



1 **RSWA BOARD OF DIRECTORS**  
2 **Minutes of Regular Meeting**  
3 **November 17, 2020**  
4

5 A regular meeting of the Rivanna Solid Waste Authority (RSWA) Board of Directors was held  
6 on Tuesday, November 17, 2020 at 2:00 p.m. via Zoom.  
7

8 **Board Members Present:** Mike Gaffney, John Blair, Lloyd Snook, Dr. Liz Palmer, Jeff  
9 Richardson, Lance Stewart, Paul Oberdorfer.  
10

11 **Board Members Absent:** None.  
12

13 **Rivanna Staff Present:** Bill Mawyer, Katie McIlwee, Lonnie Wood, Jennifer Whitaker, Phil  
14 McKalips, David Tungate, Elizabeth Coleman, John Hull.  
15

16 **Attorney(s) Present:** Kurt Krueger.  
17

18 **1. CALL TO ORDER**

19 Mr. Gaffney convened the November 17, 2020 regular meeting of the Board of Directors of the  
20 Rivanna Solid Waste Authority at 2:02 p.m.  
21

22 **2. STATEMENT FROM THE CHAIR**

23 Mr. Gaffney read the following statement aloud: “Notwithstanding any provision in our Bylaws to  
24 the contrary, as permitted under the City of Charlottesville’s Continuity of Government Ordinance  
25 adopted on March 25, 2020; Albemarle County’s Continuity of Government Ordinance adopted on  
26 April 15th, 2020, and revised effective October 1, 2020; and Chapter 1283 of the 2020 Acts of the  
27 Virginia Assembly effective April 24, 2020, we are holding this meeting by real time electronic  
28 means with no board members physically present at a single, central location.  
29

30 “All board members are participating electronically. This meeting is being held pursuant to the  
31 second resolution of the City’s Continuity of Government Ordinance and Section 6 of the County’s  
32 revised Continuity of Government Ordinance. All board members will identify themselves and state  
33 their physical location by electronic means during the roll call, which we will hold next. I note for  
34 the record that the public has real time audio-visual access to this meeting over Zoom, as provided  
35 in the lawfully posted meeting notice, and real time audio access over telephone, which is also  
36 contained in the notice. The public is always invited to send questions, comments, and suggestions  
37 to the Board through Bill Mawyer, the Authority’s Executive Director, at any time.”  
38

39 Mr. Gaffney called the roll.  
40

41 Mr. John Blair stated he was located at Charlottesville City Hall (605 East Main Street,  
42 Charlottesville, VA).  
43

44 Mr. Paul Oberdorfer stated he was located at 112 Crepe Myrtle Drive in Zion Crossroads, VA.  
45

46 Dr. Elizabeth Palmer stated she was located at 2958 Mechum Banks Drive in Charlottesville, VA  
47 22901.

48  
49 Mr. Jeff Richardson stated he was attending from his office at 401 McIntire Road, the Albemarle  
50 County Administrative Building, in Charlottesville, VA.

51  
52 Mr. Lloyd Snook stated he was located at 2408 Hillwood Place in Charlottesville, VA.

53  
54 Mr. Lance Stewart stated he was located at 401 McIntire Road in Charlottesville, VA.

55  
56 Mr. Mike Gaffney stated he was located at 3180 Dundee Road in Earlysville, VA.

57  
58 Mr. Gaffney stated the following Authority staff members were joining the meeting electronically:  
59 Bill Mawyer, Lonnie Wood, Phil McKalips, Jennifer Whitaker, Elizabeth Coleman, John Hull, and  
60 Katie McIlwee.

61  
62 Mr. Gaffney stated they were also joined electronically by Mr. Kurt Krueger, Counsel to the  
63 Authority.

