A regular meeting of the Rivanna Solid Waste Authority (RSWA) Board of Directors was held on Tuesday, April 25, 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 – presiding, Ms. Kathy Galvin, Mr. Trevor Henry, Mr. Maurice Jones, Mr. Paul Oberdorfer, Dr. Liz Palmer and Mr. Doug Walker.

**Board Members Absent:** None.

**Staff Present:** Mr. Mark Brownlee, Dr. Richard Gullick, Ms. Lauren Hildebrand, Ms. Teri Kent, Mr. Bill Mawyer – Rivanna Authorities Executive Director, Mr. Philip McKalips, Mr. Gary O’Connell, Ms. Jennifer Whitaker and Mr. Lonnie Wood.

**Also Present:** Mr. Kurt Krueger, RSWA Counsel, and members of the public.

### 1.0 Call to Order

A regular meeting of the RSWA Board of Directors was called to order by Mr. Gaffney on Tuesday, April 25, 2017 at 2:03 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 February 28, 2017

Dr. Palmer moved to approve the minutes of February 28, 2017 as presented. Ms. Galvin seconded the motion, which passed 7-0.

### 3.0 Recognition

There were no recognitions this month.

### 4.0 Executive Director’s Report

Mr. Mawyer reported that Rivanna was moving forward with the new Ivy Transfer Station and had submitted the final site plan to the County for review, expecting to solicit construction bids in June and receive responses in July, with a recommendation for award brought to the RSWA Board in August, as there is no July meeting. He stated that with that schedule, they should complete construction by the fall of 2018, in time to meet DEQ requirements.

Mr. Mawyer stated that the Household Hazardous Waste Amnesty Days program would begin the upcoming weekend, with the household hazardous waste and commercial waste on April 27 and 28.
Mr. Mawyer reported that Rivanna had received an interesting proposal from a company for a solar energy project at the Ivy MUC, and Rivanna has issued a request for proposals (RFP) to the market to indicate what it could offer. Mr. Mawyer explained that the company from Maryland that offered the original proposal indicated that it would build an array of solar cells in the closed landfill area of unlined cell #2, then generate electric power and sell it to Dominion Power. Rivanna would receive rent and/or electric credits. He stated that the RSWA has issued an RFP, with responses expected by May 11, to give all respondents an opportunity to submit ideas as to how to conduct a project like this. Mr. Mawyer said that Rivanna also notified all neighbors that there would be an RFP, and no calls from the public have been received.

Mr. Mawyer stated that the RSWA has also issued an RFP for a consultant to help with Rivanna’s strategic plan.

Mr. Trevor Henry asked if the solar RFP review was slated to happen in the mid-May timeframe, and offered to sit on the committee.

Mr. Mawyer responded that it would be mid-May, and noted that Rivanna had invited Mr. Henry and Mr. Oberdorfer to join the selection committee and review the proposals. He stated that the intent is to come up with a contract for the project, and the nexus of this is recent Virginia legislation requiring Dominion Power to diversify its portfolio of energy resources and support alternate energy projects.

Mr. Krueger noted that the initiative seems to be targeted toward relatively small solar producers.

Dr. Palmer asked Mr. Mawyer when they expected to start the strategic plan meetings.

Mr. Mawyer responded that it would be in the July/August/September timeframe, with an award expected for May or June – with a scope to be negotiated and input from the consultant as to how they would like to go through the process. He stated that at this point, it is expected to be a collaborative and iterative process including workshops with the staff and the Board, and the RFP is written for the project to be completed by January 2018.

Dr. Palmer asked if there were plans to have the staff and Board to participate in the workshops at the same time, noting that the Albemarle County Service Authority’s (ACSA) strategic planning process included sessions with the staff and Board separately, then all collectively – which she found to be extremely informative.

Mr. O’Connell, a member of the RWSA Board in attendance at the meeting, mentioned that there was also a community group involved in the ACSA process, which was helpful and served to educate people.

