



RSWA BOARD OF DIRECTORS
Minutes of Special Meeting
January 28, 2020

A special meeting of the Rivanna Solid Waste Authority (RSWA) Board of Directors was held on Tuesday, January 28, 2020 at 2:00 p.m. in the 2nd floor conference room, Administration Building, 695 Moores Creek Lane, Charlottesville, Virginia.

Board Members Present: Dr. Liz Palmer, Jeff Richardson, Mike Gaffney, Lloyd Snook, Lance Stewart, Paul Oberdorfer.

Board Members Absent: Dr. Tarron Richardson.

Rivanna Staff Present: Lonnie Wood, Michelle Simpson, Austin Marrs, Victoria Fort, Jennifer Whitaker, Scott Schiller, Phil McKalips, David Rhoades, Liz Coleman, Katie McIlwee, Bill Mawyer.

Attorney(s) Present: Mr. Kurt Krueger.

1. CALL TO ORDER

Mr. Gaffney convened the January 28, 2020 special meeting of the Board of Directors of the Rivanna Solid Waste Authority at 2:02 p.m.

2. MINUTES OF PREVIOUS BOARD MEETING

Minutes of the Regular Meeting of the Board on November 19, 2019

Mr. Gaffney asked board members if they had comments or changes.

Dr. Palmer moved that the board approve the minutes of the previous board meeting. The motion was seconded by Mr. Oberdorfer and passed unanimously (6-0). Dr. Richardson was absent from the meeting and the vote.

3. RECOGNITIONS

There were no recognitions.

4. EXECUTIVE DIRECTOR'S REPORT

Mr. Mawyer stated that with regards to the workforce development initiative, he wanted to celebrate that Russ Blankenstein (Assistant Solid Waste Manager) successfully passed his Class I and Class II Waste Operator License exams, which qualifies and licenses him to operate a transfer station, as well as a landfill. He stated that the Ivy MUC is a closed landfill that is still under a landfill permit, and Mr. Blankenstein is one of several people licensed to operate the facility.

Mr. Mawyer stated that Phil McKalips (Solid Waste Manager) led a tour at Ivy for some homeschooled students.

Mr. Mawyer stated that there continues to be good traffic at the IMUC, with over 4,400 vehicles in November, averaging about 119 tons per day. He stated that the December numbers dropped off slightly, with 3,900 vehicles and 86 tons per day of refuse disposal.

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Mr. Mawyer stated that RSWA continues to diversify its services. He stated that Gary O'Connell made a request and suggestion about coming up with a way to collect used cooking oil. He stated that RSWA had also been contacted by a vendor and in February, the vendor will be bringing a container to McIntire Recycling Center that will collect used cooking oil. He stated that this would be run as a pilot program at no cost to RSWA, as the vendor will be picking up the container when it is full. He stated that this will allow people who deep fry foods to deposit the waste oil in that container rather than dumping it down the drain and into the sewer system.

Ms. Palmer asked if the vendor contacting RSWA was a coincidence.

Mr. Mawyer stated that it was, noting that Five-Star Septic from Sterling, VA called shortly after Mr. O'Connell made his suggestion, asking if it would be okay to put a container at the recycling facility. He stated that staff agreed to give it a try.

Mr. Snook asked what the company does with the oil when they receive it.

Mr. Mawyer replied that they reuse it to produce animal feeds or biofuels. He stated Valley Proteins has a similar program where they collect cooking oil from restaurants and repurpose the product.

Mr. Mawyer stated that this was another addition to the McIntire services, along with the oyster shell collection program.

Mr. Mawyer stated that he, Mr. McKalips, David Rhoades, and Mr. Blankenstein visited the Sonoco Recycling facility near Lynchburg to see where RSWA's newsprint and office paper, as well as #1 and #2 plastics, go and how they are processed. He stated that it was very informative and interesting to see how Sonoco takes all the products, sorts, bales, and send them away, and helped us understand what contamination looks like and, if we are going to decrease contamination, how we have to improve their source separating.

Mr. Mawyer stated that they would also be visiting Sonoco Richmond on Thursday that week, where there is a papermill that reprocesses mixed paper and cardboard into paper products.

Mr. Mawyer stated that under the current bylaws, the RSWA Board was scheduled to hold another meeting in February, unless they chose not to. He noted that the current meeting was a special one that they had decided to have back in November. He stated that the next regularly-scheduled meeting was in February, and if they could get all the members there, they could approve a bylaw change that had been discussed of making the meetings every other month. He stated that they have not yet been able to do that, and until they do, they are following the original schedule and would have a meeting in February.

