



**RSWA BOARD OF DIRECTORS**  
**Minutes of Regular Meeting**  
**June 23, 2020**

A regular meeting of the Rivanna Solid Waste Authority (RSWA) Board of Directors was held on Tuesday, June 23, 2020 at 2:00 p.m. via Zoom.

**Board Members Present:** Mike Gaffney, Dr. Liz Palmer, Jeff Richardson, Lance Stewart, Paul Oberdorfer, Dr. Tarron Richardson (arrived at 2:06 p.m.), Lloyd Snook.

**Board Members Absent:** None.

**Rivanna Staff Present:** Bill Mawyer, Katie McIlwee, Lonnie Wood, Jennifer Whitaker, Phil McKalips, David Tungate, Betsy Nemeth.

**Attorney(s) Present:** Kurt Krueger.

**Also Present:** Access to the meeting was available via Zoom for members of the public and media representatives.

**1. CALL TO ORDER**

Mr. Gaffney convened the June 23, 2020 regular meeting of the Board of Directors of the Rivanna Solid Waste Authority at 2:01 p.m.

**2. STATEMENT FROM THE CHAIR**

Mr. Gaffney stated that this meeting was being held via real-time electronic means, with no board member physically present at a single central location, pursuant to the COVID-19 resolution of the Authority authorizing the adoption of procedures for electronic public meetings, and board and public hearings, adopted by the board on May 26, 2020.

Mr. Gaffney stated that all Board members are participating electronically. He stated that, in addition to the Authority's May 26 COVID-19 resolution, this meeting was being held pursuant to the second resolution of the City's Continuity of Government Ordinance and Section 6(e) of the County's Continuity of Government Ordinance. He stated that all Board members will identify themselves and state their physical location by electronic means during the roll call, which would be held next.

Mr. Gaffney noted, for the record, that the public has real-time audio/visual access to this meeting over Zoom as provided in the lawfully posted meeting notice, and real-time audio access over telephone, which is also contained in the notice. He stated that the public is always invited to send questions, comments, and suggestions to the Board through Mr. Bill Mawyer, the Authority's Executive Director, at any time.

Mr. Gaffney called the roll call.

Mr. Paul Oberdorfer stated that he was located at 112 Crepe Myrtle Drive in Louisa County.

48  
49 Dr. Lizbeth Palmer stated that she was located at 2958 Mechum Banks Drive in Albemarle County.  
50  
51 Dr. Tarron Richardson was not present during the roll call.  
52  
53 Mr. Jeff Richardson stated that he was attending from his office at the Albemarle County  
54 Administrative Building on McIntire Road in Charlottesville.  
55  
56 Mr. Lloyd Snook stated that he was located at his office, at 408 East Market Street in  
57 Charlottesville.

58  
59 Mr. Lance Stewart stated that he was also located at the County Office Building located at 401  
60 McIntire Road, Charlottesville.

61  
62 Mr. Mike Gaffney stated that he was located at 415 Wild Horse Lane in Corolla, North Carolina.

63  
64 Mr. Gaffney stated that the following Authority staff members were joining the meeting: Bill  
65 Mawyer (Executive Director), Lonnie Wood (Director of Finance and Administration), Phil  
66 McKalips (Director of Solid Waste), Jennifer Whitaker (Director of Engineering and Maintenance),  
67 Betsy Nemeth (Human Resource Manager), and Katie McIlwee (Communications Manager and  
68 Executive Coordinator).

69  
70 Mr. Gaffney stated that they were also joined electronically by Mr. Kurt Krueger (Counsel to the  
71 Authority).

