






Board of Directors Meeting

January 26, 2021

2:00pm



695 Moores Creek Lane | Charlottesville, Virginia 22902-9016

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434.293.8858 
www.rivanna.org 

BOARD OF DIRECTORS

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

DATE: January 26, 2021
LOCATION: Virtually via ZOOM
TIME: 2:00 p.m.

AGENDA

- 1. CALL TO ORDER**
- 2. STATEMENT FROM THE CHAIR**
- 3. MINUTES OF PREVIOUS BOARD MEETING**
 - a. Minutes of the Regular Meeting of the Board on November 17, 2020*
- 4. RECOGNITION**
 - a. Resolution of Appreciation for Kurt Krueger*
- 5. EXECUTIVE DIRECTOR'S REPORT**
- 6. ITEMS FROM THE PUBLIC**
- 7. RESPONSES TO PUBLIC COMMENTS**
- 8. CONSENT AGENDA**
 - a. Staff Report on Finance*
 - b. Staff Report on Ivy Material Utilization Center/Recycling Operations Update*
 - c. Award of Legal Services Term Contract; Williams Mullen*
- 9. OTHER BUSINESS**

(RECESS RSWA)

(JOINT SESSION WITH THE RWSA)

 - a. Presentation: Presentation: Strategic Plan Update; Katie McIlwee, Communications Manager/Executive Coordinator*

10. OTHER ITEMS FROM BOARD/STAFF NOT ON AGENDA

11. CLOSED MEETING – Personnel Review

12. ADJOURNMENT

GUIDELINES FOR PUBLIC COMMENT AT VIRTUAL RIVANNA BOARD OF DIRECTORS MEETINGS

If you wish to address the Rivanna Board of Directors during the time allocated for public comment, please use the “chat” feature in the Zoom Meeting interface.

Members of the public who submit comments will be recognized during the specific time designated on the meeting agenda for “Items From The Public.” The comment(s) will be read aloud to the Board of Directors only during this agenda item, so comments must be received prior to the end of this agenda item. The comments will be read by the Rivanna Authority’s Executive Coordinator/Clerk of the Board.

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.

If you would like to submit a comment, please keep in mind that Board of Directors meetings are formal proceedings and all comments are recorded on tape. In order to give all who wish to submit a comment proper respect and courtesy, the Board requests that commenter follow the following guidelines:

- Submit your comment prior to the start of or during the “Items from the Public” section of the Agenda.
- In your comment, state your full name and address and your organizational affiliation if commenting 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;
- Be respectful and civil in all interactions at Board meetings;
- The Board will have the opportunity to address public comments after the public comment session has been closed;
- At the request of the Chairman, 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 commenters 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.

Rev. May 20, 2020

CALL TO ORDER

STATEMENT OF CHAIR TO OPEN MEETING

This is Mike Gaffney, Chair of the Rivanna Solid Waste Authority.

I would like to call the January 26, 2021 meeting of the Board of Directors to order.

Notwithstanding any provision in our Bylaws to the contrary, as permitted under the City of Charlottesville's Continuity of Government Ordinance adopted on March 25, 2020, Albemarle County's Continuity of Government Ordinance adopted on April 15th, 2020, and revised effective October 1, 2020 and Chapter 1283 of the 2020 Acts of the Virginia Assembly effective April 24, 2020, we are holding this meeting by real time electronic means with no board member physically present at a single, central location.

All board members are participating electronically. This meeting is being held pursuant to the second resolution of the City's Continuity of Government Ordinance and Section 6 of the County's revised Continuity of Government Ordinance. All board members will identify themselves and state their physical location by electronic means during the roll call which we will hold next. I note 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. The public is always invited to send questions, comments, and suggestions to the Board through Bill Mawyer, the Authority's Executive Director, at any time.

ROLL CALL:

Mr. Blair: Please state your full name and location.

Mr. Brown: Please state your full name and location.

Dr. Palmer: Please state your full name and location.

Mr. Richardson: Please state your full name and location.

Mr. Snook: Please state your full name and location.

Mr. Stewart: Please state your full name and location.

And I am Mike Gaffney and I am located at _____.

Joining us today electronically are the follow Authority staff members:

Bill Mawyer, Phil McKalips, Lonnie Wood, Jennifer Whitaker, John Hull, and Katie McIlwee

We are also joined electronically by Kurt Krueger, counsel to the Authority.



RSWA BOARD OF DIRECTORS
Minutes of Regular Meeting
November 17, 2020

A regular meeting of the Rivanna Solid Waste Authority (RSWA) Board of Directors was held on Tuesday, November 17, 2020 at 2:00 p.m. via Zoom.

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

Board Members Absent: None.

Rivanna Staff Present: Bill Mawyer, Katie McIlwee, Lonnie Wood, Jennifer Whitaker, Phil McKalips, David Tungate, Elizabeth Coleman, John Hull.

Attorney(s) Present: Kurt Krueger.

1. CALL TO ORDER

Mr. Gaffney convened the November 17, 2020 regular meeting of the Board of Directors of the Rivanna Solid Waste Authority at 2:02 p.m.

2. STATEMENT FROM THE CHAIR

Mr. Gaffney read the following statement aloud: “Notwithstanding any provision in our Bylaws to the contrary, as permitted under the City of Charlottesville’s Continuity of Government Ordinance adopted on March 25, 2020; Albemarle County’s Continuity of Government Ordinance adopted on April 15th, 2020, and revised effective October 1, 2020; and Chapter 1283 of the 2020 Acts of the Virginia Assembly effective April 24, 2020, we are holding this meeting by real time electronic means with no board members physically present at a single, central location.

“All board members are participating electronically. This meeting is being held pursuant to the second resolution of the City’s Continuity of Government Ordinance and Section 6 of the County’s revised Continuity of Government Ordinance. All board members will identify themselves and state their physical location by electronic means during the roll call, which we will hold next. I note 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. The public is always invited to send questions, comments, and suggestions to the Board through Bill Mawyer, the Authority’s Executive Director, at any time.”

Mr. Gaffney called the roll.

Mr. John Blair stated he was located at Charlottesville City Hall (605 East Main Street, Charlottesville, VA).

Mr. Paul Oberdorfer stated he was located at 112 Crepe Myrtle Drive in Zion Crossroads, VA.

Dr. Elizabeth Palmer stated she was located at 2958 Mechum Banks Drive in Charlottesville, VA 22901.

Mr. Jeff Richardson stated he was attending from his office at 401 McIntire Road, the Albemarle County Administrative Building, in Charlottesville, VA.

Mr. Lloyd Snook stated he was located at 2408 Hillwood Place in Charlottesville, VA.

Mr. Lance Stewart stated he was located at 401 McIntire Road in Charlottesville, VA.

Mr. Mike Gaffney stated he was located at 3180 Dundee Road in Earlysville, VA.

Mr. Gaffney stated the following Authority staff members were joining the meeting electronically: Bill Mawyer, Lonnie Wood, Phil McKalips, Jennifer Whitaker, Elizabeth Coleman, John Hull, and Katie McIlwee.

Mr. Gaffney stated they were also joined electronically by Mr. Kurt Krueger, Counsel to the Authority.

3. MINUTES OF PREVIOUS BOARD MEETING

Minutes of the Previous Meeting of the Board on August 25, 2020

Dr. Palmer moved that the board approve the minutes of the previous board meeting. She was seconded by Mr. Richardson, and the motion passed unanimously (7-0).

4. RECOGNITION

a. Dr. Tarron Richardson

Mr. Gaffney stated there were two recognitions from the RSWA and from the Rivanna Water and Sewer Authority (RWSA). He stated the first was a joint resolution of appreciation for Dr. Tarron Richardson, and he read the resolution aloud:

“WHEREAS, Dr. Richardson has served as a member of the Rivanna Water & Sewer Authority and Rivanna Solid Waste Authority Boards of Directors since May of 2019; and

“WHEREAS, over that same period Dr. Richardson has demonstrated leadership in water and sewer, solid waste and recycling services; and has been a valuable member of the Boards of Directors and a resource to the Authorities; and

“WHEREAS, Dr. Richardson’s understanding of the water, sewer, solid waste, and recycling operations of the City of Charlottesville, the Water & Sewer Authority, and the Solid Waste Authority has supported a strategic decision-making process that provided benefits to the customers served by the City of Charlottesville as well as the community as a whole.

