



Board of Directors  
Regular Meeting

February 25, 2020

2:00pm



## BOARD OF DIRECTORS

### Regular Meeting of the Board of Directors of Rivanna Solid Waste Authority

**DATE:** February 25, 2020

**LOCATION:** Conference Room, Administration Building  
695 Moores Creek Lane, Charlottesville, VA

**TIME:** 2:00 p.m.

### AGENDA

1. **CALL TO ORDER**
2. **MINUTES OF PREVIOUS BOARD MEETING**
  - a. *Minutes of the Special Meeting of the Board on January 28, 2020*
3. **RECOGNITION**
4. **EXECUTIVE DIRECTOR'S REPORT**
5. **ITEMS FROM THE PUBLIC**
6. **RESPONSES TO PUBLIC COMMENTS**
7. **CONSENT AGENDA**
  - a. *Staff Report on Finance*
  - b. *Staff Report on Ivy Material Utilization Center/Recycling Operations Update*
  - c. *Amendment of the Bylaws Regarding Monthly Meetings and Election of Officers, and Approval of the Board Meeting Schedule for Calendar Year 2020*
  - d. *Award of Nonprofessional Services Contract for Construction Visual Documentation Services; Commonwealth Documentation, LLC*
8. **OTHER BUSINESS**
  - a. *Presentation: Recycling Program Update, Director of Solid Waste, Phil McKalips*
9. **OTHER ITEMS FROM BOARD/STAFF NOT ON AGENDA**
10. **CLOSED MEETING**
11. **ADJOURNMENT**

## GUIDELINES FOR PUBLIC COMMENT AT RIVANNA BOARD OF DIRECTORS MEETINGS

If you wish to address the Rivanna Board of Directors during the time allocated for public comment, please raise your hand or stand when the Chair asks for public comments.

Members of the public requesting to speak will be recognized during the specific time designated on the meeting agenda for "Items From The Public." Each person will be allowed to speak for up to three minutes. When two or more individuals are present from the same group, it is recommended that the group designate a spokesperson to present its comments to the Board and the designated speaker can ask other members of the group to be recognized by raising their hand or standing. Each spokesperson for a group will be allowed to speak for up to five minutes.

During public hearings, the Board will attempt to hear all members of the public who wish to speak on a subject, but it must be recognized that on rare occasion presentations may have to be limited because of time constraints. If a previous speaker has articulated your position, it is recommended that you not fully repeat the comments and instead advise the Board of your agreement. The time allocated for speakers at public hearings are the same as for regular Board meetings, although the Board can allow exceptions at its discretion.

Speakers should keep in mind that Board of Directors meetings are formal proceedings and all comments are recorded on tape. For that reason, speakers are requested to speak from the podium and wait to be recognized by the Chair. In order to give all speakers proper respect and courtesy, the Board requests that speakers follow the following guidelines:

- Wait at your seat until recognized by the Chair.
- Come forward and state your full name and address and your organizational affiliation if speaking for a group;
- Address your comments to the Board as a whole;
- State your position clearly and succinctly and give facts and data to support your position;
- Summarize your key points and provide the Board with a written statement, or supporting rationale, when possible;
- If you represent a group, you may ask others at the meeting to be recognized by raising their hand or standing;
- Be respectful and civil in all interactions at Board meetings;
- The Board may ask speakers questions or seek clarification, but recognize that Board meetings are not a forum for public debate; Board Members will not recognize comments made from the audience and ask that members of the audience not interrupt the comments of speakers and remain silent while others are speaking so that other members in the audience can hear the speaker;
- The Board will have the opportunity to address public comments after the public comment session has been closed;
- At the request of the Chair, the Executive Director may address public comments after the session has been closed as well; and
- As appropriate, staff will research questions by the public and respond through a report back to the Board at the next regular meeting of the full Board. It is suggested that citizens who have questions for the Board or staff submit those questions in advance of the meeting to permit the opportunity for some research before the meeting.

The agendas of Board meetings, and supporting materials, are available from the RWSA Administration Office upon request or can be viewed on the Rivanna website(s)



1 **RSWA BOARD OF DIRECTORS**  
2 **Minutes of Special Meeting**  
3 **January 28, 2020**  
4

5 A special meeting of the Rivanna Solid Waste Authority (RSWA) Board of Directors was held  
6 on Tuesday, January 28, 2020 at 2:00 p.m. in the 2<sup>nd</sup> floor conference room, Administration  
7 Building, 695 Moores Creek Lane, Charlottesville, Virginia.  
8

9 **Board Members Present:** Dr. Liz Palmer, Jeff Richardson, Mike Gaffney, Lloyd Snook, Lance  
10 Stewart, Paul Oberdorfer.

11  
12 **Board Members Absent:** Dr. Tarron Richardson.

13  
14 **Rivanna Staff Present:** Lonnie Wood, Michelle Simpson, Austin Marrs, Victoria Fort, Jennifer  
15 Whitaker, Scott Schiller, Phil McKalips, David Rhoades, Liz Coleman, Katie McIlwee, Bill  
16 Mawyer.

17  
18 **Attorney(s) Present:** Mr. Kurt Krueger.

19  
20 **1. CALL TO ORDER**

21 Mr. Gaffney convened the January 28, 2020 special meeting of the Board of Directors of the  
22 Rivanna Solid Waste Authority at 2:02 p.m.  
23

24 **2. MINUTES OF PREVIOUS BOARD MEETING**

25 *Minutes of the Regular Meeting of the Board on November 19, 2019*

26 Mr. Gaffney asked board members if they had comments or changes.  
27

28 **Dr. Palmer moved that the board approve the minutes of the previous board meeting. The**  
29 **motion was seconded by Mr. Oberdorfer and passed unanimously (6-0). Dr. Richardson was**  
30 **absent from the meeting and the vote.**

31  
32 **3. RECOGNITIONS**

33 There were no recognitions.  
34

35 **4. EXECUTIVE DIRECTOR'S REPORT**

36 Mr. Mawyer stated that with regards to the workforce development initiative, he wanted to celebrate  
37 that Russ Blankenstein (Assistant Solid Waste Manager) successfully passed his Class I and Class II  
38 Waste Operator License exams, which qualifies and licenses him to operate a transfer station, as  
39 well as a landfill. He stated that the Ivy MUC is a closed landfill that is still under a landfill permit,  
40 and Mr. Blankenstein is one of several people licensed to operate the facility.  
41

42 Mr. Mawyer stated that Phil McKalips (Solid Waste Manager) led a tour at Ivy for some  
43 homeschooled students.  
44

45 Mr. Mawyer stated that there continues to be good traffic at the IMUC, with over 4,400 vehicles in  
46 November, averaging about 119 tons per day. He stated that the December numbers dropped off  
47 slightly, with 3,900 vehicles and 86 tons per day of refuse disposal.

48

49 Mr. Mawyer stated that RSWA continues to diversify its services. He stated that Gary O'Connell  
50 made a request and suggestion about coming up with a way to collect used cooking oil. He stated  
51 that RSWA had also been contacted by a vendor and in February, the vendor will be bringing a  
52 container to McIntire Recycling Center that will collect used cooking oil. He stated that this would  
53 be run as a pilot program at no cost to RSWA, as the vendor will be picking up the container when  
54 it is full. He stated that this will allow people who deep fry foods to deposit the waste oil in that  
55 container rather than dumping it down the drain and into the sewer system.

56

57 Ms. Palmer asked if the vendor contacting RSWA was a coincidence.

58

59 Mr. Mawyer stated that it was, noting that Five-Star Septic from Sterling, VA called shortly after  
60 Mr. O'Connell made his suggestion, asking if it would be okay to put a container at the recycling  
61 facility. He stated that staff agreed to give it a try.

62

63 Mr. Snook asked what the company does with the oil when they receive it.

64

65 Mr. Mawyer replied that they reuse it to produce animal feeds or biofuels. He stated Valley Proteins  
66 has a similar program where they collect cooking oil from restaurants and repurpose the product.

67

68 Mr. Mawyer stated that this was another addition to the McIntire services, along with the oyster  
69 shell collection program.

70

71 Mr. Mawyer stated that he, Mr. McKalips, David Rhoades, and Mr. Blankenstein visited the Sonoco  
72 Recycling facility near Lynchburg to see where RSWA's newsprint and office paper, as well as #1  
73 and #2 plastics, go and how they are processed. He stated that it was very informative and  
74 interesting to see how Sonoco takes all the products, sorts, bales, and send them away, and helped  
75 us understand what contamination looks like and, if we are going to decrease contamination, how  
76 we have to improve their source separating.

77

78 Mr. Mawyer stated that they would also be visiting Sonoco Richmond on Thursday that week,  
79 where there is a papermill that reprocesses mixed paper and cardboard into paper products.

80

81 Mr. Mawyer stated that under the current bylaws, the RSWA Board was scheduled to hold another  
82 meeting in February, unless they chose not to. He noted that the current meeting was a special one  
83 that they had decided to have back in November. He stated that the next regularly-scheduled  
84 meeting was in February, and if they could get all the members there, they could approve a bylaw  
85 change that had been discussed of making the meetings every other month. He stated that they have  
86 not yet been able to do that, and until they do, they are following the original schedule and would  
87 have a meeting in February.

88

89 Mr. Stewart stated that the idea was to align the meetings in a frequency that is more reasonable for  
90 getting business done every other month instead of having seasonal meetings.

91

92 Mr. Mawyer stated that the bylaws say they will meet in February, April, May, June, August, and  
93 November. He reminded that in order to change the bylaws, they must have all the board members  
94 present to vote. He stated that they had drafted an amendment to the by-laws that says they will  
95 have the same six meetings, but that they will be every other month starting in January in order to  
96 have a more consistent flow to the meetings instead of leaving a gap where in the last six months of  
97 the year, there are currently only two meetings. He stated that in the past, they have had to schedule

98 special meetings to do business, such as construction awards. He stated that as programs are  
99 continuing and expanding, they were trying not to add more meetings, but space them out in a better  
100 way.

101  
102 Mr. Krueger stated that they need all the members present to amend the bylaws to change the  
103 regular meetings, but they also need all the members present to amend the bylaws to no longer  
104 require all the members present to amend the bylaws.

105  
106 Mr. Snook stated that he noticed that the last draft of the bylaws was written in 2014. He asked if  
107 the requirement that all members be present to amend them was based on some particular, historical  
108 problem.

109  
110 Mr. Krueger replied that it has always been in the bylaws.

111  
112 Mr. Mawyer noted that the bylaws do not state there has to be a unanimous vote, but that everyone  
113 must be present (compared to needing four for a quorum). He stated that they could have 4 members  
114 present including, three County reps, a Chairman, and no one from the City for a quorum, and that  
115 perhaps this is why the bylaws were written to require all members to be present.

116  
117 Mr. Snook stated that the Regional Transit Partnership's bylaws provide that there has to be at least  
118 one City person and at least one County person in order to have a quorum.

119  
120 Mr. Mawyer stated this was similar, but that RSWA was different.

121  
122 Ms. Palmer stated that given they were discussing collecting oil at McIntire, and pizza boxes, she  
123 wanted to mention that May 3-9 is the International Composting Awareness Week. She stated that  
124 many are hoping that the City, the County, and Rivanna will collaborate and do something related  
125 to this. She stated that Mr. McKalips was aware and was included on emails pertaining to it, and  
126 that Susan Elliott was involved. She stated that she wanted to mention it because as she was  
127 rereading the minutes from the last meeting and what Ms. McIlwee had discussed in terms of school  
128 videos, and she thought this might be something the schools would want to consider.

