



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, said he was located at 605 E. Main St in Charlottesville, VA.

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

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

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

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

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

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

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

Mr. Gaffney said 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 said 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 said 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 said 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 said this helps to bring down the unit cost/ton of transferring this waste.

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

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

Mr. Mawyer said 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 said they used the regional 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 said 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 said RSWA planned to participate in the United Way Day of Caring, but unfortunately the event was rained out. He said this would be rescheduled and would help the Therapeutic Adventures group and the Thomas Jefferson Trout Unlimited organization to work and 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 said the DEQ has been given the requirement by the General Assembly to ensure their operating costs are 100% recoverable through the fees that are charged for municipal solid waste providers like RSWA. He said this committee is working on a new fee schedule to achieve that goal. He said the DEQ budget was about \$7M and the current fees are collecting between \$3-4M, so there is a significant deficit. He said there is about a 2.3 multiplier between the existing fees to get to the new fees. He said as an example, RSWA's current transfer fee is \$6,468. He said if the process holds true, the estimated fee is going to increase to about \$15K. He said 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 said the health environment has declined over the last two months. He said 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 said she is fine with continuing with virtual meetings. She said 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 said that the City reports showed the positivity rate peaking in mid- to late-November.
152 He said the City is not anticipating going back to in-person meetings for some time.
153

154 Mr. Mawyer thanked everyone for their responses. He said 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 said also included in the Consent Agenda Item C that there
157 be a change in the opening time on Saturdays from 8:30 a.m. to 7:30 a.m., so it is consistent with all
158 the other days that are open at the Ivy MUC and to provide better 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 said
162 that stems from efforts to try and get any of the American Rescue Plan (ARP) funding dollars
163 through FEMA's Building Resilience and Infrastructure and Communities (BRIC) Program. He
164 said in communicating with the Virginia Department of Emergency Management (VDEM), which
165 is the conduit to get to the FEMA funding, their first question was whether Rivanna had a hazard
166 mitigation plan. He said his response to VDEM was that Rivanna's mitigation plan is through the
167 TJPDC, but Rivanna is not very predominantly included in that plan. He said 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 said 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 said there was an escalator in the contract to transfer the waste products to the Amelia
177 landfill, where the transfer products go. He said it is in the contract to use the CPIU, and Thompson
178 Trucking had exercised that. He said it is not affecting the rates right now but would be an extra
179 expense that will need to be used in next year's budget planning.
180

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

184 Dr. Palmer said she has questions about the Consent Agenda. She said it was mentioned in the PBR
185 that the field turf replacement project helped increase the tonnage, and she is curious as to why field
186 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 said it didn't have to do with the beneficial or
190 otherwise concept of disposing of field turf through the transfer station. He said it was brought to
191 the transfer station for 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 said 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 said they could consider doing more outreach on the front end of other options. He said 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 said whoever cleared the site mixed a lot of debris in with the soil, so it was brought to the transfer station for disposal. He said they did not know it was coming ahead of time, which brought in an extra 140 tons per day unexpectedly. He said it was accommodated, but RSWA is pushing close to the permitted limit and one week ago exceeded the 300 tons/day limit. He said RSWA had to notify DEQ.

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

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

Mr. McKalips said he will reach out to Faulconer, 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).

249
250 **9. OTHER BUSINESS**
251

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

253 Mr. McKalips said that during their last meeting, in July, he provided an update on the recycling
254 program and wanted to extend that to include a separate update on the paper sort facility. He said
255 there are source-separated recycling centers at McIntire, Ivy, and possibly one going in further south
256 in the County. He said when the recycling materials from homes are collected, they're brought to
257 the paper sort facility where those products are baled. He said that allows for savings in shipping
258 costs getting those bales to the vendors. He said it also makes the material much more attractive to
259 those vendors, as they can move that material around on their facilities with more ease.
260