“WHEREAS, the Water & Sewer Authority and Solid Waste Authority Boards of Directors are most grateful for the professional and personal contributions Dr. Richardson has provided to both Authorities and to the community; and

“NOW, THEREFORE, BE IT RESOLVED that the Rivanna Water & Sewer Authority and the Rivanna Solid Waste Authority Boards of Directors recognize, thank, and commend Dr. Richardson for his distinguished service, efforts, and achievements as a member of the Rivanna Water & Sewer Authority and the Rivanna Solid Waste Authority, and present this Resolution as a token of esteem, with their best wishes in his future endeavors.

98
99 **“BE IT FURTHER RESOLVED** that this Resolution be entered upon both the permanent
100 Minutes of the Rivanna Water & Sewer Authority and the Rivanna Solid Waste Authority.”
101

102 **Dr. Palmer moved that the board adopt the joint resolution of appreciation for Dr.**
103 **Richardson. She was seconded by Mr. Blair, and the motion passed unanimously (7-0).**
104

105 *b. Mr. Paul Oberdorfer*
106

107 Mr. Gaffney stated the second resolution of appreciation was for Mr. Paul Oberdorfer, and read the
108 resolution aloud:
109

110 **“WHEREAS,** Mr. Oberdorfer has served as a member of the Rivanna Solid Waste Authority Board
111 of Directors since February of 2017; and
112

113 **“WHEREAS,** over that same period Mr. Oberdorfer has demonstrated leadership in solid waste
114 and recycling services; and has been a valuable member of the Board of Directors and a resource to
115 the Authority; and
116

117 **“WHEREAS,** Mr. Oberdorfer’s understanding of solid waste and recycling operations of the City
118 of Charlottesville, and the Solid Waste Authority, has supported a strategic decision-making process
119 that provided benefits to the customers served by the City of Charlottesville as well as the
120 community as a whole, and
121

122 **“WHEREAS,** the Solid Waste Authority Board of Directors is most grateful for the professional
123 and personal contributions Mr. Oberdorfer has provided to both the Authority and to the
124 community; and
125

126 **“NOW, THEREFORE, BE IT RESOLVED** that the Rivanna Solid Waste Authority Board of
127 Directors recognize, thank, and commend Mr. Oberdorfer for his distinguished service, efforts, and
128 achievements as a member of the Rivanna Solid Waste Authority, and present this Resolution as a
129 token of esteem, with their best wishes in his future endeavors.
130

131 **“BE IT FURTHER RESOLVED** that this Resolution be entered upon the permanent Minutes of
132 the Rivanna Solid Waste Authority.”
133

134 **Dr. Palmer moved that the board adopt the resolution of appreciation for Mr. Oberdorfer.**
135 **She was seconded by Mr. Blair, and the motion passed unanimously (7-0).**
136

137 **5. EXECUTIVE DIRECTOR’S REPORT**

138 Mr. Bill Mawyer, Executive Director, stated there has been a lot of business at the transfer station.
139 They averaged about 135 tons per day of waste that was transferred in August, 144.3 tons per day
140 on average in September, and 122 tons per day in October.
141

142 Mr. Mawyer stated further, Mr. McKalips took a look at the regional tipping fees and found that the
143 average of many of the transfer stations around the area was \$52.21 per ton, and the median was
144 \$52.00 per ton. He stated Rivanna feels that their \$52 per ton charge is right on target, relative to
145 other transfer stations in the area.
146

Mr. Mawyer stated they reopened the Encore Shop in August, and had no issues with safe and healthy use of the facility.

Mr. Mawyer stated the Household Hazardous Waste and Bulky Waste Amnesty Days were productive, with three days in September and one day in October. He stated they collected over 46 tons of tires, mattresses, appliances, and other household waste items. He stated they had a good E-Waste Day on October 10. He stated although they made 350 appointments, it was a rainy day, and they had only 254 customers show up. He stated they had been poised to recommend to the board that they add another E-Waste Day, but in view of the customers that did not show for their appointments, they would recommend they continue to hold one day in the spring and one in the fall, and perhaps they can add more people from the waitlist in anticipation of no-shows.

Dr. Palmer stated she did not remember how many no-shows they had at the last one or two E-Waste Days.

Mr. Mawyer asked Ms. McIlwee if she could remember.

Ms. McIlwee replied that she knew it was not as high as this.

Mr. McKalips stated he believed their previous numbers were in the range of mid-270s to 280.

Dr. Palmer stated they had offered 350, and asked if it was clear that they could go up and assume there is a certain percentage of the people who will not show.

Mr. Mawyer replied that they believed so. He stated if the board concurred, this is what they would try for the next event in the spring.

Dr. Palmer stated she thought this was fine, and that she could talk about this at another time, but from what she read, there was a long waiting list of people who were told they could not come because the limit had been reached.

Mr. Mawyer stated 330.

Dr. Palmer stated she was not quite sure why they were not doing another one, but that they could talk about this at another time.

Mr. Mawyer stated it is a budget item. He stated particularly in the upcoming budget year for the next year, they could talk about whether or not they want to add more days.

Dr. Palmer stated this would be great.

Mr. Mawyer stated Mr. McKalips and his team also executed another Pumpkin Smash Day on November 7. He asked Mr. McKalips how many tons there were.

Mr. McKalips replied that they had 1,000 pounds.

Mr. Mawyer stated there were 1,000 pounds of pumpkins that went to the Black Bear composting facility in Crimora. He stated Mr. McKalips and his group also got new, colorful signs at both the McIntire Recycling Center and the Ivy Facility that communicate hours and services. He stated he believed those were nice additions to both facilities.

Mr. Mawyer stated another program that they were issuing a media release for (that day) was about celebration of America Recycles Day, which is November 15. He stated they will have a mulch giveaway program from November 18 through December 5, where they will give away 1 ton of mulch to any customer. He stated this is in celebration of America Recycles Day, but there is also a logistical challenge that they are overstocked in mulch, and there is a large pile of vegetative debris that needs to be ground. He stated they are trying to minimize stock.

Mr. Mawyer stated the present meeting would be the last meeting of the year for the Solid Waste Authority, and so he would wish everyone happy holidays. He stated the next meeting will be January 26, and they will have a strategic plan update and another joint meeting with the Water and Sewer Authority.

Dr. Palmer stated she loved the signs at the facilities, adding that they are much more visible.

6. ITEMS FROM THE PUBLIC

Mr. Gaffney opened Items From the Public. As there were no items, he closed Items From the Public.

7. RESPONSES TO PUBLIC COMMENT

As there were no public comments, there were no responses.

8. CONSENT AGENDA

a. Staff Report on Finance

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

c. Approval of Merit Pool

d. Approval of Contract for Vegetative Waste Grinding, A-1 Sandrock, Inc.

e. Approval of Construction Contract and Amendment of the Capital Budget – Ivy MUC Landfill Cap Repairs and Drainage/Berm Improvements, Atlantic Contracting and Material Company, Inc.

f. Approval of Term Contract for Professional Land Management, Planning and Engineering Services – LPDA, Inc.

g. Approval of Term Contract for Non-Professional Environmental Health, Safety, and Industrial Hygiene Services – ECS Mid-Atlantic

Dr. Palmer stated she had a question about the grinding (Item D). She asked if that company brings its equipment to the MUC.

Mr. Mawyer replied that the company brings its equipment and grinds onsite at the vegetative debris pile to make the mulch there. He stated the Authority then pays them based on the number of tons that they grind. He stated the company would be coming twice a year.

Dr. Palmer asked if the Authority had been grinding the mulch themselves before in the past, or if this company has always done this.

Mr. McKalips replied that as far as he knew from his experience, they have always had a contractor do the grinding as it involves specialized equipment.

Dr. Palmer moved that the board approve the consent agenda. She was seconded by Mr. Richardson, and the motion passed unanimously (7-0).

