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3 **RSWA BOARD OF DIRECTORS**
4 **Minutes of Regular Meeting**
5 **February 26, 2019**

6 A regular meeting of the Rivanna Solid Waste Authority (RSWA) Board of Directors was held
7 on Tuesday, February 26, 2019 at 2:00 p.m. in the 2nd floor conference room, Administration
8 Building, 695 Moores Creek Lane, Charlottesville, Virginia.

9
10 **Board Members Present:** Paul Oberdorfer, Mike Murphy, Kathy Galvin, Mike Gaffney, Liz
11 Palmer, Jeff Richardson, and Trevor Henry.

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

14
15 **Staff Present:** Bill Mawyer, Katie McIlwee, Scott Schiller, Phil McKalips, David Rhoades, Liz
16 Coleman, Michelle Simpson, Andrea Terry, and Austin Marrs.

17
18 **Also Present:** Kurt Krueger, RSWA counsel, members of the public and media representatives.

19
20 **1. CALL TO ORDER**

21
22 Mr. Gaffney called the meeting to order at 2:00 p.m.

23
24
25 **2. MINUTES OF PREVIOUS BOARD MEETING**

26
27 *a. Minutes of the Regular Meeting of the Board of December 11, 2018*

28
29 **Dr. Palmer moved to approve the minutes of the RSWA Board's meeting of December 11**
30 **2018 meeting as presented. Ms. Galvin seconded the motion, which passed 7-0.**

31
32 **3. RECOGNITION**

33
34 There were no recognitions presented.

35
36 **4. EXECUTIVE DIRECTOR'S REPORT**

37
38 Mr. Mawyer stated that Mr. McKalips had been working with a number of three and four-year-
39 old students at the MACAA Head Start Ferguson program to teach them about recycling as part
40 of the community outreach program. He presented images of litter pickup done by students from
41 UVA's Theta Chapter of Alpha Phi Omega. He stated that in January, after the lower tip fees,
42 Rivanna averaged 64 tons per day, which was more than double the normal rate of refuse
43 disposal -- with 3,163 vehicle visits.

44
45 **5. ITEMS FROM THE PUBLIC**

46
47 Mr. Gaffney invited items from the public.

48
49 There were no items presented.

50
51 **6. RESPONSES TO PUBLIC COMMENTS**

52
53 There were no responses to public comments.

54
55 **7. CONSENT AGENDA**

56
57 *a. Staff Report on Finance*

58
59 *b. Staff Report on Ivy Material Utilization Center/Recycling Operations Update*

60
61 *c. Staff Report on Ivy Landfill Environmental Status*

62
63 *d. Approval of Term Contract for Safety and Industrial Hygiene Services - Circle Safety and*
64 *Health Consultants*

65
66 Dr. Palmer stated that they had seen in January that the tonnage per day at Ivy was fluctuating
67 greatly and asked if it was the same for February, as she didn't see the daily in there.

68
69 Mr. Mawyer responded that Mr. McKalips had the monthly report he would provide in his
70 presentation, and the average was 60 tons per day -- with some spikes for specific dumping, such
71 as UVA's turf recycling.

72
73 Mr. Mawyer presented a video that showed the transfer station, pointing out Time Disposal and
74 how they used the facility.

75
76 Dr. Palmer asked about the timing of a truck getting in and out.

77
78 Mr. Rhoades responded that it was about seven minutes in and out.

79
80 Mr. Murphy asked how much tonnage was in each truck.

81
82 Mr. Rhoades responded that it was 7-10 tons.

83
84 Dr. Palmer asked if seven minutes was good timing in transfer stations.

85
86 Mr. Rhoades responded that it was excellent, and when he was a driver for Waste Management,
87 there were times he was at the lower transfer station for over an hour.

88
89 Mr. Richardson commented that he appreciated staff knowing the answers to these questions
90 ahead of time, and the amount of work involved in that.

