



# Board of Directors Meeting

November 14, 2023

2:00pm

## BOARD OF DIRECTORS

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

**DATE:** November 14, 2023

**LOCATION:** Rivanna Administration Building (2<sup>nd</sup> Floor Conference Room),  
695 Moores Creek Lane, Charlottesville, VA 22902

**TIME:** 2:00 p.m.

### AGENDA

**1. CALL TO ORDER**

**2. AGENDA APPROVAL**

**3. MINUTES OF PREVIOUS BOARD MEETING ON SEPTEMBER 26, 2023**

**4. RECOGNITION**

**5. EXECUTIVE DIRECTOR'S REPORT**

**6. ITEMS FROM THE PUBLIC**

*Matters Not Listed for Public Hearing on the Agenda*

**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 Administration and Communications*

*d. Approval of Board Meeting Schedule for Calendar Year 2024*

*e. Approval of the Holiday Schedule for Calendar Year 2024*

*f. Approval of Engineering Services – Northern Convenience Center – TRC Companies*

**9. OTHER BUSINESS**

- a. *Presentation and Vote on Acceptance: FY 23 Audit Report*  
*Matthew McLearen, Robinson, Farmer, Cox Associates*
- b. *Presentation: Baling Facility Update*  
*David Rhoades, Solid Waste Manager*

*(Motion and vote to Recess the RSWA Board Meeting)*

*(Motion and vote to Reconvene the RSWA in a Joint Session with the RWSA)*

- c. *Presentation: Paychex Payroll and Human Resources Information System (HRIS) Review*  
*Betsy Nemeth, Director of Administration and Communications*

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

**11. CLOSED MEETING**

**12. ADJOURNMENT**

## GUIDELINES FOR PUBLIC COMMENT AT RIVANNA BOARD OF DIRECTORS MEETINGS

If you wish to address the Rivanna Board of Directors during the time allocated for public comment, please raise your hand or stand when the Chairman asks for public comments.

Members of the public requesting to speak will be recognized during the specific time designated on the meeting agenda for “Items From The Public, Matters Not Listed for Public Hearing on the Agenda.” 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.

During public hearings, the Board will attempt to hear all members of the public who wish to speak on a subject, but it must be recognized that on rare occasion comments may have to be limited because of time constraints. If a previous speaker has articulated your position, it is recommended that you not fully repeat the comments and instead advise the Board of your agreement. The time allocated for speakers at public hearings are the same as for regular Board meetings, although the Board can allow exceptions at its discretion.

Speakers should keep in mind that Board of Directors meetings are formal proceedings and all comments are recorded on tape. For that reason, speakers are requested to speak from the podium and wait to be recognized by the Chairman. In order to give all speakers proper respect and courtesy, the Board requests that speakers follow the following guidelines:

- Wait at your seat until recognized by the Chairman.
- Come forward and state your full name and address and your organizational affiliation if speaking 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;
- Summarize your key points and provide the Board with a written statement, or supporting rationale, when possible;
- If you represent a group, you may ask others at the meeting to be recognized by raising their hand or standing;
- Be respectful and civil in all interactions at Board meetings;
- The Board may ask speakers questions or seek clarification, but recognize that Board meetings are not a forum for public debate; Board Members will not recognize comments made from the audience and ask that members of the audience not interrupt the comments of speakers and remain silent while others are speaking so that other members in the audience can hear the speaker;
- 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 citizens 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/RSWA Administration office upon request or can be viewed on the Rivanna website.

Rev. September 7, 2022



**RSWA BOARD OF DIRECTORS**  
**Minutes of Regular Meeting**  
**Tuesday, September 26, 2023**

A regular meeting of the Rivanna Solid Waste Authority (RSWA) Board of Directors was held on Tuesday, September 26, 2023, at 2:00 p.m. via Zoom.

**Board Members Present:** Mike Gaffney, Jeff Richardson, Sam Sanders, Brian Pinkston, Jim Andrews, Stacey Smalls, Lance Stewart.

**Board Members Absent:** None.

**Rivanna Staff Present:** Bill Mawyer, Phil McKalips, Lonnie Wood, Jennifer Whitaker, Deborah Anama, Jacob Woodson, Betsy Nemeth.

**Attorney(s) Present:** Valerie Long.

**1. CALL TO ORDER**

Mr. Gaffney convened the September 26, 2023 regular meeting of the Board of Directors of the Rivanna Solid Waste Authority at 2:00 p.m.

**2. STATEMENT FROM THE CHAIR**

Mr. Gaffney read the following statement aloud:

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

“I would like to call the September 26, 2023 meeting of the Board of Directors to order.

“This virtual meeting today is being held pursuant to and in compliance with Virginia Code 2.2-3708.3. The opportunities for the public to access and participate in the electronic meeting are posted on the Rivanna Authority’s website. Participation will include the opportunity to comment on those matters not listed for public hearing on the agenda. All Board members are participating electronically. All Board members will identify themselves and state their physical location via electronic means during the roll call, which we will hold next.”

Ms. Anama called the roll.

Mr. Richardson stated that he was located at the County Administration Building in downtown Charlottesville.

Mr. Pinkston stated that he was located at 575 Alderman Road in Charlottesville.

Mr. Gaffney stated that he was at 3180 Dundee Road, Earlysville, Virginia.

Mr. Stewart stated that he was at the County Office Building located at 401 McIntire Road.

Mr. Smalls stated that he was located at 305 4th Street Northwest in Charlottesville, Virginia.

Mr. Sanders stated that he was located in the City Hall Building, City of Charlottesville, 605 East Main Street.

Mr. Andrews stated that he was at 2055 Spoon Hill Farm in Charlottesville.

### **3. AGENDA APPROVAL**

There were no amendments to the agenda.

**Mr. Andrews moved that the Board approve the agenda as presented. The motion was seconded by Mr. Sanders and passed unanimously (7–0).**

### **4. MINUTES OF PREVIOUS BOARD MEETING ON JULY 25, 2023**

There were no amendments to the minutes.

**Mr. Pinkston moved that the Board approve the agenda as presented. The motion was seconded by Mr. Sanders and passed unanimously (7–0).**

### **5. ELECTION OF SECRETARY-TREASURER**

*Mr. Gaffney is currently the Chair and Mr. Richardson is the Vice Chair. The position of Secretary-Treasurer has been vacant since the departure of Mr. Rogers on July 31, 2023.*

*A motion, second and vote would be in order to elect a new Secretary-Treasurer effective immediately for the term ending on April 30, 2024.*

**Mr. Pinkston moved to nominate Board Member Sam Sanders to the position of Secretary-Treasurer. The motion was seconded by Mr. Richardson and passed unanimously (7–0).**

### **6. RECOGNITION**

Mr. Gaffney presented a Resolution of Appreciation to Board Member, Mr. Stacey Smalls.

#### ***Resolution of Appreciation for Mr. Stacey Smalls***

**WHEREAS**, *Mr. Smalls has served as a member of the Rivanna Solid Waste Authority Board of Directors since January 2022; and*

**WHEREAS**, *over that same period Mr. Smalls 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 Rivanna Solid Waste Authority; and*

**WHEREAS**, *Mr. Smalls' understanding of the 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. During Mr. Smalls' tenure, major initiatives and projects were completed for the Authority including:*

- a 5-year Strategic Plan*
- implementation of a vegetative buffer management program at the Ivy Material Utilization Center*
- construction of the Southern Albemarle Convenience Center for collection of recyclable materials and household refuse*

94 - and planning for a new recyclable materials Baling Facility  
95

96 **NOW, THEREFORE, BE IT RESOLVED** that the Rivanna Solid Waste Authority Board  
97 of Directors recognize, thank, and commend Mr. Smalls for his distinguished service, efforts, and  
98 achievements as a member of the Rivanna Solid Waste Authority, and present this Resolution as a  
99 token of esteem with best wishes in his future endeavors.  
100

101 **BE IT FURTHER RESOLVED** that this Resolution be entered upon both the permanent  
102 Minutes of the Rivanna Solid Waste Authority.  
103

104 **Mr. Andrews moved to adopt the Resolution. The motion was seconded by Mr. Pinkston and**  
105 **passed unanimously (7-0).**  
106

## 107 **7. EXECUTIVE DIRECTOR'S REPORT**

108 Mr. Mawyer stated that the Ivy MUC continued to receive a lot of refuse, MSW and CDD, that  
109 came through for transfer to another landfill in 2023. He stated that each year, from 2019 through  
110 2023, they have had an increasing amount of refuse for various reasons. He noted that the Board  
111 lowered the tipping fee in 2019, from \$66 per ton to \$52 per ton. He stated that was a purposeful  
112 action to increase the tonnage through the new transfer station. He stated the only challenge was that  
113 on certain Mondays, they were now receiving over 325 tons per day, which was getting closer to  
114 their permit allowance of 450 tons per day.  
115

116 Mr. Mawyer stated they planned to contact some of the large commercial haulers to see if they can  
117 work with them on a peak shaving approach to reduce the deliveries on Mondays and increase  
118 deliveries on other days. He stated they will look at how they can address the issue and whether that  
119 would mean different or longer operating days and hours at the landfill.  
120

121 Mr. Mawyer stated they learned that GFL at Zion Crossroads had raised its fees, and some of the  
122 larger commercial haulers were now bringing more tonnage to Ivy. He stated there had been a large  
123 renovation at the Omni Hotel which generated some MSW/CDD products. He stated that they will  
124 complete another market survey, and may recommend an increase in the tipping fees for July of  
125 next year.  
126

127 Mr. Mawyer stated they planned to consider an increase in tip fees in the proposed FY 25 budget to  
128 be reviewed with the Board in the spring. He stated they planned to get some assistance from one of  
129 their consultants to assess what may be happening in the market and what the future could be of  
130 transfer operations at Ivy. He stated they would assess trends over time, and project those factors  
131 into the future. He stated that they will come up with alternatives and cost estimates to expand the  
132 transfer operation in the future.  
133

134 Mr. Gaffney asked what GFL had raised the tipping fee to at Zion Crossing.  
135

136 Mr. Mawyer stated that GFL was not open to the public, but had accounts with different vendors.  
137 He stated he was not aware of the charges associated with these vendors, but believed the charges  
138 were around \$64 per ton, which made it encouraging for trucks working in the western area of the  
139 county to bring their loads to Ivy and pay \$54 per ton.  
140

141 Mr. Gaffney asked whether or not the trucks were lined up when they opened on Mondays. He  
142 asked if this was one of the reasons for the significant increase in traffic on Mondays.  
143

144 Mr. McKalips stated that they always had a few trucks lined up. He noted the early birds want to get  
145 in, get dumped, and get moving. He stated it was not unusual for trucks to be in line on Monday  
146 mornings.

147  
148 Mr. Andrews stated that he wanted to know the consequences of exceeding the permit limit with  
149 respect to DEQ. He asked how soon planning might need to start.

150  
151 Mr. Mawyer stated that if they had a day or two in the year that they exceeded the 450 ton per day  
152 permit limit, there would be no consequence. He stated if they were exceeding the permit limit  
153 multiple days per month or week, then DEQ would expect them to address the issue with more  
154 infrastructure or a different plan. He stated that it would be a violation of their permit. He stated he  
155 assumed they would be fined for exceeding their permit limitation.

