



1 **RSWA BOARD OF DIRECTORS**  
2 **Minutes of Regular Meeting**  
3 **November 14, 2023**  
4

5 A regular meeting of the Rivanna Solid Waste Authority (RSWA) Board of Directors was held  
6 on Tuesday, November 14, 2023 at 2:00 p.m. at the 2<sup>nd</sup> floor conference room, Administration  
7 Building, 695 Moores Creek Lane, Charlottesville, Virginia.

8  
9 **Board Members Present:** Mike Gaffney, Jeff Richardson, Sam Sanders, Brian Pinkston, Jim  
10 Andrews, Lance Stewart

11  
12 **Board Members Absent:** None. (City Director of Public Works position is vacant).

13 .  
14 **Rivanna Staff Present:** Bill Mawyer, Phil McKalips, David Rhoades, Lonnie Wood, Betsy  
15 Nemeth, Deborah Anama, Jacob Woodson

16  
17 **Attorney(s) Present:** Valerie Long.

18  
19 **1. CALL TO ORDER**

20  
21 Mr. Gaffney convened the November 14, 2023 regular meeting of the Board of Directors of the  
22 Rivanna Solid Waste Authority at 2:00 p.m.

23  
24 **2. AGENDA APPROVAL**

25  
26 Mr. Gaffney asked if any Board members wished to make comments or suggest changes to the  
27 agenda. Hearing none, he asked for a motion to approve the agenda.

28  
29 **Mr. Pinkston moved that the Board approve the agenda. Mr. Andrews seconded the motion,**  
30 **which passed unanimously (6-0).**

31  
32 **3. MINUTES OF PREVIOUS BOARD MEETING**

33 *a. Minutes of the Regular Meeting of the Board on September 26, 2023*

34  
35 Mr. Gaffney asked if there were any proposed changes to the meeting minutes.

36  
37 **Mr. Pinkston moved that the Board approve the September 26, 2023 meeting minutes. Mr.**  
38 **Stewart seconded the motion, which passed unanimously (6-0).**

39  
40 **4. RECOGNITION**

41  
42 There were no recognitions.

43  
44 **5. EXECUTIVE DIRECTOR'S REPORT**

45  
46 Mr. Mawyer noted that the Ivy Transfer Facility continued to receive a substantial amount of  
47 tonnage, with an average of approximately 226 tons per day in October, totaling almost 6,500

48 vehicles. He stated that on the provided graph on the slide, the red line represented the current year  
49 and demonstrated that they were surpassing all previous years. He stated that this was positive news  
50 as it indicated their objective of increasing tonnage at Ivy was being met.

51  
52 Mr. Mawyer stated they were also actively engaging with haulers to explore peak shaving on  
53 Mondays when excess tonnage occurred. He stated that Mr. McKalips was currently working with  
54 these vendors to address this issue. He stated that they had received a safety award from their  
55 insurance provider, VRSA, for reducing reportable incidents by 82% since 2019 in solid waste  
56 management. The attached photograph featured Betsy Nemeth, Director of Administration and  
57 Communications, VRSA representative Harry McMillen, David Rhoades, Solid Waste Manager, as  
58 well as Liz Coleman, Safety Manager.

59  
60 Mr. Mawyer stated that they had received two grants from the Virginia Department of  
61 Environmental Quality, totaling \$67,265. He stated that these funds would go toward their litter  
62 prevention recycling programs, as well as purchasing educational materials and backpacks for  
63 school students. He stated that they were pleased with the outcome of their fall refuse special  
64 collection days. He stated that the events were successful, as evidenced by the tonnage and number  
65 of vehicles from both the City and County that attended these events.

66  
67 Mr. Mawyer stated that in total, they collected 18,000 pounds of furniture and mattresses, 26,000  
68 pounds of appliances from Albemarle, and additional pounds from the City. He stated that  
69 approximately 140 tires were brought on Saturday, October 14. He stated that this was another well-  
70 attended biannual event sponsored by both the City and County for special collections. He stated  
71 that Mr. McKalips and his crew did an excellent job with their pumpkin composting event at  
72 McIntire, where they collected over 2,400 pounds of pumpkins to be transported to Panorama Farm  
73 for composting.

74  
75 Mr. Mawyer stated that Mr. McKalips organized a student tour with Murray Elementary School  
76 students at the Ivy Convenience Center. He mentioned that on the agenda, they had the Board  
77 meeting schedule for the next calendar year. He stated that all six meetings of the Solid Waste  
78 Board were proposed to be in person, starting in January and held every other month. He stated that  
79 also provided was the holiday schedule for the year 2024, which included their standard 12.5  
80 holidays. She stated that they had also proposed to grant staff a holiday on Friday, July 5, as July 4  
81 fell on Thursday. He stated that solid waste facilities would remain open that day, and staff would  
82 receive additional pay for working on holidays.

