Board of Directors
Regular Meeting

February 25, 2020
2:00pm
BOARD OF DIRECTORS

Regular Meeting of the Board of Directors of Rivanna Solid Waste Authority

DATE: February 25, 2020

LOCATION: Conference Room, Administration Building
695 Moores Creek Lane, Charlottesville, VA

TIME: 2:00 p.m.

AGENDA

1. CALL TO ORDER

2. MINUTES OF PREVIOUS BOARD MEETING
   a. Minutes of the Special Meeting of the Board on January 28, 2020

3. RECOGNITION

4. EXECUTIVE DIRECTOR’S REPORT

5. ITEMS FROM THE PUBLIC

6. RESPONSES TO PUBLIC COMMENTS

7. CONSENT AGENDA
   a. Staff Report on Finance
   b. Staff Report on Ivy Material Utilization Center/Recycling Operations Update
   c. Amendment of the Bylaws Regarding Monthly Meetings and Election of Officers, and Approval of the Board Meeting Schedule for Calendar Year 2020
   d. Award of Nonprofessional Services Contract for Construction Visual Documentation Services; Commonwealth Documentation, LLC

8. OTHER BUSINESS
   a. Presentation: Recycling Program Update, Director of Solid Waste, Phil McKalips

9. OTHER ITEMS FROM BOARD/STAFF NOT ON AGENDA

10. CLOSED MEETING

11. ADJOURNMENT
GUIDELINES FOR PUBLIC COMMENT AT RIVANNA BOARD OF DIRECTORS MEETINGS

If you wish to address the Rivanna Board of Directors during the time allocated for public comment, please raise your hand or stand when the Chair asks for public comments.

Members of the public requesting to speak will be recognized during the specific time designated on the meeting agenda for “Items From The Public.” Each person will be allowed to speak for up to three minutes. When two or more individuals are present from the same group, it is recommended that the group designate a spokesperson to present its comments to the Board and the designated speaker can ask other members of the group to be recognized by raising their hand or standing. Each spokesperson for a group will be allowed to speak for up to five minutes.

During public hearings, the Board will attempt to hear all members of the public who wish to speak on a subject, but it must be recognized that on rare occasion presentations may have to be limited because of time constraints. If a previous speaker has articulated your position, it is recommended that you not fully repeat the comments and instead advise the Board of your agreement. The time allocated for speakers at public hearings are the same as for regular Board meetings, although the Board can allow exceptions at its discretion.

Speakers should keep in mind that Board of Directors meetings are formal proceedings and all comments are recorded on tape. For that reason, speakers are requested to speak from the podium and wait to be recognized by the Chair. In order to give all speakers proper respect and courtesy, the Board requests that speakers follow the following guidelines:

- Wait at your seat until recognized by the Chair.
- Come forward and state your full name and address and your organizational affiliation if speaking for a group;
- Address your comments to the Board as a whole;
- State your position clearly and succinctly and give facts and data to support your position;
- Summarize your key points and provide the Board with a written statement, or supporting rationale, when possible;
- If you represent a group, you may ask others at the meeting to be recognized by raising their hand or standing;
- Be respectful and civil in all interactions at Board meetings;
- The Board may ask speakers questions or seek clarification, but recognize that Board meetings are not a forum for public debate; Board Members will not recognize comments made from the audience and ask that members of the audience not interrupt the comments of speakers and remain silent while others are speaking so that other members in the audience can hear the speaker;
- The Board will have the opportunity to address public comments after the public comment session has been closed;
- At the request of the Chair, the Executive Director may address public comments after the session has been closed as well; and
- As appropriate, staff will research questions by the public and respond through a report back to the Board at the next regular meeting of the full Board. It is suggested that citizens who have questions for the Board or staff submit those questions in advance of the meeting to permit the opportunity for some research before the meeting.

The agendas of Board meetings, and supporting materials, are available from the RWSA Administration Office upon request or can be viewed on the Rivanna website(s).

Rev. September 22, 2009
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.
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
special meetings to do business, such as construction awards. He stated that as programs are
continuing and expanding, they were trying not to add more meetings, but space them out in a better
way.

Mr. Krueger stated that they need all the members present to amend the bylaws to change the
regular meetings, but they also need all the members present to amend the bylaws to no longer
require all the members present to amend the bylaws.

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

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

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

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

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

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

5. ITEMS FROM THE PUBLIC
Hearing no items from the public, Mr. Gaffney closed the Items from the Public portion of the
meeting.

6. RESPONSES TO PUBLIC COMMENT
There were none.

7. CONSENT AGENDA
There were no consent agenda items.

8. OTHER BUSINESS
a. Presentation: Staff Report on Finance
Mr. Lonnie Wood, Director of Finance, presented. He stated that he would briefly go through the
financial statements that are prepared each month and give some context on the budget.

Mr. Wood stated that the Authority’s budget, since 2002, has always run in a deficit. He stated
that in 2002, they closed the final landfill C&D cell (construction and demolition debris), noting
they had stopped accepting MSW many years before that. He stated that ever since then, the
Mr. Wood stated that there are several multi-party cost agreements, with the first being in 2005. He stated that this one addressed most of their remediation costs, and was also part of the HHW program, and so all those costs are bundled together in the MOU Environmental account. He stated that this agreement was created in 2005 and ends in 2034. He stated that in that agreement, the first five years, UVA paid a larger amount annually than was shown on the report. That was based on some of the massive closure costs that were happening at the time.

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

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

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

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

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

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

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

Mr. Wood stated that each cost center will have a detailed line item, and in the budget done every year, those details are included. He stated that the report boils the information down to the summary of what the local support payments are for 2020 and 2019. He stated that the first two
groups under the County will get trued up, so they are always forcing themselves to get back to that number in the adopted budget.

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

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

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

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

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

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

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

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

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

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

Mr. McKalips stated that the board’s last meeting was in November, and so the Operations Report would include the November and December transfer station data. He stated that there were almost 4,500 vehicles in November, and almost 4,000 in December. He stated that
typically, there is a decline in business in December and January, and so the number was not
surprising.

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

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

Mr. Mawyer asked if this included glass.

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

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

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

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

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

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

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

Mr. McKalips replied that they were, at McIntire. He stated that they have collected cardboard
there for years, and that people have always come with pizza boxes to recycle into the cardboard.
He stated that because pizza boxes are typically greasy, the recyclers do not want that material,
and so people would have to be asked daily not to throw them in, and would have to take them home.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

c. Presentation: Award of Construction Contract for the IMUC Recycling Convenience Center

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

Mr. McKalips presented an image of the entrance from Dick Woods Road, the scale house, and the new transfer station. He indicated to the old transfer station and the proposed location the
board selected of the Ivy Convenience Center. He indicated to the interim facility, set up in a parking area.

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

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

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

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

Mr. Mawyer asked where this is taken.

