RSWA BOARD OF DIRECTORS
Minutes of Regular Meeting
May 23, 2017

A regular meeting of the Rivanna Solid Waste Authority (RSWA) Board of Directors was held on Tuesday, May 23, 2017 at 2:00 p.m. in the 2nd floor conference room, Administration Building, 695 Moores Creek Lane, Charlottesville, Virginia.

Board Members Present: Mr. Mike Gaffney – Chair, presiding, Ms. Kathy Galvin, Mr. Maurice Jones, Mr. Paul Oberdorfer, Dr. Liz Palmer and Mr. Trevor Henry.

Board Members Absent: Mr. Doug Walker.

Staff Present: Mr. Mark Brownlee, Mr. Tim Castillo, Ms. Victoria Fort, Dr. Richard Gullick, Ms. Teri Kent, Mr. Bill Mawyer, Ms. Betsy Nemeth, Ms. Cindy Polaro, Ms. Jennifer Whitaker and Mr. Lonnie Wood.

Also Present: Mr. Kurt Krueger, RWSA counsel; members of the public; and media representatives.

1.0 Call to Order
A regular meeting of the RSWA Board of Directors was called to order by Mr. Gaffney on Tuesday, May 23, 2017 at 2:02 p.m., and he noted that a quorum was present.

2.0 Minutes of Previous Board Meeting
a) Minutes of the Regular Meeting of the Board on April 25, 2017

Mr. Gaffney asked if there were any changes or comments to the minutes. There were none provided.

Dr. Palmer moved to approve the minutes of April 25, 2017 as presented. Ms. Galvin seconded the motion, which passed 5-0. Mr. Jones had not yet arrived and was absent from the vote. Mr. Walker was absent from the meeting and the vote.

3.0 Recognition
There were no recognitions presented.

4.0 Executive Director’s Report
Mr. Mawyer reported that Rivanna continues to work on the new Ivy Transfer Station design, which was in review by the County, with a goal of advertising for bids in June and presentation of the project to the RWSA Board in August for construction contract award.
Mr. Mawyer stated that Mr. Brownlee and his staff at the landfill had another successful spring Household Hazardous Waste and Bulky Waste Amnesty Days event, with 734 vehicles coming through the HHW program, 10 businesses coming through the commercial program, and 30,000 pounds of furniture and mattresses collected in two days. Mr. Mawyer noted that Rivanna does not have tonnage figures yet, but for household appliances and tires, there were 153 vehicles coming through to bring an item or items.

Mr. Jones asked how this compared to previous years.

Mr. Brownlee responded that it was very comparable except for the tire day, which was the lightest he had ever seen.

Mr. Mawyer stated that staff would compile statistics from previous years and would present it to the Board at their June meeting.

Dr. Palmer asked if Rivanna had advertised the tire day any differently this time.

Ms. Kent responded that Rivanna had experimented with TV advertising in the previous year, but did not find any value in that, so the normal advertising venues were utilized.

Mr. Mawyer reported that staff had reported to the Board in April on a solar energy project being considered for the Ivy Landfill, and RSWA is moving forward with interviews with a few firms that had submitted proposals – with Mr. Henry and Mr. Oberdorfer helping on that committee. Mr. Mawyer noted that if RSWA decides there is a viable proposal, it will be presented to the Board in the near future, as early as June if possible.

Mr. Mawyer stated that Rivanna was also moving forward with a strategic plan, with a consultant being selected to assist in that effort and negotiations underway with two firms. He noted that Mr. Gaffney sat on the selection committee to help select the top two candidate firms, out of six that applied.

Mr. Jones asked if the strategic plan workshops were scheduled to be held in July, and what they would entail.