83  
84 Mr. Mawyer stated that the facilities were closed only on six major holidays, which were January 1,  
85 Memorial Day, July 4, Labor Day, Thanksgiving Day, and Christmas Day. He stated that this  
86 accounted for six of the 12.5 normal holidays, with the other six and a half holidays the facilities  
87 would be open and staff receive additional holiday pay. He stated that this was included in the  
88 consent agenda, and this meeting marked the last Solid Waste Board meeting that year. He wished  
89 everyone a happy holiday season.

90  
91 **6. ITEMS FROM THE PUBLIC**  
92 *Matters Not Listed for Public Hearing on the Agenda*

93  
94 There was no one wishing to speak.  
95

96  
97 **7. RESPONSES TO PUBLIC COMMENTS**

98

99 Mr. Mawyer noted that it had been identified in the schedule for the next year's Board meetings that  
100 along with having all meetings in person, they required that all comment from the public would be  
101 in person, and they would no longer take virtual comment during the public comment period,  
102 similar to what the City Council had recently implemented. He stated that although the meetings  
103 would still be recorded and accessible online, individuals wishing to speak with the Board would  
104 need to attend in person. He stated that the proposal was up for consideration by the Board.

105

106 Mr. Gaffney asked if there was a motion and a second.

107

108 Mr. Andrews stated that he was trying to understand whether there was a real concern from any  
109 other places where this sort of organization had problems with public comment.

110

111 Mr. Mawyer stated that after reading about the City Council meeting in which they had callers who  
112 went on improper rants, while they had never had that in these meetings, they were trying to be  
113 proactive to not have such a situation in which they had to cut someone off or stop them in the  
114 middle of an inappropriate comment.

115

116 Mr. Andrews stated that he could appreciate the dilemma that Charlottesville was put into, but it  
117 was handled by their legal counsel the moment that it happened.

118

119 Mr. Pinkston stated that it was tricky because there was a fine line between not letting someone take  
120 over their meeting with abusive and terrible language and not infringing on their right to free  
121 speech. He stated that they may revisit this at some point, but they elected to pause those comments,  
122 which made the meetings go more quickly. He asked if the County was still taking virtual  
123 comments.

124

125 Mr. Andrews stated that they were still taking virtual comments.

126

127 Mr. Pinkston stated that they could have this same conversation when they met with the Water and  
128 Sewer Board. He stated that he did not have strong feelings about taking it away, as he did not think  
129 that either RSWA or RWSA would be targets like the City and the County were for those people  
130 that had nothing better to do than harass local elected officials. He stated that he was ambivalent,  
131 because their time had not been dominated by people calling for 20 or 30 minutes with those  
132 comments.

133

134 Mr. Andrews stated that he did not think that they had had a problem, and he wanted the ability for  
135 those who may not be able to attend the meeting to have access to make comments relevant to the  
136 work of the Board.

137

138 Mr. Pinkston stated that he was personally amenable to continuing to hold virtual public comment,  
139 but did not know how others felt about it.

140

141 Mr. Sanders stated that City Council would revisit the matter in January during their retreat as part  
142 of reviewing their procedures. He stated that because this was recently established, they would  
143 revisit it. He stated that whether they took action or not remained to be seen. He stated that the issue  
144 might have been associated with other events happening at the time. He stated that he had his own  
145 controversy developing at that moment, which they believed triggered the attention. He stated that  
146 what they had observed across the country was that individuals engaging in wrongdoing had been

147 searching for an opportunity and targeting bodies like this regardless of their size. He stated that he  
148 would simply provide this information for further understanding.

149  
150 Mr. Andrews asked if they had the ability to respond if the comments being made were totally  
151 inappropriate and out of line and to cut off the microphone so they could move on.

152  
153 Ms. Long confirmed that yes, they did, if the comments were inconsistent with the Board's  
154 guidelines.

155  
156 Mr. Mawyer asked Mr. Wood if they could cut off speakers while speaking.

157  
158 Mr. Wood answered yes, the Board would have to decide whether to cut them off.

159  
160 Mr. Sanders stated that in their previous conversation, the Chair had to be the one to speak, because  
161 the Council was trying and it was difficult to know what to do during that situation.