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

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

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

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

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

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

Mr. Mawyer asked Mr. McKalips to explain what the rectangles on the map represented.
Mr. McKalips replied that the black parts of the rectangles represent the compactors, noting that this was the engineer’s layout. He stated that the dotted area was the truck access needed. He stated that the small rectangles were relics from previous activities in the areas and that he believed they were the location of some metal items.

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

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

Dr. Palmer asked where HHW traffic would go.

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

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

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

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

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

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

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

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

Mr. Stewart stated that in the County’s agreement for the construction of the facility, there is some very specific language capping the amount of the County’s contribution for
He stated that he wanted to be careful that if any action would override the agreement between Rivanna and the County, he would want to know about this before voting.

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

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

Mr. Gaffney asked if any resulting motion could be modified to reflect “not to exceed total project budget of $350,000.”

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

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

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

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

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

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

Mr. McKalips confirmed.

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

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

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

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

Mr. Mawyer replied no.
Mr. Stewart moved that the Board award the construction of the contract to Faulkner Construction in the amount of $150,270, and authorize the Executive Director to execute change orders up to 20% of that original construction amount; provided that the amount of the total construction costs and all costs for the project do not exceed the budget within the agreement without the expressed written consent of the County of Albemarle. The motion was seconded by Dr. Palmer and passed unanimously (6-0). Dr. Richardson was absent from the meeting and the vote.

9. OTHER ITEMS FROM BOARD/STAFF NOT ON AGENDA

10. CLOSED MEETING

There was no closed meeting.

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

TO: RIVANNA SOLID WASTE AUTHORITY
    BOARD OF DIRECTORS

FROM: BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: EXECUTIVE DIRECTOR’S REPORT

DATE: FEBRUARY 25, 2020

STRATEGIC PLAN GOAL: WORKFORCE DEVELOPMENT

Employee Wellness Benefits

A new gym membership has been added to the Employee Wellness benefit. Now employees can choose memberships at the ACAC or the Charlottesville YMCA, which also allows employees to use YMCA facilities in Crozet and Waynesboro. RSWA contributes $43/month towards a gym membership for employees.

New Employee Orientation

Our Human Resources Manager, Betsy Nemeth, and our Communications Manager, Katie McIlwee, did a great job in creating a video to help orient our new employees.

STRATEGIC PLAN GOAL: COMMUNICATION & COLLABORATION; ENVIRONMENTAL STEWARDSHIP

Community Outreach

Phil McKalips met with students from both the Community Public Charter and the Albemarle Student Council to discuss recycling and ways students can become more proactive about recycling within their schools.

STRATEGIC PLAN GOAL: SOLID WASTE SERVICES

Use of the Ivy Materials Utilization Center:

January 2020

<table>
<thead>
<tr>
<th>Vehicles</th>
<th>AVG MSW &amp; CDD Tons/Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>3420</td>
<td>87</td>
</tr>
</tbody>
</table>
Recycling
Phil McKalips, Director of Solid Waste, David Rhodes, Solid Waste Manager, Russ Blankenstein, Assistant Solid Waste Manager and I toured the Sonoco Paper Mill facility located in Richmond. We drive cardboard, newsprint and mixed paper to this facility each week.

STRATEGIC PLAN GOAL: INFRASTRUCTURE AND MASTER PLANNING

Master Plan for the Paper Sort Facility

A consultant has completed a review of the capacity of the existing site and facility, located off Meade Ave, and accommodation of future recycling program space needs. The plan is under review with the County and the City.

Compostable Food Waste Loading Facility, Moores Creek

A consultant is evaluating facility improvements needed to combine compostable food waste and biosolids for shipment in our trailer to the McGill compost facility in Waverly, Va. The study will be completed by May.

STRATEGIC PLAN GOAL: ENVIRONMENTAL STEWARDSHIP

Sustainability Workshop

One of our engineering consultants provided a training workshop for Rivanna and City Utilities staff on greenhouse gas emissions, energy management, bioenergy recovery, and other climate action and sustainability topics. This information will be helpful as we integrate sustainability into our operating and construction programs.
MEMORANDUM

TO: RIVANNA SOLID WASTE AUTHORITY
    BOARD OF DIRECTORS

FROM: LONZY WOOD, DIRECTOR OF FINANCE AND
    ADMINISTRATION

REVIEWED: BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: JANUARY 2020 FINANCIAL SUMMARY

DATE: FEBRUARY 25, 2020

The results of operations and remediation activities for the first seven months of this fiscal year are summarized below and in the attached statements.

<table>
<thead>
<tr>
<th>Operating Results</th>
<th>Remediation Results</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Revenues</td>
<td>$1,420,717</td>
<td>$1,420,717</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>(2,128,435)</td>
<td>(2,650,711)</td>
</tr>
<tr>
<td>Net operating results</td>
<td>(707,718)</td>
<td>(1,229,994)</td>
</tr>
<tr>
<td>Support - MOU &amp; Local</td>
<td>915,813</td>
<td>1,738,745</td>
</tr>
<tr>
<td>Surplus/(Deficit)*</td>
<td>$208,095</td>
<td>$508,751</td>
</tr>
</tbody>
</table>

Total operating revenues through January were $283,200 over budget, and total operating expenses were $251,400 over budget. The Authority has processed 27,741 tons of waste this fiscal year. A breakdown of net revenue or cost per ton, including overhead and administrative support costs, is shown below.

<table>
<thead>
<tr>
<th>Tonnage</th>
<th>Ivy MSW</th>
<th>Ivy - All Other</th>
<th>Recycling</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>17,249</td>
<td>9,149</td>
<td>1,343</td>
<td>27,741</td>
</tr>
<tr>
<td>Net operating revenue (costs)</td>
<td>$ (296,057)</td>
<td>$ (53,849)</td>
<td>$ (357,812)</td>
<td>$ (707,718)</td>
</tr>
<tr>
<td>Net revenue (cost) per ton</td>
<td>$ (17.16)</td>
<td>$ (5.89)</td>
<td>$ (266.43)</td>
<td>$ (25.51)</td>
</tr>
</tbody>
</table>

Attachments
# RIVANNA SOLID WASTE AUTHORITY

**REVENUE AND EXPENSE SUMMARY REPORT**

**FISCAL YEAR 2020**

**FOR THE MONTH ENDED 1/31/2020**

**Target Rate:** 58.33%

## Operations

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ivy Operations Tipping Fees</td>
<td>$199,400</td>
<td>207,799</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ivy MSW Transfer Tipping Fees</td>
<td>$1,290,540</td>
<td>974,897</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material &amp; Other Sales-Ivy</td>
<td>$123,500</td>
<td>53,795</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recycling Revenues</td>
<td>$200,900</td>
<td>83,664</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Revenues</td>
<td>$93,000</td>
<td>63,159</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest &amp; Fees</td>
<td>$42,600</td>
<td>37,403</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$1,949,940</td>
<td>1,420,717</td>
<td>$261,594</td>
<td></td>
<td></td>
<td>$1,383,540</td>
<td>1,038,056</td>
<td>$200,900</td>
<td>83,664</td>
<td>$42,600</td>
<td>37,403</td>
</tr>
<tr>
<td><strong>Budget vs. Actual</strong></td>
<td>72.86%</td>
<td>81.01%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tbody>
</table>