9. OTHER BUSINESS

a. Presentation: Comprehensive Annual Financial Report Fiscal Year Ending June 30, 2020

Mr. Matthew McLearen (Principal of Robinson, Farmer, Cox Associates) stated his firm performed the audit of the financial statements for the fiscal year ending June 30, 2020. He stated he believed that contained in the board packet were two documents, with the first being the Comprehensive Annual Financial Report. He stated this is the document that contains the audited financial statements and the audit opinion. He stated there is also a second document (a two-page letter) entitled "Letter of Communication With Those Charged With Governance."

Mr. McLearen stated he would start briefly with the letter. He stated there are a few required communications between an auditor and a governing body, which is outlined in the letter. He stated the first of those six communications are difficulties encountered when performing the audit. He stated the firm is required under professional standards to disclose any difficulties they had in performing the audit, which could include the inability to access records necessary to apply on the financial statements, or the inability to have complete records necessary to support the financial statements. He stated he was pleased to report that there were no difficulties encountered in performing the audit.

Mr. McLearen stated the second item is corrected and uncorrected misstatements. He stated with most audits, there are proposed audit adjustments that are proposed to management and included in the financial statements. He stated if they are included, they are corrected misstatements. He stated if they are not included, those are considered uncorrected misstatements, and the firm has a professional obligation to disclose those to the governing body. He stated he was pleased to report there were no corrected misstatements for June 30, 2020.

Mr. McLearen stated the third item is the requirement to disclose any disagreements they had in applying accounting principles, and that there were none.

Mr. McLearen stated the next item is consultation with other auditors, also commonly known as "opinion shopping." He stated if they had issued a bad opinion or unqualified opinion, they are required to disclose their knowledge that management sought a second opinion from another CPA firm. He stated he was pleased to report they had no such knowledge of that.

Mr. McLearen stated lastly, they are required to disclose any significant audit findings discovered during the audit, and he was pleased to support there were no significant audit findings.

Mr. McLearen stated he would move onto the actual Comprehensive Annual Financial Report. He stated there are four sections in the report and that his brief remarks would focus on two of those four sections – the Financial section and Compliance section. He stated on page 11 of the Financial section was the Independent Auditor's Report, which is the first of two reports in the document that have the CPA firm's letterhead. He stated this report discloses their opinion on the financial statements and on the material correctness of those numbers. He stated he was pleased to report that they issued an unmodified report, which is a clean report of the FY 2020 audit.

Mr. McLearen stated immediately following the Independent Auditor's Report is the Management's Discussion and Analysis, which is a narrative overview of the financial statements. He stated this is from the perspective of management and provides comparative analysis between the current year and two prior years.

Mr. McLearen stated there are three main financial statement in the Comprehensive Annual Financial Report. He stated the first is the Statement of Net Positions, which is similar to a balance sheet for a for-

profit entity and spans the course of two pages. He stated the second page (page 25) shows a total net position or equity of \$7.6 million on June 30, 2020.

Mr. McLearen stated immediately following the Statement of Net Positions is the Statement of Revenues, Expenses, and Changes in Net Position. He stated this is similar to an income statement for a for-profit entity and reports the increase or decrease in that equity or net position for the year. He stated Exhibit 2 on page 26 shows that the change in net position was an increase of approximately \$373,000 for the year ending June 30, 2020.

Mr. McLearen stated lastly, Exhibit 3 is the final financial statement for the Authority, which is the Statement of Cash Flows found on page 27. He stated just as it sounds, it reports the increase or decrease in the position of the cash balance alone. He stated there was a lot of information on the page, but focusing on the double underline about two-thirds of the way down the page, it showed that the Authority had an ending cash balance of approximately \$3.7 million.

Mr. McLearen stated the last section he wanted to briefly review was the Compliance section. He stated the Compliance section contains the second of those two reports he mentioned that were on the CPA firm's letterhead. He stated this is the "Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance Matters and Other Matters." He stated in this document, an auditor would describe any significant deficiencies or material weaknesses that the Authority has in their financial reporting structure, as well as any violations or noncompliance of laws in accounting matters. He stated reading the two pages of the report (page 81 and 82), the board would find that the firm disclosed no significant deficiencies or material weaknesses for FY 2020.

Mr. McLearen stated he wanted to publicly acknowledge and thank the management, Mr. Lonnie Wood, and Ms. Ware for their assistance in completing the audit process. He stated there is a wealth of information in the Comprehensive Annual Financial Report, and he wanted to express his gratitude for completion of the audit for FY 2020.

As there were no comments or questions from the board, Mr. Gaffney stated they would accept the report and thanked Mr. McLearen. He stated he would especially thank Mr. Wood and his staff for another great year of accounting services.

Mr. Gaffney stated there would be a recess before the next presentation (which would be presented in a joint session with the Rivanna Water and Sewer Authority).

At 2:26 p.m., Dr. Palmer moved to recess the meeting. She was seconded by Mr. Blair, and the motion passed unanimously (7-0).

(See RWSA Board Minutes from November 17, 2020 for the Safety Program Update presentation.)

10. OTHER ITEMS FROM BOARD/STAFF NOT ON AGENDA

Mr. Mawyer stated they had failed to introduce Mr. David Brown officially. He asked Mr. Oberdorfer if he wanted to introduce Mr. Brown.

Mr. Oberdorfer stated Mr. David Brown is the City's new Public Works Director, and comes to them from McKenney, Texas. He stated Mr. Brown has his PE in multiple states and has done local government as well as state-level public works with VDOT for many years. He stated Mr. Brown brings a wealth of experience and has a background in utilities and utility management. He stated he was glad to bring Mr. Brown on board to take care of the Public Works team.

Mr. Mawyer stated Mr. Brown would start on the RSWA board in January.

Mr. Brown stated he looked forward to working with everyone.

349
350 Mr. Mawyer wished Mr. Oberdorfer good luck.

351
352 Mr. Oberdorfer thanked Mr. Mawyer. He stated he was leaving things in great hands, and Mr.
353 Brown will do a fantastic job in helping to move the RSWA Board along as they move forward in
354 the future.

355
356 Mr. Gaffney thanked Mr. Oberdorfer for his hard work on the RSWA Board.

357
358 **11. CLOSED MEETING**

359 There was no closed meeting.

360
361 **12. ADJOURNMENT**

362 **At 3:14 p.m., Mr. Oberdorfer moved to adjourn the meeting of the Rivanna Solid Waste**
363 **Authority. The motion was seconded by Dr. Palmer and passed unanimously (7-0).**
364



**RIVANNA WATER & SEWER AUTHORITY
RIVANNA SOLID WASTE AUTHORITY
BOARD OF DIRECTORS**

Joint Resolution of Appreciation for Mr. Kurt Krueger

WHEREAS, Mr. Krueger has served as legal counsel for the Rivanna Water & Sewer Authority and Solid Waste Authority Boards of Directors since 1997; and

WHEREAS, over that twenty-three year period, Mr. Krueger has provided expert legal advice and guidance for the Authorities, including the processes required to conduct “virtual” business during the ongoing COVID pandemic; and

WHEREAS, Mr. Krueger’s understanding of the water, sewer, solid waste and recycling enabling legislation as well as the operations of the Authorities has supported a strategic decision-making process that provided benefits to the Authorities, their customers and the Charlottesville / Albemarle community. During Mr. Krueger’s tenure and through his efforts, major agreements were completed including:

- a Settlement Agreement and Release for continued operation of the Ivy Landfill
- the Local Government Support Agreement for ongoing solid waste environmental expenses
- a Community Water Supply Plan, to ensure an adequate water supply for 50 years
- the Ragged Mountain Reservoir Dam Project Agreement and Water Cost Allocation Agreement
- the Wastewater Projects Cost Allocation Agreement
- a Subterranean Easement for the Rivanna Interceptor and Sewer Pumping Station
- the Observatory Water Treatment Plant, Raw Water Pumping and Piping Upgrade Cost and Capacity Allocation Agreement
- a Deed of Ground Lease with UVA for the Observatory Water Treatment Plant; and

WHEREAS, the Water & Sewer Authority and Solid Waste Authority Boards of Directors are most grateful for the professional and personal contributions Mr. Krueger has provided to both Authorities and to the community; and

NOW, THEREFORE, BE IT RESOLVED that the Rivanna Water & Sewer Authority and the Rivanna Solid Waste Authority Boards of Directors recognize, thank, and commend Mr. Krueger for his distinguished service, and efforts as legal counsel, and present this Resolution as a token of esteem, with their best wishes in his retirement.

