



**RSWA BOARD OF DIRECTORS**  
**Minutes of Regular Meeting**  
**April 25, 2017**

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6 A regular meeting of the Rivanna Solid Waste Authority (RSWA) Board of Directors was held on  
7 Tuesday, April 25, 2017 at 2:00 p.m. in the 2<sup>nd</sup> floor conference room, Administration Building,  
8 695 Moores Creek Lane, Charlottesville, Virginia.

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10 **Board Members Present:** Mr. Mike Gaffney – presiding, Ms. Kathy Galvin, Mr. Trevor Henry,  
11 Mr. Maurice Jones, Mr. Paul Oberdorfer, Dr. Liz Palmer and Mr. Doug Walker.

12  
13 **Board Members Absent:** None.

14  
15 **Staff Present:** Mr. Mark Brownlee, Dr. Richard Gullick, Ms. Lauren Hildebrand, Ms. Teri Kent,  
16 Mr. Bill Mawyer – Rivanna Authorities Executive Director, Mr. Philip McKalips, Mr. Gary  
17 O’Connell, Ms. Jennifer Whitaker and Mr. Lonnie Wood.

18  
19 **Also Present:** Mr. Kurt Krueger, RSWA Counsel, and members of the public.

20  
21 **1.0 Call to Order**

22 A regular meeting of the RSWA Board of Directors was called to order by Mr. Gaffney on  
23 Tuesday, April 25, 2017 at 2:03 p.m., and he noted that a quorum was present.

24  
25 **2.0 Minutes of Previous Board Meeting**

26 a) *Minutes of the Regular Meeting of the Board on February 28, 2017*

27  
28 **Dr. Palmer moved to approve the minutes of February 28, 2017 as presented. Ms. Galvin**  
29 **seconded the motion, which passed 7-0.**

30  
31 **3.0 Recognition**

32 There were no recognitions this month.

33  
34 **4.0 Executive Director’s Report**

35 Mr. Mawyer reported that Rivanna was moving forward with the new Ivy Transfer Station and  
36 had submitted the final site plan to the County for review, expecting to solicit construction bids in  
37 June and receive responses in July, with a recommendation for award brought to the RSWA Board  
38 in August, as there is no July meeting. He stated that with that schedule, they should complete  
39 construction by the fall of 2018, in time to meet DEQ requirements.

40  
41 Mr. Mawyer stated that the Household Hazardous Waste Amnesty Days program would begin the  
42 upcoming weekend, with the household hazardous waste and commercial waste on April 27 and  
43 28.

45 Mr. Mawyer reported that Rivanna had received an interesting proposal from a company for a solar  
46 energy project at the Ivy MUC, and Rivanna has issued a request for proposals (RFP) to the market  
47 to indicate what it could offer. Mr. Mawyer explained that the company from Maryland that offered  
48 the original proposal indicated that it would build an array of solar cells in the closed landfill area  
49 of unlined cell #2, then generate electric power and sell it to Dominion Power. Rivanna would  
50 receive rent and/or electric credits. He stated that the RSWA has issued an RFP, with responses  
51 expected by May 11, to give all respondents an opportunity to submit ideas as to how to conduct  
52 a project like this. Mr. Mawyer said that Rivanna also notified all neighbors that there would be  
53 an RFP, and no calls from the public have been received.

54  
55 Mr. Mawyer stated that the RSWA has also issued an RFP for a consultant to help with Rivanna's  
56 strategic plan.

57  
58 Mr. Trevor Henry asked if the solar RFP review was slated to happen in the mid-May timeframe,  
59 and offered to sit on the committee.

60  
61 Mr. Mawyer responded that it would be mid-May, and noted that Rivanna had invited Mr. Henry  
62 and Mr. Oberdorfer to join the selection committee and review the proposals. He stated that the  
63 intent is to come up with a contract for the project, and the nexus of this is recent Virginia  
64 legislation requiring Dominion Power to diversify its portfolio of energy resources and support  
65 alternate energy projects.

66  
67 Mr. Krueger noted that the initiative seems to be targeted toward relatively small solar producers.

68  
69 Dr. Palmer asked Mr. Mawyer when they expected to start the strategic plan meetings.

70  
71 Mr. Mawyer responded that it would be in the July/August/September timeframe, with an award  
72 expected for May or June – with a scope to be negotiated and input from the consultant as to how  
73 they would like to go through the process. He stated that at this point, it is expected to be a  
74 collaborative and iterative process including workshops with the staff and the Board, and the RFP  
75 is written for the project to be completed by January 2018.