72  
73 **3. MINUTES OF PREVIOUS BOARD MEETING**

74 *Minutes of the Special Meeting of the Board on May 26, 2020*

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

76  
77 **Mr. Stewart moved that the board approve the minutes of the previous board meeting. The**  
78 **motion was seconded by Mr. Oberdorfer, and passed unanimously (6-0). (Dr. Richardson was**  
79 **not present for the vote, as he arrived at the meeting later.)**

80  
81 **4. RECOGNITIONS**

82 There were no recognitions.

83  
84 **5. EXECUTIVE DIRECTOR'S REPORT**

85 Mr. Mawyer stated that there was a good suggestion from a customer that the Authority should start  
86 a mail order program for the tag-a-bag stickers, which cost \$2 per sticker. He stated that the  
87 Authority has started this, where people can fill out a form online and mail it to them, along with  
88 \$24. He stated that the Authority then sends the customer a sheet of \$2 tags so that this way, they do  
89 not have to buy the tags at the landfill. He stated that customers can put the stickers on their bags  
90 and put them straight into the disposal container.

91  
92 Mr. Mawyer stated that the Authority is also pleased that in September, they expect to start  
93 accepting credit cards at the Ivy landfill. He stated that they have not been doing this to date, and  
94 they are putting in place the technology and security procedures to accept credit cards. He stated  
95 that this is expected to be a benefit at the Ivy facility.

96

97 Mr. Mawyer stated that last week, on June 17, they celebrated Waste and Recycling Workers Week,  
98 as dedicated by the Solid Waste Association of North America (SWANA). He stated that the  
99 Authority thanks all of our solid waste employees for what they do.

100  
101 Mr. Mawyer noted that use of the Ivy MUC and MSW facility continues to be strong. He stated that  
102 they had over 5,500 vehicles go through the IMUC in May and averaged over 98 tons per day of  
103 municipal solid waste and construction debris.

104  
105 Mr. Mawyer stated that they are building the new Ivy Convenience Recycling Center, which is  
106 almost finished and should open next month. He presented a picture showing a new bypass road that  
107 was built that goes around the convenience center. He stated that their MSW trucks, as they park  
108 beyond the barn, will travel back and forth on this new road, and then the area where they will have  
109 the new recycling center will have a cul-de-sac type of setup where traffic comes in, drops off their  
110 recyclables, and leaves by the same road. He stated that this is nearly done, and they expect to get  
111 new containers that week. He stated that they will be poised to open, and further poised to have a  
112 grand opening when the time is right, later in the summer or in early fall.

113  
114 Mr. Mawyer stated that the Household Hazardous Waste and Bulky Waste Amnesty Days are  
115 moving forward. He stated that they had over 287 cars come through on E-Waste Day, which took  
116 place on Saturday, June 13. He stated that HHW Days will be Thursday, Friday, and Saturday, July  
117 9-11; followed by Bulky Waste Days, which will be on June 27 (with June 20 completed).

118  
119 Mr. Mawyer stated that the Authority asked the City and County for reimbursement of about \$1,900  
120 in COVID-19 costs, if federal funds become available to them through CARES Act funding. He  
121 stated that they had purchased Personal Protective Equipment (PPE), for which they were asking  
122 reimbursement.

123  
124 Dr. Palmer stated that she is always pleased to see the RSWA giving more options to customers.  
125 She stated that over the years, both the mail requests for the stickers and for credit card payments  
126 have come up before. She stated that she remembered the request for the tag-a-bag stickers by mail  
127 and that the issue was that there was not anyone to take care of that and send those out. She stated  
128 that up until recently, the credit card issue was that they did not have service out there through  
129 Century Link or anyone else. She stated that she was curious as to what has changed for both those  
130 things. She asked if there were now more staff to mail out the stickers, and if Mr. Mawyer could  
131 comment with respect to the service there and taking credit cards.

132  
133 Mr. Mawyer replied that they have added nine staff people to solid waste over the last four years.  
134 He stated that Mr. McKalips' position as Solid Waste Director has been a key position to help him  
135 orchestrate and implement new programs, as well as the staff who are doing the work at the larger  
136 transfer station. He stated that the staffing has been a big help and has allowed them to work with  
137 the mail-in tag-a-bag program. He stated that Ms. McIlwee has been a big help as his assistant, and  
138 that she helps with many of these programs. He stated that staff, as well as a desire to move forward  
139 with those programs, have helped.

