






# Board of Directors Meeting

July 27, 2021

2:00pm



695 Moores Creek Lane | Charlottesville, Virginia 22902-9016

434.977.2970   
434.293.8858   
[www.rivanna.org](http://www.rivanna.org) 

## BOARD OF DIRECTORS

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

**DATE:** July 27, 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 May 25, 2021*
4. **RECOGNITION**
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. *Personnel Manual Update - Elimination of Compensatory Time*
9. **OTHER BUSINESS**
  - a. *Presentation: Recycling Program Review; Director of Solid Waste, Phil McKalips*

(RECESS RSWA)

(JOINT SESSION WITH THE RWSA)

  - b. *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 July 27, 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 15<sup>th</sup>, 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. Boyles: 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 Carrie Stanton, counsel to the Authority.



**RSWA BOARD OF DIRECTORS**  
**Minutes of Regular Meeting**  
**May 25, 2021**

A regular meeting of the Rivanna Solid Waste Authority (RSWA) Board of Directors was held on Tuesday, May 25, 2021 at 2:00 p.m. via Zoom.

**Board Members Present:** Mike Gaffney, Chip Boyles, Lloyd Snook, Dr. Liz Palmer, Jeff Richardson, Lance Stewart, David Brown.

**Board Members Absent:** None.

**Rivanna Staff Present:** Bill Mawyer, Lonnie Wood, Phil McKalips, Miranda Baird, John Hull.

**Attorney(s) Present:** Lori Schweller.

**1. CALL TO ORDER**

Mr. Gaffney convened the May 25, 2021 regular meeting of the Board of Directors of the Rivanna Solid Waste Authority at 2:00 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 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.”

Mr. Gaffney called the roll.

Mr. Chip Boyles said he was located at 605 East Main Street in Charlottesville, VA.

Mr. David Brown said he was located at 305 4th Street Northwest in Charlottesville, VA.

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

Mr. Jeff Richardson said he was located at 401 McIntire Road (the Albemarle County Administration Building) in Charlottesville, VA.

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

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

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

Mr. Gaffney said the following Authority staff members were joining the meeting electronically: Bill Mawyer, Phil McKalips, Lonnie Wood, Jennifer Whitaker, John Hull, and Miranda Baird

Mr. Gaffney said they were also joined electronically by Ms. Lori Schweller, Counsel to the Authority.

### **3. MINUTES OF PREVIOUS BOARD MEETING**

#### ***a. Minutes of the Previous Meeting of the Board on March 23, 2021***

**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). (Mr. Snook and Mr. Blair were absent from the vote.)**

### **4. RECOGNITION**

There were no recognitions.

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

Mr. Bill Mawyer, Executive Director, said one could see from the orange graph shown on the screen that in March and April of 2021, the refuse tonnage continued to exceed historical averages. He said they were at 130 to 140 tons per day on average, and they continue to meet their goal of increasing the tonnage through the Ivy Transfer Station.

Mr. Mawyer said Rivanna just completed Household Hazardous Waste and Bulky Waste Amnesty Days that were held in April in May. He said approximately 1,700 vehicles came to Ivy with e-waste, furniture, mattresses, appliances, tires, and other household hazardous waste items. He said they collected about 26 tons of products, as well as several tractor trailer loads of e-waste items, making for another very positive event.

Mr. Mawyer said Rivanna expanded its recycling program to oyster shell recycling in 2020, with a container being at McIntire Recycling Center for about one year. He said they took all the shells to Ivy and let them cure in the sun to get cleaned by nature. He said in April, volunteers from RSWA as well as from the Virginia Oyster Shell Recycling Program filled 210 bags of shells and shipped them to the VCU Rice Rivers Center, where they received the oyster shells to put back into the bay. He said it is calculated that this number of shells will filter over 31 billion gallons of water in one year after they mature. He said this is another great addition to the recycling program.

Mr. Mawyer said 60% of RSWA staff had requested COVID vaccinations, and 100% of that group have received vaccinations. He said they have therefore moved into an optional wearing of masks at work, in accordance with CDC guidelines.

Mr. Mawyer said that under Rivanna's strategic plan goal of infrastructure and master planning, they have completed a landfill cell restoration project where there was settlement on one of the

cells, as shown in the picture on the screen. He said they had to dig it up and replace the geofabric, then regrade the cell. He said similarly, as shown in another photo, there is a pond in which Rivanna has been storing water. He said originally, it was intended to irrigate the landfill cells when they were built. He said they do not need that much water stored there now, and it was a regulated dam structure. He said they are reducing the dam to make it and the pond smaller so that it is not a regulated facility.

Mr. Mawyer said they are also working on the Keene Convenience Center design at the request of the County and will likely go to construction in early calendar year 2022, if not late 2021.

Mr. Mawyer said Mr. Phil McKalips, Solid Waste Manager, gave a virtual tour for several kindergarten classes from Meriweather Lewis Elementary School. He expressed his hope that more tours would be given soon as the pandemic ends.

Dr. Palmer asked if with the increase in tonnage, they are seeing any more commercial hauler companies coming in, or if much of this is made up of the same companies that have been doing this.

Mr. McKalips replied that they have started to see some new roll-off companies, both full-sized (such as Cavalier Container) as well as some smaller ones (such as Happy Little Dumpster). He said he has started to see more traffic from new haulers like these, but he has not actually surveyed and gotten an accounting of who they all are or what their tonnages are in a month, week, etc.

Dr. Palmer asked Mr. McKalips if he believed any of those were entirely new businesses or container businesses that were around prior and are just starting to use Ivy instead of the Zion Crossroads site.

Mr. McKalips replied that he could not answer this definitively, though especially with the smaller roll-offs, because their equipment is so new, he believes they are new companies.

Dr. Palmer said if Mr. McKalips did have a chance to assess this over the next few months, she thinks this will be interesting to know, with the reason of being able to match the tipping fee of the other areas to hopefully stimulate more business while trying to encourage new haulers to come into the business. She said it would be nice to know this information.

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

There were no 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. FY 22 Personnel Management Plan Update*

*d. FY 22 Pay Scale Adjustment*

*e. FY 22 Holiday Schedule*



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

## **9. OTHER BUSINESS**

*a. Presentation and Public Hearing: Approval of FY 2021-2022 Budget and Tipping Fees; Bill Mawyer, Executive Director*

Mr. Mawyer said that in March, he had reviewed in detail the proposed budget for the Solid Waste Authority for the upcoming year. He said he wanted to do a cursory review and ask the board to have a public hearing, followed by approval of the budget.

Mr. Mawyer said the budget foreseen for the coming year, starting in July, is \$5.4 million. He said they have a projected 5.5% increase in expenses and a projected 7% increase in revenues, making a net 4.2% increase in the overall budget. He said the County contribution is estimated to be about \$2.27 million, while the City's contribution is estimated to be \$499,000. He said UVA has a fixed contribution through 2035 of \$79,982.

Mr. Mawyer said looking ahead, they are working on the Keene Convenience Center, which will be an exciting project to complete in the coming year. He said they will begin the Vegetated Buffer Management Program around the Ivy facility as they selectively harvest some trees and promote the continued growth of that buffer while generating some revenue for RSWA. He said they will be exploring sustainability opportunities and, as the board has heard, a solar program has been proposed by a vendor, which is working its way through the County approval process to install solar cells at Ivy.

Mr. Mawyer said they are looking for opportunities to expand their glass recycling, plastic reduction and compost programs. He said this is on the heels of the Governor's Executive Order 77, which is to reduce plastic pollution and solid waste and in which he is telling state agencies, including universities, that they can no longer purchase or use disposable plastic bags, single-use plastic, polystyrene food service containers, straws, cutlery, and single-use plastic water bottles. He said Rivanna is looking at the market and monitoring UVA and others to see how it may affect them. He said they think it may create a higher demand for their compost program, as compostable utensils, plates, and bags begin to be used rather than plastic.

Mr. Mawyer said the programs they have from a cost center perspective include Ivy operations, at \$724,000. He said the largest component of the budget is the Ivy Transfer Program, at \$2.6 million. He said recycling has an expense of about \$746,000. He said the Ivy Convenience Center has an expense of about \$314,000. He said the environmental program to maintain the existing closed cells, as well as air, water, and ground programs, has a budget of just over \$1 million.

Mr. Mawyer said when allocating the costs for these five programs, the summary is that the City allocation is estimated to be \$499,099. He said the County would be supporting these programs with a contribution of \$2.27 million. He said UVA will contribute \$79,982.

Mr. Mawyer said included in the programs are strategic investments in infrastructure in that they are increasing depreciation of the buildings and equipment so that they have funding to replace those items in the future. He said they are asking for two additional positions, one being an operator attendant to do grounds maintenance primarily at Ivy. He said they used to have a nice arrangement with a farmer where he would mow the cells in the fields, and he received the hay; however, he will no longer be working with Rivanna on that program, so they feel they will have to hire someone. He said they have looked at contracting this out and believe it will be more cost effective to do it themselves.

Mr. Mawyer said they also need another driver/equipment operator in the transfer station. He said he had started the meeting by talking about the growth of the transfer operation and the number of tons, so this is

a staffing adjustment from when they started several years ago by adding one position that will help with transfer and other programs at Ivy.

Mr. Mawyer said there are relatively minor health care cost increases, and they have proposed a 2% merit pool to a total cost of \$20,000 for staff members in the RSWA. He said they are not proposing any change in the tip fees compared to current fees at Ivy.

Mr. Mawyer said that in summary, the budget is proposed to be \$5.4 million, which will be a net 4% increase above last year, after revenues. He said the County contribution is \$2.27 million, the City's contribution is just over \$499,000, and UVA will contribute \$79,982.

Mr. Mawyer presented the resolution that had been advertised in the newspaper on April 28 and May 5 for the tip fees at Ivy. He reminded the board that the tip fees were not changed from last year and likely from the year before it, also. He said if there were no questions, he would ask that the board conduct a public hearing, then take a vote on the resolution.

