



Board of Directors
Special Meeting

January 28, 2020

2:00pm



BOARD OF DIRECTORS

Special Meeting of the Board of Directors of Rivanna Solid Waste Authority

DATE: January 28, 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 Regular Meeting of the Board on November 19, 2019*
3. **RECOGNITION**
4. **EXECUTIVE DIRECTOR'S REPORT**
5. **ITEMS FROM THE PUBLIC**
6. **RESPONSES TO PUBLIC COMMENTS**
7. **CONSENT AGENDA**
8. **OTHER BUSINESS**

Presentations:

 - a. *Staff Report on Finance, Director of Finance, Lonnie Wood*
 - b. *Staff Report on Ivy Material Utilization Center/Recycling Operations Update, Director of Solid Waste, Phil McKalips*
 - c. *Award of Construction Contract for the IMUC Recycling Convenience Center, Director of Solid Waste, Phil McKalips*
- d. **OTHER ITEMS FROM BOARD/STAFF NOT ON AGENDA**
- e. **CLOSED MEETING**
- f. **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 Regular Meeting**
3 **November 19, 2019**
4

5 A regular meeting of the Rivanna Solid Waste Authority (RSWA) Board of Directors was held
6 on Tuesday, November 19, 2019 at 2:00 p.m. in the 2nd floor conference room, Administration
7 Building, 695 Moores Creek Lane, Charlottesville, Virginia.

8
9 **Board Members Present:** Paul Oberdorfer, Kathy Galvin, Mike Gaffney, Dr. Liz Palmer, Jeff
10 Richardson, Lance Stewart.

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

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

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

19
20 **Also Present:** Members of the public and media representatives.

21
22 **1. CALL TO ORDER**

23 Mr. Gaffney convened the November 19, 2019 meeting of the Rivanna Solid Waste Authority at
24 2:02 p.m.

25
26 **2. MINUTES OF PREVIOUS BOARD MEETING**

27 *Minutes of the Regular Meeting of the Board on September 24, 2019*

28 Mr. Gaffney asked Board members if they had comments or changes.

29
30 Mr. Mawyer stated that on line 154, where it says, “contracted by the Authority,” it should read,
31 “besides the one contracted by the City”. He stated following that, on line 154-155, it should read,
32 “She asked if they are assuming that this is just a matter of changing the ordinance, if that would
33 take care of who picks up in the City?” He stated this was in reference to Dr. Palmer’s comment.

34
35 **Dr. Palmer moved that the Board approve the minutes of the previous Board meeting, with**
36 **the changes noted. She was seconded by Mr. Oberdorfer and the motion passed unanimously**
37 **(6-0). Dr. Richardson was absent from the meeting and the vote.**

38
39 **3. RECOGNITIONS**

40 *a. Resolution of Appreciation for Kathy Galvin*

41 Mr. Gaffney read the following resolution:

42
43 WHEREAS, Ms. Galvin has served as a member of the Board of Directors for the Rivanna Water &
44 Sewer Authority and the Rivanna Solid Waste Authority since November 2011; and
45

46 WHEREAS, over that same period Ms. Galvin has demonstrated leadership in water and sewer,
47 solid waste and recycling services; and has been a valuable member of the Boards of Directors and a
48 resource to the Authorities; and

49
50 WHEREAS, Ms. Galvin's understanding of the water, sewer, solid waste and recycling operations
51 of the City of Charlottesville, the Water & Sewer Authority and the Solid Waste Authority has
52 supported a strategic decision-making process that provided benefits to the customers served by the
53 City of Charlottesville as well as the community as a whole. During Ms. Galvin's tenure and
54 through her efforts, major projects were completed including:

- 55
56 - the Ragged Mountain Reservoir Dam
57 - the Rivanna Sewer Pumping Station
58 - Odor Control Improvements at the Moores Creek Advanced Water Resource Recovery Facility
59 - Granular Activated Carbon Filters for all water treatment plants
60 - a Refuse Transfer Station at the Ivy Material Utilization Center
61 - a Strategic Plan for both Authorities; and

62
63 WHEREAS, the Board of Directors of the Water & Sewer Authority and the Solid Waste Authority
64 are most grateful for the professional and personal contributions Ms. Galvin has provided to both
65 Authorities and to the community; and

66
67 NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Rivanna Water &
68 Sewer Authority and the Rivanna Solid Waste Authority recognize, thank, and commend Ms.
69 Galvin for her distinguished service, efforts, and achievements as a member of the Rivanna Water
70 & Sewer Authority and the Rivanna Solid Waste Authority, and present this Resolution as a token
71 of esteem, with their best wishes in her future endeavors.

72
73 BE IT FURTHER RESOLVED that this Resolution be entered upon both the permanent Minutes of
74 the Rivanna Water & Sewer Authority and the Rivanna Solid Waste Authority.”

75
76 **Dr. Palmer moved that the Board approve the resolution. The motion was seconded by Mr.**
77 **Stewart and passed unanimously (6-0). Dr. Richardson was absent from the meeting and the**
78 **vote.**

79
80 Dr. Palmer stated that the Board members would all miss Ms. Galvin and that she would very much
81 miss her. She expressed her appreciation for all the conversation about water, sewer, and trash over
82 the past couple years.

83
84 Ms. Galvin thanked the Board, noting that she was not expecting the resolution. She stated that
85 everyone was part of the decisions, and that she was honored to be a part of the group for eight
86 years. She stated it has been a cordial, productive, and civil group of people to work with.

87
88 ***1. EXECUTIVE DIRECTOR'S REPORT***

89 Mr. Mawyer stated that it was a busy two months since the last Board meeting, and that many of the
90 things RSWA does is guided by the Strategic Plan such as workforce development. He stated that
91 they have expanded their staff recruitment efforts and have had staff training. He noted that they
92 received safety training from the Charlottesville Fire Department, which included training on
93 operating fire extinguishers.

94

95 Mr. Mawyer stated that the Solid Waste Director gave a presentation to a group of residents at the
96 Ecovillage on the Solid Waste recycling and compost programs.

97
98 Mr. Mawyer stated that the RSWA had another big month at the Ivy MUC and that in September,
99 they had 4,355 vehicles come through. He stated that they averaged 105 tons per day of MSW and
100 CDD disposed. He stated that similarly, in October, they had over 4,500 vehicles and again
101 averaged 105 tons per day. He stated that looking back to before September 2018, they were doing
102 30 tons per day, so the amount has more than tripled. He stated that the RSWA is meeting its
103 objectives of increasing refuse disposal at the Ivy facility.

104
105 Mr. Mawyer stated that there were Fall Hazardous Waste, Bulky Waste, and E-Waste collection
106 days, totaling seven days (counting the commercial day). He stated that there were over 1,100
107 County vehicles that came through and over 230 vehicles from the City that visited those events. He
108 stated that they collected tons of furniture, mattresses, appliances, tires, and e-waste products.

109
110 Mr. Mawyer stated that they celebrated National Recycling Day the week before, on November 15.
111 He noted that Mr. McKalips and his staff gave out recycled, reusable shopping bags at the McIntire
112 facility.

113
114 Mr. Mawyer stated that RSWA also initiated a new program for the collection of political signs. He
115 stated that the Albemarle County Solid Waste Alternatives Advisory Committee (SWAAC) had
116 suggested having a container at the McIntire facility for a certain type of sign, as well as at Ivy, and
117 they can now collect and recycle signs there.