## EXPENSES

<table>
<thead>
<tr>
<th>Budget</th>
<th>Actual</th>
<th>Y-T-D</th>
<th>Budget</th>
<th>Actual</th>
<th>Y-T-D</th>
<th>Budget</th>
<th>Actual</th>
<th>Y-T-D</th>
<th>Budget vs. Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ivy Operations</td>
<td>$345,846</td>
<td>214,495</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ivy MSW Transfer</td>
<td>$1,772,102</td>
<td>1,233,166</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recycling Operations</td>
<td>$531,656</td>
<td>360,718</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td>$726,629</td>
<td>441,193</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$3,376,233</td>
<td>2,249,571</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Budget vs. Actual</strong></td>
<td>66.63%</td>
<td>62.02%</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

## Net Results Before Administrative Allocation

Net Results Before Administrative Allocation

<table>
<thead>
<tr>
<th>Budget vs. Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>($1,426,293)</td>
</tr>
</tbody>
</table>

Administrative allocations:

- Administrative costs to Envir. MOU (below)
- Administrative costs to Operations

## Other Funding Sources

- Local Government Contributions
- County Contribution - Capital Grant
- Transfer to Capital Fund - Transfer Station

## Surplus (Deficit) - Operations

Surplus (Deficit) - Operations

<table>
<thead>
<tr>
<th>Budget vs. Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>($1,221,084)</td>
</tr>
</tbody>
</table>

## Environmental Programs

<table>
<thead>
<tr>
<th>Budget vs. Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,070,582</td>
</tr>
</tbody>
</table>

## Total Surplus (Deficit) - Environmental

Total Surplus (Deficit) - Environmental

<table>
<thead>
<tr>
<th>Budget vs. Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>$308,656</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Surplus (Deficit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$508,751</td>
</tr>
</tbody>
</table>

### Notes:
- The report includes detailed financial summaries for various operations and funding sources, along with budget vs. actual comparisons and administrative allocations.
- The environmental programs section provides a detailed breakdown of revenue and expense summaries, including budget vs. actual percentages.
- The overall operations and expenses are summarized with a focus on budget vs. actual performance.

---

RSWA Monthly Results FY 2020-Jan 2020.xlsx Page 1
### Revenues

<table>
<thead>
<tr>
<th></th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>Year-to-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ivy Operations Tipping Fees</td>
<td>$32,267</td>
<td>$31,531</td>
<td>$27,841</td>
<td>$37,051</td>
<td>$37,172</td>
<td>$18,663</td>
<td>$23,274</td>
<td>$207,799</td>
</tr>
<tr>
<td>Ivy MSW Transfer Tipping Fees</td>
<td>141,391</td>
<td>142,721</td>
<td>145,387</td>
<td>162,254</td>
<td>162,545</td>
<td>117,798</td>
<td>102,801</td>
<td>974,897</td>
</tr>
<tr>
<td>Ivy Material Sales</td>
<td>9,769</td>
<td>11,342</td>
<td>10,663</td>
<td>6,159</td>
<td>6,050</td>
<td>4,714</td>
<td>5,098</td>
<td>53,795</td>
</tr>
<tr>
<td>Recycling</td>
<td>14,209</td>
<td>10,578</td>
<td>4,469</td>
<td>8,462</td>
<td>31,729</td>
<td>9,429</td>
<td>4,787</td>
<td>83,664</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>9,624</td>
<td>8,407</td>
<td>7,372</td>
<td>6,900</td>
<td>18,828</td>
<td>5,966</td>
<td>6,062</td>
<td>63,159</td>
</tr>
<tr>
<td>Interest &amp; Late Fees</td>
<td>5,751</td>
<td>6,861</td>
<td>5,711</td>
<td>5,620</td>
<td>4,796</td>
<td>5,229</td>
<td>4,436</td>
<td>37,403</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$213,011</td>
<td>$210,440</td>
<td>$201,443</td>
<td>$226,446</td>
<td>$261,121</td>
<td>$161,799</td>
<td>$146,457</td>
<td>$1,420,717</td>
</tr>
</tbody>
</table>

### Expenses

<table>
<thead>
<tr>
<th></th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>Year-to-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ivy Operations</td>
<td>$30,686</td>
<td>$47,887</td>
<td>$24,521</td>
<td>$37,873</td>
<td>$24,738</td>
<td>$22,999</td>
<td>$25,791</td>
<td>$214,495</td>
</tr>
<tr>
<td>Ivy Environmental</td>
<td>23,419</td>
<td>33,521</td>
<td>58,616</td>
<td>57,180</td>
<td>161,386</td>
<td>35,703</td>
<td>31,314</td>
<td>401,139</td>
</tr>
<tr>
<td>Ivy MSW Transfer</td>
<td>171,245</td>
<td>102,574</td>
<td>169,468</td>
<td>238,643</td>
<td>218,966</td>
<td>160,587</td>
<td>171,683</td>
<td>1,233,166</td>
</tr>
<tr>
<td>Recycling Operation</td>
<td>43,486</td>
<td>50,059</td>
<td>36,921</td>
<td>41,934</td>
<td>49,724</td>
<td>99,835</td>
<td>38,759</td>
<td>360,718</td>
</tr>
<tr>
<td>Administration</td>
<td>58,374</td>
<td>54,319</td>
<td>66,132</td>
<td>75,171</td>
<td>62,149</td>
<td>59,507</td>
<td>65,541</td>
<td>441,934</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$327,210</td>
<td>$288,360</td>
<td>$355,657</td>
<td>$450,800</td>
<td>$516,964</td>
<td>$378,631</td>
<td>$333,089</td>
<td>$2,650,711</td>
</tr>
</tbody>
</table>

### Net Operating Income (Loss)

<table>
<thead>
<tr>
<th></th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>Year-to-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$(114,200)</td>
<td>$(77,920)</td>
<td>$(154,214)</td>
<td>$(224,354)</td>
<td>$(255,843)</td>
<td>$(216,832)</td>
<td>$(186,631)</td>
<td>$(1,229,994)</td>
</tr>
</tbody>
</table>

### Other Funding Sources

<table>
<thead>
<tr>
<th></th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>Year-to-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Government Contributions</td>
<td>-</td>
<td>$35,067</td>
<td>$270,204</td>
<td>$305,271</td>
<td>- $35,067</td>
<td>$270,204</td>
<td>915,813</td>
<td></td>
</tr>
<tr>
<td>Remediation Support</td>
<td>79,982</td>
<td>87,916</td>
<td>247,650</td>
<td>159,734</td>
<td>- 87,916</td>
<td>159,734</td>
<td>822,932</td>
<td></td>
</tr>
<tr>
<td><strong>Surplus (Deficit)</strong></td>
<td>$(34,218)</td>
<td>$45,063</td>
<td>$363,640</td>
<td>$240,651</td>
<td>$(255,843)</td>
<td>$(93,849)</td>
<td>$243,307</td>
<td>$508,751</td>
</tr>
</tbody>
</table>
## Revenue Detail Report