Dr. Palmer referenced mention of the grounds maintenance position for Ivy MUC and looking into contracting, which was not a good option and that Rivanna believed they could do it better themselves. She asked if they looked into trying to find another local person to mow it for the hay, or if this was something they did not want to do again.

Mr. Mawyer asked Mr. McKalips if there had been interest from anyone else.

Mr. McKalips replied that they did look around, and they asked the son and grandson of the gentleman who used to do it before (who passed away) if they wanted to do it, as they are still in farming, but neither did. He said they knew of one company who may be interested, and Rivanna spoke with the company, but they could not commit to doing anything within DEQ compliance requirements.

Mr. Snook said he had a question that was not budget-related but was triggered by something Mr. Mawyer mentioned. He said there was talk about the plastics recycling issues and asked if there was any move to be able to recycle plastics #3, 4, 5, etc.

Mr. Mawyer replied that he had not heard of any. He said the China effect was still in play in that they are limiting what products they accept, which is very few. He asked Mr. McKalips if he had heard of any changes in plastics recycling expansion.

Mr. McKalips replied that he had not heard of this in the area. He said the next plastic they would expect to see movement on would be #5, polypropylene, and this still is not being segregated by the contractor.

Mr. Mawyer said that in July, he would give the board an update on the recycling program and facilities to address this type of question of what products they see coming in the future or being changed.

Mr. Gaffney opened the meeting for the public hearing on the proposed budget and tipping fees for FY 21-22. Hearing no public comments, he closed the public section of the meeting and returned to the board for further comments before making a resolution. There were no comments or questions.

**Dr. Palmer moved that the board approve the Rivanna Solid Waste Authority budget and tipping fees for FY 22. The motion was seconded by Mr. Snook and passed unanimously (7-0).**

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

There were none.

254 ***11. CLOSED MEETING***  
255 There was no closed meeting.

256  
257 ***12. ADJOURNMENT***

258 **At 2:22 p.m., Mr. Snook moved to adjourn the meeting of the Rivanna Solid Waste Authority.**  
259 **The motion was seconded by Dr. Palmer and passed unanimously (7-0).**  
260

DRAFT

## MEMORANDUM

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

**FROM: BILL MAWYER, EXECUTIVE DIRECTOR**

**SUBJECT: EXECUTIVE DIRECTOR'S REPORT**

**DATE: JULY 27, 2021**

### STRATEGIC PLAN GOAL: SOLID WASTE SERVICES

#### Use of the Ivy Materials Utilization Center:

**May 2021**

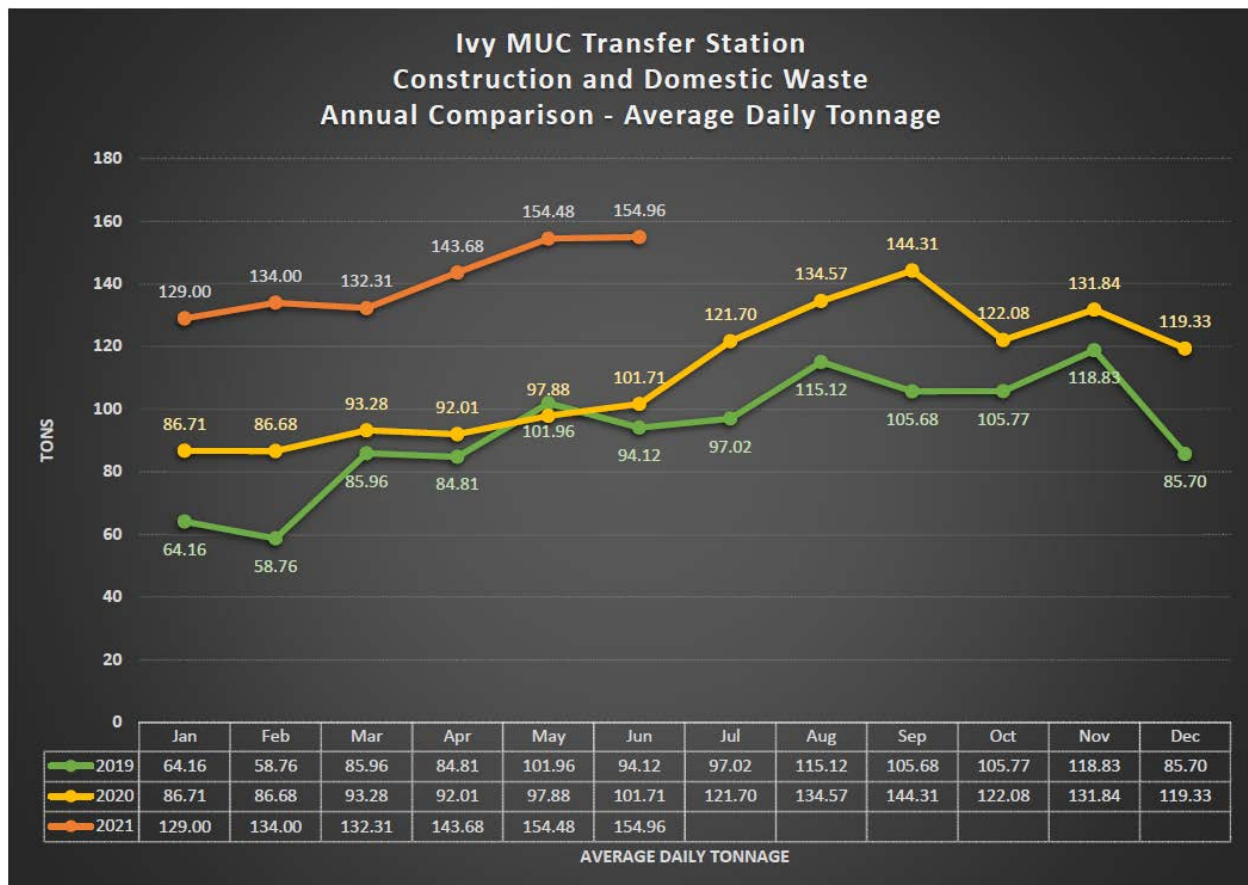
Vehicles  
**6,020**

AVG MSW & CDD Tons/Day  
**154**

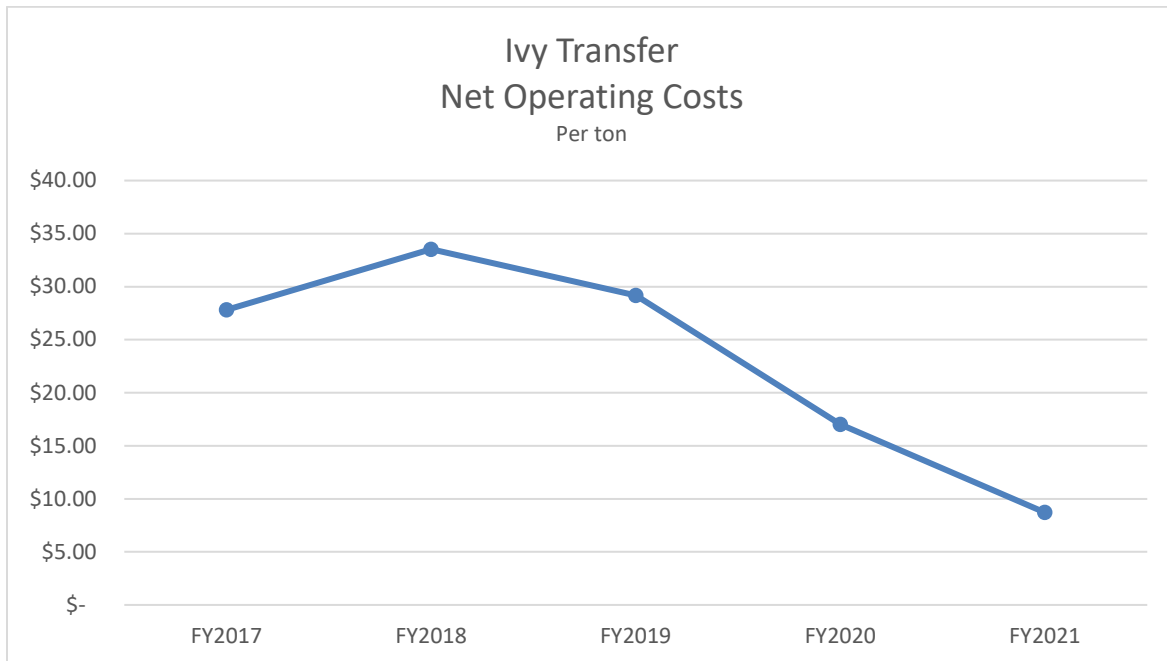
**June 2021**

Vehicles  
**6,135**

AVG MSW & CDD Tons/Day  
**155**



Net operating costs have been significantly decreasing since the new Transfer Station was completed and operational improvements implemented (lower cost; open additional days).



*STRATEGIC PLAN GOAL: INFRASTRUCTURE AND MASTER PLANNING*

**Transfer Station Permit Update**

We are requesting a VDEQ Permit Amendment to increase our daily transfer limit from 300 to 450 tons/day, based on the volumes we are receiving on a few heavy transfer days during the year. We believe this increase can be coordinated with our hauling company to provide adequate trailers, although it does seem to be nearing a logistical maximum for the facility as it would require filling and changing out a waste trailer about every 20 minutes throughout the 8 ½ hour working day.

**Keene Convenience Center**

We are designing a recycling and bagged refuse collection facility to be located on a site owned by the County in southern Albemarle. We anticipate the facility will open by August 2022.

*STRATEGIC PLAN GOAL: WORKFORCE DEVELOPMENT*

**Classification and Compensation Study**

With assistance from Evergreen Solutions, we have initiated a classification and compensation study primarily focused on internal and external equity of both the structure by which employees are compensated, as well as the way positions compare to one another across the organization. We expect the study to be completed by November.