156  
157 Mr. McKalips stated that they were willing to work with this on a limited basis and opportunity. He  
158 stated they were aware of people operating within their permit limitations due to social impacts.

159  
160 Mr. Mawyer stated that if they have any success with the commercial haulers and peak shaving  
161 reductions on Mondays, they would see what additional steps may be necessary to remain below the  
162 permit limits. He stated that if they could reduce those peaks, then they could assess a timeline of  
163 when they were going to need more capacity. He stated that when they looked at five years of data,  
164 it was clear that they were on a steady incline, and additional facilities would be required in the  
165 future.

166  
167 Mr. Richardson asked if any of the spike in disposals at the MUC was associated with the work that  
168 was going on at the UVA grounds.

169  
170 Mr. McKalips stated that they were certain that some of the material was being received from UVA  
171 contractors. He stated there was one large project where the demolition was being done by Cox in  
172 Richmond, but Cox actually owned disposal facilities. He stated Cox was hauling the material back  
173 to Richmond. He stated they were not seeing tractor-trailer loads come from specific UVA projects.  
174 He stated it was quite possible that they were getting loads from the normal roll-off hauler  
175 companies, but they were not seeing any dramatic increase.

176  
177 Mr. Stewart stated that he and Mr. Mawyer had a quick email exchange in the morning about the  
178 concept of a study that was recommended. He stated it would be appropriate for Rivanna and  
179 County staff to work together to scope it out. He stated Mr. Mawyer proposed funding it with the  
180 FY23 year-end balance primarily from the new clean-fill program expansion. He stated that they did  
181 not know the dollar figures yet. He stated that the use of these carryover funds was appropriate. He  
182 asked whether approval from the Board was required for initiating the contract.

183  
184 Mr. Mawyer stated that for procurement, it depended on the cost of the contract. He stated he had  
185 authority up to \$200,000 to award contracts, and over that amount, they were required to come to  
186 the Board. He stated they were not expecting the study to be nearly that expensive. He stated that he  
187 and Mr. McKalips had a philosophical discussion this morning about the growing demand in their  
188 County, state, and country. He stated landfill expansion was becoming increasingly difficult, and  
189 not many communities were willing to support new landfills.

190  
191 Mr. Mawyer stated he did not know specifically what was happening to them, but the principle  
192 remained true that the growth of population, recycling, and MSW/CDD products were increasing.  
193 He stated they shipped refuse to Henrico County, which was chosen by their low bid trucking



194 vendor. He stated the vendor decided where to take the refuse for transfer operations. He stated the  
195 vendor decided that Henrico was more appropriate than going to the landfill in Amelia County, our  
196 prior disposal locatoin. He stated that landfill capacity was finite, and it was becoming increasingly  
197 difficult to get these facilities approved through DEQ and local communities.

198  
199 Mr. Pinkston asked what the aim of the study was.

200  
201 Mr. Mawyer stated that they would consider their disposal data as well as future market trends and  
202 assess alternatives for those trends in the future. He stated they would have to address a growing  
203 tonnage, and alternatives which could include additional infrastructure, for example another  
204 building at Ivy. He stated they would review appropriate market disposal rates in the future.

205  
206 Mr. Pinkston asked what the absolute limit of the landfill was.

207  
208 Mr. Mawyer stated that one of their most limiting factors was how quickly they can get the trailer  
209 loads of refuse out of the transfer station. He stated they pushed the refuse through a hole in the  
210 transfer floor into trucks, and when the trucks were full, they pulled them out and put another trailer  
211 in. He stated they shipped 10 to 12 trailer loads a day, so each one took a certain amount of time  
212 within the same operating hours. He stated that DEQ does not allow them to leave refuse on the  
213 floor overnight; they want it all in the trucks and gone by the end of the day. He stated that it was a  
214 physical operational limitation factor. He stated if they were to close at eight o'clock instead of four,  
215 they could get more trailers in and out. He stated it may be more affordable to increase operating  
216 days, hours and staff than to build more infrastructure.

217  
218 Mr. Andrews stated that in addition to managing the load by different days, there might be a  
219 possibility to address this issue by looking for ways to separate and divert the loads. He stated that  
220 this would require the loads to be managed in terms of their content.

221  
222 Mr. Mawyer stated they could look into that. He stated that Van der Linde Recycling had a CDD  
223 separating facility at Zion Crossroads where they processed construction debris.

224  
225 Mr. Mawyer stated that he was not certain why haulers brought CDDs to Ivy, other than the cost  
226 and logistics associated with working in the western part of the County. It was a longer distance to  
227 haul refuse to Zion Crossroads.

228  
229 Mr. McKalips stated that van der Linde Recycling was charging \$55 a ton, and we were charging  
230 \$54. He stated if haulers were closer to Ivy, there were trucking and disposal savings.

231  
232 Mr. Smalls stated that since it was both development and construction waste, they could look at how  
233 they can target some of the main contributors. He stated if they were pro-development given their  
234 relationship with the County and the City, they want to support development. He stated it would  
235 result in an increase in construction waste going to the landfill. He stated that they needed to study  
236 how they can address this issue.

237  
238 Mr. Mawyer stated that they looked at the tonnage they were getting now, the split between MSW  
239 and CDD, and both seemed to be growing in a parallel way. He stated it was not just one that had  
240 increased significantly than the other. Both types of refuse were growing at the same rate. He  
241 indicated they would check on Mondays if the CDD haulers were bringing all of the refuse collected  
242 over the weekend. He stated that was some of the discussions they hoped to have with the larger  
243 commercial haulers. He stated they did not necessarily know the smaller hauling operations, but

they could hand-out some flyers and encourage them to come a different day. He stated that one idea would be for another day of the weeks to be a reduced fee day, so they could reduce the Monday peaks. He stated these were the type of things they would explore with the consultant, with the Board, and with the County. He stated if they wanted to change the MSW/CDD charges, they started with the County Board of Supervisors to do that.

Mr. Mawyer stated that they were fortunate to invite Virginia Senator Creigh Deeds and his legislative director, Tracy Eppert, to visit their facility last month. He stated they provided a presentation in the conference room, and then gave them a windshield tour of South Rivanna Water Treatment Plant, Observatory Water Treatment Plant, and the Ivy MUC. He stated that Amy Laufer, a Delegate candidate, requested a tour of Rivanna facilities, and they gave her a similar one.

Mr. Mawyer stated that VRSA was the Virginia Risk Sharing Association, which provided insurance liability services. He explained that each year they offered grants for safety devices. He stated that this year, for solid waste, they received \$2,000 to purchase heated winter coats for staff. He stated they purchased 20 battery-operated jackets. He stated for their strategic plan priority of workforce development, they had a team building event last month called "Breakfast on the Beach". He stated that they encouraged staff to sit with and talk to other staff members that they did not normally see. He stated that their water operators and their wastewater operators, while they sound the same, were in totally different facilities. He stated it was a good time for staff to share experiences, keep morale high, and help their team.

Mr. Mawyer stated that they participated in the United Way Day of Caring. He stated that S&P Global worked with staff from RSWA and RWSA out at the Ivy MUC. He stated that was where they stored oyster shells collected in the McIntire Recycling Center. He explained businesses and individuals can bring oyster shells to McIntire where they were transported to Ivy to dry out and cure. He stated that for the Day of Caring event, they bagged over 300 bags of shells. He stated that by June of next year, they will take the bagged shells to the VCU Rice Center, which was east of Williamsburg.

Mr. Mawyer stated that VCU had a program where they reseeded the oyster shells and put them back into the Chesapeake Bay. He stated the oysters were very efficient at filtering water and taking out pollutants. Oysters filter billions of gallons of water annually, and they are a big benefit to the environment. He stated they had an e-waste special collection event on September 16. He stated they paid a vendor to take those products and recycle them. He stated that last weekend, they had household hazardous waste collection at Ivy. He stated this coming weekend, they had a disposal event for mattresses and household appliances. He stated that on October 14, they would have tire collection. He stated these were all programs that the City and the County sponsored. Staff noted what customers brought and allocated the charges for those to the City and the County accordingly.

Mr. Gaffney stated that he wanted to know if there was any new information about the baling facility.

Mr. Mawyer stated that the baling facility was under design. They expect to start construction next summer. He stated that they received less than positive feedback from U.S. EPA. He stated they had applied for a \$4 million grant as a part of the solid waste infrastructure recycling program, but unfortunately, they were not selected for that grant. He stated only one community in Virginia was chosen. He stated they would continue to look for grants, but this particular application was unsuccessful. He stated that a helicopter flew over Ivy MUC, spreading herbicide on the buffer management areas to the west and east. He stated this was part of their forestry management

program where they harvest trees, eliminate invasive species and underbrush, then replant pines in the spring. He stated that they had coordinated this with the Virginia Department of Forestry, and it was a standard program they provided to all communities interested in such programs.

Mr. Mawyer stated that they were planning the calendar for next year. He stated that this year, as they had now, they had two virtual meetings. He proposed that next year, they have no virtual meetings. He stated he had received feedback from a couple Board members about how they enjoyed networking with other Board members at the in-person meetings. He stated if the Board had any feedback, he would be glad to hear it as they prepared the schedule. He stated they will bring the schedule to the Board at the next meeting in November.

Mr. Mawyer stated that one item that came up during their meeting was the issue of trash and litter along Dick Woods Road. He stated they were looking into ways to improve their education component by placing signs at their scale house to remind people to secure their loads and distributing flyers and other materials related to this topic. He stated that they were considering whether they could implement some sort of fee if they felt people were violating the County ordinance about securing their loads. He stated he asked counsel to look into this possibility. He stated their staff members went out to pick up trash along the road on a daily or weekly basis depending on the volume of trash. He stated that they were aware of the issue and tried to address it as best they can. He stated that it was a County ordinance about people securing their loads. He stated that they will do the best they can and coordinate with the County on what measures they can take to help resolve the problem.

Mr. Andrews stated that he encouraged a two-pronged approach: recognizing that there was an ordinance about it, and putting in an extra fee would persuade people to make sure their loads were secured and covered.

## **8. ITEMS FROM THE PUBLIC**

There was no one wishing to speak.

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

There was no response to public comment.

## **8. CONSENT AGENDA**

*a. Staff Report on Finance*

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

*c. Staff Report on Administration and Communications*

**Mr. Sanders moved that the Board approve the Consent Agenda as presented. The motion was seconded by Mr. Andrews and passed unanimously (7-0).**

Mr. Mawyer stated that item 9C on the consent agenda was a new report that they added. He stated it was a staff report from their newly established division, the Administration and Communications Division. He stated it was included in their standard list of documents prepared by Division Director Betsy Nemeth and her team.

## **9. OTHER BUSINESS**

There was no other business.

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

There were no other items.

***11. CLOSED MEETING***

There was no reason for a closed meeting.