64  
65 **3. MINUTES OF PREVIOUS BOARD MEETING**

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

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

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70 **4. RECOGNITION**

71 *a. Dr. Tarron Richardson*

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

76  
77 **“WHEREAS**, Dr. Richardson has served as a member of the Rivanna Water & Sewer Authority  
78 and Rivanna Solid Waste Authority Boards of Directors since May of 2019; and

79  
80 **“WHEREAS**, over that same period Dr. Richardson has demonstrated leadership in water and  
81 sewer, solid waste and recycling services; and has been a valuable member of the Boards of  
82 Directors and a resource to the Authorities; and

83  
84 **“WHEREAS**, Dr. Richardson’s understanding of the water, sewer, solid waste, and recycling  
85 operations of the City of Charlottesville, the Water & Sewer Authority, and the Solid Waste  
86 Authority has supported a strategic decision-making process that provided benefits to the customers  
87 served by the City of Charlottesville as well as the community as a whole.

88  
89 **“WHEREAS**, the Water & Sewer Authority and Solid Waste Authority Boards of Directors are  
90 most grateful for the professional and personal contributions Dr. Richardson has provided to both  
91 Authorities and to the community; and

92  
93 **“NOW, THEREFORE, BE IT RESOLVED** that the Rivanna Water & Sewer Authority and the  
94 Rivanna Solid Waste Authority Boards of Directors recognize, thank, and commend Dr. Richardson  
95 for his distinguished service, efforts, and achievements as a member of the Rivanna Water & Sewer  
96 Authority and the Rivanna Solid Waste Authority, and present this Resolution as a token of esteem,  
97 with their best wishes in his future endeavors.

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“**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.”

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

*b. Mr. Paul Oberdorfer*

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

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

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

“**WHEREAS**, Mr. Oberdorfer’s understanding of solid waste and recycling operations of the City of Charlottesville, 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, and

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

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

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

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

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

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

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

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

149  
150 Mr. Mawyer stated the Household Hazardous Waste and Bulky Waste Amnesty Days were  
151 productive, with three days in September and one day in October. He stated they collected over 46  
152 tons of tires, mattresses, appliances, and other household waste items. He stated they had a good E-  
153 Waste Day on October 10. He stated although they made 350 appointments, it was a rainy day, and  
154 they had only 254 customers show up. He stated they had been poised to recommend to the board  
155 that they add another E-Waste Day, but in view of the customers that did not show for their  
156 appointments, they would recommend they continue to hold one day in the spring and one in the  
157 fall, and perhaps they can add more people from the waitlist in anticipation of no-shows.

158  
159 Dr. Palmer stated she did not remember how many no-shows they had at the last one or two E-  
160 Waste Days.

161  
162 Mr. Mawyer asked Ms. McIlwee if she could remember.

163  
164 Ms. McIlwee replied that she knew it was not as high as this.

165  
166 Mr. McKalips stated he believed their previous numbers were in the range of mid-270s to 280.

167  
168 Dr. Palmer stated they had offered 350, and asked if it was clear that they could go up and assume  
169 there is a certain percentage of the people who will not show.

170  
171 Mr. Mawyer replied that they believed so. He stated if the board concurred, this is what they would  
172 try for the next event in the spring.

173  
174 Dr. Palmer stated she thought this was fine, and that she could talk about this at another time, but  
175 from what she read, there was a long waiting list of people who were told they could not come  
176 because the limit had been reached.

177  
178 Mr. Mawyer stated 330.

179  
180 Dr. Palmer stated she was not quite sure why they were not doing another one, but that they could  
181 talk about this at another time.

182  
183 Mr. Mawyer stated it is a budget item. He stated particularly in the upcoming budget year for the  
184 next year, they could talk about whether or not they want to add more days.

185  
186 Dr. Palmer stated this would be great.

187  
188 Mr. Mawyer stated Mr. McKalips and his team also executed another Pumpkin Smash Day on  
189 November 7. He asked Mr. McKalips how many tons there were.

190  
191 Mr. McKalips replied that they had 1,000 pounds.

192  
193 Mr. Mawyer stated there were 1,000 pounds of pumpkins that went to the Black Bear composting  
194 facility in Crimora. He stated Mr. McKalips and his group also got new, colorful signs at both the  
195 McIntire Recycling Center and the Ivy Facility that communicate hours and services. He stated he  
196 believed those were nice additions to both facilities.

