



Board of Directors Meeting

November 16, 2021

2:00pm



BOARD OF DIRECTORS

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

DATE: November 16, 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 September 28, 2021*
- 4. RECOGNITION**
 - a. Resolution of Appreciation for Mr. Chip Boyles*
 - b. Resolution of Appreciation for Dr. Liz Palmer*
- 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. Staff Report on the Control of Firearms and Ammunition – General Administrative Procedure #2*
 - d. Staff Report on the Use of Credit Cards – General Administrative Procedure #3*
 - e. Award of Contract for Vegetative Waste Grinding*
 - f. Approval of Calendar Year 2022 Meeting Schedule*
- 9. OTHER BUSINESS**
 - a. Presentation: FY 21 Audit Report; Matthew McLearen, Robinson, Farmer, Cox Associates*

b. Presentation: Buffer Management Update; Director of Solid Waste, Phil McKalips

(motion and vote to RECESS the RSWA Board Meeting)

(reconvene RSWA in a JOINT SESSION with the RWSA)

c. Presentation: Safety Program Update; Liz Coleman, Safety Manager

10. OTHER ITEMS FROM BOARD/STAFF NOT ON AGENDA

11. CLOSED MEETING

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 November 16, 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:

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

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

Mr. Sanders: 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, Liz Coleman, Katie McIlwee, and Deborah Anama

We are also joined electronically by Carrie Stanton, counsel to the Authority.



RSWA BOARD OF DIRECTORS
Minutes of Regular Meeting
September 28, 2021

A regular meeting of the Rivanna Solid Waste Authority (RSWA) Board of Directors was held on Tuesday, September 28, 2021, at 2:00 p.m. via Zoom.

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

Board Members Absent: None.

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

Attorney(s) Present: Carrie Stanton.

1. CALL TO ORDER

Mr. Gaffney convened the September 28, 2021, 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 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, City Manager, stated he was located at 605 E. Main St in Charlottesville, VA.

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

Dr. Liz Palmer stated she was located at Mechum Banks Drive in Albemarle County.

Mr. Jeff Richardson, County Executive, stated he was located at the County Administration Building at 401 McIntire Road in Charlottesville, VA.

Mr. Lloyd Snook stated he was located at 408 East Market Street, Charlottesville, VA.

Mr. Stewart stated he was located at 401 McIntire Road, 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, Phil McKalips, Lonnie Wood, Jennifer Whitaker, John Hull, and Katie McIlwee.

Mr. Gaffney stated they were also joined electronically by Carrie Stanton, Counsel to the Authority.

3. MINUTES OF PREVIOUS BOARD MEETING

a. Minutes of the Previous Meeting of the Board on July 27, 2021.

Mr. Snook moved that the board approve the minutes of the previous board meeting. The motion was seconded by Mr. Brown and passed unanimously (6-0). Dr. Palmer abstained.

4. RECOGNITION – Resolution of Appreciation for David Brown

Mr. Gaffney offered his congratulations to Mr. Brown.

Mr. Brown stated he appreciates the opportunity to serve with everyone here on the Board.

Mr. Gaffney read the following resolution:

“WHEREAS, Mr. Brown has served as a member of the Rivanna Solid Waste Authority Board of Directors since January of 2021; and

WHEREAS, over that same period Mr. Brown 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. Brown’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. Brown 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. Brown for his distinguished service, efforts, and achievements as a member of the Rivanna Solid Waste Authority, and present the Resolution as a token of esteem, with its 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.”

Mr. Boyles moved to approve the Resolution of Appreciation. Mr. Stewart seconded the motion, which passed unanimously (7-0).

5. EXECUTIVE DIRECTOR’S REPORT

Mr. Mawyer stated that things continue to go well at the Ivy MUC Transfer Station. He stated that

the orange line on the presented graph shows that the daily tonnage continues to increase, now up to almost 153 tons per day in August. He stated the goal in 2018 was to try to get to 89 tons per day by making the changes of reducing the fees and adding Monday as a service day, and the station is now well ahead of the goal. He stated this helps to bring down the unit cost/ton of transferring this waste.

Mr. Mawyer stated RSWA has also been executing the Household Hazardous Waste and Bulky Waste Amnesty Day program. He stated there was a productive e-waste event on Saturday, September 18, 2021, with 254 customers delivering e-waste products. He stated also in September, there were three days for collecting household hazardous waste, which have all gone well. He stated there are three Saturdays scheduled in October to collect bulky waste, with tires being collected on October 2, furniture and mattresses on October 9, and appliances on October 16. He stated this is a semi-annual program that the Board has supported and from which the community has gained many benefits. He stated he would present the results about the tonnages collected from each of those during the November meeting.

Mr. Mawyer stated the RSWA continues to work on the Keene Convenience Center, and the County is having a public information meeting about the project on September 30.

Mr. Mawyer stated RSWA is sponsoring onsite flu vaccinations on October 6, and Augusta Health is coming to the Moores Creek and Ivy MUC locations to provide those vaccinations for staff. He stated they recently tested the code red alert system, which is managed by the regional EOC, which notifies staff if there is any emergency such as an active shooter, tornado, or other local emergency. He stated this system can be used by phone, email, or text, to notify employees about what is happening and what they need to do to protect themselves.

Mr. Mawyer stated RSWA planned to participate in the United Way Day of Caring, but unfortunately the event was rained out. He stated this would be rescheduled and would help the Therapeutic Adventures group and the Thomas Jefferson Trout Unlimited organization to clean up the Moormans River for trout habitat.

Mr. Mawyer reported that he continues to work on the Virginia DEQ Solid Waste Fee Committee at the state level. He stated the DEQ has been given the requirement by the General Assembly to ensure its operating costs are 100% recoverable through the fees that are charged for municipal solid waste providers like RSWA. He stated this committee is working on a new fee schedule to achieve that goal. He stated the DEQ budget was about \$7M and the current fees are collecting about \$3M, so there is a significant deficit. He stated there is about a 2.3 multiplier between the existing fees to get to the new fees. He stated as an example, RSWA's current transfer station fee is \$6,468. He stated if the process holds true, the estimated fee is going to increase to about \$15K. He stated similarly, the annual post-closure fees of \$1,176 will likely increase to about \$2,800. He added that he would continue to keep the Board updated to the results from this committee, anticipated to be completed this calendar year.

Mr. Mawyer reported that last month, he had talked with the RSWA and RWSA about discussing returning to in-person public Board meetings. He stated the health environment has declined over the last two months. He stated following the lead of the County and City, who have not yet returned to public meetings, he recommends deferring this discussion until the next joint meeting of the Rivanna boards in November, to see if the health environment has improved by that time.

Dr. Palmer stated she is fine with continuing with virtual meetings. She stated she knows too many people that have tested positive right now and she is reluctant to start meeting inside in groups yet.

148
149 Mr. Snook agreed.
150

151 Mr. Boyles stated that the City reports showed the positivity rate peaking in mid- to late-November.
152 He stated the City is not anticipating going back to in-person meetings for some time.
153

154 Mr. Mawyer thanked everyone for their responses. He stated regarding the Consent Agenda, there is
155 an authorization for a permit modification to DEQ to increase the tonnage allowed to transfer from
156 300 tons per day to 450 tons per day. He stated also included in the permit modification was a
157 change in the opening time on Saturdays from 8:30 a.m. to 7:30 a.m., so it is consistent with all the
158 other days at the Ivy MUC to provide consistent times of service.
159

160 Mr. Mawyer continued by saying that there is also a resolution on the Consent Agenda to adopt the
161 regional Thomas Jefferson Planning District Commission Natural Hazard Mitigation Plan. He stated
162 that stems from efforts to get any of the American Rescue Plan (ARP) funding dollars through
163 FEMA's Building Resilience in Infrastructure and Communities (BRIC) Program. He stated in
164 communicating with the Virginia Department of Emergency Management (VDEM), which is the
165 conduit to get to the FEMA funding, their first question was whether Rivanna had a hazard
166 mitigation plan. He stated his response to VDEM was that Rivanna's mitigation plan is through the
167 TJPDC. However, Rivanna is not very clearly included in that plan. He stated that RSWA and
168 VDEM agreed that if RSWA and RWSA would adopt this resolution and the Hazard Mitigation
169 Plan, it would help Rivanna's standing to obtain funding.
170

171 Mr. Gaffney stated that since Mr. Mawyer brought up a few items on the Consent Agenda, he asked
172 about Item B, where the cost for transportation and disposal goes from \$45.75 to \$48.22 per ton. He
173 asked how that is affecting the budget and if any of the other local transfer stations are seeing price
174 increases, noting that this may require some research for the next Board meeting.
175

176 Mr. Mawyer stated there was an escalator in the contract to transfer the waste products to the
177 Amelia landfill, where the transfer products go. He stated it is in the contract to use the CPIU, and
178 Thompson Trucking had exercised that option. He stated it is not affecting the rates right now but
179 would be an extra expense that will need to be included in next year's budget planning.
180

181 Mr. McKalips stated that anecdotally, he has not completed a full survey yet, but he hasn't seen any
182 changes in the regional tipping fees.
183

184 Dr. Palmer stated she has questions about the Consent Agenda. She stated it was mentioned in the
185 PBR that the field turf replacement project helped increase the tonnage, and she is curious as to why
186 field turf would be going into a landfill and if there are options for this in the future.
187

188 Mr. McKalips responded that the only reason he mentioned the field turf was by way of example
189 that the Board might remember the project. He stated it didn't have to do with the concept of
190 disposing of field turf through the transfer station. He stated it was brought to the transfer station for
191 disposal, but when it hits the floor, they put it in trailers.
192

193 Dr. Palmer asked if there was a way that RSWA should be talking to the folks who do that business
194 to inform them that there is a cheaper and more environmentally friendly way to dispose of the turf.
195

196 Mr. McKalips replied that it would certainly be nice. He stated the Authority tends to find out about
197 these kinds of projects when they drive across the scale, making their ability to impact the planning

of a project very difficult. He stated they would do more outreach on the front end of other projects. He stated one of the bigger customers in the last week was the Southwood Mobile Home Park's Habitat for Humanity redevelopment project, which sent all the waste soil and spoil from the project. He stated whoever cleared the site mixed a lot of debris in with the soil, so it was brought to the transfer station for disposal. He stated they did not know it was coming ahead of time, which brought in an extra 140 tons per day unexpectedly. He stated it was accommodated, but RSWA is pushing close to the permitted limit and one week ago exceeded the 300 tons/day limit. He stated RSWA had to notify DEQ.

Dr. Palmer stated she knows there was contamination of sewage at the Southwood site and there will be more coming with contamination from old oil tanks. She asked if that was something that Rivanna can handle in a way other than landfilling.

Mr. McKalips stated unfortunately once the debris is mixed in with what would have been clean fill, Rivanna has no way of sifting out the debris.

Mr. Gaffney asked if it is contaminated with oil from the tanks whether it was being brought to Rivanna.

Mr. McKalips responded that it was not. He stated that should go through its own program with DEQ related to fuel storage tanks, and Rivanna should not see any oil contaminated soil. He stated that would be stopped and investigated as part of Rivanna's Contaminated Waste Surveillance Program.

Dr. Palmer stated that project has a lot of contaminated soil, which hopefully will not be brought to Rivanna.

Mr. McKalips stated he will reach out to Faulconer Construction, which seems to be doing a lot of the site work.

6. ITEMS FROM THE PUBLIC

Mr. Gaffney opened Items from the Public. He asked Mr. Hull if there was anyone from the public who wished to speak.

There were no public comments.

Mr. Gaffney closed Items from the Public.

7. RESPONSES TO PUBLIC COMMENT

As there were no items from the public, there were no responses.

8. CONSENT AGENDA

a. Staff Report on Finance

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

c. Authorization for Transfer Station VDEQ Permit Modifications

d. Resolution to Adopt the Regional TJPDC Natural Hazard Mitigation Plan

Dr. Palmer moved that the board approve the Consent Agenda as presented. That was seconded by Mr. Stewart and passed unanimously (7-0).

9. OTHER BUSINESS

a. Presentation: Paper Sort Facility Update, Director of Solid Waste, Phil McKalips

Mr. McKalips stated that during their last meeting, in July, he provided an update on the recycling program and wanted to extend that to include a separate update on the paper sort facility. He stated there are source-separated recycling centers at McIntire, Ivy, and possibly one going in further south in the County. He stated when the recycling materials from homes are collected, they're brought to the paper sort facility where those products are bailed. He stated that allows for savings in shipping costs getting those bails to the vendors. He stated it also makes the material much more attractive to those vendors, as they can move that material around on their facilities with more ease.