118
119 Mr. Mawyer stated that they held the Pumpkin Smash event at McIntire the day after Halloween, on
120 November 2.

121
122 Mr. Mawyer stated that they also started the new “Chuck a Shuck” program at McIntire, where they
123 collect oyster shells.

124
125 Mr. Mawyer stated that Mr. McKalips had done a great job at the local Thomas Jefferson Planning
126 District Commission (TJPDC) meeting. He noted that there was some discussion with the localities
127 about collecting and recycling glass. He stated that they receive glass at McIntire, which is then
128 taken to Ivy to be dumped into the pile towards the back of the landfill. He stated that they have a
129 vendor that comes to collect the glass to take it to a recycling center on a somewhat ad-hoc basis. He
130 stated that Mr. McKalips is coordinating with Greene and Nelson Counties so that they could
131 perhaps put together all the glass at Ivy and get a more structured program with the glass collection
132 vendor to possibly generate additional revenue. He stated that if they have more product, they could
133 interest more companies in taking the product.

134
135 Mr. Mawyer stated that the RSWA has streamlined their holiday closing schedule for the next year.
136 He stated that they had some different days that IMUC was closed versus McIntire, which they
137 didn't think was necessarily customer friendly. He stated that they would close both the IMUC,
138 McIntire Recycling, and the Paper Sort on the “Big 6” holidays -- New Years Day, Memorial Day,
139 Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. He stated that they would
140 also have a half-day closing for Employee Appreciation Day. He stated that both facilities would
141 close on those same days in the next year, noting this had not been done in the past.

142
143 Mr. Mawyer stated that in terms of the Strategic Plan goal for Infrastructure and Master Planning,
144 RSWA is continuing to do a Master Plan for the Paper Sort facility with the thought that as the

145 convenience centers increase (with building a new one at Ivy in the spring), and the amount of
146 product they get that goes through the Paper Sort, they have to think about what capacity the paper
147 sort can manage. He stated that this facility is off of Meade Avenue.

148
149 Mr. Mawyer stated that they have started a procurement and are working with a consultant to look
150 at how they can combine compostable food waste and biosolids at the Moores Creek Plant, then
151 take that product to a compost vendor such as McGill, where they take truckloads of biosolids, but
152 also to get food waste into the same truck and achieve some economy. He noted that from the
153 biosolids discussion, they have some food waste that goes to Crimora, and some that goes on a
154 different truck to McGill, so there are several trucks they are trying to consolidate to create some
155 efficiency.

156
157 Mr. Mawyer stated that they were moving forward with a design on a recycling convenience center
158 at Ivy, and were hopeful that by June, that facility will be completed.

159
160 Dr. Palmer stated that regarding America Recycles Day, some of the SWAAC team went out to do
161 a sort of “ambassadors’ day” to try to help people with their recycling, along with Mr. McKalips.
162 She stated that a woman accidentally threw the keys to her car into one of the recycling bins, and
163 did not remember which bin it went into. She stated she happened to be there at the time to dispose
164 of campaign signs. She stated that as she was driving away, she saw a SWAAC member looking in
165 the dumpster for the keys. She stated that she found out later that with Mr. McKalips and the
166 committee member’s help, they found the keys in the dumpster. She stated that this was an amazing
167 story about going above and beyond the call of duty.

168
169 Dr. Palmer stated that she knew that a lot of people are confused about how to recycle, and though
170 the signs were helpful, there was still a lot of confusion. She stated that SWAAC has been thinking
171 about how to do an ambassador’s program and who would run this, noting that there were many
172 people who wanted to volunteer. She stated that it was a question of how to structure it and who
173 would be in charge of it. She stated that this was a volunteer coordinator matter and that it has its
174 concerns. She stated that Mr. McKalips would be involved in the training, but it would take some
175 coordination of the volunteers. She stated they were talking about running a very small pilot,
176 perhaps a few hours on Saturdays, to see how it would work. She encouraged the Board members to
177 share their ideas.

178
179 Dr. Palmer stated that Mr. McKalips was a great success at the TJPDC meeting. She stated that she
180 has been on that commission on and off for several years and could remember many times bringing
181 up solid waste, only to watch people fall asleep. She stated that she was very happy that the
182 commission agreed that this was something they wanted to hear about, and Mr. McKalips was a star
183 and was informative.

184
185 Ms. Galvin stated that she was reading in the past week that the entire Commonwealth is doing very
186 well with recycling and that the numbers were up.

187
188 Dr. Palmer stated that reading the article, it stated that this is what is reported going to the materials
189 recovery unit, but it is not what actually gets recycled. She stated that when they visited American
190 Disposal’s site in Manassas, it was a great site that was well run and professional. She stated that
191 when talking to the manager there, he stated that about 40% of what comes in there gets landfilled.
192 She stated that thinking about those numbers and thinking about a huge well-run place like that,
193 with 40% of the materials getting landfilled, it doesn’t make those numbers that are reported for
194 Virginia look as good.

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5. ITEMS FROM THE PUBLIC

Ms. Margaret Murray Bloom stated that she was there on behalf of Panorama Farms and Panorama Pay Dirt. She stated that they are an organic recycling facility located on Panorama Farms, near the airport. She stated that some of their strategic partners include the City of Charlottesville (as they receive the City's leaves), as well as local landscapers.

Ms. Bloom stated that the business has been running for 20 years under her uncles, Steve and Drew. She stated that as of October 31, she and her husband are the new owners of Panorama Pay Dirt. She stated that for the past 6-12 months, they have been working hard to coordinate with the DEQ to figure out what the future possibilities are for them as far as food waste composting is concerned. She stated that they have been ambitiously trying to figure this out because though they know there has been some talk of food waste composting from a municipal level over the past two decades, the timing has never quite been right for the business. She stated that under new leadership and with the community pressure and municipal interest, they feel the time is right to throw their name in the ring.

Ms. Bloom stated that logistically, she didn't know what this meant yet. She stated that their Permit-By-Rule modification should be going to the DEQ within the next week, before Thanksgiving. She stated that they have been great to work with so far, and they feel confident that they will receive approval for increased storage capacity and processing capacity for Category 1 and 3 feed stocks, which would include pre- and post-consumer food waste.

Ms. Bloom stated that if they do go forward with this and get the approval they need, they want to be very cautious in the first year about making sure they have the correct infrastructure and processes. She stated that they would be switching from sun windrows to potentially aerated static piles. She stated that there was a lot for them to learn, and though she didn't want to make any promises in front of the Board at that time, she wanted to let them know that they are working very hard to figure this out, and would like to be a part of the conversations moving forward.

Ms. Bloom offered to answer any questions. She stated that she would be a part of a meeting in the next month.

Dr. Palmer stated that the Board was very much looking forward to finding out more as Panorama goes forward.

Ms. Bloom stated that she hoped that January 1, they would start on the right foot.

Mr. Mawyer asked if there was any consideration for biosolids, or if they were sticking with food waste.

Ms. Bloom stated that they would be sticking with food waste. She stated that Category 4 is very different, and the terrain of Panorama is not set up for this. She stated that there would be many steps before the DEQ would let them go that far, so they were not interested in this at that time. She stated that she recently visited the McGill facility and that it was amazing what they do there, but it is quite far.