261 Mr. McKalips said the facility is located at 100 Meade Avenue behind the Gerdau scrap yard. He
262 said they began leasing the facility in 1995; that expired in 2015, and while there were negotiations
263 for a new lease, some of the terms were becoming too difficult to meet. He said there are two parts
264 to the lease as he will describe.
265

266 Mr. McKalips referred to the next slide of his presentation and said underneath the second paper
267 sort is Meade Avenue. He said when following the red line through the Gerdau facility to the paper
268 sort facility (outlined in black), this shows the only access to the site. He said the property is owned
269 by Woolen Mills Self Storage, which is the lease holder, but the only big truck access is following
270 the red line through the Gerdau facility. He said Gerdau also leases their facility from another
271 property owner, making this a multipart chain of access agreements necessary for Rivanna to access
272 their site on Meade Avenue. He said when the negotiations were taking place, Gerdau was only
273 willing to consider a 90-day access agreement.
274

275 Mr. McKalips said he wanted to then step back and ask what the goal and need is for the long term,
276 which comes back to today's presentation.
277

278 Mr. McKalips explained that his next slide demonstrates the condition of and process by which the
279 paper sort operation runs. He said the first image is of the baler, which was installed in 1995. He
280 said it has been vigorously used, and there have been some mechanical issues related to that heavy
281 use—including a failed hydraulic cylinder. He said the company completing the repairs
282 recommended not fixing the cracked cylinder and instead found what was possibly the last
283 replacement on the market. He said it has been well used and is nearing the end of its' service life.
284

285 Mr. McKalips said the image at the top center section of the presented slide shows an outside
286 storage area for baled material where it will not fit. He said this is primarily for things like number 1
287 and 2 plastics that will not degrade in weather and cause a breakdown of material. He said the image
288 in the lower left shows how material is temporarily stored. He said the paper sort has six tractor-
289 trailer bays that are used to hold baled material as well as to store different materials coming in from
290 the recycling centers. He said the bottom left image is for newsprint.
291

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

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

304
305 Mr. McKalips said this baler was designed to be direct loaded. He said most of the balers now have
306 conveyor systems that push the material onto the conveyor, with the belt feeding the baler to help
307 pull some of the wear and tear away from the baler itself.

308
309 Mr. McKalips said the concerns for the paper sort include the access and access agreement, the
310 property lease for a facility that needs significant repair, the tight constraints and capacity, and the
311 baler being at the end of its service life.

312
313 Mr. McKalips said there are alternatives to consider. He said the first is to renovate and expand the
314 existing facility, even with the caveats of site access and the lease itself. He said RSWA had a
315 feasibility study completed by Arcadis two years ago, and they anticipated the capital cost to be
316 approximately \$2M—including repairs to the building, a 2,600-square-foot addition with four
317 loading docks, and two new balers to replace the old one and add a new one. He said this would
318 allow for material to be processed more quickly with increased growth and not be constrained by
319 having only one baler. He said this option still presents problems for long-term storage but provides
320 flexibility if recycling changes in the future.

321
322 Mr. McKalips referenced a slide showing what was proposed as a possible layout, noting the second
323 baler and four additional bays. He said the current lease does not include the whole parcel, but
324 rather just up to the end of the trailers that are shown on the presented image, and this would require
325 an expansion of the leased space as well.

326
327 Mr. McKalips stated that the second option is to not include a baler, which means that Rivanna
328 would be hauling all the facilities directly from the source-separating recycling centers to the
329 vendors. He said they likely won't be able to continue hauling the current materials and does not
330 believe that the plastic films would be acceptable to the vendor, so they would therefore have to stop
331 collecting those materials. He said there may be other materials that come into question if they are
332 not baled, but that has not been explored in any depth up to now. He said that would mean Rivanna
333 will haul things to vendors, who will then do the baling. He noted that the last time he checked,
334 there was a \$40/ton baling fee, which will create an additional cost on material that Rivanna will not
335 be paid much for. He said this will result in lost revenue that is currently received by trucking the
336 material to them already baled. He said it would take a new roll-off truck due to the amount of
337 hauling, another driver, and they would likely lose "favored" status to the vendors.