91

92 **Dr. Palmer moved to adopt the Consent Agenda as presented. Ms. Galvin seconded the**
93 **motion, which passed 7-0.**

94

95 **8. OTHER BUSINESS**

96

97 *a. Presentation and Recommendations: Phil McKalips, Director of Solid Waste*

98

99 *i. Ivy Transfer Station*

- 100 • *Usage Update*
- 101 • *Open Ivy MUC on Mondays*

102

103 *ii. Ivy Master Plan*

- 104 • *Convenience Center*
- 105 • *Composting Facility*
- 106 • *Plastics Recycling*

107

108 *iii. New RSWA Logo*

109

110 Mr. McKalips reported that they had combined three reports into one presentation and would
111 include time for Board action as part of this. He stated that the new Ivy Transfer Station opened
112 on September 25, 2018 and during the last month of operation at the old transfer station, they
113 received 34 tons per day, combined of municipal solid waste and construction demolition debris.
114 He stated that on January 1, 2019 they went from a \$66 to a \$52 per-ton tipping fee -- and then
15 saw an increase of up to 64 tons per day. He noted that the monthly revenue went from \$35,000
116 per month up to \$75,000, an increase of \$40,000 or 120%.

117

118 Mr. Henry asked if they had data from when they opened it to when they lowered the tipping fees
119 and what that average was.

120

121 Mr. McKalips responded that they did, adding that there were so many numbers that came and
122 went that it was easy to get confused. He stated that his goal was to show what they had done to
123 make changes at the transfer station versus how the tipping fee itself may have increased the
124 tonnage. He stated that if they went back January a year ago, they had 23 tons per day average
125 versus 64 tons per day now.

126

127 Mr. Murphy asked if the data that got them to the 64 tons per day was inclusive of the outlier day
128 for the turf.

129

130 Mr. McKalips responded that it was three days, but it did include the turf.

131

132 Mr. Murphy asked if they knew just those tipping days what the average would be absent that
133 outlier.

134

135 Mr. McKalips replied that he recalled calculating it by January 22 or 23, and it slowed it down
136 from 64 to about 60 on average. He stated that they had done 1,400 tons in one month.

37

138 Mr. Gaffney stated that there were emails exchanged regarding whether this was a one-month
39 thing, and staff indicated that there was at least one big load coming per month, so this was not
140 out of the ordinary.

141
142 Mr. McKalips explained that the company that brought in the turf was Carolina Green Corp.,
143 which brought in 199 tons -- but for that month, the transfer station had 1,400 tons, so the turf
144 only represented 14%. He added that there was usually a big project that ended up using the
145 transfer station in a series of loads.

146
147 Mr. Murphy stated that even without the 199 tons, it was a pretty solid number.

148
149 Dr. Palmer commented that she didn't think they could make too much out of the three months
150 the transfer station was open in the fall, because a lot of people didn't respond immediately to the
151 opening, which took a while to get out there.

152
153 Mr. McKalips noted that in looking at waste receipts over the course of a year, they followed a
154 very flattened bell curve, as more people brought waste during the warmer summer months -- so
155 from October to December or January, you'd expect to see a falloff anyway. He noted that with
156 the daily tonnages, they went from 34 down to 28 down to 23, which was not unexpected
157 historically.

158
159 Ms. Galvin asked if the waste from City projects like the Monticello Dairy building and the ice
160 skating park had been reflected in that.

161
162 Mr. McKalips responded that he was uncertain as to whether that had been brought to the
163 transfer station, as it was often hard to tell who was bringing what.

164
165 He stated that from January 2018 to January 2019, there was a 20% increase in vehicles -- but
166 they accounted for the difference between 1,400 tons and 500 tons on a normal basis. He stated
167 that 20% of additional haulers were large commercial haulers; that would represent the big
168 increase in tonnage -- and lowering the tipping fee went to the bottom line of these businesses.

169
170 Mr. McKalips presented information broken down by construction debris, which showed some
171 of who the contractors are, and the big change came from domestic waste/municipal solid waste.
172 He noted that Cavalier Container was a new Ivy MUC customer and was carrying a lot of the
173 load. He referenced the revenue, increasing by approximately 50%, and commented that
174 commercial haulers had asked about having the facility open on Mondays. Mr. McKalips stated
175 that this had been brought to the Board of Supervisors, which approved a six-month pilot.