***12. ADJOURNMENT***

**At 2:41 p.m., Mr. Pinkston moved to adjourn the meeting of the Rivanna Solid Waste Authority. Mr. Sanders seconded the motion, which passed unanimously (7–0).**

DRAFT



## MEMORANDUM

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

**FROM:** BILL MAWYER, EXECUTIVE DIRECTOR

**SUBJECT:** EXECUTIVE DIRECTOR'S REPORT

**DATE:** NOVEMBER 14, 2023

*STRATEGIC PLAN PRIORITY: OPTIMIZATION AND RESILIENCY*

### Use of the Ivy Materials Utilization Center:

Average daily refuse volume at the Ivy Transfer Station has increased from 106 tons per day in October 2019 to 226 tons per day in October 2023, as shown below:

#### September 2023

Vehicles

**6,987**

Avg MSW & CDD Tons/Day

**207**

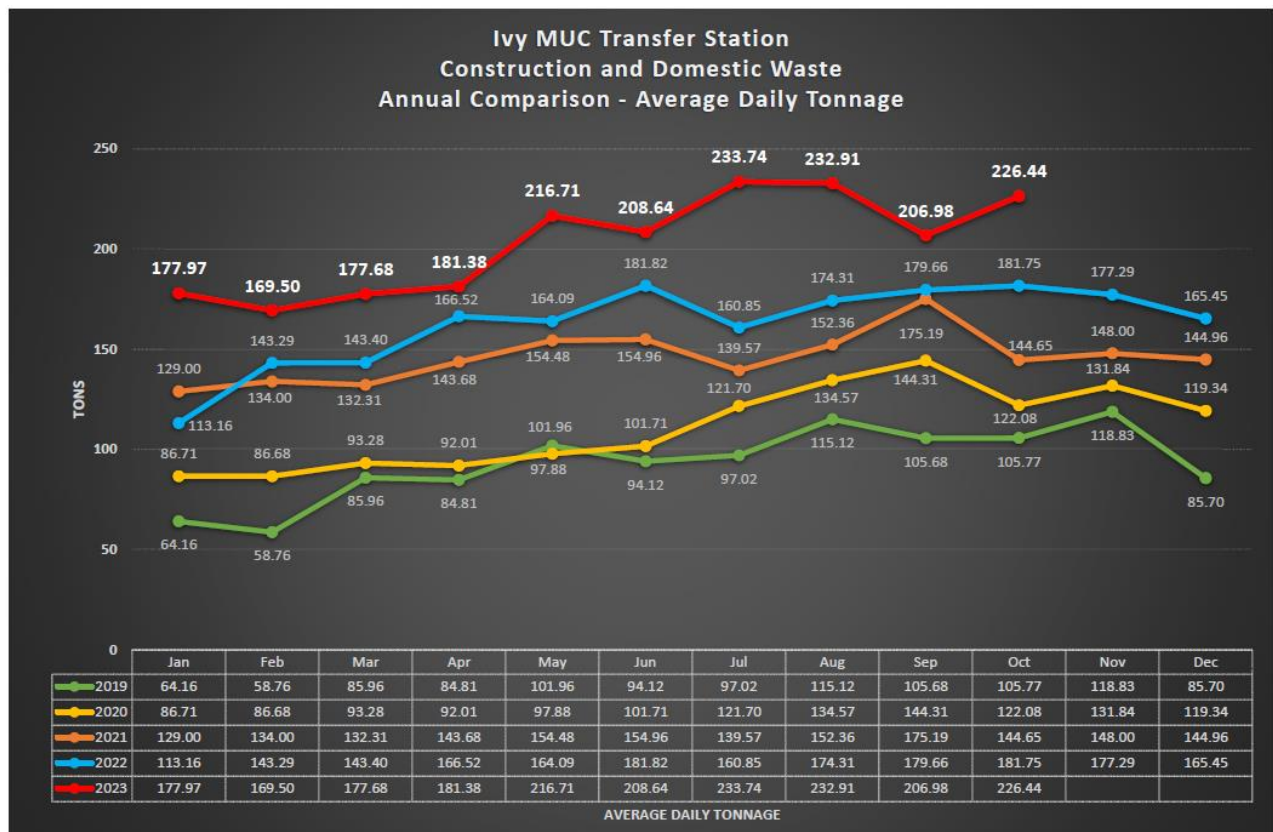
#### October 2023

Vehicles

**6,488**

Avg MSW & CDD Tons/Day

**226**



## Safety Award



L to R: Betsy Nemeth, Harry McMillen, David Rhoades, Liz Coleman



Virginia Risk Sharing Association recognized Rivanna Solid Waste Authority for reducing losses through a focus on Risk Management. Harry McMillen, VRSA Member Services Representative presented the award to RSWA.

## *STRATEGIC PLAN PRIORITY: ENVIRONMENTAL STEWARDSHIP*

## Grant Award

The Virginia Department of Environmental Quality approved annual grant awards totalling \$67,265 for the FY24 Litter Prevention and Recycling Programs.

## Fall Refuse Special Collection Days

Household Hazardous Waste and Special Collection free disposal days were held this fall at the Ivy MUC.

Household Hazardous Waste:			Albemarle	Charlottesville
	Friday	9/22/2023		
		Customers	301	73
	Saturday	9/23/2023		
		Customers	280	80
Special Collections:	Furniture/Mattresses	- Pounds Collected	18,120	3,980
	Saturday	9/30/2023		
	Appliances	- Pounds Collected	26,220	4,620
		- Freon units Collected	196	30
	Saturday	10/7/2023		
	Tires	Participating Vehicles	121	19
	Saturday	10/14/2023		



## **Pumpkin Composting**

Our 6<sup>th</sup> Annual *Great Pumpkin Smash* was held at McIntire Recycling Center from October 31<sup>st</sup> - November 6<sup>th</sup> to encourage customers to compost their Halloween pumpkins. During this period, 2,420 lbs. of pumpkins were collected for composting.



**McIntire Recycling Center  
Pumpkin Container Nov. 6**



*STRATEGIC PLAN PRIORITY: COMMUNICATION AND COLLABORATION*

## **Student Tour**



Albemarle County students from Murray Elementary toured Ivy Convenience Center and Transfer Station.

### **Calendar 2024 Board Meetings**

Bi-monthly Board of Director meetings will be held in-person next year beginning in January on the 4<sup>th</sup> Tuesday of the month (except November, which will be the 3<sup>rd</sup> Tuesday) at 2 pm. While the meetings may be viewed virtually, persons wishing to speak during the “Items From the Public” period must be present at the meeting. Written comments received before the meeting will be presented by staff during this period. Video recordings of the meeting will continue to be posted to our website.

### ***STRATEGIC PLAN PRIORITY: WORKFORCE DEVELOPMENT***

### **Employee Appreciation**

The management teams of our Authorities passed on our thanks to staff for their dedicated support of our services with a picnic and Service Awards program in the Administration Building parking lot.







## MEMORANDUM

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

**FROM: LONNIE WOOD, DIRECTOR OF FINANCE AND  
INFORMATION TECHNOLOGY**

**REVIEWED: BILL MAWYER, EXECUTIVE DIRECTOR**

**SUBJECT: SEPTEMBER 2023 FINANCIAL SUMMARY**

**DATE: NOVEMBER 14, 2023**

Operating revenues for the first quarter of this fiscal year total \$1,330,700, and total operating expenses are \$2,156,400, resulting in a \$825,600 net operating loss. As compared to our prorated budget, revenues and expenses are higher than estimated. However, the net operating deficit is about 7% less than budgeted for the first quarter. Funding support for operations and remediation of \$952,900 was received in July. The Authority processed 54,414 tons of waste and recycling products through September. A breakdown of net revenue or cost per ton, including overhead and administrative support costs, is shown below.

	<u>Ivy Operations</u>	<u>Ivy Transfer</u>	<u>Recycling</u>	<u>Total</u>
Tonnage	36,478	17,377	559	54,414
Net operating income (loss)	\$ 22,780	\$ (287,991)	\$ (360,145)	\$ (625,356)
Net operating income (loss) per ton	\$ 0.62	\$ (16.57)	\$ (644.27)	\$ (11.49)

Attachments

**Rivanna Solid Waste Authority  
Revenue and Expense Summary Report  
FY 2024**

*For September 2023*

	<b>Budget FY 2024</b>	<b>Budget YTD</b>	<b>Actual YTD</b>	<b>Variance \$</b>	<b>Variance %</b>
<b>Revenues</b>					
Ivy Operations Tipping Fees	\$ 1,358,000	\$ 339,500	\$ 284,611	\$ (54,889)	-16.17%
Ivy Environmental Revenues	-	-	-	-	
Ivy MSW Transfer Tipping Fees	2,587,000	646,750	981,412	334,662	51.75%
County Convenience Centers	60,000	15,000	5,978	(9,022)	-60.15%
Recycling Revenues	285,000	71,250	14,622	(56,628)	-79.48%
Other Revenues Administration	80,000	20,000	44,123	24,123	120.62%
<b>Total Revenues</b>	<b>\$ 4,370,000</b>	<b>\$ 1,092,500</b>	<b>\$ 1,330,745</b>	<b>\$ 238,245</b>	<b>21.81%</b>
<b>Expenses</b>					
Ivy Operations	\$ 865,140	\$ 216,285	\$ 206,465	\$ 9,820	4.54%
Ivy Environmental	903,859	225,965	133,819	92,146	40.78%
Ivy MSW Transfer	3,597,923	899,481	1,214,037	(314,556)	-34.97%
County Convenience Centers	730,706	182,677	181,490	1,187	0.65%
Recycling Operations	699,125	174,781	154,961	19,820	11.34%
Administration	1,144,972	286,243	265,589	20,654	7.22%
<b>Total Expenses</b>	<b>\$ 7,941,725</b>	<b>\$ 1,985,431</b>	<b>\$ 2,156,360</b>	<b>\$ (170,929)</b>	<b>-8.61%</b>
<b>Net Operating Income (Loss)</b>	<b>\$ (3,571,725)</b>	<b>\$ (892,931)</b>	<b>\$ (825,615)</b>	<b>\$ 67,316</b>	<b>7.54%</b>
<b>Other Funding Sources</b>					
Local Government Support	\$ 2,348,374	\$ 587,094	\$ 587,094	\$ 0	0.00%
Environmental Support	1,223,351	305,838	365,824	59,986	19.61%
<b>Subtotal</b>	<b>\$ 3,571,725</b>	<b>\$ 892,931</b>	<b>\$ 952,918</b>	<b>\$ 59,987</b>	<b>6.72%</b>