5.0 **Items from the Public**

Mr. John Martin of Free Union addressed the Board and asked how much land would be affected by the solar panels mentioned, and asked if there was anything in County regulations that could impact the project.
6.0 Responses to Public Comments
Mr. Mawyer responded to Mr. Martin’s question, stating that in general, the proposal submitted used approximately 12 acres of solar panels and would require a special use permit from Albemarle County to be approved – so it would have to go through the County’s process.

Dr. Palmer stated that the County is considering an ordinance that would make it easier to allow solar panels, although she wasn’t sure if the timing would work for this project.

Mr. Gaffney asked for the location of “Cell 2.”

Mr. Mawyer responded that in going through the front gate towards the scale house, Cell 2 straight ahead on the right, on the northeast portion of the property. He referenced a map that showed the location.

Mr. Gaffney asked if there would be an opportunity to do more cells in the future, since they were looking at small-scale, or if that would be considered large-scale.

Mr. Mawyer responded that they were not sure yet, but this offered an opportunity and they were interested in finding out if the market would support it.

Ms. Galvin commented that this is a great use of land that is currently somewhat wasted, and the City and County working together to get “SolSmart” designations and changing their respective zoning ordinances would make it easier to do this.

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) Deposit Account Authorization
e) Request for Easements by Dominion Virginia Power

Dr. Palmer moved to approve the Consent Agenda as presented. Mr. Jones seconded the motion, which passed 7-0.

8.0 Other Business
a) Introduction of the FY2017-2018 Operating Budget

Mr. Mawyer presented the RSWA operating budget for FY17-18, stating that the Authority consists of the Board of Directors and direct staff that manages solid waste programs at the Ivy MUC, McIntire, and the Meade Avenue Paper Sort facility – and there are nine full-time employees and one part-time employee. He stated that there are also support staff who work jointly for both Authorities, and about 25% of the cost is paid by RSWA.

Dr. Palmer asked Mr. Mawyer to review the staff cutbacks for the RSWA a few years earlier.
Mr. Lonnie Wood stated that in 2011 or 2012, there were four employee positions cut at Ivy and two other positions cut, and Rivanna also started closing Ivy on certain holidays that had previously been open. He said that they also started closing on Monday and changing hours of operation on other days to be a 40-hour week. Mr. Wood stated that at McIntire, RSWA closed Monday and Tuesday and cut hours back there to further reduce costs.

Dr. Palmer asked if the difference of the workload was primarily made up by cutting hours, or if other services were dropped.

Mr. Wood responded that some services were dropped: RSWA stopped offering bulk item crushing and daily paint disposal – although it has now reinstated daily paint disposal. He stated that RSWA also discontinued battery disposal.

Mr. Mark Brownlee stated that at McIntire and Ivy, Rivanna stopped taking batteries, Compact Fluorescent Lightbulbs (CFLs), and electronic waste.

Dr. Palmer asked if the idea was that it would take more staff to do those things.

Mr. Wood explained that it was a collective effort to cut costs, so while adding one or two services doesn’t create staff needs, reducing hours of operation eliminated overlap.

Mr. Henry noted that the 2010-2011 budget details the reductions.

Mr. Mawyer reported that over the last year, Rivanna successfully operated the food-waste-to-compost program at McIntire Recycling Center, completed the design of the new transfer station, improved household hazardous waste and bulky waste programs by making the paint a product that is collected every day – which reduced the enormous traffic on given HHW days. He stated that so far this year, RSWA has collected about 12,000 one-gallon paint cans through the paint collection program. Two tons of compostable material was sent out from the McIntire Recycling Center so far. Mr. Mawyer said that the RSWA has started the new compostable food waste pilot program at Ivy, which has already shipped about 150 tons of compostable materials from Ivy in January/February/March.