176
177 Mr. McKalips reported that he had compiled a tons per day metric of how much would need to
178 be brought in to pay for any increase in costs. He explained that they started off in January 2018
179 with 23 tons a day, and when they changed the lower tipping fee, that calculation was that they
180 needed to add 34 tons per day -- which brought the total up to 57 tons per day. He stated they
181 were averaging 64 tons per day, which was 7 tons per day ahead of where they needed to be
182 because of the tipping fee change. He stated that opening on Mondays would cost about \$300 per
183 day, which equated to 23 tons per day, with the calculation being the margin between the tipping

184 fee of \$52, subtracting out \$39 paid for transportation disposal to get the material offsite,
185 bringing it to \$13 -- with \$300 divided by \$13 equaling about 23 tons per day.

186
187 Mr. McKalips stated that to break even for opening the additional day, the facility would need to
188 receive an additional 23 tons per day average (138 tons per week) for the 6-day work week. If
189 Ivy received 64 tons on Mondays, this would reduce the deficit to 74 tons per week (138-64=74)
190 or an average of 12 tons per day. Take the "extra" 7 tons per day that we currently receive, and
191 you are left with 5 tons per day that are needed to break even. He stated that staff felt that was
192 possible if they removed obstacles for business to use the transfer station, as it would stimulate
193 traffic on the remaining days of the week -- even though the only change was Monday -- because
194 it had become more convenient for users.

195
196 Mr. Gaffney asked for confirmation that they were assuming that Monday was equal to every
197 other day, then they needed to add five more tons each day.

198
199 Mr. McKalips confirmed this, stating that he had talked to some of the other haulers, who were
200 expecting to bring the same amount of business on Monday.

201
202 Dr. Palmer stated that it may take a little while to get the word out that the facility was open on
203 Mondays.

204
205 Mr. McKalips mentioned that they were starting to see Waste Management come back, although
206 only with small loads -- but a small load of three tons was meaningful.

207
208 Dr. Palmer asked what other obstacles besides the Monday opening were present.

209
210 Mr. McKalips responded that going to the regional average tipping fee was a big boon to the
211 haulers, and he found that's what was driving Cavalier Container, as they were making a
212 decision down to the dollar on whether they brought it to Ivy or somewhere else. He added that
213 they had drivers with loads that had come in at 12 or 14 tons who drove back offsite with it
214 because they figured it was cheaper to drive that to a disposal facility and pay a flat \$500 fee.

215
216 Mr. Murphy commented that he was struggling with the math, as the rate was reduced by about
217 20% and Mr. McKalips was showing they had to go more than double the amount of tonnage
218 every day to break even.

219
220 Mr. McKalips responded that it was not linear. He explained that they were making \$66 per ton
221 and were now at \$52, and if he were to lower that to \$42, it would take exponentially more tons
222 to offset the lost revenue because the margin got smaller and smaller, not in a linear way to that
223 reduction in tonnage.

224
225 Mr. Gaffney commented that the margin was \$13, and it used to be \$27.

226
227 Mr. McKalips stated that as that margin changed, it required more tonnage to resolve it. He
228 stated that staff was asking the Board to authorize the transfer station to open on Mondays for a

229 six-month pilot beginning on March 18 so they could take care of staffing, ending on September
30 16. He noted that this would involve the hiring of two full-time equivalent staff members.

231
232 **Dr. Palmer moved to approve the pilot project to keep the Ivy Transfer Station open on**
233 **Mondays for a six-month period as presented. Mr. Henry seconded the motion, which**
234 **passed unanimously (7-0).**

235
236 Dr. Palmer commented that there was an assumption that staff would report back on the pilot in a
237 timely manner.

238
239 Mr. McKalips reported that they had received the master plan from Arcadis on January 31, that
240 was designed to discuss recycling and use of the Ivy MUC site, but it was really focused largely
241 on recycling. He stated that they had been presented with alternatives earlier for two convenience
242 centers and had been shown a location and design for a composting facility, and the report did an
243 analysis of where they fit with other benchmark communities in the Commonwealth -- with some
244 successful areas and some needing improvement. He stated that they liked that Ivy was doing
245 source-separation recycling instead of single stream because of the national and international
246 market dynamics for recyclables. He noted that having less contamination and having purer
247 materials was doing a lot to keep those materials marketable, and suggested they needed to
248 remain agile in the marketplace to ensure they were still getting things recycled properly.