Mr. Stewart stated that the idea was to align the meetings in a frequency that is more reasonable for getting business done every other month instead of having seasonal meetings.

Mr. Mawyer stated that the bylaws say they will meet in February, April, May, June, August, and November. He reminded that in order to change the bylaws, they must have all the board members present to vote. He stated that they had drafted an amendment to the by-laws that says they will have the same six meetings, but that they will be every other month starting in January in order to have a more consistent flow to the meetings instead of leaving a gap where in the last six months of the year, there are currently only two meetings. He stated that in the past, they have had to schedule

98 special meetings to do business, such as construction awards. He stated that as programs are
99 continuing and expanding, they were trying not to add more meetings, but space them out in a better
100 way.

101)1
102 Mr. Krueger stated that they need all the members present to amend the bylaws to change the
103 regular meetings, but they also need all the members present to amend the bylaws to no longer
104 require all the members present to amend the bylaws.

105
106 Mr. Snook stated that he noticed that the last draft of the bylaws was written in 2014. He asked if
107 the requirement that all members be present to amend them was based on some particular, historical
108 problem.

109
110 Mr. Krueger replied that it has always been in the bylaws.

111
112 Mr. Mawyer noted that the bylaws do not state there has to be a unanimous vote, but that everyone
113 must be present (compared to needing four for a quorum). He stated that they could have 4 members
114 present including, three County reps, a Chairman, and no one from the City for a quorum, and that
115 perhaps this is why the bylaws were written to require all members to be present.

116
117 Mr. Snook stated that the Regional Transit Partnership's bylaws provide that there has to be at least
118 one City person and at least one County person in order to have a quorum.

119
120 Mr. Mawyer stated this was similar, but that RSWA was different.

121
122 Ms. Palmer stated that given they were discussing collecting oil at McIntire, and pizza boxes, she
123 wanted to mention that May 3-9 is the International Composting Awareness Week. She stated that
124 many are hoping that the City, the County, and Rivanna will collaborate and do something related
125 to this. She stated that Mr. McKalips was aware and was included on emails pertaining to it, and
126 that Susan Elliott was involved. She stated that she wanted to mention it because as she was
127 rereading the minutes from the last meeting and what Ms. McIlwee had discussed in terms of school
128 videos, and she thought this might be something the schools would want to consider.

129
130 **5. ITEMS FROM THE PUBLIC**

131 Hearing no items from the public, Mr. Gaffney closed the Items from the Public portion of the
132 meeting.

133
134 **6. RESPONSES TO PUBLIC COMMENT**

135 There were none.

136
137 **7. CONSENT AGENDA**

138 There were no consent agenda items.

139
140 **8. OTHER BUSINESS**

141 *a. Presentation: Staff Report on Finance*

142 Mr. Lonnie Wood, Director of Finance, presented. He stated that he would briefly go through the
143 financial statements that are prepared each month and give some context on the budget.

144
145 Mr. Wood stated that the Authority's budget, since 2002, has always run in a deficit. He stated
146 that in 2002, they closed the final landfill C&D cell (construction and demolition debris), noting
147 they had stopped accepting MSW many years before that. He stated that ever since then, the

148 budget has operated at a deficit and because of that, they have evolved over the years with
149 several cost reimbursement agreements between local partners and Rivanna.

150
151 Mr. Wood stated that there are several multi-party cost agreements, with the first being in 2005.
152 He stated that this one addressed most of their remediation costs, and was also part of the HHW
153 program, and so all those costs are bundled together in the MOU Environmental account. He
154 stated that this agreement was created in 2005 and ends in 2034. He stated that in that agreement,
155 the first five years, UVA paid a larger amount annually than was shown on the report. That was
156 based on some of the massive closure costs that were happening at the time.

157
158 Mr. Wood stated that now that closure is finished, they are in post-closure care. He stated that
159 UVA, in the agreement, chose to have a fixed annual amount of roughly \$80,000 per year.

160
161 Mr. Wood stated that the City and the County's agreement says they will pay all remaining
162 unbudgeted costs at the percentages shown in the report. He stated that the remediation and
163 environmental program agreement covers 30% of all the administrative costs. He stated that
164 there are no true-ups related to that agreement.