129  
130 **5. ITEMS FROM THE PUBLIC**

131 Hearing no items from the public, Mr. Gaffney closed the Items from the Public portion of the  
132 meeting.

133  
134 **6. RESPONSES TO PUBLIC COMMENT**

135 There were none.

136  
137 **7. CONSENT AGENDA**

138 There were no consent agenda items.

139  
140 **8. OTHER BUSINESS**

141 *a. Presentation: Staff Report on Finance*

142 Mr. Lonnie Wood, Director of Finance, presented. He stated that he would briefly go through the  
143 financial statements that are prepared each month and give some context on the budget.

144  
145 Mr. Wood stated that the Authority's budget, since 2002, has always run in a deficit. He stated  
146 that in 2002, they closed the final landfill C&D cell (construction and demolition debris), noting  
147 they had stopped accepting MSW many years before that. He stated that ever since then, the

148 budget has operated at a deficit and because of that, they have evolved over the years with  
149 several cost reimbursement agreements between local partners and Rivanna.

150  
151 Mr. Wood stated that there are several multi-party cost agreements, with the first being in 2005.  
152 He stated that this one addressed most of their remediation costs, and was also part of the HHW  
153 program, and so all those costs are bundled together in the MOU Environmental account. He  
154 stated that this agreement was created in 2005 and ends in 2034. He stated that in that agreement,  
155 the first five years, UVA paid a larger amount annually than was shown on the report. That was  
156 based on some of the massive closure costs that were happening at the time.

157  
158 Mr. Wood stated that now that closure is finished, they are in post-closure care. He stated that  
159 UVA, in the agreement, chose to have a fixed annual amount of roughly \$80,000 per year.

160  
161 Mr. Wood stated that the City and the County's agreement says they will pay all remaining  
162 unbudgeted costs at the percentages shown in the report. He stated that the remediation and  
163 environmental program agreement covers 30% of all the administrative costs. He stated that  
164 there are no true-ups related to that agreement.

165  
166 Mr. Wood stated that the other multi-party agreement is the local agreement on recycling. He  
167 stated that in this agreement, the City agrees to pay 30% and the County agrees to pay 70% of  
168 the net budget deficit. He stated that this is paid in quarterly installments at the beginning of each  
169 quarter. He stated that there is a true-up involved at the end of the year. If there is a deficit that  
170 wasn't funded by the local support payments, a true up is performed and the County and City will  
171 own the Authority for the deficit. If there is a surplus, the true up would refund the excess back to  
172 the County and City. He stated that this agreement covers 20% of the administrative costs.

173  
174 Mr. Wood stated that the last two agreements are between Rivanna and the County alone, with  
175 one being related to all Ivy operations at the Ivy Transfer Station. He stated that 100% of the net  
176 budget deficit is paid for by the County, with the remaining 50% of the administrative costs  
177 being covered by this agreement, with a true-up as well.

178  
179 Mr. Wood stated that the newest agreement for the Ivy Convenience Center will go into effect in  
180 FY 2021. He stated that they are creating a new cost center for that agreement, but that it is  
181 similar to the transfer station where the County agrees to pay for 100%, and there is a true up  
182 related to this as well.

183  
184 Mr. Wood stated that the summary of the budget document shows the main operating accounts,  
185 and the four related cost centers showing revenues and expenses. He indicated to the line  
186 showing that everything was basically running at a deficit. He reviewed the administrative costs  
187 on the report, explaining that they are absorbed into the other cost centers. He stated that this is  
188 why they see the administrative costs going to zero, as they are reallocated out each month. He  
189 stated that the net annual contribution by the two local governments is \$1.2 million.

190  
191 Mr. Wood presented the Environmental MOU cost center summary, which showed the MOU  
192 support and the costs related to that.

193  
194 Mr. Wood stated that each cost center will have a detailed line item, and in the budget done  
195 every year, those details are included. He stated that the report boils the information down to the  
196 summary of what the local support payments are for 2020 and 2019. He stated that the first two

197 groups under the County will get trued up, so they are always forcing themselves to get back to  
198 that number in the adopted budget.

199  
200 Mr. Wood stated that the financial statements included in the board packet each month provide a  
201 basic summary of the state of finances. He indicated on the statement to total revenues, total  
202 expenses, net operating (noting this was at a deficit), and the local support. He indicated to a  
203 section on the statement that takes the cost for each cost center and divides the net ending deficit  
204 by the total tonnage processed up to year-to-date, with a cost per unit ton included.

205  
206 Mr. Wood presented a page showing budget versus actuals. He indicated to a percentage that  
207 shows where they are at compared to the target and explained that since the report was for  
208 December, the target was 50% of the budget. He stated that all revenue (except for recycling)  
209 was running over budget.

210  
211 Mr. Wood stated that with revenue for recycling, pricing was down about 40-50% that year so  
212 far, for the first six months, and paper, aluminum cans, and plastic were suffering.

213  
214 Mr. Wood presented a page showing the same information organized into monthly results, as  
215 well as the local contributions as they come in.

216  
217 Mr. Wood presented a legacy cash flow report, noting that many years ago, they used to run out  
218 of cash, and that the report was used as a predictor of when the two local governments would  
219 have to expect to fund on an as-needed basis. He stated that this was how funding was done  
220 before all the agreements came into place, and so this report may not be as useful as it used to be.

221  
222 Mr. Wood presented a summary of the revenues that shows the annual budget, the budget year-  
223 to-date (annual budget divided by the percentage of the year) versus actual, and giving a result of  
224 where the variances are.

225  
226 Mr. Wood presented a report showing the tonnage information. He stated that even though the  
227 report stated "December," it is usually lagging because the information doesn't always get to  
228 Finance until mid- to late-January for what was collected in the previous month, and so there is  
229 not always a hard cutoff there on actual tonnages. He stated that the tonnages were down for half  
230 a year, and that they were not halfway there for most of the materials, except for mixed paper.

231  
232 Mr. Wood presented a graphic of transfer station tonnages only, and does not include the  
233 tonnages for vegetative or clean fill. He stated that this only represented what is received at the  
234 transfer station, which is MSW and construction debris. He stated that there was a slight  
235 downtick on the report in December that Mr. Mawyer had just mentioned.

236  
237 *b. Presentation: Staff Report on Ivy Material Utilization Center/Recycling Operations Update*

238 Mr. Phil McKalips (Director of Solid Waste) presented. He stated that he would walk through  
239 the Operations Report, which is included in the board packet every month. He stated that the  
240 report serves two purposes, with one being to provide the hard numbers that are generated each  
241 month from the transfer station operations. He stated that the report has morphed over the past  
242 year or so into including other activities going on to provide a bigger picture.

243  
244 Mr. McKalips stated that the board's last meeting was in November, and so the Operations  
245 Report would include the November and December transfer station data. He stated that there  
246 were almost 4,500 vehicles in November, and almost 4,000 in December. He stated that



247 typically, there is a decline in business in December and January, and so the number was not  
248 surprising.

249  
250 Mr. McKalips presented a picture of the transfer station, indicating to the entrance from Dick  
251 Woods Road, the scale house, and the new transfer station where MSW (municipal solid waste)  
252 and construction and demolition debris (C&D) is taken. He presented a picture of the interim Ivy  
253 Convenience Center, as well as the location in June of the new Ivy Convenience Center.

254  
255 Mr. McKalips indicated to the old, closed landfill cells, and to an area where vegetative waste is  
256 collected and ground into mulch. He stated that in the back corner is where they take clean fill,  
257 which includes rock and stone debris, brick, and asphalt, and that they are refilling a borrow area.

258

259 Mr. Mawyer asked if this included glass.

260

261 Mr. McKalips replied that there is a glass stockpiling area there as well that is used until the  
262 glass can be transported to Strategic Materials, adding that Rivanna had just entered into a new  
263 agreement with them.

264

265 Mr. McKalips presented another picture of the new transfer station. He also presented a closer  
266 picture of the vegetation area, noting where the vegetation comes in, which includes everything  
267 from grass clippings and leaves to big stumps, trees, vines, and shrubs. He stated that the  
268 vegetation is ground into mulch, which is sold out every year to the public or commercial  
269 businesses. He noted that the clean fill was located nearby.

270

271 Mr. McKalips presented the location of the new convenience center. He indicated to what was  
272 the location of the old transfer station, explaining there was an upper deck where mulch piles  
273 were being stored. He stated that the parking lot was where waste trailers are stored and where  
274 HHW and amnesty days such as furniture, appliances, tires, and e-waste collections occur.

275

276 Mr. McKalips noted that this information was all included in the first half of the report, and that  
277 the second half included pertinent information that might be of interest to the board.

278

279 Mr. McKalips stated that the report still included information on paint collection, which was part  
280 of the HHW program. He stated that because of the demand, it was driving the customer traffic  
281 at HHW and about one or two years ago, the board decided to allow for providing paint  
282 collection on a daily basis, whenever the transfer station is open. He stated that the report tracks  
283 the amount of material they collect there, and that it has been increasing ever since the program  
284 started and has been very popular. He stated that with the new HHW contract, most of that  
285 material is also being recycled, which is an added benefit.

286

287 Mr. McKalips stated that they do compostable food waste collection, with some of this being  
288 done at the Ivy MUC. He stated that most of the actual food collection is done at McIntire, where  
289 there is residential food collection and now, pizza boxes.

290

291 Mr. Snook asked if pizza boxes were now part of the composting program.

292

293 Mr. McKalips replied that they were, at McIntire. He stated that they have collected cardboard  
294 there for years, and that people have always come with pizza boxes to recycle into the cardboard.  
295 He stated that because pizza boxes are typically greasy, the recyclers do not want that material,

296 and so people would have to be asked daily not to throw them in, and would have to take them  
297 home.

298  
299 Mr. McKalips stated that they just recently got a new contract with the compost service provider  
300 there and because of the way the contract is structured, they can now take those pizza boxes, as  
301 they are very compostable. He stated that the boxes are now taken with the rest of the  
302 compostable food waste, which is a nice offering for the public.

303  
304 Mr. McKalips stated that they hoped that towards the end of February, they will be able to offer  
305 the used cooking oil collection pilot at McIntire. He stated that it would be run as a pilot to see if  
306 it is well suited to that public site, as there are concerns about whether or not this will become  
307 objectionable.

308  
309 Mr. McKalips presented a slide showing the average daily tonnages by month for the new  
310 transfer station since its opening. He stated that the station opened in September of 2018 and that  
311 starting in January of 2019, they changed the tipping fee from \$66 per ton to \$52 per ton. He  
312 stated that almost immediately, there was a doubling of the amount of material collected from  
313 28.5 to 64 tons per day. He stated that in mid-March, they started opening the facility on  
314 Mondays, which then saw another 20-ton-per-day jump in the average daily tonnages.

315  
316 Mr. McKalips stated that the figures on the slide tracks whether or not those two decisions are  
317 still paying for themselves. He stated that the breakeven tonnage per day is about 89 tons. He  
318 stated that this has averaged out to about 91 tons per day over the course of the year and thus, the  
319 changes continue to pay for themselves.

320  
321 Dr. Palmer stated that when City residents go to the transfer station, they are asked at the scale  
322 house whether they live in the City or County. She stated that if they are from the City, they are  
323 charged an additional \$9. She asked about how they will manage the recycling, as she has heard  
324 that many people are happy that they will be able to drop both their trash and their recycling off  
325 at the same place, rather than going two places. She asked how they would manage City versus  
326 County for the tag-a-bag and recycling area.