Mr. Mawyer responded that they could possibly begin in June, depending on how the process unfolds. He explained that he was not entirely sure yet what they would entail, as the different consultants had different approaches, but there would be workshops with the Rivanna Board, staff, and with both combined. Mr. Mawyer stated there would likely be some independent workshops, and there could be work session as part of a joint RSWA/RWSA Board meeting, if the Boards were so inclined, in an effort to streamline the process and promote efficiency. He stated that one consultant recommended that the Board was not with the staff at all of the meetings, so that people would feel free to express themselves, and then they would come together and meet jointly. Mr. Mawyer noted that he would need to work with Mr. Krueger on the public meeting requirements, given that there would be more than two Board members present.
Dr. Palmer commented that she would hate to think that this would be a barrier for them all getting together.

Mr. Mawyer responded that it wouldn’t, but Rivanna would need to advertise it as a public meeting, with minutes taken, and other requirements met.

Mr. Gaffney mentioned that one firm had suggested that the Board have a two-day retreat, and he told them that they did not have time for that, with the maximum being a half-day.

5.0 Items from the Public
There were no items from the public presented.

6.0 Responses to Public Comments – No Responses This Month
There were no responses to public comments from the April meeting.

7.0 Consent Agenda
a) Staff Report on Finance
b) Staff Report on Ivy Material Utilization Center/Recycling Operations Update
c) Staff Report on Ivy Landfill Environmental Status
d) Approval of Personnel and Personnel Manual Changes

Dr. Palmer moved to approve the Consent Agenda as presented. Mr. Jones seconded the motion, which passed 6-0. Mr. Walker was absent from the meeting and the vote.

8.0 Other Business

a) Proposed FY2017-2018 Operating Budget and Rate Schedule
Mr. Mawyer reported that staff had introduced this item to the Board in April and presented the details of the proposed budget, and today was an opportunity to have the public hearing and adopt the budget. He stated that the proposed solid waste budget had revenues of about $1.3 million and expenses at $2.6 million, with the difference funded by local support from the City and the County, as well as using cash reserves from the Authority. Mr. Mawyer noted this represented what is perceived to be a growing economy that would likely see more revenues and more expenses in the coming year, with the new compost program – funded by the University of Virginia – adding to both sides. Mr. Mawyer reported that on April 30 and May 7, staff had advertised the proposed rates for FY2017-2018 tipping fees, of which none had increased, with no public comments received on the rates.

Mr. Henry asked if the CIP seemed to be frontloaded to 2018, with a few expenses in 2019 and 2022, and he wondered how Rivanna projects came into the CIP – as he was more familiar with Albemarle County’s process.

Mr. Mawyer responded that RWSA only had one solid waste project – the transfer station.

Mr. Henry stated that he was thinking of work pending over the next five years as part of a master planning effort.
Mr. Mawyer explained that Rivanna does planning in the fall prior to the upcoming budget year, so Mr. Brownlee or the engineering department would bring projects forward, such as a regulatory issue requiring new measures due to permitting issues. He noted that this was the case with the transfer station, as it no longer met requirements and had to be modified. Mr. Mawyer stated that Rivanna started that planning process in the summer and fall, with the CIP budget presented to the Board in February or March.

Mr. Henry asked if the timing for next year reflected the strategic plan work and anything coming out of that process this fall.

Mr. Mawyer responded that Rivanna tries to follow that timeline in the process, as the strategic plan was proposed to last six months, and Rivanna would also take into account what the consultant recommended. He stated that the hope is that it would dovetail into the process, with part of the strategy being to get the strategic plan done before the CIP is finalized and brought to the Board. Mr. Mawyer added that if the strategic planning stretches into May and June, it would be a bit late for the CIP, but staff would know what the strategic plan was envisioning – so it could be integrated as much as possible into the CIP.

Mr. Gaffney asked if the remediation that’s already planned out would not require CIP funding, providing there are no glitches.

Mr. Mawyer confirmed this, stating that Rivanna continues to monitor it with air and groundwater monitoring, and there are funds in the budget for the environmental program, so while there are expenses, there were no CIP projects required or planned at this time. He noted that there was $300K in the budget to replace the methane flare for the upcoming fiscal year.

b) Public Hearing and Adoption of FY2017-2018 Operating Budget and Rate Schedule

Mr. Gaffney opened the public hearing for adoption of the FY2018-2018 Operating Budget and Rate Schedule.