165
166 Mr. Wood stated that the other multi-party agreement is the local agreement on recycling. He
167 stated that in this agreement, the City agrees to pay 30% and the County agrees to pay 70% of
168 the net budget deficit. He stated that this is paid in quarterly installments at the beginning of each
169 quarter. He stated that there is a true-up involved at the end of the year. If there is a deficit that
170 wasn't funded by the local support payments, a true up is performed and the County and City will
171 own the Authority for the deficit. If there is a surplus, the true up would refund the excess back to
172 the County and City. He stated that this agreement covers 20% of the administrative costs.

173
174 Mr. Wood stated that the last two agreements are between Rivanna and the County alone, with
175 one being related to all Ivy operations at the Ivy Transfer Station. He stated that 100% of the net
176 budget deficit is paid for by the County, with the remaining 50% of the administrative costs
177 being covered by this agreement, with a true-up as well.

178
179 Mr. Wood stated that the newest agreement for the Ivy Convenience Center will go into effect in
180 FY 2021. He stated that they are creating a new cost center for that agreement, but that it is
181 similar to the transfer station where the County agrees to pay for 100%, and there is a true up
182 related to this as well.

183
184 Mr. Wood stated that the summary of the budget document shows the main operating accounts,
185 and the four related cost centers showing revenues and expenses. He indicated to the line
186 showing that everything was basically running at a deficit. He reviewed the administrative costs
187 on the report, explaining that they are absorbed into the other cost centers. He stated that this is
188 why they see the administrative costs going to zero, as they are reallocated out each month. He
189 stated that the net annual contribution by the two local governments is \$1.2 million.

190
191 Mr. Wood presented the Environmental MOU cost center summary, which showed the MOU
192 support and the costs related to that.

193
194 Mr. Wood stated that each cost center will have a detailed line item, and in the budget done
195 every year, those details are included. He stated that the report boils the information down to the
196 summary of what the local support payments are for 2020 and 2019. He stated that the first two

197 groups under the County will get trued up, so they are always forcing themselves to get back to
198 that number in the adopted budget.

199
200 Mr. Wood stated that the financial statements included in the board packet each month provide a
201 basic summary of the state of finances. He indicated on the statement to total revenues, total
202 expenses, net operating (noting this was at a deficit), and the local support. He indicated to a
203 section on the statement that takes the cost for each cost center and divides the net ending deficit
204 by the total tonnage processed up to year-to-date, with a cost per unit ton included.

205
206 Mr. Wood presented a page showing budget versus actuals. He indicated to a percentage that
207 shows where they are at compared to the target and explained that since the report was for
208 December, the target was 50% of the budget. He stated that all revenue (except for recycling)
209 was running over budget.

210
211 Mr. Wood stated that with revenue for recycling, pricing was down about 40-50% that year so
212 far, for the first six months, and paper, aluminum cans, and plastic were suffering.

213
214 Mr. Wood presented a page showing the same information organized into monthly results, as
215 well as the local contributions as they come in.

216
217 Mr. Wood presented a legacy cash flow report, noting that many years ago, they used to run out
218 of cash, and that the report was used as a predictor of when the two local governments would
219 have to expect to fund on an as-needed basis. He stated that this was how funding was done
220 before all the agreements came into place, and so this report may not be as useful as it used to be.

221
222 Mr. Wood presented a summary of the revenues that shows the annual budget, the budget year-
223 to-date (annual budget divided by the percentage of the year) versus actual, and giving a result of
224 where the variances are.

225
226 Mr. Wood presented a report showing the tonnage information. He stated that even though the
227 report stated "December," it is usually lagging because the information doesn't always get to
228 Finance until mid- to late-January for what was collected in the previous month, and so there is
229 not always a hard cutoff there on actual tonnages. He stated that the tonnages were down for half
230 a year, and that they were not halfway there for most of the materials, except for mixed paper.

231
232 Mr. Wood presented a graphic of transfer station tonnages only, and does not include the
233 tonnages for vegetative or clean fill. He stated that this only represented what is received at the
234 transfer station, which is MSW and construction debris. He stated that there was a slight
235 downtick on the report in December that Mr. Mawyer had just mentioned.