327  
328 Mr. McKalips stated that they would not have to manage this for tag-a-bag, as the person pays  
329 for the tag with an all-inclusive fee. He stated that currently, there was no way to monitor this  
330 because it is an unmanned area.

331  
332 Mr. McKalips stated that their expectation was if someone was from the City and wanted to  
333 recycle, they would go to McIntire, but if they went to Ivy, it was still a free service that  
334 wouldn't be tracked. He stated that the service fees are applied as they cross the scale, and that  
335 the whole convenience center access would be before they get to the scales, so they wouldn't be  
336 confronted with that issue when they recycle.

337  
338 Mr. Mawyer stated that all the recycling expenses are combined between McIntire and Ivy, so in  
339 that vein, the City still pays 30% of the recycling costs for Ivy recycling. The County will fund  
340 100% of the new Convenience Center costs.

341  
342 Mr. McKalips stated that starting in July, the Ivy Convenience Center would become its own  
343 cost center.

344  
345 Mr. Mawyer asked if with the new agreement, cost allocations would change.

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Mr. McKalips stated that the cost allocations for recycling would remain unchanged. He stated that they were still working out how to track costs. He explained that at McIntire, if they get a ton of cardboard, it goes to the Paper Sort, gets baled, and sold. He stated that there is an agreement that says it is a 30/70 split between the City and County for the cost of recycling. He stated that revenue is split on those same terms.

Mr. McKalips stated that because the new Convenience Center will be a separate cost center where the County will be bearing all of the cost, they will try to figure a way where they can associate those revenues separately and that currently, it was very difficult to do so, as the materials are taken to the Paper Sort without a good system in place to scale them. He stated that once the materials are comingled, there is no way to ever differentiate them, and so this problem is being worked on.

Dr. Palmer stated there have been discussions on ways to make this work.

Mr. Stewart stated that there was the question about the Paper Sort operating costs, which may increase marginally with the extra volume from the County.

Mr. McKalips stated that currently, there are no means to parse Paper Sort costs other than by the original recycling agreement. He stated that because there is the interim facility at Ivy, they can say that they are pulling one partial load (because they are non-compacted loads) from Ivy, and they are going to the Paper Sort, versus the two compacted loads of material that are coming from McIntire without much in the difference. He stated that he didn't know what this would turn into. He stated that if they ended up with one facility driving 20-30% of the business, this could result in important questions.

Mr. Stewart stated that he realized that the County is reviewing the Paper Sort study. He asked if the intention was to bring the subject back to the next board meeting for discussion, contingent upon the County's review.

Mr. McKalips replied that he had discussed this and wasn't sure exactly what the perfect time would be in front of the board.

Mr. Mawyer stated that they would bring to the Board any items related to scope of work or funding for the Paper Sort, but that if that discussion didn't happen until the second convenience center comes into the program, they would combine the two cost issues at that time.

*c. Presentation: Award of Construction Contract for the IMUC Recycling Convenience Center*

Mr. McKalips stated that this was a presentation that related to the Ivy Convenience Center, which he would ask the board to act on at the end of the presentation. He presented the full-scale recycling facility, noting that the funds were already set aside by the County and that they have been moving forward with Arcadis. He stated that they did a Master Plan several years ago that the board reviewed and selected from two alternatives one that was at the location of the old transfer station.

Mr. McKalips presented an image of the entrance from Dick Woods Road, the scale house, and the new transfer station. He indicated to the old transfer station and the proposed location the

395 board selected of the Ivy Convenience Center. He indicated to the interim facility, set up in a  
396 parking area.

397  
398 Mr. McKalips stated that Arcadis' original cost estimate was \$443,000 for the alternative. He  
399 stated that they did some value engineering and brought it down to \$350,000, which the County  
400 had already allocated in their budget. He stated that they signed an agreement with the County  
401 for the construction in August.

402  
403 Mr. McKalips stated that the new facility would be set up to take all the same materials except  
404 for oyster shells, which are taken at McIntire. He stated that the difference will be that the only  
405 compactor (at least at first, until they start to see a demand for it) will be for cardboard, and all  
406 the rest will be static containers. He stated that they would still be collecting all the same  
407 materials.

408  
409 Dr. Palmer asked if there would be a baler there for cardboard.

410  
411 Mr. McKalips replied no. He stated that there will be a compacted container like the one at  
412 McIntire. He stated that they are currently putting cardboard into a static roll-off box, which is  
413 pushed in with a piece of equipment and doesn't last very long (as it needs to be emptied twice a  
414 week).

415  
416 Mr. Mawyer asked where this is taken.

417  
418 Mr. McKalips replied that it is taken to the Paper Sort.

419  
420 Dr. Palmer stated that there is a baler for it there.

421  
422 Mr. McKalips stated that the Paper Sort facility (off of Meade Avenue) is where all the  
423 processing of the recycled material is done. He stated that instead of hauling a roll-off down to  
424 Sonoco and Madison Heights for newsprint, for example, it is taken to the Paper Sort facility and  
425 loaded into trailers until it is a trailer load, and then it is taken down. He stated that this creates  
426 an economy of scale in hauling costs. He stated that they actually bale some of their own  
427 materials as well, which allows them to get much more material onto those tractor trailers and  
428 make the loads worth hauling. He stated that this processing step earns recycling money.

429  
430 Dr. Palmer asked if the cardboard needs to be sorted much.

431  
432 Mr. McKalips replied no, adding that they do not process it beyond baling it. He stated that as far  
433 as he has heard, it has always been highly sought after by a variety of paper companies.

434  
435 Mr. McKalips stated that one of the value engineering steps made was to take the material from  
436 the old transfer station, which had upper and lower decks, and move the whole thing down to the  
437 lower deck since they don't need that elevation change because of compactors. He stated that the  
438 project then became putting a bypass road on it so that the road could be a dead-end road without  
439 operational traffic running through it. He stated that the road would only be for people using the  
440 recycling center and convenience center.

441  
442 Mr. Mawyer asked Mr. McKalips to explain what the rectangles on the map represented.

443

444 Mr. McKalips replied that the black parts of the rectangles represent the compactors, noting that  
445 this was the engineer's layout. He stated that the dotted area was the truck access needed. He  
446 stated that the small rectangles were relics from previous activities in the areas and that he  
447 believed they were the location of some metal items.

448

449 Mr. Oberdorfer asked if it was metal and tractor trailers.

450

451 Mr. McKalips stated yes, adding that cardboard and newsprint trailers sat there and that people  
452 could load them. He indicated to an area where the oil and antifreeze collection will be located.

453

454 Dr. Palmer asked where HHW traffic would go.

455

456 Mr. McKalips replied that it would come down the new road, around the barn, in much the same  
457 place as it is located currently (in the long, paved area). He indicated on the map where it would  
458 come back out.

459

460 Mr. McKalips stated that they were familiar with the type of traffic they get at the recycling  
461 centers and that at McIntire, there are lots of people and small children going from bin to bin. He  
462 stated that this was not the place where they want thru traffic of heavy equipment or tractor  
463 trailers. He stated that the idea of putting them in that diversion road is to make that a dead-end  
464 area.

465

466 Mr. McKalips indicated on the map where patrons would come in (off of Dick Woods Road) and  
467 that the entrance was before they would arrive at the scales.

468

469 Mr. McKalips presented a picture, explaining where the new road would come in. He indicated  
470 to where the original transfer station was located (on the mulch piles and concrete below). He  
471 stated that they would not be using this area, but that the Convenience Center would be located  
472 in the large paved area. He indicated on the picture to where the traffic would be closed.

473

474 Mr. McKalips stated that there was a Request for Bid for the construction of the project, and that  
475 two bids were received on January 16. He stated that Faulkner Construction was determined to  
476 be the lowest responsible bidder, and that their bid was \$150,270.

477

478 Mr. McKalips stated that there were still some things that needed to be purchased, but that they  
479 received good estimates for them, which include the metal containers and the compactor. He  
480 stated that those have a four- to six-week lead time, and so they would go into that procurement  
481 March 1 so that those are ready well before the project is supposed to be complete.

482

483 Mr. McKalips stated that the staff would like to request the board to authorize the Executive  
484 Director to award a construction contract to Faulkner Construction in the amount of \$150,270 for  
485 the Convenience Center Improvements Project, and to execute change orders up to 20% of the  
486 original construction amount.

487

488 Mr. Mawyer noted that 20% is not what is normally recommended, but because it is a small  
489 project, he asked for a greater change order flexibility.

490

491 Mr. Stewart stated that in the County's agreement for the construction of the facility, there is  
492 some very specific language capping the amount of the County's contribution for

493 reimbursement. He stated that he wanted to be careful that if any action would override the  
494 agreement between Rivanna and the County, he would want to know about this before voting.  
495

496 Mr. McKalips stated that there is contingency that would account for some of that 20%.  
497

498 Mr. Mawyer stated that the 20% authorization would be used within the project budget. He  
499 stated that if it exceeds the project budget, they will then need to come back to the County to ask  
500 for any additional funds. He stated that the request will authorize Rivanna to authorize change  
501 orders instead of having to wait and, theoretically, delay construction to come back to the board  
502 to authorize the change order. He stated that it allows him to do this up to 20%. He stated that  
503 typically, it is 10%, but because the project is small, he was asking for 20%.  
504

505 Mr. Gaffney asked if any resulting motion could be modified to reflect “not to exceed total  
506 project budget of \$350,000.”  
507

508 Mr. Mawyer replied yes. He stated that it was implied but that they could be specific about it,  
509 too. He stated that they were going to stay within the total budget, but be able to authorize  
510 construction change orders, if they would happen.  
511

512 Dr. Palmer stated the \$150,000 was slightly more than the original estimate for construction. She  
513 asked what the original estimate was.  
514

515 Mr. McKalips replied it was about \$130,000, and so this is over budget, but within about 10% of  
516 what the original engineer’s estimate would have been.  
517

518 Mr. Snook asked if the \$150,270 includes the 20%, it suggests they were starting from a bid of  
519 \$125,000.  
520

521 Mr. Mawyer clarified that it does not include the 20%, so this would authorize Rivanna to do  
522 change orders for up to \$30,000 (20%), for a new total contract amount of \$180,000, if needed.  
523

524 Dr. Palmer stated that this would still keep them within the \$350,000, and so there must be  
525 leeway to accommodate the \$30,000.  
526

527 Mr. McKalips confirmed.  
528

529 Mr. Mawyer stated that the budget was tight on the project, but that they would stay within  
530 \$350,000, unless they receive approval from the County to go above that.  
531

532 Mr. Gaffney asked Mr. Stewart if this was what he was asking -- if they would stay within the  
533 \$350,000.  
534

535 Mr. Stewart replied yes. He stated that Mr. Gaffney’s suggestion was a good one for the motion -  
536 - that the project stay in the \$350,000 unless authorized otherwise by Albemarle County.  
537

538 Mr. Snook asked if there was any provision for City money going into the project.  
539

540 Mr. Mawyer replied no.  
541

542 **Mr. Stewart moved that the Board award the construction of the contract to Faulkner**  
543 **Construction in the amount of \$150,270, and authorize the Executive Director to execute**  
544 **change orders up to 20% of that original construction amount; provided that the amount**  
545 **of the total construction costs and all costs for the project do not exceed the budget within**  
546 **the agreement without the expressed written consent of the County of Albemarle. The**  
547 **motion was seconded by Dr. Palmer and passed unanimously (6-0). Dr. Richardson was**  
548 **absent from the meeting and the vote.**

549

550 ***9. OTHER ITEMS FROM BOARD/STAFF NOT ON AGENDA***

551

552 ***10. CLOSED MEETING***

553 There was no closed meeting.

554

555 **8. Adjournment**

556 **At 2:48 p.m., Dr. Palmer moved to adjourn the meeting of the Rivanna Solid Waste**  
557 **Authority. The motion was seconded by Mr. Richardson and passed unanimously (6-0). Dr.**  
558 **Richardson was absent from the meeting and the vote.**

559

560



**MEMORANDUM**

**TO: RIVANNA SOLID WASTE AUTHORITY  
BOARD OF DIRECTORS**

**FROM: BILL MAWYER, EXECUTIVE DIRECTOR**

**SUBJECT: EXECUTIVE DIRECTOR’S REPORT**

**DATE: FEBRUARY 25, 2020**

*STRATEGIC PLAN GOAL: WORKFORCE DEVELOPMENT*

**Employee Wellness Benefits**

A new gym membership has been added to the Employee Wellness benefit. Now employees can choose memberships at the ACAC or the Charlottesville YMCA, which also allows employees to use YMCA facilities in Crozet and Waynesboro. RSWA contributes \$43/month towards a gym membership for employees.