76  
77 Dr. Palmer asked if there were plans to have the staff and Board to participate in the workshops at  
78 the same time, noting that the Albemarle County Service Authority's (ACSA) strategic planning  
79 process included sessions with the staff and Board separately, then all collectively – which she  
80 found to be extremely informative.

81  
82 Mr. O'Connell, a member of the RWSA Board in attendance at the meeting, mentioned that there  
83 was also a community group involved in the ACSA process, which was helpful and served to  
84 educate people.

85  
86 **5.0 Items from the Public**

87  
88 Mr. John Martin of Free Union addressed the Board and asked how much land would be affected  
89 by the solar panels mentioned, and asked if there was anything in County regulations that could  
90 impact the project.

91

92 **6.0 Responses to Public Comments**

93 Mr. Mawyer responded to Mr. Martin’s question, stating that in general, the proposal submitted  
94 used approximately 12 acres of solar panels and would require a special use permit from Albemarle  
95 County to be approved – so it would have to go through the County’s process.

96

97 Dr. Palmer stated that the County is considering an ordinance that would make it easier to allow  
98 solar panels, although she wasn’t sure if the timing would work for this project.

99

100 Mr. Gaffney asked for the location of “Cell 2.”

101

102 Mr. Mawyer responded that in going through the front gate towards the scale house, Cell 2 straight  
103 ahead on the right, on the northeast portion of the property. He referenced a map that showed the  
104 location.

105

106 Mr. Gaffney asked if there would be an opportunity to do more cells in the future, since they were  
107 looking at small-scale, or if that would be considered large-scale.

108

109 Mr. Mawyer responded that they were not sure yet, but this offered an opportunity and they were  
110 interested in finding out if the market would support it.

111

112 Ms. Galvin commented that this is a great use of land that is currently somewhat wasted, and the  
113 City and County working together to get “SolSmart” designations and changing their respective  
114 zoning ordinances would make it easier to do this.

115

116 **7.0 Consent Agenda**

117 *a) Staff Report on Finance*

118 *b) Staff Report on Ivy Material Utilization Center/Recycling Operations Update*

119 *c) Staff Report on Ivy Landfill Environmental Status*

120 *d) Deposit Account Authorization*

121 *e) Request for Easements by Dominion Virginia Power*

122 *f) Contract Award – Term Contract Dam Engineering Services.*

123

124 **Dr. Palmer moved to approve the Consent Agenda as presented. Mr. Jones seconded the**  
125 **motion, which passed 7-0.**

126

127 **8.0 Other Business**

128 *a) Introduction of the FY2017-2018 Operating Budget*

129

130 Mr. Mawyer presented the RSWA operating budget for FY17-18, stating that the Authority  
131 consists of the Board of Directors and direct staff that manages solid waste programs at the Ivy  
132 MUC, McIntire, and the Meade Avenue Paper Sort facility – and there are nine full-time  
133 employees and one part-time employee. He stated that there are also support staff who work jointly  
134 for both Authorities, and about 25% of the cost is paid by RSWA.

135

136 Dr. Palmer asked Mr. Mawyer to review the staff cutbacks for the RSWA a few years earlier.

137  
138 Mr. Lonnie Wood stated that in 2011 or 2012, there were four employee positions cut at Ivy and  
139 two other positions cut, and Rivanna also started closing Ivy on certain holidays that had previously  
140 been open. He said that they also started closing on Monday and changing hours of operation on  
141 other days to be a 40-hour week. Mr. Wood stated that at McIntire, RSWA closed Monday and  
142 Tuesday and cut hours back there to further reduce costs.

143  
144 Dr. Palmer asked if the difference of the workload was primarily made up by cutting hours, or if  
145 other services were dropped.

146  
147 Mr. Wood responded that some services were dropped: RSWA stopped offering bulk item  
148 crushing and daily paint disposal – although it has now reinstated daily paint disposal. He stated  
149 that RSWA also discontinued battery disposal.

150  
151 Mr. Mark Brownlee stated that at McIntire and Ivy, Rivanna stopped taking batteries, Compact  
152 Fluorescent Lightbulbs (CFLs), and electronic waste.

153  
154 Dr. Palmer asked if the idea was that it would take more staff to do those things.

155  
156 Mr. Wood explained that it was a collective effort to cut costs, so while adding one or two services  
157 doesn't create staff needs, reducing hours of operation eliminated overlap.

158  
159 Mr. Henry noted that the 2010-2011 budget details the reductions.

