RSWA BOARD OF DIRECTORS
Minutes of Regular Meeting
February 26, 2019

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

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

Board Members Absent: None.

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

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

1. CALL TO ORDER

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

2. MINUTES OF PREVIOUS BOARD MEETING

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

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

3. RECOGNITION

There were no recognitions presented.

4. EXECUTIVE DIRECTOR’S REPORT

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

5. ITEMS FROM THE PUBLIC
Mr. Gaffney invited items from the public.

There were no items presented.

6. RESPONSES TO PUBLIC COMMENTS

There were no responses to public comments.

7. CONSENT AGENDA

a. Staff Report on Finance

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

c. Staff Report on Ivy Landfill Environmental Status

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

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

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

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

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

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

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

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

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

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

Mr. Richardson commented that he appreciated staff knowing the answers to these questions ahead of time, and the amount of work involved in that.
Dr. Palmer moved to adopt the Consent Agenda as presented. Ms. Galvin seconded the motion, which passed 7-0.

8. OTHER BUSINESS

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

i. Ivy Transfer Station
   • Usage Update
   • Open Ivy MUC on Mondays

ii. Ivy Master Plan
   • Convenience Center
   • Composting Facility
   • Plastics Recycling

iii. New RSWA Logo

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

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

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

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

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

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

Mr. McKalips replied that he recalled calculating it by January 22 or 23, and it slowed it down from 64 to about 60 on average. He stated that they had done 1,400 tons in one month.
Mr. Gaffney stated that there were emails exchanged regarding whether this was a one-month thing, and staff indicated that there was at least one big load coming per month, so this was not out of the ordinary.

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

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

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

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

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

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

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

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

Mr. McKalips reported that he had compiled a tons per day metric of how much would need to be brought in to pay for any increase in costs. He explained that they started off in January 2018 with 23 tons a day, and when they changed the lower tipping fee, that calculation was that they needed to add 34 tons per day -- which brought the total up to 57 tons per day. He stated they were averaging 64 tons per day, which was 7 tons per day ahead of where they needed to be because of the tipping fee change. He stated that opening on Mondays would cost about $300 per day, which equated to 23 tons per day, with the calculation being the margin between the tipping
Mr. McKalips stated that to break even for opening the additional day, the facility would need to receive an additional 23 tons per day average (138 tons per week) for the 6-day work week. If Ivy received 64 tons on Mondays, this would reduce the deficit to 74 tons per week (138-64=74) or an average of 12 tons per day. Take the “extra” 7 tons per day that we currently receive, and you are left with 5 tons per day that are needed to break even. He stated that staff felt that was possible if they removed obstacles for business to use the transfer station, as it would stimulate traffic on the remaining days of the week -- even though the only change was Monday -- because it had become more convenient for users.

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

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

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

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

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

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

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

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

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

Mr. McKalips stated that as that margin changed, it required more tonnage to resolve it. He stated that staff was asking the Board to authorize the transfer station to open on Mondays for a
six-month pilot beginning on March 18 so they could take care of staffing, ending on September 16. He noted that this would involve the hiring of two full-time equivalent staff members.

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

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

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

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

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

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

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

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

Mr. McKalips stated they asked Arcadis, the contractor that came up with the layouts, to refine their proposed costs for design, construction, and permitting for alternative one -- and they came back with $443,000. He stated that the County had $350,000 in the existing CIP budget, and Rivanna had talked with them and determined there may be some approaches by changing some ideas on equipment and sizing, with well as phased installations and construction where they could get down into the range of $350,000. He stated that staff would like to ask the Board to authorize Mr. Mawyer to establish an agreement for construction, design, and operation of the convenience center.
Dr. Palmer stated that the Board of Supervisors had talked about this for quite some time, with the idea being for the facility to be something they can show the community as a model for a convenience center. She mentioned that the last rollout they had was “pretty disastrous” and was going to be privately run, with nothing really to show people -- so the idea here was to have something nice they can have communities look at. She added that she was glad to see there was a way to bring down the cost.

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

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

Ms. Galvin noted that expansion was not a problem.

Mr. McKalips confirmed this.

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

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

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

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

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

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

Dr. Palmer stated she would love to have more information about how that could work and what staff thought could go there, as she would be very interested in taking that back to the Board of Supervisors. She asked if they wanted a vote on this now.
Mr. Mawyer responded that they would like concurrence that they enter the contract with the County to build the facility and operate it.

Mr. Gaffney asked if that included the composting.