There being no speakers from the public, he closed the public hearing and asked for questions and comments from the Board prior to their vote. There were none.

Mr. Jones moved to adopt the RSWA FY2017-2018 Operating Budget as presented. Mr. Henry seconded the motion, which passed 6-0. Mr. Walker was absent from the meeting and the vote.

Mr. Jones moved to adopt the RSWA FY2017-2018 Rate Resolution. Ms. Galvin seconded the motion, which passed 6-0. Mr. Walker was absent from the meeting and the vote.

9.0 Other Items from Board/Staff not on Agenda
Dr. Palmer commented that two hours was not always long enough for a strategic planning process, and depending what the consultant suggest, she would be inclined to leave it open for something
like three hours or a half-day, but something less than two days. She stated that there were several items she wanted them to address in the strategic plan, and she did not want them to cut themselves short on time.

Ms. Galvin agreed.

Mr. Gaffney stated that there was a lot more than a couple hours, and he figured if he advocated for that, they would end up at a half-day.

Dr. Palmer mentioned that the Board had talked in April about expanding the hours at McIntire, and the Long-Range Solid Waste Planning Committee had been evaluating that possibility, with a recommendation coming forward to the Board of Supervisors. Dr. Palmer stated that the committee collected the information that Rivanna had, as well as information responding to Mr. Jones’ request, and their report was currently being reviewed by the County Attorney’s office, then would be released. She stated that she would like to send it to the RSWA Board and could be shared with City Council, with the Board of Supervisors considering – and hopefully approving it – it as part of their Consent Agenda on one of their June meetings. Dr. Palmer noted that Mr. Mawyer has indicated the hours could be extended as early as July, if the plan is approved.

Mr. Henry reported that Albemarle County Police and Martha Jefferson Hospital had teamed to do a pill takeback day on April 29, with a total of 1,084 pounds of material collected from 413 vehicles, 37 bags – and of that weight, 362 pounds were “sharps.” He stated that the Solid Waste Advisory Committee at the County was working with the police to try to increase the frequency of that process, which is currently semi-annual. Mr. Henry commented that this reflects the need to have this type of event out in the region.

Dr. Palmer asked if they had not done the event in 2016.

Mr. Henry responded that they may have skipped the event in the fall.

Dr. Palmer commented that there is a need in the community for this, when considering the difficulty in getting rid of controlled substances.

Ms. Galvin asked Mr. Jones to explain the relationship between the County and City police departments in this regard.

Mr. Jones responded that there were discussions currently underway between the two departments, and he would provide feedback as soon as he knew more.

Ms. Galvin asked if there had been longitudinal reporting or if this was the first time the tonnage had been measured.

Dr. Palmer responded that they had skipped it for at least last fall and as much as two years, but the police department has maintained those statistics.

Mr. Henry stated that he would find out whether it had been tracked.
Ms. Galvin noted that they could certainly track it in the future.

Mr. Henry stated that this report was in response to some questions that the Solid Waste Advisory Committee had asked the police. He noted there were grant programs available in some localities, with a lockbox where people could deposit pharmaceuticals at any time, and the Solid Waste Advisory Committee was trying to foster that approach but was getting a bit of pushback – so they were at least trying to see if they could increase the frequency of collections.

Dr. Palmer noted that the pushback was related to staffing and the necessary inventorying required for acceptance of controlled substances, so the police have stated that it’s easier to have a takeback day because they don’t have to inventory and can take it directly to the incinerator disposal site.

Ms. Galvin suggested that this was because they were law enforcement and didn’t have to inventory it.

Dr. Palmer responded that she wasn’t sure about specific state laws pertaining to this, but if the police were just picking it up and taking it to the incinerator, they did not have to log and inventory the material.

10.0 Adjournment

Dr. Palmer moved to adjourn the meeting. Ms. Galvin seconded the motion, which passed 6-0. Mr. Walker was absent from the meeting and the vote.

There being no further business, the RSWA Board adjourned their meeting at 2:22 p.m.