*STRATEGIC PLAN GOAL: COMMUNICATION AND COLLABORATION*

**VDEQ Solid Waste Fee Study Working Group**

I will serve as a member of the VDEQ Solid Waste Fee Study Working Group. The purpose of this group is to develop an annual fee schedule for nonhazardous waste management facilities to replace the current annual fee schedule set forth by the Code of Virginia (§ 10.1-1402.1:1).

**In-Person Public Board Meetings**

Our Boards may want to consider when they will return to in-person public meetings. Our authorization to conduct virtual meetings is 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. We understand City Council will consider having public meetings in September, and the Albemarle County Board of Supervisors will review community health information (virus variants, success of County schools and UVA reopening) during its meeting on September 16. The ACSA Board plans to begin hybrid public meetings in September. Our Boards could continue use of the virtual format until our meetings on September 28, and review the approaches planned by the Council and Supervisors at that time.



## MEMORANDUM

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

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

**REVIEWED: BILL MAWYER, EXECUTIVE DIRECTOR**

**SUBJECT: MAY 2021 FINANCIAL SUMMARY**

**DATE: JULY 27, 2021**

The results of operations and remediation activities for the first eleven 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	\$ 2,811,190	\$ -	\$ 2,811,190
Total Expenses	<u>(4,007,057)</u>	<u>(938,578)</u>	<u>(4,945,635)</u>
Net operating results	(1,195,867)	(938,578)	(2,134,445)
Support - MOU & Local	<u>1,674,771</u>	<u>863,497</u>	<u>2,538,268</u>
Surplus/(Deficit)	<u>\$ 478,904</u>	<u>\$ (75,081)</u>	<u>\$ 403,823</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 May were \$595,000 over budget and total operating expenses were \$264,000 over budget. The Authority is receiving much higher tonnages at Ivy than estimated in the budget. This is the main driver for both revenues and expenses being over budget. The Authority has processed 52,574 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	37,597	12,817	2,160	52,574
Net operating revenue (costs)	\$ (327,591)	\$ (99,029)	\$ (769,248)	\$ (1,195,868)
Net revenue (cost) per ton	\$ (8.71)	\$ (7.73)	\$ (356.13)	\$ (22.75)

Attachments

RIVANNA SOLID WASTE AUTHORITY  
REVENUE AND EXPENSE SUMMARY REPORT  
FISCAL YEAR 2021  
FOR THE MONTH ENDED 5/31/2021

Target Rate: 91.67%

<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
<b>REVENUES</b>												
Ivy Operations Tipping Fees	\$ 236,000	349,258	\$ 236,000	349,258								
Ivy MSW Transfer Tipping Fees	1,771,000	2,044,974			1,771,000	2,044,974						
Material & Other Sales-Ivy	110,000	116,992	110,000	116,992								
Recycling Revenues	156,300	184,811					20,000	15,070	136,300	169,741		
Other Revenues	93,000	94,198			93,000	94,198						
Interest & Fees	51,400	20,956									51,400	20,956
Total Revenues	\$ 2,417,700	\$ 2,811,190	\$ 346,000	\$ 466,250	\$ 1,864,000	\$ 2,139,172	\$ 20,000	\$ 15,070	\$ 136,300	\$ 169,741	\$ 51,400	\$ 20,956
Budget vs. Actual*		116.28%		134.75%		114.76%		75.35%		124.54%		40.77%
<b>EXPENSES</b>												
Ivy Operations	402,666	394,189	402,666	394,189								
Ivy MSW Transfer	2,262,393	2,295,674			2,262,393	2,295,674						
Ivy Convenience Center	300,682	253,502					300,682	253,502				
Recycling Operations	553,158	563,685							553,158	563,685		
Administration	797,358	705,315									797,358	705,315
Total Expenses	\$ 4,316,257	\$ 4,212,365	402,666	394,189	2,262,393	2,295,674	300,682	253,502	553,158	563,685	797,358	705,315
Budget vs. Actual*		97.59%		97.89%		101.47%		84.31%		101.90%		88.46%
Net Results Before Administrative Allocation	\$ (1,898,557)	\$ (1,401,175)	\$ (56,666)	\$ 72,061	\$ (398,393)	\$ (156,502)	\$ (280,682)	\$ (238,432)	\$ (416,858)	\$ (393,944)	\$ (745,958)	\$ (684,359)
Administrative allocations:												
Administrative costs to Envir. MOU (below)	223,787	205,308									223,787	205,308
Administrative costs to Operations	-	-	(186,490)	(171,090)	(186,490)	(171,090)	-	-	(149,192)	(136,872)	522,171	479,051
Net Operating Income (Loss)	\$ (1,674,770)	\$ (1,195,868)	\$ (243,156)	\$ (99,029)	\$ (584,883)	\$ (327,591)	\$ (280,682)	\$ (238,432)	\$ (566,050)	\$ (530,816)	\$ -	\$ -
<b>Other Funding Sources</b>												
Local Government Contributions	1,674,770	1,674,771										
County Contribution - Capital Grant	-	263,793										
Transfer to Capital Fund - Ivy Recycling Center	-	(263,793)										
Surplus (Deficit) - Operations	\$ -	\$ 478,903										

<u>Environmental Programs</u>			
	Budget	Actual Y-T-D	
<b>REVENUES</b>			
Remediation Support	858,998	863,497	
Total Revenues	858,998	863,497	
Budget vs. Actual*		100.52%	
<b>EXPENSES</b>			
Ivy Environmental	835,211	733,270	
Administrative Allocation	223,787	205,308	
	1,058,998	938,578	
Budget vs. Actual*		88.63%	
<b>Cash Reserves Used</b>	200,000	75,081	
Surplus (Deficit) - Environmental	\$ -	\$ (0)	
Total Surplus (Deficit)	\$ -	\$ 478,903	



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

	July	August	September	October	November	December	January	February	March	April	May	Year-to-Date
<b><u>Revenues</u></b>												
Ivy Operations Tipping Fees	\$ 56,569	\$ 36,019	\$ 25,649	\$ 37,166	\$ 24,560	\$ 22,988	\$ 32,214	\$ 12,958	\$ 36,156	\$ 37,216	\$ 27,763	\$ 349,258
Ivy MSW Transfer Tipping Fees	171,354	188,841	197,126	182,143	181,388	167,906	173,743	169,242	197,493	205,635	210,103	2,044,974
Ivy Material Sales	7,074	7,424	8,280	9,306	6,365	5,884	9,329	5,884	19,732	24,141	13,573	116,992
Ivy Convenience Center	-	-	-	-	-	6,173	-	-	-	-	8,897	15,070
Recycling	4,294	16,905	8,670	9,201	44,047	4,381	17,877	22,709	11,745	17,552	12,361	169,741
Other Revenues	9,136	9,290	7,890	8,077	10,595	8,541	6,609	4,969	10,872	8,990	9,229	94,198
Interest & Late Fees	1,534	2,129	1,609	2,002	2,583	1,385	1,976	1,222	2,221	2,326	1,970	20,956
<b>Total Revenues</b>	<b>\$ 249,961</b>	<b>\$ 260,608</b>	<b>\$ 249,223</b>	<b>\$ 247,895</b>	<b>\$ 269,538</b>	<b>\$ 217,258</b>	<b>\$ 241,749</b>	<b>\$ 216,984</b>	<b>\$ 278,219</b>	<b>\$ 295,860</b>	<b>\$ 283,895</b>	<b>\$ 2,811,190</b>
<b><u>Expenses</u></b>												
Ivy Operations	\$ 35,831	\$ 21,851	\$ 33,365	\$ 36,766	\$ 26,720	\$ 79,883	\$ 29,189	\$ 23,178	\$ 38,406	\$ 44,209	\$ 24,793	\$ 394,189
Ivy Environmental	56,949	72,585	32,314	65,051	42,178	113,672	80,434	33,976	43,183	41,220	151,707	733,270
Ivy MSW Transfer	143,916	183,515	321,716	281,401	261,432	141,679	175,656	145,300	259,432	200,261	181,368	2,295,674
Ivy Convenience Center	18,947	18,869	21,488	32,066	21,311	24,050	24,212	18,163	22,905	24,012	27,480	253,502
Recycling Operation	56,096	39,866	65,102	72,539	44,138	51,571	51,721	42,638	44,038	47,675	48,302	563,685
Administration	64,883	60,468	63,599	65,907	59,810	61,363	73,299	62,757	61,508	68,615	63,108	705,315
<b>Total Expenses</b>	<b>\$ 376,621</b>	<b>\$ 397,154</b>	<b>\$ 537,583</b>	<b>\$ 553,730</b>	<b>\$ 455,590</b>	<b>\$ 472,217</b>	<b>\$ 434,510</b>	<b>\$ 326,012</b>	<b>\$ 469,471</b>	<b>\$ 425,992</b>	<b>\$ 496,756</b>	<b>\$ 4,945,635</b>
<b>Net Operating Income (Loss)</b>	<b>\$ (126,660)</b>	<b>\$ (136,546)</b>	<b>\$ (288,360)</b>	<b>\$ (305,835)</b>	<b>\$ (186,052)</b>	<b>\$ (254,959)</b>	<b>\$ (192,761)</b>	<b>\$ (109,028)</b>	<b>\$ (191,252)</b>	<b>\$ (130,132)</b>	<b>\$ (212,861)</b>	<b>\$ (2,134,446)</b>
<b><u>Other Funding Sources</u></b>												
Local Government Contributions	\$ 376,239	\$ 42,454	\$ -	\$ 42,454	\$ -	\$ -	\$ 418,693	\$ 376,239	\$ 42,454	\$ 376,239	\$ -	\$ 1,674,771
Remediation Support and Revenue	205,598	69,138	-	69,138	-	-	199,254	125,616	69,138	94,143	31,473	863,497
<b><u>Use of Cash Reserves</u></b>	<b>-</b>	<b>-</b>			16,647	131,665	(97,422)	(50,890)			75,081	75,081
<b>Surplus (Deficit)</b>	<b>\$ 455,177</b>	<b>\$ (24,954)</b>	<b>\$ (288,360)</b>	<b>\$ (194,244)</b>	<b>\$ (169,405)</b>	<b>\$ (123,294)</b>	<b>\$ 327,763</b>	<b>\$ 341,937</b>	<b>\$ (79,660)</b>	<b>\$ 340,250</b>	<b>\$ (106,307)</b>	<b>\$ 478,903</b>