**New Employee Orientation**

Our Human Resources Manager, Betsy Nemeth, and our Communications Manager, Katie McIlwee, did a great job in creating a video to help orient our new employees.

*STRATEGIC PLAN GOAL: COMMUNICATION & COLLABORATION; ENVIRONMENTAL STEWARDSHIP*

**Community Outreach**

Phil McKalips met with students from both the Community Public Charter and the Albemarle Student Council to discuss recycling and ways students can become more proactive about recycling within their schools.

*STRATEGIC PLAN GOAL: SOLID WASTE SERVICES*

**Use of the Ivy Materials Utilization Center:**

**January 2020**

<u>Vehicles</u>	<u>AVG MSW &amp; CDD Tons/Day</u>
3420	87



## **Recycling**

Phil McKalips, Director of Solid Waste, David Rhodes, Solid Waste Manager, Russ Blankenstein, Assistant Solid Waste Manager and I toured the Sonoco Paper Mill facility located in Richmond. We drive cardboard, newsprint and mixed paper to this facility each week.

### *STRATEGIC PLAN GOAL: INFRASTRUCTURE AND MASTER PLANNING*

#### **Master Plan for the Paper Sort Facility**

A consultant has completed a review of the capacity of the existing site and facility, located off Meade Ave, and accommodation of future recycling program space needs. The plan is under review with the County and the City.

#### **Compostable Food Waste Loading Facility, Moores Creek**

A consultant is evaluating facility improvements needed to combine compostable food waste and biosolids for shipment in our trailer to the McGill compost facility in Waverly, Va. The study will be completed by May.

### *STRATEGIC PLAN GOAL: ENVIRONMENTAL STEWARDSHIP*

#### **Sustainability Workshop**

One of our engineering consultants provided a training workshop for Rivanna and City Utilities staff on greenhouse gas emissions, energy management, bioenergy recovery, and other climate action and sustainability topics. This information will be helpful as we integrate sustainability into our operating and construction programs.



**MEMORANDUM**

**TO: RIVANNA SOLID WASTE AUTHORITY  
BOARD OF DIRECTORS**

**FROM: LONZY WOOD, DIRECTOR OF FINANCE AND  
ADMINISTRATION**

**REVIEWED: BILL MAWYER, EXECUTIVE DIRECTOR**

**SUBJECT: JANUARY 2020 FINANCIAL SUMMARY**

**DATE: FEBRUARY 25, 2020**

The results of operations and remediation activities for the first seven months of this fiscal year are summarized below and in the attached statements.

	<u>Operating Results</u>	<u>Remediation Results</u>	<u>Total</u>
Total Revenues	\$ 1,420,717	\$ -	\$ 1,420,717
Total Expenses	<u>(2,128,435)</u>	<u>(522,276)</u>	<u>(2,650,711)</u>
Net operating results	(707,718)	(522,276)	(1,229,994)
Support - MOU & Local	<u>915,813</u>	<u>822,932</u>	<u>1,738,745</u>
Surplus/(Deficit)*	<u>\$ 208,095</u>	<u>\$ 300,656</u>	<u>\$ 508,751</u>

Total operating revenues through January were \$283,200 over budget, and total operating expenses were \$251,400 over budget. The Authority has processed 27,741 tons of waste this fiscal year. A breakdown of net revenue or cost per ton, including overhead and administrative support costs, is shown below.

	<u>Ivy MSW</u>	<u>Ivy - All Other</u>	<u>Recycling</u>	<u>Total</u>
Tonnage	17,249	9,149	1,343	27,741
Net operating revenue (costs)	\$ (296,057)	\$ (53,849)	\$ (357,812)	\$ (707,718)
Net revenue (cost) per ton	\$ (17.16)	\$ (5.89)	\$ (266.43)	\$ (25.51)

Attachments

<b>Operations</b>			IVY OPERATIONS		MSW-IVY TRANSFER		RECYCLE OPERATIONS		ADMIN. SERVICES	
	Budget	Actual Y-T-D	Budget	Actual Y-T-D	Budget	Actual Y-T-D	Budget	Actual T-D	Budget	Actual Y-T-D
<b>REVENUES</b>										
Ivy Operations Tipping Fees	\$ 199,400	207,799	\$ 199,400	207,799						
Ivy MSW Transfer Tipping Fees	1,290,540	974,897			1,290,540	974,897				
Material & Other Sales-Ivy	123,500	53,795	123,500	53,795						
Recycling Revenues	200,900	83,664					200,900	83,664		
Other Revenues	93,000	63,159			93,000	63,159				
Interest & Fees	42,600	37,403							42,600	37,403
<b>Total Revenues</b>	<b>\$ 1,949,940</b>	<b>\$ 1,420,717</b>	<b>\$ 322,900</b>	<b>\$ 261,594</b>	<b>\$ 1,383,540</b>	<b>\$ 1,038,056</b>	<b>\$ 200,900</b>	<b>\$ 83,664</b>	<b>\$ 42,600</b>	<b>\$ 37,403</b>
<i>Budget vs. Actual*</i>		72.86%		81.01%		75.03%		41.64%		87.80%
<b>EXPENSES</b>										
Ivy Operations	345,846	214,495	345,846	214,495						
Ivy MSW Transfer	1,772,102	1,233,166			1,772,102	1,233,166				
Recycling Operations	531,656	360,718					531,656	360,718		
Administration	726,629	441,193							726,629	441,193
<b>Total Expenses</b>	<b>3,376,233</b>	<b>2,249,571</b>	<b>345,846</b>	<b>214,495</b>	<b>1,772,102</b>	<b>1,233,166</b>	<b>531,656</b>	<b>360,718</b>	<b>726,629</b>	<b>441,193</b>
<i>Budget vs. Actual*</i>		66.63%		62.02%		69.59%		67.85%		60.72%
<b>Net Results Before Administrative Allocation</b>	<b>\$ (1,426,293)</b>	<b>\$ (828,854)</b>	<b>\$ (22,946)</b>	<b>\$ 47,099</b>	<b>\$ (388,562)</b>	<b>\$ (195,109)</b>	<b>\$ (330,756)</b>	<b>\$ (277,054)</b>	<b>\$ (684,029)</b>	<b>\$ (403,790)</b>
<i>Administrative allocations:</i>										
<i>Administrative costs to Envir. MOU (below)</i>	205,209	121,137							205,209	121,137
<i>Administrative costs to Operations</i>	-	-	(171,007)	(100,947)	(171,007)	(100,947)	(136,806)	(80,758)	478,820	282,653
<b>Net Operating Income (Loss)</b>	<b>\$ (1,221,084)</b>	<b>\$ (707,718)</b>	<b>\$ (193,953)</b>	<b>\$ (53,849)</b>	<b>\$ (559,569)</b>	<b>\$ (296,057)</b>	<b>\$ (467,562)</b>	<b>\$ (357,812)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other Funding Sources</b>										
Local Government Contributions	1,221,084	915,813								
County Contribution - Capital Grant	350,000	-								
Transfer to Capital Fund - Transfer Station	(350,000)	-								
<b>Surplus (Deficit) - Operations</b>	<b>\$ -</b>	<b>\$ 208,095</b>								

**Environmental Programs**

	Budget	Actual Y-T-D
<b>REVENUES</b>		
Remediation Support	1,070,582	822,932
<b>Total Revenues</b>	<b>1,070,582</b>	<b>822,932</b>
<i>Budget vs. Actual*</i>		76.87%
<b>EXPENSES</b>		
Ivy Environmental	865,373	401,139
Administrative Allocation	205,209	121,137
<b>Total Expenses</b>	<b>1,070,582</b>	<b>522,276</b>
<i>Budget vs. Actual*</i>		48.78%
<b>Surplus (Deficit) - Environmental</b>	<b>\$ -</b>	<b>\$ 300,656</b>
<b>Total Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ 508,751</b>

**Rivanna Solid Waste Authority  
Monthly Financial Status Report  
FY 2020**

	July	August	September	October	November	December	January	Year-to-Date
<b><u>Revenues</u></b>								
Ivy Operations Tipping Fees	\$ 32,267	\$ 31,531	\$ 27,841	\$ 37,051	\$ 37,172	\$ 18,663	\$ 23,274	\$ 207,799
Ivy MSW Transfer Tipping Fees	141,391	142,721	145,387	162,254	162,545	117,798	102,801	974,897
Ivy Material Sales	9,769	11,342	10,663	6,159	6,050	4,714	5,098	53,795
Recycling	14,209	10,578	4,469	8,462	31,729	9,429	4,787	83,664
Other Revenues	9,624	8,407	7,372	6,900	18,828	5,966	6,062	63,159
Interest & Late Fees	5,751	5,861	5,711	5,620	4,796	5,229	4,436	37,403
<b>Total Revenues</b>	<b>\$ 213,011</b>	<b>\$ 210,440</b>	<b>\$ 201,443</b>	<b>\$ 226,446</b>	<b>\$ 261,121</b>	<b>\$ 161,799</b>	<b>\$ 146,457</b>	<b>\$ 1,420,717</b>
<b><u>Expenses</u></b>								
Ivy Operations	\$ 30,686	\$ 47,887	\$ 24,521	\$ 37,873	\$ 24,738	\$ 22,999	\$ 25,791	\$ 214,495
Ivy Environmental	23,419	33,521	58,616	57,180	161,386	35,703	31,314	401,139
Ivy MSW Transfer	171,245	102,574	169,468	238,643	218,966	160,587	171,683	1,233,166
Recycling Operation	43,486	50,059	36,921	41,934	49,724	99,835	38,759	360,718
Administration	58,374	54,319	66,132	75,171	62,149	59,507	65,541	441,193
<b>Total Expenses</b>	<b>\$ 327,210</b>	<b>\$ 288,360</b>	<b>\$ 355,657</b>	<b>\$ 450,800</b>	<b>\$ 516,964</b>	<b>\$ 378,631</b>	<b>\$ 333,089</b>	<b>\$ 2,650,711</b>
<b>Net Operating Income (Loss)</b>	<b>\$ (114,200)</b>	<b>\$ (77,920)</b>	<b>\$ (154,214)</b>	<b>\$ (224,354)</b>	<b>\$ (255,843)</b>	<b>\$ (216,832)</b>	<b>\$ (186,631)</b>	<b>\$ (1,229,994)</b>
<b><u>Other Funding Sources</u></b>								
Local Government Contributions	\$ -	\$ 35,067	\$ 270,204	\$ 305,271	\$ -	\$ 35,067	\$ 270,204	\$ 915,813
Remediation Support	79,982	87,916	247,650	159,734	-	87,916	159,734	822,932
<b>Surplus (Deficit)</b>	<b>\$ (34,218)</b>	<b>\$ 45,063</b>	<b>\$ 363,640</b>	<b>\$ 240,651</b>	<b>\$ (255,843)</b>	<b>\$ (93,849)</b>	<b>\$ 243,307</b>	<b>\$ 508,751</b>