BE IT FURTHER RESOLVED that this Resolution be entered upon both the permanent Minutes of the Rivanna Water & Sewer Authority and the Rivanna Solid Waste Authority.

Michael Gaffney, Chairman

Jeff Richardson	John Blair
Liz Palmer	Lloyd Snook
Gary O’Connell	Lauren Hildebrand
Lance Stewart	David Brown

MEMORANDUM

**TO: RIVANNA SOLID WASTE AUTHORITY
BOARD OF DIRECTORS**

FROM: BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: EXECUTIVE DIRECTOR'S REPORT

DATE: JANUARY 26, 2021

STRATEGIC PLAN GOAL: SOLID WASTE SERVICES

Use of the Ivy Materials Utilization Center:

November 2020

Vehicles

4,962

AVG MSW & CDD Tons/Day

137.55

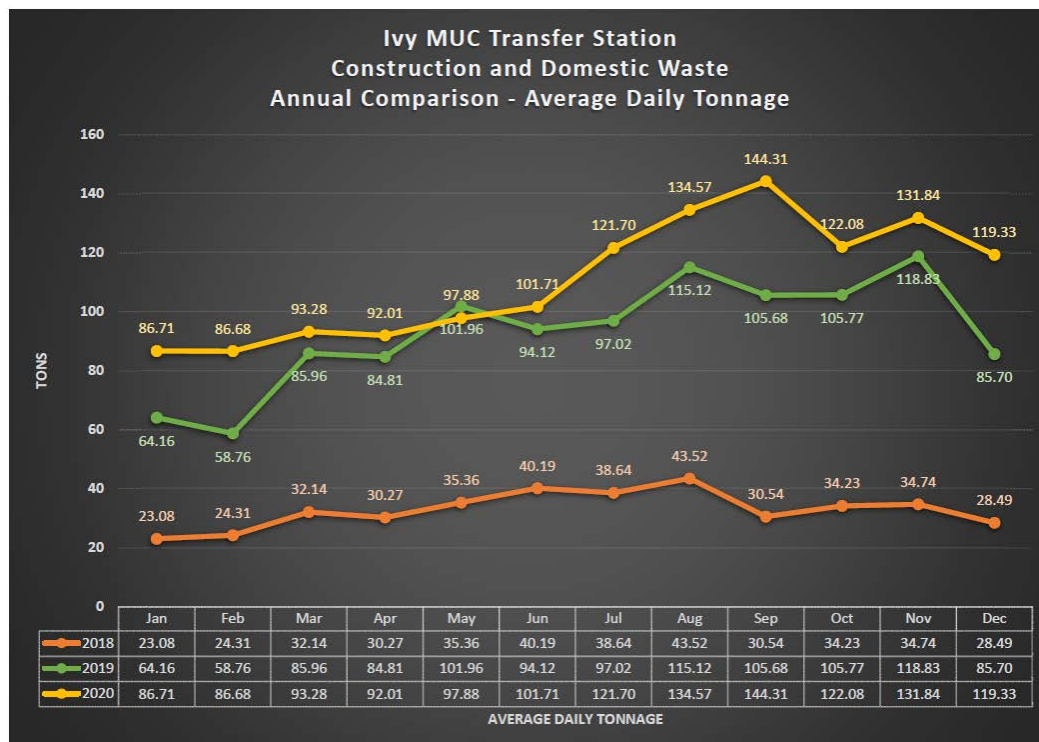
December 2020

Vehicles

4,917

AVG MSW & CDD Tons/Day

119.62



STRATEGIC PLAN GOAL: SOLID WASTE SERVICES, OPERATIONAL OPTIMIZATION

Litter Prevention and Recycling Grant

The Rivanna Solid Waste Authority was awarded \$26,851 by the Virginia Department of Environmental Quality for Litter Prevention and Recycling Program activities.

Ivy MUC Scale Equipment Update

In order to install truck weighing scales in the Transfer Station tunnel, the Ivy MUC Transfer Station was closed from 12pm to 4pm on Saturday, January 23, and from 7:30am to 12pm on Monday, January 25. The other operations of the Ivy MUC (vegetative waste, clean fill, and the Convenience Center) remained open.

The purpose of this new tunnel scale is to allow RSWA staff to more fully and efficiently load waste trailers to as close to their maximum allowable load as possible. Currently, trailers are loaded, driven across the site scales, and returned to the tunnel if additional weight is available for use. This consumes a lot of staff time and increases customer wait times. It is also hoped that we can lower our long-term transportation and disposal costs through the use of this scale.

Forestry Management

On December 3, 2020, RSWA received Timber Sale Bids for the first stage in implementing the Forestry Management Plan at the Ivy MUC. Based on the estimated timber volumes measured by our Consulting Forester, we received a winning bid of \$88,120 of which the Authority will realize \$87,238.80 in revenue after the Forester's fee is deducted. The winning logging company, J.H. Fitzgerald, Jr. Logging, has a 24-month window in which to harvest the timber (until December 21, 2022). After speaking with the logging company, they believe that this parcel would most likely be harvested during Fiscal Year 2022 based on their current backlog and estimation of market conditions.

STRATEGIC PLAN GOAL: WORKFORCE DEVELOPMENT

COVID Vaccinations

We are coordinating with the Blue Ridge Health Department and the Center for Disease Control to schedule appointments for our employees.

STRATEGIC PLAN GOAL: COMMUNICATION AND COLLABORATION

Quarterly Reports to City Council and Albemarle Board of Supervisors

In addition to a written quarterly report this month, I provided a brief presentation to City Council and the Board of Supervisors about CIP projects and programs planned for the near future by both Authorities.



MEMORANDUM

**TO: RIVANNA SOLID WASTE AUTHORITY
BOARD OF DIRECTORS**

**FROM: LONNIE WOOD, DIRECTOR OF FINANCE AND
ADMINISTRATION**

REVIEWED: BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: NOVEMBER 2020 FINANCIAL SUMMARY

DATE: JANUARY 26, 2021

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

	<u>Operating Results</u>	<u>Remediation Results</u>	<u>Total</u>
Total Revenues	\$ 1,277,225	\$ -	\$ 1,277,225
Total Expenses	<u>(1,960,157)</u>	<u>(360,520)</u>	<u>(2,320,677)</u>
Net operating results	(682,932)	(360,520)	(1,043,452)
Support - MOU & Local	<u>461,147</u>	<u>343,874</u>	<u>805,021</u>
Surplus/(Deficit)	<u><u>\$ (221,785)</u></u>	<u><u>\$ (16,646)</u></u>	<u><u>\$ (238,431)</u></u>

* Cash reserves are used when deficits occur. (Use of up to \$200,000 in reserves for an expected shortfall for remediation was included in the FY 2021 budget.)

Total operating revenues through November were \$270,000 over budget and total operating expenses were \$249,000 over budget. The Authority has processed 23,579 tons of waste this fiscal year. A breakdown of net revenue or cost per ton, including overhead and administrative support costs, is shown below.