**Rivanna Solid Waste Authority**  
**Fiscal Year 2020**  
**January 2020**

<table>
<thead>
<tr>
<th>Revenue Line Item</th>
<th>Budget FY 2020</th>
<th>Actual FY 2020 YTD</th>
<th>Budget Actual FY 2020 YTD vs. Actual %</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IVY TIPPING FEES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean Fill Material</td>
<td>6,500</td>
<td>6,519</td>
<td>$65,000 $37,917 $27,070 71.39%</td>
</tr>
<tr>
<td>Grindable Vegetative Material</td>
<td>2,100</td>
<td>2,252</td>
<td>$100,800 $58,800 $42,000 86.40%</td>
</tr>
<tr>
<td>Pallets</td>
<td>-</td>
<td>21</td>
<td>-</td>
</tr>
<tr>
<td>Tires, Whole</td>
<td>90</td>
<td>57</td>
<td>$17,100 $9,265 $7,835 8.41%</td>
</tr>
<tr>
<td>Tires/White Good (per item)</td>
<td>90</td>
<td>57</td>
<td>$17,100 $9,265 $7,835 8.41%</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>8,690</td>
<td>8,848</td>
<td>$199,400 $116,317 $83,083 78.65%</td>
</tr>
<tr>
<td><strong>IVY TRANSFER STATION</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compost Services</td>
<td>430</td>
<td>296</td>
<td>$76,540 $44,648 $31,892 17.70%</td>
</tr>
<tr>
<td>MSW Transfer Station</td>
<td>23,000</td>
<td>17,249</td>
<td>$1,214,000 $708,167 $505,833 30.24%</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td>23,000</td>
<td>17,249</td>
<td>$1,290,540 $752,815 $537,725 29.50%</td>
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<tr>
<td><strong>MATERIAL SALES - IVY</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Encore</td>
<td>20,000</td>
<td>15,187</td>
<td>$20,000 $11,677 $8,323 -12.93%</td>
</tr>
<tr>
<td>Metals</td>
<td>40,000</td>
<td>23,333</td>
<td>$40,000 $23,333 $16,667 -30.44%</td>
</tr>
<tr>
<td>Wood Mulch &amp; Chips</td>
<td>23,000</td>
<td>13,333</td>
<td>$23,000 $13,333 $9,667 -32.68%</td>
</tr>
<tr>
<td>Hauling Fees</td>
<td>40,000</td>
<td>23,333</td>
<td>$40,000 $23,333 $16,667 -30.44%</td>
</tr>
<tr>
<td>Other Materials</td>
<td>500</td>
<td>292</td>
<td>$500 $292 $208 -66.82%</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>123,500 $53,795</td>
<td>(18,247) $18,247</td>
<td>-25.33%</td>
</tr>
<tr>
<td><strong>RECYCLING</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material Sales</td>
<td>162,000 $54,766</td>
<td>(39,734) $35,030</td>
<td>-24.24%</td>
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<td>Other Materials &amp; Services</td>
<td>6,300</td>
<td>4,204</td>
<td>528</td>
</tr>
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<td>Grants-Operating</td>
<td>29,000</td>
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<td>7,306</td>
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<td>Hauling Fees</td>
<td>3,600</td>
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<td>-2,100</td>
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<td><strong>Subtotal</strong></td>
<td>200,900</td>
<td>117,192</td>
<td>(83,708) $83,708</td>
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<td><strong>OTHER REVENUES</strong></td>
<td></td>
<td></td>
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<tr>
<td>Service Charge Fees</td>
<td>85,000</td>
<td>49,583</td>
<td>47,788</td>
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<td>Other Revenues</td>
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<td>4,657</td>
<td>15,391</td>
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<td><strong>Subtotal</strong></td>
<td>93,000</td>
<td>54,250</td>
<td>63,159</td>
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<td><strong>REMEDATION SUPPORT</strong></td>
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<tr>
<td>UVA Contribution</td>
<td>79,982</td>
<td>46,656</td>
<td>33,326</td>
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<tr>
<td>County Contribution</td>
<td>638,937</td>
<td>372,713</td>
<td>266,224</td>
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<tr>
<td>City Contribution</td>
<td>351,663</td>
<td>205,137</td>
<td>56,526</td>
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<td><strong>Subtotal</strong></td>
<td>1,070,582</td>
<td>624,506</td>
<td>496,022</td>
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<tr>
<td><strong>INTEREST, LATE FEES, OTHER</strong></td>
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<td></td>
</tr>
<tr>
<td>Trust Fund Interest</td>
<td>2,000</td>
<td>1,167</td>
<td>1,568</td>
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<td>Finance Charges</td>
<td>600</td>
<td>350</td>
<td>254</td>
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<td>Capital Reserve Fund Interest</td>
<td>15,000</td>
<td>8,760</td>
<td>6,240</td>
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<td>Operating Investment Interest</td>
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<td>19,939</td>
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<td><strong>Subtotal</strong></td>
<td>42,600</td>
<td>24,850</td>
<td>37,403</td>
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<td><strong>Total</strong></td>
<td>31,690</td>
<td>26,097</td>
<td>$3,020,522 $1,761,971 $2,243,649 $481,678</td>
</tr>
</tbody>
</table>
### Rivanna Solid Waste Authority
### Historical Material Tonnage Report - Recycling
### Fiscal Years 2016-2020

**In U.S. Tons**

<table>
<thead>
<tr>
<th>Fiber Products</th>
<th>Fiscal Year 2016</th>
<th>Fiscal Year 2017</th>
<th>Fiscal Year 2018</th>
<th>Fiscal Year 2019</th>
<th>Fiscal Year 2020 (Jul-Jan)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newspaper, magazines, catalogs</td>
<td>512</td>
<td>419</td>
<td>424</td>
<td>427</td>
<td>120</td>
</tr>
<tr>
<td>Cardboard (corrugated)</td>
<td>459</td>
<td>812</td>
<td>763</td>
<td>807</td>
<td>343</td>
</tr>
<tr>
<td>Mixed paper and phone books</td>
<td>214</td>
<td>156</td>
<td>187</td>
<td>265</td>
<td>459</td>
</tr>
<tr>
<td>File stock (office paper)</td>
<td>125</td>
<td>122</td>
<td>111</td>
<td>128</td>
<td>70</td>
</tr>
<tr>
<td><strong>Total Fiber Products</strong></td>
<td><strong>1,310</strong></td>
<td><strong>1,509</strong></td>
<td><strong>1,485</strong></td>
<td><strong>1,627</strong></td>
<td><strong>992</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Products</th>
<th>Fiscal Year 2016</th>
<th>Fiscal Year 2017</th>
<th>Fiscal Year 2018</th>
<th>Fiscal Year 2019</th>
<th>Fiscal Year 2020 (Jul-Jan)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glass</td>
<td>191</td>
<td>252</td>
<td>252</td>
<td>411</td>
<td>250</td>
</tr>
<tr>
<td>Metal Cans</td>
<td>32</td>
<td>31</td>
<td>41</td>
<td>58</td>
<td>28</td>
</tr>
<tr>
<td>Plastic</td>
<td>82</td>
<td>86</td>
<td>103</td>
<td>127</td>
<td>72</td>
</tr>
<tr>
<td><strong>Total Other Products</strong></td>
<td><strong>305</strong></td>
<td><strong>369</strong></td>
<td><strong>396</strong></td>
<td><strong>596</strong></td>
<td><strong>350</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,615</strong></td>
<td><strong>1,878</strong></td>
<td><strong>1,881</strong></td>
<td><strong>2,223</strong></td>
<td><strong>1,342</strong></td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: RIVANNA SOLID WASTE AUTHORITY
   BOARD OF DIRECTORS