162  
163 Mr. Mawyer stated that it was up to the Board to decide whether to continue with the way they had  
164 been allowing virtual public comment, and acknowledged that they had not had any problems. He  
165 stated that the proposal was to revert back to pre-pandemic procedures of in-person meetings with  
166 in-person public comment. He reiterated that it was the Board's decision.

167  
168 Mr. Gaffney stated that hearing the comments, he was fine with continuing to hold virtual public  
169 comments as they had been. He asked if Mr. Sanders would please keep the Board informed of City  
170 Council's decision.

171  
172 Mr. Sanders confirmed that everyone would let them know what they decided to do.

173  
174 Mr. Mawyer thanked the Board for providing their consensus on the matter.

175  
176 **8. CONSENT AGENDA**

177 *a. Staff Report on Finance*

178  
179 *b. Staff Report on Ivy Material Utilization Center/Recycling Operations Update*

180  
181 *c. Staff Report on Administration and Communications*

182  
183 *d. Approval of Board Meeting Schedule for Calendar Year 2024*

184  
185 *e. Approval of the Holiday Schedule for Calendar Year 2024*

186  
187 *f. Approval of Engineering Services – Northern Convenience Center – TRC Companies*

188  
189 Mr. Gaffney asked if there were any items on the consent agenda that Board members wished to  
190 pull for comments or questions. Hearing none, he asked if there was a motion and a second.

191  
192 **Mr. Andrews moved that the Board approve the Consent Agenda as presented. Mr. Pinkston**  
193 **seconded the motion, which passed unanimously (6-0).**

194  
195 **9. OTHER BUSINESS**

196 a. *Presentation and Vote on Acceptance: FY 23 Audit Report*  
197 *Matthew McLearen, Robinson, Farmer, Cox Associates*  
198

199 Mr. McLearen introduced himself as Matthew McLearen, with Robinson, Farmer, Cox Associates.  
200 He stated that he was presenting the results of the Fiscal Year 2023 audit and would answer any  
201 questions the Board may have. He stated that he would review the separate letter titled “The  
202 Communication with Those Charged with Governance.” He stated that as the auditor required to  
203 communicate certain items to the governing body, he would briefly review the six comprehensive  
204 points in this letter.  
205

206 Mr. McLearen stated that he would begin by discussing the first item in the letter, the requirement to  
207 communicate the difference between management responsibilities and auditor responsibilities as  
208 part of the audit. He stated that it was essential to know what the audit responsibilities were. He  
209 stated that as the auditor, they were required to test records, test controls, and perform procedures on  
210 the financial statement. He stated that management also played a vital role in the audit process,  
211 which included maintaining records sufficient for audit purposes, allowing access to those records,  
212 maintaining internal controls over financial reporting throughout the fiscal year, and implementing  
213 new accounting standards.  
214

215 Mr. McLearen stated that the second item in the letter concerned accounting estimates, which were  
216 a key point. He stated that most financial statements include some sort of an estimate incorporated  
217 into the financial statements. He stated that these estimates can range from allowances for  
218 uncollectable accounts to estimated lives or depreciable assets on long-term fixed assets. He stated  
219 that significant estimates included in this set of financial statements were the depreciable lives of the  
220 long-term assets and those used in determining pension and OPEB liabilities.  
221

222 Mr. McLearen stated that the third item discussed in this letter is the difficulties encountered during  
223 the formation of the audit. He stated examples included incomplete documentation or an inability to  
224 access certain records necessary for their audit testing. He stated that he was pleased to report that  
225 there were no difficulties encountered on the FY23 audit. He stated that corrected and uncorrected  
226 misstatements were also addressed in this letter. He stated most audits involved a proposed audit  
227 adjustment, which was included in the annual comprehensive financial report, and the financial  
228 report considered corrected misstatements. He stated that professional standards required that they  
229 disclose any uncorrected misstatements.  
230

231 Mr. McLearen stated that those were adjustments not included on each report, so they were required  
232 to disclose the details and nature of proposed audit adjustments and any reasoning for their  
233 exclusion. He stated that he was pleased to report that in reading the letter, there were no  
234 uncorrected misstatements for the FY23 audit. He stated that the fifth item concerned their  
235 knowledge of management consulting a second audit firm, also known as opinion shopping. He  
236 stated that professional standards required them to disclose their awareness that management may  
237 seek a second opinion from another audit firm. He reported that they had no knowledge about this  
238 matter.  
239

240 Mr. McLearen stated that lastly, they were required to disclose any audit findings and the nature of  
241 discussions held, along with management’s responses resulting from these audit findings. He  
242 reported that there were no significant audit findings disclosed for the FY23. He stated that these  
243 five points encompassed the letter to those charged with governance.  
244

245 Mr. McLearen stated that he would briefly review the annual comprehensive financial report, which  
246 was divided into four sections. He stated that he would highlight two items in this report, as well as  
247 the three financial statements contained within it. He stated that the first of those two items, the  
248 independent auditor's report, was the auditor's opinion on the material accuracy of the financial  
249 statements. He stated that they had issued an unmodified or clean opinion on the financial  
250 statements for the fiscal year ending June 30, 2023. He stated that the report was dated October 26,  
251 2023.