160  
161 Mr. Mawyer reported that over the last year, Rivanna successfully operated the food-waste-to-  
162 compost program at McIntire Recycling Center, completed the design of the new transfer station,  
163 improved household hazardous waste and bulky waste programs by making the paint a product  
164 that is collected every day – which reduced the enormous traffic on given HHW days. He stated  
165 that so far this year, RSWA has collected about 12,000 one-gallon paint cans through the paint  
166 collection program. Two tons of compostable material was sent out from the McIntire Recycling  
167 Center so far. Mr. Mawyer said that the RSWA has started the new compostable food waste pilot  
168 program at Ivy, which has already shipped about 150 tons of compostable materials from Ivy in  
169 January/February/March.

170  
171 Mr. Mawyer stated that in FY2018 staff would work on the strategic plan as a joint Authorities  
172 project, get the construction of the new transfer station going and substantially finished while  
173 operating the Ivy MUC during the construction, and would possibly be working on the solar energy  
174 project.

175  
176 Mr. Mawyer said that some highlights in the budget include increased revenues and expenditures  
177 resulting from a growing economy, as there is more municipal solid waste, construction debris,  
178 and recyclables. He noted that the new compost program is about a \$140,000 budget item, and this  
179 will be the first full year of the expanded cardboard recycling program with UVA, whereby the  
180 University brings cardboard to the paper sort facility. Mr. Mawyer stated that Rivanna is not  
181 proposing any change in the tipping fees at Ivy, and there will be a decrease in City and County  
182 support for the programs – with the City's decrease being about \$63,500, and the County's being

183 approximately \$125,900. He said that Rivanna is proposing to add a part-time wage-only paper  
184 sort employee and two part-time employees at the McIntire Recycling Center, with all three in lieu  
185 of current contract labor used. So this will likely save money and be a more dependable resource  
186 – with these programs moving forward and better able to be operated with internal staff. Mr.  
187 Mawyer added that Rivanna also proposes a 2% merit pool for permanent staff, as the RWSA is  
188 also proposing.

189  
190 Mr. Mawyer stated that for FY18, the RSWA budget includes \$2.6 million in expenses, with  
191 revenues projected at \$1.3 million – so half of expenses are covered with revenues and the  
192 remaining half covered with local support from the County and City, as well as UVA’s contribution  
193 through the environmental remediation fund. He said that in addition, Rivanna will use \$278,000  
194 of reserves, which was a fund created a few years ago for environmental remediation but remains  
195 unspent and continues as a support fund for the environmental program. Mr. Mawyer stated that  
196 compared to last year, the RSWA has a 26% increase in revenue and 15% increase in expenses –  
197 but the \$2.6 million is almost identical to the budget from last year, with a minor 0.14% increase.

198  
199 Mr. Mawyer also noted the use of reserves and said that local support contributions were  
200 decreasing. He stated that the County supports operations at the Ivy MUC facility, recycling, and  
201 the environmental fees to manage the old cells, as well as doing groundwater and air monitoring –  
202 with the County contribution expected to be about \$778,000, which is \$125,900 less than last year.  
203 Mr. Mawyer said that the City supports recycling at the McIntire facility, as well as the  
204 environmental programs as the Ivy MUC, and that contribution would be about \$178,000, which  
205 is \$63,500 less than last year. He stated that RSWA was able to achieve this saving substantially  
206 because it has carried about \$250,000 for several years to do bioremediation of the groundwater,  
207 whereby bacteria are injected in the ground so they will dilute or eliminate any of the products in  
208 the groundwater. Mr. Mawyer noted that Rivanna has not had to do that for several years, as the  
209 tests do not show that RSWA needs to do it. So it is not in the budget for the upcoming year  
210 although there may be a need for it in the future.

211  
212 Dr. Palmer asked if the process was deemed to work well and if staff felt they would choose it  
213 again for remediation.

214  
215 Mr. Phil McKalips responded that he thought so, stating that DEQ has held RSWA’s  
216 bioremediation program up around the state as an example of a successful program, and said that  
217 there were a lot of factors involved, but he probably would do it again.

218  
219 Mr. Mawyer reported that other than local contributions, Rivanna gets its revenue from tipping  
220 fees at \$189,000, transfer tipping fees at \$660,000, approximately \$222,000 in estimated recycling  
221 revenues, totaling \$1.29 million on the revenue side. He said that RSWA projects almost \$300,000  
222 in expenses for Ivy operations for clean fill and non-MSW products accepted at Ivy; the transfer  
223 station is projected at \$930,000; and recycling is \$350,000. Mr. Mawyer noted that there is an  
224 administrative fee that the RWSA charges RSWA for staff that supports the Solid Waste Authority,  
225 and the environmental remediation program is an additional cost – for a total of all expenses for  
226 solid waste at \$2.6 million. Mr. Mawyer presented the RSWA organizational chart, stating that he  
227 is proposing three additional part-time positions: two for McIntire and one for the Meade Avenue  
228 Paper Sort facility. He offered to answer questions.