**Rivanna Solid Waste Authority  
Fiscal Year 2020  
January 2020  
Revenue Detail Report**

Revenue Line Item	Tonnage	
	Budget FY 2020	Actual YTD
<b>IVY TIPPING FEES</b>		
Clean Fill Material	6,500	6,519
Grindable Vegetative Material	2,100	2,252
Pallets	-	21
Tires, Whole	90	57
Tires/White Good (per item)		
<i>Subtotal</i>	8,690	8,848
<b>IVY TRANSFER STATION</b>		
Compost Services	430	296
MSW Transfer Station	23,000	17,249
<i>Subtotal</i>	23,000	17,249
<b>MATERIAL SALES - IVY</b>		
Encore		
Metals		
Wood Mulch & Chips		
Hauling Fees		
Other Materials		
<i>Subtotal</i>		
<b>RECYCLING</b>		
Material Sales		
Other Materials & Services		
Grants-Operating		
Hauling Fees		
<i>Subtotal</i>		
<b>OTHER REVENUES</b>		
Service Charge Fees		
Other Revenues		
<b>REMEDIATION SUPPORT</b>		
UVA Contribution		
County Contribution		
City Contribution		
<i>Subtotal</i>		
<b>INTEREST, LATE FEES, OTHER</b>		
Trust Fund Interest		
Finance Charges		
Capital Reserve Fund Interest		
Operating Investment Interest		
<i>Subtotal</i>		
<b>Total</b>	<b>31,690</b>	<b>26,097</b>

Revenue				
Budget FY 2020	Budget YTD	Actual YTD	Budget vs. Actual	Variance %
\$ 65,000	\$ 37,917	\$ 64,987	\$ 27,070	71.39%
100,800	58,800	109,603	50,803	86.40%
-	-	991	991	
17,100	9,975	10,814	839	8.41%
16,500	9,625	21,404	11,779	122.38%
<b>\$ 199,400</b>	<b>\$ 116,317</b>	<b>\$ 207,799</b>	<b>\$ 91,482</b>	<b>78.65%</b>
\$ 76,540	\$ 44,648	\$ 52,553	\$ 7,905	17.70%
1,214,000	708,167	922,344	214,177	30.24%
<b>\$ 1,290,540</b>	<b>\$ 752,815</b>	<b>\$ 974,897</b>	<b>\$ 222,082</b>	<b>29.50%</b>
\$ 20,000	\$ 11,667	\$ 10,158	\$ (1,509)	-12.93%
40,000	23,333	20,104	(3,230)	-13.84%
23,000	13,417	13,333	(84)	-0.62%
40,000	23,333	10,200	(13,133)	-56.29%
500	292	-	(292)	-100.00%
<b>\$ 123,500</b>	<b>\$ 72,042</b>	<b>\$ 53,795</b>	<b>\$ (18,247)</b>	<b>-25.33%</b>
\$ 162,000	\$ 94,500	\$ 54,766	\$ (39,734)	-42.05%
6,300	3,675	4,204	529	14.39%
29,000	16,917	24,694	7,777	45.97%
3,600	2,100	-	(2,100)	-100.00%
<b>\$ 200,900</b>	<b>\$ 117,192</b>	<b>\$ 83,664</b>	<b>\$ (33,528)</b>	<b>-28.61%</b>
\$ 85,000	\$ 49,583	\$ 47,768	\$ (1,815)	-3.66%
8,000	4,667	15,391	10,725	229.81%
<b>\$ 93,000</b>	<b>\$ 54,250</b>	<b>\$ 63,159</b>	<b>\$ 8,909</b>	<b>16.42%</b>
\$ 79,982	\$ 46,656	\$ 79,982	\$ 33,326	71.43%
638,937	372,713	479,202	106,489	28.57%
351,663	205,137	263,748	58,611	28.57%
<b>\$ 1,070,582</b>	<b>\$ 624,506</b>	<b>\$ 822,932</b>	<b>\$ 198,426</b>	<b>31.77%</b>
\$ 2,000	\$ 1,167	\$ 1,568	\$ 401	34.41%
600	350	2,634	2,284	652.44%
15,000	8,750	13,262	4,512	51.57%
25,000	14,583	19,939	5,356	36.73%
<b>\$ 42,600</b>	<b>\$ 24,850</b>	<b>\$ 37,403</b>	<b>\$ 12,553</b>	<b>50.52%</b>
<b>\$ 3,020,522</b>	<b>\$ 1,761,971</b>	<b>\$ 2,243,649</b>	<b>\$ 481,678</b>	<b>27.34%</b>

**Rivanna Solid Waste Authority  
 Historical Material Tonnage Report - Recycling  
 Fiscal Years 2016-2020**

<b>Fiscal Year 2016</b>	<b>Fiscal Year 2017</b>	<b>Fiscal Year 2018</b>	<b>Fiscal Year 2019</b>	<b>Fiscal Year 2020 (Jul-Jan)</b>
---------------------------------	---------------------------------	---------------------------------	---------------------------------	---

*In U.S. Tons*

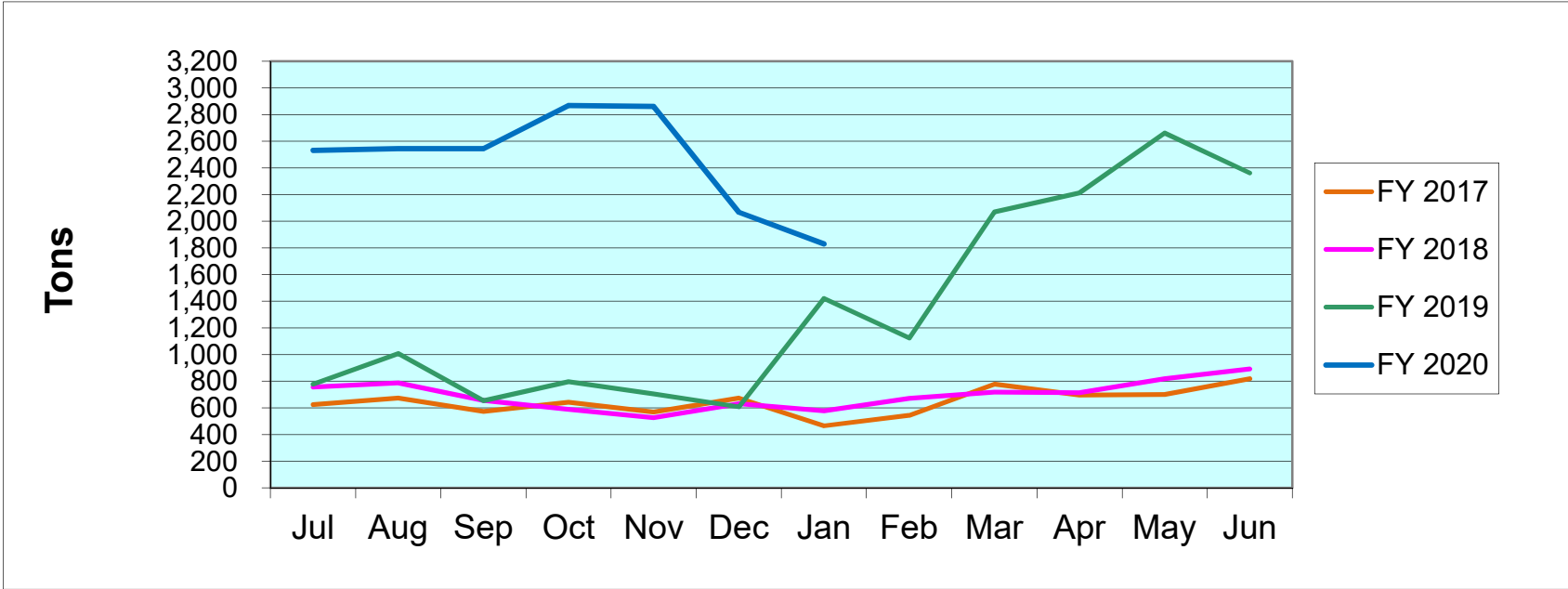
**Fiber Products**

Newspaper, magazines, catalogs	512	419	424	427	120
Cardboard (corrugated)	459	812	763	807	343
Mixed paper and phone books	214	156	187	265	459
File stock (office paper)	125	122	111	128	70
<b>Total Fiber Products</b>	<b>1,310</b>	<b>1,509</b>	<b>1,485</b>	<b>1,627</b>	<b>992</b>

**Other Products**

Glass	191	252	252	411	250
Metal Cans	32	31	41	58	28
Plastic	82	86	103	127	72
<b>Total Other Products</b>	<b>305</b>	<b>369</b>	<b>396</b>	<b>596</b>	<b>350</b>
<b>Total</b>	<b>1,615</b>	<b>1,878</b>	<b>1,881</b>	<b>2,223</b>	<b>1,342</b>

Rivanna Solid Waste Authority  
Ivy MSW Transfer Tonnages  
FY 2017 - 2020





## MEMORANDUM

**TO: RIVANNA SOLID WASTE AUTHORITY  
BOARD OF DIRECTORS**

**FROM: DAVID RHOADES, SOLID WASTE MANAGER;  
PHILLIP MCKALIPS, DIRECTOR OF SOLID WASTE**

**REVIEWED BY: BILL MAWYER, EXECUTIVE DIRECTOR**

**SUBJECT: IVY MATERIAL UTILIZATION CENTER REPORT/  
RECYCLING OPERATIONS UPDATE**

**DATE: FEBRUARY 25, 2020**

### **Ivy Material Utilization Center (IMUC) : DEQ Permit 132: 300 tons/day MSW limit**

#### **January 2020**

- **3,420 vehicles crossed the scales**
- The IMUC transfer station operated 21 days and received a total of 1,830.35 tons of municipal solid waste (MSW), an average of 87.16 tons per day of operation. The monthly transfer station tonnage figures are attached to this report.
- 1,160.47 tons of non-MSW materials were received
- 2,990.82 tons were received as a combined total tonnage (MSW + non-MSW)

#### **Paint Collection:**

On December 6, 2019, the Ivy MUC shipped out the 27<sup>th</sup> container of paint cans since the program began in August 2016. Each container holds about 4,200 one-gallon paint cans; therefore, we have shipped about 113,400 paint cans. This program continues to make paint disposal more convenient for residents and alleviates some of the congestion during our fall and spring Household Hazardous Waste Days.

The oil-based paints that are collected are beneficially used as fuel for heat recovery and the latex paints are re-processed back into commercial paints ([www.latexpaintrecycling.com](http://www.latexpaintrecycling.com)).



**Compostable Food Waste Collection:**

This program continues to operate smoothly at the IMUC. This service is free to County residents. A similar bin has been placed at the Transfer Station for the receipt of compostable food wastes from commercial customers. Commercial customers are charged the established disposal fee of \$178 per ton.

The McIntire Recycle Center received 6.58 tons of compostable materials residents in January.

