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**RSWA BOARD OF DIRECTORS**  
**Minutes of Regular Meeting**  
**August 23, 2016**

A regular meeting of the Rivanna Solid Waste Authority (RSWA) Board of Directors was held on Tuesday, August 23, 2016 at 2:00 p.m. in the 2<sup>nd</sup> floor conference room, Administration Building, 695 Moores Creek Lane, Charlottesville, Virginia.

**Board Members Present:** Mr. Tom Foley, Mr. Mike Gaffney – presiding, Ms. Kathy Galvin, Mr. Trevor Henry, Mr. Maurice Jones, Ms. Judith Mueller, and Dr. Liz Palmer.

**Board Members Absent:** None.

**Staff Present:** Mr. Mark Brownlee, Dr. Richard Gullick, Ms. Teri Kent, Mr. Philip McKalips, Mr. Doug March, Ms. Michelle Simpson, Mr. Scott Schiller, Ms. Andrea Terry, Ms. Jennifer Whitaker and Mr. Lonnie Wood.

**Also Present:** 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, August 23, 2016 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 June 28, 2016*

**Dr. Palmer moved to approve the minutes of June 28, 2016 as presented. Mr. Foley seconded the motion, which passed 7-0.**

**3.0 Recognition**

a) *Mr. Dollins – Retirement*

Mr. Gaffney read the following resolution into the record:

**Resolution of Appreciation for John Dollins**

WHEREAS, Mr. Dollins has served as a heavy equipment operator for the RSWA since January 1991, and prior to that served as a maintenance worker at the Ivy Landfill for the City of Charlottesville beginning in October 1983; and

43  
44 WHEREAS, over the same period, in excess of 32 years, Mr. Dollins has demonstrated a  
45 strong work ethic in his field and has been a valuable resource to the Authority and its employees  
46 and; and

47  
48 WHEREAS, Mr. Dollins' understanding of the Authority's operation and his dedication  
49 and loyalty to the Authority has positively impacted the Authority and its customers.

50  
51 NOW, THEREFORE BE IT RESOLVED, that the RSWA Board of Directors recognizes,  
52 thanks and commends Mr. Dollins for his distinguished service, efforts and achievements as an  
53 employee of the RSWA and presents this Resolution as a token of esteem, with its best wishes for  
54 his retirement.

55  
56 BE IT FURTHER RESOLVED that this Resolution be entered upon the permanent  
57 Minutes of the Rivanna Solid Waste Authority.

58  
59 **Ms. Mueller moved to approve the resolution as presented. Dr. Palmer seconded the motion,**  
60 **which passed 7-0.**

61  
62 *b) Staff License Attainment*

63  
64 Mr. Wood stated a desire to recognize our employees who have obtained licenses. Mr. Wood  
65 acknowledged Mr. Langhoff for volunteering to obtain his transfer station operator's license as it  
66 is not a requirement of his job. He stated that the Ivy site is required to have a licensed operator on  
67 site at all times, which both the manager and assistant manager are required to have, and Mr.  
68 Langhoff recognized that at times they were not always able to be present.

69  
70 Mr. Gaffney commented that the Board is duly impressed and appreciative.

71  
72 **4.0 Executive Director's Report**

73  
74 There was no report this month.

75  
76 **5.0 Items from the Public**

77  
78 There were no items from the public.

79  
80 **6.0 Responses to Public Comments – No Responses This Month**

81  
82 There were no responses to public comments from the June 2016 meeting.

83  
84 **7.0 Consent Agenda**

- 85 *a) Staff Report on Finance*  
86 *b) Staff Report on Ivy Material Utilization Center/Recycling Operations Update*  
87 *c) Staff Report on Ivy Landfill Environmental Status*

88

89 Mr. Gaffney asked if there were any items that the Board members would like to pull for questions  
90 or further discussion from the consent agenda. There were none.