Mr. Gaffney closed the Items from the Public portion of the meeting.

6. RESPONSES TO PUBLIC COMMENT

245 Dr. Palmer stated that she had one thing to suggest to the City. She stated that the next SWAAC
246 meeting was December 12 at 4:00 p.m. at the County Office Building, and that they have asked Ms.
247 Bloom to come speak with the committee. She stated that it would be great to have someone from
248 the City there.

249
250 Mr. Oberdorfer stated that they have been in conversations with Ms. Bloom.

251
252 **7. CONSENT AGENDA**

253 Mr. Gaffney asked members if there were any items they would like to pull from the Consent
254 Agenda.

255
256 Mr. Mawyer stated that they would either have to pull Item C, or delay the Consent Agenda until
257 Dr. Richardson arrived since all members were required to be present to amend the By-laws.

258
259
260 Mr. Krueger stated they could pull Item C from the Consent Agenda and hold it toward the end of
261 the meeting with the idea that if Dr. Richardson came later, they could put it back on the agenda.

262
263 Mr. Gaffney asked if there were any comments on the Consent Agenda, which was now Items A
264 and B.

265
266 **Ms. Galvin moved that the Board adopt the modified Consent Agenda. The motion was**
267 **seconded by Dr. Palmer and passed unanimously (6-0). Dr. Richardson was absent from the**
268 **meeting and the vote.**

269
270 Mr. Mawyer stated that if Dr. Richardson is unable to attend the meeting, they wouldn't be able to
271 approve Item C, the Bylaw amendment. He stated that this sets the schedule for January to be the
272 next meeting. He stated that otherwise, February would be the next scheduled meeting. He stated
273 that one mitigation of this is that they could call a Special Meeting in January and, in effect, proceed
274 as if this was approved. He stated that they could then approve it in January, and they would set the
275 calendar for 2020. He asked Mr. Gaffney if this was okay with him.

276
277 Mr. Gaffney replied that this was fine.

278
279 **8. OTHER BUSINESS**

280
281 *a. Comprehensive Annual Financial Report Fiscal Year Ending June 30, 2018*

282 Mr. Robert Huff of Robinson, Farmer, and Cox Associates presented. He stated the auditor's
283 report is unmodified, which is the best average one can get. He stated it has been submitted,
284 which is required by statute and their own time.

285
286 Mr. Huff stated that they reviewed the internal controls for compliance and found those in good
287 order. He stated that as far as the required communications, such as where they interfered with
288 and if they have any disagreements on accounting principles, or other spats that might arise,
289 there were none and so he would dismiss any thoughts relating to that.

290
291 Mr. Huff stated that they had a new opinion where they tested the VRS participants. He stated
292 that to that end, to conclude, if they were to take a snapshot at some point in time, their net
293 position increased by about \$769,000. He stated that this was all positive as well.

294

295 Mr. Huff concluded his remarks. He stated that it was a good system of controls, a very good
296 financial standing, and was well-run. He stated that Mr. Wood and his team are superb.
297

298 Mr. Huff stated that on a personal note, he would like to thank Ms. Galvin for her leadership and
299 good governance with the RSWA.
300

301 *b. Presentation: Forestry Management Plan for the IMUC*

302 Mr. McKalips and David Powell (VA Dept of Forestry) presented. Mr. McKalips stated that
303 starting at the end of 2017, the question came up as to whether RSWA is keeping an eye on
304 everything facility-wise or is there a backlog of things they are not getting to or addressing, and
305 if they are managing their facilities properly. He stated that they have looked at the infrastructure
306 they have, and this is where they came up with the remediation plan for the settlement of the
307 caps. He stated that they started to look at the buildings, but also started to look around them and
308 look at the lay of the land. He stated the question was if they are managing the property itself
309 properly.
310

311 Mr. McKalips stated that at that time, they reached out to Mr. Powell with the VA Department of
312 Forestry, and he prepared a forestry management plan. He presented a picture of the site,
313 indicating to the entrance to the Ivy site, with Dick Woods Road to the south. He stated that they
314 are bounded on the north by I-64. He indicated to an area in the middle, which was the closed
315 landfill cells, with the new transfer station located nearby. He stated that it is approximately 120
316 acres of industrial activity and around it, are both wooded and open areas.
317

318 Mr. McKalips indicated a place on the plan that was going to be a landfill cell at one time. He
319 indicated to Booth Farm, noting that the Board recently had question from the Slohodas, who
320 live next to that area. He stated that this was all open area forest and is considered the buffer. He
321 stated that industrial activity occupies 120 acres out of a 300-acre parcel, and if adding in the
322 Booth Farm, it is about 330 acres of land. He stated that all this buffer is largely wooded, and
323 some of it is wooded from back when the original parcel was bought by the City. He stated that it
324 had been run by Continental Can, who ran a forestry plantation there, and the one section wasn't
325 ready to be harvested yet and had sat there since 1967-68, becoming more and more mature.
326

327 Mr. McKalips stated that buffers provide a nice visual screen for the neighbors. He stated that
328 they also provide a sound dampening function, so as they have trucks driving around the site,
329 people are not having to listen to the tailgates slamming. He stated that it is a very rural setting
330 and that people move out to that part of the County because of this, so the buffer helps to
331 maintain that rural character for them.
332

333 Mr. McKalips stated that he has been involved with the site for environmental reasons for years.
334 He stated that the buffers have a lot of value for managing environmental impacts. He stated that
335 they help remediate ground water and help buffer the ground water quality, as well as maintain
336 the high quality of the surface water around the site, which is monitored twice a year. He stated
337 that they also provide a habitat for a wide variety of wildlife, supposedly including a mountain
338 lion at one point.
339

340 Mr. McKalips stated that he wanted to provide some visual ideas. He presented a picture of a
341 pine planting, explaining that it was for erosion control at one time. He stated that things like this
342 need to be thinned now, as they are 20-30 years old, in order to maintain the health of the trees.
343

344 Mr. McKalips indicated to the grass in the picture, explaining it was the edge of the toe of a
345 landfill cell. He explained that much of the growth on the front is invasive species such as
346 autumn olive, tree of heaven, cedar, and others. He stated that there are problems with those
347 plants migrating and wanting to colonize all of the landfill cell, so the cells periodically have to
348 be sprayed, and the invasive species have to be looked for. He stated that the seed reservoirs
349 around the perimeter have a financial impact.

350
351 Mr. McKalips stated that under the existing or remnant forest plantations under the red dot on the
352 screen was from the perspective of the landfill, looking east. He indicated to the location of
353 Peacock Hill, as well as some hardwood forest stands. He presented a perspective of looking
354 toward Booth Farm from the landfill, noting the open areas as well as the colonization of cedars.
355 He stated that there was much scrub growth there, including the autumn olive, tree of heaven,
356 and other invasive species that run rampant.

357
358 Mr. McKalips stated that there is a huge monitoring network at Ivy, so they access a lot of the
359 growth through the trails. He stated that though the area he showed was well open, there were
360 many areas of the landfill that will grow shut in one growing season from the invasives, and so
361 they have to hire a contractor to go in and clean it out every year so they are able to do the
362 required ground water monitoring.