338
339 Mr. McKalips said the third and last alternative is a new paper sort facility. He said this will be the
340 most expensive option at approximately \$4.3M and will include two new balers, with increased
341 storage and flexibility. He said it would require increased staff to operate and could co-host a new
342 convenience center. He said he has reached out to the County to look for potential sites and will also
343 do this with the City soon; he referenced a slide with a rendering of one possibility for the new
344 facility and walked through the potential process.

345
346 Mr. McKalips said things are at the point where the existing facility needs renovation and expansion
347 if the goal is to continue recycling in the way that it is currently being done. He said the baler is at
348 the end of its service life, there are volume limitations in the existing facility, and they have every

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

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

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

Mr. McKalips responded that they are not.

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

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

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

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

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

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

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

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

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

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

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

Mr. McKalips confirmed that it does not.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Mr. Wood said 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 said, around April it was realized that the budget would need to be adjusted to show a zero-rate increase.

He said 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 said they also cut about \$850K in other costs.

Mr. Wood said 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 said 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 said 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 said 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 said none of these can be traced back to contraction at the authorities, and all original 12 have since fully recovered.

Mr. Wood said the federal requirement for emergency sick time ended on December 31, 2020; however, Rivanna kept that in place until June 2021. He said 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 said the emergency sick leave was used for illnesses, quarantine time, testing, and vaccinations.

Mr. Wood said the mask requirement in the office for all staff was restored in July. He said all staff were required to get vaccinations in August, and the policies are constantly being worked on. He said 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 said 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 said he still wanted Mr. Wood to make this presentation.

Mr. Richardson thanked Mr. Wood, Mr. Mawyer, and the entire team. He said 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 said he wants to acknowledge the accomplishment that there was no interruption to service during that entire time.

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

10. OTHER ITEMS FROM BOARD/STAFF NOT ON AGENDA

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

There were no other items.

11. CLOSED MEETING – PERSONNEL REVIEW

Ms. Stanton said each Board would need to move to enter into a joint closed session with the other Board to discuss confidential performance evaluations, goals and objectives of specific personnel as permitted by Section 2.2-3711-A(1) of the Code of Virginia. She said each Board would need to move, second, and vote, and then the closed session can begin.

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

Ms. Stanton said it needs to be moved that Rivanna Solid Waste Authority enter into a joint closed session with the Rivanna Water and Sewer Authority to discuss confidential performance evaluations, goals and objectives of specific personnel as permitted by Section 2.2-3711-A(1) of the Code of Virginia.

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

The Board entered a joint closed session.

Ms. McIlwee confirmed everyone had rejoined the open meeting.

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

“Whereas, it has convened a joint closed meeting with the Rivanna Water and Sewer Authority on this date pursuant to an affirmative recorded vote, and in accordance with the provisions of the Virginia Freedom of Information Act, and
Whereas, Section 2.2-3712(D) of the Code of Virginia requires a certification by the Rivanna Solid Waste Authority that such closed meeting was conducted in conformity with Virginia Law,
Now, therefore, be it resolved that the Rivanna Solid Waste Authority certifies by recorded vote, that to the best of each member’s knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act, and identified in the motion authorizing the closed meeting where heard, discussed, or considered in the closed meeting to which the certification or resolution applies.”

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

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

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

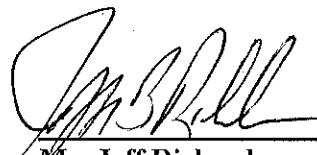
Dr. Palmer moved to approve the merit increase as proposed. Mr. Snook seconded the motion, which passed unanimously (7-0).

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).

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603 Respectfully submitted,

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A handwritten signature in black ink, appearing to read "Jeff Richardson", is written over a horizontal line.

Mr. Jeff Richardson
Secretary - Treasurer