91  
92 **Dr. Palmer moved to approve the Consent Agenda. Mr. Jones seconded the motion, which**  
93 **passed 7-0.**

94  
95 **8.0 Other Business**

96  
97 Mr. Wood reported that the paint program began on August 2, with the container now half full and  
98 more people are anticipated to come in as word gets out, due to the popularity of the program.

99  
100 Ms. Mueller noted that the City of Charlottesville will have its public works employees that answer  
101 the phone bring this program to the attention of callers.

102  
103 Dr. Palmer contemplated how this might be handled at the county level, since it does not have a  
104 public works department.

105  
106 Ms. Mueller said that they just need to let people know when they call the county, but the city  
107 planned to do an education effort. She added that she thinks this will save time from waiting in  
108 long lines during household hazardous waste days, and will save money as people will no longer  
109 have to bring paint in just on those days.

110  
111 Dr. Palmer said that hopefully people will eventually stop throwing paint in their trash cans, as  
112 they end up dripping onto the roads or dumped in the gulley.

113  
114 Ms. Mueller said that when the trash trucks compact that garbage, paint ends up on the roads, and  
115 it was a good idea to let people know about the new paint disposal option.

116  
117 Ms. Kent reminded the Board that Rivanna had sent out an email about it.

118  
119 Dr. Palmer said that she had seen it, but wondered about people calling in.

120  
121 Ms. Mueller stated that the city has made sure that everyone on staff who answers the phone would  
122 be able to inform people about it.

123  
124 Mr. Henry commented that he wasn't sure how many calls county staff received about it.

125  
126 Dr. Palmer said she would be curious to know if they did, and mentioned that she would inform  
127 the Board clerk so that he can answer questions about it.

128  
129 Mr. Wood noted that the information had already made it into area homeowners' association  
130 newsletters, so word was getting out.

131  
132 a) *Update on Food Waste Composting Initiative at McIntire Recycling*

133

134 Mr. Wood stated that in April, the Board had asked for staff to provide an update on the pilot  
135 composting program extended through December, and he also noted that he had provided the  
136 Board with positive comments received at the kiosk. Mr. Wood referenced updated cost figures  
137 for the first six months of the program: \$3,200 for processing costs; bag costs were around \$600  
138 for a total of \$3,800 over the six months. He stated that they have collected 9.1 tons during that  
139 time period, which translates into \$416 per ton, and said there was growth in the amount collected  
140 over the first three months, but now it has leveled off from May to July. Mr. Wood expressed  
141 surprise that the number did not drop off after the City Market opened their composting, and said  
142 that Rivanna would soon be getting information on the volume there. He noted that staff expects a  
143 cost of \$6,500–\$7,500 this year, and extrapolating the pounds per week over the last few months  
144 would bring that cost to \$8,000 to \$9,500 per year to maintain the program. Mr. Wood stated that  
145 he could update the Board again in December, at which time they can decide whether to continue  
146 the program.

147

148 Mr. Gaffney said that it will be interesting to see if there is an increase at McIntire after the City  
149 Market closes down for the season.

150

151 Ms. Mueller responded that she thought it already had, because the City Market only operates it  
152 on Saturday, and there are people dropping compost off there in addition to the vendors providing  
153 it at the end of their sales day. Ms. Mueller agreed to provide that data at the next Board meeting.

154

155 Dr. Palmer said that Jesse Warren of University of Virginia told her the university is investigating  
156 different ways to approach their composting program due to the cost, and she would stay in touch  
157 with him about it and report back to the Board.

158

159 *b) Update on New Transfer Station*

160

161 Mr. Wood indicated that Phil McKalips would update the Board on the new transfer station.

162

163 Mr. McKalips stated that he had a PowerPoint presentation as well as information on paper. Mr.  
164 McKalips reported that based upon the letter of agreement between the Authority and Department  
165 of Environmental Quality (DEQ), the RSWA has established a milestone schedule. He stated that  
166 we were a little behind on the RFP and the agreement but they are getting back on track now and  
167 should be in good shape, having accomplished some of the work they need to do and tentatively  
168 scheduled a community outreach meeting for September 22 at Henley Middle School<sup>1</sup>.