363
364 Mr. McKalips stated that the buffer has operational reasons why action needs to be taken, as
365 operations are ongoing at the site. He stated that it also provides the setback or setback distance
366 for neighbors and allows them to not be interfered or to have a much more passive view of the
367 landfill and its daily operations. He stated that it also provides some habitat.

368
369 Mr. McKalips presented the management plan, explaining that it was the same map he had
370 presented before, but it was blown up. He indicated to the pine forest of the plantation and some
371 hardwoods. He stated that Mr. Powell had made a quick, detailed map and that each has different
372 management strategies. He stated that he mentally thinks of them as two things -- one being
373 things that they could do for maintenance reasons, and the others would be if they want to go
374 another step beyond and consider managing habitat for the sake of wildlife, whether songbird
375 species, or to control invasive species.

376
377 Mr. McKalips presented the summary of the management plan. He stated that the pine forest
378 would be harvested. He stated that there is a future possibility to go into the hardwood stand and
379 do little patch clear-cuts. He stated that the forest is all one age, and by clear-cutting little spots in
380 it every five years or so, they will end up with a much more diverse habitat. He stated that he
381 didn't know if this part would pay for itself. He stated that this would involve habitat restoration
382 and large plantings. He stated that they want to take some of the open areas (such as the Booth
383 Farm) and plant it and forest, because once the forests are established, they tend to keep the
384 invasives from moving in.

385
386 Mr. McKalips indicated on the map to surface water on the site, noting that they are bounded on
387 three sides by surface water, and so they will want to maintain the buffers around those.

388
389 Mr. McKalips stated that if they were to do the first maintenance phase, they would harvest the
390 very mature pine forest before anything bad happens to it, such as beetle infestation. He stated
391 that this kind of forest, due to its being one age, is prone to this, and should have been harvested
392 decades ago if it had been normally managed. He stated that this would involve thinning out the
393 pine erosion control parcels to keep them healthy. He stated that the thought behind the first

394 phase was that this all will be revenue-neutral, or perhaps even somewhat positive. He stated that
395 this shouldn't cost the RSWA anything to do because there is cash value in the pine trees.

396
397 Mr. McKalips stated that if they were to do this and not necessarily go to the next step of trying
398 to do some habitat restoration and manage the area for wildlife, they would set out a first phase.
399 He stated that the first thing they would want to do is communicate with their neighbors. He
400 stated that they would then hire a consulting forester, who works on a contingency basis on the
401 value of the forest product. He stated that the forester would help design the harvest plan with the
402 timber company, bid the timber sales, and could even go so far as to help look at the planting
403 subsequent to that. He stated that the initial plan would take it from now to somewhere 2-3 from
404 now, having new trees planted in a lot of portions of the site and the old wood harvested.

405
406 Mr. McKalips stated that the proposal to the Board that day included a couple options. He stated
407 that one option is to let nature take its course, noting it has been going down that path for years.
408 He stated that another option is to approve a plan such as what was laid out. He stated another
409 option would be for the Board to express interest in doing some habitat restoration, and then a
410 plan could be formulated that includes some other elective management strategies.

411
412 Dr. Palmer asked how much the forest management plan costs.

413
414 Mr. McKalips replied that it was only \$200. He noted that it was very data dense and well put
415 together.

416
417 Dr. Palmer stated that she was thinking about her own problems with invasive plants and deer.
418 She stated that she keeps hearing that there is plenty of coyote in the area. She asked if Mr.
419 Powell thinks there is better deer control when there are a lot of coyotes, and if he sees any
420 difference as he wanders through woods all over the region.

421
422 Mr. Powell stated that he didn't know if he had any scientific data that he could point to that day
423 about coyote populations and deer populations. He stated that anecdotally, he didn't know if they
424 were seeing a big problem. He stated that a lot of wonderful deer habitat have been created.

425
426 Dr. Palmer stated that deer were the problem, not the coyotes.

427
428 Mr. Powell stated that he didn't think the coyotes were a magic bullet for solving the deer
429 problem. He stated that he was sure that they have an impact on deer populations, but the fact
430 was that they have an abundance of habitat for whitetail deer and that they are making the best of
431 it. He stated that over the last couple years, the deer have been very productive, so he didn't see a
432 huge change.

433
434 Mr. Powell stated that there were some diseases that could affect deer populations, and that
435 chronic wasting is bandied about. He stated that sometimes, there are significant weather events
436 over a period of time and that this impacts reproduction for 2-3 years, which is where they begin
437 to see dips in deer populations. He stated that the habitat was so rich for the deer that he didn't
438 think coyotes have a chance of controlling the population.

439
440 Dr. Palmer stated that she wasn't saying she loved coyotes, but that she wanted something to
441 happen with the deer population. She stated that she was very happy that Mr. McKalips and Mr.
442 Powell decided to put together the plan. She stated that Phase I was a great idea and wanted to
443 know what it costs.

444

445 Ms. Galvin stated that the City's Office of Sustainability frequently has discussions about the
446 importance of urban forests. She stated that it was not only because of the water quality, but the
447 air quality and its decarbonizing effect. She stated that if they ever get to the point where they
448 have the solar panels on the landfill, then also have an urban forest around it, they will be doing
449 double. She stated that she heard that in Phase I, they are cutting down the forest. She asked if
450 there would be a replanting schedule.

451

452 Mr. McKalips replied yes. He stated that as far as carbon sinks, his understanding was they were
453 not as vigorous and were not sequestering carbon to the degree. He stated that they would harvest
454 them and presumably, they are turned into homes or durable goods, and some of the carbon stays
455 sequestered. He stated that the new plantings will sequester much more, and they were also
456 discussing some open areas that are currently being invaded by some grasses similar to mint. He
457 stated that this would be turned into forest. He stated that he was not the person to estimate how
458 much carbon this sequesters, however.

459

460 Dr. Palmer noted that this was in the report.

461

462 Ms. Galvin stated that this popped out for her as well, because it was in line with many other
463 conversations. She stated that this clarification was what she needed, and so she was fully in
464 support of the plan.

465

466 Mr. Gaffney stated that he liked the idea that Phase I is supposed to pay for itself. He stated that
467 he would definitely be in favor of this up to the point where they get the logger to price it and
468 make sure it is going to pay for the majority of those things. He stated that he didn't know if they
469 wanted to put a limit on an overage on that, rather than come back to the Board.

470

471 Mr. McKalips suggested revisiting this when they get to the point where there is a harvest plan,
472 which is where the dollar values would come in.

473

474 Mr. Powell stated that the next potential step would be to have the timber (specifically in Parcel
475 A) appraised. He stated that the appraisal service was something his agency was not empowered
476 to do, and this is left to the private sector. He stated that ideally, RSWA would entertain
477 proposals from the private sector to appraise the value of the timber, and if that proposal is
478 interesting in terms of the dollar amount, they could move into the process of selling the timber
479 and converting it to an asset.

480

481 Mr. Powell stated that the major aspect is that they have a forest whose health is declining, and
482 the goal is to rehabilitate the forest, or move it to a younger age class so that it's healthy and
483 vibrant, and produce benefits in the future, as opposed to something that is in the process of
484 slowing down and declining.

485

486 Mr. Richardson stated that he would hope that the project is a money maker. He stated it has not
487 been dealt with in a number of years, so it is an overly mature, overly thick piece of property. He
488 stated that he would be hopeful that it would not be revenue-neutral, but would be a money
489 maker. He asked what the timing of this would be, relevant to the upcoming budget.