**McIntire Recycling Center Update**

On February 17, Five Star Septic installed a 300-gallon Used Cooking Oil (UCO) collection container at the MRC as part of a UCO collection pilot program. This collection container will allow the public to beneficially dispose of liquid/flowable used cooking oils and greases without disposing of them into the City and ACSA sewer infrastructure. Five Star Septic is providing this container free of charge and will be servicing it at least weekly.

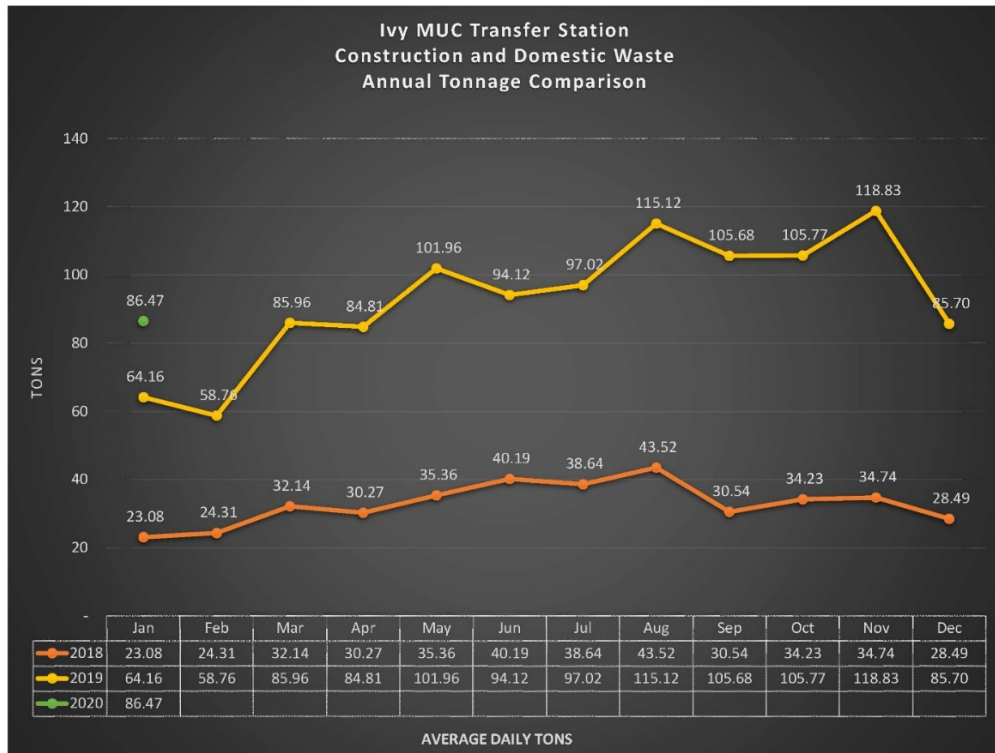


To support International Composting Awareness Week, May 3-9, 2020, the RSWA and McGill Composting will be providing interested MRC customers a free bag of McGill’s Soil Builder Compost. McGill Composting is the company that receives and composts the food waste (and pizza boxes) that are collected at MRC. McGill is providing the bags of compost free of charge to RSWA, and RSWA is providing all transportation. The purpose of this event is to thank customers for their participation in our compostable food waste collections and reinforce the message that their contributions get turned into a valuable soil amendment.



### Transfer Station Update

As shown on the following figure, we continue to see strong numbers in the tonnages being processed at the Transfer Station. Of note is that Monday operations began on March 18, 2019.



Ivy Material Utilization Center  
Daily Scale Crossing Data



January 1-31, 2020

Days of  
Operation: 21

		MSW collected at Transfer Station (tons)						Non-MSW
		Vehicles	Count	Citizen-Can	Construction	Domestic	MSW Total	Total Tons
01/01/20	Wednesday	-	-	-	-	-	-	-
01/02/20	Thursday	222	281	0.58	57.50	90.84	148.92	47.78
01/03/20	Friday	202	225	0.57	66.64	46.27	113.48	29.02
01/04/20	Saturday	229	287	0.81	10.48	33.68	44.97	3.14
01/05/20	Sunday	-	-	-	-	-	-	-
01/06/20	Monday	165	227	0.30	56.22	56.37	112.89	54.34
01/07/20	Tuesday	78	77	-	36.69	45.15	81.84	36.87
01/08/20	Wednesday	107	110	0.65	41.61	46.93	89.19	24.17
01/09/20	Thursday	120	137	0.34	42.63	30.75	73.72	16.84
01/10/20	Friday	155	177	0.38	36.85	51.50	88.73	107.04
01/11/20	Saturday	184	257	0.76	6.04	28.23	35.03	77.25
01/12/20	Sunday	-	-	-	-	-	-	-
01/13/20	Monday	159	167	0.19	32.07	49.90	82.16	15.15
01/14/20	Tuesday	152	192	0.98	47.99	53.56	102.53	79.95
01/15/20	Wednesday	155	168	0.45	50.78	46.87	98.10	33.61
01/16/20	Thursday	159	188	0.48	55.31	35.99	91.78	43.52
01/17/20	Friday	182	204	0.53	48.06	55.79	104.38	68.87
01/18/20	Saturday	165	205	0.51	13.45	30.48	44.44	4.88
01/19/20	Sunday	-	-	-	-	-	-	-
01/20/20	Monday	120	120	0.12	47.69	62.29	110.10	26.02
01/21/20	Tuesday	188	233	0.28	61.67	39.90	101.85	94.38
01/22/20	Wednesday	144	149	0.13	42.87	21.73	64.73	145.97
01/23/20	Thursday	170	177	0.33	50.48	30.39	81.20	147.24
01/24/20	Friday	165	175	0.39	55.69	58.71	114.79	99.70
01/25/20	Saturday	199	237	0.70	8.46	36.36	45.52	4.73
01/26/20	Sunday	-	-	-	-	-	-	-
01/27/20	Monday	-	-	-	-	-	-	-
01/28/20	Tuesday	-	-	-	-	-	-	-
01/29/20	Wednesday	-	-	-	-	-	-	-
01/30/20	Thursday	-	-	-	-	-	-	-
01/31/20	Friday	-	-	-	-	-	-	-
<b>Total</b>		<b>3,420</b>	<b>3,993</b>	<b>9.48</b>	<b>869.18</b>	<b>951.69</b>	<b>1,830.35</b>	<b>1,160.47</b>
<i>Average</i>		163	190	0.45	41.39	45.32	87.16	55.26
<i>Median</i>		165	188	0.47	47.69	46.27	89.19	43.52
<i>Maximum</i>		229	287	0.98	66.64	90.84	148.92	147.24
<i>Minimum</i>		78	77	0.12	6.04	21.73	35.03	3.14

**Material Type & Description**

**Citizen-Can:** Roll-off container at the Ivy MUC Convenience Center-citizens dispose of prepaid trashbags

**Construction:** Construction/demolition debris (shingles, sheetrock, treated lumber, etc.)

**Count:** Transactions per item (appliances, hauling fees, service fees, tag-bag stickers, tires)

**Domestic:** Business/residential general or household waste

**MSW:** Materials processed/handled at the Transfer Station

**Non-MSW:** Materials processed/handled on-site

**Vehicle:** Transactions or vehicles processed in a day



## MEMORANDUM

**TO: RIVANNA SOLID WASTE AUTHORITY  
BOARD OF DIRECTORS**

**FROM: BILL MAWYER, EXECUTIVE DIRECTOR**

**SUBJECT: AMENDMENT OF BYLAWS TO MODIFY THE MONTHLY  
BOARD MEETING SCHEDULE AND ELECTION OF OFFICERS;  
APPROVAL OF THE BOARD MEETING SCHEDULE FOR  
CALENDAR YEAR 2020**

**DATE: FEBRUARY 25, 2020**

This proposal is to modify the Solid Waste Board meeting schedule, and to establish meeting dates for calendar year 2020. In view of the expanded and improved services being offered by our Solid Waste programs, modifications to the Board meeting schedule are recommended. If approved, the Bylaws must also be modified to elect officers in March, rather than in April, in even-numbered years with the duly elected officers assuming office as of May 1 for a term of two years.

The current Bylaws, adopted in April 2016, require regular meetings of the Board on the fourth Tuesday of February, April, May, June, August and November (6 meetings per calendar year). The proposed amendment of the Bylaws would establish regular meetings of the Board every other month, (January, March, May, July, September, November; also 6 meetings per calendar year) starting in March 2020. The proposed meeting schedule offers the following benefits:

1. Creates a more consistent schedule to address operational and Capital Improvement business needs, such as timely award of contracts and authorizations for necessary budget amendments, as well as other program and service discussions with the Board.
2. Eliminates the 90-day gaps in Board meetings from August to November, and from November to February, which can impact business efficiencies. This schedule change may minimize the need for Special Meetings in the second half of the calendar year.
3. Creates a more consistent meeting schedule for Board members and the public.

In accordance with the Bylaws, Article VI, the Board may amend the Bylaws provided notice of the proposed amendment is given in the notice of the meeting, and all members of the Board are present at the meeting.

**Board Action Requested:**

Approval of:

- A. an amendment to the RSWA Bylaws to establish:
  - 1. regular meetings of the Board of Directors on the fourth Tuesday in January, March, May, July, September and November.
  - 2. Election of officers in March in even-numbered years, with the duly elected officers assuming office as of May 1 for a term of two years
  - 3. Implementation of these changes to the Bylaws to be effective on February 25, 2020.
  
- B. the Board meeting schedule for calendar 2020 shown by the attachment.

Attachments: RSWA By-Laws, Proposed Effective February 25, 2020  
RSWA By-Laws, Proposed Effective February 25, 2020 – Redline Version  
RSWA Board Meeting Schedule for Calendar Year 2020

**BY-LAWS OF**  
**RIVANNA SOLID WASTE AUTHORITY**  
**(Effective February 25, 2020)**

ARTICLE I

OFFICES

1. The principal office of the Rivanna Solid Waste Authority (the “Authority”) shall be in Charlottesville or Albemarle County, Virginia, at 695 Moores Creek Lane, Charlottesville, Virginia 22902 or at such particular place as shall be fixed from time to time by resolution of the Board of Directors (the “Board”).

2. Except as otherwise required by resolution of the Board, or as business of the Authority may require, all of the books and records of the Authority shall be kept at the office as designated above.

ARTICLE II

DIRECTORS

1. The Authority shall have a Board of Directors. All corporate powers shall be exercised by or under the authority of, and the business and affairs of the Authority managed under the direction of, its Board of Directors, pursuant to the provisions of the Articles of Incorporation and Sections 15.2-5113 and 5114 of the Code of Virginia. Directors shall be appointed or elected in the manner and for the term set forth in the Articles of Incorporation.

ARTICLE III

OFFICERS

1. The officers of the Authority shall be a Chair, a Vice-Chair, and a Secretary-Treasurer. An election will be held at the regular March Board meeting in even-numbered years

with the duly elected officers assuming office as of May 1 for a term of two years and such officers may succeed themselves indefinitely.

2. The Chair shall be the presiding officer of the Authority. Unless some other person is specifically authorized by procedures or instructions adopted by vote of the Board, and except as otherwise provided in Article III, Section 5 below; the Chair shall sign all contracts and other instruments to be executed on behalf of the Authority. The Chair shall perform all the duties and have such other powers as the Board may from time to time designate. The Chair shall be a member of the Board.

3. The Vice-Chair shall perform all the duties of the Chair in the event of the Chair's absence or incapacitation or in the event of the Chair's office falling vacant and also perform such tasks as the Chair or the Board may assign from time to time. The Vice-Chair shall be a member of the Board.