FROM: DAVID RHOADES, SOLID WASTE MANAGER;
      PHILLIP MCKALIPS, DIRECTOR OF SOLID WASTE

REVIEWED BY: BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: IVY MATERIAL UTILIZATION CENTER REPORT/
         RECYCLING OPERATIONS UPDATE

DATE: FEBRUARY 25, 2020

Ivy Material Utilization Center (IMUC) : DEQ Permit 132: 300 tons/day MSW limit

January 2020

• 3,420 vehicles crossed the scales

• The IMUC transfer station operated 21 days and received a total of 1,830.35 tons of municipal solid waste (MSW), an average of 87.16 tons per day of operation. The monthly transfer station tonnage figures are attached to this report.

• 1,160.47 tons of non-MSW materials were received

• 2,990.82 tons were received as a combined total tonnage (MSW + non-MSW)

Paint Collection:

On December 6, 2019, the Ivy MUC shipped out the 27th container of paint cans since the program began in August 2016. Each container holds about 4,200 one-gallon paint cans; therefore, we have shipped about 113,400 paint cans. This program continues to make paint disposal more convenient for residents and alleviates some of the congestion during our fall and spring Household Hazardous Waste Days.

The oil-based paints that are collected are beneficially used as fuel for heat recovery and the latex paints are re-processed back into commercial paints (www.latexpaintrecycling.com).
Compostable Food Waste Collection:

This program continues to operate smoothly at the IMUC. This service is free to County residents. A similar bin has been placed at the Transfer Station for the receipt of compostable food wastes from commercial customers. Commercial customers are charged the established disposal fee of $178 per ton.

The McIntire Recycle Center received 6.58 tons of compostable materials residents in January.

McIntire Recycling Center Update

On February 17, Five Star Septic installed a 300-gallon Used Cooking Oil (UCO) collection container at the MRC as part of a UCO collection pilot program. This collection container will allow the public to beneficially dispose of liquid/flowable used cooking oils and greases without disposing of them into the City and ACSA sewer infrastructure. Five Star Septic is providing this container free of charge and will be servicing it at least weekly.

To support International Composting Awareness Week, May 3-9, 2020, the RSWA and McGill Composting will be providing interested MRC customers a free bag of McGill’s Soil Builder Compost. McGill Composting is the company that receives and composts the food waste (and pizza boxes) that are collected at MRC. McGill is providing the bags of compost free of charge to RSWA, and RSWA is providing all transportation. The purpose of this event is to thank customers for their participation in our compostable food waste collections and reinforce the message that their contributions get turned into a valuable soil amendment.
Transfer Station Update

As shown on the following figure, we continue to see strong numbers in the tonnages being processed at the Transfer Station. Of note is that Monday operations began on March 18, 2019.
# Ivy Material Utilization Center

## Daily Scale Crossing Data

### January 1-31, 2020

<table>
<thead>
<tr>
<th>Days of Operation: 21</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/20 Wednesday</td>
</tr>
<tr>
<td>01/02/20 Thursday</td>
</tr>
<tr>
<td>01/03/20 Friday</td>
</tr>
<tr>
<td>01/04/20 Saturday</td>
</tr>
<tr>
<td>01/05/20 Sunday</td>
</tr>
<tr>
<td>01/06/20 Monday</td>
</tr>
<tr>
<td>01/07/20 Tuesday</td>
</tr>
<tr>
<td>01/08/20 Wednesday</td>
</tr>
<tr>
<td>01/09/20 Thursday</td>
</tr>
<tr>
<td>01/10/20 Friday</td>
</tr>
<tr>
<td>01/11/20 Saturday</td>
</tr>
<tr>
<td>01/12/20 Sunday</td>
</tr>
<tr>
<td>01/13/20 Monday</td>
</tr>
<tr>
<td>01/14/20 Tuesday</td>
</tr>
<tr>
<td>01/15/20 Wednesday</td>
</tr>
<tr>
<td>01/16/20 Thursday</td>
</tr>
<tr>
<td>01/17/20 Friday</td>
</tr>
<tr>
<td>01/18/20 Saturday</td>
</tr>
<tr>
<td>01/19/20 Sunday</td>
</tr>
<tr>
<td>01/20/20 Monday</td>
</tr>
<tr>
<td>01/21/20 Tuesday</td>
</tr>
<tr>
<td>01/22/20 Wednesday</td>
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<tr>
<td>01/23/20 Thursday</td>
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<tr>
<td>01/24/20 Friday</td>
</tr>
<tr>
<td>01/25/20 Saturday</td>
</tr>
<tr>
<td>01/26/20 Sunday</td>
</tr>
<tr>
<td>01/27/20 Monday</td>
</tr>
<tr>
<td>01/28/20 Tuesday</td>
</tr>
<tr>
<td>01/29/20 Wednesday</td>
</tr>
<tr>
<td>01/30/20 Thursday</td>
</tr>
<tr>
<td>01/31/20 Friday</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vehicles</th>
<th>Count</th>
<th>Citizen-Can</th>
<th>Construction</th>
<th>Domestic</th>
<th>MSW Total</th>
<th>Non-MSW Total Tons</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/20 Wednesday</td>
<td>222</td>
<td>281</td>
<td>0.58</td>
<td>57.50</td>
<td>90.84</td>
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<td>01/02/20 Thursday</td>
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<td>0.57</td>
<td>66.64</td>
<td>46.27</td>
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<td>287</td>
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<td>01/04/20 Saturday</td>
<td>-</td>
<td>-</td>
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<td>-</td>
<td>-</td>
</tr>
<tr>
<td>01/05/20 Sunday</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>01/06/20 Monday</td>
<td>165</td>
<td>227</td>
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<td>56.22</td>
<td>56.37</td>
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<td>36.69</td>
<td>45.15</td>
<td>81.84</td>
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<td>01/08/20 Wednesday</td>
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<td>41.61</td>
<td>46.93</td>
<td>89.19</td>
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<td>01/09/20 Thursday</td>
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<td>73.72</td>
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<td>50.78</td>
<td>46.87</td>
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<td>55.31</td>
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<td>91.78</td>
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<tr>
<td>01/17/20 Friday</td>
<td>182</td>
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<td>0.12</td>
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<td>01/21/20 Tuesday</td>
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<td>149</td>
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<td>42.87</td>
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<td>01/23/20 Thursday</td>
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<td>177</td>
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<td>50.48</td>
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<td>01/24/20 Friday</td>
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<td>01/30/20 Thursday</td>
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<td>-</td>
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<td>-</td>
<td>-</td>
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</tr>
</tbody>
</table>