490

491 Mr. McKalips stated that this had been discussed and that there was planning that needed to go
492 in, as well as preparation. He stated the timber company would want to put this in their schedule

493 not only because of their equipment, but also because of mill capacity and timing. He stated that
494 this would likely be a couple of years.

495
496 Mr. Powell stated that on the market, most timber producers are looking for a negotiable 2-3 year
497 window to have the rights to remove those products. He stated that depending on how they
498 choose to structure the sale, there are all kinds of payment plans to choose, thus the point of
499 negotiation and whether they want to pay up front or pay as they go. He stated there was value in
500 the timber and that he was equivocating somewhat on the revenue and how positive or negative it
501 may be, noting that there were some unique factors to deal with with this particular piece of
502 timber and being a public piece of property.

503
504 Mr. Powell stated that at Broad Axe Creek, there is currently an old crossing accessible by foot
505 or small utility vehicle, but it is not suitable and not up to code for logging equipment. He stated
506 that access to equipment would be a challenge, as well as access through the closed cell and how
507 they will maintain operations at the center for residents while they are undertaking other
508 operations. He added that there are monitoring wells and all the other infrastructure that is very
509 important to the work RSWA does in maintaining the facility that need to be planned for. He
510 stated that those were all wrinkles that the timber industry doesn't deal with every day, so there
511 will be some pricing uncertainty as they try to figure out how this impacts their ability to produce
512 logs.

513
514 Mr. Richardson asked about fire roads providing accessibility within that parcel specific to if
515 there was a fire in the property. He asked what the current shape of the fire roads was.

516
517 Mr. Powell stated that there is currently an accessible group of trails that his agency would be
518 able to utilize fairly readily if there was a problem there. He stated that he did not see this as a
519 huge hinderance if they were to respond to an emergency there. He stated that his main concern
520 with fire control on the center would be to ensure they didn't damage infrastructure, whether
521 ground water wells or cells that are enclosed and capped off, but that he was not necessarily
522 concerned about access.

523
524 Mr. Mawyer told Mr. Richardson that when they come back in March with the budget, they will
525 address whether or not it will be a revenue next year.

526
527 Mr. Richardson stated that what he heard was that this could be a 2-3 year process to be able to
528 move the project through to completion.

529
530 Mr. Powell stated that they could have an appraisal available somewhat readily, depending on
531 how fast the Board decides to entertain proposals to the private industry, just to provide an
532 appraisal similar to a real estate appraisal to provide the timber value. He stated that they could
533 have this number, based on current markets, fairly readily to help make plans or at least provide
534 some guidance. He stated that he believed the revenue would easily pay to reforest the area. He
535 stated as far as goals for other things that could be done on the property to enhance wildlife,
536 those things are costs and if they are looking to pay all the things that were suggested in plan
537 from the one parcel of timber, he didn't think this was feasible.

538
539 Dr. Palmer asked about the pine bark beetle damage being in a certain area.

540
541 Mr. Powell replied that this was the primary area where they saw some isolated trees and that it
542 was not a huge problem at that time. He stated that if they deferred and decided to do nothing,

543 this would need to be monitored because some of the pine bark beetles (especially southern pine
544 bark beetles) can become a problem and can kill acres of trees fairly quickly.

545
546 Dr. Palmer stated that she was thinking about this when Mr. Powell mentioned 2-3 years. She
547 stated she assumed the loggers take this into consideration when they price the timber.

548
549 Mr. Powell stated that they can. He stated that the flip side of that is if they structure the sale and
550 get paid up front, the timber company takes on the risk if they defer to cut it for 2-3 years. He
551 stated that the RSWA would not be taking that risk.

552
553 Mr. Mawyer asked Mr. Gaffney if it was fair to say that the Board was in favor of the proposal.

554
555 Mr. Gaffney replied yes.

556
557 **Dr. Palmer moved that the Board approve Phase I of the Forestry Management Plan**
558 **recommendations. The motion was seconded by Mr. Richardson and passed unanimously**
559 **(6-0). Dr. Richardson was absent from the meeting and the vote.**

560
561 **At 2:52 p.m., Mr. Gaffney called a joint session to order with the Rivanna Water and Sewer**
562 **Authority (RWSA).**

563
564 *c. Strategic Plan Update*

565 Ms. Katie McIlwee stated that the last time a Strategic Plan update was provided was during the
566 Year One wrap-up. She reviewed the values, vision, and mission statements of the Strategic Plan,
567 which are found on posters around the Authority.

568
569 Ms. McIlwee stated that the Goal teams are still working on the same six goals. She stated that the
570 Goal Teams came together at the end of Year One and examined their strategies to decide if they
571 had been completed or needed to move them into Year Two. She stated that three new strategies
572 were started, and the Goal teams collectively are working on 14 strategies, and from those 14
573 strategies, the Goal Teams developed 58 new tactics for Year Two.

574
575 She stated that some of the highlights for each Goal Team will consists partly of planned tactics and
576 partly of everyday tasks. She stated that going into Year 2, they realized that much of what they do
577 on an everyday basis folds into the Strategic Plans, and accomplishing each strategy will consist of
578 more than just the tactics they have developed. Because of this, she stated that they were taking a
579 more blended approach this year.

580
581 Ms. McIlwee stated that Workforce Development Goal Team is currently working on one strategy,
582 and that is to conduct a training needs assessment and enhance the training program. They
583 completed project planning courses for several management trainings with PVCC. She stated that
584 they began Virginia Risk Sharing Association (VRSA) online training, that the Authority is now a
585 member of VRSA. She stated that VRSA also has a video library where they have been able to
586 access videos for different topics such as preventing sexual harassment and incident reporting
587 training.

588
589 Ms. McIlwee stated that some of the next steps for the Workforce Development Goal Team are to
590 continue working with PVCC to develop a math tutoring programs for water and wastewater
591 operators, who will be sitting for tests for the next higher license. She stated that the Workforce
592 Development team also wants to look at using social media to begin recruiting to try to reach a

593 wider audience for vacant positions. She stated that they also want to expand new employee
594 orientation to encompass a full day to better cover HR, payroll, benefits, and safety topics.
595

596 Ms. McIlwee stated that the Operational Optimization Goal Team is working on two strategies. She
597 stated that first, they will continually evaluate, prioritize, and improve key business processes and
598 operational processes. She stated that this included evaluating the biosolids composting and
599 disposal, which included touring several facilities, such as Spotsylvania and McGill. She stated that
600 RWSA is now a member of the Biosolids Council and is attending quarterly meetings. She stated
601 that processes at the South Rivanna Water Treatment Plant have been optimized with regards to the
602 belt press operation, and they hired a contractor to clean the EQ Basins to remove excess filter
603 material.
604

605 Ms. McIlwee stated that the corrosion inhibitor study was recently completed, and they have been
606 working with the City and ACSA to develop a press release to get this information out because the
607 change to the new, blended product will happen in December.
608

609 Ms. McIlwee stated that the next steps are to implement the new corrosion control inhibitor product
610 at all the water treatment plants, install high-speed internet at South Rivanna, and to install a
611 nitrogen sensor at Moores Creek Wastewater Treatment Plant.
612