Mr. McKalips stated the facility is located at 100 Meade Avenue behind the Gerdau scrap yard. He stated they began leasing the facility in 1995; that expired in 2015, and while there were negotiations for a new lease, some of the terms were becoming too difficult to meet. He stated there are two parts to the lease as he will describe.

Mr. McKalips referred to the next slide of his presentation and indicated the location of Meade Avenue. He stated when following the red line through the Gerdau facility to the paper sort facility (outlined in black), this shows the only access to the site. He stated the property is owned by Woolen Mills Self Storage, which is the lease holder, but the only big truck access is following the red line through the Gerdau facility. He stated Gerdau also leases their facility from another property owner, making this a multipart chain of access agreements necessary for Rivanna to access their site on Meade Avenue. He stated when the negotiations were taking place, Gerdau was only willing to consider a 90-day access agreement.

Mr. McKalips explained that his next slide demonstrates the condition of and process by which the paper sort operation runs. He stated the first image is of the bailer, which was installed in 1995. He stated it has been vigorously used, and there have been some mechanical issues related to that heavy use—including a failed hydraulic cylinder. He stated the company completing the repairs recommended not fixing the cracked cylinder and instead found what was possibly the last replacement on the market. He stated it has been well used and is nearing the end of its' service life.

Mr. McKalips stated the image at the top center section of the presented slide shows an outside storage area for bailed material where it will not fit. He stated this is primarily for things like number 1 and 2 plastics that will not degrade in weather and cause a breakdown of material. He stated the image in the lower left shows how material is temporarily stored. He stated the paper sort has six tractor-trailer bays that are used to hold bailed material as well as to store different materials coming in from the recycling centers. He stated the bottom left image is for newsprint.

Mr. McKalips stated the image on the bottom right shows the state of the building, which is only covered on three sides so is open to the weather. He stated the insulation is degrading and because of the amount of traffic in and out of the bays, the metal framework has been damaged and repaired repeatedly. He stated the building has close confines that contribute to this problem and pointed out an image showing a pile of cardboard, which is largely exposed to inclement weather and is the size of approximately one compactor's load of cardboard from McIntire. He stated that pile is also 70-80% of one load from McIntire and the remaining from UVA. He stated before COVID, there was

also contribution from Waste Management, Kohl's, Walmart, and similar businesses. He stated due to how cardboard is to manipulate and process, it is left out in front and is one of the first products to get bailed. He referenced images showing the process of having to drive around the bailed cardboard to complete bailing and stack the remaining material, as well as the close quarters for staff to maneuver through, and an image showing more degradation of the building itself.

Mr. McKalips stated this bailer was designed to be direct loaded. He stated most of the bailers now have conveyor systems that push the material onto the conveyor, with the belt feeding the bailer to help pull some of the wear and tear away from the bailer itself.

Mr. McKalips stated the concerns for the paper sort include the access and access agreement, the property lease for a facility that needs significant repair, the tight constraints and capacity, and the bailer being at the end of its service life.

Mr. McKalips stated there are alternatives to consider. He stated the first is to renovate and expand the existing facility, even with the caveats of site access and the lease itself. He stated RSWA had a feasibility study completed by Arcadis two years ago, and they anticipated the capital cost to be approximately \$2M—including repairs to the building, a 2,600-square-foot addition with four loading docks, and two new bailers to replace the old one and add a new one. He stated this would allow for material to be processed more quickly with increased growth and not be constrained by having only one bailer. He stated this option still presents problems for long-term storage but provides flexibility if recycling changes in the future.

Mr. McKalips referenced a slide showing what was proposed as a possible layout, noting the second bailer and four additional bays. He stated the current lease does not include the whole parcel, but rather just up to the end of the trailers that are shown on the presented image, and this would require an expansion of the leased space as well.

Mr. McKalips stated that the second option is forego bailing altogether, which means that Rivanna would be hauling all the facilities directly from the source-separating recycling centers to the vendors. He stated they likely won't be able to continue hauling the current materials and does not believe that the plastic films would be acceptable to the vendor, so they would therefore have to stop collecting those materials. He stated there may be other materials that come into question if they are not bailed, but that has not been explored in any depth up to now. He stated that would mean Rivanna will haul things to vendors, who will then do the bailing. He noted that the last time he checked, there was a \$40/ton bailing fee, which will create an additional cost on material that Rivanna will not be paid much for. He stated this will result in lost revenue that is currently received by trucking the material to them already bailed. He stated it would take a new roll-off truck due to the amount of hauling, another driver, and they would likely lose "favored" status to the vendors.

Mr. McKalips stated the third and last alternative is a new paper sort facility. He stated this will be the most expensive option at approximately \$4.3M and will include two new bailers, with increased storage and flexibility. He stated it would require increased staff to operate and could co-host a new convenience center. He stated he has reached out to the County to look for potential sites and will also do this with the City soon; he referenced a slide with a rendering of one possibility for the new facility and walked through the potential process.

Mr. McKalips stated things are at the point where the existing facility needs renovation and expansion if the goal is to continue recycling in the way that it is currently being done. He stated the bailer is at the end of its service life, there are volume limitations in the existing facility, and they

348 have every expectation that just through population growth, there will be a significant increase in
349 material. He stated the current site seems to be a poor place for investment due to the access issues
350 and lack of room for expansion. He stated there have been rumors that the City may be focusing on
351 this area for redevelopment in the future. He stated in summary, he believes there is a need to find a
352 new and larger site somewhere else.

353
354 Mr. McKalips stated he would like to request that the Board authorize staff to coordinate with the
355 City and County to see if there are any potential sites within existing inventories, and to complete a
356 preliminary engineering report for a new paper sort facility, with outcomes to be added to the FY23-
357 24 budgets.

358
359 Mr. Brown asked if the funds for the proposed evaluations are included in the current budget.

360
361 Mr. McKalips responded that they are not.

362
363 Mr. Brown confirmed that the Board can anticipate a supplemental request for those evaluations and
364 asked if there was any idea what amount might be.

365
366 Mr. McKalips stated he believes it would be about \$60K, based on the quote from last year.

367
368 Mr. Brown asked how much the current maintenance operation costs are.

369
370 Mr. McKalips stated there really is no budget for maintaining the facility. He stated there are
371 general operating costs that cover the minor repairs, but there is not a rehabilitation program for the
372 facility.

373
374 Mr. Brown asked if there would be a maintenance operation cost as part of the budget for the new
375 facility. He stated if it is not maintained, it will not take long to end up in the same state as the
376 current facility.

377
378 Mr. McKalips stated if Rivanna is going to own the building, he believes it to be especially
379 important to have that going forward.

380
381 Mr. Wood stated that there is a budget, but it is built into a larger part of the recycling budget;
382 McIntire and paper sort are considered one facility budget. He stated because employees are used
383 across all facilities, there is generally an allocation of employee time that go to each cost center. He
384 stated the paper sort is included in the recycling cost center, which the City and County do fund. He
385 stated there is a budget, but not for that specific facility.

386
387 Mr. McKalips stated he should not have implied there was no maintenance, but rather that it is as
388 needed by staff.

389
390 Mr. Gaffney asked Mr. Mawyer if there is any room at Moores Creek for a paper sort behind the old
391 mulch area.

392
393 Mr. Mawyer responded that he would have to look. He stated Rivanna is doing a master plan update
394 for wastewater facilities on the current site. He stated that has taken up most of the available space,
395 so thinks there would not be a very large area for a paper sort facility. He stated with the potential
396 requirement for filtering wastewater to take out per- and poly-fluorinated alkaline substances, that
397 space may be needed.

398
399 Dr. Palmer asked if the \$4M includes any acquisition for land.
400

401 Mr. McKalips confirmed that it does not.
402

403 Mr. Stewart asked Mr. McKalips to confirm that the size of the land needed would be about three
404 buildable acres.
405

406 Mr. McKalips stated he believed this to be accurate, though adding a convenience center would
407 possibly require a bit more.
408

409 Mr. Stewart stated the first time he met Mr. Brown was about this time last year to discuss the paper
410 sort facility. He stated at that time, it was uncertain what the budget processes would look like for
411 capital budget requests. He stated because of COVID, at the time there was not a typical capital
412 budget season. He stated from his perspective, he's hoping some consideration could be given to
413 exploring the options for this facility as well as the solid waste study the City of Charlottesville
414 Public Works team has been leading. He stated he believes the second option could happen on short
415 notice but includes significant unbudgeted costs, with the other alternative being the landfill option,
416 which he doesn't think anyone in the room would support.
417

418 Mr. Gaffney asked Mr. Mawyer if this study needs to get started before the next meeting in
419 November.
420

421 Mr. Mawyer stated he would like that, as Rivanna will be talking with the County soon about their
422 budget for solid waste. He stated the County and City want to integrate those costs into their budget,
423 and while the study will not be completed, any information to include would be extremely helpful
424 for that process.
425

426 Mr. Gaffney asked if a resolution is needed to allocate money to start the study.
427

428 Mr. Wood stated typically in the past, this could be done through overages in different areas and
429 resolved during end of year processes.
430

431 Mr. Gaffney asked if a third party needs to be authorized to begin looking at design or is this just to
432 look at City and County property.
433

434 Mr. Mawyer stated there is a consultant under contract that can be used for this type of task to
435 determine what the fee would be and work within the existing funding, so a resolution will not be
436 needed.
437

438 Mr. Wood stated for the Board consenting to spend staff effort and money on this is fine. He stated
439 there is not a formal appropriation process.
440

441 Mr. Gaffney asked if there were any objections to giving staff permission to begin this process.
442 Hearing none, he stated that is the approval.
443

444 **At 2:52 p.m., Mr. Brown moved that the board recess its meeting. Mr. Stewart seconded the**
445 **motion, which passed unanimously (7-0).**
446

447 *b. Presentation: Rivanna's Response to COVID-19: Director of Finance & Administration,*
448 *Lonnie Wood*

449 **At 3:10 p.m., the Board reconvened its meeting into a joint session with the Rivanna Water**
450 **and Sewer Authority.**

451
452 Mr. Wood stated that the first news reports of viral pneumonia were coming out of China in late
453 2019, and by January 2020, the first cases of COVID-19 were showing up in the United States. He
454 stated in February 2020, the Governor of Virginia declared a State of Emergency related to COVID-
455 19, which is also when the Rivanna authorities, along with the City, County, and other organizations
456 began taking proactive actions to ensure continuity of business. He stated by March 2020, the
457 World Health Organization declared a global pandemic.

458
459 Mr. Wood stated for a quick glance at items that affected the Board and the public, the March and
460 April Board meetings were canceled. He stated during that time, there was effort being made to find
461 a solution to hold virtual meetings. He stated the Board held their first offsite Zoom meeting in
462 May, with the budget introduced on time. He stated RSWA was able to keep all of the solid waste
463 facilities open for business with no interruption to service but were closed to the public.

464
465 Mr. Wood stated offices remained open for daily work to staff, with administrative staff moving to
466 staggered work schedules in March; engineering staff transitioned to work from home or to utilize a
467 staggered schedule; and in April, the offices were closed after the first positive COVID-19 case was
468 confirmed. He stated during much of that time, policy formulation and guidance was happening
469 very quickly. He stated there was a COVID response procedure developed that remains a living
470 document. He stated this addresses the "Stay-at-Home-When-Sick" policy and waived the 50% sick
471 leave. This policy also addressed mitigating risk in the workplace, cleanliness, PPE, and return to
472 work practices, and notice of "Essential Water and Wastewater Utility Status" letters were issued.

473
474 Mr. Wood stated regulations were implemented related to Families First Coronavirus Response Act
475 (FFCRA), which required up to 80 hours of emergency paid sick leave. He stated there was a
476 Workforce COVID-19 Infection Reduction Plan that addressed PPE, social distancing, and
477 vaccination policy. He stated with the Governor's declaration in June 2020, the plan was developed
478 to resume normal work activities. He stated this relieved some of the mask and meeting rules in
479 house, but also reemphasized and encouraged obtaining vaccines.

480
481 Mr. Wood stated IT-related policies put in place at the time included remote access use policies,
482 telecommuting work agreements with each employee, and work-from-home procedures. He stated
483 though while continuing operations, the IT Department had to scramble to get the resources needed
484 to get everyone working from home as soon as possible. He stated this required the purchase of 12
485 new laptops and procurement of licenses for dual-factor authentication. He stated the business
486 processes never stopped and Rivanna continued to process payments and purchase orders, collect
487 revenue, process payroll, and continue open enrollments; procurements continued and were held
488 outside, and staff utilized Microsoft Teams for communication and project collaboration.

489
490 Mr. Wood stated that the construction projects occasionally experienced delays if outbreaks were
491 occurring, but most projects stayed on time. He stated the Engineering Department developed a very
492 successful contractor COVID protocol to help guide them if there was an outbreak. He stated there
493 were some unavoidable delays related mostly to materials and supply chain shortages, but the Ivy
494 and MUC facilities maintained normal days and hours.