**Rivanna Solid Waste Authority**  
**Fiscal Year 2021**  
**May 2021**  
**Revenue Detail Report**

**Revenue Line Item**

**IVY TIPPING FEES**

Clean Fill Material	6,800	8,661
Grindable Vegetative Material	2,400	3,772
Tires, Whole	120	151
Tires/White Good (per item)		
<i>Subtotal</i>	9,320	12,585

**IVY TRANSFER STATION**

Compost Services	500	211
MSW Transfer Station	32,000	37,597
<i>Subtotal</i>	32,500	37,808

**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 AND REVENUE**

UVA Contribution		
County Contribution		
City Contribution		
Forestry Revenue		
<b>Total Remediation Local Support</b>		

Tonnage	
Budget FY 2021	Actual YTD
6,800	8,661
2,400	3,772
120	151
9,320	12,585
500	211
32,000	37,597
32,500	37,808

Revenue				
Budget FY 2021	Budget YTD	Actual YTD	Budget vs. Actual	Variance %
\$ 68,000	\$ 62,333	\$ 86,353	\$ 24,020	38.53%
115,200	105,600	184,738	79,138	74.94%
22,800	20,900	28,734	7,834	37.48%
30,000	27,500	49,433	21,933	79.76%
\$ 236,000	\$ 216,333	\$ 349,258	\$ 132,925	61.44%
\$ 89,000	\$ 81,583	\$ 37,485	\$ (44,098)	-54.05%
1,682,000	1,541,833	2,007,489	465,656	30.20%
\$ 1,771,000	\$ 1,623,417	\$ 2,044,974	\$ 421,557	25.97%
\$ 20,000	\$ 18,333	\$ 7,487	\$ (10,846)	-59.16%
40,000	36,667	32,420	(4,247)	-11.58%
30,000	27,500	61,685	34,185	124.31%
20,000	18,333	15,400	(2,933)	-16.00%
-	-	-	-	
\$ 110,000	\$ 100,833	\$ 116,992	\$ 16,159	16.03%
\$ 20,000	\$ 18,333	\$ 15,070	\$ (3,263)	-17.80%
\$ 20,000	\$ 18,333	\$ 15,070	\$ (3,263)	-17.80%
\$ 105,300	\$ 96,525	\$ 113,793	\$ 17,268	17.89%
6,000	5,500	10,342	4,842	88.03%
25,000	22,917	45,607	22,690	99.01%
\$ 136,300	\$ 124,942	\$ 169,741	\$ 44,800	35.86%
\$ 85,000	\$ 77,917	\$ 85,735	\$ 7,818	10.03%
8,000	7,333	8,463	1,130	15.41%
\$ 93,000	\$ 85,250	\$ 94,198	\$ 8,948	10.50%
\$ 2,200	\$ 2,017	\$ 298	\$ (1,719)	-85.25%
1,200	1,100	15,105	14,005	1273.16%
18,000	16,500	1,843	(14,657)	-88.83%
30,000	27,500	3,711	(23,789)	-86.51%
\$ 51,400	\$ 47,117	\$ 20,956	\$ (26,161)	-55.52%
<b>\$ 2,417,700</b>	<b>\$ 2,216,225</b>	<b>\$ 2,811,190</b>	<b>\$ 594,965</b>	<b>26.85%</b>
\$ 79,982	\$ 73,317	\$ 79,982	\$ 6,665	9.09%
502,465	460,593	502,464	41,871	9.09%
276,551	253,505	276,551	23,046	9.09%
-	-	4,500	4,500	
<b>\$ 858,998</b>	<b>\$ 787,415</b>	<b>\$ 863,497</b>	<b>\$ 76,082</b>	<b>9.66%</b>

<b>Rivanna Solid Waste Authority</b> <b>Historical Material Tonnage Report - Recycling</b> <b>Fiscal Years 2017-2021</b>
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Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021 (Jul-May)
------------------------	------------------------	------------------------	------------------------	-------------------------------------

*In U.S. Tons*

**Fiber Products**

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

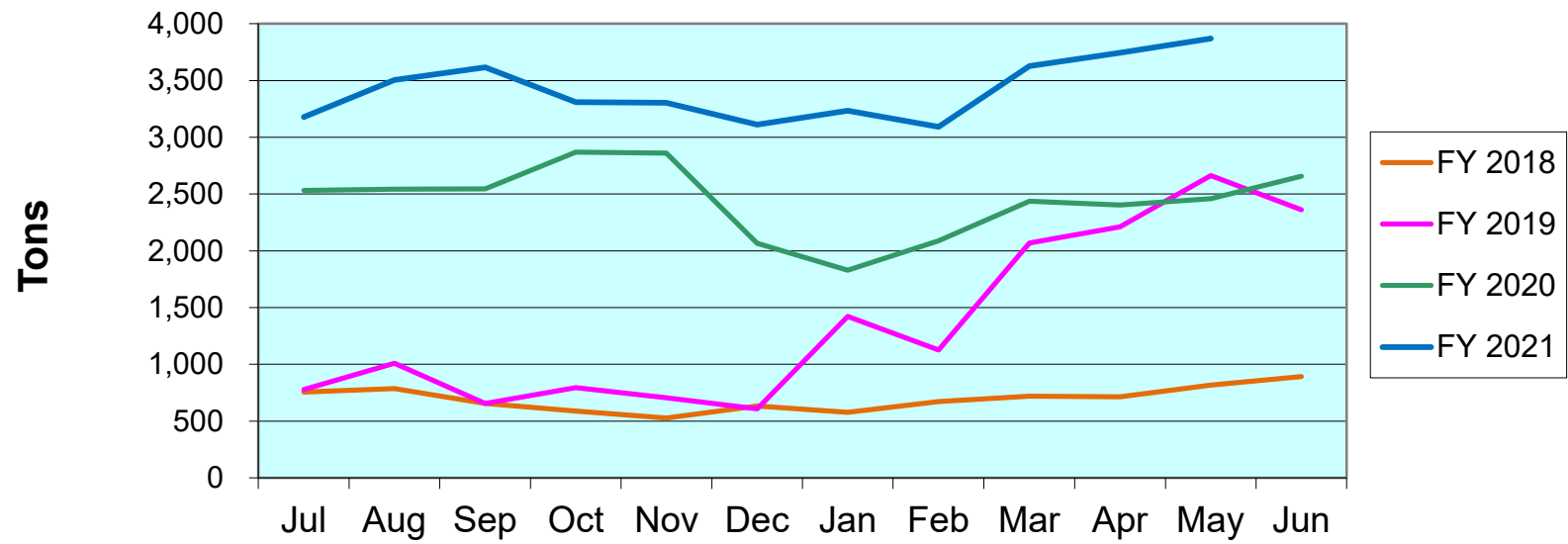
419	424	427	120	-
812	763	807	560	772
156	187	265	792	689
122	111	128	77	22
<b>Total Fiber Products</b>	1,509	1,485	1,627	1,549
			1,549	1,483

**Other Products**

Glass  
Metal Cans  
Plastic

252	252	411	467	462
31	41	58	54	83
86	103	127	114	133
<b>Total Other Products</b>	369	396	596	635
<b>Total</b>	1,878	1,881	2,223	2,184
			2,184	2,161

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



Ivy Material Utilization Center  
Daily Scale Crossing Data



May 1-31, 2021

Days of

Operation: 25

Operation: 25		MSW collected at Transfer Station (tons)						Non-MSW
		Vehicles	Count	Citizen-Can	Construction	Domestic	MSW Total	Total Tons
05/01/21	Saturday	324	331	0.40	15.81	36.34	52.55	11.38
05/02/21	Sunday	-	-	-	-	-	-	-
05/03/21	Monday	214	231	0.06	67.59	161.41	229.06	22.07
05/04/21	Tuesday	227	308	0.24	47.61	113.15	161.00	59.24
05/05/21	Wednesday	214	238	0.05	88.35	167.60	256.00	68.73
05/06/21	Thursday	189	208	0.31	37.91	96.89	135.11	33.09
05/07/21	Friday	215	233	0.12	41.85	103.70	145.67	24.57
05/08/21	Saturday	292	352	0.69	11.08	36.21	47.98	14.89
05/09/21	Sunday	-	-	-	-	-	-	-
05/10/21	Monday	214	269	0.05	54.97	123.38	178.40	15.25
05/11/21	Tuesday	233	243	0.25	45.15	54.81	100.21	96.20
05/12/21	Wednesday	189	200	0.41	36.44	151.75	188.60	49.57
05/13/21	Thursday	173	183	0.16	48.99	102.58	151.73	88.38
05/14/21	Friday	220	288	0.28	93.52	126.35	220.15	28.08
05/15/21	Saturday	313	322	0.61	12.04	45.13	57.78	12.55
05/16/21	Sunday	-	-	-	-	-	-	-
05/17/21	Monday	245	475	0.19	56.01	119.54	175.74	9.67
05/18/21	Tuesday	219	237	0.35	68.13	93.42	161.90	22.86
05/19/21	Wednesday	224	251	0.27	32.50	157.97	190.74	23.70
05/20/21	Thursday	239	251	0.27	54.15	110.66	165.08	61.88
05/21/21	Friday	234	261	0.33	45.43	70.90	116.66	34.12
05/22/21	Saturday	350	403	0.65	5.07	43.13	48.85	13.74
05/23/21	Sunday	-	-	-	-	-	-	-
05/24/21	Monday	275	378	0.26	117.89	165.83	283.98	37.43
05/25/21	Tuesday	216	221	0.10	105.47	71.88	177.45	35.03
05/26/21	Wednesday	233	241	0.05	74.36	181.72	256.13	37.72
05/27/21	Thursday	231	243	0.28	46.78	103.64	150.70	21.41
05/28/21	Friday	267	366	0.23	53.34	115.24	168.81	21.36
05/29/21	Saturday	270	355	0.46	8.57	39.77	48.80	4.73
05/30/21	Sunday	-	-	-	-	-	-	-
05/31/21	Monday	-	-	-	-	-	-	-
Total		6,020	7,088	7.07	1,269.01	2,593.00	3,869.08	847.65
Average		241	284	0.28	50.76	103.72	154.76	33.91
Median		231	251	0.27	47.61	103.70	161.90	24.57
Maximum		350	475	0.69	117.89	181.72	283.98	96.20
Minimum		173	183	0.05	5.07	36.21	47.98	4.73