<b>Net Income (Loss)</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 127,303</b>	<b>\$ 127,303</b>
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<b>Local Support Detail</b>		<b>Annualized Payments</b>		<b>True-up Est.</b>
				Due to / (Due from)
County - Ivy Operations	\$ (226,617)	\$ (56,654)	\$ (56,654)	\$ (33,875)
County - Ivy Transfer	1,277,166	319,291	319,291	31,300
County - Convenience Centers	670,706	167,677	167,677	(7,836)
County - Recycling	438,983	109,746	109,746	(19,497)
County - Environmental MOU	737,473	184,368	184,368	-
	<u>\$ 2,897,711</u>	<u>\$ 724,428</u>	<u>\$ 724,428</u>	<u>\$ (29,907)</u>
City - Recycling	\$ 188,136	\$ 47,034	\$ 47,034	(8,356)
City - Environmental MOU	405,896	101,474	101,474	-
	<u>\$ 594,032</u>	<u>\$ 148,508</u>	<u>\$ 148,508</u>	<u>\$ (8,356)</u>
UVa - Environmental MOU	\$ 79,982	\$ 19,996	\$ 79,982	\$ 59,986
<b>Total Local Support</b>	<b>\$ 3,571,725</b>	<b>\$ 892,931</b>	<b>\$ 952,918</b>	<b>\$ 21,723</b>

Rivanna Solid Waste Authority  
Fiscal Year 2024 - September 2023  
Revenue and Expense Summary Report

## Ivy Operations

### Revenues

	<b>Budget FY 2024</b>	<b>Budget YTD</b>	<b>Actual YTD</b>	<b>Variance \$</b>	<b>Variance %</b>
Clean fill material	\$ 875,000	\$ 218,750	\$ 166,315	(52,435)	-23.97%
Grindable material	350,000	87,500	100,524	13,024	14.88%
Tires whole	38,000	9,500	178	(9,322)	-98.13%
Tires and white good per item	20,000	5,000	8,766	3,766	75.32%
Material Sales	75,000	18,750	8,828	(9,922)	-52.92%

**Total Operations Revenues**

<b>\$ 1,358,000</b>	<b>\$ 339,500</b>	<b>\$ 284,611</b>	<b>\$ (54,889)</b>	<b>-16.17%</b>
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### Expenses

Personnel Cost	\$ 301,640	\$ 75,410	\$ 76,476	\$ (1,066)	-1.41%
Professional Services	-	-	1,404	(1,404)	
Other Services and Charges	27,700	6,925	9,453	(2,528)	-36.51%
Communications	1,800	450	977	(527)	-117.06%
Information Technology	25,000	6,250	400	5,850	93.60%
Vehicles and Equip. Maintenance	82,000	20,500	10,864	9,636	47.01%
Supplies	1,000	250	173	77	30.88%
Operations and Maintenance	241,000	60,250	60,468	(218)	-0.36%
Environmental Remediations	-	-	-	-	
Equipment Replacement	185,000	46,250	46,250	(0)	0.00%

**Total Operations Expenses**

<b>\$ 865,140</b>	<b>\$ 216,285</b>	<b>\$ 206,465</b>	<b>\$ 9,820</b>	<b>4.54%</b>
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Allocation of Administration Costs

266,243	66,561	55,367	11,194	16.82%
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**Expenses With Admin Allocations**

<b>\$ 1,131,383</b>	<b>\$ 282,846</b>	<b>\$ 261,831</b>	<b>\$ 21,015</b>	<b>7.43%</b>
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### Net Operating Income (Loss)

<b>\$ 226,617</b>	<b>\$ 56,654</b>	<b>\$ 22,780</b>	<b>(33,875)</b>	<b>-59.79%</b>
			<b>(33,875)</b>	

### Summary of Local Support

County	\$ (226,617)	\$ (56,654)	\$ (56,654)	\$ -
	<b>\$ (226,617)</b>	<b>\$ (56,654)</b>	<b>\$ (56,654)</b>	<b>\$ -</b>

Estimated True-up

\$ (33,875)

Rivanna Solid Waste Authority  
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## Ivy Environmental

### Revenues

	<b>FY 2024</b>			<b>Variance</b>	<b>Variance</b>
	<b>Budget FY 2024</b>	<b>Budget YTD</b>	<b>Actual YTD</b>	<b>\$</b>	<b>%</b>
Forestry Management Revenue	\$ -	\$ -	\$ -	-	
<b>Total Operations Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

### Expenses

Personnel Cost	\$ 211,359	\$ 52,840	\$ 55,325	\$ (2,485)	-4.70%
Professional Services	40,000	10,000	1,437	8,563	85.63%
Other Services and Charges	8,200	2,050	1,139	911	44.45%
Communications	300	75	169	(94)	-124.88%
Information Technology	-	-	-	-	
Vehicles and Equip. Maintenance	22,000	5,500	3,714	1,786	32.48%
Supplies	-	-	-	-	
Operations and Maintenance	209,000	52,250	15,601	36,649	70.14%
Environmental Remediations	208,000	52,000	5,185	46,815	90.03%
Equipment Replacement	205,000	51,250	51,250	0	0.00%
<b>Total Operations Expenses</b>	<b>\$ 903,859</b>	<b>\$ 225,965</b>	<b>\$ 133,819</b>	<b>\$ 92,146</b>	<b>40.78%</b>
Allocation of Administration Costs	319,492	79,873	66,440	13,433	16.82%
<b>Expenses With Admin Allocations</b>	<b>\$ 1,223,351</b>	<b>\$ 305,838</b>	<b>\$ 200,259</b>	<b>\$ 105,579</b>	<b>34.52%</b>
<b>Net Operating Income (Loss)</b>	<b>\$ (1,223,351)</b>	<b>\$ (305,838)</b>	<b>\$ (200,259)</b>	<b>105,579</b>	<b>-34.52%</b>

<b>Summary of Local Support</b>				
<b>County</b>	\$ 737,473	\$ 184,368	\$ 184,368	\$ 0
<b>City</b>	405,896	101,474	101,474	\$ -
<b>Uva</b>	79,982	19,996	79,982	(59,987)
	<b>\$ 1,223,351</b>	<b>\$ 305,838</b>	<b>\$ 365,824</b>	<b>\$ (59,986)</b>

Rivanna Solid Waste Authority  
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Ivy Transfer Station

Revenues

MSW / Construction Debris	\$ 2,484,000	\$ 621,000	\$ 952,352	\$ 331,352	53.36%
Compostable Material	-	-	-	-	
Service Charges / other revenues	103,000	25,750	29,060	3,310	12.85%
Total Operations Revenues	\$ 2,587,000	\$ 646,750	\$ 981,412	\$ 334,662	51.75%

Expenses

Personnel Cost	\$ 753,673	\$ 188,418	\$ 196,963	\$ (8,545)	-4.53%
Professional Services	-	-	-	-	
Other Services and Charges	48,000	12,000	13,709	(1,709)	-14.24%
Communications	1,600	400	607	(207)	-51.79%
Information Technology	55,000	13,750	600	13,150	95.64%
Vehicles and Equip. Maintenance	110,000	27,500	32,298	(4,798)	-17.45%
Supplies	7,000	1,750	6,556	(4,806)	-274.62%
Operations and Maintenance	2,514,150	628,538	938,303	(309,766)	-49.28%
Environmental Remediations	3,500	875	-	875	100.00%
Equipment Replacement	105,000	26,250	25,000	1,250	4.76%
Total Operations Expenses	\$ 3,597,923	\$ 899,481	\$ 1,214,037	\$ (314,556)	-34.97%
Allocation of Administration Costs	266,243	66,561	55,367	11,194	16.82%
Expenses With Admin Allocations	\$ 3,864,166	\$ 966,041	\$ 1,269,403	\$ (303,362)	-31.40%

Net Operating Income (Loss)	\$ (1,277,166)	\$ (319,291)	\$ (287,991)	31,300	-9.80%
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Summary of Local Support					
County	\$ 1,277,166	\$ 319,291	\$ 319,291	\$ -	
City	-	-	-	-	
	\$ 1,277,166	\$ 319,291	\$ 319,291	\$ -	

Estimated True-up \$ 31,300

Rivanna Solid Waste Authority  
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County Convenience Centers

FY 2024			Variance \$	Variance %
Budget FY 2024	Budget YTD	Actual YTD		

Revenues

Material Sales	\$ 60,000	\$ 15,000	\$ 5,978	\$ (9,022)	-60.15%
Total Operations Revenues	\$ 60,000	\$ 15,000	\$ 5,978	\$ (9,022)	-60.15%

Expenses

Personnel Cost	\$ 478,206	\$ 119,552	\$ 128,721	\$ (9,169)	-7.67%
Professional Services	-	-	-	-	
Other Services and Charges	16,300	4,075	3,352	723	17.75%
Communications	6,200	1,550	405	1,145	73.89%
Information Technology	-	-	-	-	
Vehicles and Equip. Maintenance	155,000	38,750	10,051	28,699	74.06%
Supplies	-	-	-	-	
Operations and Maintenance	10,000	2,500	22,711	(20,211)	-808.45%
Environmental Remediations	-	-	-	-	
Equipment Replacement	65,000	16,250	16,250	(0)	0.00%
Total Operations Expenses	\$ 730,706	\$ 182,677	\$ 181,490	\$ 1,187	0.65%
Allocation of Administration Costs	-	-	-	-	
Expenses With Admin Allocations	\$ 730,706	\$ 182,677	\$ 181,490	\$ 1,187	0.65%
Net Operating Income (Loss)	\$ (670,706)	\$ (167,677)	\$ (175,512)	(7,836)	4.67%

Summary of Local Support				
County	\$ 670,706	\$ 167,677	\$ 167,677	\$ -
	\$ 670,706	\$ 167,677	\$ 167,677	\$ -

Estimated True-up \$ (7,836)

**Rivanna Solid Waste Authority  
Fiscal Year 2024 - September 2023  
Revenue and Expense Summary Report**

FY 2024				
Budget FY 2024	Budget YTD	Actual YTD	Variance \$	Variance %

## Recycling

### McIntire & Paper Sort

## Revenues

Material Sales & other revenues	\$ 250,000	\$ 62,500	\$ 14,622	\$ (47,878)	-76.61%
Grants	35,000	8,750	-	(8,750)	-100.00%

**Total Operations Revenues**

\$ 285,000	\$ 71,250	\$ 14,622	\$ (56,628)	-79.48%
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## Expenses

Personnel Cost	\$ 342,575	\$ 85,644	\$ 87,841	\$ (2,197)	-2.57%
Professional Services	-	-	-	-	
Other Services and Charges	53,100	13,275	11,628	1,647	12.41%
Communications	3,400	850	682	168	19.73%
Information Technology	-	-	-	-	0.00%
Vehicles and Equip. Maintenance	106,000	26,500	17,663	8,837	33.35%
Supplies	1,050	263	895	(633)	-240.95%
Operations and Maintenance	93,000	23,250	11,252	11,998	51.60%
Environmental Remediations	-	-	-	-	0.00%
Equipment Replacement	100,000	25,000	25,000	0	0.00%

**Total Operations Expenses**

\$ 699,125	\$ 174,781	\$ 154,961	\$ 19,820	11.34%
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## Allocation of Administration Costs

212,994	53,249	44,293	8,955	16.82%
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### ***Expenses With Admin Allocations***

\$	912,119	\$	228,030	\$	199,255	\$	28,775	12.62%
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### Net Operating Income (Loss)