Mr. Mawyer stated that in FY2018 staff would work on the strategic plan as a joint Authorities project, get the construction of the new transfer station going and substantially finished while operating the Ivy MUC during the construction, and would possibly be working on the solar energy project.

Mr. Mawyer said that some highlights in the budget include increased revenues and expenditures resulting from a growing economy, as there is more municipal solid waste, construction debris, and recyclables. He noted that the new compost program is about a $140,000 budget item, and this will be the first full year of the expanded cardboard recycling program with UVA, whereby the University brings cardboard to the paper sort facility. Mr. Mawyer stated that Rivanna is not proposing any change in the tipping fees at Ivy, and there will be a decrease in City and County support for the programs – with the City’s decrease being about $63,500, and the County’s being...
He said that Rivanna is proposing to add a part-time wage-only paper sort employee and two part-time employees at the McIntire Recycling Center, with all three in lieu of current contract labor used. So this will likely save money and be a more dependable resource – with these programs moving forward and better able to be operated with internal staff. Mr. Mawyer added that Rivanna also proposes a 2% merit pool for permanent staff, as the RWSA is also proposing.

Mr. Mawyer stated that for FY18, the RSWA budget includes $2.6 million in expenses, with revenues projected at $1.3 million – so half of expenses are covered with revenues and the remaining half covered with local support from the County and City, as well as UVA’s contribution through the environmental remediation fund. He said that in addition, Rivanna will use $278,000 of reserves, which was a fund created a few years ago for environmental remediation but remains unspent and continues as a support fund for the environmental program. Mr. Mawyer stated that compared to last year, the RSWA has a 26% increase in revenue and 15% increase in expenses – but the $2.6 million is almost identical to the budget from last year, with a minor 0.14% increase.

Mr. Mawyer also noted the use of reserves and said that local support contributions were decreasing. He stated that the County supports operations at the Ivy MUC facility, recycling, and the environmental fees to manage the old cells, as well as doing groundwater and air monitoring – with the County contribution expected to be about $778,000, which is $125,900 less than last year. Mr. Mawyer said that the City supports recycling at the McIntire facility, as well as the environmental programs as the Ivy MUC, and that contribution would be about $178,000, which is $63,500 less than last year. He stated that RSWA was able to achieve this saving substantially because it has carried about $250,000 for several years to do bioremediation of the groundwater, whereby bacteria are injected in the ground so they will dilute or eliminate any of the products in the groundwater. Mr. Mawyer noted that Rivanna has not had to do that for several years, as the tests do not show that RSWA needs to do it. So it is not in the budget for the upcoming year although there may be a need for it in the future.

Dr. Palmer asked if the process was deemed to work well and if staff felt they would choose it again for remediation.

Mr. Phil McKalips responded that he thought so, stating that DEQ has held RSWA’s bioremediation program up around the state as an example of a successful program, and said that there were a lot of factors involved, but he probably would do it again.

Mr. Mawyer reported that other than local contributions, Rivanna gets its revenue from tipping fees at $189,000, transfer tipping fees at $660,000, approximately $222,000 in estimated recycling revenues, totaling $1.29 million on the revenue side. He said that RSWA projects almost $300,000 in expenses for Ivy operations for clean fill and non-MSW products accepted at Ivy; the transfer station is projected at $930,000; and recycling is $350,000. Mr. Mawyer noted that there is an administrative fee that the RWSA charges RSWA for staff that supports the Solid Waste Authority, and the environmental remediation program is an additional cost – for a total of all expenses for solid waste at $2.6 million. Mr. Mawyer presented the RSWA organizational chart, stating that he is proposing three additional part-time positions: two for McIntire and one for the Meade Avenue Paper Sort facility. He offered to answer questions.
Dr. Palmer noted that the County has a solid waste advisory committee that was making some recommendations to the Board of Supervisors, and at one of the committee’s recent meetings they asked Rivanna to get some numbers together to expand the hours at McIntire during daylight savings time and to keep it open on Mondays. She said that Rivanna provided estimated costs of approximately $20,000 per year to do that, and she proposed to the committee that she would draft a memo for the Board of Supervisors, which she proposed would also go to the RSWA Board and the City. Dr. Palmer commented that the committee feels that not having McIntire open more makes it difficult for some people to use it, and because there is no lighting there it cannot be used in the evenings.