**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



June 1-30, 2021

Days of

Operation: 26

06/25/21

Operation: 26

MSW collected at Transfer Station (tons)

Non-MSW

	Vehicles	Count	Citizen-Can	Construction	Domestic	MSW Total	Total Tons
06/01/21 Tuesday	286	316	0.41	62.94	112.78	176.13	46.59
06/02/21 Wednesday	254	289	0.30	49.92	102.43	152.65	55.30
06/03/21 Thursday	235	267	0.11	36.29	93.99	130.39	92.29
06/04/21 Friday	211	225	0.24	42.94	107.35	150.53	21.20
06/05/21 Saturday	270	291	0.55	99.72	39.04	139.31	19.54
06/06/21 Sunday	-	-	-	-	-	-	-
06/07/21 Monday	233	334	0.25	52.14	112.71	165.10	174.47
06/08/21 Tuesday	244	287	0.22	65.67	84.15	150.04	100.74
06/09/21 Wednesday	204	220	0.08	38.60	156.88	195.56	29.65
06/10/21 Thursday	183	188	0.20	59.56	85.80	145.56	16.34
06/11/21 Friday	197	240	0.38	52.65	82.49	135.52	74.96
06/12/21 Saturday	231	308	0.35	19.36	26.79	46.50	6.90
06/13/21 Sunday	-	-	-	-	-	-	-
06/14/21 Monday	220	232	0.11	43.40	129.56	173.07	37.98
06/15/21 Tuesday	249	284	0.28	100.35	67.31	167.94	43.02
06/16/21 Wednesday	272	334	0.09	98.25	149.24	247.58	182.22
06/17/21 Thursday	237	279	0.11	97.69	117.22	215.02	55.92
06/18/21 Friday	255	326	0.36	49.05	85.38	134.79	36.02
06/19/21 Saturday	273	348	0.46	8.78	42.31	51.55	8.10
06/20/21 Sunday	-	-	-	-	-	-	-
06/21/21 Monday	248	244	0.22	78.63	113.27	192.12	87.35
06/22/21 Tuesday	171	172	0.19	53.48	61.70	115.37	28.73
06/23/21 Wednesday	222	244	0.24	61.88	117.95	180.07	177.76
06/24/21 Thursday	227	262	0.31	77.51	110.00	187.82	307.41
06/25/21 Friday	265	332	0.32	80.13	126.74	207.19	73.70
06/26/21 Saturday	280	312	0.52	20.55	36.64	57.71	11.47
06/27/21 Sunday	-	-	-	-	-	-	-
06/28/21 Monday	227	266	0.07	59.57	140.24	199.88	27.86
06/29/21 Tuesday	210	265	0.20	45.90	66.10	112.20	29.39
06/30/21 Wednesday	231	344	0.26	67.61	138.20	206.07	33.75
Total	6,135	7,209	6.83	1,522.57	2,506.27	4,035.67	1,778.66
Average	236	277	0.26	58.56	96.40	155.22	68.41
Median	234	282	0.25	56.52	104.89	158.88	40.50
Maximum	286	348	0.55	100.35	156.88	247.58	307.41
Minimum	171	172	0.07	8.78	26.79	46.50	6.90

**Material Type & Description**

**Citizen-Can:** Roll-off container at the Ivy MUC Convenience Center-citizens dispose of prepaid trashbags

**Construction:** Construction/demolition debris (shingles, sheetrock, treated lumber, etc.)

**Count:** Transactions per item (appliances, hauling fees, service fees, tag-bag stickers, tires)

**Domestic:** Business/residential general or household waste

**MSW:** Materials processed/handled at the Transfer Station

**Non-MSW:** Materials processed/handled on-site

**Vehicle:** Transactions or vehicles processed in a day



## MEMORANDUM

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

**FROM: 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: July 27, 2021**

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

#### **May 2021**

- **6,020 vehicles crossed the scales**
- The IMUC transfer station operated 25 days and received a total of 3,869.08 tons of municipal solid waste (MSW), an average of 154.76 tons per day of operation. The monthly transfer station tonnage figures are attached to this report.
- 847.65 tons of non-MSW materials were received
- 4,716.73 tons were received as a combined total tonnage (MSW + non-MSW)

#### **June 2021**

- **6,135 vehicles crossed the scales**
- The IMUC transfer station operated 26 days and received a total of 4,035.67 tons of municipal solid waste (MSW), an average of 155.22 tons per day of operation. The monthly transfer station tonnage figures are attached to this report.
- 1,778.66 tons of non-MSW materials were received
- 5,814.33 tons were received as a combined total tonnage (MSW + non-MSW)

### **Paint Collection:**

On June 21, 2021, the Ivy MUC shipped out the 40th 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

168,000 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](http://www.latexpaintrecycling.com)).

### **Compostable Food Waste Collection:**

This program continues to operate smoothly at the IMUC and is a free service for 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 8.30 tons of compostable materials from residents in May.  
The McIntire Recycle Center received 8.77 tons of compostable materials from residents in June.  
The Ivy Convenience Center received 0.43 tons of compostable materials from residents in May.  
The Ivy Convenience Center received 0.58 tons of compostable materials from residents in June.

### **Compost Sales at Ivy:**

On April 17, 2020, compost sales (McGill Composting SoilBuilder®) began at Ivy. As of July 12, 2021, 223.26 tons of material have been sold. The sales price for compost is \$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.

### **Spring HHW and Bulky Waste Totals:**

Saturday, May 22, 2021: *Tires*

A total of 258 vehicles participated, including 219 from the County and 39 from the City. A total of 137.08 tons of tires were received, separated, and trucked to end user for recycling.

### **Transfer Station Update**

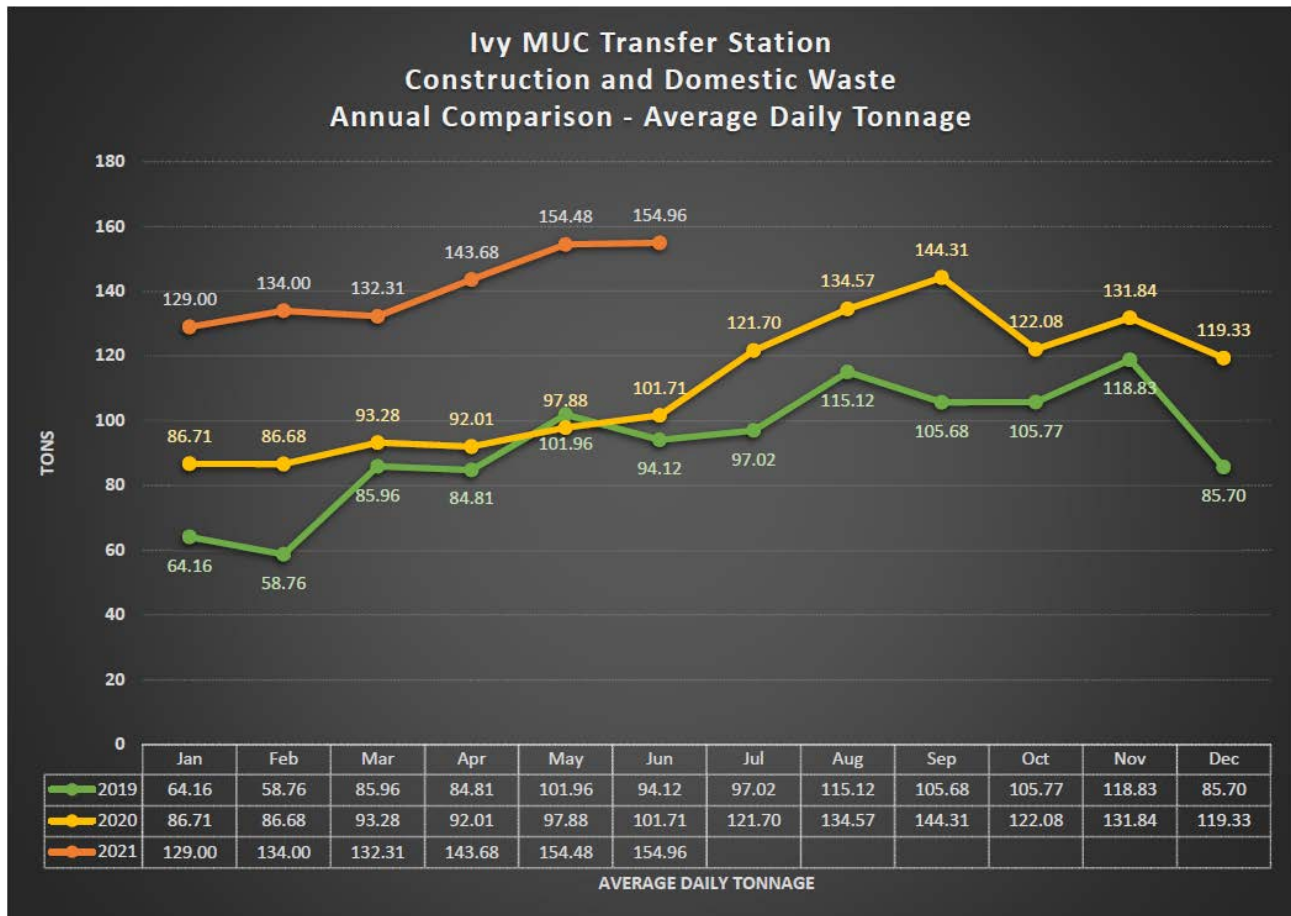
As part of the opening the new transfer station, the Solid Waste Permit (#132) was amended. Part of this minor permit amendment was to redefine our permitted waste acceptance limits. The previous limits required that the facility accept no more than 150 tons per day, on a 30-day rolling average, not to exceed 300 tons per day of municipal solid waste (MSW). This limit was simplified to a daily limit of 300 tons per day. As we were generally receiving 30 to 40 tons per day of waste, this seemed like an easy limit with which to comply.