	<u>Ivy MSW</u>	<u>Ivy - All Other</u>	<u>Recycling</u>	<u>Total</u>
Tonnage	16,901	6,023	655	23,579
Net operating revenue (costs)	\$ (302,341)	\$ (12,324)	\$ (368,267)	\$ (682,932)
Net revenue (cost) per ton	\$ (17.89)	\$ (2.05)	\$ (562.24)	\$ (28.96)

Attachments

RIVANNA SOLID WASTE AUTHORITY
REVENUE AND EXPENSE SUMMARY REPORT
FISCAL YEAR 2021
FOR THE MONTH ENDED 11/30/2020

Target Rate: 41.67%

<u>Operations</u>	Budget	Actual Y-T-D	IVY OPERATIONS		MSW-IVY TRANSFER		IVY CONVENIENCE CENTER		RECYCLE OPERATIONS		ADMIN. SERVICES	
			Budget	Actual Y-T-D	Budget	Actual Y-T-D	Budget	Actual Y-T-D	Budget	Actual Y-T-D	Budget	Actual Y-T-D
REVENUES												
Ivy Operations Tipping Fees	\$ 236,000	179,963	\$ 236,000	179,963								
Ivy MSW Transfer Tipping Fees	1,771,000	920,852			1,771,000	920,852						
Material & Other Sales-Ivy	110,000	38,449	110,000	38,449								
Recycling Revenues	156,300	83,116					20,000	-	136,300	83,116		
Other Revenues	93,000	44,988			93,000	44,988						
Interest & Fees	51,400	9,857									51,400	9,857
Total Revenues	\$ 2,417,700	\$ 1,277,225	\$ 346,000	\$ 218,412	\$ 1,864,000	\$ 965,840	\$ 20,000	\$ -	\$ 136,300	\$ 83,116	\$ 51,400	\$ 9,857
Budget vs. Actual*		52.83%		63.12%		51.82%		0.00%		60.98%		19.18%
EXPENSES												
Ivy Operations	402,666	154,533	402,666	154,533								
Ivy MSW Transfer	2,262,393	1,191,979			2,262,393	1,191,979						
Ivy Convenience Center	300,682	112,681					300,682	112,681				
Recycling Operations	553,158	277,741							553,158	277,741		
Administration	797,358	314,667									797,358	314,667
Total Expenses	\$ 4,316,257	\$ 2,051,600	402,666	154,533	2,262,393	1,191,979	300,682	112,681	553,158	277,741	797,358	314,667
Budget vs. Actual*		47.53%		38.38%		52.69%		37.47%		50.21%		39.46%
Net Results Before Administrative Allocation	\$ (1,898,557)	\$ (774,375)	\$ (56,666)	\$ 63,879	\$ (398,393)	\$ (226,139)	\$ (280,682)	\$ (112,681)	\$ (416,858)	\$ (194,625)	\$ (745,958)	\$ (304,810)
Administrative allocations:												
Administrative costs to Envir. MOU (below)	223,787	91,443									223,787	91,443
Administrative costs to Operations	-	-	(186,490)	(76,202)	(186,490)	(76,202)	-	-	(149,192)	(60,962)	522,171	213,367
Net Operating Income (Loss)	\$ (1,674,770)	\$ (682,932)	\$ (243,156)	\$ (12,324)	\$ (584,883)	\$ (302,341)	\$ (280,682)	\$ (112,681)	\$ (566,050)	\$ (255,586)	\$ -	\$ -
Other Funding Sources												
Local Government Contributions	1,674,770	461,147										
County Contribution - Capital Grant	-	237,060										
Transfer to Capital Fund - Ivy Recycling Center	-	(237,060)										
Surplus (Deficit) - Operations	\$ -	\$ (221,786)										

<u>Environmental Programs</u>		
	Budget	Actual Y-T-D
REVENUES		
Remediation Support	858,998	343,874
Total Revenues	858,998	343,874
Budget vs. Actual*		40.03%
EXPENSES		
Ivy Environmental	835,211	269,077
Administrative Allocation	223,787	91,443
	1,058,998	360,520
Budget vs. Actual*		34.04%
Cash Reserves Used	200,000	16,647
Surplus (Deficit) - Environmental	\$ -	\$ -
Total Surplus (Deficit)	\$ -	\$ (221,786)

**Rivanna Solid Waste Authority
Monthly Financial Status Report
FY 2021**

	July	August	September	October	November	Year-to-Date
<u>Revenues</u>						
Ivy Operations Tipping Fees	\$ 56,569	\$ 36,019	\$ 25,649	\$ 37,166	\$ 24,560	\$ 179,963
Ivy MSW Transfer Tipping Fees	171,354	188,841	197,126	182,143	181,388	920,852
Ivy Material Sales	7,074	7,424	8,280	9,306	6,365	38,449
Ivy Convenience Center	-	-	-	-	-	-
Recycling	4,294	16,905	8,670	9,201	44,047	83,116
Other Revenues	9,136	9,290	7,890	8,077	10,595	44,988
Interest & Late Fees	1,534	2,129	1,609	2,002	2,583	9,857
Total Revenues	\$ 249,961	\$ 260,608	\$ 249,223	\$ 247,895	\$ 269,538	\$ 1,277,225
<u>Expenses</u>						
Ivy Operations	\$ 35,831	\$ 21,851	\$ 33,365	\$ 36,766	\$ 26,720	\$ 154,533
Ivy Environmental	56,949	72,585	32,314	65,051	42,178	269,077
Ivy MSW Transfer	143,916	183,515	321,716	281,401	261,432	1,191,979
Ivy Convenience Center	18,947	18,869	21,488	32,066	21,311	112,681
Recycling Operation	56,096	39,866	65,102	72,539	44,138	277,741
Administration	64,883	60,468	63,599	65,907	59,810	314,667
Total Expenses	\$ 376,621	\$ 397,154	\$ 537,583	\$ 553,730	\$ 455,590	\$ 2,320,678
Net Operating Income (Loss)	\$ (126,660)	\$ (136,546)	\$ (288,360)	\$ (305,835)	\$ (186,052)	\$ (1,043,453)
<u>Other Funding Sources</u>						
Local Government Contributions	\$ 376,239	\$ 42,454	\$ -	\$ 42,454	\$ -	\$ 461,147
Remediation Support	205,598	69,138	-	69,138	-	343,874
<u>Use of Cash Reserves</u>	-	-			16,647	16,647
Surplus (Deficit)	\$ 455,177	\$ (24,954)	\$ (288,360)	\$ (194,244)	\$ (169,405)	\$ (221,786)

Rivanna Solid Waste Authority
Fiscal Year 2021
November 2020
Revenue Detail Report

Revenue Line Item

IVY TIPPING FEES

Clean Fill Material	6,800	3,996
Grindable Vegetative Material	2,400	1,779
Tires, Whole	120	145
Tires/White Good (per item)		
<i>Subtotal</i>	9,320	5,920

IVY TRANSFER STATION

Compost Services	500	89
MSW Transfer Station	32,000	16,901
<i>Subtotal</i>	32,000	16,901

MATERIAL SALES - IVY

Encore		
Metals		
Wood Mulch & Chips		
Hauling Fees		
Other Materials		
<i>Subtotal</i>		

IVY CONVENIENCE CENTER

Material Sales		
<i>Subtotal</i>		

RECYCLING

Material Sales		
Other Materials & Services		
Grants-Operating		
<i>Subtotal</i>		

OTHER REVENUES

Service Charge Fees		
Other Revenues		
<i>Subtotal</i>		

INTEREST, LATE FEES, OTHER

Trust Fund Interest		
Finance Charges		
Capital Reserve Fund Interest		
Operating Investment Interest		
<i>Subtotal</i>		

Total Revenues

REMEDIATION SUPPORT

UVA Contribution		
County Contribution		
City Contribution		
Total Remediation Local Support		

Tonnage	
Budget FY 2021	Actual YTD
6,800	3,996
2,400	1,779
120	145
9,320	5,920
500	89
32,000	16,901
32,000	16,901

Revenue				
Budget FY 2021	Budget YTD	Actual YTD	Budget vs. Actual	Variance %
\$ 68,000	\$ 28,333	\$ 39,866	\$ 11,533	40.70%
115,200	48,000	87,215	39,215	81.70%
22,800	9,500	27,498	17,998	189.45%
30,000	12,500	25,384	12,884	103.07%
\$ 236,000	\$ 98,333	\$ 179,963	\$ 81,630	83.01%
\$ 89,000	\$ 37,083	\$ 15,796	\$ (21,287)	-57.40%
1,682,000	700,833	905,056	204,223	29.14%
\$ 1,771,000	\$ 737,917	\$ 920,852	\$ 182,935	24.79%
\$ 20,000	\$ 8,333	\$ 2,830	\$ (5,503)	-66.04%
40,000	16,667	13,098	(3,569)	-21.41%
30,000	12,500	15,321	2,821	22.57%
20,000	8,333	7,200	(1,133)	-13.60%
-	-	-	-	
\$ 110,000	\$ 45,833	\$ 38,449	\$ (7,385)	-16.11%
\$ 20,000	\$ 8,333	\$ -	\$ (8,333)	-100.00%
\$ 20,000	\$ 8,333	\$ -	\$ (8,333)	-100.00%
\$ 105,300	\$ 43,875	\$ 46,512	\$ 2,637	6.01%
6,000	2,500	9,754	7,254	290.15%
25,000	10,417	26,851	16,434	157.77%
\$ 136,300	\$ 56,792	\$ 83,116	\$ 26,325	46.35%
\$ 85,000	\$ 35,417	\$ 40,697	\$ 5,280	14.91%
8,000	3,333	4,291	958	28.74%
\$ 93,000	\$ 38,750	\$ 44,988	\$ 6,238	16.10%
\$ 2,200	\$ 917	\$ 222	\$ (694)	-75.75%
1,200	500	6,755	6,255	1250.91%
18,000	7,500	984	(6,516)	-86.88%
30,000	12,500	1,896	(10,604)	-84.83%
\$ 51,400	\$ 21,417	\$ 9,857	\$ (11,560)	-53.98%
\$ 2,417,700	\$ 1,007,375	\$ 1,277,225	\$ 269,850	26.79%
\$ 79,982	\$ 33,326	\$ 79,982	\$ 46,656	140.00%
502,465	209,360	125,616	(83,744)	-40.00%
276,551	115,230	138,276	23,046	20.00%
\$ 858,998	\$ 357,916	\$ 343,874	\$ (14,042)	-3.92%