Mr. Gaffney commented that adding Mondays and extended hours might be more than $20,000.

Dr. Palmer said that Rivanna staff had worked out that number.

Ms. Galvin stated that she had no problem getting the information, and the City’s constituents were always interested in getting more access. She asked Mr. Jones if the City had been involved with discussions about the committee, and whether there would be any benefit in that.

Mr. Jones responded that it would be helpful to have the memo from the committee to review, and then see the information from staff, and additionally it would be helpful to look at prior usage on Mondays before RSWA makes the change.

Ms. Galvin agreed, stating that she would also like to get a handle on the usage and how other localities are working their recycling facilities.

Dr. Palmer responded that all of them provide more than Charlottesville/Albemarle offered, but it was a good idea to get that information. She stated that County staff has contacted City staff to consider getting someone from staff to attend the solid waste committee meetings. She said that in the previous year, there was someone from City staff there who was a great help – but she got transferred into another department – and the reorganization may help with having someone go to the meetings. Dr. Palmer added that the City was doing some things that the County was not doing.

Ms. Galvin agreed that the memo was a good place to start in opening up the conversation.

Mr. Mawyer reported that the McIntire Recycling Center was open now from 8:30 a.m. to 5:30 p.m., Wednesday through Friday, Saturdays from 9:30 a.m. to 5:30 p.m., and Sundays from 12:30 p.m. to 5:30 p.m.; the facility was not open at all on Mondays and Tuesdays. He stated that one of the comments from the committee was that it would be great to have consistent hours and extended hours, and Mr. Brownlee had a survey done of the users who came to McIntire an what times they preferred – and 40% preferred longer afternoon hours, 30% preferred longer morning hours, and the remainder did not have an opinion. Mr. Mawyer stated that staff came up with one alternative of having the starting time 8:30 a.m. every day the facility is open – Wednesday through Sunday; 8:30 a.m. to 6:30 p.m. during daylight savings hours; and 8:30 a.m. to 5:30 p.m. in the winter hours. He said that this added about 10 hours per week, or about $10,000. Mr. Mawyer stated that a second option was to be open every day except for Tuesdays, from 8:30 a.m. to 6:30 p.m. during...
725 the summer and 8:30 a.m. to 5:30 p.m. in the winter, for a total of 60 additional hours per week
726 for a coast of about $20,000.
727
728 Mr. Gaffney stated that it would be good to find out if anyone is using it Sunday mornings, if they
729 were suddenly open on Sunday mornings.
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731 b) Adoption of Preliminary Rate Schedule
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733 Mr. Walker moved to approve the preliminary rate schedule for FY18 and to advertise it for
734 a public hearing in May. Mr. Jones seconded the motion, which passed 7-0.
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736 9.0 Other Items from Board/Staff Not on Agenda
737 Dr. Palmer stated that the deputy police chief for the County had recently met with the solid waste
738 committee regarding the police department’s drug and needle takeback program, done in partnership with Sentara – which would be done during the upcoming weekend at Martha Jefferson Hospital. She said that the committee was considering whether the program could be done more often, and at some point the County would reach out to the City to discuss it further. Dr. Palmer stated that she had contacted Lee Catlin at the County to put it on the County’s website, and it was probably also a good idea to get it on the City’s and Rivanna’s website.
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740 10.0 Adjournment
741 Mr. Jones moved to adjourn the meeting. Ms. Galvin seconded the motion, which passed 7-0.
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743 There being no further business, the RSWA Board adjourned their meeting at 2:33 p.m.