Mr. Wood stated that Rivanna started developing their FY21 budget in November or December 2019, which was a normal budget course and developed with a sizeable increase. However, he stated, around April it was realized that the budget would need to be adjusted to show a zero-rate increase. He stated that was accomplished by cutting all new staff positions, eliminating all merit increases, and using \$1.7M of reserve money to plug the revenue gap. He stated they also cut about \$850K in other costs.

Mr. Wood stated by FY22, Rivanna has returned to recommending a five-year staffing plan with three new positions approved and reduced reliance on reserves though still using \$500K. He noted that the overall rate increase for the City and County is significant but is also two years' worth of rate increases. He stated the operating and debt services expenses are also noted.

Mr. Wood summarized that all staff returned to the office in June 2020, with most still on staggered schedules; most internal meetings were still being done virtually, along with all external meetings continuing to be held in this manner. He stated in summer and fall of 2020, staff remain with staggered schedules, offices continue to be closed to the public; holidays in November and December still had staggered schedules, but all facilities continued to work under normal business hours and there was no interruption to service.

Mr. Wood stated overall, 12 employees between both authorities tested positive for COVID-19, with one more testing positive this week, for a new total of 13. He stated none of these can be traced back to contraction at the authorities, and all original 12 have since fully recovered.

Mr. Wood stated the federal requirement for emergency sick time ended on December 31, 2020; however, Rivanna kept that in place until June 2021. He stated a summary of the sick time used between January 1, 2020 and June 12, 2021 included the RSWA using 826 hours and the RWSA using 1,806.25 hours. He stated the emergency sick leave was used for illnesses, quarantine time, testing, and vaccinations.

Mr. Wood stated the mask requirement in the office for all staff was restored in July. He stated all staff were required to get vaccinations in August, and the policies are constantly being worked on. He stated employees were surveyed and 84% of RWSA staff and 67% of RSWA staff have been vaccinated, with a few more to be added once the second shots are administered.

Dr. Palmer asked if the reasons for not getting vaccinated are the same as heard everywhere else.

Mr. Wood confirmed that was the case.

Mr. Mawyer stated that when Mr. Wood talked about this presentation several months ago, it was hoped that it would be as a celebration to the end of COVID, but unfortunately it has not worked out that way. He stated he still wanted Mr. Wood to make this presentation.

Mr. Richardson thanked Mr. Wood, Mr. Mawyer, and the entire team. He stated there has probably not been a need to provide the updates regularly, but the timing of this is good, and Mr. Wood did a great job addressing it from several different areas, including budget, workforce, and data. He stated he wants to acknowledge the accomplishment that there was no interruption to service during that entire time.

Mr. Gaffney stated he is very happy to hear that all employees who had contracted COVID are now healthy and back to work.

546
547 **10. OTHER ITEMS FROM BOARD/STAFF NOT ON AGENDA**

548 Mr. Gaffney asked if there were any other items from Board or staff not on the agenda.

549
550 There were no other items.

551
552 **11. CLOSED MEETING – PERSONNEL REVIEW**

553 Ms. Stanton stated each Board would need to move to enter into a joint closed session with the
554 other Board to discuss confidential performance evaluations, goals and objectives of specific
555 personnel as permitted by section 2.2.37.11.a1 of the Code of Virginia. She stated each Board
556 would need to move, second, and vote, and then the closed session can begin.

557
558 Mr. Gaffney asked for a motion for the RSWA first.

559
560 Ms. Stanton stated it needs to be moved that Rivanna Solid Waste Authority enter into a joint
561 closed session with the Rivanna Water and Sewer Authority to discuss confidential performance
562 evaluations, goals and objectives of specific personnel as permitted by section 2.2.31.11.A1 of
563 the Code of Virginia.

564
565 **At 3:26 p.m., Dr. Palmer moved to approve the resolution as read to join a closed session**
566 **with RWSA. The motion was seconded by Mr. Snook and passed unanimously (7-0).**

567
568 The Board entered a joint closed session.

569
570 Ms. McIlwee confirmed everyone had rejoined the open meeting.

571
572 Ms. Stanton read a certification that the closed meeting was held in accordance with the law. She
573 stated the Solid Waste Authority needs to move that,

574
575 “Whereas, it has convened a joint closed meeting with the Rivanna Water and Sewer Authority
576 on this date pursuant to an affirmative recorded vote, and in accordance with the provisions of
577 the Virginia Freedom of Information Act, and
578 Whereas, section 2.2.37.12.D of the Code of Virginia requires a certification by the Rivanna
579 Solid Waste Authority that such closed meeting was conducted in conformity with Virginia Law,
580 Now, therefore, be it resolved that the Rivanna Solid Waste Authority certifies by recorded vote,
581 that to the best of each member’s knowledge, only public business matters lawfully exempted
582 from the open meeting requirements of the Virginia Freedom of Information Act, and identified
583 in the motion authorizing the closed meeting where heard, discussed, or considered in the closed
584 meeting to which the certification or resolution applies.”

585
586 **At 4:06 p.m., Dr. Palmer moved to approve the resolution as read. Mr. Snook seconded the**
587 **motion, which passed unanimously (7-0).**

588
589 Ms. Stanton stated any resolution or motion that was agreed in the closed meeting, in order to be
590 effective, must be voted on at the public meeting once reconvened.

591
592 Mr. Gaffney asked for a Board member that will make the motion that the RSWA hereby moves
593 to approve a three percent merit increase for the Executive Director, Bill Mawyer, to be effective
594 on July 4, 2021.

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596 **Dr. Palmer moved to approve the merit increase as proposed. Mr. Snook seconded the**
597 **motion, which passed unanimously (7-0).**

598
599 ***12. ADJOURNMENT***

600 **At 4:09 p.m., Dr. Palmer moved to adjourn the meeting of the Rivanna Solid Waste**
601 **Authority. Mr. Richardson seconded the motion, which passed unanimously (7-0).**
602

DRAFT



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

Resolution of Appreciation for Mr. Chip Boyles

WHEREAS, Mr. Boyles has served as a member of the Rivanna Water & Sewer Authority and Rivanna Solid Waste Authority Board of Directors since February of 2021; and

WHEREAS, over that same period Mr. Boyles 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, Mr. Boyles'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; and

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

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. Boyles 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.

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
Lloyd Snook
Liz Palmer
Lauren Hildebrand
Gary O'Connell
Samuel Sanders, Jr.
Lance Stewart



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

Joint Resolution of Appreciation for Dr. Liz Palmer

WHEREAS, Dr. Palmer has served as a member of the Rivanna Solid Waste Authority and the Rivanna Water & Sewer Authority Boards of Directors since 2016; and

WHEREAS, since 1998 Dr. Palmer has been an active and valuable contributor and has demonstrated leadership in solid waste, recycling, drinking water and wastewater services as a member of the community and as a member of the Boards of Directors; and

WHEREAS, Dr. Palmer's understanding of solid waste and recycling as well as drinking water and sewer operations of Albemarle County and the Rivanna Authorities has supported a strategic decision-making process that provided benefits to the customers served by Albemarle County as well as the community as a whole. During Dr. Palmer's tenure and through her efforts, major projects were completed including:

- a modern refuse Transfer Station at the Ivy Material Utilization Center
- the first recycling and refuse Convenience Centers located at the Ivy MUC as well as in Keene
- a Community Water Supply Plan to ensure an adequate water supply for the next 50 years
- the regional "Wastewater Projects Cost Allocation Agreement"
- Odor Control Improvements at the Moores Creek Advanced Water Resource Recovery Facility
- Granular Activated Carbon Filters for the water treatment plants
- a Strategic Plan for both Authorities; and

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

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

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

Michael Gaffney, Chairman
Jeff Richardson
Gary O'Connell
Lauren Hildebrand
Sam Sanders
Lloyd Snook
Lance Stewart

MEMORANDUM

TO: RIVANNA SOLID WASTE AUTHORITY
BOARD OF DIRECTORS

FROM: BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: EXECUTIVE DIRECTOR'S REPORT

DATE: NOVEMBER 16, 2021

STRATEGIC PLAN GOAL: SOLID WASTE SERVICES

Use of the Ivy Materials Utilization Center:

September 2021

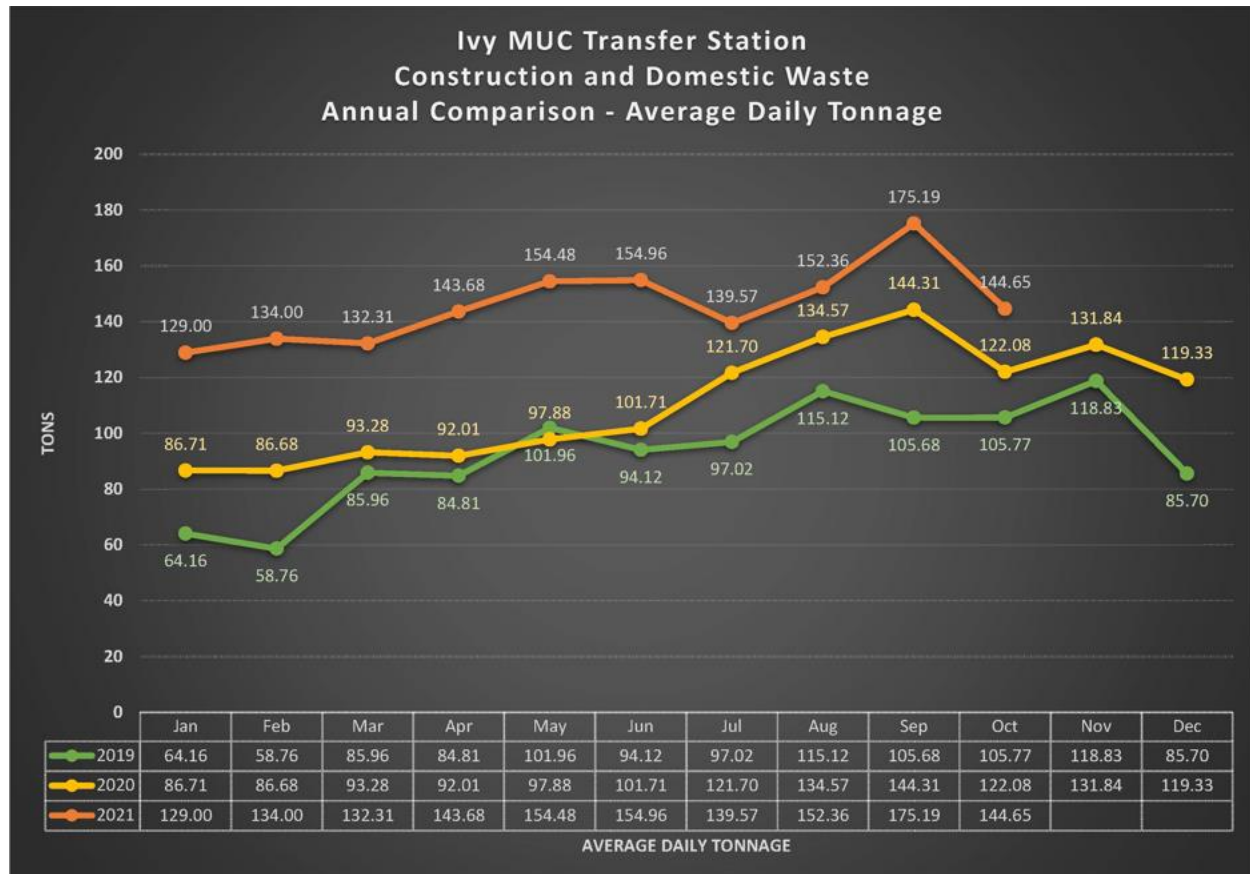
Vehicles
5,793

Avg MSW & CDD Tons/Day
175

October 2021

Vehicles
5,512

Avg MSW & CDD Tons/Day
145



STRATEGIC PLAN GOAL: ENVIRONMENTAL STEWARDSHIP

Household Hazardous Waste and Bulky Waste Amnesty Day

The Ivy MUC held successful HHW and Bulky Waste Days this fall, as follows:

<u>HHW</u>	Friday	September 24, 2021	<u>Albemarle</u>	<u>Charlottesville</u>
		-Number of customers	248	59
<u>HHW</u>	Saturday	September 25, 2021		
		-Number of customers	217	90
<u>Bulky Waste:</u>	Furniture/ Mattresses	October 2, 2021 - Pounds Collected	22,640	3,380
	Appliances	October 9, 2021 - Pounds Collected - Freon units Collected	6,800 160	1,400 30
	Tires	October 16, 2021 - Participating Vehicles - 49 Tons Received	101	20

STRATEGIC PLAN GOAL: INFRASTRUCTURE AND MASTER PLANNING

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. Site plans will be submitted to the County for review this month. We anticipate the facility will open by December 2022.