\$ (627,119)	\$ (156,780)	\$ (184,633)	(27,853)	17.77%
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Summary of Local Support				
County	\$ 438,983	\$ 109,746	\$ 109,746	\$ -
City	188,136	47,034	47,034	-
	<b>\$ 627,119</b>	<b>\$ 156,780</b>	<b>\$ 156,780</b>	<b>\$ -</b>

### Estimated True-up - County

\$ (19,497)

Estimated True-up - City

\$ (8,356)

Rivanna Solid Waste Authority  
Fiscal Year 2024 - September 2023  
Revenue and Expense Summary Report

Administration

Revenues

Administration

Revenues

Interest revenues	\$	65,000	\$	16,250	\$	38,522	\$	22,272	137.06%
Late Fees		15,000		3,750		5,601		1,851	49.36%
Total Operations Revenues	\$	80,000	\$	20,000	\$	44,123	\$	24,123	120.62%

Expenses

Personnel Cost	\$	186,572	\$	46,643	\$	53,051	\$	(6,408)	-13.74%
Professional Services		105,000		26,250		1,575		24,676	94.00%
Other Services and Charges		838,700		209,675		209,870		(195)	-0.09%
Communications		5,700		1,425		904		521	36.53%
Information Technology		8,000		2,000		40		1,960	98.01%
Vehicles and Equip. Maintenance		-		-		-		-	
Supplies		1,000		250		150		100	40.00%
Operations and Maintenance		-		-		-		-	
Environmental Remediations		-		-		-		-	
Equipment Replacement		-		-		-		-	
Subtotal Before Allocations	\$	1,144,972	\$	286,243	\$	265,589	\$	20,654	7.22%
Net Operating Income (Loss)	\$	(1,064,972)	\$	(266,243)	\$	(221,466)		44,777	-16.82%

Allocation to Cost Centers (per agreement)

	Allocation %					
Ivy Operations	25%	\$ 266,243	\$ 66,561	\$ 55,367	\$ 11,194	-79.20%
Ivy Environmental	30%	319,492	79,873	66,440	13,433	-79.20%
Ivy Transfer	25%	266,243	66,561	55,367	11,194	-79.20%
County Convenience Centers	0%	-	-	-	-	
Recycling	20%	212,994	53,249	44,293	8,955	-79.20%
Total Allocation to Cost Centers	100%	\$ 1,064,972	\$ 266,243	\$ 221,466	\$ 44,777	-79.20%



October 1-31, 2023

Days of

Operation: 26

Operation: 26		MSW collected at Transfer Station (tons)						Non-MSW
	Vehicles	Count	Citizen-Can	Construction	Domestic	MSW Total	Total Tons	
10/01/23	Sunday					-		
10/02/23	Monday	294	306	1.08	110.37	218.48	329.93	339.72
10/03/23	Tuesday	262	249	0.51	94.49	116.43	211.43	582.20
10/04/23	Wednesday	253	263	0.43	165.55	155.71	321.69	192.22
10/05/23	Thursday	237	238	0.94	94.80	162.04	257.78	228.05
10/06/23	Friday	272	259	0.45	103.64	165.51	269.60	448.22
10/07/23	Saturday	237	288	0.88	43.52	30.79	75.19	25.69
10/08/23	Sunday					-		
10/09/23	Monday	269	270	1.12	99.51	245.04	345.67	246.15
10/10/23	Tuesday	227	236	0.42	88.35	134.81	223.58	292.91
10/11/23	Wednesday	216	235	0.42	112.47	148.67	261.56	301.79
10/12/23	Thursday	257	275	0.91	102.00	165.51	268.42	415.02
10/13/23	Friday	298	373	0.69	141.50	127.13	269.32	447.22
10/14/23	Saturday	188	209	0.66	26.35	58.92	85.93	11.59
10/15/23	Sunday					-		
10/16/23	Monday	269	286	0.83	87.41	214.68	302.92	340.89
10/17/23	Tuesday	249	319	0.65	78.03	100.45	179.13	338.71
10/18/23	Wednesday	245	264	0.30	98.36	127.75	226.41	420.83
10/19/23	Thursday	293	310	0.91	83.29	133.74	217.94	917.27
10/20/23	Friday	193	207	0.41	83.15	100.90	184.46	332.65
10/21/23	Saturday	222	342	0.60	7.66	56.02	64.28	37.87
10/22/23	Sunday					-		
10/23/23	Monday	241	235	1.40	63.94	211.32	276.66	198.51
10/24/23	Tuesday	261	315	0.49	90.00	147.89	238.38	517.17
10/25/23	Wednesday	201	238	0.48	53.44	132.40	186.32	303.26
10/26/23	Thursday	233	254	1.03	83.75	148.76	233.54	306.78
10/27/23	Friday	256	332	0.36	121.21	110.14	231.71	189.37
10/28/23	Saturday	256	317	0.74	20.29	36.40	57.43	17.85
10/29/23	Sunday					-		
10/30/23	Monday	298	348	1.20	88.29	269.11	358.60	242.16
10/31/23	Tuesday	261	533	0.40	78.46	148.92	227.78	306.98
Total		6,488	7,501	18.31	2,219.83	3,667.52	5,905.66	8,001.08
Average		250	289	0.70	85.38	141.06	227.14	307.73
Median		255	273	0.66	88.32	141.35	232.63	305.02
Maximum		298	533	1.40	165.55	269.11	358.60	917.27
Minimum		188	207	0.30	7.66	30.79	57.43	11.59

#### 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

September 1-30, 2023

Days of

Operation: 25

Operation: 25		MSW collected at Transfer Station (tons)						Non-MSW
		Vehicles	Count	Citizen-Can	Construction	Domestic	MSW Total	Total Tons
09/01/23	Friday	367	378	0.64	111.70	107.79	220.13	964.85
09/02/23	Saturday	336	367	0.78	22.21	84.21	107.20	59.63
09/03/23	Sunday						-	
09/04/23	Monday						-	
09/05/23	Tuesday	342	412	2.09	78.60	207.38	288.07	579.54
09/06/23	Wednesday	275	305	0.30	127.99	162.33	290.62	402.84
09/07/23	Thursday	233	265	0.95	101.75	135.41	238.11	204.64
09/08/23	Friday	250	278	0.68	89.30	103.73	193.71	233.36
09/09/23	Saturday	240	248	0.90	14.65	77.71	93.26	39.74
09/10/23	Sunday						-	
09/11/23	Monday	256	280	1.24	102.80	229.33	333.37	397.32
09/12/23	Tuesday	272	283	0.50	40.53	100.40	141.43	690.71
09/13/23	Wednesday	254	285	0.25	87.71	181.45	269.41	563.62
09/14/23	Thursday	249	247	1.11	48.77	143.94	193.82	607.55
09/15/23	Friday	225	247	0.33	56.79	130.40	187.52	184.45
09/16/23	Saturday	249	267	0.68	25.50	77.10	103.28	34.40
09/17/23	Sunday						-	
09/18/23	Monday	273	347	0.94	78.47	216.70	296.11	497.03
09/19/23	Tuesday	328	421	0.51	74.20	121.13	195.84	1,186.21
09/20/23	Wednesday	317	339	0.28	77.84	130.02	208.14	1,551.63
09/21/23	Thursday	377	372	0.78	95.63	138.70	235.11	1,590.84
09/22/23	Friday	375	412	0.71	117.31	140.10	258.12	1,284.75
09/23/23	Saturday	138	144	0.37	5.60	46.32	52.29	5.26
09/24/23	Sunday						-	
09/25/23	Monday	265	291	1.07	118.05	176.58	295.70	272.20
09/26/23	Tuesday	281	283	0.32	65.42	150.76	216.50	703.90
09/27/23	Wednesday	240	276	0.42	77.74	145.20	223.36	518.95
09/28/23	Thursday	280	303	0.89	48.87	196.51	246.27	715.08
09/29/23	Friday	286	283	0.34	72.40	141.46	214.20	550.48
09/30/23	Saturday	279	336	0.71	32.26	57.76	90.73	38.17
Total		6,987	7,669	17.79	1,772.09	3,402.42	5,192.30	13,877.15
Average		279	307	0.71	70.88	136.10	207.69	555.09
Median		273	285	0.68	77.74	138.70	216.50	518.95
Maximum		377	421	2.09	127.99	229.33	333.37	1,590.84
Minimum		138	144	0.25	5.60	46.32	52.29	5.26

#### 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)

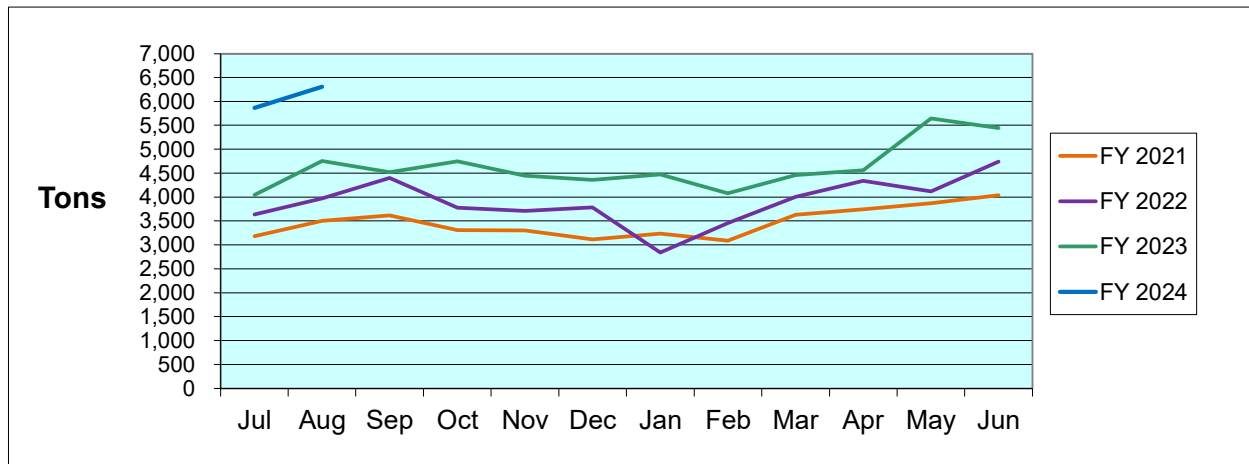
**Domestic:** Business/residential general or household waste

**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  
Ivy MSW Transfer Tonnages  
FY 2021 - 2024





## 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 14, 2023**

### **Ivy Material Utilization Center (IMUC) : DEQ Permit 132: 450 tons/day MSW limit**

#### **September 2023**

- **6,987 vehicles crossed the scales**
- The IMUC transfer station operated for 25 days and received a total of 5,192.30 tons of municipal solid waste (MSW), an average of 207.69 tons per day of operation. The monthly transfer station tonnage figures are attached to this report.
- 13,877.15 tons of non-MSW materials were received
- 15,395.16 tons were received as a combined total tonnage (MSW + non-MSW)

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

#### **Saturday, September 16, 2023: *E-Waste***

A total of 364 vehicles participated, including 300 from the County and 64 from the City.

