated the website page on how to prepare your recycling correctly, including pictures from her very own neighborhood. Mrs. Buchanan shared that she had an opportunity to speak with a Spanish speaking family with a cart full of plastic bags. She spoke to the daughter who is in middle school, and they discussed why plastic bags aren't acceptable recycling materials. Mrs. Buchanan told the family that she would bring them some Spanish language materials, and she is pleased that we're all trying to educate folks in our neighborhoods whether it's with a sticker or talking to people face to face.

Mrs. Buchanan reminded the board that the curbside calendar was mailed at the end of December so most people should have it by now. It is also posted on the CVWMA website at [cvwma.com/calendar](http://cvwma.com/calendar). Mrs. Buchanan informed the board that Richmond City Council member Reva Trammell requested around 200 Spanish language recycling calendars to pass out to the constituents in her district this week. Mrs. Buchanan shared that she received help with the translation by a local Spanish language radio station. Mrs. Buchanan provided some of these materials for the board up front as well as on the website. Mrs. Buchanan explained these materials will be mailed by request because CVWMA doesn't know which households are Spanish speaking.

Ms. M. Kelley (M-Henrico) asked if CVWMA had to pay extra for the Spanish materials as we have a budget for calendars. She asked if CVWMA is okay with sending hundreds of calendars to Ms. Trammell. Mrs. Buchanan explained that 500 were printed in Spanish and the cost was minimal.

Ms. C. Glenn (M-Richmond) asked what's the name of the local radio station that helped with the translation services. Mrs. Buchanan replied Radio Poder1380AM. Mrs. Buchanan stated that she informed her contact at Radio Poder1380AM that CVWMA is interested in working with them on sharing messages and so hopefully will turn into a partnership. Mrs. Buchanan reminded the board that Radio Poder1380AM sponsors a big event in September at the Science Museum of VA called Virginia Fiesta.

Ms. M. Tretina (M-Henrico) asked if we provide recycling at the Virginia Fiesta event. Ms. Buchanan clarified that we do not provide recycling at that event, but the Science Museum has recycling available. Mrs. Buchanan is not sure who collects their recycling, but she will definitely be looking into that question.

Mrs. Buchanan congratulated board member Ms. E. Hall (M-Richmond) on her fourth and final article which will run in RVA hub next week, a Richmond City news site. Mrs. Hall's article addresses sustainable materials management, reducing, and reusing versus recycling everything. Mrs. Buchanan is in the process of revamping some of CVWMA's radio spots that are running on Audacy's WRVA, and the Big 98.5 Richmond New Country. Mrs. Buchanan hopes to reach a different demographic, so some of our spot's deal with commodity recycling. In December, we focused on aluminum cans, and in January we'll be focusing on cardboard, paper, and electronics.

Secretary C. Drane (M-Chesterfield) suggested since there is more mail maybe we can do some best practices, like placing your carts out 3 feet apart facing forward just some directional reading. Mrs. Hynes commented on men's inability to follow directions, and Secretary Drane agreed. Mrs. Buchanan confirmed that the new calendars do contain a statement that directs residents to place their carts three feet apart, and she stated that she will continue to share this message.

Mrs. Buchanan reported on some of the holiday web traffic between December 16th and January 6<sup>th</sup>. The holiday schedule, the 2024 calendar, Christmas tree recycling, events, and electronics recycling information were the top 10 downloads.

#### **Item No. 9: Financial Reports for December 2023**

Mr. Adam George, Accounting & Financial Manager, reported a year-to-date net income of \$327,668. Mr. George informed the board that midway through the fiscal year, the financial activity is consistent with our projected budget. Mr. George reported on the accounts receivable indicating that Richmond City has credit more than 60 days old, and all other accounts are current.

Chairman Dunn opened the floor for questions. Hearing none, asked for a motion to approve the Financial Reports for December 2023 as submitted. A motion was made by Mr. M. Jones (M-Richmond), Vice-Chairman, and seconded by Mr. J. Clary (A-Henrico) and carried that the Financial Reports for December 2023 are approved and filed as submitted.

#### **Item No. 10: Administrative**

Mrs. Hynes informed the board that next month Ms. Kate Rivara will provide a presentation on the City of Richmond's pilot composting program.

Mrs. Hynes updated the board on a few upcoming meetings. Mrs. Hynes will meet with her Executive Director counterparts from the other solid waste authorities in Virginia. She explained that CVWMA and the other Authorities have a lot of the same challenges, and they intend to discuss those challenges, services, opportunities, and ways to work together in the future. Mrs. Hynes is committed to coordinating a routine meeting schedule on a regular basis.

Mrs. Hynes is also currently working with PlanRVA, which is the Richmond Regional Planning District Commission, the Executive Director of Crater and Richmond has scheduled a meeting on February 2nd with all the Chief Administrative Officers. Mrs. Hynes explained that Richmond and some of the other adjacent areas of the region are the recipients of the Climate Resilience Grant, to development of a plan for reducing pollution greenhouse gas emissions, particularly from transportation and waste sectors.

Mrs. Hynes reminded the board that staff is currently working on the 2023 Recycling Rate Report which is due to the DEQ by April 30, 2024.

Mrs. Hynes updated the board on the office renovations, which began in January. Some of the staff are working from home or on a hybrid schedule. The office is somewhat operational, but it will take another month to six weeks before we're fully functional again. Mrs. Hynes confirmed that the staff is still working so please feel free to email us if you can't reach us by phone.

Mrs. Hynes reminded the board that starting next week staff will be holding quarterly Strategic Planning Goal Committee meetings. On Monday, January 22<sup>nd</sup> the Customer Service Goal Committee is meeting' January 23<sup>rd</sup>

the Education Committee will meet; and on January 24th the Waste Diversion Committee will meet. Mrs. Hynes invited all members to attend any committee meeting if interested.

Lastly, on February 6<sup>th</sup> the Multifamily Goal Committee will host a representative from the Recycling Partnership to discuss best practices and grant opportunities for multi-family recycling projects. This meeting will be in person if anyone wants to come take part in that discussion.

Ms. M. Tretina (M-Henrico) asked if the Multi-family meeting will here, to which Mrs. Hynes confirmed that the meeting will be in the board room.

Mrs. Hynes informed the board that an initial meeting of the Economic Development Committee has not happened yet, and she will set something up after meeting with the Chief Administrative Officers. Mrs. Hynes will report on the discussions on attracting businesses like recycling companies and waste companies.

Ms. M. Kelley (M-Henrico) commented on her interest in attending the Economic Development Committee meeting, because there are two legislative bills on the roster that relate to economic development, one regarding infrastructure improvements, and the Virginia Recycling Development Center. Mrs. Hynes agreed with Ms. M. Kelley (M-Henrico) after which she thanked the board and concluded the administrative report.

## **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 10:02 a.m. The motion was made by Mr. M. Jones (M-Richmond), Vice-Chairman, seconded by Mr. J. Clary (A-Henrico) and carried that the January 19, 2024, 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 January 19, 2024, 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., February 16, 2024. Given under my hand and seal of the CVWMA this 16th day of February 2024.

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**Robert Dunn, Chairman**