**Total**

<table>
<thead>
<tr>
<th>Vehicles</th>
<th>Count</th>
<th>Citizen-Can</th>
<th>Construction</th>
<th>Domestic</th>
<th>MSW Total</th>
<th>Non-MSW Total Tons</th>
</tr>
</thead>
<tbody>
<tr>
<td>3,420</td>
<td>3,993</td>
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<td>869.18</td>
<td>951.69</td>
<td>1,830.35</td>
<td>1,160.47</td>
</tr>
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</table>

**Average**

| 163 | 190 | 0.45 | 41.39 | 45.32 | 87.16 | 55.26 |

**Median**

| 165 | 188 | 0.47 | 47.69 | 46.27 | 89.19 | 43.52 |

**Maximum**

| 229 | 287 | 0.98 | 66.64 | 90.84 | 148.92 | 147.24 |

**Minimum**

| 78 | 77 | 0.12 | 6.04 | 21.73 | 35.03 | 3.14 |

---

**Material Type & Description**

- **Citizen-Can**: Roll-off container at the Ivy MUC Convenience Center—citizens dispose of prepaid trashbags
- **Construction**: Construction/demolition debris (shingles, sheetrock, treated lumber, etc.)
- **Count**: Transactions per item (appliances, hauling fees, service fees, tag-bag stickers, tires)
- **Domestic**: Business/residential general or household waste
- **MSW**: Materials processed/handled at the Transfer Station
- **Non-MSW**: Materials processed/handled on-site
- **Vehicle**: Transactions or vehicles processed in a day
MEMORANDUM

TO: RIVANNA SOLID WASTE AUTHORITY
BOARD OF DIRECTORS

FROM: BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: AMENDMENT OF BYLAWS TO MODIFY THE MONTHLY BOARD MEETING SCHEDULE AND ELECTION OF OFFICERS; APPROVAL OF THE BOARD MEETING SCHEDULE FOR CALENDAR YEAR 2020

DATE: FEBRUARY 25, 2020

This proposal is to modify the Solid Waste Board meeting schedule, and to establish meeting dates for calendar year 2020. In view of the expanded and improved services being offered by our Solid Waste programs, modifications to the Board meeting schedule are recommended. If approved, the Bylaws must also be modified to elect officers in March, rather than in April, in even-numbered years with the duly elected officers assuming office as of May 1 for a term of two years.

The current Bylaws, adopted in April 2016, require regular meetings of the Board on the fourth Tuesday of February, April, May, June, August and November (6 meetings per calendar year). The proposed amendment of the Bylaws would establish regular meetings of the Board every other month, (January, March, May, July, September, November; also 6 meetings per calendar year) starting in March 2020. The proposed meeting schedule offers the following benefits:

1. Creates a more consistent schedule to address operational and Capital Improvement business needs, such as timely award of contracts and authorizations for necessary budget amendments, as well as other program and service discussions with the Board.

2. Eliminates the 90-day gaps in Board meetings from August to November, and from November to February, which can impact business efficiencies. This schedule change may minimize the need for Special Meetings in the second half of the calendar year.

3. Creates a more consistent meeting schedule for Board members and the public.

In accordance with the Bylaws, Article VI, the Board may amend the Bylaws provided notice of the proposed amendment is given in the notice of the meeting, and all members of the Board are present at the meeting.
Board Action Requested:

Approval of:

A. an amendment to the RSWA Bylaws to establish:

1. regular meetings of the Board of Directors on the fourth Tuesday in January, March, May, July, September and November.
2. Election of officers in March in even-numbered years, with the duly elected officers assuming office as of May 1 for a term of two years
3. Implementation of these changes to the Bylaws to be effective on February 25, 2020.

B. the Board meeting schedule for calendar 2020 shown by the attachment.

Attachments:  RSWA By-Laws, Proposed Effective February 25, 2020
RSWA Board Meeting Schedule for Calendar Year 2020
BY-LAWS OF
RIVANNA SOLID WASTE AUTHORITY
(Effective February 25, 2020)

ARTICLE I
OFFICES

1. The principal office of the Rivanna Solid Waste Authority (the “Authority”) shall be in Charlottesville or Albemarle County, Virginia, at 695 Moores Creek Lane, Charlottesville, Virginia 22902 or at such particular place as shall be fixed from time to time by resolution of the Board of Directors (the “Board”).

2. Except as otherwise required by resolution of the Board, or as business of the Authority may require, all of the books and records of the Authority shall be kept at the office as designated above.

ARTICLE II
DIRECTORS

1. The Authority shall have a Board of Directors. All corporate powers shall be exercised by or under the authority of, and the business and affairs of the Authority managed under the direction of, its Board of Directors, pursuant to the provisions of the Articles of Incorporation and Sections 15.2-5113 and 5114 of the Code of Virginia. Directors shall be appointed or elected in the manner and for the term set forth in the Articles of Incorporation.

ARTICLE III
OFFICERS

1. The officers of the Authority shall be a Chair, a Vice-Chair, and a Secretary-Treasurer. An election will be held at the regular March Board meeting in even-numbered years
with the duly elected officers assuming office as of May 1 for a term of two years and such officers may succeed themselves indefinitely.

2. The Chair shall be the presiding officer of the Authority. Unless some other person is specifically authorized by procedures or instructions adopted by vote of the Board, and except as otherwise provided in Article III, Section 5 below; the Chair shall sign all contracts and other instruments to be executed on behalf of the Authority. The Chair shall perform all the duties and have such other powers as the Board may from time to time designate. The Chair shall be a member of the Board.

3. The Vice-Chair shall perform all the duties of the Chair in the event of the Chair’s absence or incapacitation or in the event of the Chair’s office falling vacant and also perform such tasks as the Chair or the Board may assign from time to time. The Vice-Chair shall be a member of the Board.

4. The Secretary-Treasurer or his or her designee shall attend all meetings of the Board and act as secretary or clerk thereof; such person shall record all votes and keep accurate records of all proceedings at such meetings in a minute book to be kept for that purpose, which shall be open at all reasonable times to the inspection of any member or any other person authorized by law. The Secretary-Treasurer or his or her designee shall keep in safe custody the official seal of the Authority and shall have authority to affix such seal to all papers authorized to be executed by the Authority requiring such seal to be affixed. The Secretary-Treasurer shall have authority to cause copies to be made of all minutes and other records and documents of the Authority and to give certificates under the official seal of the Authority to the effect that such copies are true copies, and all persons dealing with the Authority may rely upon such certificates.
The Secretary-Treasurer or his or her designee shall perform all the duties commonly incident to the office of secretary or clerk and shall perform such other duties and have such powers as the Board may from time to time designate. In the absence of the Secretary-Treasurer and/or his or her designee from any meeting of the Board, a temporary secretary may be chosen who shall record the proceedings thereof.