613 Ms. McIlwee stated that another goal of the Operational Optimization Goal Team was to protect the
614 workforce and the public through continually growing a culture of safety. She stated that this
615 included reviewing the Risk and Resiliency Report as required by the American Water
616 Infrastructure Act (AWIA). She stated that they are installing the remaining web-based cameras at
617 some of the facilities so they can better remotely monitor them. She stated that they also completed
618 a security assessment at Moores Creek which included locking the doors, installing new locks, and
619 having an officer present at Board meetings.
620

621 Ms. McIlwee stated that the next steps will be to continue to integrate additional web-based
622 cameras, and complete the AWIA report by January.
623

624 Ms. McIlwee stated that the Communication and Collaboration Goal Team has three strategies it is
625 working on. She stated that they will create and maintain internal communications platforms. She
626 stated that they have started to demo Microsoft Teams as an internal collaboration tool, which can
627 be used to work on projects in a collaborative, virtual environment. She stated that DocLink, their
628 new document management software, is being developed and implemented. She stated that they
629 would continue communication and collaboration with the Employee Council and publish the bi-
630 monthly newsletter.
631

632 Ms. McIlwee stated that the next steps for this strategy are to continue implementation of Teams
633 and DocLink, and communication with employees through the newsletter, Employee Council,
634 Employee Portal, etc.
635

636 Ms. McIlwee stated that another strategy is to create and implement a comprehensive public
637 outreach plan. She stated that they recently awarded a contract to two contractors for photography
638 and videography services. She stated that the plan is to get updated photos for the website and also
639 to continue to make facility and project videos. She stated that they would like to do that for the
640 larger projects, including the Community Water Supply Plan.
641

642 Ms. McIlwee stated that there has been talk with the Workforce Development team about
643 developing an employee orientation, with a welcome video. Additionally, she noted that they would
644 continue to provide tours to schools and civic groups.

645
646 Ms. McIlwee stated that the team's last strategy is to enhance internal and external communication.
647 She stated that they participated in community events, such as the United Way Day of Caring,
648 Imagine a Day Without Water, and Rivanna Flow Fest. She noted that the Engineering department
649 participates in a monthly Technical Advisory Committee meeting with the City and ACSA. She
650 also noted that they continue to hold quarterly internal team events.

651
652 Ms. McIlwee stated that the next steps for this strategy are to continue to participate in those types
653 of events and meetings. She stated that they were planning the next manager's meeting with the
654 City and ACSA, and are also planning to hold another Central Utilities Managers Mixer, where they
655 have utility managers from a 30-mile radius (including those from Augusta County, Lynchburg,
656 Louisa, and Amherst) come for a meet-and-greet.

657
658 Ms. McIlwee stated that the Environmental Stewardship Goal Team is also working on three
659 strategies, one of which is to increase internal environmental engagement. She stated that much of
660 this involved working with the Communication and Collaboration group. They have also
661 established an Employee Environmental Council. She stated that they will continue to look for
662 activities such as stream cleanups, tree plantings, and other ways to engage employees. She stated
663 that they provide regional leadership and environmental stewardship partnerships. She stated that
664 this included Imagine a Day Without Water, Flow Fest, and tree plantings. She noted that they
665 participate in the Stormwater Partnership as well as the Rivanna Renaissance Conference.

666
667 Ms. McIlwee stated that the next steps will be to continue those partnerships and to look for
668 additional ways to go out into the community to explain what the Authority does, or lend expertise
669 on environmental stewardship topics.

670
671 Ms. McIlwee stated that the last strategy for this group is to evaluate potential opportunities for
672 additional environmental activities at the Authority's facilities. She stated that a major part of this
673 strategy is the Buck Mountain Master Plan, that is currently underway. She stated that another
674 partnership was with Solid Waste Services for the oyster shell recycling program at McIntire, as
675 well as the political sign recycling program.

676
677 Ms. McIlwee stated that the next steps for this strategy will be to complete the Buck Mountain
678 Master Plan and present the findings to the Board, to review the Wetland Mitigation Grading quotes
679 and award that project, and to evaluate the potential for use of solar at the Authority's facilities.

680
681 Ms. McIlwee stated that the Solid Waste Services Goal Team is currently working on two
682 strategies. One of these strategies is to determine community needs and preferred level of service.
683 She stated that Solid Waste is also continuing to provide tours to local schools and provide talks to
684 local civic groups. She noted that they completed the Composting Master Plan. She stated that the
685 next steps will be to continue more collaboration with groups such as SWAAC and local schools.
686 She stated that they will enhance partnerships with local government and UVA.

687
688 Ms. McIlwee stated that the Solid Waste Services Goal Team would like to create a recycling video
689 competition. She stated that they have defined the details of the contest such as judging, start and
690 end dates, and awards. She stated that some of their next steps will be to decide how they want the

691 contest to run, how to market it, and how to reach out to the schools to get the word out about the
692 competition.

693
694 Ms. McIlwee stated that there is also a glass recycling program with the other localities, as the
695 Board had heard about earlier.

696
697 Dr. Palmer stated that she had had a conversation with Mr. McKalips about who exactly from the
698 schools they should work with regarding the video competition, noting that they had tried this
699 before and it hadn't panned out. She asked if this was what Mr. McKalips had been talking about
700 with the video contest, or if it was something additional.

701
702 Mr. McKalips replied that it included both of the outreach programs they are trying to do. He stated
703 that they want to educate consumers and provide more tours, to give the community a sense of who
704 the Authority is and what it does.

705
706 Mr. McKalips stated that regarding the video competition, this was similar to Imagine a Day
707 Without Water. He stated that they thought the best place to reach out to people would be through
708 the school system.

709
710 Ms. Galvin asked who they were reaching out to in the City schools.

711
712 Mr. McKalips stated that it has been some ad-hoc talk to specific teachers, but that he couldn't
713 remember the names. He recognized at this point that he is missing a large segment of potential
714 participants, and that it needed some more organization.

715
716 Ms. Galvin expressed that environmental and solid waste topics would be popular with high
717 schoolers. She suggested reaching out to some School Board members.

718
719 Dr. Palmer stated that the SWAAC Operations Committee had this conversation on Monday. She
720 stated that Mr. McKalips took on the task of figuring out who exactly would be the appropriate
721 person.

722
723 Ms. Galvin asked if this was for Albemarle County Schools.

724
725 Dr. Palmer replied yes.

726
727 Ms. Galvin wanted to know if he had talked to anyone from City schools.

728
729 Mr. McKalips stated that he would have to look at the names.

730
731 Ms. McIlwee stated that the Infrastructure and Master Planning Goal Team is continuing to
732 implement an Authority-wide asset management program. She stated that for Phase II, the scope of
733 work for program development has been completed. She stated that they are providing data to the
734 consultant and are developing an RFP for procurement of a CMMS software. She stated that they
735 recently completed the bond refinancing.

736
737 Ms. McIlwee stated that the next steps will be to use the collected data to begin development of an
738 asset hierarchy structure and inventory, and advertise the RFP.