249
250 Dr. Palmer noted that the report also indicated that Rivanna was not doing as well as surrounding
251 counties in terms of providing places to bring trash and recyclables.

252
253 Mr. McKalips stated that the comparison localities had 4 and 11 remote recycling centers.

254
255 Dr. Palmer stated that Warren has 5, Frederick Co. has 11, and another locality had 4.

256
257 Mr. Mawyer stated that Hanover was the locality with 4.

258
259 Mr. McKalips referenced an image of the convenience center, noting that it was located on the
260 old transfer station site. He pointed out the big brown barn and the new convenience center,
261 which would run along the existing road -- with a portion of new roadway and parking required
262 for the construction. He noted the composting layout and stated if you turned away from the
263 tunnel and the pit, it would be on the flat landfill surface right behind you on the opposite side of
264 the fence.

265
266 Mr. McKalips stated they asked Arcadis, the contractor that came up with the layouts, to refine
267 their proposed costs for design, construction, and permitting for alternative one -- and they came
268 back with \$443,000. He stated that the County had \$350,000 in the existing CIP budget, and
269 Rivanna had talked with them and determined there may be some approaches by changing some
270 ideas on equipment and sizing, with well as phased installations and construction where they
271 could get down into the range of \$350,000. He stated that staff would like to ask the Board to
272 authorize Mr. Mawyer to establish an agreement for construction, design, and operation of the
273 convenience center.

274

275 Dr. Palmer stated that the Board of Supervisors had talked about this for quite some time, with
276 the idea being for the facility to be something they can show the community as a model for a
277 convenience center. She mentioned that the last rollout they had was "pretty disastrous" and was
278 going to be privately run, with nothing really to show people -- so the idea here was to have
279 something nice they can have communities look at. She added that she was glad to see there was
280 a way to bring down the cost.

281
282 Mr. McKalips responded that they stated they wanted to have a McIntire-like facility out in Ivy,
283 and the biggest part of the variable costs was for things like compactors -- going to dumpsters
284 relative to different kinds of powered compactors, with the thought being that there were almost
285 2,200 customers at McIntire in a week. He added that he didn't know if they needed to have four
286 or five compactors there at \$30,000-\$40,000 a piece when they would not be run that much.

287
288 Mr. Mawyer commented that they would not be run that much initially.

289
290 Ms. Galvin noted that expansion was not a problem.

291
292 Mr. McKalips confirmed this.

293
294 Dr. Palmer stated that one of the things she hoped they would have somewhere in the budget was
295 a compactor for household trash so they could show people, because the convenience centers
296 needed to have a place for people to bring trash. She mentioned that the last time they tried to go
297 out to the public, people were bringing pictures with overflowing dumpsters from the 1980s,
298 saying this was what this used to look like -- so they were trying to get away from that and go
299 with smaller, sealed compactors where people directly put their trash.

300
301 Mr. McKalips noted that this was not part of the initial installation but was obviously something
302 the site could accommodate as a demonstration facility for other places in the County.

303
304 Dr. Palmer stated she would like to have that discussion when they got to that point. She stated
305 that there was an expectation that they were going to have some recycling to get people in the
306 habit at Ivy sooner than 2020, and she would like to have them consider what it would take to put
307 out a few things in the interim just to get people in the habit.

308
309 Mr. McKalips pointed out the area where a few containers already existed for recycling, and it
310 was possible to get some of those containers in early and put them there while construction and
311 design were happening.

312
313 Mr. Richardson asked if that was where they currently had an area set up for cardboard.

314
315 Mr. McKalips confirmed this, stating that they could reuse the same area for that.

316
317 Dr. Palmer stated she would love to have more information about how that could work and what
318 staff thought could go there, as she would be very interested in taking that back to the Board of
319 Supervisors. She asked if they wanted a vote on this now.