#### **Thursday, September 21, Friday, September 22, and Saturday, September 23, 2023: *Special Collections***

The Conditionally Exempt Small Quantity Generator (CESQG) Special Collection for business hazardous waste was held on Thursday, September 21, 2023. CESQG collection program is a pre-registration, fee-based program with sign-up information and instructions on the Rivanna.org website. 10 customers participated.

Household Hazardous Waste Day was a two-day event this Fall. Hours were from 9am-2pm on both Friday, September 22 and Saturday, September 23, 2023. Wait times on both days this spring were less than 5 minutes. The total customer count for the two-day event was 752 City/County residents. Friday: the split was 301 County, and 73 City. Saturday: the split was 280 County and 80 City. 18 Nelson County residents participated.

**Saturday, September 30, 2023: *Furniture / Mattresses***

A total of 179 vehicles participated, including 147 from the County and 32 from the City. 18,120 lbs. of furniture and mattresses were collected from the county. 3,980 lbs. of furniture and mattresses were collected from the City.

**Saturday, October 7, 2023: *Appliances***

A total of 222 vehicles participated, including 190 from the County and 32 from the City. 26,220 lbs. of appliances and 196 freon units were collected from the County. 4,620 lbs. of appliances and 30 freon units were collected from the City.

**Saturday, October 14, 2023: *Tires***

A total of 140 vehicles participated, including 121 from the County and 19 from the City. Total tonnage of tires will be reported when the trucking to the end user has been completed.

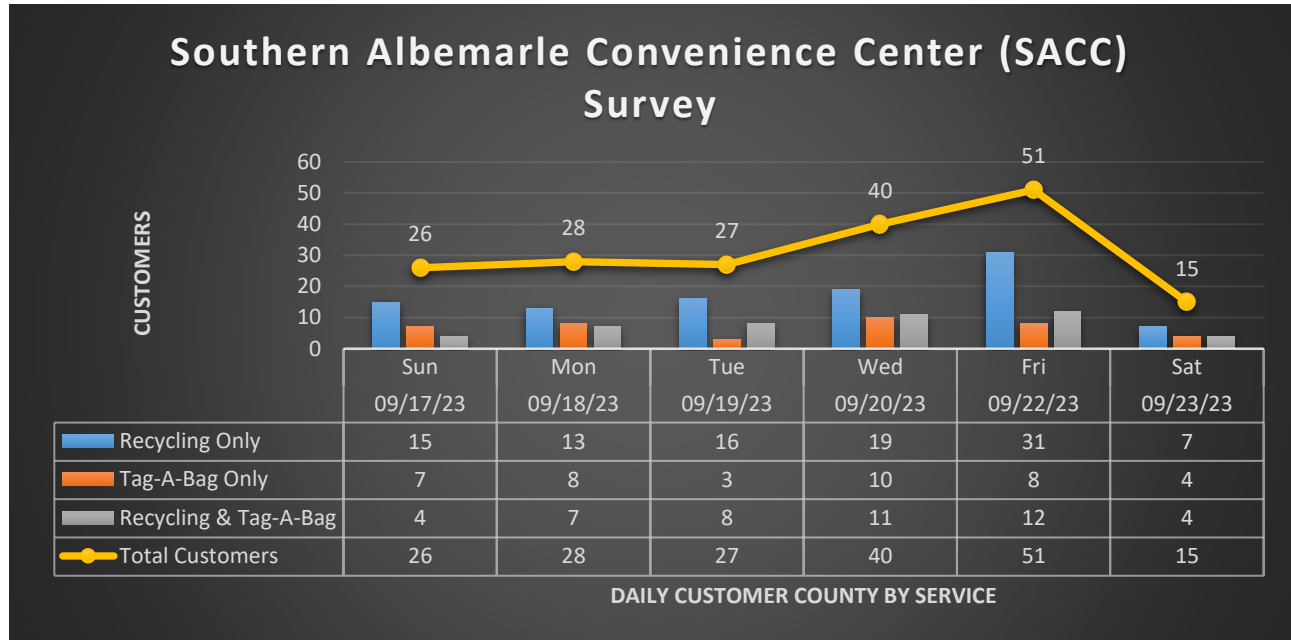
**Outreach and Communications**

Solid Waste staff have completed the following Outreach and Communication activities since the last Board Report:

- 9/20 – Oyster Shell Bagging event with S&P Global volunteers
- 9/27 – Recycling Presentation to Covenant School STEAM class
- 9/30 – Staffed Recycling Table at the Simpson Park Community Festival
- 10/23 – Murray Elementary School Tour of Ivy Convenience Center and Transfer Station
- 11/2 – Interview with NBC29 regarding Great Pumpkin Smash
- 11/9 – S&P Global volunteers to complete Oyster Shell Bagging

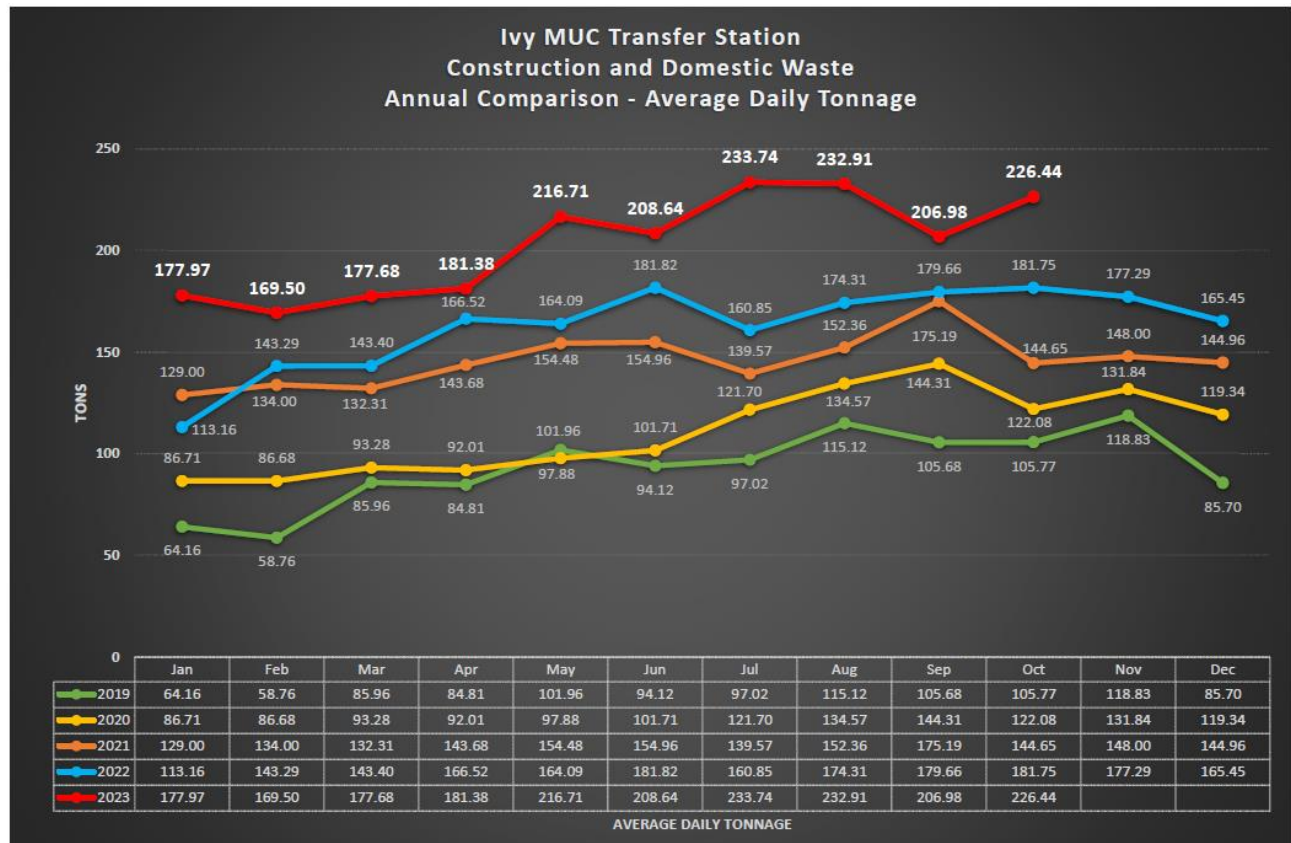
**Southern Albemarle Convenience Center**

The Southern Albemarle Convenience Center opened to the public on June 23, 2023. As mentioned in the September board meeting, a survey was conducted the week of September 17-22. The results of the survey showed an average of 31 customers per day. The attached graph indicates the daily customer count.



### Transfer Station Update

We are generally receiving about 25% more waste each day than last year. Our average daily tonnages are generally following seasonal trends, as shown in the following figure.





## MEMORANDUM

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

**FROM: BETSY NEMETH, DIRECTOR OF ADMINISTRATION AND COMMUNICATIONS**

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

**SUBJECT: ADMINISTRATION AND COMMUNICATIONS REPORT**

**DATE: NOVEMBER 14, 2023**

### Safety

RSWA received a safety award plaque from the Virginia Risk Sharing Association (VRSA) in recognition of our reduction of losses because of our focus on Risk Management and our strong Safety Program.

### Human Resources

We hosted our annual Employee Appreciation event and presented several of our team members with service awards:

Ellen Knight, Scale Operator – 15 years  
Russ Blankenstein, Assistant Solid Waste Manager – 5 years  
Robert Wood, Heavy Equipment Operator – 5 years  
Erik Dahowski, Ivy Operator/Attendant – 5 years

We also hosted our annual flu vaccine clinic for our team at the Ivy MUC on September 28, 2023.

### Community Outreach

We had a great time hosting the kindergarten classes from Virginia Murray Elementary School at the Ivy MUC on October 24, 2023. They learned about recycling and the Ivy Transfer Station.

We hosted the Great Pumpkin Smash at the McIntire Recycling Center from October 31 through November 7, 2023. The public was invited to come and smash their pumpkins after Halloween. The smashed pumpkins are composted after the event.

We were happy to have S&P Global come back to the Ivy MUC to do more oyster shell bagging on November 9, 2023. They volunteered for the United Way Day of Caring and bagged 311 bags in September. We had shells left over, so they came back to bag those as well!



## Board Meeting Schedule

Listed below are the proposed RSWA Board of Directors meeting dates for calendar year 2024:

Tuesday, January 23, 2024

Tuesday, March 26, 2024

Tuesday, May 28, 2024

Tuesday, July 23, 2024

Tuesday, September 24, 2024

Tuesday, November 19, 2024\*

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

RSWA meetings will start at 2:00 p.m. and be held in the large conference room on the second floor of the Moores Creek Wastewater Treatment Plant Administration Building, 695 Moores Creek Lane, Charlottesville, VA.

While the meetings may be viewed virtually, persons wishing to speak during the "Items From the Public" period must be present at the meeting. Written comments received before the meeting will be presented by staff during this period. Video recordings of the meeting will continue to be posted to our website.





## MEMORANDUM

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

**FROM: BETSY NEMETH, DIRECTOR OF ADMINISTRATION & COMMUNICATIONS**

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

**SUBJECT: APPROVAL OF THE RIVANNA SOLID WASTE AUTHORITY HOLIDAY SCHEDULE FOR CALENDAR YEAR 2024**

**DATE: NOVEMBER 14, 2023**

This memo is to propose a schedule for 13.5 paid holidays to be observed during calendar year 2024, as indicated by the attachment.