Subject to the provisions of any trust agreement securing revenue bonds, bond anticipation notes, or other financial obligation of the Authority, the Secretary-Treasurer or his or her designee shall have the care and custody of the funds of the Authority and shall have and exercise, under the supervision of the Board, all the powers and duties commonly incident to the office of treasurer. The Secretary-Treasurer shall be selected by the Board and may or may not be a member of the Board.

5. There shall be an Executive Director who shall be the chief administrative officer of the Authority and shall be selected from a list of qualified individuals by vote of the Board. The Executive Director, acting on request of the Chair, shall cause notice to be given of all meetings of the Authority as required by law or by these By-Laws. The Executive Director is authorized to sign contracts to be executed on behalf of the Authority provided: (i) the aggregate amount of the contract is $100,000 or less; (ii) the term of the contract is one year or less; and (iii) funds required for payment terms of the contract have been authorized by the Board through adoption or amendment of the annual operating budget.

6. In addition to the officers above mentioned, the Board may provide for such deputies, assistants and other officers as it may deem necessary from time to time, who shall perform such duties and have powers as the Board may designate.
ARTICLE IV

MEETINGS OF THE AUTHORITY

1. Meetings of the Board may be called by the Chair, or in the event of the Chair’s absence from the Commonwealth or incapacity, by the Vice-Chair, for such time and at such place in the Commonwealth as may be specified in the call.

2. Regular meetings of the Board will be held at the Authority’s Administration Building, 695 Moores Creek Lane, Charlottesville, Virginia, at 2:00 p.m. on the fourth Tuesday of January, March, May, July, September and November of each year or at such other place as the Board may designate from time to time. Public notice of such meetings will be required only if the time and/or place of such meetings is changed for any reason.

3. Meetings in addition to the regular meeting may be called by the Chair, or the Vice-Chair when acting for the Chair under the conditions stated above, for such time and at such place in the Commonwealth as may be specified in the call, provided written notice of such meeting is delivered to the Board members, left at their residence or usual place of business, or delivered by electronic mail not less than forty-eight hours prior to the date and time specified for such meeting. In addition, the Executive Director shall take such measures as may be necessary to make sure that news media and the public have at least twenty-four hours notice of any meeting.

4. In the event that the officer issuing the call for a special meeting declares an emergency to exist, the notice required shall be three hours, provided that the declaration of emergency is approved by vote of the Board members at that special meeting.

5. The notification of Board meetings at which subject matter is discussed and/or acted upon by the Authority in compliance with the requirements of Title 15.2, Code of Virginia (Virginia Water and Waste Authorities Act) will be as specified in that document.
6. All Board meetings shall be open to the public, except when pursuant to the provision of Section 2.2-3711 of the Code of Virginia, the Board members have voted to hold a closed meeting and no resolution, rule, contract, regulation, or motion discussed in such closed meeting shall become effective unless the Board members reconvene in open meeting and take a vote on such resolution, rule, contract, regulation, or motion.

7. At meetings of the Board the following order of the business shall be observed, in general, as far as is consistent with the purpose of the meeting:
   a. Reading, correction, and approval of the minutes of the preceding meeting.
   b. Items from the public, except matters on the agenda for which a public hearing has been called, and responses from Board or staff to public comments.
   c. Consent agenda, to include regular staff reports on expenditures, operations, and capital projects.
   d. Other business, including unfinished business.

8. The vote on the adoption of every resolution shall be by ayes and nays. The names of the Board members voting for or against the resolution shall be entered upon minutes of the meetings, unless the vote be unanimous, in which case the minutes will so state.

9. A majority of the members of the Board shall constitute a quorum but the vote of the majority of the total members shall be necessary for any action, other than procedural matters, to be taken by the Board.
10. A Board member may designate an alternate to attend meetings the member is unable to attend. Such alternates may take part in any deliberations of the Board but may not vote on any matter and may be excluded from any closed meeting.

11. A Board member may participate in a Board meeting through electronic communication from a remote location, subject to the conditions of § 2.2-3708.1 of the Code of Virginia and the Board’s policy for remote participation as set forth below:

   a. At least four hours prior to the scheduled time for the Board meeting, the Board member desiring to participate remotely shall notify the Chair in writing, which may be by e-mail or text message, and shall identify with specificity the nature of the reason as to why remote participation is necessary. Permitted reasons shall be limited to (i) an emergency, (ii) a personal matter, or (iii) a temporary or permanent disability or other medical condition that prevents the member’s physical attendance. The specific nature of the reason and the remote location from which the Board member participated shall be recorded in the minutes of the meeting.

   b. No Board member may participate remotely in more than one Board meeting per calendar year; provided, however, such limitation shall not apply to remote attendance due to temporary or permanent disability or other medical condition that prevents the Board member’s physical attendance.

   c. The Authority shall have arranged for the voice of the remote participant to be heard by persons present at the meeting location, including other Board members, and the public. The Authority shall be capable of monitoring the remote connection and record in the minutes both the time the remote participation was connected and the time
disconnected, and the minutes shall clearly record the vote of the remote participant on all voting matters during the remote participation.

d. A quorum of Board members shall be physically present at the meeting location in order for Board actions to be considered or taken, however, voting by remote participation may count toward determining that the majority of members voted for or against a particular action as described in Section 9 of this Article IV.

e. In the event a Board member’s remote participation is disapproved by the Chair or the Board because such participation would violate the terms and conditions of this Section 11, such disapproval and the reason therefor shall be recorded in the minutes.

ARTICLE V
OFFICIAL SEAL

The official seal of the Authority shall consist of the embossed impression of a circular metallic disc containing in the outer rim the words “Rivanna Solid Waste Authority.” The Secretary-Treasurer or his or her designee shall secure such seal and cause the impression thereof to be made on the minutes of the meetings of the Board.

ARTICLE VI
AMENDMENTS

Except as otherwise provided by law, these By-Laws may be amended, added to, altered, or repealed in whole or in part by the Board at any meeting, provided that notice of the proposed amendment, additions, alteration or repeal is given in the notice of such meeting and that all members of the Board are present at such meeting.
ARTICLE VII

FISCAL YEAR

The fiscal year of the Authority shall be determined in the discretion of the Board, but in the absence of any such determination it shall be the year beginning July 1 and ending June 30.

Proposed February 25, 2020
BY-LAWS OF
RIVANNA SOLID WASTE AUTHORITY
(Proposed Effective May 1, February 25, 2016)

ARTICLE I
OFFICES

1. The principal office of the Rivanna Solid Waste Authority (the “Authority”) shall be in Charlottesville or Albemarle County, Virginia, at 695 Moores Creek Lane, Charlottesville, Virginia 22902 or at such particular place as shall be fixed from time to time by resolution of the Board of Directors (the “Board”).