739

740 Ms. McIlwee stated that the team's other strategy is to develop and maintain long-term Master Plans
741 for all critical assets. She stated that they developed a list of all the asset classes to use within their
742 Master Plan matrix, confirmed Master Plan champions, and have begun to implement projects from
743 the Technology Master Plan (including Doclink, which is one of the Communication and
744 Collaboration team's goals as well). She stated that they also began to develop a procedure to link
745 the Master Plan matrix to the CIP development process.
746

747 Ms. McIlwee stated that the next steps will be to prepare a draft procedure for asset class master
748 plan champions and have the team review and comment. She stated that they will also complete the
749 development of the Master Plan's CIP matrix.
750

751 Dr. Palmer stated that she had a comment about environmental issues and sustainability. She stated
752 that when she was reading over the minutes from the last RSWA Board meeting, she read a portion
753 where they were discussing the City and the County's efforts to try to incorporate sustainability,
754 greenhouse gas emissions, and climate change into the decision-making process and trying to
755 quantify it in the absence of a carbon tax. She stated that Ms. Galvin stated they have never had a
756 work session on sustainability and those types of issues, but there had been a lot of conversation
757 around that topic.
758

759 Dr. Palmer stated that she knew Rivanna had been doing a lot to be more energy efficient over the
760 years and had been listening to all the efforts along those lines for several years now. She stated that
761 it would be nice to get an idea of where the Authorities are on sustainability issues. She stated that
762 UVA and the City making those efforts, and the County is doing it as part of their Climate Action
763 Plan.
764

765 Dr. Palmer stated that she recently participate in a panel at the Virginia Recycling Association
766 membership meeting, and that panel had staff representatives from UVA, City, and County, as well
767 as herself, and Mr. Corker from Corker Composting. She stated that the discussion centered on how
768 the different entities are trying to incorporate solid waste into climate action planning, and that it
769 was a good discussion.
770

771 Dr. Palmer stated that she thinks the City and the County need to understand what Rivanna is doing
772 so they can at least start to talk about it and incorporate it into their thought process. She noted that
773 this also may come in handy when they are making decisions in the future about the forestry plan.
774 She stated that all these things need to be taken into consideration and that they need to be able to
775 quantify it in some way.
776

777 Ms. Galvin stated that perhaps there was an opportunity for a work session between staff.
778

779 Mr. Mawyer stated that the Authorities have to start internally to get their thoughts together, and
780 perhaps get some consultant help with greenhouse gas and carbon footprint.
781

782 Ms. Galvin stated that she was calling a meeting between the City's Office of Sustainability and
783 their Tree Commission to examine where the synergies exist. She stated that the City's trees have
784 been relegated to being part of the Parks and Recreation Department but are increasingly becoming
785 more important from the carbon sink phenomenon, and that preserving urban forests is huge. She
786 stated that they were crossing silos in the City, but that there should also be silos crossed between
787 agencies.
788

789 Mr. Mawyer stated that the Authority did recently work with Ms. Hildebrand about using methane

790 gas from the wastewater process and whether the City could use that. He stated further, that there
791 was thought around whether they are going to continue to use the methane in their processes to
792 make heat for the digestors and potentially making electricity for the grid.

793
794 Ms. Galvin stated that it could be a matter of brainstorming what everyone is doing and getting it on
795 a map.

796
797 Mr. Mawyer stated that there could be some way to quantify the benefits in regard to greenhouse
798 gas and carbon footprint. He stated that the Authority needed help in how they calculate those
799 things.

800
801 Dr. Palmer stated that she would like to know, collectively, what the Authorities are doing. She
802 stated that having a starting place of what was happening would be helpful to her.

803
804 **9. OTHER ITEMS FROM BOARD/STAFF NOT ON AGENDA**

805 There were none presented.

806
807 **10. CLOSED MEETING**

808 There was no closed meeting.

809
810 **8. Adjournment**

811 Mr. Gaffney asked if they should set aside the RSWA meeting.

812
813 Mr. Krueger stated it would be fair to assume that Dr. Richardson was not going to make it, so they
814 could call the special meeting for RSWA in January and adopt the by-law amendments. He stated it
815 would be appropriate to adjourn the RSWA meeting.

816
817 **At 3:13 p.m., Ms. Galvin moved to adjourn the meeting of the Rivanna Solid Waste**
818 **Authority. The motion was seconded by Dr. Palmer and passed unanimously (6-0). Dr.**
819 **Richardson was absent from the meeting and the vote.**

820
821



MEMORANDUM

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

FROM: BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: EXECUTIVE DIRECTOR'S REPORT

DATE: JANUARY 28, 2020

STRATEGIC PLAN GOAL: WORKFORCE DEVELOPMENT

Staff Training and Certifications

Russ Blankenstein, Solid Waste Assistant Manager, successfully passed tests for his Class 1 and Class 2 Waste Management Operator licenses.

STRATEGIC PLAN GOAL: COMMUNICATION & COLLABORATION; SOLID WASTE SERVICES

Community Outreach

Phil McKalips provided a tour of the Ivy MUC to a homeschool group of students. The students were studying a program called "Trashion Fashion", and were interested in how materials are reused and recycled. Phil also provided a tour of the Ivy MUC to a group of students Mountain Top Montessori school. The students were learning about recycling and were collecting recyclable materials for a 3-D art project.

STRATEGIC PLAN GOAL: ENVIRONMENTAL STEWARDSHIP; SOLID WASTE SERVICES

Use of the Ivy Materials Utilization Center:

November 2019

<u>Vehicles</u>	<u>AVG MSW & CDD Tons/Day</u>
4471	119

December 2019

<u>Vehicles</u>	<u>AVG MSW & CDD Tons/Day</u>
3941	86

Used Oil Collection

In February, we will begin a Used Oil Collection (UCO) pilot program at the MRC through the support of Five Star Septic, Inc. Free of charge, Five Star Septic will provide a 300-gallon steel UCO collection container and provide weekly service. This offering will allow the public to deposit used cooking oils and liquid grease and hopefully reduce the quantity of these materials that are introduced into the City and County sewer system, as well as our wastewater treatment plants. UCO collected from this container will be reused to produce animal feeds or biofuels.

STRATEGIC PLAN GOAL: INFRASTRUCTURE AND MASTER PLANNING

Master Plan for the Paper Sort Facility

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

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.

STRATEGIC PLAN GOAL: OPERATIONAL OPTIMIZATION

Recycling Processing

Phil McKalips, Director of Solid Waste, David Rhodes, Solid Waste Manager, Russ Blankenstein, Assistant Solid Waste Manager and I toured the Sonoco Recycling facility located near Lynchburg. We send newsprint and office paper, as well as #1 and #2 plastics to this facility. It was very informative to see how contamination can impact the recycling process.