236
237 *b. Presentation: Staff Report on Ivy Material Utilization Center/Recycling Operations Update*

238 Mr. Phil McKalips (Director of Solid Waste) presented. He stated that he would walk through
239 the Operations Report, which is included in the board packet every month. He stated that the
240 report serves two purposes, with one being to provide the hard numbers that are generated each
241 month from the transfer station operations. He stated that the report has morphed over the past
242 year or so into including other activities going on to provide a bigger picture.

243
244 Mr. McKalips stated that the board's last meeting was in November, and so the Operations
245 Report would include the November and December transfer station data. He stated that there
246 were almost 4,500 vehicles in November, and almost 4,000 in December. He stated that

247 typically, there is a decline in business in December and January, and so the number was not
248 surprising.

249
250 Mr. McKalips presented a picture of the transfer station, indicating to the entrance from Dick
251 Woods Road, the scale house, and the new transfer station where MSW (municipal solid waste)
252 and construction and demolition debris (C&D) is taken. He presented a picture of the interim Ivy
253 Convenience Center, as well as the location in June of the new Ivy Convenience Center.

254
255 Mr. McKalips indicated to the old, closed landfill cells, and to an area where vegetative waste is
256 collected and ground into mulch. He stated that in the back corner is where they take clean fill,
257 which includes rock and stone debris, brick, and asphalt, and that they are refilling a borrow area.

258
259 Mr. Mawyer asked if this included glass.

260
261 Mr. McKalips replied that there is a glass stockpiling area there as well that is used until the
262 glass can be transported to Strategic Materials, adding that Rivanna had just entered into a new
263 agreement with them.

264
265 Mr. McKalips presented another picture of the new transfer station. He also presented a closer
266 picture of the vegetation area, noting where the vegetation comes in, which includes everything
267 from grass clippings and leaves to big stumps, trees, vines, and shrubs. He stated that the
268 vegetation is ground into mulch, which is sold out every year to the public or commercial
269 businesses. He noted that the clean fill was located nearby.

270
271 Mr. McKalips presented the location of the new convenience center. He indicated to what was
272 the location of the old transfer station, explaining there was an upper deck where mulch piles
273 were being stored. He stated that the parking lot was where waste trailers are stored and where
274 HHW and amnesty days such as furniture, appliances, tires, and e-waste collections occur.

275
276 Mr. McKalips noted that this information was all included in the first half of the report, and that
277 the second half included pertinent information that might be of interest to the board.

278
279 Mr. McKalips stated that the report still included information on paint collection, which was part
280 of the HHW program. He stated that because of the demand, it was driving the customer traffic
281 at HHW and about one or two years ago, the board decided to allow for providing paint
282 collection on a daily basis, whenever the transfer station is open. He stated that the report tracks
283 the amount of material they collect there, and that it has been increasing ever since the program
284 started and has been very popular. He stated that with the new HHW contract, most of that
285 material is also being recycled, which is an added benefit.

286
287 Mr. McKalips stated that they do compostable food waste collection, with some of this being
288 done at the Ivy MUC. He stated that most of the actual food collection is done at McIntire, where
289 there is residential food collection and now, pizza boxes.

290
291 Mr. Snook asked if pizza boxes were now part of the composting program.

292
293 Mr. McKalips replied that they were, at McIntire. He stated that they have collected cardboard
294 there for years, and that people have always come with pizza boxes to recycle into the cardboard.
295 He stated that because pizza boxes are typically greasy, the recyclers do not want that material,

296 and so people would have to be asked daily not to throw them in, and would have to take them
297 home.

298
299 Mr. McKalips stated that they just recently got a new contract with the compost service provider
300 there and because of the way the contract is structured, they can now take those pizza boxes, as
301 they are very compostable. He stated that the boxes are now taken with the rest of the
302 compostable food waste, which is a nice offering for the public.

303
304 Mr. McKalips stated that they hoped that towards the end of February, they will be able to offer
305 the used cooking oil collection pilot at McIntire. He stated that it would be run as a pilot to see if
306 it is well suited to that public site, as there are concerns about whether or not this will become
307 objectionable.

308
309 Mr. McKalips presented a slide showing the average daily tonnages by month for the new
310 transfer station since its opening. He stated that the station opened in September of 2018 and that
311 starting in January of 2019, they changed the tipping fee from \$66 per ton to \$52 per ton. He
312 stated that almost immediately, there was a doubling of the amount of material collected from
313 28.5 to 64 tons per day. He stated that in mid-March, they started opening the facility on
314 Mondays, which then saw another 20-ton-per-day jump in the average daily tonnages.