169

170 Mr. McKalips next showed a slide with a rendering of a conceptual design done by SCS Engineers,  
171 stating that the original Draper Aden design—Option 2B as approved by the county—became the  
172 basis for starting the project. He said that some changes have been made since the conceptual  
173 design as they move into final design, but they are still planning for an 11,800 square foot  
174 building—top-loading, full tunnel—with capacity for 50 tons/day with some additional capacity  
175 for peak times. He stated that the tag bag and recycling would largely stay where it is now, to the  
176 right of the transfer station area, and the building size allows for some waste segregation within  
177 the building for materials such as metals and construction/demolition debris and other items as the  
178 waste stream allows.

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<sup>1</sup> This subsequently changed to Murray Elementary School.

179

180 Mr. McKalips reported that the changes are as follows: to move the entrance road out on top of  
181 the landfill, providing the cap is not disturbed, which will result in changes for the approach angles  
182 to the scales as customers leave the new facility. He noted that this would result in cost savings in  
183 both construction and storm water management as well. Mr. McKalips said that staff talked  
184 internally about how the facility will operate and how traffic will flow. He stated that the original  
185 design had a tunnel for the waste trailers, a passing lane and adjacent parking, all paved—but they  
186 no longer think they need the extra passing lane and paving. Removing extra pavement can  
187 decrease site work and reduce storm water runoff. Mr. McKalips said that since the road will come  
188 right into the tunnel, which exits below the scales, the public will not be able to wander off the  
189 beaten path by accident and bypassing the scales. He stated that they do not have the apron at the  
190 bottom because trailers always go straight into storage for transport later at night or during off  
191 hours. He stated that they have also moved the building entrance to the west side to enter on the  
192 side, to help reduce the amount of backing up by trucks and allowing for only one attendant on the  
193 floor to cover both operations. Mr. McKalips noted that this will provide more flexibility and  
194 greater ability to control traffic, as well as the ability to put waste on the floor in a more sensible  
195 manner.

196

197 Mr. McKalips said they have also made some operational changes to the original plan, and the  
198 original waste trailer tunnel was to have a scale inside that would only have been readable from  
199 inside the building by the person loading the trailers. He explained that as they have never had an  
200 issue with overloading trailers—and in the rare event when there is an exceptionally heavy trailer,  
201 they can use the two other scales onsite and run the trailer across it to check it before it gets parked.  
202 He noted that was also a marginal savings in maintenance costs. Mr. McKalips reported that the  
203 original design called for a three-sided facility—east, west and south—but they are looking to  
204 change this only to the sides on the south and part of the east side, as they want to maximize  
205 ventilation to reduce odors and have a good employee work environment. He commented that in  
206 the winter it would be difficult to keep the building warm, and whether it is two or three-sided  
207 won't make much difference. He noted that the final change is to have an excavator instead of a  
208 front-end loader, after some research by staff and conversations with engineers, as this would be  
209 more efficient in maximizing loads.

210

211 Mr. Tom Foley asked about the change in moving the driveway on top of the cell and whether they  
212 have assessed whether it will affect liability, as the county is responsible for anything that happens  
213 as a result of the operation—and part of the original design tried to keep that separation.

214

215 Mr. McKalips responded that the original concern was two-fold: they didn't want to go into landfill  
216 and make a cut, as they would then be going into the cap and be in the waste mass. He said that to  
217 avoid this, they made changes that moves the site to the south. However, DEQ said putting it on  
218 the cap is fine as long as the cap is not disturbed during construction and storm water management  
219 does not exacerbate erosion of the cap. Mr. McKalips also noted that the waste mass in the southern  
220 fringe of Cell 1 liner is not particularly thick and has been there a long time, so adding a road bed  
221 and traffic is not significant enough to cause significant disturbance of the waste mass below it.