Rivanna Solid Waste Authority Historical Material Tonnage Report - Recycling Fiscal Years 2017-2021
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Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021 (Jul-Nov)
------------------------	------------------------	------------------------	------------------------	-------------------------------------

In U.S. Tons

Fiber Products

Newspaper, magazines, catalogs
Cardboard (corrugated)
Mixed paper and phone books
File stock (office paper)

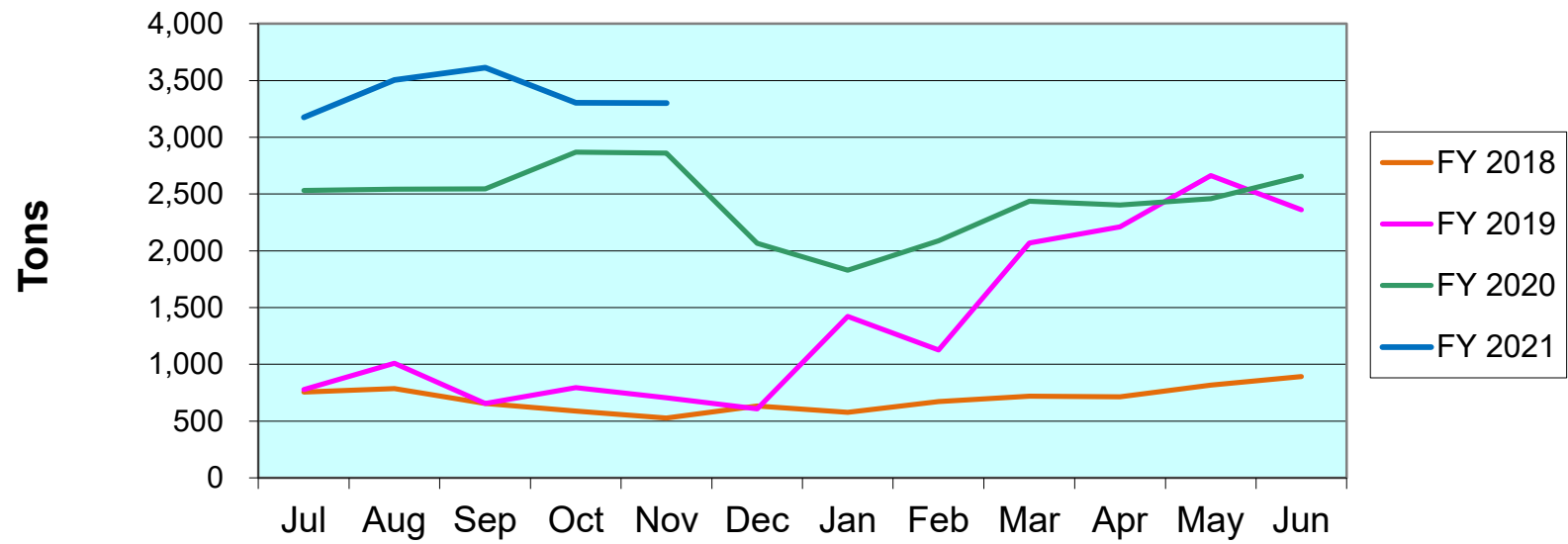
	419	424	427	120	-
	812	763	807	560	334
	156	187	265	792	281
	122	111	128	77	22
Total Fiber Products	1,509	1,485	1,627	1,549	637

Other Products

Glass
Metal Cans
Plastic

	252	252	411	467	-
	31	41	58	54	-
	86	103	127	114	17
Total Other Products	369	396	596	635	17
Total	1,878	1,881	2,223	2,184	654

**Rivanna Solid Waste Authority
Ivy MSW Transfer Tonnages
FY 2018 - 2021**





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: January 26, 2021

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

November 2020

- **4,962 vehicles crossed the scales**
- The IMUC transfer station operated 24 days and received a total of 3,301.27 tons of municipal solid waste (MSW), an average of 137.55 tons per day of operation. The monthly transfer station tonnage figures are attached to this report.
- 1,127.07 tons of non-MSW materials were received
- 4,428.34 tons were received as a combined total tonnage (MSW + non-MSW)

December 2020

- **4,917 vehicles crossed the scales**
- The IMUC transfer station operated 26 days and received a total of 3,110.03 tons of municipal solid waste (MSW), an average of 119.62 tons per day of operation. The monthly transfer station tonnage figures are attached to this report.
- 982.79 tons of non-MSW materials were received
- 4,092.82 tons were received as a combined total tonnage (MSW + non-MSW)

Paint Collection:

On December 10, 2020, the Ivy MUC shipped out the 35th 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 151,200 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 8.59 tons of compostable materials from residents in November. The McIntire Recycle Center received 8.43 tons of compostable materials from residents in December.

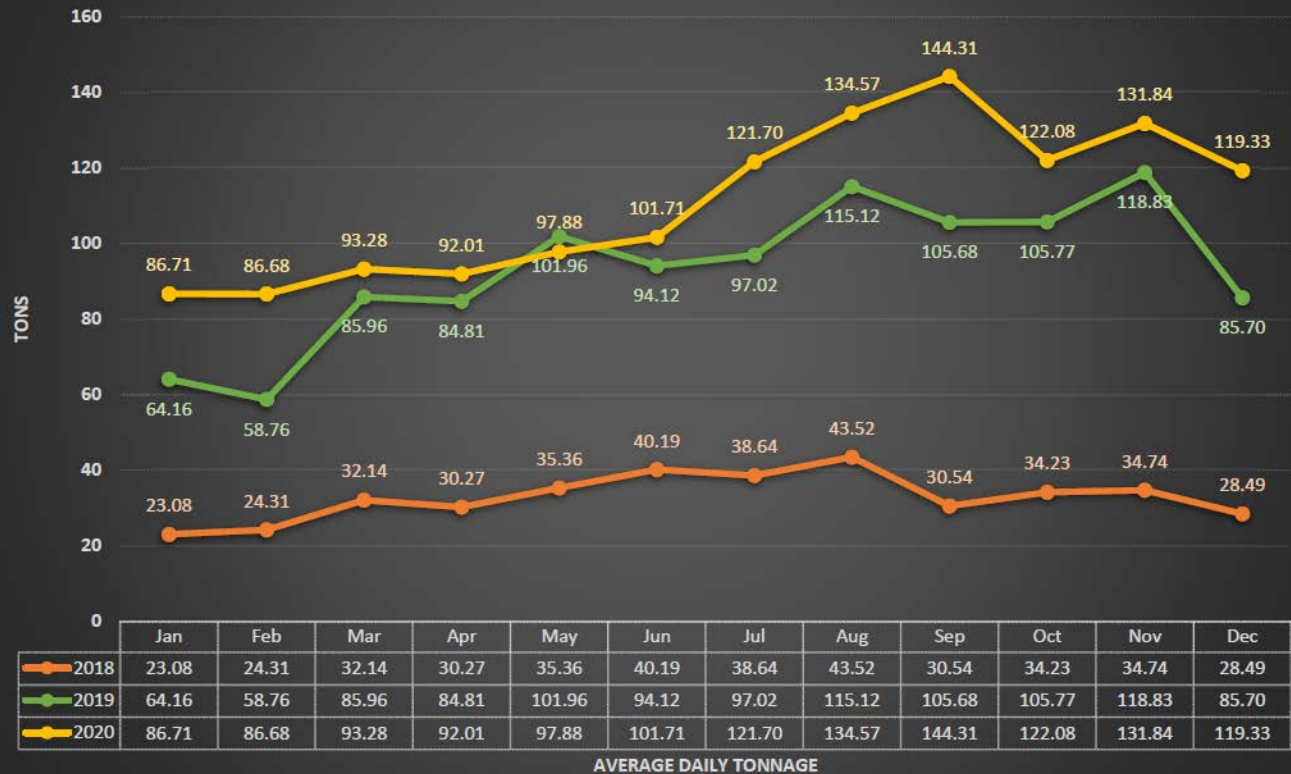
Compost Sales at Ivy:

