



RSWA BOARD OF DIRECTORS
Minutes of Regular Meeting
March 28, 2023

A regular meeting of the Rivanna Solid Waste Authority (RSWA) Board of Directors was held on Tuesday, March 28, 2023, at 2:00 p.m. via Zoom.

Board Members Present: Mike Gaffney, Michael Rogers, Jeff Richardson, Brian Pinkston, Jim Andrews, Stacey Smalls, Lance Stewart.

Board Members Absent: None.

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

Attorney(s) Present: Carrie Stanton.

1. CALL TO ORDER

Mr. Gaffney convened the March 28, 2023 regular meeting of the Board of Directors of the Rivanna Solid Waste Authority at 2:00 p.m.

Mr. Gaffney read the following statement aloud:

"This is Mike Gaffney, Chair of the Rivanna Solid Waste Authority. I would like to call the March 28, 2023 meeting of the Board of Directors to order.

"This virtual meeting today is being held pursuant to and in compliance with Virginia Code § 2.2-3708.3.

"The opportunities for the public to access and participate in the electronic meeting were posted on the Rivanna Authority's website. Participation will include the opportunity to comment on those matters not listed for public hearing on the agenda.

"All Board members are participating electronically. All Board members will identify themselves and state their physical location via electronic means during the roll call which we will hold next."

Mr. Gaffney called the roll.

Mr. Andrews stated he was located at his home, Spoon Hill Farm, Samuel Miller district.

Mr. Pinkston stated he was located at his office, 575 Alderman Road, Charlottesville.

Mr. Richardson stated he was located at the County Office Building, 401 McIntire Road, Charlottesville.

Mr. Rogers stated he was located at City Hall, 605 East Main Street, Charlottesville.

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Mr. Smalls stated he was located at the Public Works Administrative Building, 305 Fourth Street NW, Charlottesville.

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

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

2. AGENDA APPROVAL

There were no comments on or questions for the agenda.

Mr. Pinkston moved that the Board approve the agenda. The motion was seconded by Mr. Andrews and passed unanimously (7-0).

3. MINUTES OF PREVIOUS BOARD MEETING

a. Minutes of the Regular Meeting of the Board on January 24, 2023

There were no comments on or questions regarding the minutes for the meeting held on January 24, 2023.

Mr. Rogers moved that the Board approve the minutes from the January 24, 2023 Board meeting. The motion was seconded by Mr. Richardson and passed unanimously (7-0).

4. RECOGNITION

There were no recognitions.

5. EXECUTIVE DIRECTOR'S REPORT

Mr. Mawyer reported that former supervisor Ken Boyd recently passed away. He noted that Mr. Boyd had served on the RSWA Board for six years.

He stated that students from the Murray Elementary School Environmental Club visited the Ivy MUC to see the recycling convenience center. He stated that Mr. McKalips provided a tour for the students. He stated that groups were welcome to visit all of the facilities.

Mr. Mawyer stated that a new scale was installed on the outbound lane at the Ivy MUC. He stated that the old scale was over 20 years old and had reached the end of its service life. He stated that they shut the scale down on a Friday and Saturday, and the new one was operational on Monday. He stated that construction of the Southern Albemarle Convenience Center construction continued, and it was projected to open at the end of May.

Mr. Mawyer stated that the spring 2023 e-waste collection event would be held on April 15. He stated that 440 people made reservations to attend the event. He stated that the residential household hazardous waste event would be held on April 21 and 22, and the bulky waste amnesty days would be held on April 29, May 6, and May 13. He stated that there was an excess of mulch at the Ivy MUC, and they were giving it away to prevent mulch fires.

Mr. Pinkston noted that there was an incident with a vehicle and asked whether it had been fully resolved.

97 Mr. Mawyer stated it had been partially resolved. He stated that the truck was towed to a mechanic.
98 He stated that the mechanic found several of the brakes were not working properly, and they
99 attributed the accident to the brakes. He stated that the truck had been inspected 1,500 miles prior to
100 the accident, and no identification of brake failure was noted on the inspection. He stated that the
101 driver of the truck was not hurt, and the person who ran into the truck at the intersection of Dick
102 Woods Road and the I-64 exit was taken in for emergency services. He stated that to the best of
103 their knowledge, the other driver was doing okay.