Solar Project at the IMUC

The Albemarle County Board of Supervisors approved a special use permit for the Community Power Group to construct a solar project at the Ivy MUC. A lease with CPG to use from 5 – 15 acres on the closed landfill cells was established with RSWA in 2017. Construction is expected to begin in 2023.

STRATEGIC PLAN GOAL: WORKFORCE DEVELOPMENT

COVID Vaccinations

100% of RSWA staff (20) have been vaccinated !! One staff member needs one additional vaccination for all to be fully vaccinated.

STRATEGIC PLAN GOAL: COMMUNICATION AND COLLABORATION

VDEQ Solid Waste Fee Study Working Group

The VDEQ Solid Waste Fee Study Working Group, of which I was a member, completed its task to propose increases to the annual fees for nonhazardous waste management facilities with a goal of recovering 100% of VDEQ Solid Waste expenses, as directed by the Virginia General Assembly. Recommendations from this group would retain our current annual transfer station fee of \$6500, but increase our annual post-closure fee of \$1176 to \$7500.



MEMORANDUM

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

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

REVIEWED: BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: AUGUST 2021 FINANCIAL SUMMARY

DATE: NOVEMBER 16, 2021

The results of operations and remediation activities for the first two 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	\$ 564,764	\$ -	\$ 564,764
Total Expenses	<u>(806,293)</u>	<u>(125,035)</u>	<u>(931,328)</u>
Net operating results	(241,529)	(125,035)	(366,564)
Support - MOU & Local	<u>469,678</u>	<u>302,610</u>	<u>772,288</u>
Surplus/(Deficit)	<u><u>\$ 228,149</u></u>	<u><u>\$ 177,575</u></u>	<u><u>\$ 405,724</u></u>

Total operating revenues through August were \$142,000 over budget, and total operating expenses were \$78,000 over budget. The Authority has processed 11,544 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	7,610	3,467	467	11,544
Net operating revenue (costs)	\$ (87,815)	\$ (6,706)	\$ (147,007)	\$ (241,528)
Net revenue (cost) per ton	\$ (11.54)	\$ (1.93)	\$ (314.79)	\$ (20.92)

Attachments



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: NOVEMBER 16, 2021

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

September 2021

- **5,793 vehicles crossed the scales**
- The IMUC transfer station operated 25 days and received a total of 4,394.14 tons of municipal solid waste (MSW), an average of 175.77 tons per day of operation. The monthly transfer station tonnage figures are attached to this report.
- 1,951.07 tons of non-MSW materials were received
- 6,345.21 tons were received as a combined total tonnage (MSW + non-MSW)

October 2021

- **5,512 vehicles crossed the scales**
- The IMUC transfer station operated 26 days and received a total of 3,773.28 tons of municipal solid waste (MSW), an average of 145.13 tons per day of operation. The monthly transfer station tonnage figures are attached to this report.
- 1,794.10 tons of non-MSW materials were received
- 5,567.38 tons were received as a combined total tonnage (MSW + non-MSW)

Paint Collection:

As of September 25, 2021, the Ivy MUC has shipped 42 containers of paint cans. Each container holds about 4,200 one-gallon paint cans; therefore, we have shipped about 176,400 paint cans since the

program began in August 2016. 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 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 8.27 tons of compostable materials from residents in September. The McIntire Recycle Center received 8.44 tons of compostable materials from residents in October. The Ivy Convenience Center received 0.27 tons of compostable materials from residents in September. The Ivy Convenience Center received 0.70 tons of compostable materials from residents in October.

Compost Sales at Ivy:

On April 17, 2020, compost sales (McGill Composting SoilBuilder®) began at Ivy. As of November 1, 2021, 279.64 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.

Fall HHW and Bulky Waste Totals:

Thursday, September 23, Friday, September 24, and Saturday, September 25, 2021: *Special Collections*

The Conditionally Exempt Small Quantity Generator (CESQG) Special Collection for business hazardous waste was held on Thursday, September 23, 2021. CESQG collection program is a pre-registration, fee-based program with sign-up information and instructions on the Rivanna.org website. Eight customers participated.

Household Hazardous Waste Day was a two-day event this Fall. Hours were from 9am-2pm on both Friday, September 24 and Saturday, September 25, 2021. Wait times on both days this spring was less than 5 minutes. The total customer count for the two-day event was 629 City/County residents. Friday: the split was 248 County, and 59 City. Saturday: the split was 217 County and 90 City. 15 Nelson county residents participated.

Saturday, October 2, 2021: *Furniture / Mattresses*

A total of 179 vehicles participated, including 149 from the County and 30 from the City. 22,640 lbs. of furniture and mattresses were collected from the county. 3,380 lbs. of furniture and mattresses were collected from the City.

Saturday, October 9, 2021: *Appliances*

A total of 196 vehicles participated, including 163 from the County and 33 from the City. 6,800 lbs. of appliances and 160 freon units were collected from the County. 1,400 lbs. of appliances and 30 freon units were collected from the City.

Saturday, October 16, 2021: *Tires*

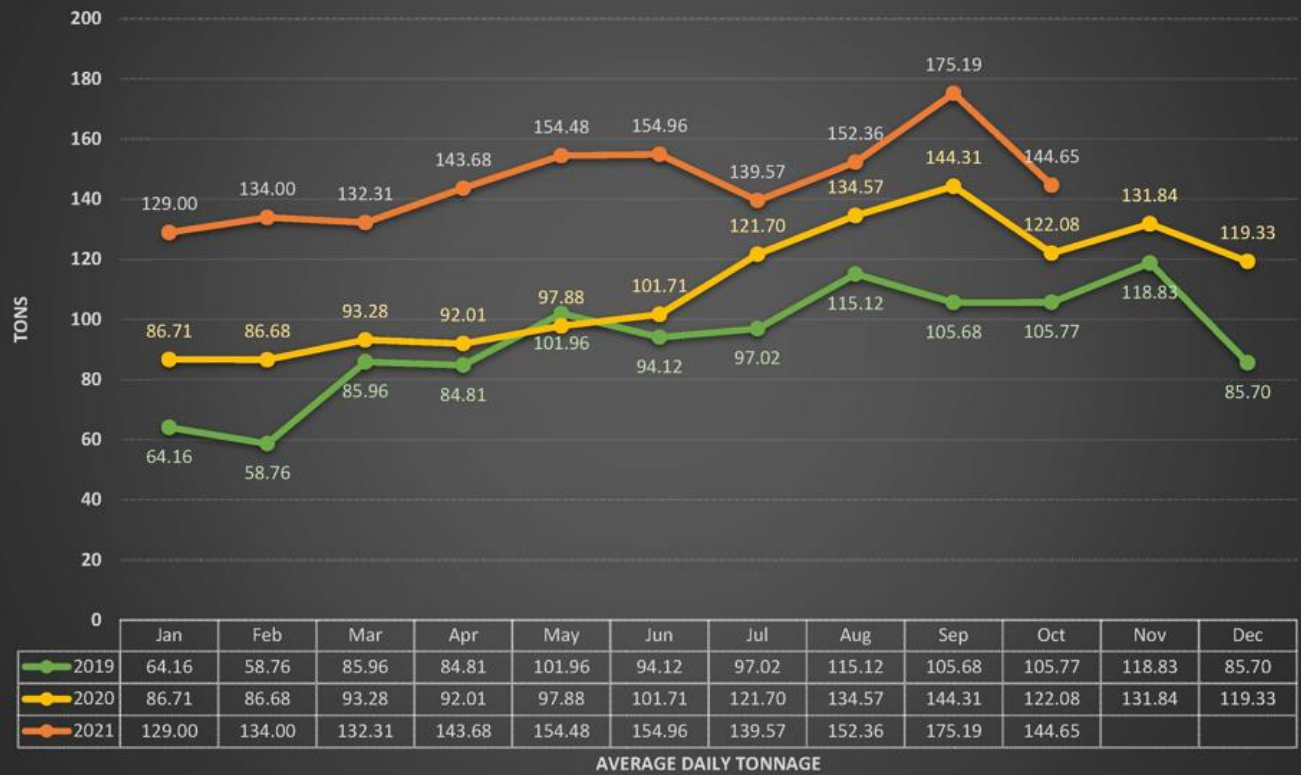
A total of 121 vehicles participated, including 101 from the County and 20 from the City. A total of 48.98 tons of tires were received, separated, and trucked to end user for recycling.

Transfer Station Update

On October 15, RSWA sent a letter to all property owners within ½ mile of the Ivy MUC to invite them to a public meeting to discuss proposed modifications to the Transfer Station Permit By Rule (PBR 132). These proposed changes consisted of an increase in the allowable transfer station throughput from 300 tons per day to 450 tons per day and the change in our operating hours from 7:30am to 4pm Monday through Friday and 8:30am to 4pm Saturdays, to 7:30am to 4pm Monday through Saturday. The public meeting was also advertised in the Daily Progress. The public meeting was held at the transfer station on November 2nd at 6pm and no one attended. The public comment period will remain open through November 17. When completed, the permit modification package and such public comments as received will be transmitted to VA DEQ. It is expected that these modifications will be approved and implemented in January 2022.

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

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



Target Rate: 16.67%

Operations	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	\$ 334,800	74,489	\$ 334,800	74,489								
Ivy MSW Transfer Tipping Fees	1,833,400	414,339			1,833,400	414,339						
Material Sales-Ivy	110,000	16,910	110,000	16,910								
Recycling Revenues	156,300	29,108					20,000	-	136,300	29,108		
Other Revenues	93,000	25,541			93,000	25,541						
Interest & Fees	10,400	4,377									10,400	4,377
Total Revenues	\$ 2,537,900	\$ 564,764	\$ 444,800	\$ 91,399	\$ 1,926,400	\$ 439,880	\$ 20,000	\$ -	\$ 136,300	\$ 29,108	\$ 10,400	\$ 4,377
Budget vs. Actual*		22.25%		20.55%		22.83%		0.00%		21.36%		42.08%
EXPENSES												
Ivy Operations	518,796	67,472	518,796	67,472								
Ivy MSW Transfer	2,414,696	497,063			2,414,696	497,063						
Ivy Convenience Center	314,473	46,649					314,473	46,649				
Recycling Operations	581,368	104,961							581,368	104,961		
Administration	834,506	126,906									834,506	126,906
Total Expenses	\$ 4,663,839	\$ 843,051	518,796	67,472	2,414,696	497,063	314,473	46,649	581,368	104,961	834,506	126,906
Budget vs. Actual*		18.08%		13.01%		20.58%		14.83%		18.05%		15.21%
Net Results Before Administrative Allocation	\$ (2,125,939)	\$ (278,288)	\$ (73,996)	\$ 23,927	\$ (488,296)	\$ (57,183)	\$ (294,473)	\$ (46,649)	\$ (445,068)	\$ (75,853)	\$ (824,106)	\$ (122,529)
Administrative allocations:												
Administrative costs to Envir. MOU (below)	247,232	36,759									247,232	36,759
Administrative costs to Operations	-	-	(206,027)	(30,632)	(206,027)	(30,632)	-	-	(164,821)	(24,506)	576,874	85,770
Net Operating Income (Loss)	\$ (1,878,707)	\$ (241,529)	\$ (280,023)	\$ (6,706)	\$ (694,323)	\$ (87,815)	\$ (294,473)	\$ (46,649)	\$ (609,889)	\$ (100,358)	\$ -	\$ -
Other Funding Sources												
Local Government Contributions	1,878,707	469,678										
County Contribution - Capital Grant	1,100,000	-										
Transfer to Capital Fund - Southern Recycling Center	(1,100,000)	-										
Surplus (Deficit) - Operations	\$ -	\$ 228,149										

<u>Environmental Programs</u>		
	Budget	Actual Y-T-D
REVENUES		
Remediation Support	1,020,496	302,610
Total Revenues	1,020,496	302,610
Budget vs. Actual*		29.65%
EXPENSES		
Ivy Environmental	773,264	88,276
Administrative Allocation	247,232	36,759
	1,020,496	125,035
Budget vs. Actual*		12.25%
Cash Reserves Used	-	-
Surplus (Deficit) - Environmental	\$ -	\$ 177,575
Total Surplus (Deficit)		
	\$ -	\$ 405,724