However, at several times during the last few months, we have achieved daily tonnages in excess of 250 tons per day, including a one-day total of 287 tons (only 13 tons less than our permit limit). RSWA is currently seeking a Permit Amendment to change this maximum daily tonnage to 450 tons per day. It is our expectation that we won't reach this limit on a regular basis.



As for the question of “can our transfer station handle 450 tons per day,” we believe that this shouldn’t be an issue other than needing to coordinate with our hauling company for adequate trailers, although it does seem to be nearing a logistical maximum for the facility as it would require filling and changing out a waste trailer about every 20 minutes throughout the 8 ½ hour working day.

Our average daily tonnages continue to follow seasonal trends as shown on the following figure.



### **Forestry Stewardship Plan at the Ivy MUC**

In December of last year, RSWA completed a competitively bid timber sale for part of the forested buffer in the northeastern corner of the Ivy MUC. This stand of pine was originally planted as a tree plantation, but not harvested. The winning bid, with J H Fitzgerald, Jr. Logging, Incorporated, specifies that this plot will be harvested prior to December 18, 2022. Our Consulting Forester has indicated that hardwood prices have started to become favorable and that we should begin to consider sales of the hardwood portions of our forest buffer. He has recommended that we consider a “shelterwood” cut, in which 4 or 5 select trees per acre are protected while the remaining forest is cut. We are working with the Virginia Department of Forestry to see if there are other viable harvesting strategies that may better balance the attractiveness of the timber sale with maintaining a vibrant and appealing buffer. We should decide on the best strategy by the end of the summer.



RIVANNA SOLID WASTE AUTHORITY  
RIVANNA WATER & SEWER AUTHORITY



695 Moores Creek Lane  
Charlottesville, Virginia 22902-9016

434.977.2970 434.293.8858   
[www.rivanna.org](http://www.rivanna.org)

## MEMORANDUM

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

**FROM: LONNIE WOOD, DIRECTOR OF FINANCE &  
ADMINISTRATION  
BETSY NEMETH, HUMAN RESOURCES MANAGER**

**REVIEWED BY: BILL MAWYER, EXECUTIVE DIRECTOR**

**SUBJECT: PERSONNEL MANUAL UPDATE  
ELIMINATION OF COMPENSATORY TIME**

**DATE: JULY 27, 2021**

On July 1, 2021, the Virginia Overtime Wage Act went into effect. This legislation specifies how wages and salaries can be paid in Virginia. While the Fair Labor Standards Act, which is federal legislation, allows employees to request compensatory time for overtime hours worked, the new Virginia Overtime Wage Act does not.

Due to the change in state law, we can no longer allow our employees to substitute compensatory time for overtime pay, so we are eliminating that from the “Compensation Plan and Administration, Other Forms of Compensation” section of our Personnel Management Plan.

**Board Action Requested:**

Approve the recommended update to the Rivanna Authorities’ Personnel Management Plan.

Attached:

Redline of the Compensation Plan and Administration, Other Forms of Compensation

## D. Compensation Plan and Administration

### 7. Other Forms of Compensation

#### a. On-Call Pay

Certain positions are required to participate in an after-hours on-call schedule. In the event of an emergency, the on-call employee is expected to respond immediately and be fit for duty.

Employees that are on-call will receive a wage rate of 10% of their hourly base pay rate for every hour waiting to be called outside of their normal work schedule. Lunchtime during the normal workweek is not considered on-call time. Should the employee be required to come into work during their on-call schedule, he/she will receive Unscheduled Premium pay for two hours or the actual hours worked out of schedule. In the case of an emergency operation status, as determined by the Executive Director, other positions may temporarily be included in the on-call schedule. Department Managers shall designate any employee that is in On-Call status for each pay period.

#### b. Bonuses

- 1) Performance Bonus. An employee who is at the maximum of his or her pay grade shall be eligible for a performance bonus. If an employee is ineligible for a salary increase because an increase would cause their annual salary to exceed to top of their pay grade; the employee may receive a performance bonus as determined by the merit based pay increases, if any.
- 2) Meritorious Bonus Award. The Executive Director may make a cash award to an employee(s) for extraordinary events; such as, extraordinary performance or significant money saving suggestions conceived outside the usual and normal expectations of their position(s). The award is a one-time, lump sum bonus of \$100 to \$3000. Only the Executive Director has the authority to award such a bonus.

#### c. Administrative Increase

An employee who performs the duties and responsibilities of his position in a consistently superior manner deserving recognition beyond what is provided through pay for performance increases, as determined by the Executive Director, shall be eligible to be considered for an administrative increase where a promotion may not be possible and/or may not be warranted. An administrative increase may also be used to adjust any inequities, which may arise from the application of these rules and regulations. An administrative increase shall have no effect upon eligibility for pay for performance increases.

An administrative increase to advance an employee when such action seems justifiable may be recommended to or by a divisional director and/or the Executive Director. Such a recommendation shall be submitted in writing to the Executive Director for approval and shall state the reason for the recommendation.

An administrative increase shall not exceed 15% within grade.

An administrative increase may be granted in the case of a temporary promotion or transfer, limited to the duration of the temporary assignment.

#### **d. Operator License Incentive Program**

Persons in an Operator position who pass a licensing exam for a higher-class license than the one currently held will be reclassified and be paid either the minimum for the new pay grade or a rate in the new range 5% above the current salary/base pay, whichever is greater, if the experience requirements have been met.

Granting of a license increase shall not be considered a promotion under these rules and regulations.

#### **e. Overtime**

Overtime shall be utilized to relieve specific occasional peak workloads or emergencies, and as a part of the Authority's day-to-day operations.

Non-exempt employees are paid overtime for hours worked in excess of 40 hours in a workweek. Overtime pay is based on the employee's base rate of pay for hours actually worked. This includes compensation for hours worked while in unscheduled premium and compensation while in on-call pay status; which is added to the base rate of pay (or blended). It also includes compensation for relief operator differential pay and nighttime shift differential pay within in any given week. It does not include compensation or time for sick, vacation, holiday or other leave granted, holiday premium pay, or discretionary bonuses received within the workweek. Pay for these items is added after overtime is calculated. This will result in non-exempt employees receiving a Blended Overtime rate each week there is applicable time worked beyond the statutorily required 40 hours per week.

Regular part-time employees and interns receive overtime pay for work hours exceeding 40 hours in a workweek.

All overtime specified above, must be preauthorized by the immediate department manager on a daily basis.

~~Vacation leave is available to non-exempt employees in lieu of overtime pay. In all instances of overtime, the employee may request in lieu of overtime pay, a vacation leave credit at a rate of 1.5 times the overtime hours worked. An employee may request up to a total of 30 hours of vacation leave time instead of overtime pay (instead of 20 hours of overtime pay) per calendar year as allowed by law. An employee's department manager must approve the request for vacation leave in lieu of overtime.~~

#### **f. Premium Pay**

Holiday Premium Pay: Hourly employees will receive premium pay at the rate of 0.5 times their hourly rate of base pay, in addition to their regular base pay for any hours worked in the workweek that are on an Authority designated regular holiday.

Unscheduled Premium Pay: Hourly employees will receive premium pay at the rate of 0.5 times their hourly base pay rate, in addition to their regular base pay, for any hours worked in the workweek that are unscheduled hours worked due to emergency call-in, special workload needs or covering another employee's work schedule. (Examples: line breaks,

plant shutdowns, special construction needs requiring nighttime work.)

**g. Pay Differential – Relief Operators**

In recognition of the additional demands with the Relief Operator assignment and to implement an incentive to retain qualified operators in Relief Operator assignment, the Relief Operator will be eligible to receive a 10% pay differential above their hourly base pay rate once fully trained at all related facilities as determined by the department manager. This new pay rate becomes their base pay.

At such time when a water or wastewater operator ceases to perform the assignment of a Relief Operator, the 10% pay differential for the Relief Operator assignment will no longer be paid.

**h. Night Shift Pay Differential – Water and Wastewater Night Shift Operators**

In recognition of the additional demands on water and wastewater operators who are working overnight shift schedules, these operators will be eligible to receive a 2% pay differential above their hourly base pay rate. This new pay rate becomes their base pay. Overnight shift operators must be designated by the Water and Wastewater Managers.

When a water or wastewater operator no longer works the overnight shift schedule, the 2% pay differential for the shift assignment will no longer be paid.





# Recycling Update – July 2021

Presented to the Board of Directors by Phil McKalips, Director of Solid Waste

July 27, 2021





# Recycling Landscape

- Commodity prices (cardboard, mixed paper, etc.) have generally been stable throughout the COVID epidemic. Cardboard has seen the most dramatic pricing increases. Fuel prices appear to be putting downward pressure on revenues from some materials like glass.
- We are fortunate to have direct relationships for many of our materials which helps minimize national and global influences.
- No significant changes in what we collect and where it is going since last year's update.