4. The Secretary-Treasurer or his or her designee shall attend all meetings of the Board and act as secretary or clerk thereof; such person shall record all votes and keep accurate records of all proceedings at such meetings in a minute book to be kept for that purpose, which shall be open at all reasonable times to the inspection of any member or any other person authorized by law. The Secretary-Treasurer or his or her designee shall keep in safe custody the official seal of the Authority and shall have authority to affix such seal to all papers authorized to be executed by the Authority requiring such seal to be affixed. The Secretary-Treasurer shall have authority to cause copies to be made of all minutes and other records and documents of the Authority and to give certificates under the official seal of the Authority to the effect that such copies are true copies, and all persons dealing with the Authority may rely upon such certificates.

The Secretary-Treasurer or his or her designee shall perform all the duties commonly incident to the office of secretary or clerk and shall perform such other duties and have such powers as the Board may from time to time designate. In the absence of the Secretary-Treasurer and/or his or her designee from any meeting of the Board, a temporary secretary may be chosen who shall record the proceedings thereof.

Subject to the provisions of any trust agreement securing revenue bonds, bond anticipation notes, or other financial obligation of the Authority, the Secretary-Treasurer or his or her designee shall have the care and custody of the funds of the Authority and shall have and exercise, under the supervision of the Board, all the powers and duties commonly incident to the office of treasurer. The Secretary-Treasurer shall be selected by the Board and may or may not be a member of the Board.

5. There shall be an Executive Director who shall be the chief administrative officer of the Authority and shall be selected from a list of qualified individuals by vote of the Board. The Executive Director, acting on request of the Chair, shall cause notice to be given of all meetings of the Authority as required by law or by these By-Laws. The Executive Director is authorized to sign contracts to be executed on behalf of the Authority provided: (i) the aggregate amount of the contract is \$100,000 or less; (ii) the term of the contract is one year or less; and (iii) funds required for payment terms of the contract have been authorized by the Board through adoption or amendment of the annual operating budget.

6. In addition to the officers above mentioned, the Board may provide for such deputies, assistants and other officers as it may deem necessary from time to time, who shall perform such duties and have powers as the Board may designate.



## ARTICLE IV

### MEETINGS OF THE AUTHORITY

1. Meetings of the Board may be called by the Chair, or in the event of the Chair's absence from the Commonwealth or incapacity, by the Vice-Chair, for such time and at such place in the Commonwealth as may be specified in the call.

2. Regular meetings of the Board will be held at the Authority's Administration Building, 695 Moores Creek Lane, Charlottesville, Virginia, at 2:00 p.m. on the fourth Tuesday of January, March, May, July, September and November of each year or at such other place as the Board may designate from time to time. Public notice of such meetings will be required only if the time and/or place of such meetings is changed for any reason.

3. Meetings in addition to the regular meeting may be called by the Chair, or the Vice-Chair when acting for the Chair under the conditions stated above, for such time and at such place in the Commonwealth as may be specified in the call, provided written notice of such meeting is delivered to the Board members, left at their residence or usual place of business, or delivered by electronic mail not less than forty-eight hours prior to the date and time specified for such meeting. In addition, the Executive Director shall take such measures as may be necessary to make sure that news media and the public have at least twenty-four hours notice of any meeting.

4. In the event that the officer issuing the call for a special meeting declares an emergency to exist, the notice required shall be three hours, provided that the declaration of emergency is approved by vote of the Board members at that special meeting.

5. The notification of Board meetings at which subject matter is discussed and/or acted upon by the Authority in compliance with the requirements of Title 15.2, Code of Virginia (Virginia Water and Waste Authorities Act) will be as specified in that document.

6. All Board meetings shall be open to the public, except when pursuant to the provision of Section 2.2-3711 of the Code of Virginia, the Board members have voted to hold a closed meeting and no resolution, rule, contract, regulation, or motion discussed in such closed meeting shall become effective unless the Board members reconvene in open meeting and take a vote on such resolution, rule, contract, regulation, or motion.

7. At meetings of the Board the following order of the business shall be observed, in general, as far as is consistent with the purpose of the meeting:

- a. Reading, correction, and approval of the minutes of the preceding meeting.
- b. Items from the public, except matters on the agenda for which a public hearing has been called, and responses from Board or staff to public comments.
- c. Consent agenda, to include regular staff reports on expenditures, operations, and capital projects.
- d. Other business, including unfinished business.

8. The vote on the adoption of every resolution shall be by ayes and nays. The names of the Board members voting for or against the resolution shall be entered upon minutes of the meetings, unless the vote be unanimous, in which case the minutes will so state.

9. A majority of the members of the Board shall constitute a quorum but the vote of the majority of the total members shall be necessary for any action, other than procedural matters, to be taken by the Board.

10. A Board member may designate an alternate to attend meetings the member is unable to attend. Such alternates may take part in any deliberations of the Board but may not vote on any matter and may be excluded from any closed meeting.

11. A Board member may participate in a Board meeting through electronic communication from a remote location, subject to the conditions of § 2.2-3708.1 of the Code of Virginia and the Board's policy for remote participation as set forth below:

a. At least four hours prior to the scheduled time for the Board meeting, the Board member desiring to participate remotely shall notify the Chair in writing, which may be by e-mail or text message, and shall identify with specificity the nature of the reason as to why remote participation is necessary. Permitted reasons shall be limited to (i) an emergency, (ii) a personal matter, or (iii) a temporary or permanent disability or other medical condition that prevents the member's physical attendance. The specific nature of the reason and the remote location from which the Board member participated shall be recorded in the minutes of the meeting.

b. No Board member may participate remotely in more than one Board meeting per calendar year; provided, however, such limitation shall not apply to remote attendance due to temporary or permanent disability or other medical condition that prevents the Board member's physical attendance.

c. The Authority shall have arranged for the voice of the remote participant to be heard by persons present at the meeting location, including other Board members, and the public. The Authority shall be capable of monitoring the remote connection and record in the minutes both the time the remote participation was connected and the time

disconnected, and the minutes shall clearly record the vote of the remote participant on all voting matters during the remote participation.

d. A quorum of Board members shall be physically present at the meeting location in order for Board actions to be considered or taken, however, voting by remote participation may count toward determining that the majority of members voted for or against a particular action as described in Section 9 of this Article IV.

e. In the event a Board member's remote participation is disapproved by the Chair or the Board because such participation would violate the terms and conditions of this Section 11, such disapproval and the reason therefor shall be recorded in the minutes.

#### ARTICLE V

#### OFFICIAL SEAL

The official seal of the Authority shall consist of the embossed impression of a circular metallic disc containing in the outer rim the words "Rivanna Solid Waste Authority." The Secretary-Treasurer or his or her designee shall secure such seal and cause the impression thereof to be made on the minutes of the meetings of the Board.

#### ARTICLE VI

#### AMENDMENTS

Except as otherwise provided by law, these By-Laws may be amended, added to, altered, or repealed in whole or in part by the Board at any meeting, provided that notice of the proposed amendment, additions, alteration or repeal is given in the notice of such meeting and that all members of the Board are present at such meeting.

ARTICLE VII

FISCAL YEAR

The fiscal year of the Authority shall be determined in the discretion of the Board, but in the absence of any such determination it shall be the year beginning July 1 and ending June 30.

Proposed February 25, 2020

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**BY-LAWS OF**  
**RIVANNA SOLID WASTE AUTHORITY**  
**(~~Proposed~~ Effective ~~May 1~~ February 25, 2016 ~~2020~~)**

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3. The Vice-Chair shall perform all the duties of the Chair in the event of the Chair's absence or incapacitation or in the event of the Chair's office falling vacant and also perform such tasks as the Chair or the Board may assign from time to time. The Vice-Chair shall be a member of the Board.

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### MEETINGS OF THE AUTHORITY

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4. In the event that the officer issuing the call for a special meeting declares an emergency to exist, the notice required shall be three hours, provided that the declaration of emergency is approved by vote of the Board members at that special meeting.

5. The notification of Board meetings at which subject matter is discussed and/or acted upon by the Authority in compliance with the requirements of Title 15.2, Code of Virginia (Virginia Water and Waste Authorities Act) will be as specified in that document.

6. All Board meetings shall be open to the public, except when pursuant to the provision of Section 2.2-3711 of the Code of Virginia, the Board members have voted to hold a closed meeting and no resolution, rule, contract, regulation, or motion discussed in such closed meeting shall become effective unless the Board members reconvene in open meeting and take a vote on such resolution, rule, contract, regulation, or motion.

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- c. Consent agenda, to include regular staff reports on expenditures, operations, and capital projects.
- d. Other business, including unfinished business.

8. The vote on the adoption of every resolution shall be by ayes and nays. The names of the Board members voting for or against the resolution shall be entered upon minutes of the meetings, unless the vote be unanimous, in which case the minutes will so state.

9. A majority of the members of the Board shall constitute a quorum but the vote of the majority of the total members shall be necessary for any action, other than procedural matters, to be taken by the Board.

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a. At least four hours prior to the scheduled time for the Board meeting, the Board member desiring to participate remotely shall notify the Chair in writing, which may be by e-mail or text message, and shall identify with specificity the nature of the reason as to why remote participation is necessary. Permitted reasons shall be limited to (i) an emergency, (ii) a personal matter, or (iii) a temporary or permanent disability or other medical condition that prevents the member's physical attendance. The specific nature of the reason and the remote location from which the Board member participated shall be recorded in the minutes of the meeting.

b. No Board member may participate remotely in more than one Board meeting per calendar year; provided, however, such limitation shall not apply to remote attendance due to temporary or permanent disability or other medical condition that prevents the Board member's physical attendance.

c. The Authority shall have arranged for the voice of the remote participant to be heard by persons present at the meeting location, including other Board members, and the public. The Authority shall be capable of monitoring the remote connection and record in the minutes both the time the remote participation was connected and the time

disconnected, and the minutes shall clearly record the vote of the remote participant on all voting matters during the remote participation.

d. A quorum of Board members shall be physically present at the meeting location in order for Board actions to be considered or taken, however, voting by remote participation may count toward determining that the majority of members voted for or against a particular action as described in Section 9 of this Article IV.

e. In the event a Board member's remote participation is disapproved by the Chair or the Board because such participation would violate the terms and conditions of this Section 11, such disapproval and the reason therefor shall be recorded in the minutes.

#### ARTICLE V

#### OFFICIAL SEAL

The official seal of the Authority shall consist of the embossed impression of a circular metallic disc containing in the outer rim the words "Rivanna Solid Waste Authority." The Secretary-Treasurer or his or her designee shall secure such seal and cause the impression thereof to be made on the minutes of the meetings of the Board.

#### ARTICLE VI

#### AMENDMENTS

Except as otherwise provided by law, these By-Laws may be amended, added to, altered, or repealed in whole or in part by the Board at any meeting, provided that notice of the proposed amendment, additions, alteration or repeal is given in the notice of such meeting and that all members of the Board are present at such meeting.

ARTICLE VII

FISCAL YEAR

The fiscal year of the Authority shall be determined in the discretion of the Board, but in the absence of any such determination it shall be the year beginning July 1 and ending June 30.