252  
253 Mr. McLearen stated that the three financial statements included the statement of net position, was  
254 very similar to a balance sheet for for-profit entities. He stated that it presented the assets, liabilities,  
255 and net position or equity of the authority. He stated that the net position at June 30, 2023 was  
256 approximately \$10.2 million. He stated that displayed on the slide was exhibit one, spanning two  
257 pages.

258  
259 Mr. McLearen stated that the second of the three financial statements was a statement of revenues,  
260 expenses, and changes in that position. He stated that it was similar to an income statement or a  
261 profit and loss statement for a for-profit entity, which reported an increase or decrease in the net  
262 position number. He stated that the statement reported a \$1.6 million dollar increase in net position  
263 for the year ending June 30, 2023.

264  
265 Mr. McLearen stated that the third and final financial statement in this document was a statement of  
266 cash flows. He stated that the report showed an increase or decrease in the actual cash position for  
267 the authority. He stated that a majority of the numbers on this statement could be found about two-  
268 thirds of the way down. He stated that there was a double underline, and the ending cash position  
269 for the authority was \$3,370,000 on June 30, 2023.

270  
271 Mr. McLearen stated that the final report he wanted to bring to the Board's attention was the  
272 independent auditor's report on internal controls and compliance. He stated that it could be found in  
273 this document bearing the audit firm's letterhead. He stated that in this report, an auditor would  
274 describe any significant deficiencies or material weaknesses in the internal control or financial  
275 reporting structure. He stated that upon reading the report, no significant deficiencies or material  
276 weaknesses had been disclosed in the thorough and financial reporting structure.

277  
278 Mr. Gaffney asked if there were any questions from Board members regarding Mr. McLearen's  
279 presentation on the financial report.

280  
281 Mr. Richardson asked to see the page with the double underlined segment. He asked if that number  
282 was referring to the end of the fiscal year, June 2023.

283  
284 Mr. McLearen answered yes.

285  
286 Mr. Richardson asked what that number should represent to the Board.

287  
288 Mr. McLearen explained that the number was the actual cash balance. He stated that the authority  
289 would have multiple types of assets, which were reported on the statement in that position. He  
290 stated that this highlighted one of those assets, the most liquid one, which was the cash position. He  
291 stated that the reconciled cash balance represented the total amount of cash the authority had at that  
292 point in time.

293

294 Mr. Richardson asked Mr. McLearen if it was his professional opinion that the listed amount of  
295 money was comfortable for the size of their organization.

296  
297 Mr. McLearen stated that he would say that it was consistent with other authorities.

298  
299 Mr. Richardson stated that he appreciated the comprehensive answer, as he understood Mr.  
300 McLearen had other clients of varying sizes.

301  
302 Mr. Pinkston asked to see the slide referring to the net position. He asked if Mr. Mawyer if the  
303 organization's retirement plans were through VRS.

304  
305 Mr. Mawyer stated yes, all of their employees had retirement plans through VRS.

306  
307 Mr. Pinkston asked if there was an obligation of the Authority built into this retirement program.

308  
309 Mr. Mawyer stated yes.

310  
311 Mr. McLearen stated that VRS provided an actuarial evaluation for each of its participating entities.  
312 He stated that the authority received a separate actuarial evaluation. He stated that the state had  
313 contracted with a third party to measure those liabilities, and they reported a net pension asset,  
314 indicating that they had estimated and, as previously mentioned, there were numerous estimates  
315 involved in this process, but it was projected that the current assets of the authority exceeded the  
316 projected liability. He stated he could highlight the relevant language in this section.

317  
318 Mr. Pinkston asked if they were contributing to the state.

319  
320 Mr. McLearen stated yes. He stated that it could be seen under their "other assets" that there was a  
321 net pension asset of approximately \$269,000. He stated that this figure was subject to change. He  
322 noted that the market returns had a substantial influence on the actuaries' calculations. He stated that  
323 consequently, as the market declined, this number was likely to transition into a liability position.

324  
325 Mr. Gaffney stated that it was not often seen with a government entity.