This schedule has been determined in accordance with our Personnel Management Plan, Holiday Leave Policy. In addition to the 12.5 observed holidays listed in our Personnel Management Plan, this schedule includes Friday, July 5, 2024.

The Rivanna Solid Waste Authority facilities, including the Ivy MUC, the Meade Avenue Paper Sort Facility, the McIntire Recycling Center, and the Southern Albemarle Convenience Center, will be closed to the public on the following six holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Staff will receive additional compensation for work performed to keep our facilities open to the public on the remaining 7.5 holidays.

### **Board Action Requested**

Approval of the attached Holiday Schedule for Calendar Year 2024.



## **2024 Holiday Schedule**

**New Year's Day – Monday, January 1<sup>st</sup>**

**Martin Luther King, Jr Day (Floating) – Monday, January 15<sup>th</sup>**

**President's Day (Floating) – Monday, February 19<sup>th</sup>**

**Memorial Day – Monday, May 27<sup>th</sup>**

**Juneteenth (Floating) – Wednesday, June 19<sup>th</sup>**

**Independence Day – Thursday & Friday, July 4<sup>th</sup> & 5<sup>th</sup>**

**Labor Day – Monday, September 2<sup>nd</sup>**

**Veteran's Day (Floating) – Monday, November 11<sup>th</sup>**

**1/2 Day Before Thanksgiving – Wednesday, November 27<sup>th</sup>**

**Thanksgiving Day – Thursday, November 28<sup>th</sup>**

**Day After Thanksgiving – Friday, November 29<sup>th</sup>**

**Christmas Eve – Tuesday, December 24<sup>th</sup>**

**Christmas Day – Wednesday, December 25<sup>th</sup>**

**MEMORANDUM**

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

**FROM: PHILLIP MCKALIPS, DIRECTOR OF SOLID WASTE**

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

**SUBJECT: APPROVAL OF ENGINEERING SERVICES  
NORTHERN CONVENIENCE CENTER – TRC COMPANIES**

**DATE: NOVEMBER 14, 2023**

This request is to authorize the Executive Director to execute a Work Authorization with TRC Companies totaling \$189,900 to provide preliminary design, final design and construction administration services to complete the Northern Convenience Center (NCC) project to be located in northern Albemarle County. If approved and funded by Albemarle County, construction of the facility will be completed between May 2025 and October 2026, with a total estimated project cost of \$2.17 million.

**Background**

This project is to construct a convenience center on property owned by Albemarle County located on the north side of Rio Mills Road near Berkmar Drive. The convenience center will serve residential customers for both recycling and refuse disposal services, as provided by the County at the Ivy MUC, McIntire Recycling Center, and Southern Albemarle Convenience Center (SACC). The NCC will be similar in size, construction, and functionality as the recently completed SACC.

RSWA entered into a term agreement with TRC on June 25, 2020, for Professional Landfill Engineering and Groundwater Services. Under this contract, TRC would provide Professional Engineering Services for the NCC project to include preliminary engineering, final design, permitting, bidding, construction administration and part-time field inspection services. Staff have negotiated a scope of work and a phased contract to include:

**Phase I: \$34,300**

- Topographic Survey
- Conceptual Planning
- Schematic Design to Confirm Options and Layouts.
- Exhibits for Meetings
- Special Use Permit Application

**Phase II: \$116,500**

- Geotechnical Investigation
- Environmental Services
- Regulatory Permitting

- Design of Construction Documents
- Bidding Assistance

Phase III: \$39,100

- Construction Management Services

Phase I of this project is scheduled to be completed during FY 24, and will be funded by the County's true-up fund balance (\$326,000) from FY 23. Upon approval and funding of the capital project by Albemarle County for FY 25, the consultant will be authorized to proceed with Phases II and III.

**Board Action Requested:**

Authorize the Executive Director to execute a Work Authorization totaling \$189,900 with TRC for professional engineering services to complete the Northern Convenience Center project, and any amendments needed to complete the tasks identified above, not to exceed 25% of the original contract amount, provided the resulting total cost is within the approved CIP budget.

## MEMORANDUM

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

**FROM: LONNIE WOOD, DIRECTOR OF FINANCE AND  
INFORMATION TECHNOLOGY**

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

**SUBJECT: ANNUAL COMPREHENSIVE FINANCIAL REPORT  
FISCAL YEAR ENDING JUNE 30, 2023**

**DATE: NOVEMBER 14, 2023**

The Authority's Annual Comprehensive Financial Report for the fiscal year ending June 30, 2023 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 for providing assistance during the audit.

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

### **Board Action Requested**

Accept the FY 2023 Annual Comprehensive Financial Report from Robinson, Farmer, Cox Associates.

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





# Baling Facility Update

Presented to RSWA Board of Directors by David Rhoades - Solid Waste Manager

November 14, 2023



# Background

- RSWA currently bales fiber and plastic recyclables at our Paper Sort Facility on Meade Avenue.
- Paper Sort facility is undersized and is on leased property with no long-term access agreements.
- In 2019 RSWA completed a Paper Sort Master Plan that evaluated options for modifying the existing facility or development of a new facility.
- In 2022, RSWA completed a Preliminary Engineering Report (PER) that refined a facility design, evaluated potential siting locations, and recommended a site at the Ivy MUC.

# Baling Facility

- PER developed a probable cost estimate (design and construction) \$6.4M and a location in the northeast part of the Ivy MUC property.
- Board authorized Executive Director to request City and County funding for the design/permitting/construction in their FY 2024 and 2025 budgets.
- RSWA, through Albemarle County, applied for an USEPA Solid Waste Infrastructure for Recycling Grant Program, but was unsuccessful.



# General Layout on Google Earth Image





## Current Design Layout

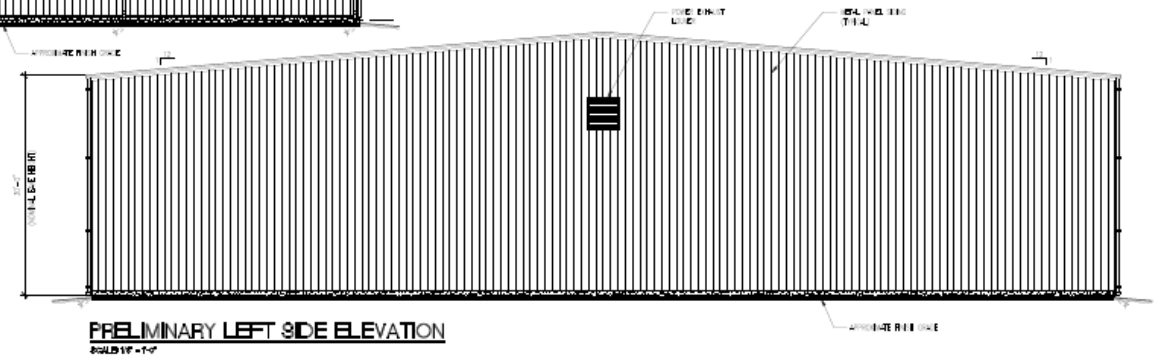
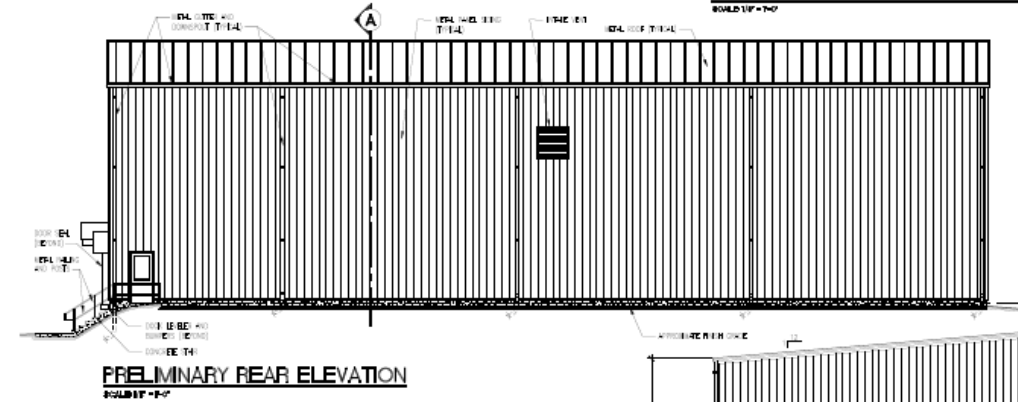
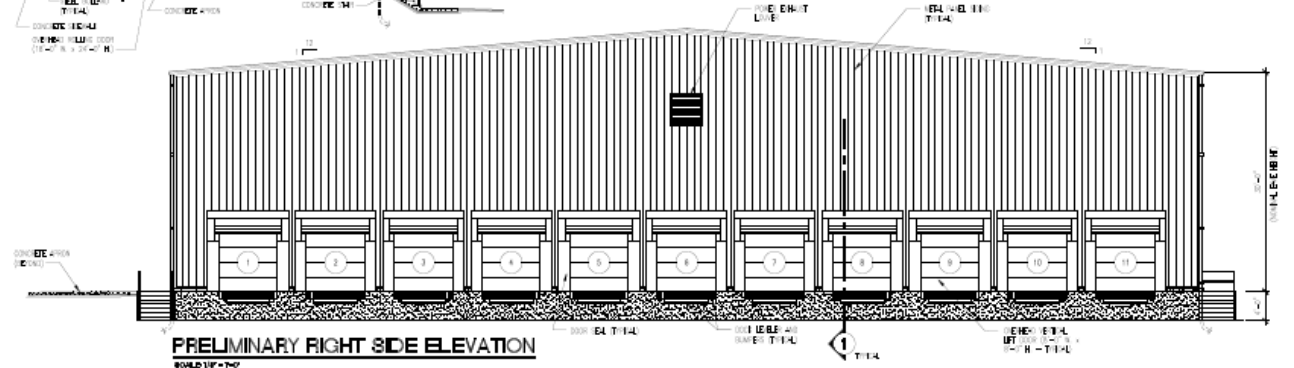
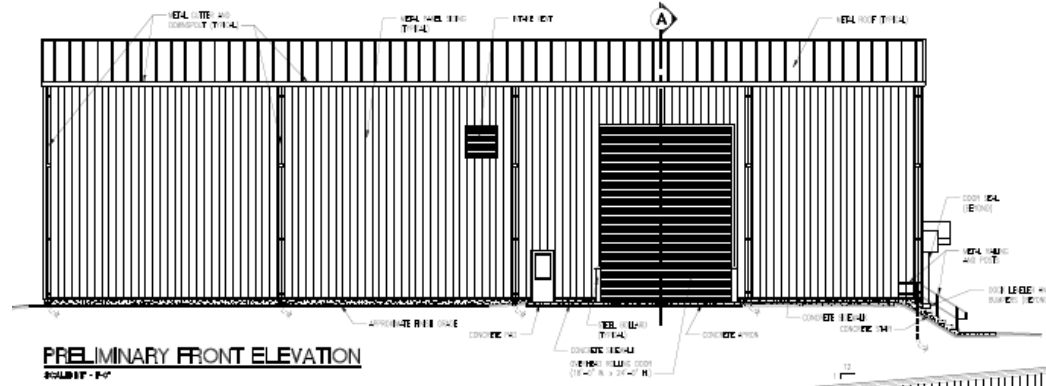




# Photos of Baling Facility Site from Cell 2 Unlined



# Preliminary Building Elevations



# Preliminary Floor Plan



# Project Schedule

- Currently completing the 30% design.
- Design and Permitting to be complete during 2<sup>nd</sup> Quarter 2024.
- Specialty equipment (baler, trailers) ordered November 2024 to July 2025. Note existing baler in Paper Sort will be relocated to the new Baling Facility.
- Bidding and Award completed by July 2024.
- Construction during FY 2025 with completion in third quarter 2025.
- Ready for use in November 2025.