140  
141 Mr. Mawyer stated that the technology group has been working to get the technology and  
142 communication lines out to Ivy to provide credit card service, which was made a priority with them.  
143 He stated that they have done a good job. He stated that he would guess that as the expansion of  
144 communication cables goes on and the growth in the Dick Woods Road area has happened through  
145 the years, it has made the technology more available there. He stated that generally, that is now why  
146 they are able to provide those new services.

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**6. ITEMS FROM THE PUBLIC**

Mr. Gaffney opened Items from the Public. He noted that this was not the public hearing for the adoption and approval of the budget, and that this would come later.

Mr. Sean Tubbs (Piedmont Environmental Council, City resident) stated that PEC thanks the board for opening up these meetings under the COVID-19 restrictions. He stated that access to this type of information is crucial to the public. He stated that last week, the Albemarle County Board of Supervisors talked about the Climate Action Plan, and at least two Supervisors talked about the need for solid waste to be prominent among that.

Mr. Tubbs stated that as they go forward through and after COVID-19, he hoped that the board would continue to stream these meetings for the public so that they can all see what is going on. He stated that he appreciated the ability to monitor what is happening as PEC tries to figure out ways to incorporate solid waste and meet their overall regional goals through much of the work the board is already doing. He stated that access to that information for the public is crucial.

Mr. Bob Corey stated that Mr. McKalips sent him an email committing to a replacement for the McIntire Book Exchange for the August meeting, and that he looked forward to that.

**7. RESPONSES TO PUBLIC COMMENT**

Dr. Palmer stated that she would respond to Mr. Tubbs' comment. She stated that the Board of Supervisors did have a good discussion during the Climate Action Plan update from staff. She stated that there was much talk and support for additional drop-off areas in the County, at some point, when the money is available to do so. She stated that the public is interested in seeing additional options for drop-off of trash and recyclables.

Mr. Gaffney asked if the City and County have talked about whether they will continue Zoom meetings once the public is open to come to Board and Council meetings.

Mr. Richardson stated that he would talk about that first, from the County's vantage point. He stated that there was a brief meeting held that morning to discuss that. He stated that currently, they are running cost analyses to understand budgetarily what the infrastructure commitment would be for the County to do that on a permanent basis. He stated that they have experience with outsourcing through a company to do these meetings, and if they were to do them long-term, it would make sense for the County to make some infrastructure investment to be able to take some of that over without the assistance of a vendor to the degree they are getting now.

Mr. Richardson stated that once that analysis is done, they will look for the opportunity to go back to the Board of Supervisors. He stated that this could be at a Board of Supervisors meeting or at an upcoming retreat, as they were still planning to have a retreat with the Board at some point in time in the later summer or early fall, whenever there is the opportunity. He stated that they will be prepared to speak to the Board of Supervisors about the long-term interest of the Board, coupled with cost implications, and will look for Board guidance at that time.

Dr. Richardson stated that the City was in Phase II on the state level but is still basically in Phase I in terms of City Hall reopening. He stated that they would be taking it slowly in terms of reopening facilities, which will impact the way they have public meetings within City Hall. He stated that they were still working through this, and did not have a definite time in terms of when they will bring

196 people back into City Hall for the meetings, so they will continue to hold Zoom meetings for City  
197 Council and other public meetings.

198  
199 Dr. Richardson stated that they will be taking a phased approach in terms of their employees  
200 coming back, beginning on Monday, July 13. He stated that they would bring their directors back  
201 next Monday (June 29) to begin the process of the phased-in approach to prepare their departments  
202 for that. He stated that once they get to the point where they think the phases will continue, until  
203 they get to Phase III, they will revisit this question, but that this was a conversation that he and the  
204 Council were having at that time. He stated that he will keep everyone posted.

205  
206 Mr. Mawyer stated that Mr. Corey commented about the book exchange. He stated that they had an  
207 old, dilapidated container at McIntire. He stated that it was getting worse, and the books were  
208 getting wet. He stated that when they went into the COVID-19 situation, they took the container  
209 away from McIntire, so currently, there is no book container there. He stated that this is what  
210 spurred Mr. Corey to suggest they get a new one. He stated that Mr. Corey had suggested a custom-  
211 made facility with staff to support it.