On April 17, 2020, compost sales (McGill Composting SoilBuilder®) began at Ivy. As of January 4, 2021, 64.95 tons of material have been sold. The sales price for compost has been set at \$75 per ton (Note, there are approximately 2 cubic yards in a ton of compost. Therefore \$75.00 a ton is approximately \$37.50 per cubic yard). This price was intended to cover the direct costs of compost purchase and delivery of \$49.50 per ton, as well as defray other costs including administration, equipment, fuel, labor, etc.

Transfer Station Update

As shown on the following figure, we can see that waste disposal tonnages have been trending higher during the summer months this year but may now be declining during the winter season.

Ivy MUC Transfer Station Construction and Domestic Waste Annual Comparison - Average Daily Tonnage



Ivy Convenience Center (ICC) and McIntire Recycling Center (MRC)

We have replaced the single steps we use to allow customer to more easily reach our recycling containers with ones that have handrails. These new steps with handrails should allow customers more stability when they step onto or off the platforms. The platforms are all aluminum and have wheels that allow them to be easily moved, yet still be stable.



Ivy Material Utilization Center
Daily Scale Crossing Data



November 1-30, 2020

Days of

Operation: **24**

Operation: 24		MSW collected at Transfer Station (tons)						Non-MSW
	Vehicles	Count	Citizen-Can	Construction	Domestic	MSW Total	Total Tons	
11/01/20	Sunday	-	-	-	-	-	-	
11/02/20	Monday	195	253	0.20	50.23	94.41	144.84	
11/03/20	Tuesday	176	209	0.16	64.88	71.32	136.36	
11/04/20	Wednesday	208	229	0.24	56.57	138.42	195.23	
11/05/20	Thursday	197	243	0.11	117.76	53.48	171.35	
11/06/20	Friday	205	231	0.29	58.49	81.06	139.84	
11/07/20	Saturday	322	438	0.33	48.91	58.15	107.39	
11/08/20	Sunday	-	-	-	-	-	-	
11/09/20	Monday	225	254	0.30	55.08	84.71	140.09	
11/10/20	Tuesday	220	243	0.13	52.51	68.92	121.56	
11/11/20	Wednesday	109	113	0.03	20.87	145.62	166.52	
11/12/20	Thursday	95	101	0.11	71.73	49.56	121.40	
11/13/20	Friday	202	243	0.38	37.89	64.63	102.90	
11/14/20	Saturday	259	332	0.59	22.60	53.06	76.25	
11/15/20	Sunday	-	-	-	-	-	-	
11/16/20	Monday	183	217	0.13	44.50	87.58	132.21	
11/17/20	Tuesday	204	260	0.29	88.70	65.28	154.27	
11/18/20	Wednesday	210	240	0.10	124.75	154.37	279.22	
11/19/20	Thursday	188	243	0.20	31.31	68.93	100.44	
11/20/20	Friday	197	226	0.10	77.97	61.52	139.59	
11/21/20	Saturday	300	397	0.47	24.89	42.50	67.86	
11/22/20	Sunday	-	-	-	-	-	-	
11/23/20	Monday	229	275	0.06	48.65	86.25	134.96	
11/24/20	Tuesday	238	265	0.17	42.81	93.42	136.40	
11/25/20	Wednesday	234	295	0.01	45.57	135.06	180.64	
11/26/20	Thursday	-	-	-	-	-	-	
11/27/20	Friday	178	222	0.39	27.88	83.04	111.31	
11/28/20	Saturday	249	290	0.25	5.97	52.50	58.72	
11/29/20	Sunday	-	-	-	-	-	-	
11/30/20	Monday	139	171	0.23	67.30	114.39	181.92	
Total		4,962	5,990	5.27	1,287.82	2,008.18	3,301.27	
Average		207	250	0.22	53.66	83.67	137.55	
Median		205	243	0.20	49.57	76.19	136.38	
Maximum		322	438	0.59	124.75	154.37	279.22	
Minimum		95	101	0.01	5.97	42.50	58.72	

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

Ivy Material Utilization Center
Daily Scale Crossing Data



Decemebr 1-31, 2020

Days of

Operation: 26

Operation: 26		MSW collected at Transfer Station (tons)						Non-MSW
	Vehicles	Count	Citizen-Can	Construction	Domestic	MSW Total	Total Tons	
12/01/20	Tuesday	188	223	0.12	54.41	66.78	121.31	74.40
12/02/20	Wednesday	172	211	0.35	62.19	153.45	215.99	56.96
12/03/20	Thursday	150	165	0.24	55.84	61.38	117.46	25.85
12/04/20	Friday	225	241	0.01	67.17	67.20	134.38	41.46
12/05/20	Saturday	224	264	0.78	11.10	29.30	41.18	12.21
12/06/20	Sunday	-	-	-	-	-	-	-
12/07/20	Monday	135	190	0.03	43.57	85.65	129.25	21.18
12/08/20	Tuesday	160	161	0.25	60.27	62.17	122.69	14.89
12/09/20	Wednesday	181	191	0.14	70.21	110.75	181.10	42.81
12/10/20	Thursday	215	248	0.34	50.28	72.97	123.59	53.23
12/11/20	Friday	214	251	0.32	52.74	76.75	129.81	42.64
12/12/20	Saturday	266	354	0.31	15.39	32.39	48.09	22.53
12/13/20	Sunday	-	-	-	-	-	-	-
12/14/20	Monday	132	148	0.11	26.38	56.07	82.56	1.36
12/15/20	Tuesday	227	259	0.34	47.00	85.67	133.01	38.34
12/16/20	Wednesday	45	44	0.04	5.33	81.78	87.15	0.49
12/17/20	Thursday	99	116	0.06	51.45	39.21	90.72	12.36
12/18/20	Friday	177	202	0.16	33.74	62.02	95.92	23.18
12/19/20	Saturday	213	308	0.54	35.47	27.09	63.10	23.89
12/20/20	Sunday	-	-	-	-	-	-	-
12/21/20	Monday	225	273	0.17	92.94	84.53	177.64	173.87
12/22/20	Tuesday	265	310	0.40	74.03	76.01	150.44	162.15
12/23/20	Wednesday	238	299	0.42	45.58	116.13	162.13	57.96
12/24/20	Thursday	54	76	0.06	11.41	27.34	38.81	0.17
12/25/20	Friday	-	-	-	-	-	-	-
12/26/20	Saturday	195	268	0.58	17.60	69.60	87.78	2.19
12/27/20	Sunday	-	-	-	-	-	-	-
12/28/20	Monday	242	343	0.35	49.64	110.95	160.94	10.75
12/29/20	Tuesday	256	325	0.55	46.73	86.60	133.88	53.11
12/30/20	Wednesday	225	240	0.33	63.23	133.61	197.17	7.31
12/31/20	Thursday	194	247	0.32	23.46	60.15	83.93	7.50
Total		4,917	5,957	7.32	1,167.16	1,935.55	3,110.03	982.79
Average		189	229	0.28	44.89	74.44	119.62	37.80
Median		204	244	0.32	48.32	71.29	123.14	23.54
Maximum		266	354	0.78	92.94	153.45	215.99	173.87
Minimum		45	44	0.01	5.33	27.09	38.81	0.17

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 WATER AND SEWER AUTHORITY
RIVANNA SOLID WASTE AUTHORITY
BOARDS OF DIRECTORS**

FROM: BILL MAWYER, EXECUTIVE DIRECTOR

**SUBJECT: APPROVAL OF TERM CONTRACT FOR LEGAL SERVICES –
WILLIAMS MULLEN**

DATE: JANUARY 26, 2021

The Authorities routinely require outside legal services to support our many operational, construction, human resource and financial programs. A Request for Proposals (RFP 20-11) was developed and advertised on November 30, 2020 to solicit proposals from interested and qualified firms. Five proposals were received on December 31, 2020.