229  
230 Dr. Palmer noted that the County has a solid waste advisory committee that was making some  
231 recommendations to the Board of Supervisors, and at one of the committee's recent meetings they  
232 asked Rivanna to get some numbers together to expand the hours at McIntire during daylight  
233 savings time and to keep it open on Mondays. She said that Rivanna provided estimated costs of  
234 approximately \$20,000 per year to do that, and she proposed to the committee that she would draft  
235 a memo for the Board of Supervisors, which she proposed would also go to the RSWA Board and  
236 the City. Dr. Palmer commented that the committee feels that not having McIntire open more  
237 makes it difficult for some people to use it, and because there is no lighting there it cannot be used  
238 in the evenings.

239  
240 Mr. Gaffney commented that adding Mondays and extended hours might be more than \$20,000.  
241

242 Dr. Palmer said that Rivanna staff had worked out that number.  
243

244 Ms. Galvin stated that she had no problem getting the information, and the City's constituents were  
245 always interested in getting more access. She asked Mr. Jones if the City had been involved with  
246 discussions about the committee, and whether there would be any benefit in that.  
247

248 Mr. Jones responded that it would be helpful to have the memo from the committee to review, and  
249 then see the information from staff, and additionally it would be helpful to look at prior usage on  
250 Mondays before RSWA makes the change.  
251

252 Ms. Galvin agreed, stating that she would also like to get a handle on the usage and how other  
253 localities are working their recycling facilities.  
254

255 Dr. Palmer responded that all of them provide more than Charlottesville/Albemarle offered, but it  
256 was a good idea to get that information. She stated that County staff has contacted City staff to  
257 consider getting someone from staff to attend the solid waste committee meetings. She said that in  
258 the previous year, there was someone from City staff there who was a great help – but she got  
259 transferred into another department – and the reorganization may help with having someone go to  
260 the meetings. Dr. Palmer added that the City was doing some things that the County was not doing.  
261

262 Ms. Galvin agreed that the memo was a good place to start in opening up the conversation.  
263

264 Mr. Mawyer reported that the McIntire Recycling Center was open now from 8:30 a.m. to 5:30  
265 p.m., Wednesday through Friday, Saturdays from 9:30 a.m. to 5:30 p.m., and Sundays from 12:30  
266 p.m. to 5:30 p.m.; the facility was not open at all on Mondays and Tuesdays. He stated that one of  
267 the comments from the committee was that it would be great to have consistent hours and extended  
268 hours, and Mr. Brownlee had a survey done of the users who came to McIntire and what times they  
269 preferred – and 40% preferred longer afternoon hours, 30% preferred longer morning hours, and  
270 the remainder did not have an opinion. Mr. Mawyer stated that staff came up with one alternative  
271 of having the starting time 8:30 a.m. every day the facility is open – Wednesday through Sunday;  
272 8:30 a.m. to 6:30 p.m. during daylight savings hours; and 8:30 a.m. to 5:30 p.m. in the winter  
273 hours. He said that this added about 10 hours per week, or about \$10,000. Mr. Mawyer stated that  
274 a second option was to be open every day except for Tuesdays, from 8:30 a.m. to 6:30 p.m. during

275 the summer and 8:30 a.m. to 5:30 p.m. in the winter, for a total of 60 additional hours per week  
276 for a cost of about \$20,000.

277  
278 Mr. Gaffney stated that it would be good to find out if anyone is using it Sunday mornings, if they  
279 were suddenly open on Sunday mornings.

280  
281 *b) Adoption of Preliminary Rate Schedule*

282  
283 **Mr. Walker moved to approve the preliminary rate schedule for FY18 and to advertise it for**  
284 **a public hearing in May. Mr. Jones seconded the motion, which passed 7-0.**

285  
286 **9.0 Other Items from Board/Staff Not on Agenda**

287 Dr. Palmer stated that the deputy police chief for the County had recently met with the solid waste  
288 committee regarding the police department's drug and needle takeback program, done in  
289 partnership with Sentara – which would be done during the upcoming weekend at Martha Jefferson  
290 Hospital. She said that the committee was considering whether the program could be done more  
291 often, and at some point the County would reach out to the City to discuss it further. Dr. Palmer  
292 stated that she had contacted Lee Catlin at the County to put it on the County's website, and it was  
293 probably also a good idea to get it on the City's and Rivanna's website.

294  
295 **10.0 Adjournment**

296  
297 **Mr. Jones moved to adjourn the meeting. Ms. Galvin seconded the motion, which passed 7-**  
298 **0.**

299  
300 There being no further business, the RSWA Board adjourned their meeting at 2:33 p.m.