Proposed ~~April 26~~ February 25, 2016 ~~2016~~ 2020

~~11074479-6~~  
11074479-9

Document comparison by Workshare 10.0 on Tuesday, February 18, 2020  
10:10:37 AM

Input:	
Document 1 ID	iManage://DMSPROXY/Active/11074479/6
Description	#11074479v6<Active> - RSWA Bylaws
Document 2 ID	iManage://DMSPROXY/Active/11074479/9
Description	#11074479v9<Active> - RSWA Bylaws
Rendering set	MW Standard Color

Legend:	
<u>Insertion</u>	
<del>Deletion</del>	
<del>Moved from</del>	
<u>Moved to</u>	
Style change	
Format change	
<del>Moved deletion</del>	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	9
Deletions	10
Moved from	0
Moved to	0
Style change	0
Format changed	0
Total changes	19



## Board Meeting Schedule

Listed below are the proposed RSWA Board of Directors meeting dates for calendar year 2020, as established during the Board meeting on February 25, 2020:

Tuesday, March 24, 2020

Tuesday, May 26, 2020

Tuesday, July 28, 2020

Tuesday, September 22, 2020

Tuesday, November 17, 2020\*

\* The November meeting is moved to the third Tuesday of the month to avoid a conflict with the week of Thanksgiving.

RSWA meetings will start promptly at 2:00 p.m. RSWA meetings will be held in the large conference room of the Moores Creek Advanced Water Resource Recovery Facility Administration Building, 695 Moores Creek Lane, Charlottesville, VA.



## MEMORANDUM

**TO: RIVANNA SOLID WASTE AUTHORITY  
RIVANNA WATER & SEWER AUTHORITY  
BOARD OF DIRECTORS**

**FROM: JENNIFER A. WHITAKER, DIRECTOR OF ENGINEERING AND  
MAINTENANCE**

**REVIEWED BY: BILL MAWYER, EXECUTIVE DIRECTOR**

**SUBJECT: AWARD OF NONPROFESSIONAL SERVICES CONTRACT FOR  
CONSTRUCTION VISUAL DOCUMENTATION SERVICES;  
COMMONWEALTH DOCUMENTATION, LLC**

**DATE: FEBRUARY 25, 2020**

The Rivanna Water and Sewer Authority (RWSA) and Rivanna Solid Waste Authority (RSWA) are continually improving their infrastructure based on age or the need to expand and increase capacity, and as a result, wanted to procure services to comprehensively document the pre, during, and post construction changes associated with completion of construction, and other, projects through photographs, videos, and special software. This documentation is beneficial during the construction process itself, as well as after the improved infrastructure is in use.

As a result, RWSA and RSWA advertised a joint Request for Proposals on January 19, 2020 and proposals were due on February 4, 2020. As part of the procurement process, competitive negotiation was utilized as the procurement method for this contract. Due to the nature of dealing with various construction sites and activities, it is critical to review a contractor's qualifications and references to confirm capabilities and the satisfaction of other owners who have worked with the contractor in similar situations. This method would allow RWSA and RSWA to evaluate not only the firm's experience, capabilities and availability, but also the management approaches and key personnel. In addition, this approach would still allow RWSA and RSWA to factor price into the decision-making process, but not use it as the sole determining factor.

On February 4, 2020, one proposal was received from Commonwealth Documentation, LLC (dba Multivista). Multivista is currently providing construction photo documentation services as a subcontractor to the design engineer for the Crozet Water Treatment Plant – Expansion and Rehabilitation project, and our experience with the company to date has been very positive. In addition, the submitted qualifications of the company and the proposed project team, responsiveness to the scope of services, professional competence, qualifications, competitive labor rates, depth of key personnel, and extensive experience with similar projects provided in the proposal further demonstrated the company's extensive capabilities. As a result, it was determined that RWSA and RSWA would recommend awarding a contract to Multivista.



**Board Action Requested:**

Authorize the Executive Director to execute a contract for an initial term of one year, with options to renew the contract for four additional one-year terms, with Commonwealth Documentation, LLC for Construction Visual Documentation Services.

# Recycling Update – February 2020

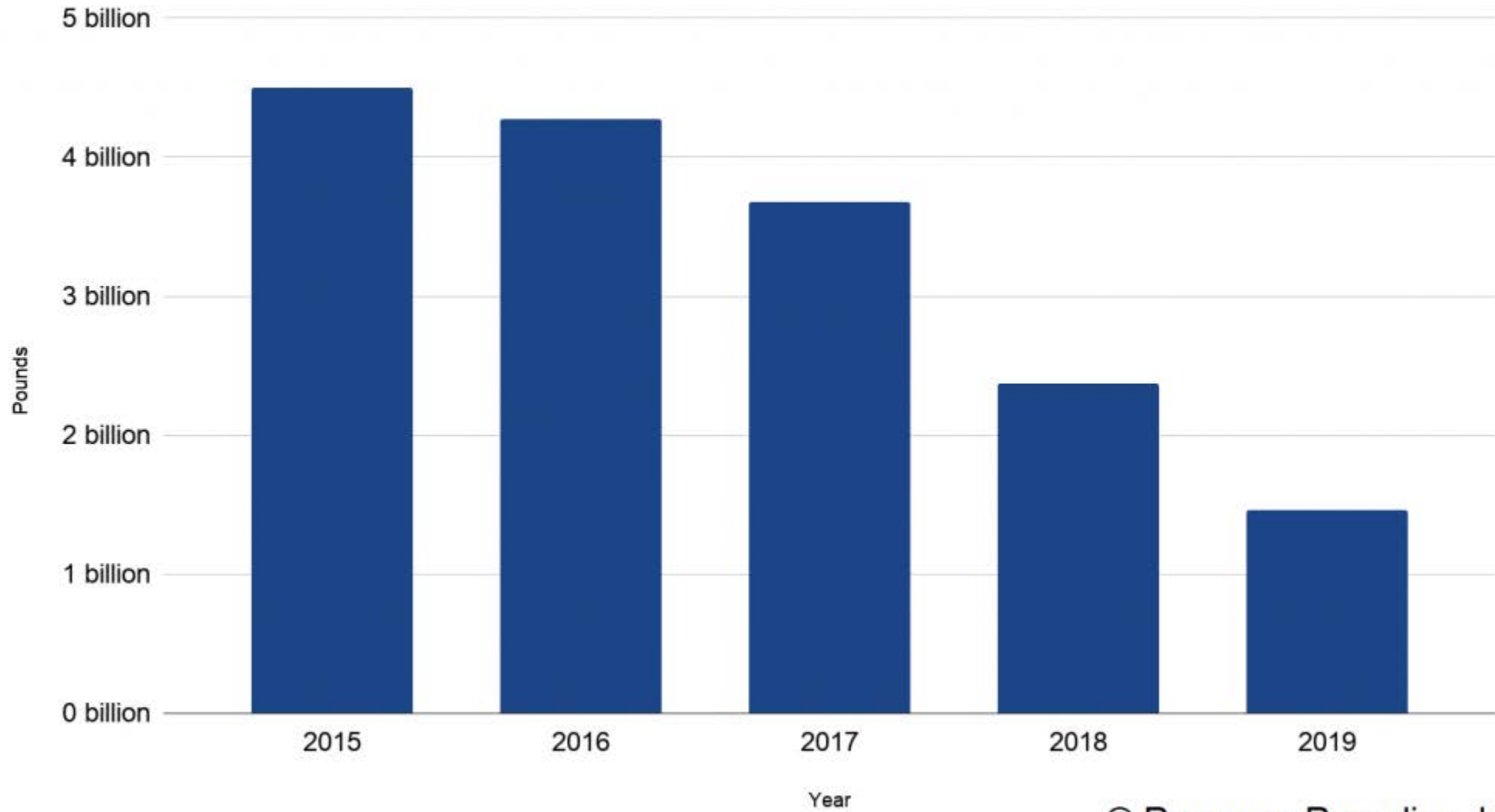
Presented by Phil McKalips  
February 25, 2020



# The Recycling Landscape

- Beginning in 2018, China started reducing imports of recycled materials (especially paper and plastic). These reductions have continued to become more stringent. Basically, for our purposes, they are now importing zero recyclables.
- Other SE Asian nations have also been greatly reducing imports.
- In the mid-Atlantic region, prices for all commodities are depressed and will likely remain so for the foreseeable future.
- What allows us to continue to have our materials accepted is that we add a lot of value to our materials through baling and providing transportation.

### U.S. scrap plastic exports to all countries, 2015-2019



© Resource Recycling, Inc.

# What does RSWA Recycle?

- Aluminum Beverage Cans
- Mixed Metal
- Corrugated Cardboard
- #1 and #2 Plastic Bottles and Containers
- Mixed Paper
- #2 and #4 Plastic Bags and Films



- Glass Bottles and Jars
- Office Paper
- Newspaper
- Hard and Soft-bound Books
- Compostable Food Waste
- Oyster Shells
- Used Cooking Oil



# Where does it all go?

- **Aluminum Beverage Cans** – Gerdau, Roanoke, sold for reuse in Aluminum Beverage Cans
- **Mixed Metal** – Gerdau, Roanoke sorting facility and sold as scrap metal by grade
- **Corrugated Cardboard** – Sonoco Recycling, Richmond paper mill, recycled into paper products (Pringles® Chip tubes)



# Where does it all go?

- **#1 and #2 Plastics** – Sonoco Recycling in Raleigh, NC, processed through MRF for recoverable plastics
- **Mixed Paper** – Sonoco Recycling, Richmond paper mill, recycled into paper products (Pringles® Chip tubes)
- **#2 and #4 Plastic Bags and Films** – Trex, Winchester, used in making Trex® decking materials



# Where does it all go?

- **Glass Bottles and Jars** – Strategic Materials in NC, recycled into glass food/beverage containers
- **Office Paper** – Sonoco Recycling, Madison Heights, recycled into paper towels and toilet paper at eastern US papermill
- **Newsprint** – Sonoco Recycling, Richmond Paper Mill, recycled paper products





# Where does it all go?

- **Hard and Soft-bound Books** – into Mixed Paper, Sonoco Recycling, Richmond Paper Mill
- **Compostable Food Waste** – Natural Organic Process Enterprises (NOPE), Richmond, hauls material to McGill-Waverly Composting Facility
- **Oyster Shells** – VCU Oyster Shell Recycling Program
- **Used Cooking Oil** – Biofuels or Animal Feed.



# Things We're Watching.

- Mixed Paper and some of the other paper products are earning low (or zero) revenue. Expect this to continue.
- Unclean/contaminated Plastic will continue to be a problem due to processing costs. Clean #1 and #2 plastics have a domestic market and are seeing strong prices (~\$0.50 to \$0.70 per pound [\$1400 per ton] for clean #2).
- Material Contamination – “Wish-cycling” is our biggest problem. Will require customer education and implementation.

# Contamination



Note contamination of #1-#2  
Plastics by bubble wrap and  
blue totes



Note contamination of  
aluminum cans with plastic  
bags and aluminum foil

# Other Recycling in the Area

- van der Linde Recycling in Zion Crossroads – Construction/Demolition Debris (CDD) recycling
- eWaste – RSWA offers twice per year no-cost collections at Ivy; events by others occur throughout the year
- Tires – twice per year no-cost collections at Ivy, recycled by Emanuel Tire, Appomattox, VA
- Oil-based and Latex Paints – daily collection at Ivy. Recycled into fuels or paint products by MXI Environmental.

# What we need to do going forward.

- Continue to work to educate our customers about the whole recycling process, so our efforts can be adaptive to the recycling marketplace.
- Work to increase commercial interest in our products by reducing contamination. This will take more staff inspection and significant customer education.
- Increase our value-added. Our products are of interest because we deliver some of them and we bale some of them. This increases their value.

Questions?