320

321 Mr. Mawyer responded that they would like concurrence that they enter the contract with the
22 County to build the facility and operate it.
323
324 Mr. Gaffney asked if that included the composting.
325
326 Mr. McKalips explained that they would be working with Coker Composting to develop an
327 actual operational manual and financial model for how to run a composting facility so they could
328 look at costs that were fairly well refined.
329
330 Ms. Galvin stated that this was of major interest to the community of Charlottesville, but she
331 would defer to staff's recommendations.
332
333 Dr. Palmer mentioned that Charlottesville High School had started composting, and she didn't
334 know if they were bringing it to Ivy.
335
336 Mr. McKalips replied that he did not think they were receiving anything, and he confirmed that
337 Rivanna was collecting and hauling composting via Black Bear -- which was \$178 per ton.
338
339 Dr. Palmer stated there was UVA and the County's interest, and apparently Charlottesville High
340 School was composting.
341
342 Mr. McKalips stated that the consultant had the know how to come up with a viable plan that
343 was defensible.
344
345 Mr. Mawyer asked if there was agreement on the convenience center.
346
347 **Dr. Palmer moved that Rivanna proceed with the County to establish an agreement for**
348 **funding, construction, and operation of a recycling convenience center at the Ivy MUC.**
349
350 She noted that this was with the assumption that they would be phasing the \$443,000 project, and
351 she would not be asking the Board of Supervisors for another \$93,000 over the \$350,000.
352
353 Mr. Mawyer asked if the motion could clarify that the RSWA Board was authorizing Rivanna to
354 create a capital project for \$350,000 to the center.
355
356 **Dr. Palmer moved to authorize a \$350,000 capital project to design and build the**
357 **convenience center, with the funding coming from Albemarle County. Ms. Galvin seconded**
358 **the motion, which passed unanimously (7-0).**
359
360 Mr. Henry noted that the \$350,000 was currently funded in the County's CIP.
361
362 Mr. McKalips asked if they wanted to go back and discuss the composting center.
363
364 Dr. Palmer responded that the sign stated composting was coming to CHS but had not actually
365 begun yet.
366

367 Mr. Murphy commented that they don't know what kind of composting and whether it would go
68 into their garden program instead of being brought to the County, etc. -- but it would take some
369 research.

370
371 Mr. McKalips stated that the other thing that was in the master plan was for Rivanna to maintain
372 a level of agility to respond to the changes in market conditions with what they receive and what
373 they do with the materials recycled at McIntire and ultimately at Ivy. He stated they currently
374 collect #1 through #7 plastic containers and expect to collect the same at Ivy, but at the material
375 recovery facilities and elsewhere, there isn't really a healthy market for the #3 through #7
376 plastics. He stated that they used to all get packaged and shipped to China, but that had been
377 closed off and most of it was going to a landfill. He stated that instead of hauling waste that went
378 into a landfill all the way to NC and bailing it and take all that effort, the idea was to just stop
379 collecting it. He added that about 5 to 10% of the whole plastic waste stream was an industry
380 standard they hadn't counted, the #3 through #7 material, so that would reduce the volume of
381 waste stream. Mr. McKalips stated that the idea was to put #1 plastic -- which was about 60% --
382 in the compactor; and #2 would go into a regular roll-off container that would be managed
383 separately, which would greatly increase their value. He noted that staff would like the Board to
384 consider authorizing Rivanna to go through the process to end up at that point.

385
386 Mr. Gaffney asked how hard it would be to educate the public.

387
388 Mr. McKalips responded that this would be the challenge and the key to this, and it would
389 involve signage, etc. -- with a target date of July 1.

90
91 Dr. Palmer commented that it was difficult to see the numbers on the plastic, and she had
392 suggested putting a magnifying glass that people could use.

393
394 Mr. McKalips stated that they could do that, and it was a complicated project. He stated that they
395 were asking people who were devoted to recycling that if they didn't know what number it was
396 to put it in the trash, and that went against their core values.

397
398 Dr. Palmer stated that if they made it easy to figure out whether people had a #1-#5, they would
399 probably get better compliance.

400
401 Ms. Galvin suggested just having something on the sign to tell people where to look on their
402 bottle.

403
404 Dr. Palmer responded that people didn't read signs, but sometimes they would read a circle with
405 a line through it.

406
407 Ms. Galvin agreed that it should be something big and bold.

408
409 Mr. McKalips stated that it would take some effort.

410
411 Dr. Palmer asked if they would get rejected if there were a few misplaced containers.