315
316 Mr. McKalips stated that the figures on the slide tracks whether or not those two decisions are
317 still paying for themselves. He stated that the breakeven tonnage per day is about 89 tons. He
318 stated that this has averaged out to about 91 tons per day over the course of the year and thus, the
319 changes continue to pay for themselves.

320
321 Dr. Palmer stated that when City residents go to the transfer station, they are asked at the scale
322 house whether they live in the City or County. She stated that if they are from the City, they are
323 charged an additional \$9. She asked about how they will manage the recycling, as she has heard
324 that many people are happy that they will be able to drop both their trash and their recycling off
325 at the same place, rather than going two places. She asked how they would manage City versus
326 County for the tag-a-bag and recycling area.

327
328 Mr. McKalips stated that they would not have to manage this for tag-a-bag, as the person pays
329 for the tag with an all-inclusive fee. He stated that currently, there was no way to monitor this
330 because it is an unmanned area.

331
332 Mr. McKalips stated that their expectation was if someone was from the City and wanted to
333 recycle, they would go to McIntire, but if they went to Ivy, it was still a free service that
334 wouldn't be tracked. He stated that the service fees are applied as they cross the scale, and that
335 the whole convenience center access would be before they get to the scales, so they wouldn't be
336 confronted with that issue when they recycle.

337
338 Mr. Mawyer stated that all the recycling expenses are combined between McIntire and Ivy, so in
339 that vein, the City still pays 30% of the recycling costs for Ivy recycling. The County will fund
340 100% of the new Convenience Center costs.

341
342 Mr. McKalips stated that starting in July, the Ivy Convenience Center would become its own
343 cost center.

344
345 Mr. Mawyer asked if with the new agreement, cost allocations would change.

346
347 Mr. McKalips stated that the cost allocations for recycling would remain unchanged. He stated
348 that they were still working out how to track costs. He explained that at McIntire, if they get a
349 ton of cardboard, it goes to the Paper Sort, gets baled, and sold. He stated that there is an
350 agreement that says it is a 30/70 split between the City and County for the cost of recycling. He
351 stated that revenue is split on those same terms.

352
353 Mr. McKalips stated that because the new Convenience Center will be a separate cost center
354 where the County will be bearing all of the cost, they will try to figure a way where they can
355 associate those revenues separately and that currently, it was very difficult to do so, as the
356 materials are taken to the Paper Sort without a good system in place to scale them. He stated that
357 once the materials are comingled, there is no way to ever differentiate them, and so this problem
358 is being worked on.

359
360 Dr. Palmer stated there have been discussions on ways to make this work.

361
362 Mr. Stewart stated that there was the question about the Paper Sort operating costs, which may
363 increase marginally with the extra volume from the County.

364
365 Mr. McKalips stated that currently, there are no means to parse Paper Sort costs other than by the
366 original recycling agreement. He stated that because there is the interim facility at Ivy, they can
367 say that they are pulling one partial load (because they are non-compacted loads) from Ivy, and
368 they are going to the Paper Sort, versus the two compacted loads of material that are coming
369 from McIntire without much in the difference. He stated that he didn't know what this would
370 turn into. He stated that if they ended up with one facility driving 20-30% of the business, this
371 could result in important questions.

372
373 Mr. Stewart stated that he realized that the County is reviewing the Paper Sort study. He asked if
374 the intention was to bring the subject back to the next board meeting for discussion, contingent
375 upon the County's review.

376
377 Mr. McKalips replied that he had discussed this and wasn't sure exactly what the perfect time
378 would be in front of the board.

379
380 Mr. Mawyer stated that they would bring to the Board any items related to scope of work or
381 funding for the Paper Sort, but that if that discussion didn't happen until the second convenience
382 center comes into the program, they would combine the two cost issues at that time.

383
384 *c. Presentation: Award of Construction Contract for the IMUC Recycling Convenience*
385 *Center*

386 Mr. McKalips stated that this was a presentation that related to the Ivy Convenience Center,
387 which he would ask the board to act on at the end of the presentation. He presented the full-scale
388 recycling facility, noting that the funds were already set aside by the County and that they have
389 been moving forward with Arcadis. He stated that they did a Master Plan several years ago that
390 the board reviewed and selected from two alternatives one that was at the location of the old
391 transfer station.