**Rivanna Solid Waste Authority
Monthly Financial Status Report
FY 2022**

	July	August	Year-to-Date
<u>Revenues</u>			
Ivy Operations Tipping Fees	\$ 35,994	\$ 38,495	\$ 74,489
Ivy MSW Transfer Tipping Fees	197,270	217,069	414,339
Ivy Material Sales	7,680	9,230	16,910
Ivy Convenience Center	-	-	-
Recycling	12,816	16,292	29,108
Other Revenues	16,510	9,031	25,541
Interest & Late Fees	2,463	1,914	4,377
Total Revenues	\$ 272,733	\$ 292,031	\$ 564,764
<u>Expenses</u>			
Ivy Operations	\$ 33,561	\$ 33,911	\$ 67,472
Ivy Environmental	37,298	50,978	88,276
Ivy MSW Transfer	145,425	351,638	497,063
Ivy Convenience Center	23,687	22,962	46,649
Recycling Operation	57,427	47,534	104,961
Administration	64,067	62,839	126,906
Total Expenses	\$ 361,466	\$ 569,861	\$ 931,327
Net Operating Income (Loss)	\$ (88,733)	\$ (277,830)	\$ (366,564)
<u>Other Funding Sources</u>			
Local Government Contributions	\$ 423,936	\$ 45,742	\$ 469,678
Remediation Support and Revenue	223,577	79,033	302,610
<u>Use of Cash Reserves</u>	-	-	-
Surplus (Deficit)	\$ 558,780	\$ (153,056)	\$ 405,724

**Rivanna Solid Waste Authority
Fiscal Year 2022
August 2021**

Revenue Detail Report

Revenue Line Item

IVY TIPPING FEES

Clean Fill Material	9,000	2,623
Grindable Vegetative Material	4,000	798
Tires, Whole	120	6
Tires/White Good (per item)		
<i>Subtotal</i>	13,120	3,427

IVY TRANSFER STATION

Compost Services	500	40
MSW Transfer Station	33,200	7,610
<i>Subtotal</i>	33,700	7,651

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

REMEDATION SUPPORT AND REVENUE

UVA Contribution		
County Contribution		
City Contribution		
Forestry Revenue		
Total Remediation Local Support		

Tonnage	
Budget FY 2022	Actual YTD
9,000	2,623
4,000	798
120	6
13,120	3,427
500	40
33,200	7,610
33,700	7,651

Revenue				
Budget FY 2022	Budget YTD	Actual YTD	Budget vs. Actual	Variance %
\$ 90,000	\$ 15,000	\$ 26,089	\$ 11,089	73.93%
192,000	32,000	39,197	7,197	22.49%
22,800	3,800	1,083	(2,717)	-71.50%
30,000	5,000	8,120	3,120	62.40%
\$ 334,800	\$ 55,800	\$ 74,489	\$ 18,689	33.49%
\$ 89,000	\$ 14,833	\$ 7,161	\$ (7,672)	-51.72%
1,744,400	290,733	407,178	116,445	40.05%
\$ 1,833,400	\$ 305,567	\$ 414,339	\$ 108,772	35.60%
\$ 20,000	\$ 3,333	\$ 1,957	\$ (1,376)	-41.29%
40,000	6,667	6,840	173	2.60%
30,000	5,000	5,713	713	14.26%
20,000	3,333	2,400	(933)	-28.00%
-	-	-	-	
\$ 110,000	\$ 18,333	\$ 16,910	\$ (1,423)	-7.76%
\$ 20,000	\$ 3,333	\$ -	\$ (3,333)	-100.00%
\$ 20,000	\$ 3,333	\$ -	\$ (3,333)	-100.00%
\$ 105,300	\$ 17,550	\$ 29,108	\$ 11,558	65.86%
6,000	1,000	-	(1,000)	-100.00%
25,000	4,167	-	(4,167)	-100.00%
\$ 136,300	\$ 22,717	\$ 29,108	\$ 6,392	28.14%
\$ 85,000	\$ 14,167	\$ 16,882	\$ 2,715	19.17%
8,000	1,333	8,659	7,326	549.42%
\$ 93,000	\$ 15,500	\$ 25,541	\$ 10,041	64.78%
\$ 2,200	\$ 367	\$ 12	\$ (355)	-96.74%
1,200	200	3,661	3,461	1730.75%
2,000	333	252	(81)	-24.30%
5,000	833	451	(382)	-45.89%
\$ 10,400	\$ 1,733	\$ 4,377	\$ 2,643	152.50%
\$ 2,537,900	\$ 422,983	\$ 564,764	\$ 141,780	33.52%
\$ 79,982	\$ 13,330	\$ 79,982	\$ 66,652	500.00%
574,381	95,730	143,595	47,865	50.00%
316,132	52,689	79,033	26,344	50.00%
50,000	8,333	-	(8,333)	
\$ 1,020,495	\$ 170,083	\$ 302,610	\$ 132,528	77.92%

Rivanna Solid Waste Authority Historical Material Tonnage Report - Recycling Fiscal Years 2018-2022
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Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022 (Jul-Aug)
------------------------	------------------------	------------------------	------------------------	-------------------------------------

In U.S. Tons

Fiber Products

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

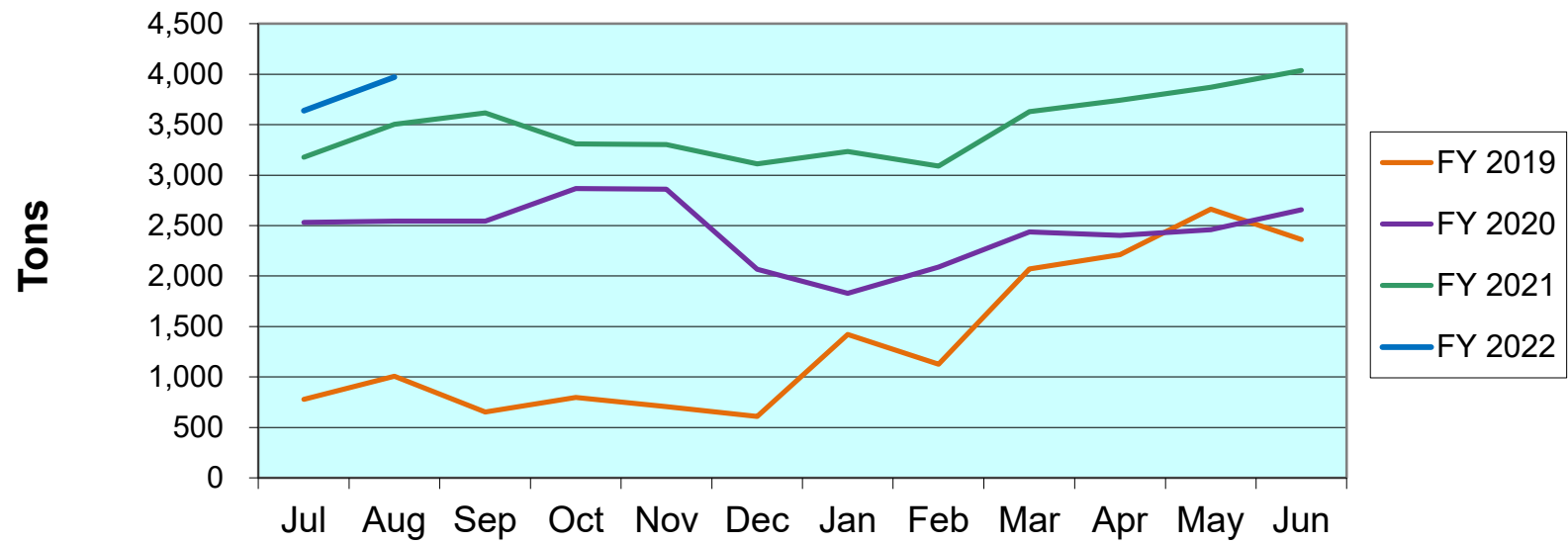
424	427	120	-	-
763	807	560	843	173
187	265	792	777	127
111	128	77	22	-
Total Fiber Products	1,485	1,627	1,549	1,642
				300

Other Products

Glass
Metal Cans
Plastic

252	411	467	564	123
41	58	54	92	12
103	127	114	146	32
Total Other Products	396	596	635	802
Total	1,881	2,223	2,184	2,444
				467

**Rivanna Solid Waste Authority
Ivy MSW Transfer Tonnages
FY 2019 - 2022**



Ivy Material Utilization Center
Daily Scale Crossing Data



September 1-30, 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
09/01/21	Wednesday	134	132	0.27	46.01	101.18	147.46	3.22
09/02/21	Thursday	225	231	0.49	40.50	227.86	268.85	42.84
09/03/21	Friday	262	354	0.67	50.54	123.40	174.61	64.06
09/04/21	Saturday	279	367	0.99	12.37	37.84	51.20	16.30
09/05/21	Sunday	-	-	-	-	-	-	-
09/06/21	Monday	-	-	-	-	-	-	-
09/07/21	Tuesday	300	360	0.71	90.48	131.11	222.30	48.91
09/08/21	Wednesday	228	277	0.52	48.89	91.80	141.21	56.93
09/09/21	Thursday	220	215	0.28	73.96	145.30	219.54	42.52
09/10/21	Friday	253	300	0.03	34.16	101.77	135.96	106.46
09/11/21	Saturday	242	343	1.16	5.69	54.21	61.06	18.24
09/12/21	Sunday	-	-	-	-	-	-	-
09/13/21	Monday	243	287	-	31.85	227.18	259.03	230.31
09/14/21	Tuesday	251	255	2.98	135.03	113.57	251.58	172.11
09/15/21	Wednesday	248	290	0.33	66.36	205.34	272.03	260.59
09/16/21	Thursday	230	237	0.36	52.88	170.94	224.18	135.98
09/17/21	Friday	202	231	0.25	57.86	80.89	139.00	41.32
09/18/21	Saturday	271	312	0.78	7.91	30.58	39.27	15.76
09/19/21	Sunday	-	-	-	-	-	-	-
09/20/21	Monday	235	266	0.43	171.32	155.51	327.26	135.70
09/21/21	Tuesday	228	274	0.34	74.70	81.69	156.73	123.40
09/22/21	Wednesday	134	135	0.27	35.55	88.67	124.49	19.03
09/23/21	Thursday	187	195	0.53	44.80	177.08	222.41	76.66
09/24/21	Friday	264	315	0.61	31.68	132.91	165.20	104.91
09/25/21	Saturday	275	308	0.90	10.41	39.20	50.51	12.15
09/26/21	Sunday	-	-	-	-	-	-	-
09/27/21	Monday	214	228	0.32	11.23	199.27	210.82	62.12
09/28/21	Tuesday	210	278	0.44	52.53	75.37	128.34	66.17
09/29/21	Wednesday	225	252	0.45	89.94	102.62	193.01	57.42
09/30/21	Thursday	233	236	0.29	62.50	145.30	208.09	37.96
Total		5,793	6,678	14.40	1,339.15	3,040.59	4,394.14	1,951.07
Average		232	267	0.58	53.57	121.62	175.77	78.04
Median		233	274	0.45	48.89	113.57	174.61	57.42
Maximum		300	367	2.98	171.32	227.86	327.26	260.59
Minimum		134	132	0.03	5.69	30.58	39.27	3.22

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



October 1-31, 2021

Days of

Operation: 26

Operation: 26		MSW collected at Transfer Station (tons)						Non-MSW
		Vehicles	Count	Citizen-Can	Construction	Domestic	MSW Total	Total Tons
10/01/21	Friday	257	277	0.38	57.25	125.37	183.00	236.16
10/02/21	Saturday	242	295	0.81	15.00	21.91	37.72	8.96
10/03/21	Sunday						-	
10/04/21	Monday	225	256	0.32	35.70	155.37	191.39	187.19
10/05/21	Tuesday	204	243	0.42	46.04	118.25	164.71	103.91
10/06/21	Wednesday	144	197	1.59	49.44	92.31	143.34	24.17
10/07/21	Thursday	182	251	0.40	36.49	146.37	183.26	27.43
10/08/21	Friday	195	223	0.46	23.37	131.15	154.98	75.26
10/09/21	Saturday	261	279	0.80	15.51	30.46	46.77	8.25
10/10/21	Sunday						-	
10/11/21	Monday	232	299	0.25	22.20	237.93	260.38	137.55
10/12/21	Tuesday	196	206	0.39	36.15	78.73	115.27	132.02
10/13/21	Wednesday	197	563	0.29	28.45	91.21	119.95	80.85
10/14/21	Thursday	209	207	0.16	52.18	116.63	168.97	96.85
10/15/21	Friday	231	294	0.32	54.35	77.99	132.66	54.61
10/16/21	Saturday	232	403	0.64	19.05	36.96	56.65	6.91
10/17/21	Sunday						-	
10/18/21	Monday	207	215	0.39	46.44	153.94	200.77	40.78
10/19/21	Tuesday	199	211	0.37	67.02	89.00	156.39	34.70
10/20/21	Wednesday	197	198	0.19	91.78	75.58	167.55	59.46
10/21/21	Thursday	240	281	0.51	28.37	146.74	175.62	165.93
10/22/21	Friday	204	294	0.42	14.40	130.38	145.20	96.75
10/23/21	Saturday	264	351	0.80	12.44	33.73	46.97	19.78
10/24/21	Sunday						-	
10/25/21	Monday	266	302	0.23	14.28	222.32	236.83	50.50
10/26/21	Tuesday	177	186	0.41	41.03	87.26	128.70	45.95
10/27/21	Wednesday	204	246	0.45	40.44	97.93	138.82	49.05
10/28/21	Thursday	244	285	0.27	125.80	163.36	289.43	45.13
10/29/21	Friday	53	73	0.20	15.24	65.00	80.44	0.56
10/30/21	Saturday	250	325	0.87	13.89	32.75	47.51	5.39
10/31/21	Sunday						-	
Total		5,512	6,960	12.34	1,002.31	2,758.63	3,773.28	1,794.10
Average		212	268	0.47	38.55	106.10	145.13	69.00
Median		208	267	0.40	35.93	95.12	150.09	49.78
Maximum		266	563	1.59	125.80	237.93	289.43	236.16
Minimum		53	73	0.16	12.44	21.91	37.72	0.56

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



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

MEMORANDUM

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

FROM: BILL MAWYER, EXECUTIVE DIRECTOR

**SUBJECT: CONTROL OF FIREARMS AND AMMUNITION
GENERAL ADMINISTRATIVE PROCEDURE #2**

DATE: NOVEMBER 16, 2021

This memo is to provide an update on our procedures related to firearms and ammunition in Rivanna buildings.