197 Mr. Mawyer stated another program that they were issuing a media release for (that day) was about  
198 celebration of America Recycles Day, which is November 15. He stated they will have a mulch  
199 giveaway program from November 18 through December 5, where they will give away 1 ton of  
200 mulch to any customer. He stated this is in celebration of America Recycles Day, but there is also a  
201 logistical challenge that they are overstocked in mulch, and there is a large pile of vegetative debris  
202 that needs to be ground. He stated they are trying to minimize stock.  
203

204 Mr. Mawyer stated the present meeting would be the last meeting of the year for the Solid Waste  
205 Authority, and so he would wish everyone happy holidays. He stated the next meeting will be  
206 January 26, and they will have a strategic plan update and another joint meeting with the Water and  
207 Sewer Authority.  
208

209 Dr. Palmer stated she loved the signs at the facilities, adding that they are much more visible.  
210

## 211 **6. ITEMS FROM THE PUBLIC**

212 Mr. Gaffney opened Items From the Public. As there were no items, he closed Items From the  
213 Public.  
214

## 215 **7. RESPONSES TO PUBLIC COMMENT**

216 As there were no public comments, there were no responses.  
217

## 218 **8. CONSENT AGENDA**

219 *a. Staff Report on Finance*

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

221 *c. Approval of Merit Pool*

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

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

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

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

229  
230 Dr. Palmer stated she had a question about the grinding (Item D). She asked if that company brings  
231 its equipment to the MUC.  
232

233 Mr. Mawyer replied that the company brings its equipment and grinds onsite at the vegetative debris  
234 pile to make the mulch there. He stated the Authority then pays them based on the number of tons  
235 that they grind. He stated the company would be coming twice a year.  
236

237 Dr. Palmer asked if the Authority had been grinding the mulch themselves before in the past, or if  
238 this company has always done this.  
239

240 Mr. McKalips replied that as far as he knew from his experience, they have always had a contractor  
241 do the grinding as it involves specialized equipment.  
242

243 **Dr. Palmer moved that the board approve the consent agenda. She was seconded by Mr.**  
244 **Richardson, and the motion passed unanimously (7-0).**  
245

246 **9. OTHER BUSINESS**

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

248 Mr. Matthew McLearen (Principal of Robinson, Farmer, Cox Associates) stated his firm performed the  
249 audit of the financial statements for the fiscal year ending June 30, 2020. He stated he believed that  
250 contained in the board packet were two documents, with the first being the Comprehensive Annual  
251 Financial Report. He stated this is the document that contains the audited financial statements and the  
252 audit opinion. He stated there is also a second document (a two-page letter) entitled "Letter of  
253 Communication With Those Charged With Governance."  
254

255 Mr. McLearen stated he would start briefly with the letter. He stated there are a few required  
256 communications between an auditor and a governing body, which is outlined in the letter. He stated the first  
257 of those six communications are difficulties encountered when performing the audit. He stated the firm is  
258 required under professional standards to disclose any difficulties they had in performing the audit, which  
259 could include the inability to access records necessary to apply on the financial statements, or the inability  
260 to have complete records necessary to support the financial statements. He stated he was pleased to report  
261 that there were no difficulties encountered in performing the audit.  
262

263 Mr. McLearen stated the second item is corrected and uncorrected misstatements. He stated with most  
264 audits, there are proposed audit adjustments that are proposed to management and included in the  
265 financial statements. He stated if they are included, they are corrected misstatements. He stated if they are  
266 not included, those are considered uncorrected misstatements, and the firm has a professional obligation  
267 to disclose those to the governing body. He stated he was pleased to report there were no corrected  
268 misstatements for June 30, 2020.  
269

270 Mr. McLearen stated the third item is the requirement to disclose any disagreements they had in applying  
271 accounting principles, and that there were none.  
272

273 Mr. McLearen stated the next item is consultation with other auditors, also commonly known as "opinion  
274 shopping." He stated if they had issued a bad opinion or unqualified opinion, they are required to disclose  
275 their knowledge that management sought a second opinion from another CPA firm. He stated he was  
276 pleased to report they had no such knowledge of that.  
277

278 Mr. McLearen stated lastly, they are required to disclose any significant audit findings discovered during  
279 the audit, and he was pleased to support there were no significant audit findings.  
280