326  
327 Mr. McLearen stated that in general, a net pension liability existed rather than a net pension asset.  
328 He stated that this was measured one year prior. He stated that considering the way the market had  
329 performed, there was a strong market currently, and he believed that next year, this situation might  
330 change. He noted that it was heavily influenced by both the workforce and the market returns.

331  
332 Mr. Gaffney asked if there were any other comments or questions regarding the item. Hearing none,  
333 he asked if there was a motion.

334  
335 **Mr. Pinkston moved the Board to approve the auditor's report. Mr. Andrews seconded the**  
336 **motion, which passed unanimously (6-0).**

337  
338 *b. Presentation: Baling Facility Update*  
339 *David Rhoades, Solid Waste Manager*

340  
341 Mr. Rhoades introduced himself as an employee of Rivanna Solid Waste Authority for the past  
342 seven years. He stated that previous to that, he was the operations manager of Van der Linde  
343 Recycling. He stated that he had been asked to present an update on a baling facility that afternoon.

344 He stated that to begin, he wanted to provide some information and background. He stated that their  
345 current Meade Avenue paper sort facility processed fiber and plastic products. He stated that this  
346 facility was only partially enclosed and could not store all of the materials they collected indoors  
347 without congestion.

348  
349 Mr. Rhoades stated that at present, their site processes seven materials, but the paper sort facility  
350 had only six bays. He stated that due to the increased recyclable products at their collection  
351 facilities, and the addition of the Southern Albemarle Convenience Center, their current paper sort  
352 facility had become undersized and was located on leased property with no long-term access  
353 agreements. He stated that in 2019, RSWA completed a paper sort master plan that evaluated  
354 options for modifying the existing facility or developing a new one. He stated that the plan did not  
355 support expanding the existing paper sort with short-term lease agreements.

356  
357 Mr. Rhoades stated that during the September 2021 Board of Directors meeting, staff presented  
358 information on the operations and conditions of their existing paper sort facility and its value to their  
359 recycling program. He stated that in that meeting, the Board authorized staff to find a new location  
360 for a replacement facility, complete a preliminary engineering report for a new facility, purchase a  
361 new baler for the existing paper store, and replace the old problematic baler. He noted that the new  
362 baler, purchased and installed in 2023, would be relocated to the new facility.

363  
364 Mr. Rhoades stated that the design criteria for the new baling facility included locating it on  
365 property controlled by RSWA, Albemarle County, or the City of Charlottesville, and it would be  
366 fully enclosed, allowing all materials received to be processed indoors to prevent litter. He stated  
367 that it would have the capacity to fully accommodate the materials they currently manage without  
368 outside storage and would include a second baler for redundancy and to be able to manage the  
369 growth of the recycling program.

370  
371 Mr. Rhoades stated that in 2022, RSWA completed a preliminary engineering report that refined the  
372 facility's design, evaluated potential sites, and recommended a location at Ivy MUC at a cost of \$6.4  
373 million. He stated that the site was ideal due to its flat terrain, requiring minimal cutting and filling.  
374 He stated that the location would allow RSWA to utilize existing site scales and infrastructure. He  
375 noted that having the baling facility on the IMUC property also increased access to shared  
376 equipment and personnel, enabling the use of sweepers, trucks, and other available resources from  
377 the Transfer Station.

378  
379 Mr. Rhoades stated that furthermore, the site provided a beneficial use for otherwise impacted land  
380 instead of operating on a greenfield site. He stated that the Board authorized the Executive Director  
381 to request City and County funding for design, permitting, and construction for FY 24 and FY 25  
382 budgets. He had a few slides to show the Board. He indicated the current transfer station and the  
383 proposed location for the baling facility was indicated by the color blue. He stated that the red  
384 rectangle represented the truck parking area, consisting of a concrete apron and a gravel pullout lot.  
385 He stated that the green circle denoted a stormwater BMP. He stated that by the final design, this  
386 BMP may be relocated or remain in its current position.

387  
388 Mr. Rhoades stated that for reference, the current transfer station spanned approximately 11,000  
389 square feet, while the proposed baling facility would cover around 17,000 square feet. He indicated  
390 where Dick Woods Road was located on the map and where customers would enter the facility as if  
391 they were using the recycling center or the transfer station. He stated that they would cross the  
392 scales, drive north through the landfill cells, and then northeast to the baling facility.

393



394 Mr. Rhoades stated that the next slide displayed the current layout design, illustrating the traffic  
395 pattern following the previous slide where they went northeast. He stated that the trucks would drive  
396 down the access road and turn into or back into the facility to unload. He explained that their tractor-  
397 trailers would continue eastward, pull into the parking lot, and then back up to a loading dock. He  
398 stated that the objective of this process was to maintain a road that connected with their current  
399 clean fill site. He stated that the glass stockpile would need to be relocated, and the green circle  
400 represented the stormwater BMP location in the future.