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# Questions?





# *Paychex Payroll and Human Resources Information System*

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PRESENTED TO THE BOARDS OF DIRECTORS

BY: BETSY NEMETH, DIRECTOR OF ADMINISTRATION & COMMUNICATIONS

NOVEMBER 14, 2023



# *Human Resources Information Systems - PAYCHEX®*

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## **Purpose**

To enhance the Rivanna Authorities' employee experience while being more efficient and cost effective.

## **Why Paychex?**

- Customized payroll processing to our specifications.
- Online job postings to multiple recruiting websites.
- Electronic application system.
- Onboarding with I-9 E-Verify employment eligibility system.
- Learning Management System.



# *Paychex Payroll Changes*

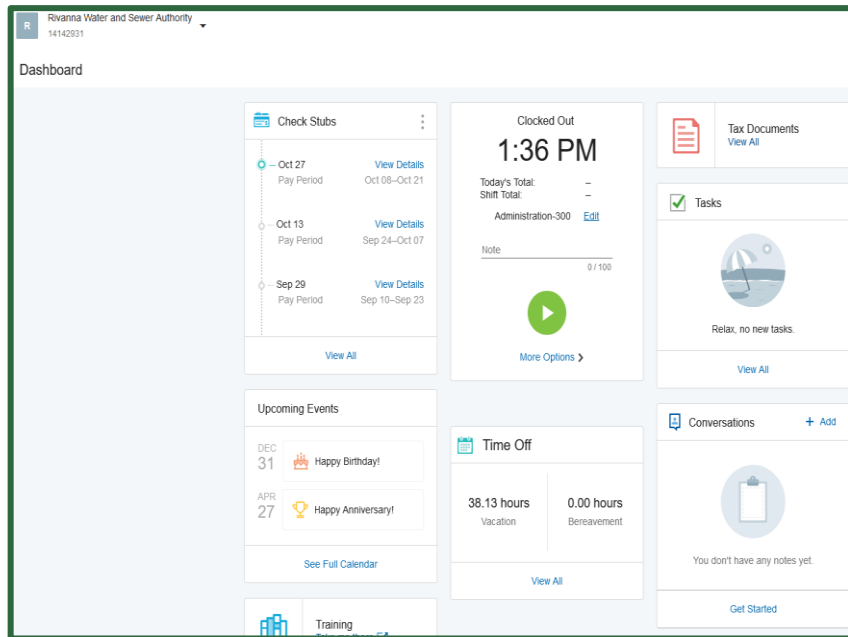
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- Time & Attendance system for timekeeping.
- Multiple ways to punch in and out: cell phone, computer, time clock.
- All pay stubs and tax forms available to employees electronically.
- State and federal employer payroll taxes filed by Paychex.
- Employees can make changes to their personal information.
- Employees can request leave time through the system.

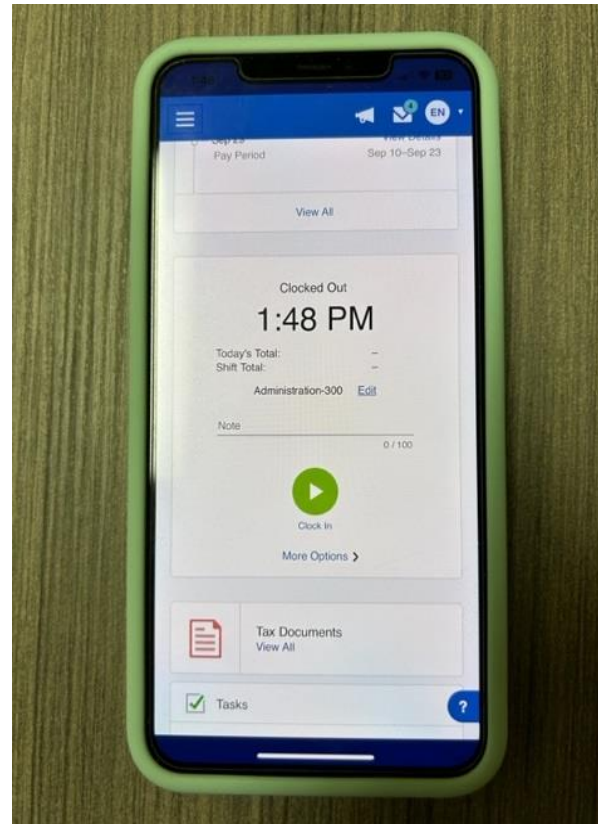


# Paychex Employee Dashboard

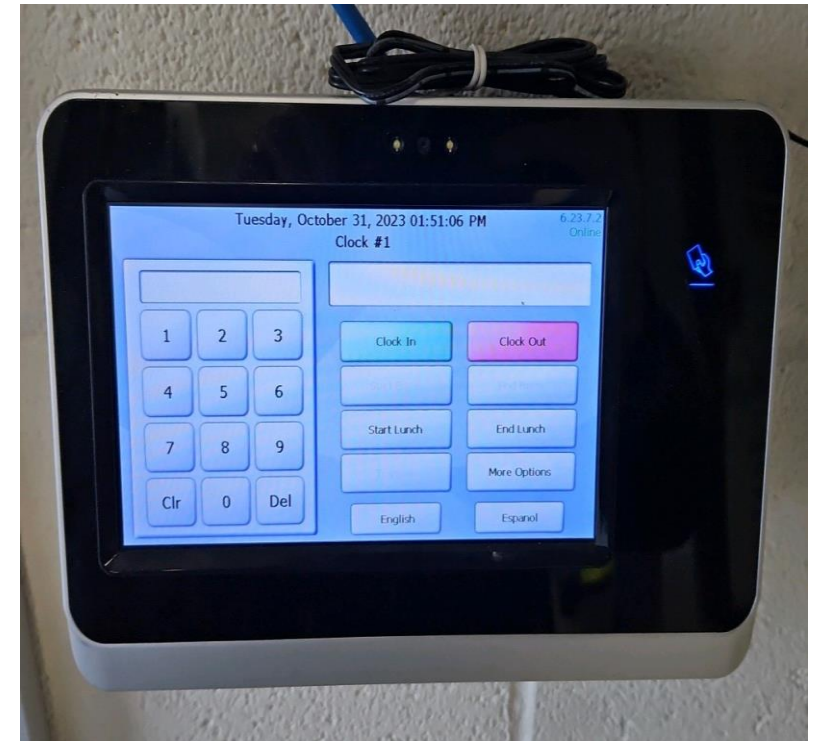
Computer



Cell Phone

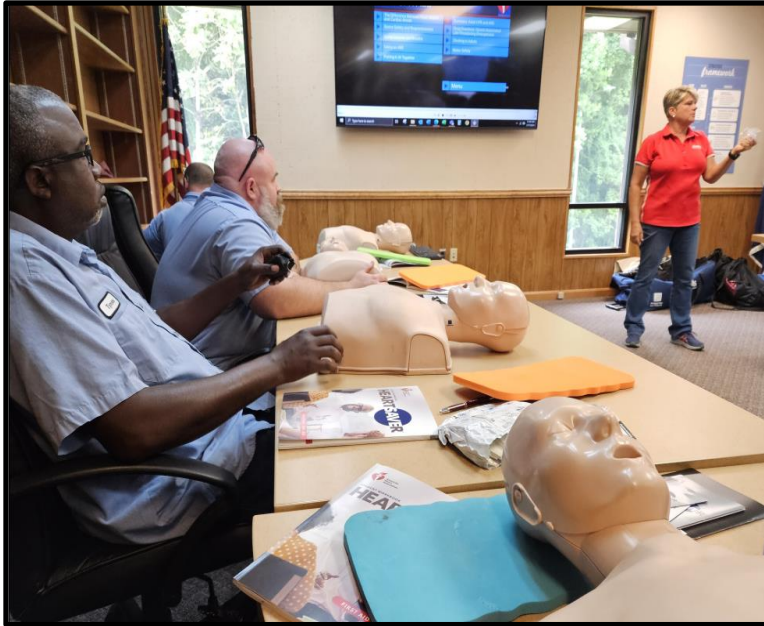


Ivy Time Clock



# *Paychex Application System*

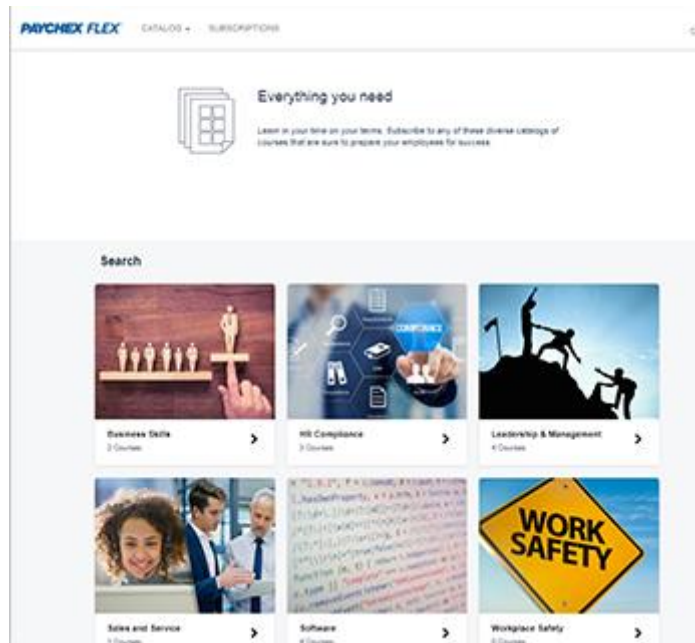
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- Automatic posting of jobs to numerous job boards and our website.
- Tracking of the entire hiring process electronically.
- Job description library.
- Job applications and questions can be designed by position.
- Onboarding email sent to candidates for completion of required documents.
- E-Verify for I-9 Employment Eligibility Form completion.



# Paychex Learning Management System



- Learning library with safety, human resources, information technology, and developmental courses.
- Ability to put together a learning journey for individual employees.
- Reporting available for training hours and individual employee training transcripts.
- Employees can add to their own training transcript.
- Capability to upload job specific training modules.
- Paychex can help us write training modules.

*Questions?*