212  
213 Mr. Mawyer stated that the Authority replied to Mr. Corey, and copied the board, noting that they  
214 would investigate alternatives. He stated that Mr. McKalips is working on that with a plan to bring  
215 some options to the board, likely in August, about what to do with the Book Exchange.

216  
217 Mr. Mawyer stated that similarly, with the COVID-19 challenges at the Encore Shop at Ivy, they  
218 are trying to find their way and get help from the Health Department on appropriate sanitary  
219 procedures for materials that people bring and other people take them away. He stated that they are  
220 trying to determine if there are any sanitation requirements and those types of realities under the  
221 COVID-19 environment.

222  
223 Mr. Mawyer stated that regarding using Zoom for the board meetings, he would be glad to continue  
224 that format, but he would echo what Mr. Richardson stated about it being a cost issue. He stated that  
225 they use a consultant for every meeting and that there is a Zoom license expense, so the Authority  
226 will need to have a longer-range plan if they will continue to have a much longer period in which  
227 they will use Zoom. He stated that they would need to determine if they will purchase their own  
228 licenses or continue to pay the consultant. He stated that this would have to be something they  
229 investigate and get the board's feedback. He stated that when they get to Phase III of the Governor's  
230 plan, there is the question of if board members are comfortable coming back to the building for  
231 board meetings.

232  
233 Mr. Stewart stated that he would like to make two points. He stated that one is related to the heart of  
234 Mr. Tubbs' question. He stated that although the City and County are both considering the  
235 continuation of virtual meetings as they are now, both agencies have had the ability for citizens to  
236 live-stream meetings. He stated that perhaps Mr. Tubbs' suggestion that this be continued for the  
237 public might be a simpler solution as opposed to an indefinite continuation of virtual meetings. He  
238 stated that it could be as simple as a video or audio feed of meetings.

239  
240 Mr. Stewart stated that regarding the Book Exchange, the replacement of that had been in an earlier  
241 version of the budget and then was one of the few items that were pulled, other than pay raises for  
242 staff. He stated that he did not know if there was a possibility, as the financial situation continues,  
243 that they could revisit that during the current fiscal year. He stated that the previous discussion, as it  
244 was proposed, did not include staffing or a custom facility.

245

246 Mr. Mawyer stated that they would go over those items in August. He stated that Mr. Stewart was  
247 correct that they have never had staffing specifically for the book bin, so this would be a new  
248 service.

249

250 **8. CONSENT AGENDA**

251

a. *Staff Report on Finance*

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

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c. *FY 2021 Personnel Management Plan Revisions*

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d. *Purchasing Manual and Policy Updates*

256

e. *Award of Professional Services Contracts for Landfill Engineering and Groundwater Services–*

257

*Draper Aden Associates; Geosyntec Consultants*

258

259 **Dr. Palmer moved that the board approve the consent agenda. The motion was seconded by**  
260 **Mr. Stewart, and passed unanimously (7-0).**

261

262 **9. OTHER BUSINESS**

263

a. *Presentation and Public Hearing: Rate Resolution Approval and Adoption of FY 2020-2021*

264

*Budget; Bill Mawyer, Executive Director*

265

266 Mr. Mawyer stated that this is the budget that he reviewed with the board last month. He stated that  
267 he would give a brief review again, and they will then have a public hearing.

268

269 Mr. Mawyer stated that the budget for next year is estimated to be \$5.15 million. He stated that the  
270 largest element is the transfer station, shown on the slide in light green. He stated that they have  
271 added a new purple segment to the chart, which is the convenience center.

272

273 Mr. Mawyer presented the proposed expense budget for next year. He stated that the budget has a  
274 net increase of \$442,000 above the current year, which is comprised of an expense increase of about  
275 \$910,000 as well as a revenue increase of \$467,000, which nets to a \$442,000 increase to the  
276 budget. He stated that this is largely because of the new convenience center that will be staffed and  
277 have equipment.

278

279 Mr. Mawyer stated that the cost share allocations are \$2 million to the County (which is a 14%  
280 increase over last year), and just over \$446,000 to the City (which was a slight decrease to the City).  
281 He stated that UVA has agreed to a 30-year allocation of \$79,982 to the Environmental cost center,  
282 and that Rivanna is using reserves of \$200,000 in the Environmental cost center.