General Administrative Procedure #2 was initially completed in August 2019 to provide guidance for our staff on the control of firearms and ammunition when on Rivanna property and in Rivanna vehicles. The procedure was recently updated to include requirements which prohibit the public from possessing firearms and ammunition when in Rivanna buildings, generally as adopted by the City of Charlottesville and County of Albemarle for their buildings. Signs will be posted at the entrance to our buildings to notify the public about this requirement. Staff are required to keep firearms and ammunition in locked private vehicles when on Rivanna property.

Board Action Requested

This update is provided for information only.

Attachment: General Administrative Procedure #2: Control of Firearms and Ammunition



GENERAL ADMINISTRATIVE PROCEDURES

2. Control of Firearms and Ammunition	Prepared By: Executive Director
Approved: August 26, 2019	Updated: November 1, 2021

Purpose

It is the intent of the Rivanna Authorities to maintain high standards of professional conduct, safety, security and customer service. Rivanna promotes the security of our employees, facilities and customers through the implementation of security procedures, measures and enforcement as required to maintain a safe environment. Our procedures must be consistent with the laws established by the Commonwealth of Virginia, which allow public employers to adopt workplace procedures for the public who may lawfully enter our buildings and for employees.

Control of Firearms and Ammunition

A. Procedures for the Public

Firearms and ammunition are prohibited in Rivanna buildings. Signs will be posted at the buildings to which this prohibition will apply. Exceptions to this procedure include:

1. Those stated in Albemarle County Code Section 10-118(C) for Rivanna buildings located in Albemarle County.
2. Those stated in City of Charlottesville Code Section 33-10(d) for Rivanna buildings located in the City of Charlottesville and in Rivanna buildings located on property owned by the University of Virginia.
3. Those with written permission from the Executive Director.

Firearms and ammunitions may be possessed by the public in a locked private vehicle when utilizing the Ivy Transfer Station or other Rivanna buildings, but must remain in the vehicle.

B. Procedures for Employees

Employees are not permitted to carry, or to possess in a Rivanna vehicle, firearms or ammunition while on duty. This includes firearms for which employees have a lawful permit. Employees may store lawfully possessed firearms and ammunition in a locked private vehicle while on Authority property. Firearms and ammunition must remain in the private vehicle while on Authority property. Exceptions to this procedure for employees require prior written permission from the Executive Director.



MEMORANDUM

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

FROM: BILL MAWYER, EXECUTIVE DIRECTOR

**SUBJECT: USE OF CREDIT CARDS
GENERAL ADMINISTRATIVE PROCEDURE #3**

DATE: NOVEMBER 16, 2021

This memo is to provide an update on the use of credit cards by Rivanna managers and a limited number of staff. A General Administrative Procedure for the use of credit cards was developed by the Rivanna management team in August 2019 and recently updated. The original procedure established the authorizations and practices for the use of credit cards to support certain operational expenditures including those:

- with urgent payment requirements
- which must be paid by credit card
- normally less than \$5000 for a single purchase

These expenditures must comply with the Virginia Public Procurement Act and the Rivanna Purchasing Manual. All credit card expenditures must be approved by the Executive Director or the Director of Finance and are reviewed by our Purchasing managers and staff to ensure compliance with these procedures.

For a recent 12-month period, 164 credit card purchases were made totaling about \$61,000, or less than 0.15% of our combined RWSA/RSWA operating budgets totaling \$44.3M. Purchases were made with credit cards for items in the following categories:

10/1/2020 to 9/30/2021	Amount
Conferences – Water / WW Annual Meeting	\$4,890.10
Conferences / Training	\$2,832.00
DMV Registration Fees	\$35.00
Employee Appreciation, Retirement, Service Awards, and Team Building Events	\$3,110.98
HR Vacancy Advertising	\$4,439.39
Information Technology – Supplies	\$9,410.62
Maintenance Dept - Parts and Supplies	\$7,231.81
Miscellaneous Travel	\$481.54
Office Supplies	\$2,452.27
Operator Lodging - snow event (Feb 2021)	\$352.76



RIVANNA SOLID WASTE AUTHORITY
RIVANNA WATER & SEWER AUTHORITY

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Regulatory Permits and Fees	\$10,957.78
Technical Reference Materials	\$840.54
Safety Supplies	\$2,613.19
Technical Training - Maintenance	\$5,690.00
Utilities – Data, Electric	\$3,417.82
IVY MUC Credit Card Fees	\$1,238.54
Recycling Data Materials	\$990.00
Total	\$60,984.34

To provide appropriate “checks and balances” in our credit card and procurement process, no one is permitted to approve his/her own credit card charges. The Executive Director and the Director of Finance review each other’s charges. Further, in the recent update to the general administrative procedure, the Executive Director will send a monthly summary of any credit card charges and travel-related expenses incurred by the Executive Director to the Boards of Directors starting in December 2021. The Executive Director will also continue to notify the Boards in advance of any significant annual or sick leave usage by the Executive Director.

Board Action Requested

This update is provided for information only.



GENERAL ADMINISTRATIVE PROCEDURES

3. Credit Cards	Prepared By: Executive Director
Approved: August 26, 2019	Updated: November 1, 2021

Purpose

Rivanna closely manages its financial resources to ensure they are utilized appropriately. All purchases must directly support Rivanna, and be completed in accordance with the Purchasing Manual. This procedure is to outline typical practices for minor operational expenditures.

Credit Cards

Rivanna credit cards will be available for use by the Executive Director and the Director of Finance. Typical instances of when these cards may be used include:

- Permit fees, license renewals or other administrative fees and charges, when available to be paid online
- Conferences or training and any associated registration fees, travel, and lodging
- Office and educational supplies
- Business meals, refreshments, and emergency food supplies
- Urgent or Emergency purchases – IT hardware, errors in billing disrupting services, etc.

The credit card(s) are used mainly as a means of payment and do not bypass purchasing/procurement requirements. Procurement requirements still rest within the Purchasing Manual and VPPA as amended. Transactions will normally be less than \$5000 for a single purchase. All charges to the credit card must be approved by the Executive Director or the Director of Finance via the **Credit Card Charge Form (see attached)**. Vendor receipt for the purchase must be submitted to the Accounts Payable office promptly supporting the charge to the credit card account.

**MEMORANDUM**

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

FROM: PHIL McKALIPS, DIRECTOR OF SOLID WASTE

REVIEWED BY: BILL MAWYER, EXECUTIVE DIRECTOR

**SUBJECT: AWARD OF CONTRACT FOR VEGETATIVE WASTE
GRINDING**

DATE: NOVEMBER 16, 2021

Staff solicited bids from firms with documented experience to provide grinding of vegetative waste into mulch. A Request for bid (RFB 385) was developed and advertised on October 21, 2021 for a contract with qualified vegetative waste grinding firms. Three bids were received on November 8, 2021. The lowest responsive bidder was Green Waste Recyclers of Culpeper, VA with a bid of \$24.85 per ton.

The firm will provide vegetative waste grinding services twice per fiscal year (December 2021 to January 2022 and May 2022 to June 2022). Last year, the successful bidder charged \$27.50 per ton to grind 4,485 tons of vegetative waste. Annually, most of the mulch from these operations is sold to the public as landscaping mulch at a price of \$30.00 per ton.

Board Action Requested:

Authorize the Executive Director to execute a Purchase Order Contract with Green Waste Recyclers of Culpeper, VA totaling \$24.85/ton for Vegetative Waste Grinding Services for Fiscal Year 2022.



MEMORANDUM

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

FROM: BILL MAWYER, EXECUTIVE DIRECTOR

**SUBJECT: APPROVAL OF BOARD MEETING SCHEDULE FOR
CALENDAR YEAR 2022**

DATE: NOVEMBER 16, 2021

This memo is to propose a schedule for Board meetings during calendar year 2022, as indicated by the attachment.

In August 2020, the Board decided to meet every other month on the fourth Tuesday of the month at 2:00 p.m., except traditionally the November meeting has been advanced to avoid conflicts with the Thanksgiving holiday. The proposed schedule continues this practice.

Board Action Requested

Approval of the attached Board Meeting Schedule for Calendar Year 2022.

Attachment



Board Meeting Schedule

Listed below are the proposed RSWA Board of Directors meeting dates for calendar year 2022:

Tuesday, January 25, 2022

Tuesday, March 22, 2022

Tuesday, May 24, 2022

Tuesday, July 26, 2022

Tuesday, September 27, 2022

Tuesday, November 15, 2022*

* The November meeting is advanced to avoid a conflict with the week of Thanksgiving.

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

MEMORANDUM

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

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

REVIEWED BY: BILL MAWYER, EXECUTIVE DIRECTOR

**SUBJECT: COMPREHENSIVE ANNUAL FINANCIAL REPORT
FISCAL YEAR ENDING JUNE 30, 2021**

DATE: NOVEMBER 16, 2021

The Authority's Comprehensive Annual Financial Report for the fiscal year ending June 30, 2021 is included with your Board packet. A large part of preparing the financial statements involves having the financial reports audited for the purposes of obtaining an opinion from an independent Certified Public Accountant as to the accuracy of the information presented in the report.

The audit also reviews internal accounting controls and tests for compliance with relevant laws and regulations as a function of expressing the firm's opinion on the financial information. I am pleased to inform you that the Authority received an unmodified opinion, which is the highest opinion that the financial statements are materially accurate and fairly presented.

Mr. Matthew McLearen, a principal of the Charlottesville office of Robinson, Farmer, Cox Associates, will be at the meeting to give a brief review of the audit and discuss any audit findings the firm may have. A letter communicating several aspects of the review is attached for you as well.

I would also like to thank Kathy Ware, Senior Accountant, who performed much of the detailed work in the preparation of this report. The entire administrative staff deserves our appreciation for their hard work during the year in processing our transactions and their assistance during the audit.

This report will be submitted to the Certification Program of the Government Finance Officers Association.

Attachment: Comprehensive Annual Financial Report
Communication with Those Charged with Governance



ROBINSON, FARMER, COX ASSOCIATES, PLLC

Certified Public Accountants

Communication with Those Charged with Governance

To the Board of Directors Rivanna Solid Waste Authority

We have audited the financial statements of financial statements of Rivanna Solid Waste Authority for the year ended June 30, 2021. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, and Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 5, 2021. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Rivanna Solid Waste Authority are described in Note 1 to the financial statements. No new significant accounting policies were adopted and the application of existing policies was not changed during 2021. We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Authority's financial statements were:

Management's estimate of the useful lives of depreciable assets is based on industry standards. Pension and OPEB estimates were determined by valuations performed by actuaries. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 25, 2021.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the entity's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the entity's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management's discussion and analysis and the schedules related to pension and OPEB funding, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were not engaged to report on the introductory section or statistical section which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the use of the Board of Directors and management of Rivanna Solid Waste Authority and is not intended to be, and should not be, used by anyone other than these specified parties.