The Legal Services selection committee reviewed the proposals and interviewed four firms on January 19, 2021. Based on the written proposals, interviews and hourly rates offered, the committee determined that Williams Mullen was the top-ranked firm to provide the services required. Typical services to be provided under this contract may include:

- Attend monthly Board of Director meetings
- Review and draft contracts, leases, and easements
- Advise on financial matters, including bonds
- Advise on labor and employment matters
- Review fiscal and other policies, as well as Board by-laws
- Advise on procurement matters, and prepare correspondence when conflicts on contracts, change orders, or claims arise
- Advise on responses to subpoenas, court orders, and FOIA requests
- Conduct litigation as necessary

This Term contract will be awarded for one year, with the option for up to four additional one-year renewals with a total contract length not to exceed five years. A Work Authorization will be negotiated for any requested services based on the firm's hourly rates and fees.

Board Action Requested:

Authorize the Executive Director to execute a term contract with Williams Mullen for legal services.

Strategic Plan Year Three Update

for the Board of Directors

Presented By: Katie McIlwee, Communications Manager

January 26, 2021



Strategic Direction

Values

The Rivanna Water & Sewer and Solid Waste Authority are committed to the following values:

Integrity
Teamwork
Respect
Quality

Vision

To serve the community and be a recognized leader in environmental stewardship by providing exceptional water and solid waste services.

Mission

Our professional team of knowledgeable and engaged personnel serve the Charlottesville, Albemarle, and UVA community by providing high quality water treatment, refuse, and recycling services in a financially responsible manner.

Year 3 Implementation

Overall Completion: 25%

Workforce Development

To attract, develop, and retain a professional, highly skilled, dedicated, and versatile team

Operational Optimization

To efficiently, reliably, and safely provide high quality services, assuring the best value for our customers

Communication & Collaboration

To foster a culture that encourages open communications and strengthens relationships

6 Goals



14
Strategies



26 Tactics

Environmental Stewardship

To be a leader in our community's environmental protection and education

Solid Waste Services

To provide reliable, convenient, and innovative solid waste and recycling services

Infrastructure & Master Planning

To plan, deliver, and maintain dependable infrastructure in a financially responsible manner

Workforce Development

Overall Completion: 25%

Goal Team Leader: Betsy Nemeth & Lonnie Wood

Conduct Training Needs Assessment & Enhance the Training Program

- Completed PVCC leadership training for Class 1 & 2 Operators virtually in November 2020
- Expanding Leadership Coaching program with PVCC to include all new leaders in the organization
- Expanded DPOR Apprenticeship program to include more Maintenance Mechanics

Next Steps:

- All employees complete an Individual Development Plan based on their needs and year-end evaluation
- Work with PVCC on developing training relevant to different positions/department within the Authorities

Operational Optimization

Overall Completion: 25%

Goal Team Leader: Dave Tungate

Continually Evaluate, Prioritize, & Improve Key Business & Operational Process

- Implemented quarterly GAC vessel backwashing schedule
- Decrease polymer chemical usage 34% at MC centrifuges
- Lab certification for new sample testing equipment
- Dissolved Oxygen Control for Scottsville WWTP designed and out for bid
- Advertised and awarded contract for Legal Services

Next Steps:

- Test new South Rivanna fiber communications cable
- Use new sensors in aeration process at Moores Creek, and investigate the use of additional sensors in the final effluent flume

Protect Workforce and the Public Through Continually Growing Rivanna's Culture of Safety

- Submitted Emergency Response Plan to EPA in September
- 6 web-based cameras added to Crozet (complete); 3 cameras added to Glenmore (1 to go); 3 cameras added to Scottsville WWTP
- Glenmore needs assessment continues in the study phase
- Installed card access system on entrance doors

- Add new web-based cameras to Glenmore and Scottsville WWTPs, and Crozet and Observatory WTPs
- Continually review and update Safety Manual

Communication & Collaboration

Overall Completion: 25%

Goal Team Leader: Katie McIlwee

Create & Maintain Internal Communication Platforms

- Continued implementation of document management system
- Began migration of legacy documents into new system
- Published bi-monthly newsletter

Create & Implement a Comprehensive Public Outreach Plan

- Updated website content and added new photos
- Developed Social Media Policy
- Created a Rivanna Authorities Facebook page

Enhance Internal & External Communication

- Completed 6th Annual Imagine a Day Without Water Student Art Contest
- Continued to live-stream monthly Board Meetings

Next Steps:

- Continue migration of legacy documents
- Creation of "how-to" guides and training videos for use of the Document Management System

- Plan and schedule project/facility videos
- Continue maintenance of website

- Stream Board Meetings once in-person meetings resume
- Begin planning Fix-a-Leak week activities with the City and ACSA

Environmental Stewardship

Overall Completion: 25%

Goal Team Leader: Andrea Bowles

Increase Internal Environmental Engagement

- Continue to look for ways to implement watershed education
- Covid has limited opportunities to get out in the community and participate in projects. When able, these will include: school visits and presentations, stream cleanups, tree plantings etc.

Provide Regional Leadership in Environmental Stewardship Partnerships

- Imagine a Day Without Water (virtually)
- Planning team for Rivanna Flow Fest continued to meet regularly and plan for future events
- Continued Stormwater partnership and James River Riparian Consortium participation

Evaluate Potential Opportunities for Additional Environmental Activities at RWSA Facilities

- Developed Buck Mountain Management Plan
- Evaluating potential for silviculture and solar at Buck Mountain properties
- Continued Invasive species management
- Created Sustainability Working Group

Next Steps:

- Continue to look for opportunities, such as stream cleanups, tree plantings, etc. to engage employees

- Continue to look for opportunities for collaboration

- Evaluate potential for solar at RWSA facilities
- Implement a property management Buck Mtn.

Solid Waste Services

Overall Completion: 25%

Goal Team Leader: Phil McKalips

Determine Community Needs & Preferred Service Levels

- Completed first Timber Sale for Forested Buffer at Ivy MUC
- Expanded involvement in Oyster Shell program to include post processing
- Supported establishment of new Recycling Ambassador Program at McIntire
- Installed enhanced signage at Ivy and McIntire

Next Steps:

- Expand Ambassador Program
- Roll out interactive recycling quiz via Facebook
- Complete processing of oyster shells for seeding and return to the bay

Enhance Partnerships with Local Governments and UVA

- Established glass collection agreement with UVA
- Outreach to neighboring Counties to coordinate glass collection resources
- Supported various UVA and student projects related to recycling

- Establish glass collection agreements and infrastructure with neighboring Counties
- Upgrade used cooking oil collection program across all sites for composting

Infrastructure & Master Planning

Overall Completion: 25%

Goal Team Leader: Scott Schiller

Implement an Authority-Wide Asset Management Program

- Completed all workshops and condition assessments related to Phase 2 of the AM program development process
- Procured a new CMMS with Cityworks and finalized an implementation scope of work with GHD
- Kicked off the CMMS implementation process

Next Steps:

- Begin scheduling workshops associated with implementation of Cityworks
- Complete draft Tactical Asset Management Plan and review with staff

Develop & Maintain Long-Term Master Plans for all Critical Assets

- Held multiple meetings and workshops associated with the MCAWRRF and Finished Water Master Plans with draft reports being developed for review
- Prepared presentation with NRWTP Decommissioning Analysis findings and met with ACSA to review results

- Develop work authorization with consultant to perform the master plan/needs assessment for the Glenmore WRRF and Stone Robinson WRRF
- Finalize reports associated with the MCAWRRF and Finished Water Master Plans
- Schedule the annual master planning gap assessment

Questions?