283

284 Mr. Mawyer stated that the \$442,000 net increase is driven by the new convenience center, largely.  
285 He stated that they also anticipate a decrease in revenue, which creates an increase in net expenses,  
286 for recycling. He stated that they have other minor increases, such as wood grinding to make mulch  
287 (which is popular). He stated that the more equipment they have at Ivy, the more equipment they  
288 must maintain and depreciate.

289

290 Mr. Mawyer stated that the budget this year is above the average line of the 15-year budget history,  
291 but just barely. He stated that this is the first year since 2010 that it will be an above-average budget,  
292 and this is an outcome of the additional services to provide transfer services and the new services

293 associated with compost, compostable food waste, and a recycling center. He stated that they are  
294 expanding services, and the budget is expanding accordingly.

295  
296 Mr. Mawyer stated that they provide services through five cost centers, which are formula-driven as  
297 far as how they are funded. He stated that there is an agreement that says the City pays 35.5% of the  
298 Environmental costs, and the County pays 64.5%. He stated that UVA contributes the fixed fee of  
299 \$79,982 per year.

300  
301 Mr. Mawyer stated that recycling also has an agreement that says the City funds 30% of the  
302 recycling costs, which are substantially the McIntire Recycling Center and the Paper Sort facility.  
303 He stated that the County funds 70% of that expense.

304  
305 Mr. Mawyer stated that the transfer station is 100% a County-funded service for any deficit. He  
306 stated that similarly, the operations at the landfill are County-funded, as well as the new  
307 convenience center.

308  
309 Mr. Mawyer stated FY 2021 expenses are estimated at \$446,000 for the City, and just over \$2  
310 million for the County, and with a fixed cost of \$79,982 for UVA.

311  
312 Mr. Mawyer stated that they did not propose significant increases that year, but that their health  
313 insurance provider is increasing charges to the Authority. He stated that the Authority has proposed  
314 1.5 full-time employees to help staff the new convenience center. He stated that otherwise, there are  
315 no changes in the IMUC fee schedule other than adding a compost fee of \$75 per ton.

316  
317 Mr. Gaffney stated that he was glad to see that the explanation of \$75 per ton equals 2 cubic yards,  
318 as people had questions about why it was so high compared to the other compost stations.

319  
320 Mr. Mawyer stated that last month, Dr. Palmer asked about their market assessment, and that in Mr.  
321 McKalips' writeup on the operating report, he did a survey of the landfills in the area. He stated that  
322 Louisa and Greene were also at \$52, so he feels they are well-situated on that fee of \$52.

323  
324 Mr. Gaffney opened the public hearing. Hearing no comments from the public, he closed the public  
325 hearing.

326  
327 Mr. Mawyer stated that last month, Dr. Palmer had suggested they remove the fees for hauling  
328 expenses. He stated since they do not provide that service anymore, these were removed from the  
329 proposed rate schedule.

330  
331 **Dr. Palmer moved the board approve the resolution for the adoption of the Rivanna Solid**  
332 **Waste Authority rate schedule for FY 20-21. The motion was seconded by Mr. Richardson,**  
333 **and passed unanimously (7-0).**

334  
335 **Mr. Snook moved the board approve the budget. The motion was seconded by Mr.**  
336 **Oberdorfer, and passed unanimously (7-0).**

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338 **10. OTHER ITEMS FROM BOARD/STAFF NOT ON AGENDA**

339 There were no other items.

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341 **11. CLOSED MEETING**

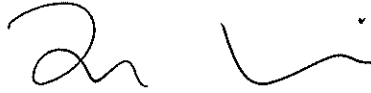
342 There was no closed meeting.

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***12. ADJOURNMENT***

**At 2:33 p.m., Mr. Richardson moved to adjourn the meeting of the Rivanna Solid Waste Authority. The motion was seconded by Dr. Palmer and passed unanimously (7-0).**

Respectfully submitted,



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**Dr. Tarron Richardson  
Secretary - Treasurer**