222

223 Mr. Gaffney asked if they would do borings and have an engineer certify the road and design.

224

225 Mr. McKalips replied in the affirmative, stating that the road would be a different design than  
226 under the Draper Aden plan, and the load will be spread out more uniformly and would have a  
227 well-contained storm water to avoid erosion.

228  
229 Mr. Foley speculated that this will assure that any storm water off the road is not creating leachate  
230 or eroding the cap.

231  
232 Mr. McKalips confirmed that it would not create leachate or erode the cap, adding that he did not  
233 anticipate needing to line the ditches—but it is not such a big area, and it may be a matter of slight  
234 grading of the road to bring the water that falls on the roadway to the nearest side (southern side),  
235 which is off limit from waste. He stated that it solves a problem that Draper Aden had struggled  
236 with in terms of getting trailers onto the outbound scale and making the turn to go up the hill, and  
237 this change would allow that to go out a bit, softening the grade.

238  
239 Mr. Wood added that this was the main reason for the change, as coming off the scales and making  
240 the turn into the new part of the transfer station was tight with the original entrance design, and  
241 they wanted to move the entrance up a bit to enlarge the turning radius.

242  
243 Mr. Foley asked if the original Draper Aden design would have required more impact on the  
244 existing cell.

245  
246 Mr. McKalips said it would not have, but it would have required a cut, and he noted the existing  
247 cut elevations on the existing cell grade down to the roadway grade—a total of eight feet of grade  
248 difference. He stated that they would be moving the whole facility up those eight feet and slightly  
249 northward, so it reduces cuts and fills further down.

250  
251 Mr. Foley stated that Mr. McKalips had mentioned a couple of operational issues, including a  
252 change in the equipment and the attendant to monitor two scales, and asked if this change would  
253 have any impact on operating costs.

254  
255 Mr. McKalips replied that it would not, and they had looked at this carefully to see where staff  
256 would need to be on a daily basis. He described how trailers are currently backing into the hopper  
257 and noted that drivers are not comfortable backing around the apron. He stated that the original  
258 design had trailers entering the building coming from a light apron into a dark building that has  
259 other vehicles that the driver might not see well, so that seemed like something to be avoided in  
260 the revised design. Mr. McKalips stated that the idea of trailers coming in on the west side driving  
261 forward enables them to see what is going on and be able to see the attendant directing them—  
262 with a straight shot out the building.

263  
264 Dr. Palmer said she had several questions and thanked Mr. McKalips for all of his work including  
265 presenting information to the Solid Waste Committee. She asked him to confirm that they are back  
266 to the full height tunnel which Mr. McKalips confirmed. She said the original was 100 x 100' and  
267 asked how much is “under roof.”

268

269 Mr. McKalips referenced a slide and said they have decided to go with excavator and not the  
270 grappler, but haven't yet revised the drawing. He rephrased her question as being whether this is  
271 all under roof, and said it's in essence the same roof as in the Draper Aden design.

272  
273 Dr. Palmer said the shape looks different and asked if it is still 100 x 100'.

274  
275 Mr. McKalips confirmed the size as 100 x 100', with 11,800 square feet under roof—10,000 sq.  
276 ft. of which is tipping floor and 1,800 sq. ft. being tunnel.

277  
278 Dr. Palmer said that Draper Aden had originally recommended 7,500 square feet of tipping floor,  
279 and the Albemarle County Solid Waste Alternatives Advisory Committee (SWAAC) planned for  
280 an extra 2,500 sq. ft. for a recycling area. She stated that SWAAC had envisioned trailers backing  
281 up, not driving through—which changes how the building is used—and she asked him how many  
282 lanes he envisions for the building.