401  
402 Mr. Rhoades stated that on the next slide, there were photos of the proposed baling facility site from  
403 the top of Cell 2 unlined. He stated that the flat area was currently being used for container storage  
404 but that would be moved to make way for the new facility. He pointed out that the trees in the area  
405 would also be helpful, as well as the glass pile visible nearby, which would need to be relocated. He  
406 stated that the slide showed preliminary building elevations, with an 18-by-24 foot overhead door at  
407 the front of the building and 11 trailer docks featuring 8-foot-by-8-foot vertical lift doors at the  
408 back. He stated that there was a personnel door and a staircase leading down to the parking area. He  
409 noted that the elevation in this area demonstrated a 30-foot nominal eave height.

410  
411 Mr. Rhoades stated that next, the preliminary floor plan proved to be more intriguing. He stated that  
412 when discussing the 18-by-24 foot door, trucks could either pull into or back into this space. He  
413 stated that at this time, they could make use of the four bays designed for incoming recycling and  
414 storage. He stated that there were 11 trailer docks available, some of which could be utilized for  
415 product storage. He stated that they had their two balers, one located in each area. He stated that the  
416 preliminary wall design illustrated the inward and outward movement of the facility's side walls,  
417 featuring an eight-foot vertical lift door, rain guards, trailer bumpers, a loading dock, and an  
418 additional layer of protection in the form of a concrete bollard that safeguarded the door structure.

419  
420 Mr. Pinkston stated that they had one baler now. He asked if there was a new baler in the proposal.

421  
422 Mr. Rhoades stated yes. He stated that one existing baler would be transferred to the new facility,  
423 then they would purchase a second baler. He continued to explain that they were currently at the  
424 30% completion of the design phase, and expected design and permitting to be completed during the  
425 second quarter of FY 24. He stated that the specialty equipment, such as the second baler Mr.  
426 Pinkston mentioned, would be purchased along with the trailers sometime between November of  
427 2024 and July of 2025. He stated that they anticipated construction bidding and award completion  
428 by July of 2024, followed by construction during FY 2025. He stated that if everything proceeded  
429 according to schedule, this should have them ready to use the baling facility by November of 2025.

430  
431 Mr. Andrews asked to see the slide showing the layout of the entire site. He asked if trucks would  
432 enter from the bottom entrance.

433  
434 Mr. Rhoades stated yes. He stated that it was a downhill grade from the upper portion of the  
435 vegetation area. He stated that trucks would drive down and the road would then turn. He stated that  
436 the plan showed the trucks turning in, bearing right, and going east on the site. He stated that  
437 depending on the operator or other management practices, the trucks could either pull into the  
438 facility and back to an appropriate bay or back into the facility directly to that bay.

439  
440 Mr. Andrews asked if those would be full-sized tractor-trailers.  
441

442 Mr. Rhoades stated that they should be unloading 10 wheeled trucks in there. He stated that the  
443 turns were sufficient for a trailer to enter but perhaps not a tractor trailer. He stated that the tractor-  
444 trailers were designed to continue to go through and back up to their loading docks.

445  
446 Mr. Mawyer stated that the roll-off containers depicted in the picture were located at the Southern  
447 Albemarle Convenience Center and at the McIntire Recycling Center. They would collect those  
448 containers and bring them to this new facility and process the recycling materials through the baling  
449 machine to be compacted. He stated that they then put the bales in tractor-trailers for shipment.

450  
451 Mr. Gaffney asked if this was a manned facility since there were no restrooms.

452  
453 Mr. Rhoades replied yes, it was a manned facility. He stated that they would install port-o-johns on  
454 the site, and the employee had the opportunity to drive to the main office which had running water.  
455 He stated that this was typical for the Transfer Station and the rest of the site and staff would not be  
456 confined to that building if they needed to leave.

457  
458 Mr. Pinkston asked if they used Bobcats to move the debris around.

459  
460 Mr. Rhoades answered yes, they used Caterpillar 246Ds with a one-yard bucket on the front. He  
461 stated that they used the grapple bucket on that to grab the product and carry it to the bay. He stated  
462 that in that building, they would put the messiest products, such as the plastics, as close to the baler  
463 as possible so they were not dragging it across the building. He confirmed that they would be able to  
464 move anything there with the equipment they had.

465  
466 Mr. Mawyer asked Mr. Rhoades to display the first slide of the presentation again. He asked him to  
467 explain what was depicted on the slide.