392
393 Mr. McKalips presented an image of the entrance from Dick Woods Road, the scale house, and
394 the new transfer station. He indicated to the old transfer station and the proposed location the

395 board selected of the Ivy Convenience Center. He indicated to the interim facility, set up in a
396 parking area.

397
398 Mr. McKalips stated that Arcadis' original cost estimate was \$443,000 for the alternative. He
399 stated that they did some value engineering and brought it down to \$350,000, which the County
400 had already allocated in their budget. He stated that they signed an agreement with the County
401 for the construction in August.

402
403 Mr. McKalips stated that the new facility would be set up to take all the same materials except
404 for oyster shells, which are taken at McIntire. He stated that the difference will be that the only
405 compactor (at least at first, until they start to see a demand for it) will be for cardboard, and all
406 the rest will be static containers. He stated that they would still be collecting all the same
407 materials.

408
409 Dr. Palmer asked if there would be a baler there for cardboard.

410
411 Mr. McKalips replied no. He stated that there will be a compacted container like the one at
412 McIntire. He stated that they are currently putting cardboard into a static roll-off box, which is
413 pushed in with a piece of equipment and doesn't last very long (as it needs to be emptied twice a
414 week).

415
416 Mr. Mawyer asked where this is taken.

417
418 Mr. McKalips replied that it is taken to the Paper Sort.

419
420 Dr. Palmer stated that there is a baler for it there.

421
422 Mr. McKalips stated that the Paper Sort facility (off of Meade Avenue) is where all the
423 processing of the recycled material is done. He stated that instead of hauling a roll-off down to
424 Sonoco and Madison Heights for newsprint, for example, it is taken to the Paper Sort facility and
425 loaded into trailers until it is a trailer load, and then it is taken down. He stated that this creates
426 an economy of scale in hauling costs. He stated that they actually bale some of their own
427 materials as well, which allows them to get much more material onto those tractor trailers and
428 make the loads worth hauling. He stated that this processing step earns recycling money.

429
430 Dr. Palmer asked if the cardboard needs to be sorted much.

431
432 Mr. McKalips replied no, adding that they do not process it beyond baling it. He stated that as far
433 as he has heard, it has always been highly sought after by a variety of paper companies.

434
435 Mr. McKalips stated that one of the value engineering steps made was to take the material from
436 the old transfer station, which had upper and lower decks, and move the whole thing down to the
437 lower deck since they don't need that elevation change because of compactors. He stated that the
438 project then became putting a bypass road on it so that the road could be a dead-end road without
439 operational traffic running through it. He stated that the road would only be for people using the
440 recycling center and convenience center.

441
442 Mr. Mawyer asked Mr. McKalips to explain what the rectangles on the map represented.

443

444 Mr. McKalips replied that the black parts of the rectangles represent the compactors, noting that
445 this was the engineer's layout. He stated that the dotted area was the truck access needed. He
446 stated that the small rectangles were relics from previous activities in the areas and that he
447 believed they were the location of some metal items.

448
449 Mr. Oberdorfer asked if it was metal and tractor trailers.

450
451 Mr. McKalips stated yes, adding that cardboard and newsprint trailers sat there and that people
452 could load them. He indicated to an area where the oil and antifreeze collection will be located.

453
454 Dr. Palmer asked where HHW traffic would go.

455
456 Mr. McKalips replied that it would come down the new road, around the barn, in much the same
457 place as it is located currently (in the long, paved area). He indicated on the map where it would
458 come back out.

459
460 Mr. McKalips stated that they were familiar with the type of traffic they get at the recycling
461 centers and that at McIntire, there are lots of people and small children going from bin to bin. He
462 stated that this was not the place where they want thru traffic of heavy equipment or tractor
463 trailers. He stated that the idea of putting them in that diversion road is to make that a dead-end
464 area.

465
466 Mr. McKalips indicated on the map where patrons would come in (off of Dick Woods Road) and
467 that the entrance was before they would arrive at the scales.

468
469 Mr. McKalips presented a picture, explaining where the new road would come in. He indicated
470 to where the original transfer station was located (on the mulch piles and concrete below). He
471 stated that they would not be using this area, but that the Convenience Center would be located
472 in the large paved area. He indicated on the picture to where the traffic would be closed.

473
474 Mr. McKalips stated that there was a Request for Bid for the construction of the project, and that
475 two bids were received on January 16. He stated that Faulkner Construction was determined to
476 be the lowest responsible bidder, and that their bid was \$150,270.