283  
284 Mr. McKalips responded that he'd want to keep 20 feet between vehicles. He explained that there  
285 are two kinds of traffic: the public and contractors. He noted on his slide the location of the new  
286 transfer station square, and said that he would like to block off a portion for public vehicles  
287 dropping off small item amounts to keep these vehicles away from the big trucks and running  
288 equipment. Mr. McKalips stated that he imagines five or six lanes that are not "hard lanes," and  
289 demonstrated with the slide how segregation of materials could be achieved, noting where they  
290 could put a box for metal and load it off the floor and an area where they could put a roll off. He  
291 added that they will have to see how people respond and how the traffic flow develops with the  
292 different waste streams.

293  
294 Dr. Palmer said that the reason for her question is whether they still need that big of a building,  
295 since the size of the building was dictated by the need to locate the recycling there.

296  
297 Mr. McKalips responded that he doesn't have an answer and said the size of the building offers  
298 flexibility, which is good operationally for the RSWA.

299  
300 Mr. Foley stated that the \$450,000 difference in the two design costs is kind of shocking—and  
301 perhaps Draper Aden didn't allow enough for their design, or perhaps it's something else. He  
302 stated that it would be helpful for him in explaining to the Board of Supervisors if the original cost  
303 estimate should have been higher or if there is another story as to why the revised cost is higher.

304  
305 Dr. Palmer pointed out that portions of the cost are lower such as the site work and the TS building.

306  
307 Mr. Foley responded that the dramatic change was in the design.

308  
309 Mr. McKalips said the answer is three things: Draper Aden didn't budget for some things; there  
310 will be some support needed with procurement; and there will be additional costs as the project  
311 gets more refinement, which is to be expected.

312  
313 Mr. Wood presented a slide with the original cost estimates and said that whenever there is a  
314 conceptual design of a project, there will be a plus or minus variance versus what the engineers

315 originally estimate, and it's typical to have a 30-50% variance so Draper Aden's conceptual  
316 estimate was not unreasonable. He stated that as they near the end of preliminary design, there is  
317 still a wide variance.

318  
319 Mr. Foley stated the RSWA reduced costs enough to create a contingency that didn't exist before  
320 which is a good thing with construction. He asked Mr. Wood if he feels there is a need to make an  
321 adjustment to the budget.

322  
323 Mr. Wood replied that they would continue to make refinements to the cost estimates and try to  
324 get down to the \$2.5 million number and try to negotiate some numbers down without affecting  
325 the scope of the project; at this stage in the project the need to adjust the budget is not there yet.  
326 The purpose in showing the high number here is to set the possible expectations of what may  
327 happen.

328  
329 Mr. McKalips said there are still some costs that need to be negotiated.

330  
331 Mr. Wood said that Draper Aden didn't include some items such as the closure of the old transfer  
332 station in the cost estimate, which can be offset by the trust fund established for this purpose. He  
333 stated that they could also use their financial guarantee to offset it, and they don't know yet what  
334 the overall costs and offsets will be. Mr. Wood stated that there were some permitting issues and  
335 the engineers will have to certify closure costs. The county will have a chance to review those  
336 costs, with the schedule being to have a site plan by the end of October—so perhaps in November  
337 it could go to the Board of Supervisors.

338  
339 *c) Work Authorization- SCS Design Engineering, Permitting & Bid Support*

340  
341 Mr. Wood reported that the SCS engineers would not need to start on the design right away but  
342 would need to start in early October, and since there is no RSWA Board meeting between now  
343 and November, he wanted to put in front of the Board the authority to sign the next work  
344 authorization concerning design of the project. Negotiations will take place before that work  
345 authorization is finalized.

346  
347 **Mr. Foley moved to approve Work Authorization #2 for SCS Design Engineering. Dr.**  
348 **Palmer second the motion, which passed 7-0.**

349  
350 **9.0 Other Items from Board/Staff Not on Agenda**

351 There were none presented.

352  
353 **10.0 Closed Meeting**

354 There was no closed meeting.

355  
356 **11.0 Adjournment**

357  
358 **Mr. Jones moved to adjourn the meeting. Dr. Palmer seconded the motion, which passed 7-**  
359 **0.**

360



361 There being no further business, the RSWA Board adjourned their meeting at 2:48 p.m.