281 Mr. McLearen stated he would move onto the actual Comprehensive Annual Financial Report. He stated  
282 there are four sections in the report and that his brief remarks would focus on two of those four sections –  
283 the Financial section and Compliance section. He stated on page 11 of the Financial section was the  
284 Independent Auditor's Report, which is the first of two reports in the document that have the CPA firm's  
285 letterhead. He stated this report discloses their opinion on the financial statements and on the material  
286 correctness of those numbers. He stated he was pleased to report that they issued an unmodified report,  
287 which is a clean report of the FY 2020 audit.  
288

289 Mr. McLearen stated immediately following the Independent Auditor's Report is the Management's  
290 Discussion and Analysis, which is a narrative overview of the financial statements. He stated this is from  
291 the perspective of management and provides comparative analysis between the current year and two prior  
292 years.  
293

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

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

298  
299 Mr. McLearen stated immediately following the Statement of Net Positions is the Statement of Revenues,  
300 Expenses, and Changes in Net Position. He stated this is similar to an income statement for a for-profit  
301 entity and reports the increase or decrease in that equity or net position for the year. He stated Exhibit 2  
302 on page 26 shows that the change in net position was an increase of approximately \$373,000 for the year  
303 ending June 30, 2020.

304  
305 Mr. McLearen stated lastly, Exhibit 3 is the final financial statement for the Authority, which is the  
306 Statement of Cash Flows found on page 27. He stated just as it sounds, it reports the increase or decrease  
307 in the position of the cash balance alone. He stated there was a lot of information on the page, but  
308 focusing on the double underline about two-thirds of the way down the page, it showed that the Authority  
309 had an ending cash balance of approximately \$3.7 million.

310  
311 Mr. McLearen stated the last section he wanted to briefly review was the Compliance section. He stated  
312 the Compliance section contains the second of those two reports he mentioned that were on the CPA  
313 firm's letterhead. He stated this is the "Independent Auditor's Report on Internal Control Over Financial  
314 Reporting and on Compliance Matters and Other Matters." He stated in this document, an auditor would  
315 describe any significant deficiencies or material weaknesses that the Authority has in their financial  
316 reporting structure, as well as any violations or noncompliance of laws in accounting matters. He stated  
317 reading the two pages of the report (page 81 and 82), the board would find that the firm disclosed no  
318 significant deficiencies or material weaknesses for FY 2020.

319  
320 Mr. McLearen stated he wanted to publicly acknowledge and thank the management, Mr. Lonnie Wood,  
321 and Ms. Ware for their assistance in completing the audit process. He stated there is a wealth of  
322 information in the Comprehensive Annual Financial Report, and he wanted to express his gratitude for  
323 completion of the audit for FY 2020.

324  
325 As there were no comments or questions from the board, Mr. Gaffney stated they would accept the report  
326 and thanked Mr. McLearen. He stated he would especially thank Mr. Wood and his staff for another great  
327 year of accounting services.

328  
329 Mr. Gaffney stated there would be a recess before the next presentation (which would be presented in a  
330 joint session with the Rivanna Water and Sewer Authority).

331  
332 **At 2:26 p.m., Dr. Palmer moved to recess the meeting. She was seconded by Mr. Blair, and the**  
333 **motion passed unanimously (7-0).**

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

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

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

339  
340 Mr. Oberdorfer stated Mr. David Brown is the City's new Public Works Director, and comes to  
341 them from McKenney, Texas. He stated Mr. Brown has his PE in multiple states and has done local  
342 government as well as state-level public works with VDOT for many years. He stated Mr. Brown  
343 brings a wealth of experience and has a background in utilities and utility management. He stated he  
344 was glad to bring Mr. Brown on board to take care of the Public Works team.

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

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

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Mr. Mawyer wished Mr. Oberdorfer good luck.

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

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

**11. CLOSED MEETING**

There was no closed meeting.

**12. ADJOURNMENT**

At 3:14 p.m., Mr. Oberdorfer 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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**Mr. Jeff Richardson**  
**Secretary - Treasurer**