# RSWA Recycling

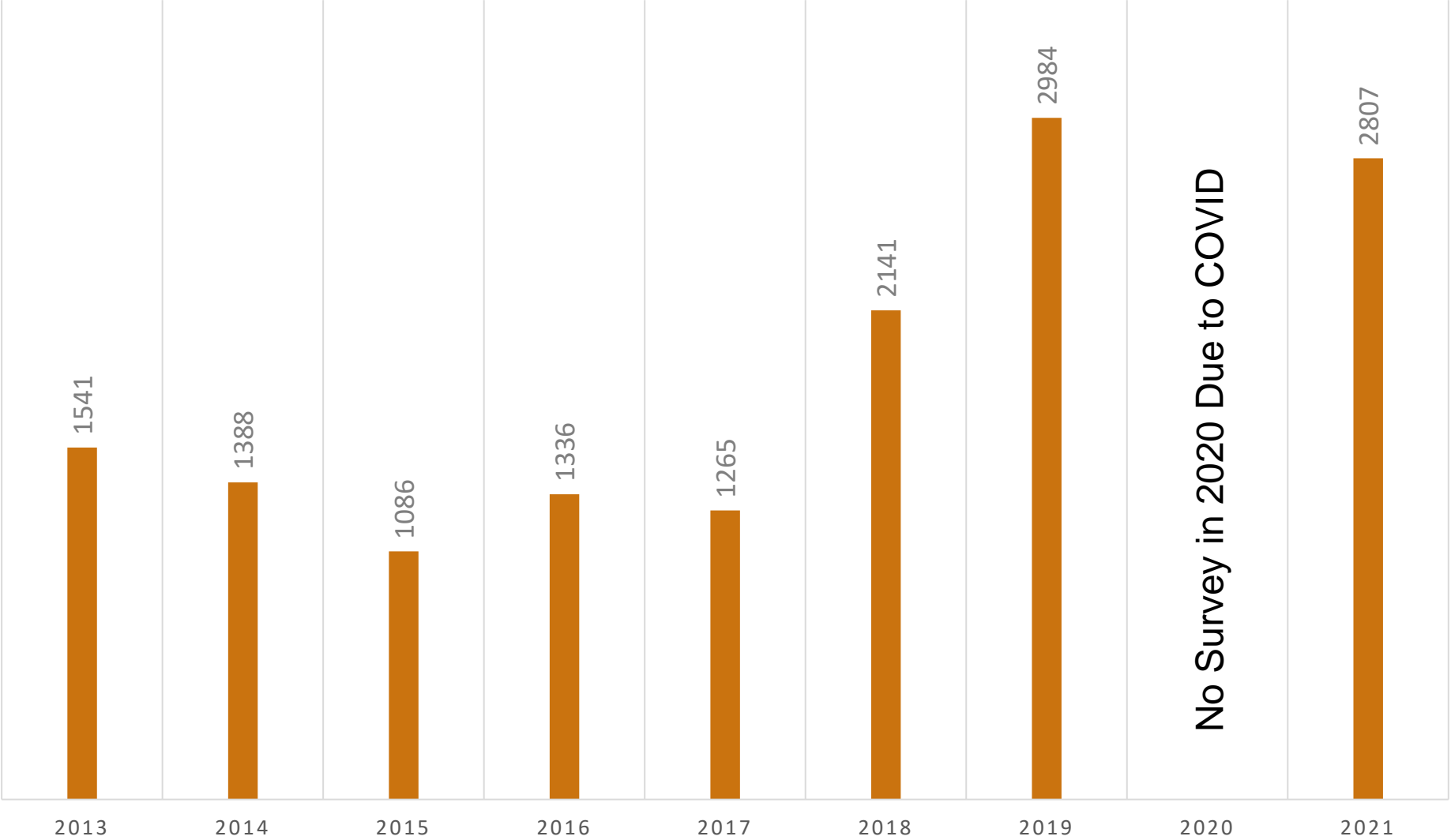
- We're seeing increases in customers at MRC as well as strong numbers at ICC (575 at a week-long survey in March 2021).
- Recycling tonnages continue to show growth (in spite of almost zero deliveries of commercial cardboard and other recyclables).
- Permitting and design of the Southern Convenience Center in Keene is proceeding (expected opening, late summer 2022)



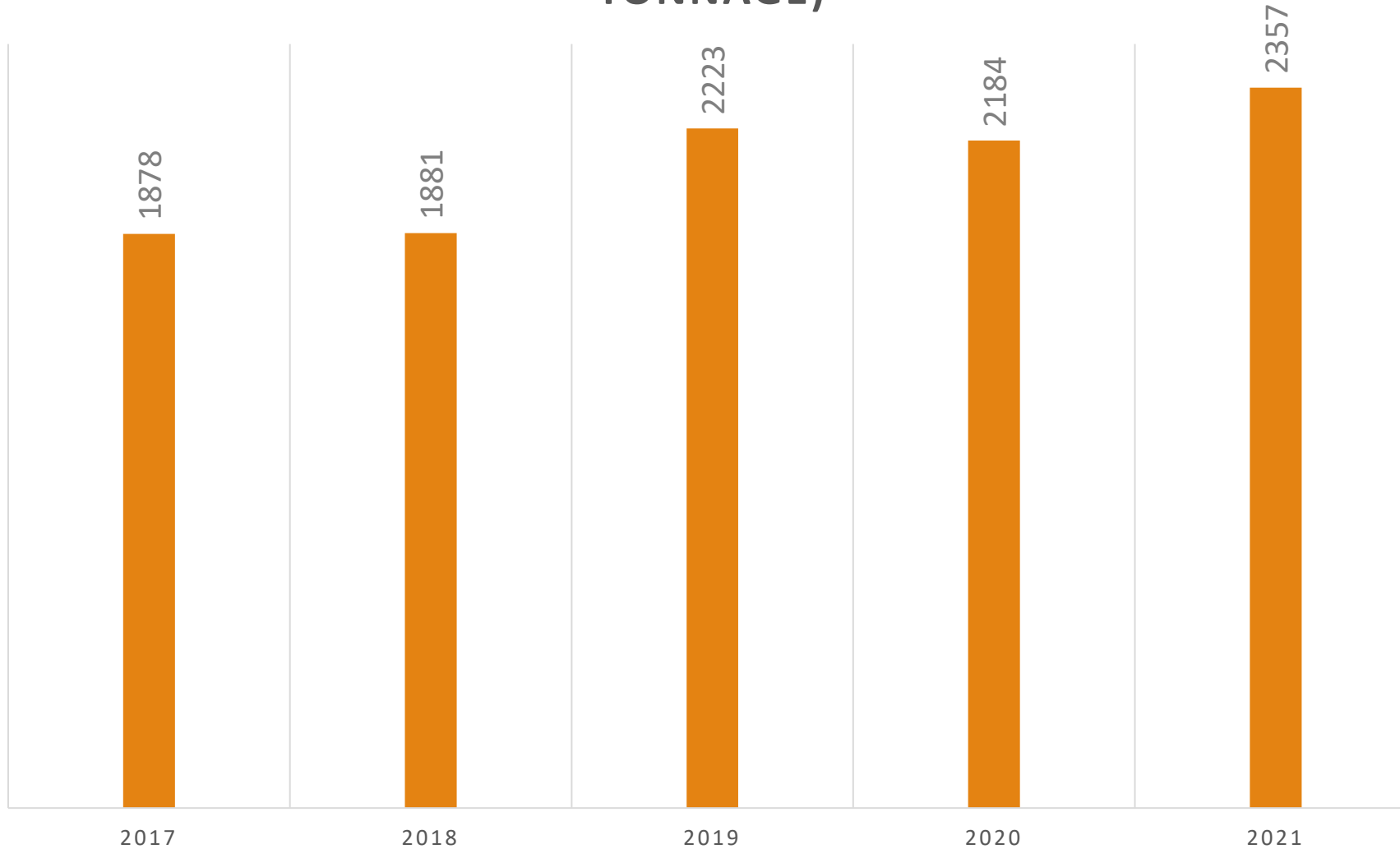
## Ivy Convenience Center (ICC)



# MCINTIRE CUSTOMER COUNT WEEK-LONG ANNUAL SURVEY



**RECYCLING TONNAGES  
PER FISCAL YEAR  
(FY 2021 DATA IS ESTIMATED TO INCLUDE JUNE  
TONNAGE)**



# Where Does Our Material Go?

- All but glass and the metals are processed at the Paper Sort
- Cardboard and Mixed Paper – Sonoco Mill in Richmond
- #2 and #4 Plastic Films – Trex in Winchester
- #1 and #2 Plastic Containers – Sonoco in Madison Heights
- Office Paper – Sonoco in Madison Heights
- Newsprint – either included with Mixed Paper, or to Sonoco in Madison Heights, depending on pricing and logistics
- Glass – Strategic Materials in Wilson, North Carolina
- Mixed Metal and Aluminum – Gerdau in Roanoke
- Food Waste – MRC goes to McGill Composting in Waverly, ICC goes to Black Bear in Crimora



Paper Sort Facility  
on Meade Avenue



# Things We're Watching.

- Glass revenues have decreased from \$25 to \$0 per ton (Strategic Materials covers shipping). If fuel prices increase, we may have to re-evaluate this arrangement.
- We continue to have community interest in adding recycled materials (e.g. Styrofoam, #5 Plastic), and will continue to evaluate the feasibility and costs of recycling these products.
- Our on-site “Recycling Ambassadors” are helpful in educating the public, but contamination continues to be an obstacle to achieve greater financial returns on our materials.
- We continue to service the “County Cans” which are Newsprint and Magazine cans in Scottsville, Pantops & Northside Library





MRC Recycling Ambassadors



County Cans at Northside  
Library and at Pantops  
for Newsprint and Magazines

# Other things “Solid Waste”

- Several years ago, County Waste bought the MSW Transfer Station from VanderLinde at Zion Crossroads. Last year, County Waste bought Time Disposal, and this year, GFL bought County Waste in this region. It appears that due to capacity limitations at their Transfer Station, we will continue to receive MSW collected in our area from GFL.
- Several new, smaller haulers (mostly in the roll-off business) have appeared at IMUC in the last year. They don't account for a great deal of tonnage, but seem to be coming in more frequently.