412

413 Mr. McKalips responded that they probably wouldn't be, but if they could keep the number low
14 enough, it was a valuable material for industry.
415
416 Dr. Palmer asked if they knew what the percentage of contamination was.
417
418 Mr. Gaffney stated the industry would say zero just to keep it close to that.
419
420 Mr. McKalips agreed.
421
422 Ms. Galvin commented that there were probably members of the community who would
423 volunteer their time to help educate the public.
424
425 Mr. McKalips replied that they've had some offers already, and it was just a matter of putting the
426 whole program together.
427
428 Ms. Galvin noted that it took a lot of effort on staff's part to coordinate volunteers.
429
430 Dr. Palmer stated that this was important, and they had held a discussion at the Solid Waste
431 Advisory Committee that apparently there were some companies that were considering using the
432 material, but it was unclear as to when then would open, what the transportation would be, etc.
433
434 Mr. McKalips pointed out that the industry could change.
435
436 Dr. Palmer commented that they would need to remain nimble.
437
438 **Dr. Palmer moved that the RSWA discontinue collection of plastics numbered 3 through 7**
439 **for recycling until a market is available for these products, effective July 1, 2019, and to**
440 **authorize Rivanna to develop an education process for the public. Mr. Richardson**
441 **seconded the motion.**
442
443 Mr. Murphy stated that staff branded this as though there was some efficiency in bundling, not
444 shipping to another state, etc., and asked what the cost was in rolling this out. He stated that
445 deploying new sorting strategies, having new personnel, etc. started to eat into whatever that
446 efficiency savings was -- and he asked staff if they had done any of that math.
447
448 Mr. McKalips responded that he had not, other than to say his thought was that he didn't believe
449 they were really in a position to start hiring people to stand by the dumpsters and do an
450 inspection process. He stated that if they could get volunteers to help, that was wonderful, but he
451 was not seeing any costs there. He noted that underlying it all, his worst-case scenario was if
452 they bailed it all as #1 and #2, and it arrived at the MURF in Raleigh and they stated it was still
453 dirty, it would get run as it is now. He emphasized that they were doing no harm and were not
454 making it worse, and at the end of the day, they would still take it as mixed plastic.
455
456 Dr. Palmer stated that they would not want people to think Rivanna was just landfilling it, so
457 there was a public trust issue that stated they had to be honest with everyone and say what was
458 happening -- because right now it was getting landfilled.

459
60 Mr. McKalips stated that they were at the point of wanting to do new signage yesterday, which
461 was already part of the plan -- so it was just a matter of wordsmithing the content of the signs.
462
463 Mr. Murphy asked what 5% of the shipping down to Raleigh was per year.
464
465 Mr. McKalips responded that he wouldn't know how to speculate that, and they were hauling
466 one load a month to Madison Heights, and Sunoco hauled from Madison Heights to Raleigh, so
467 they would be adding 5% volume inside the trailers. He stated that instead of every month
468 driving down, they would be going down every 35 days, which would be about a 10%
469 difference.
470
471 Mr. Mawyer stated that they would take a look at that to see if they could come up with any
472 savings.
473
474 **The motion passed unanimously (7-0).**
475
476 Regarding composting, Dr. Palmer stated that they would like to move forward with finding out
477 what it costs -- and the City has been composting longer, with the County doing very little
478 currently and UVA doing most of it. She asked what the City's portion of composting was now
479 and how that was working with UVA and whether they were just paying for it.
480
481 Mr. McKalips responded that it was about 35% and it was all part of the recycling budget.
82
483 Mr. Wood pointed out that with the composting at Ivy, the tipping fee was supposed to be
484 sufficient to pay costs. He stated that the City/County composting ratio at McIntire was
485 30%/70%.
486
487 Mr. Mawyer noted that all the other recycling at McIntire was that split.
488
489 Dr. Palmer stated they had the recycling/composting at Ivy too, and she doubted that much was
490 going in there from the public.
491
492 Mr. McKalips responded that it was one 90-gallon container per week, and it wasn't always
493 completely full.
494
495 Dr. Palmer asked if that was County and City.
496
497 Mr. McKalips replied that it was just residents.
498
499 Dr. Palmer stated that it lowered the cost dramatically to have the composting facility that close.
500
501 Mr. Gaffney stated that staff was asking just to develop a cost estimate.
502
503 Mr. Mawyer confirmed this.