Mr. McKalips explained that they would be working with Coker Composting to develop an actual operational manual and financial model for how to run a composting facility so they could look at costs that were fairly well refined.

Ms. Galvin stated that this was of major interest to the community of Charlottesville, but she would defer to staff’s recommendations.

Dr. Palmer mentioned that Charlottesville High School had started composting, and she didn’t know if they were bringing it to Ivy.

Mr. McKalips replied that he did not think they were receiving anything, and he confirmed that Rivanna was collecting and hauling composting via Black Bear -- which was $178 per ton.

Dr. Palmer stated there was UVA and the County’s interest, and apparently Charlottesville High School was composting.

Mr. McKalips stated that the consultant had the know how to come up with a viable plan that was defensible.

Mr. Mawyer asked if there was agreement on the convenience center.

**Dr. Palmer moved that Rivanna proceed with the County to establish an agreement for funding, construction, and operation of a recycling convenience center at the Ivy MUC.**

She noted that this was with the assumption that they would be phasing the $443,000 project, and she would not be asking the Board of Supervisors for another $93,000 over the $350,000.

Mr. Mawyer asked if the motion could clarify that the RSWA Board was authorizing Rivanna to create a capital project for $350,000 to the center.

**Dr. Palmer moved to authorize a $350,000 capital project to design and build the convenience center, with the funding coming from Albemarle County. Ms. Galvin seconded the motion, which passed unanimously (7-0).**

Mr. Henry noted that the $350,000 was currently funded in the County’s CIP.

Mr. McKalips asked if they wanted to go back and discuss the composting center.

Dr. Palmer responded that the sign stated composting was coming to CHS but had not actually begun yet.
Mr. Murphy commented that they don’t know what kind of composting and whether it would go into their garden program instead of being brought to the County, etc. -- but it would take some research.

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

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

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

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

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

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

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

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

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

Mr. McKalips stated that it would take some effort.

Dr. Palmer asked if they would get rejected if there were a few misplaced containers.
Mr. McKalips responded that they probably wouldn’t be, but if they could keep the number low enough, it was a valuable material for industry.

Dr. Palmer asked if they knew what the percentage of contamination was.

Mr. Gaffney stated the industry would say zero just to keep it close to that.

Mr. McKalips agreed.

Ms. Galvin commented that there were probably members of the community who would volunteer their time to help educate the public.

Mr. McKalips replied that they’ve had some offers already, and it was just a matter of putting the whole program together.

Ms. Galvin noted that it took a lot of effort on staff’s part to coordinate volunteers.

Dr. Palmer stated that this was important, and they had held a discussion at the Solid Waste Advisory Committee that apparently there were some companies that were considering using the material, but it was unclear as to when then would open, what the transportation would be, etc.

Mr. McKalips pointed out that the industry could change.

Dr. Palmer commented that they would need to remain nimble.

Dr. Palmer moved that the RSWA discontinue collection of plastics numbered 3 through 7 for recycling until a market is available for these products, effective July 1, 2019, and to authorize Rivanna to develop an education process for the public. Mr. Richardson seconded the motion.

Mr. Murphy stated that staff branded this as though there was some efficiency in bundling, not shipping to another state, etc., and asked what the cost was in rolling this out. He stated that deploying new sorting strategies, having new personnel, etc. started to eat into whatever that efficiency savings was -- and he asked staff if they had done any of that math.

Mr. McKalips responded that he had not, other than to say his thought was that he didn’t believe they were really in a position to start hiring people to stand by the dumpsters and do an inspection process. He stated that if they could get volunteers to help, that was wonderful, but he was not seeing any costs there. He noted that underlying it all, his worst-case scenario was if they bailed it all as #1 and #2, and it arrived at the MURF in Raleigh and they stated it was still dirty, it would get run as it is now. He emphasized that they were doing no harm and were not making it worse, and at the end of the day, they would still take it as mixed plastic.

Dr. Palmer stated that they would not want people to think Rivanna was just landfills, it, so there was a public trust issue that stated they had to be honest with everyone and say what was happening -- because right now it was getting landfilled.
Mr. McKalips stated that they were at the point of wanting to do new signage yesterday, which was already part of the plan -- so it was just a matter of wordsmithing the content of the signs.

Mr. Murphy asked what 5% of the shipping down to Raleigh was per year.

Mr. McKalips responded that he wouldn’t know how to speculate that, and they were hauling one load a month to Madison Heights, and Sunoco hauled from Madison Heights to Raleigh, so they would be adding 5% volume inside the trailers. He stated that instead of every month driving down, they would be going down every 35 days, which would be about a 10% difference.