468  
469 Mr. Rhoades stated that on the slide was an image of the piece of equipment they current had, which  
470 had a one-yard bucket on the front with the grapple, which was able to go into the product that they  
471 had. He explained that this was very similar to the four bays that would be in the new building. He  
472 added that they had trailers used for storage as well. He stated that the machine went through the  
473 building, grabbed scoops of the product, brought it to the baler, and dumped it in the open top of the  
474 baling machine. He stated that when the bale came out, they used a forklift with a bale clamp on the  
475 front, which went up to the bale, grabbed it, squeezed it, picked it up, and carried it to its final  
476 destination for hauling.

477  
478 Mr. Pinkston asked if each one of those had to be positioned in the back of a semi-truck.

479 Mr. Rhoades stated yes. He stated that they put 23 bales per trailer, stacked two high down the  
480 center. He stated that they were transported to the mills and unloaded in the same manner they  
481 loaded them onto the truck.

482  
483 Mr. Stewart stated that the image reminded him that an element of the lease for the existing facility  
484 was that it may require Rivanna to restore the old building to its original condition or a similar  
485 requirement. He asked if he recalled that correctly and whether it had been negotiated or accounted  
486 for in the cost estimate for the new baling facility.

487  
488 Mr. McKalips answered that the engineering estimate of \$6.4M included an estimated cost of  
489 \$290,000 for rehabilitating the current building. He stated that they had not yet discussed this with  
490 the building owner, but primarily, issues such as the degraded insulation visible there were  
491 considered normal wear and tear due to it being an open-sided structure. He stated that birds had

492 also damaged the insulation. He stated that around the doors, they would need to perform some  
493 rehabilitation work where the skid steer had impacted the area repeatedly, thousands of times.

494  
495 Mr. Rhoades stated that he would emphasize the importance of installing the concrete bollard in  
496 front of the doorways.

497  
498 *(recess RSWA in a JOINT SESSION with the RWSA)*  
499

500 **At 2:43 p.m., Mr. Andrews moved to recess the meeting of the Rivanna Solid Waste Authority**  
501 **Board. Mr. Sanders seconded the motion, which passed unanimously (6-0).**

502  
503 **At 3:39 p.m., Mr. Pinkston moved to reconvene the Rivanna Solid Waste Authority Board.**  
504 **Mr. Richardson seconded the motion, which passed unanimously (6-0).**

505  
506 *a. Presentation: Paychex Payroll and Human Resources Information System (HRIS)*  
507 *Review*  
508

509 Ms. Betsey Nemeth stated that she would present information about the organization's new  
510 payroll and HRIS system, Paychex. She stated that over a year ago, they started looking for a  
511 new payroll-only system, as they had been using accounting software before. She stated that they  
512 wanted to enhance their employee experience around payroll and other parts of human resources,  
513 ultimately achieving efficiency and cost-effectiveness. She stated that they chose Paychex from  
514 several different vendors. She stated that they had customized the organization's payroll  
515 processing to their specifications, and they were a little bit different than most places because  
516 they worked 24/7 and on holidays, so there were varying kinds of pay.

517  
518 Ms. Nemeth stated that she was excited about the addition of an entire electronic application  
519 system and the ability to post job openings on multiple recruiting websites simultaneously. She  
520 stated that when she input a job into the system, it posted across various platforms, including  
521 their own website. She mentioned that electronic onboarding will be implemented, allowing new  
522 hires to complete their onboarding forms from home. She stated that this included electronic I-9  
523 and E-Verify employment eligibility verification processes. She stated that there was a  
524 significant achievement in implementing a learning management system (LMS).

525  
526 Ms. Nemeth stated that they had introduced a time and attendance system for hourly employees,  
527 replacing manual tracking with punching into a timeclock. She stated that multiple methods  
528 existed for employees to punch in and out using their cell phones, computers, or a timeclock. She  
529 stated that in addition, all pay stubs and tax forms were now available electronically for  
530 employees, when before they were solely on paper. She stated this system allowed employers to  
531 file state federal employer payroll taxes by Paychex, with the payment being sent through the  
532 system itself.

533  
534 Ms. Nemeth stated that employees could make changes to their personnel information  
535 electronically without submitting any paperwork. She stated that the management system  
536 handled leave, including sick time, vacation time, bereavement time, and volunteer time off. She  
537 stated that there were three ways for employees to access the clock, including the dashboard,  
538 computer, or timeclock.