~04

505 Mr. Gaffney asked what the cost was for the estimate.
506
507 Mr. McKalips responded that the proposal from Coker was \$8,300.
508
509 Mr. Mawyer stated that they had already authorized him to do that study.
510
511 Mr. Henry asked if it was building off of the master plan concept.
512
513 Mr. Mawyer confirmed that it was and was going to the next level of detail.
514
515 Dr. Palmer stated that the County had already paid for the master plan process.
516
517 Mr. Mawyer stated that this was mostly for information to let the Board know they were doing it,
518 and to solicit any feedback. He added that they would bring back more detailed information
519 about the composting aspect at Ivy.
520
521 Mr. Henry asked if they were programming anything in their FY20 budget for capital
522 construction.
523
524 Mr. Mawyer replied that they have not yet.
525
526 Mr. Henry stated that they would get the cost information and the programming and then make
527 decisions from that.
528
529 Dr. Palmer asked what the timing of that would be.
530
531 Mr. McKalips responded that the consultant thought he could do the whole study within two
532 months, so it would be complete by the end of April or beginning of May.
533
534 Dr. Palmer stated that the County was going through its budget currently, and in future years if
535 they could start getting stuff a bit earlier, they could better get it into their budget. She stated that
536 if this was something they could do in 2020, she would love to see it happen but had no way of
537 bringing things back to staff.
538
539 Mr. Mawyer stated they would see how much it cost and then make a decision, but it was late for
540 FY20 and it would be early for FY21.
541
542 Mr. McKalips stated that the last item of his report was a logo revision, prompted by the need to
543 go out to bid for a new uniform company at Ivy. He stated that the logo they were all familiar
544 with -- the green dot logo -- had always been a bit difficult for people to read and interpret. He
545 commented that everyone liked the Rivanna Water & Sewer Authority logo for the most part,
546 and the strategic plan had focused on trying to bring the two authorities together so they were
547 one team or entity. He stated that they had come up with the concept that they were all one
548 Rivanna, but to give some differentiation, they would have "Solid Waste" underneath it -- which
549 was the alternative preferred by staff. He stated that the costs for this were fairly minimum, and
550 they were provided with the uniform contract. He noted that printed media was all done

551 electronically at this point, so they wouldn't need to do that, and things like signage would just
552 be phased out as there weren't that many -- one at Ivy, one at McIntire, and several trucks with
553 logos on the side. He added that he would like for the Board to consider allowing the RSWA to
554 change its logo.

555
556 Mr. Gaffney commented that he liked the proposed revision, as it was very clean and in keeping
557 with Rivanna overall.

558
559 Dr. Palmer stated that it would be nice to have the recycling logo and "drop" because it let
560 people know of the environmental aspects of it.

561
562 Ms. Galvin stated that it got a little busy with that included.

563
564 Mr. McKalips agreed, stating that it interfered with the mountain scene.

565
566 Dr. Palmer noted that she assumed people didn't really read much, and she just liked the
567 environmental aspect.

568
569 **Dr. Palmer moved that they approve the expenditure for the logo revision as presented.**
570 **Mr. Oberdorfer seconded the motion, which passed unanimously (7-0).**

571
572 The Rivanna Solid Waste Authority Board of Directors recessed its meeting at 2:55 p.m.

573
574 The Rivanna Solid Waste Authority Board of Directors reconvened its meeting and joined the
575 RWSA Board of Directors meeting at 3:02 p.m.

576
577 *b. Presentation: Quarterly Strategic Plan Update; Katie McIlwee, Executive Coordinator and*
578 *Communications Manager*

579
580 Ms. McIlwee reported that this was staff's third update to the Board and the first quarter update
581 for 2019. She reminded them that the Strategic Plan had 6 goals, 12 strategies, and 78 tactics --
582 with the only change being that Mr. Tungate was now the sole goal champion for Operational
583 Optimization. She stated that according to Strategy Blocks -- the software program used to track
584 progress-- the progress was 79%, slightly behind the goal of 81%.