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ARTICLE VII

FISCAL YEAR

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Proposed April 26, February 25, 2016

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Board Meeting Schedule

Listed below are the proposed RSWA Board of Directors meeting dates for calendar year 2020, as established during the Board meeting on February 25, 2020:

- Tuesday, March 24, 2020
- Tuesday, May 26, 2020
- Tuesday, July 28, 2020
- Tuesday, September 22, 2020
- Tuesday, November 17, 2020*

* The November meeting is moved to the third Tuesday of the month to avoid a conflict with the week of Thanksgiving.

RSWA meetings will start promptly at 2:00 p.m. RSWA meetings will be held in the large conference room of the Moores Creek Advanced Water Resource Recovery Facility Administration Building, 695 Moores Creek Lane, Charlottesville, VA.
MEMORANDUM

TO:        RIVANNA SOLID WASTE AUTHORITY
           RIVANNA WATER & SEWER AUTHORITY
           BOARD OF DIRECTORS

FROM:      JENNIFER A. WHITAKER, DIRECTOR OF ENGINEERING AND
           MAINTENANCE

REVIEWED BY:  BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT:  AWARD OF NONPROFESSIONAL SERVICES CONTRACT FOR
           CONSTRUCTION VISUAL DOCUMENTATION SERVICES;
           COMMONWEALTH DOCUMENTATION, LLC

DATE:      FEBRUARY 25, 2020

The Rivanna Water and Sewer Authority (RWSA) and Rivanna Solid Waste Authority (RSWA) are continually improving their infrastructure based on age or the need to expand and increase capacity, and as a result, wanted to procure services to comprehensively document the pre, during, and post construction changes associated with completion of construction, and other, projects through photographs, videos, and special software. This documentation is beneficial during the construction process itself, as well as after the improved infrastructure is in use.

As a result, RWSA and RSWA advertised a joint Request for Proposals on January 19, 2020 and proposals were due on February 4, 2020. As part of the procurement process, competitive negotiation was utilized as the procurement method for this contract. Due to the nature of dealing with various construction sites and activities, it is critical to review a contractor’s qualifications and references to confirm capabilities and the satisfaction of other owners who have worked with the contractor in similar situations. This method would allow RWSA and RSWA to evaluate not only the firm’s experience, capabilities and availability, but also the management approaches and key personnel. In addition, this approach would still allow RWSA and RSWA to factor price into the decision-making process, but not use it as the sole determining factor.

On February 4, 2020, one proposal was received from Commonwealth Documentation, LLC (dba Multivista). Multivista is currently providing construction photo documentation services as a subcontractor to the design engineer for the Crozet Water Treatment Plant – Expansion and Rehabilitation project, and our experience with the company to date has been very positive. In addition, the submitted qualifications of the company and the proposed project team, responsiveness to the scope of services, professional competence, qualifications, competitive labor rates, depth of key personnel, and extensive experience with similar projects provided in the proposal further demonstrated the company’s extensive capabilities. As a result, it was determined that RWSA and RSWA would recommend awarding a contract to Multivista.
**Board Action Requested:**

Authorize the Executive Director to execute a contract for an initial term of one year, with options to renew the contract for four additional one-year terms, with Commonwealth Documentation, LLC for Construction Visual Documentation Services.
Recycling Update – February 2020

Presented by Phil McKalips
February 25, 2020
The Recycling Landscape

• Beginning in 2018, China started reducing imports of recycled materials (especially paper and plastic). These reductions have continued to become more stringent. Basically, for our purposes, they are now importing zero recyclables.

• Other SE Asian nations have also been greatly reducing imports.

• In the mid-Atlantic region, prices for all commodities are depressed and will likely remain so for the foreseeable future.

• What allows us to continue to have our materials accepted is that we add a lot of value to our materials through baling and providing transportation.
U.S. scrap plastic exports to all countries, 2015-2019
What does RSWA Recycle?

- Aluminum Beverage Cans
- Mixed Metal
- Corrugated Cardboard
- #1 and #2 Plastic Bottles and Containers
- Mixed Paper
- #2 and #4 Plastic Bags and Films

- Glass Bottles and Jars
- Office Paper
- Newspaper
- Hard and Soft-bound Books
- Compostable Food Waste
- Oyster Shells
- Used Cooking Oil
Where does it all go?

- **Aluminum Beverage Cans** – Gerdau, Roanoke, sold for reuse in Aluminum Beverage Cans

- **Mixed Metal** – Gerdau, Roanoke sorting facility and sold as scrap metal by grade

- **Corrugated Cardboard** – Sonoco Recycling, Richmond paper mill, recycled into paper products (Pringles® Chip tubes)
Where does it all go?

- **#1 and #2 Plastics** – Sonoco Recycling in Raleigh, NC, processed through MRF for recoverable plastics

- **Mixed Paper** – Sonoco Recycling, Richmond paper mill, recycled into paper products (Pringles® Chip tubes)

- **#2 and #4 Plastic Bags and Films** – Trex, Winchester, used in making Trex® decking materials
Where does it all go?

- **Glass Bottles and Jars** – Strategic Materials in NC, recycled into glass food/beverage containers

- **Office Paper** – Sonoco Recycling, Madison Heights, recycled into paper towels and toilet paper at eastern US papermill

- **Newsprint** – Sonoco Recycling, Richmond Paper Mill, recycled paper products
Where does it all go?


• **Compostable Food Waste** – Natural Organic Process Enterprises (NOPE), Richmond, hauls material to McGill-Waverly Composting Facility

• **Oyster Shells** – VCU Oyster Shell Recycling Program

• **Used Cooking Oil** – Biofuels or Animal Feed.
Things We’re Watching.

• Mixed Paper and some of the other paper products are earning low (or zero) revenue. Expect this to continue.

• Unclean/contaminated Plastic will continue to be a problem due to processing costs. Clean #1 and #2 plastics have a domestic market and are seeing strong prices (~$0.50 to $0.70 per pound [$1400 per ton] for clean #2).

• Material Contamination – “Wish-cycling” is our biggest problem. Will require customer education and implementation.
Note contamination of #1-#2 Plastics by bubble wrap and blue totes

Note contamination of aluminum cans with plastic bags and aluminum foil
Other Recycling in the Area

- van der Linde Recycling in Zion Crossroads – Construction/Demolition Debris (CDD) recycling
- eWaste – RSWA offers twice per year no-cost collections at Ivy; events by others occur throughout the year
- Tires – twice per year no-cost collections at Ivy, recycled by Emanuel Tire, Appomattox, VA
- Oil-based and Latex Paints – daily collection at Ivy. Recycled into fuels or paint products by MXI Environmental.
What we need to do going forward.

• Continue to work to educate our customers about the whole recycling process, so our efforts can be adaptive to the recycling marketplace.

• Work to increase commercial interest in our products by reducing contamination. This will take more staff inspection and significant customer education.

• Increase our value-added. Our products are of interest because we deliver some of them and we bale some of them. This increases their value.
Questions?