Robinson, Farmer, Cox Associates
Charlottesville, Virginia
October 25, 2021



Shelterwood Harvest – November 2021

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

November 16, 2021

Buffer Management at Ivy

- In August 2019, the VA Department of Forestry prepared a Forestry Stewardship Plan for the Ivy MUC. This plan identified several areas for timber harvest to aid in maintaining the health of the Ivy MUC vegetated buffers located at the perimeter of the property.
- In May 2020, RSWA entered a contract with EnviroFor, LLC for Consulting Forester services.
- In December 2020, RSWA executed a Timber Sale Contract for an ~42 acre pine stand with J.H. Fitzgerald, Jr. Logging, Inc.

The next step...

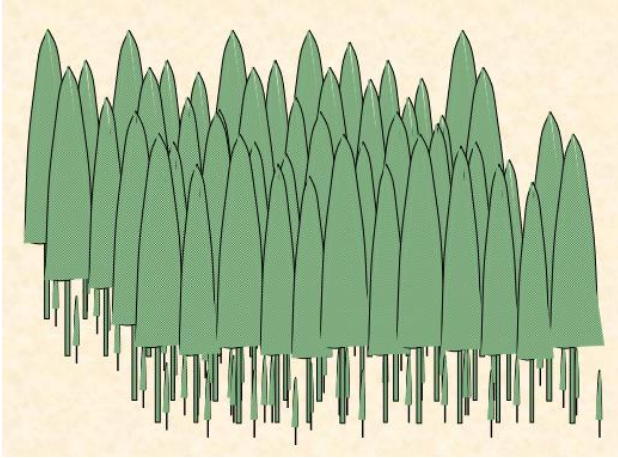
- The goal is to establish a vibrant buffer environment that will maintain the health of our wooded buffers for years to come.
- We can also invigorate these areas as wildlife habitat.
- We are looking at timber harvests in the predominantly hardwood areas of the site as part of the Forestry Stewardship Plan.
- The selected harvesting technique is called a “Shelterwood Harvest”.

Shelterwood Harvest

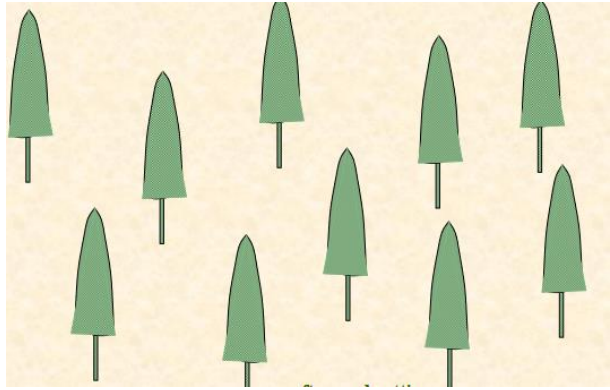
- The goal of a Shelterwood Harvest is to identify select trees, based on their health, size, age, type, and spacing which will be preserved, and develop a harvest plan to remove the other trees.
- This thinning operation allows for abundant sunlight to reach the forest floor (20-35 trees left per acre).
- Seeds from the preserved shelter trees will be able to grow and provide the next generation of canopy trees.
- This cycle takes 50 to 70 years to complete in several successive stages of harvests.

The process – Greatly simplified

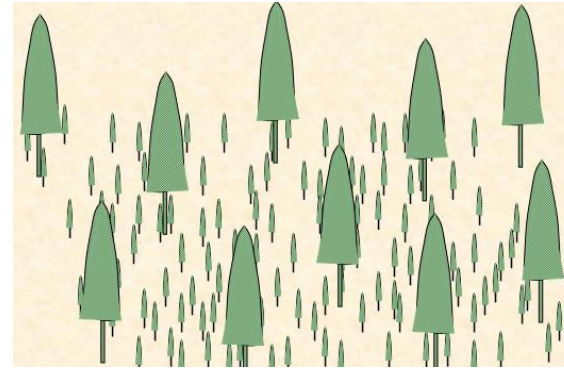
Now



After Harvest

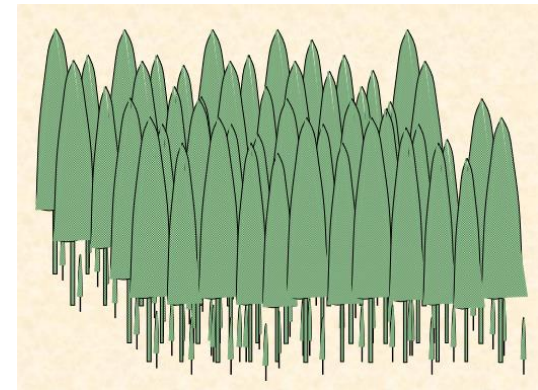


Regrowth – 5 years



Seed Trees Harvested at
20 years
Forest returns after 50
years

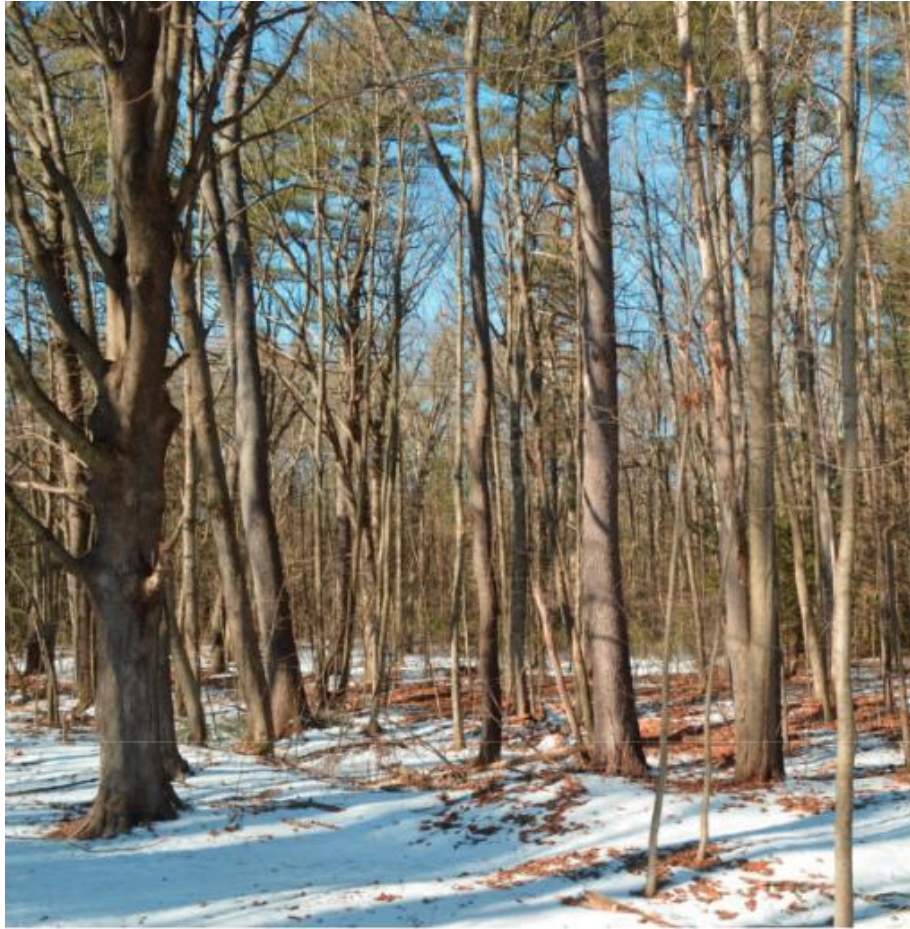
- Small trees and growth ~ 8 ft. tall after 5 years
- At 20 years, small trees and growth 20 to 30 ft tall – Shelter trees are harvested, smaller trees thinned
- After 20-30 more years, repeat process





Shelterwood
Cut
Before --- After





Shelterwood
Cut
Before --- After



Other Considerations

- Ivy MUC property is currently under “assault” by a variety of invasive species. Most significantly, Autumn Olive (*Elaeagnus umbellata* Thunberg) and Oriental Bittersweet (*Celastrus orbiculatus* Thunberg).
- Both of these invasives will dominate the understory of the site forests in the next decade.
- Without management, the Autumn Olive will create conditions where the second story forest trees cannot regenerate, and our buffers will become single story, impenetrable tangles without significant wildlife value.



Current State
of Forest Floor
(note lack of
understory)



Autumn Olive
~5 years old

Autumn Olive Dominating Understory
(these will eventually become a solid
mass 15 to 20 feet tall and shield any
possible growth underneath)



A Path Forward

- Implement a Shelterwood Harvest technique in existing hardwood stands around Ivy MUC
- Prepare an RFP for interested logging firms (the market is reportedly good for this material right now) and enter into a Timber Sale agreement.
- Harvest select trees and implement chemical treatment program to control invasives.
- In 20 years, consider harvesting remaining seed trees and thinning understory.

Questions?

Request:
Approve Shelterwood Harvesting Plan for the IMUC
Vegetated Buffer.



Shelterwood
Cut
Before --- After





SAFETY PROGRAM UPDATE

for the RWSA/RSWA Boards of Directors

November 16, 2021

Presented by Liz Coleman, Safety Manager



Safety is a continuous improvement process that protects staff and reduces the number of workplace deaths, injuries, and illnesses.

Our Safety Program is Part of Our Strategic Plan Goal of Operational Optimization:

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

Strategies to help us meet our safety goals:

Enhance our culture of safety.

Protect our workforce and the public through continually growing a culture of safety.



SAFETY PROGRAM

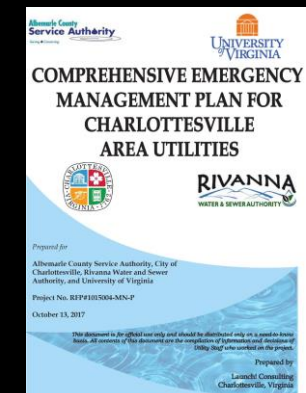
- SAFETY MANUAL
- SAFETY TRAINING
- EQUIPMENT PURCHASES
- JOB PROCEDURES
- NEW EMPLOYEE ORIENTATION
- CONTRACTOR SAFETY
- EMERGENCY MANAGEMENT

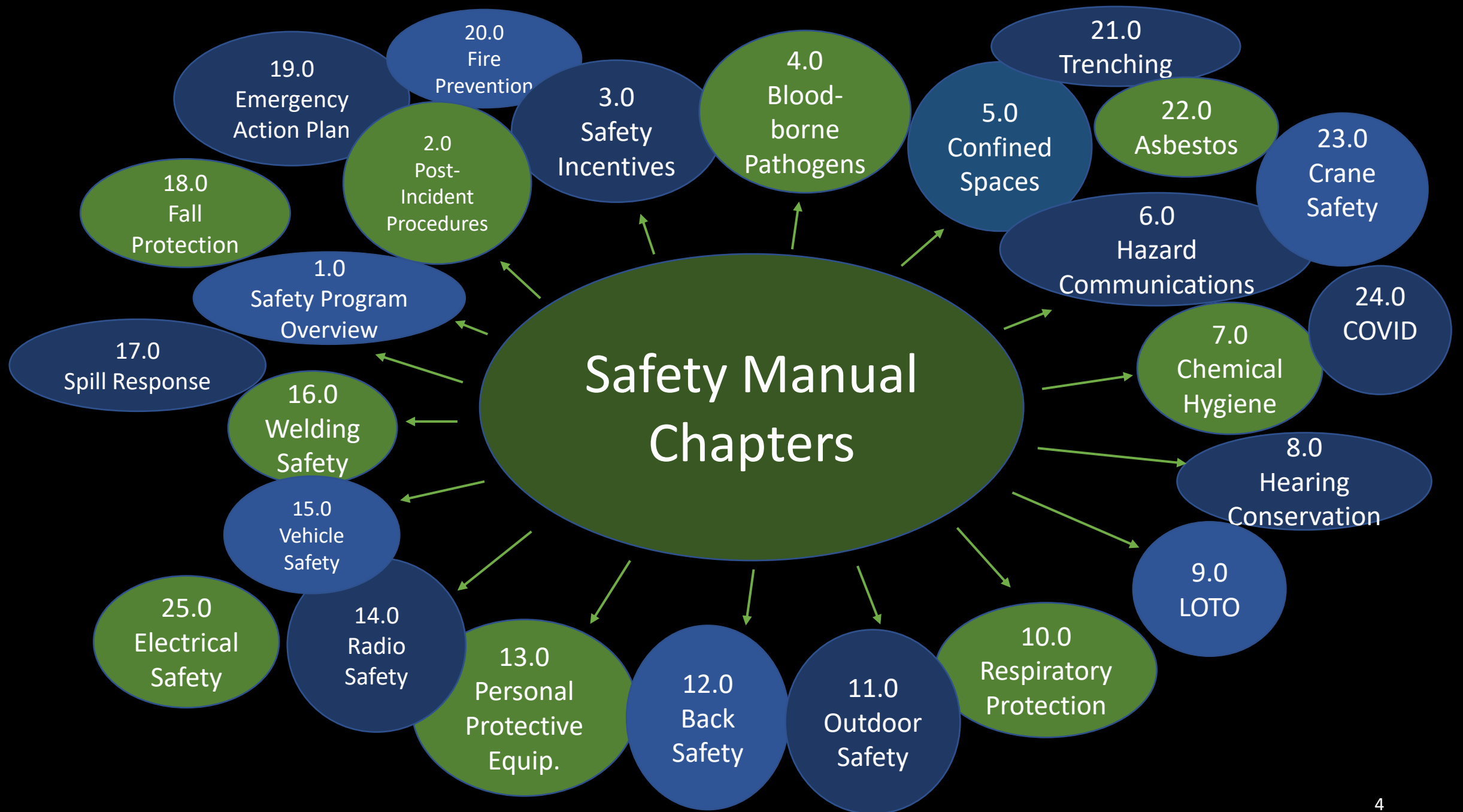


Welcome to the Rivanna Authorities!
New Hire Safety Orientation Training Agenda
ADMINISTRATION DEPARTMENT TRAINING