Mr. Mawyer stated that they would take a look at that to see if they could come up with any savings.

The motion passed unanimously (7-0).

Regarding composting, Dr. Palmer stated that they would like to move forward with finding out what it costs -- and the City has been composting longer, with the County doing very little currently and UVA doing most of it. She asked what the City’s portion of composting was now and how that was working with UVA and whether they were just paying for it.

Mr. McKalips responded that it was about 35% and it was all part of the recycling budget.

Mr. Wood pointed out that with the composting at Ivy, the tipping fee was supposed to be sufficient to pay costs. He stated that the City/County composting ratio at McIntire was 30%/70%.

Mr. Mawyer noted that all the other recycling at McIntire was that split.

Dr. Palmer stated they had the recycling/composting at Ivy too, and she doubted that much was going in there from the public.

Mr. McKalips responded that it was one 90-gallon container per week, and it wasn’t always completely full.

Dr. Palmer asked if that was County and City.

Mr. McKalips replied that it was just residents.

Dr. Palmer stated that it lowered the cost dramatically to have the composting facility that close.

Mr. Gaffney stated that staff was asking just to develop a cost estimate.

Mr. Mawyer confirmed this.
Mr. Gaffney asked what the cost was for the estimate.

Mr. McKalips responded that the proposal from Coker was $8,300.

Mr. Mawyer stated that they had already authorized him to do that study.

Mr. Henry asked if it was building off of the master plan concept.

Mr. Mawyer confirmed that it was and was going to the next level of detail.

Dr. Palmer stated that the County had already paid for the master plan process.

Mr. Mawyer stated that this was mostly for information to let the Board know they were doing it, and to solicit any feedback. He added that they would bring back more detailed information about the composting aspect at Ivy.

Mr. Henry asked if they were programming anything in their FY20 budget for capital construction.

Mr. Mawyer replied that they have not yet.

Mr. Henry stated that they would get the cost information and the programming and then make decisions from that.

Dr. Palmer asked what the timing of that would be.

Mr. McKalips responded that the consultant thought he could do the whole study within two months, so it would be complete by the end of April or beginning of May.

Dr. Palmer stated that the County was going through its budget currently, and in future years if they could start getting stuff a bit earlier, they could better get it into their budget. She stated that if this was something they could do in 2020, she would love to see it happen but had no way of bringing things back to staff.

Mr. Mawyer stated they would see how much it cost and then make a decision, but it was late for FY20 and it would be early for FY21.

Mr. McKalips stated that the last item of his report was a logo revision, prompted by the need to go out to bid for a new uniform company at Ivy. He stated that the logo they were all familiar with -- the green dot logo -- had always been a bit difficult for people to read and interpret. He commented that everyone liked the Rivanna Water & Sewer Authority logo for the most part, and the strategic plan had focused on trying to bring the two authorities together so they were one team or entity. He stated that they had come up with the concept that they were all one Rivanna, but to give some differentiation, they would have “Solid Waste” underneath it -- which was the alternative preferred by staff. He stated that the costs for this were fairly minimum, and they were provided with the uniform contract. He noted that printed media was all done
electronically at this point, so they wouldn’t need to do that, and things like signage would just
be phased out as there weren’t that many -- one at Ivy, one at McIntire, and several trucks with
logos on the side. He added that he would like for the Board to consider allowing the RSWA to
change its logo.

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

Dr. Palmer stated that it would be nice to have the recycling logo and “drop” because it let
people know of the environmental aspects of it.

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

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

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

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

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

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

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

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

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

Ms. McIlwee reported that Operational Optimization has hired a consultant to do a safety master
plan; security systems at South Rivanna and Crozet Water Treatment Plants had been upgraded;
and the corrosion inhibitor study had also been completed, with review of the recommendations
from that study to begin along with implementation and completion of the safety master plan.
Mr. Mawyer commented that staff would have a presentation for the Board in March on the corrosion inhibitor study.

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

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

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

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

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

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

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

Mr. Henry asked for a copy of the PowerPoint.
Mr. Gaffney requested a brief update on RiverFest at their next meeting.

9. **OTHER ITEMS FROM BOARD/STAFF NOT ON AGENDA**
   There were none presented.

10. **CLOSED MEETING**
    There was no closed meeting held.

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

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

Respectfully submitted,

[Signature]

Mr. Mike Murphy
Secretary - Treasurer