539  
540 Ms. Nemeth stated that the computer displayed information about their new system. She  
541 explained that there was a green button for hourly employees to punch in and that they could also

542 use their cell phones for this purpose. She mentioned that geotracking would be used, so they  
543 would know the location of employees who punched in from their living rooms rather than a  
544 work site. She stated that the third picture showed the actual time clock at Ivy, which was the  
545 only one being used. She stated that employees used their employee numbers to punch in and  
546 out.

547  
548 Ms. Nemeth stated that the application system was exciting because it automatically posted jobs  
549 on numerous job boards and the website, tracking the entire hiring process electronically. She  
550 stated that from the job posting to the onboarding process, hiring involved numerous steps,  
551 including interviews, questions asked, and application design tailored to specific positions. She  
552 stated that the system maintained a comprehensive list by job that tracked individuals' progress  
553 throughout this process. She stated that the job description library was continually expanding,  
554 ensuring they had accurate and detailed descriptions for each role.

555  
556 Ms. Nemeth stated that currently, their website featured a single job application for all available  
557 positions. She stated that with the new system, she could now create customized applications for  
558 each position, such as water manager, HR manager, safety manager, or water operator, to gather  
559 specific information relevant to the role. She stated that upon hiring someone, they sent an  
560 onboarding email containing instructions for completing all required documents. She stated that  
561 the program would include a copy of their handbook for participants to read and sign off on. She  
562 stated that additionally, E-Verify would be used for completing the I-9 employment eligibility  
563 form, verifying with the government that the individual was legally allowed to work in the  
564 United States.

565  
566 Ms. Nemeth stated that they had recently begun working on integrating Paychex learning  
567 management into their system, which aligned well with their strategic plan. She stated that as  
568 outlined in the plan, they aimed to track and manage various types of training for employees. She  
569 stated that Paychex already featured a learning library covering safety, HR, and IT topics. She  
570 stated that this integration allowed them to create personalized learning journeys for individual  
571 employees based on their areas of improvement or focus, such as leadership development. She  
572 stated that reporting was available for each employee's training hours, allowing them to receive  
573 an individualized training and learning transcript.

574  
575 Ms. Nemeth stated that they could add their own training activities to the transcript. She stated  
576 that for example, she took courses to maintain certifications and could include all her external  
577 training in the transcript. She stated that they could upload various training modules, not just job-  
578 specific ones. She stated that in the past week, they had added their safety training, which was  
579 conducted as a module every other week, and all of this information was now available in the  
580 system. She stated that additionally, employees who wanted to create their own training modules  
581 or come up with new ideas could submit them for inclusion in the system.

582  
583 Mr. Gaffney asked if Ms. Nemeth was looking forward to the new program.

584  
585 Ms. Nemeth stated yes. She stated that the training was very interesting. She stated that the  
586 software would be tracking most of the training they did, rather than tracking it on spreadsheets.  
587 She stated that it would also be great for their employees because they no longer had to call her  
588 on the phone to ask for paper paystubs. She stated that employees could access all of that  
589 information on their phones now.

590  
591 Mr. Pinkston asked if this was similar to Workday.

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Ms. Nemeth stated yes. She stated that their organization was not large enough to use Workday, but it was similar.

Ms. Mallek asked where they were in terms of the implementation process.

Ms. Nemeth stated that all paperwork was being processed there now. She stated that she hoped the application process would be operational in January. She stated that the LMS was integrated but not yet activated. She stated that she wanted to do a few modules herself and make sure it was acceptable.

Ms. Mallek asked if those were their modules.

Ms. Nemeth stated that she was referring to the outside modules. She clarified that they could be both. She stated that they had already uploaded their in-house safety training, but Paychex had their own modules that she wanted to review before sending them to employees to complete.

Ms. Mallek asked if it would include cyber training.

Ms. Nemeth stated that they got cyber training from a different vendor and had not crossed that bridge yet. She stated that she would be curious to see what their IT team thought of that.

Ms. Mallek asked if the I-9 notification to the government was required at the very end. She asked if it would be more sensible to get that done before sending the onboarding email to someone.

Ms. Nemeth stated that she would have to do it after she offered the job to them. She stated that as part of their onboarding process, she had to verify their ID. She stated that she would have to rescind the offer if they were not qualified to work in the U.S.

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

There were none.


**11. CLOSED MEETING**

There was no closed meeting.

**12. ADJOURNMENT**

**At 3:52 p.m., Mr. Andrews moved to adjourn the meeting of the Rivanna Solid Waste Authority. Mr. Richardson seconded the motion, which passed unanimously (6-0).**

Respectfully submitted,

  
\_\_\_\_\_  
**Mr. Sam Sanders**  
**Secretary - Treasurer**