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105 Mr. Pinkston asked if there would be a follow-up from the inspector.

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107 Mr. Mawyer stated that they turned the matter over to the insurance company, and the driver had
108 received corrective action training.

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110 Mr. Pinkston asked what sort of repairs would be involved.

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112 Mr. Mawyer stated that the Authority's truck was hit from the side, and he had not received an
113 estimate of the damage. He stated that the other vehicle was significantly damaged and may be
114 totaled.

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116 Mr. Pinkston asked if the other vehicles were being inspected.

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118 Mr. Mawyer stated that they were checking with the manufacturers on the recommended
119 maintenance schedules for the brakes.

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121 **6. ITEMS FROM THE PUBLIC**

122 *For matters not listed on the agenda for public hearing*

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124 Mr. Gaffney opened Items from the Public. He asked any speakers to identify themselves for the
125 public record and noted. He asked Mr. Woodson if there was anyone from the public who wished to
126 speak.

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128 Mr. Woodson stated there was one speaker.

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130 Mr. Brent Pannell, 1317 Carlton Avenue, Charlottesville, stated that he was interested in expanding
131 the reach of private citizens to a multitude of government and private lands. He requested that an
132 auxiliary meeting be scheduled to propose a set of guidelines and limitations to open the Authority
133 at 4576 Dick Woods Road to some facet of public hunting. He stated that they should develop
134 guidelines to allow state taxpayers access to the land.

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136 Mr. Gaffney closed Items from the Public.

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138 **7. RESPONSES TO PUBLIC COMMENT**

139 Mr. Mawyer stated that they would be glad to further discuss hunting with Mr. Pannell. He stated
140 that the RWSA had a large property at Buck Mountain, but no one had been authorized to hunt on
141 those properties. He stated that the topic had been discussed from time to time. He stated that they
142 did not want people hunting where staff and public may be. He noted that the Ivy MUC was more
143 congested than Buck Mountain. He stated that a meeting was scheduled with the attorney later in
144 the week to discuss hunting. He stated that the Board's comments on the topic were welcome.

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146 Mr. Gaffney recommended that Mr. Mawyer discuss the idea with the attorney to determine
147 possibilities. He asked whether hunting was allowed in Virginia on Sundays.

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149 Mr. Mawyer responded that hunting was allowed on Sunday in Virginia.

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151 Mr. Pinkston stated that it was not wise to allow hunting on the Authority's land.

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153 Mr. Gaffney noted the insurance companies may prevent hunting.

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155 Mr. Stewart stated that the City and County adopted local ordinance to allow the Authority to erect
156 signs on the properties specifically forbidding the carrying of firearms except for active-duty police
157 officer acting in the performance of their duties. He stated that a firearm could be in the car, but not
158 carried. He stated that he was unsure if the Authority adopted the policy.

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160 Mr. Mawyer stated that they adopted the policy. He stated that there was a general administrative
161 procedure which prohibited any firearms from being in Rivanna buildings. He stated that signs had
162 been posted at all of the buildings. He stated that employees were prohibited from having a firearm
163 or ammunition on Rivanna property other than locked inside a private vehicle.

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165 **8. CONSENT AGENDA**

166 *a. Staff Report on Finance*

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

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170 *c. Award of Term Contract for Geotechnical, Materials Testing, and Professional*
171 *Engineering Services – Schnabel Engineering, LLC*

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

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176 **9. OTHER BUSINESS**

177 *a. Presentation and Approval: Introduction of FY 2023-2024 Budget and Approval of the*
178 *Resolution to Adopt the Preliminary Rate Schedule*

179
180 Mr. Mawyer stated that the FY 2023-2024 budget totaled \$7.9M, about \$1M greater than the FY 23
181 budget, or a 16% increase. He stated that the revenues were expected to increase to \$4.3M, an
182 \$835K increase, or about 24%. He stated that the net budget was a \$3.5M deficit, a \$262K increase,
183 or 7.9%.