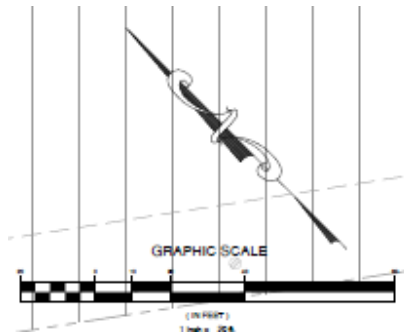
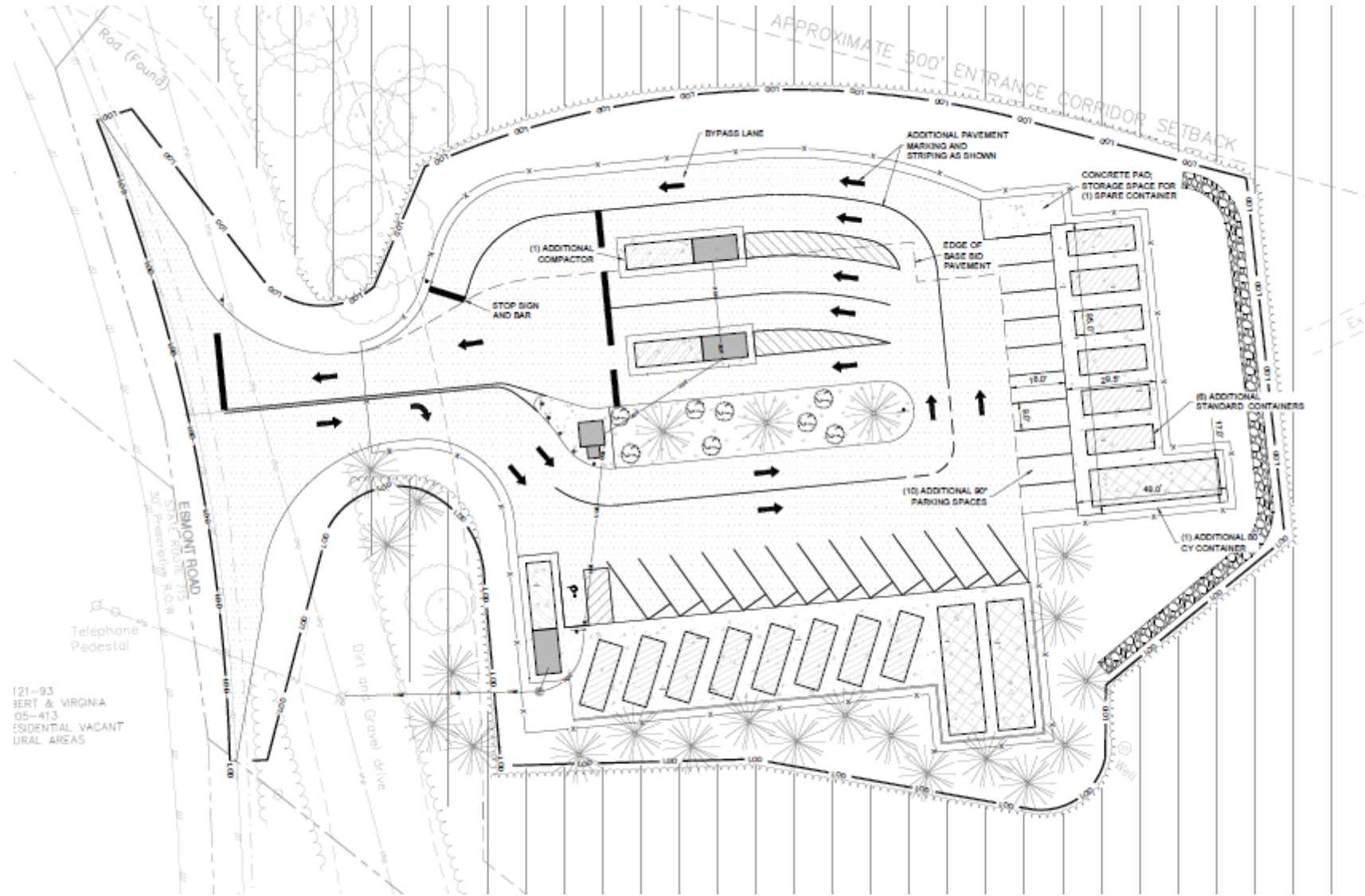




## Oyster Shell Recycling Program



# Preliminary Site Plan for Southern Convenience Center (including potential future expansion)



# Questions?

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## Oyster Shell Recycling Program

# Strategic Plan Year Three Update

## for the Board of Directors

Presented By: Katie McIlwee, Communications Manager

July 27, 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

January 2021 – July 2021:

Target Completion: 50%

Overall Completion: 56%

## 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: 60%

Goal Team Leader: Betsy Nemeth & Lonnie Wood

## Conduct Training Needs Assessment & Enhance the Training Program

- Employees completed an Individual Development Plan based on their needs and year-end evaluations

### Next Steps:

- Continue to work with PVCC on developing training relevant to different positions/department within the Authorities

## Develop a Comprehensive Staffing, Classification, and Compensation Plan

- Issued RFP for completion of a Compensation Study and awarded contract to Evergreen Solutions, LLC
- Held kick-off meeting to begin compensation study

- Issue salary/benefits survey to peer groups



# Operational Optimization

Overall Completion: 60%

Goal Team Leader: Dave Tungate

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

- Implemented quarterly GAC vessel backwashing schedule
- Began installation of automated system for polymer dosing
- Installed dissolved oxygen control at Scottsville WWTP
- Continued implementation of corrosion inhibitor

### Next Steps:

- Complete installation of polymer dosing system
- Complete testing on dissolved oxygen control at Scottsville WWTP
- Complete implementation of corrosion inhibitor

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

- Completed addition of web-based cameras at Crozet, Glenmore, and Scottsville WWTP
- Completed Glenmore needs assessment
- Completed COVID response procedures
- Purchased articulated extension ladders
- Continued new employee safety training
- Updated Safety Manual

- Add new web-based cameras to Observatory WTP
- Review Glenmore needs assessment
- Begin construction on Glenmore WWTP safety upgrades
- Conduct fire and active shooter drills

# Communication & Collaboration

Overall Completion: 65%

Goal Team Leader: Katie McIlwee

## Create & Maintain Internal Communication Platforms

- Continued implementation of document management system
- Created a Records Management Policy
- Published bi-monthly newsletter

## Create & Implement a Comprehensive Public Outreach Plan

- Developed Social Media Policy
- Created a Rivanna Authorities Facebook page and used FB page to advertise special events

## Enhance Internal & External Communication

- Participated in Fix-a-Leak week activities with the City and ACSA
- Continued to live-stream monthly Board Meetings

### Next Steps:

- Complete migration of legacy documents
- Create “how-to” guides and training videos for use of the Document Management System

- Plan and schedule project/facility videos
- Continue maintenance of website
- Continue use of social media to share information with the public

- Research broadcasting Board Meetings virtually once in-person meetings resume
- Resume facility tours, as appropriate
- Participate in “Day of Caring”
- Present to the Crozet Community Advisory Committee

# Environmental Stewardship

Overall Completion: 50%

Goal Team Leader: Andrea Bowles

## Increase Internal Environmental Engagement

- Participated in Oyster Shell Bagging Project at Ivy MUC

## Provide Regional Leadership in Environmental Stewardship Partnerships

- Continued Stormwater partnership and James River Riparian Consortium participation
- County Stream Health Workgroup

## Evaluate Potential Opportunities for Additional Environmental Activities at RWSA Facilities

- Began development of Buck Mountain Property Management Plan to include engagement with neighbors
- Evaluated potential for silviculture and solar at Buck Mountain properties

## Next Steps:

- Continue to look for opportunities, such as stream cleanups, tree plantings, etc. to engage employees
- Participate in "Day of Caring"

- Continue with existing coordination
- Look for opportunities for collaboration

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

# Solid Waste Services

Overall Completion: 55%

Goal Team Leader: Phil McKalips

## Determine Community Needs & Preferred Service Levels

- Continued Recycling Ambassador Program at McIntire
- Participated in Oyster Shell Bagging Project at Ivy MUC to complete processing of oyster shells for seeding and return to the bay
- Published first recycling quiz for public via Rivanna Authorities' Facebook page

## Next Steps:

- Begin design of Keene Convenience Center
- Complete repairs to the irrigation pond dam

## Enhance Partnerships with Local Governments and UVA

- Implemented glass collection agreement with UVA
- Supported various UVA and student projects related to recycling
- Upgraded used cooking oil collection program across all sites for composting

- Conduct a study of regional localities mulch prices
- Continue coordinating with neighboring Counties to organize glass collection

# Infrastructure & Master Planning

Overall Completion: 45%

Goal Team Leader: Scott Schiller

## Implement an Authority-Wide Asset Management Program

- Developed a draft Tactical Asset Management Plan
- Began implementation of CMMS with mapping complete and configuration workshops scheduled
- Began phase 3 work with the creation of an Authority-wide asset registry for use in Cityworks

### Next Steps:

- Begin the Cityworks configuration process through multiple workshops
- Review and finalize the draft Tactical Asset Management Plan

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

- Further analyzed the potential location of new digester complex at the Moores Creek WWTP
- Held internal review meetings on the draft Finished Water Master Plan
- Completed a routing study for the Central Water Line and initiated design services
- Coordinated with ACSA to finalize a plan for decommissioning of the North Rivanna WTP
- Developed a work authorization for the Glenmore and Stone Robinson WWTPs master plans/needs assessments
- Completed Crozet WTP upgrade

- Continue the master plan/needs assessment work for Glenmore and Stone Robinson WWTPs
- Finalize the reports associated with the Moores Creek WWTP and Finished Water Master Plans
- Schedule the annual master planning gap assessment
- Increase Crozet raw water pumping

Questions?