585
586 Ms. McIlwee reported that Workforce Development finished the annual staffing needs
587 assessment and recommendations had been made to be included in this year's budget and
588 coordination with PVCC for training for various topics such as safety and operator training
589 continues. She stated that they continued to draft the individual development plans, which would
590 be rolled out next and would tie into performance reviews. She noted that they were also
591 reviewing pay scale adjustments and the individual development plan with the leadership team.

592
593 Ms. McIlwee reported that Operational Optimization has hired a consultant to do a safety master
594 plan; security systems at South Rivanna and Crozet Water Treatment Plants had been upgraded;
595 and the corrosion inhibitor study had also been completed, with review of the recommendations
36 from that study to begin along with implementation and completion of the safety master plan.

597

598 Mr. Mawyer commented that staff would have a presentation for the Board in March on the
599 corrosion inhibitor study.

600

601 Ms. McIlwee stated that the Communication and Collaboration Goal Team recently rolled out
602 the employee portal, which was an internal communication platform located within the website
603 for offsite employees, which can be accessed from a computer or mobile device. The Portal
604 provides basic information such as health insurance or leave forms. She stated that she had
605 analyzed web statistics to get an idea of which pages got the most usage, and she also removed
606 about 10 outdated or blank pages.

607

608 Ms. McIlwee reported that their next steps were to continue to coordinate with the City, County,
609 ACSA, and Rivanna Conservation Alliance on the "RiverFest" festival to take place in May. She
610 stated that the City had moved its 5K to the event, and the Alliance was doing a regatta race at
611 the same time, which had become a much larger festival.

612

613 She stated that the IT Master Plan was wrapping up and they were looking at ways to increase
614 internal communication platforms and possibly make the employee portal more extensive or
615 move to a different type of platform. She stated that they would also reexamine records
616 management protocols.

617

618 Ms. McIlwee reported that the Environmental Stewardship Goal Team added an environmental
619 tip to the Rivanna Review, a bi-monthly employee newsletter and was looking at topics to
620 include in the employee portal. She stated that they have also identified and requested funding
621 for green initiatives, and were working with her to coordinate on RiverFest, as well as
622 coordinating a Rivanna employee stream cleanup -- most likely for Moore's Creek -- in
623 coordination with the Rivanna Conservation Alliance.

624

625 Ms. Palmer stated that one of the issues that generated complaints was haulers not covering the
626 back of their loads, which led to a lot of roadside trash and littering concerns -- and possibly
627 RSWA's education to haulers could include an explanation of this issue.

628

629 Ms. McIlwee reported that Solid Waste Services had completed the Master Plan, which was
630 presented to the RSWA Board earlier in the meeting. She stated that they had reduced the tipping
631 fees on MSW and CDD, and they have researched the possibility of being open on Mondays and
632 after Board approval would begin implementation of the expanded operating schedule. She
633 stated that they would begin advertising that Ivy would be open on Mondays starting March 18,
634 2019, and that would also include expanded recycling services at the Ivy MUC.

635

636 Ms. McIlwee reported that with Infrastructure and Master Planning, the first stages of the asset
637 management plan had been completed -- including the awareness training and program
638 development workshops. She stated that they had worked with the GIS coordinator to organize
639 the current asset and information and would continue to organize it and develop a matrix to track
640 additional master plan needs.

641

642 Mr. Henry asked for a copy of the PowerPoint.

643
644 Mr. Gaffney requested a brief update on RiverFest at their next meeting.
645

646

647 **9. OTHER ITEMS FROM BOARD/STAFF NOT ON AGENDA**

648 There were none presented.

649

650 **10. CLOSED MEETING**

651 There was no closed meeting held.

652

653 **11. ADJOURNMENT**

654

655 Ms. Galvin moved to adjourn the RSWA Board meeting. Dr. Palmer seconded the motion,
656 which passed 7-0.

657

658 The RSWA Board adjourned its meeting at 3:11 p.m.

659

660 Respectfully submitted,

661

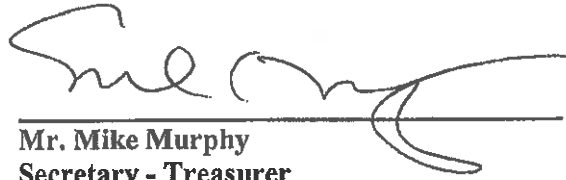
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Mr. Mike Murphy
Secretary - Treasurer