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185 Mr. Mawyer stated that the County allocation was about \$2.9M, a \$176K increase, or 6.5%. He
186 stated that the City allocation was \$594K, an \$85K increase, or 16.8%. He stated that the UVA
187 allocation was about \$79K.

188
189 Mr. Mawyer stated that the Authority's budget was growing. He stated that they planned to
190 complete the Southern Albemarle Convenience Center by the end of the fiscal year. He stated that
191 they had managed the clean fill program which generated about \$875K in additional revenue. He
192 stated that they sponsored the household hazardous waste, e-waste, and bulky waste programs. He
193 stated that they had reduced staff turnover from 40% in FY 22 to about 8% currently. He stated that
194 over the past three years, they had reduced the reportable safety incidents by 82%.

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196 Mr. Mawyer stated that the Southern Albemarle Convenience Center would be operated for a full
197 year in FY24, and funding for staff was included. He stated that the design of the new baling
198 facility was expected to be completed, and the new baler would be relocated to the Ivy MUC. He
199 stated they expected Dominion Power to install solar panels on 16 acres of the closed landfill. He
200 stated that they continued to produce mulch, and they were considering a proposal to make the free
201 mulch at the landfill a permanent feature.

202

203 Mr. Mawyer stated that the largest component of the budget was the transfer station at 49%. He
204 stated that the environmental program accounted for 16% of the budget, operations for 14%,
205 recycling for 12%, and the convenience centers for 9%. He stated that Ivy MUC operations included
206 accepting vegetation, furniture, tires, appliances, and the clean fill program. He stated that the clean
207 fill program was the only program operated by the Authority with a positive net-income of about
208 \$226K. He stated that the County was the sole supporter of the operations cost, so the revenue was
209 credited toward its allocation.

210

211 Mr. Mawyer stated that the RWSA supported the RWSA through leadership, finance, technology,
212 and human resource positions. He stated that the positions were funded through an allocation to the
213 joint administrative group. He stated that the environmental program was associated with the closed
214 landfill cells. He stated that they were in a post-closure program where they monitored the
215 groundwater and the gas remediation. He noted that they hosted e-waste, household hazardous
216 waste, and paint disposal programs from the environmental program. He stated that estimated
217 revenue was \$0, and estimated expenses were \$1.2M.

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219 Mr. Mawyer stated that the UVA allocation was \$79,982, a fixed cost. He stated that the City and
220 County agreed to allocate the remaining costs at 64.5% to the County and 35.5% to the City. He
221 stated that the 2005 MOU established that the program would support 30% of the administrative
222 expenses. He stated that the Ivy MUC transfer operation took in refuse and construction debris and
223 had it transported to a landfill in Henrico County. He stated that they anticipated about \$2.5M in
224 revenues and \$3.8M in expenses. He stated that the transfer operation was 100% supported by the
225 County. He stated that they did not expect a large increase in the transfer tonnage next year.

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227 Mr. Mawyer stated that the convenience centers generated \$60K in revenue and about \$730K in
228 expenses. He stated that the County supported 100% of the operations of the convenience centers.
229 He stated that recycling was available at the McIntire Recycling Center and the Paper Sort Facility.
230 He stated that they anticipated \$285K in revenues and over \$900K in expenses. He stated that the
231 costs were shared by agreement between the County, 70%, and the City, 30%.

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233 Mr. Mawyer stated that changes to the tipping fees were proposed. He stated that they had presented
234 the proposed charges to the Board of Supervisors, and the Board approved the changes. He stated
235 that they were required to consult with the Board of Supervisors regarding any proposed fee
236 changes at the Ivy MUC. He stated that they proposed vegetation and yard waste debris costs
237 increase by \$2, from \$48 to \$50.

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239 Mr. Mawyer stated that they planned to remove per-appliance charges and shift to a weight-based
240 charge. He stated that they proposed an increase of \$2 to the domestic waste charge and the
241 construction debris charges, from \$52 to \$54. He stated that they proposed to eliminate the charge
242 for mulch and make it free when available. He stated that they recommended removing the non-
243 freon appliance charge.