CONTRACTOR SAFETY MEETING WITH RIVANNA







SAFETY TRAINING NEEDS

- EACH DEPARTMENT HAS A TRAINING MATRIX BASED ON OSHA REQUIREMENTS THAT INCLUDES:
 - ANNUAL REQUIRED TRAINING
 - PERIODIC REQUIRED TRAINING (EVERY 3 YEARS)
 - ANNUAL BEST PRACTICES
 - DEPARTMENTS:
 - ADMINISTRATION (INCLUDES I.T.)
 - ENGINEERING
 - LABORATORY
 - MAINTENANCE
 - WASTEWATER
 - WATER
 - SOLID WASTE

SAFETY TRAINING TAKES TIME

DEPARTMENT	ANNUAL HOURS PER EMPLOYEE IN SAFETY TRAINING
Solid Waste	22
Administration	16
Engineering	22
Laboratory	19
Maintenance	27
Wastewater	22
Water	26



SAFETY TRAINING UPDATE

- 2020-2021 TRAINING
 - 8 HOUR HAZARDOUS CHEMICALS FOR MANAGERS
 - HEAVY EQUIPMENT TRAINING FOR SOLID WASTE
 - HANDS ON FIRE EXTINGUISHER TRAINING AT SOLID WASTE
 - ADVANCED ACCIDENT TRAINING BY VRSA FOR MANAGERS
 - CONFINED SPACE CERTIFICATION TRAINING
 - VIRTUAL NEW EQUIPMENT TRAINING FOR FALL PROTECTION USE
 - ALL ANNUAL REQUIRED TRAINING
 - SOME PERIODIC REQUIRED TRAINING
 - SOME ANNUAL BEST PRACTICES TRAINING

PURCHASED EQUIPMENT AND GRANTS RECEIVED

- Eyewashes
- Fiberglass Ladders
- Gas Meters
- Audible Methane Alarm in Digester Building
- Radios for New Network
- Fall Protection/Retrieval Systems
 - Purchase and Installation of Masts and 16 Sleeves to Supportive Masts at
 - 5 at Moores Creek
 - 9 at South Rivanna
 - 2 at North Rivanna

RWSA received \$4,000 in FY 21

- VRSA SAFETY EQUIPMENT GRANT
 - FIBERGLASS LADDERS FOR MAINTENANCE
 - EXTRA RADIOS FOR NEW NETWORK

RSWA received \$2,000 in FY 21

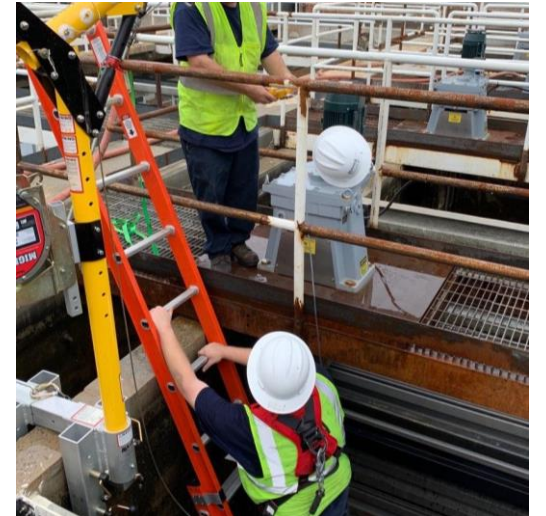
- VRSA SAFETY TRAINING GRANT
 - HEAVY EQUIPMENT SAFETY TRAINING FOR STAFF

VRSA = VIRGINIA RISK SHARING ASSOCIATION provides auto, property, liability and worker's compensation insurance for Rivanna Authorities.



PROGRAM ENHANCEMENTS:

- NEW EMPLOYEE SAFETY ORIENTATION
 - Orientation Training is given prior to first day on the job.
 - Orientation Training is Department Specific.
- JOB PROCEDURES
 - ARC Flash labeling
 - Lockout/Tagout
 - Written procedures for 2000 pieces of equipment
 - 700 completed.





ENHANCEMENTS

- SAFETY SHOWERS & EYEWASHES
 - All installed except outside Solids Handling Bldg.

INSPECTIONS AND ELECTRONIC RECORDKEEPING

- Combustible Dust
- Gas Meter Calibrations
- Fall Protection Hoists
- Cranes
- Eyewash and Safety Showers
- Automated External Defibrillator (AED)

 A white form with two columns labeled "FRONT" and "BACK". Each column has a green header that reads "EYE WASH / SHOWER INSPECTION RECORD". Below the header, there are fields for "Equipment ID", "Location", and "Test". At the bottom of each column is a table with three columns: "Date", "Initials", and "Comments".

 A yellow form with a black header that reads "CRANE INSPECTION". Below the header is a field for "CRANE NO.". Underneath is a section titled "CHECK CAREFULLY:" with a list of items to check: "Controls, alarms, lights", "Limit switch — proper operation", "Look for damage, excessive throat opening", "Hoist rope / chain for excessive wear, broken wires or elongated links". At the bottom is a table with four columns: "DATE", "BY", "DATE", and "BY".


SAFETY PROGRAM RESOURCES

One Full Time Safety Manager

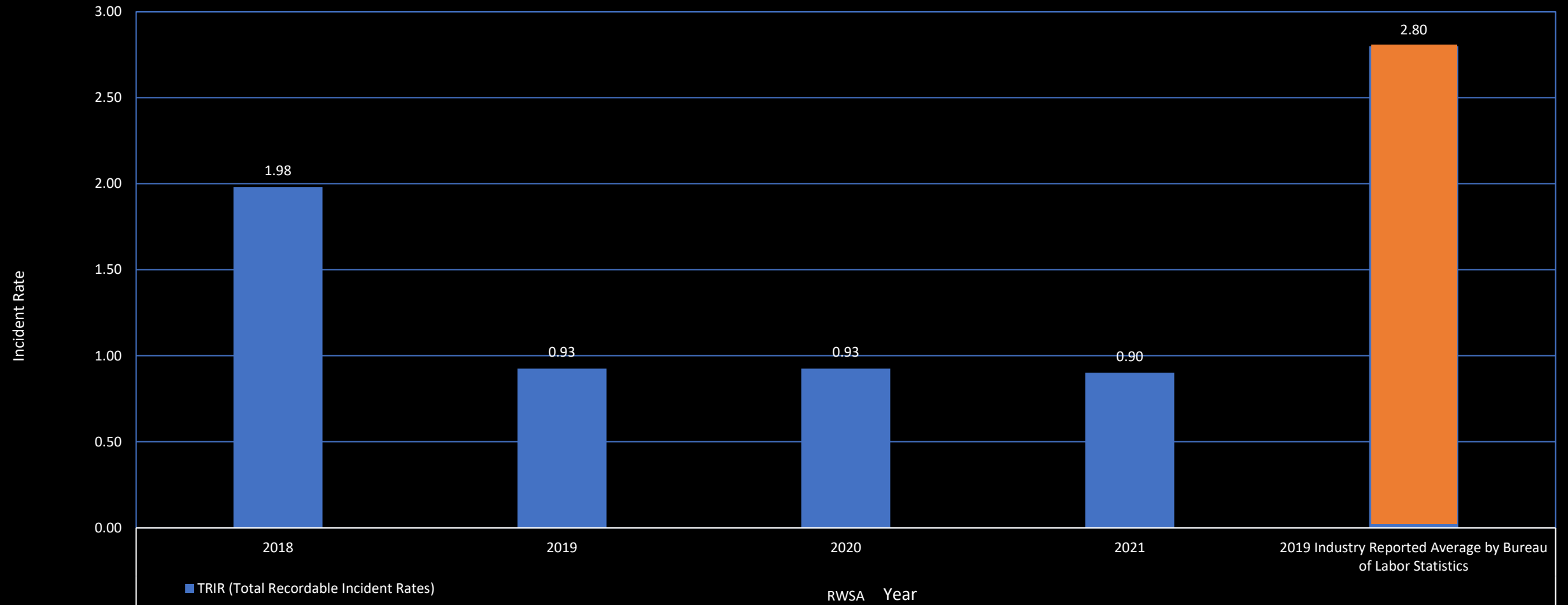
Staff Safety Committee

RWSA 2021-2022 Budget:
\$109,650

RSWA 2021-2022 Budget:
\$26,000

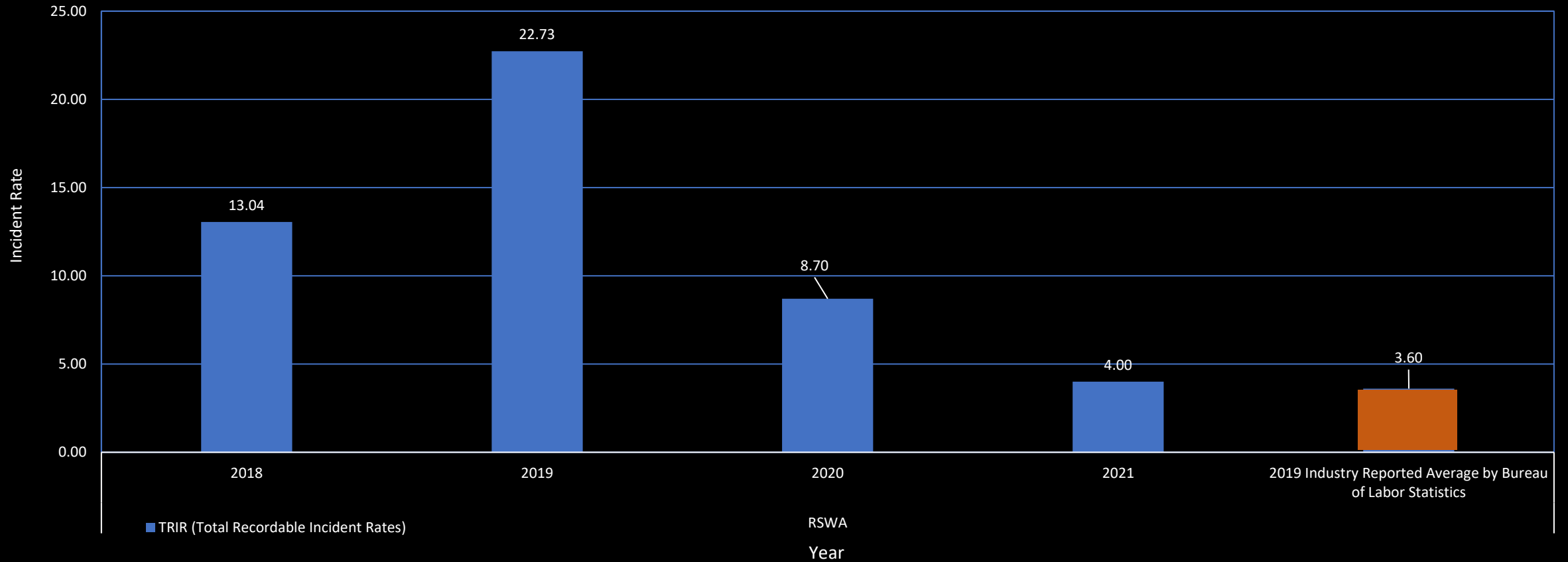
2021-2022 Grants Received: \$6,000

DECLINING RWSA INCIDENT RATES



TRIR includes all incidents
In 2018 job specific training began.

DECLINING RSWA INCIDENT RATES



TRIR includes all incidents
In 2019 job specific training began.

IN SUMMARY

- Many safety program improvements have been completed.
- Continual Updates Are Needed To:
 - Protect our valuable human resources by providing a safe workplace.
 - Enhance our safety culture through safe work practices.
 - Maintain VOSH requirements and avoid noncompliance fines.



THANK
YOU