477
478 Mr. McKalips stated that there were still some things that needed to be purchased, but that they
479 received good estimates for them, which include the metal containers and the compactor. He
480 stated that those have a four- to six-week lead time, and so they would go into that procurement
481 March 1 so that those are ready well before the project is supposed to be complete.

482
483 Mr. McKalips stated that the staff would like to request the board to authorize the Executive
484 Director to award a construction contract to Faulkner Construction in the amount of \$150,270 for
485 the Convenience Center Improvements Project, and to execute change orders up to 20% of the
486 original construction amount.

487
488 Mr. Mawyer noted that 20% is not what is normally recommended, but because it is a small
489 project, he asked for a greater change order flexibility.

490
491 Mr. Stewart stated that in the County's agreement for the construction of the facility, there is
492 some very specific language capping the amount of the County's contribution for

493 reimbursement. He stated that he wanted to be careful that if any action would override the
494 agreement between Rivanna and the County, he would want to know about this before voting.

495
496 Mr. McKalips stated that there is contingency that would account for some of that 20%.

497
498 Mr. Mawyer stated that the 20% authorization would be used within the project budget. He
499 stated that if it exceeds the project budget, they will then need to come back to the County to ask
500 for any additional funds. He stated that the request will authorize Rivanna to authorize change
501 orders instead of having to wait and, theoretically, delay construction to come back to the board
502 to authorize the change order. He stated that it allows him to do this up to 20%. He stated that
503 typically, it is 10%, but because the project is small, he was asking for 20%.

504
505 Mr. Gaffney asked if any resulting motion could be modified to reflect "not to exceed total
506 project budget of \$350,000."

507
508 Mr. Mawyer replied yes. He stated that it was implied but that they could be specific about it,
509 too. He stated that they were going to stay within the total budget, but be able to authorize
510 construction change orders, if they would happen.

511
512 Dr. Palmer stated the \$150,000 was slightly more than the original estimate for construction. She
513 asked what the original estimate was.

514
515 Mr. McKalips replied it was about \$130,000, and so this is over budget, but within about 10% of
516 what the original engineer's estimate would have been.

517
518 Mr. Snook asked if the \$150,270 includes the 20%, it suggests they were starting from a bid of
519 \$125,000.

520
521 Mr. Mawyer clarified that it does not include the 20%, so this would authorize Rivanna to do
522 change orders for up to \$30,000 (20%), for a new total contract amount of \$180,000, if needed.

523
524 Dr. Palmer stated that this would still keep them within the \$350,000, and so there must be
525 leeway to accommodate the \$30,000.

526
527 Mr. McKalips confirmed.

528
529 Mr. Mawyer stated that the budget was tight on the project, but that they would stay within
530 \$350,000, unless they receive approval from the County to go above that.

531
532 Mr. Gaffney asked Mr. Stewart if this was what he was asking -- if they would stay within the
533 \$350,000.

534
535 Mr. Stewart replied yes. He stated that Mr. Gaffney's suggestion was a good one for the motion -
536 - that the project stay in the \$350,000 unless authorized otherwise by Albemarle County.

537
538 Mr. Snook asked if there was any provision for City money going into the project.

539
540 Mr. Mawyer replied no.

541

542 **Mr. Stewart moved that the Board award the construction of the contract to Faulkner**
543 **Construction in the amount of \$150,270, and authorize the Executive Director to execute**
544 **change orders up to 20% of that original construction amount; provided that the amount**
545 **of the total construction costs and all costs for the project do not exceed the budget within**
546 **the agreement without the expressed written consent of the County of Albemarle. The**
547 **motion was seconded by Dr. Palmer and passed unanimously (6-0). Dr. Richardson was**
548 **absent from the meeting and the vote.**

549
550 **9. OTHER ITEMS FROM BOARD/STAFF NOT ON AGENDA**

551
552 **10. CLOSED MEETING**

553 There was no closed meeting.

554
555 **8. Adjournment**

556 **At 2:48 p.m., Dr. Palmer moved to adjourn the meeting of the Rivanna Solid Waste**
557 **Authority. The motion was seconded by Mr. Richardson and passed unanimously (6-0). Dr.**
558 **Richardson was absent from the meeting and the vote.**

559
560
561 Respectfully submitted,

562
563
564
565
566
567



Dr. Tarron Richardson
Secretary - Treasurer