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245 Mr. Mawyer stated that the proposed rate changes would increase the total revenue by about \$90K.
246 He stated that the changes were proposed to keep up with market rates and perform practical
247 adjustments. He stated that the MSW/CDD rate had not been changed since January 2019 when it
248 was reduced from \$66 to \$52. He stated that in 2018, they received about 40 tons per day, and now
249 they received 140 tons per day.

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251 Mr. Mawyer stated that workforce compensation had been evaluated where they considered the
252 turnover rate. He stated that the strategic plan goal was a turnover rate of 10% or less. He stated that
253 from FY 18 to FY 22, the RSWA averaged 19% in turnover, and in FY 22, the turnover was 40%.
254 He stated that in FY 23, the turnover rate had been reduced to 8%. He stated that they attributed the
255 reduction to a 10% cost of living and merit salary increase in 2023.

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257 Mr. Mawyer stated that the Consumer Price Index indicated inflation increased by 6.9% since the
258 last cost of living increase in February 2022. He stated that a cost of living and merit increase was
259 proposed for July 2023. He stated that they had a network to coordinate with other utility services.
260 He stated that the group had proposed merit and cost of living increases ranging from 4% to 10%,
261 with an average of 7.4% for July. He stated that social security provided an 8.7% cost of living
262 increase for retirees.

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264 Mr. Mawyer stated that they proposed a 6% cost of living increase and 2% merit pool to be
265 effective July 1. He noted the cost was about \$110K. He stated that the total workforce cost increase
266 was about \$360K. He noted that there were potential increases to health and life insurance
267 premiums and workers compensation. He stated that two additional operator attendant positions
268 were proposed for the Ivy MUC. He stated that there were operations and maintenance cost
269 increases. He stated that the cost to transport the refuse to Henrico had increased. He stated that they
270 had more support for the RSWA from the RWSA for administrative and technology support. He
271 stated they continued to increase the depreciation fund by about \$120K to replace the facilities.

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273 Mr. Mawyer stated that recyclable products were distributed across Virginia and North Carolina,
274 and roundtrip miles were estimated to be 462k. He stated that transferring refuse to Henrico was
275 almost 420k trip miles per year. He stated that RWSA employees who helped support the RSWA
276 operations were included in the organizational chart. He stated that RWSA employees helped
277 process payments, contracts, and payroll, and they helped manage technology and HR functions. He
278 stated that the RSWA would share a small portion of the costs for the joint administrative staff.

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280 Mr. Mawyer stated that the RWSA paid 85% of the cost for the Executive Director's position, and
281 the RSWA was allocated 15% of the cost. He stated that they determined an appropriate share of the
282 positions to allocate to RSWA, and of the 22 joint administrative positions, 5.4 were allocated to
283 RSWA as an expense. He stated that the budget was estimated to be \$7.9M with net allocation
284 required of about \$3.5M. He stated that the net allocation increased by 7.9%. He stated that the
285 County contribution increased by 6.5%, and the City allocation increased by 16.8%.

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287 Mr. Mawyer stated that Board was requested to vote to approve the resolution to adopt the
288 preliminary rate schedule to authorize the Authority to advertise the preliminary rates for a public
289 hearing to be held at the regular meeting of the Board on May 23, 2023.

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291 **Mr. Andrews moved that the Board approve the resolution to adopt the preliminary rate**
292 **schedule including authorization to advertise the preliminary rate schedule for a public**
293 **hearing to be held during the regular meeting of the Board of Directors on May 23, 2023. Mr.**
294 **Rogers seconded the motion, which passed unanimously (7-0).**

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10. OTHER ITEMS FROM BOARD/STAFF NOT ON AGENDA

There were none.


11. CLOSED MEETING

There was no closed meeting.

12. ADJOURNMENT

At 2:44 p.m., Mr. Rogers moved to adjourn the meeting of the Rivanna Solid Waste Authority. Mr. Pinkston seconded the motion, which passed unanimously (7-0).

Respectfully submitted,



Mr. Michael Rogers
Secretary - Treasurer