MEMORANDUM

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

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

REVIEWED: BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: DECEMBER 2019 FINANCIAL SUMMARY

DATE: JANUARY 28, 2020

The results of operations and remediation activities for the first six 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	\$ 1,274,260	\$ -	\$ 1,274,260
Total Expenses	<u>(1,844,992)</u>	<u>(472,631)</u>	<u>(2,317,623)</u>
Net operating results	(570,732)	(472,631)	(1,043,363)
Support - MOU & Local	<u>645,609</u>	<u>663,198</u>	<u>1,308,807</u>
Surplus/(Deficit)*	<u>\$ 74,877</u>	<u>\$ 190,567</u>	<u>\$ 265,444</u>

Total operating revenues through December were \$299,300 over budget, and total operating expenses were \$226,800 over budget. The Authority has processed 24,503 tons of waste so far 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	15,419	7,959	1,125	24,503
Net operating revenue (costs)	\$ (217,960)	\$ (41,153)	\$ (311,619)	\$ (570,732)
Net revenue (cost) per ton	\$ (14.14)	\$ (5.17)	\$ (276.99)	\$ (23.29)

Attachments

Operations	Budget Actual Y-T-D		IVY OPERATIONS		MSW-IVY TRANSFER		RECYCLE OPERATIONS		ADMIN. SERVICES	
			Budget	Actual Y-T-D	Budget	Actual Y-T-D	Budget	Actual T-D	Budget	Actual Y-T-D
REVENUES										
Ivy Operations Tipping Fees	\$ 199,400	184,525	\$ 199,400	184,525						
Ivy MSW Transfer Tipping Fees	1,290,540	872,096			1,290,540	872,096				
Material & Other Sales-Ivy	123,500	48,697	123,500	48,697						
Recycling Revenues	200,900	78,877					200,900	78,877		
Other Revenues	93,000	57,097			93,000	57,097				
Interest & Fees	42,600	32,968							42,600	32,968
Total Revenues	\$ 1,949,940	\$ 1,274,260	\$ 322,900	\$ 233,222	\$ 1,383,540	\$ 929,193	\$ 200,900	\$ 78,877	\$ 42,600	\$ 32,968
<i>Budget vs. Actual*</i>		65.35%		72.23%		67.16%		39.26%		77.39%
EXPENSES										
Ivy Operations	345,846	188,704	345,846	188,704						
Ivy MSW Transfer	1,772,102	1,061,482			1,772,102	1,061,482				
Recycling Operations	531,656	321,959					531,656	321,959		
Administration	726,629	375,652							726,629	375,652
Total Expenses	3,376,233	1,947,797	345,846	188,704	1,772,102	1,061,482	531,656	321,959	726,629	375,652
<i>Budget vs. Actual*</i>		57.69%		54.56%		59.90%		60.56%		51.70%
Net Results Before Administrative Allocation	\$ (1,426,293)	\$ (673,537)	\$ (22,946)	\$ 44,518	\$ (388,562)	\$ (132,289)	\$ (330,756)	\$ (243,082)	\$ (684,029)	\$ (342,684)
<i>Administrative allocations:</i>										
<i>Administrative costs to Envir. MOU (below)</i>	205,209	102,805							205,209	102,805
<i>Administrative costs to Operations</i>	-	-	(171,007)	(85,671)	(171,007)	(85,671)	(136,806)	(68,537)	478,820	239,879
Net Operating Income (Loss)	\$ (1,221,084)	\$ (570,732)	\$ (193,953)	\$ (41,153)	\$ (559,569)	\$ (217,960)	\$ (467,562)	\$ (311,619)	\$ -	\$ -
Other Funding Sources										
Local Government Contributions	1,221,084	645,609								
County Contribution - Capital Grant	350,000	-								
Transfer to Capital Fund - Transfer Station	(350,000)	-								
Surplus (Deficit) - Operations	\$ -	\$ 74,877								

Environmental Programs

	Budget	Actual Y-T-D
REVENUES		
Remediation Support	1,070,582	663,198
Total Revenues	1,070,582	663,198
<i>Budget vs. Actual*</i>		61.95%
EXPENSES		
Ivy Environmental	865,373	369,825
Administrative Allocation	205,209	102,805
Total Expenses	1,070,582	472,631
<i>Budget vs. Actual*</i>		44.15%
Surplus (Deficit) - Environmental	\$ -	\$ 190,567
Total Surplus (Deficit)	\$ -	\$ 265,444

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

	July	August	September	October	November	December	Year-to-Date
<u>Revenues</u>							
Ivy Operations Tipping Fees	\$ 32,267	\$ 31,531	\$ 27,841	\$ 37,051	\$ 37,172	\$ 18,663	\$ 184,525
Ivy MSW Transfer Tipping Fees	141,391	142,721	145,387	162,254	162,545	117,798	872,096
Ivy Material Sales	9,769	11,342	10,663	6,159	6,050	4,714	48,697
Recycling	14,209	10,578	4,469	8,462	31,729	9,429	78,877
Other Revenues	9,624	8,407	7,372	6,900	18,828	5,966	57,097
Remediation Support	79,982	87,916	247,650	159,734	-	87,916	663,198
Interest & Late Fees	5,751	5,861	5,711	5,620	4,796	5,229	32,968
Total Revenues	\$ 292,993	\$ 298,356	\$ 449,093	\$ 386,180	\$ 261,121	\$ 249,715	\$ 1,937,458
<u>Expenses</u>							
Ivy Operations	\$ 30,686	\$ 47,887	\$ 24,521	\$ 37,873	\$ 24,738	\$ 22,999	\$ 188,704
Ivy Environmental	23,419	33,521	58,616	57,180	161,386	35,703	369,825
Ivy MSW Transfer	171,245	102,574	169,468	238,643	218,966	160,587	1,061,482
Recycling Operation	43,486	50,059	36,921	41,934	49,724	99,835	321,959
Administration	58,374	54,319	66,132	75,171	62,149	59,507	375,652
Total Expenses	\$ 327,210	\$ 288,360	\$ 355,657	\$ 450,800	\$ 516,964	\$ 378,631	\$ 2,317,622
Net Operating Income (Loss)	\$ (34,218)	\$ 9,996	\$ 93,436	\$ (64,620)	\$ (255,843)	\$ (128,916)	\$ (380,165)
<u>Other Funding Sources</u>							
Local Government Contributions	\$ -	\$ 35,067	\$ 270,204	\$ 305,271	\$ -	\$ 35,067	\$ 645,609
Surplus (Deficit)	\$ (34,218)	\$ 45,063	\$ 363,640	\$ 240,651	\$ (255,843)	\$ (93,849)	\$ 265,444

**Rivanna Solid Waste Authority
Monthly Cash Flow Report
FY 2020**

	July	August	September	October	November	December
Net Operating Income	\$ (34,218)	\$ 9,996	\$ 93,436	\$ (64,620)	\$ (255,843)	\$ (128,916)
Adjustments for cash flow purposes to show funds available for operations:						
Local Government Contributions	-	35,067	270,204	305,271	-	35,067
(Increase) decrease in accounts receivable	(14,973)	79,981	(26,872)	5,486	23,389	10,648
Increase (decrease) in accounts payable	(100,691)	(159,467)	39,458	31,632	66,635	20,485
Capital reserve fund interest not available in operating cash	(2,067)	(2,036)	(1,917)	(1,940)	(1,811)	(1,860)
Trust fund interest not available in operating cash	(252)	(255)	(242)	(227)	(217)	(188)
 Increase (Decrease) in Operating Cash	 \$ (152,201)	 \$ (36,714)	 \$ 374,066	 \$ 275,603	 \$ (167,847)	 \$ (64,765)
Operating Cash Balance - Beginning	2,198,460	2,046,259	2,009,545	2,383,611	2,659,214	2,491,366
Operating Cash Balance - Ending	\$ 2,046,259	\$ 2,009,545	\$ 2,383,611	\$ 2,659,214	\$ 2,491,366	\$ 2,426,601

**Rivanna Solid Waste Authority
Fiscal Year 2020
December 2019
Revenue Detail Report**

Revenue Line Item	Tonnage	
	Budget FY 2020	Actual YTD
IVY TIPPING FEES		
Clean Fill Material	6,500	5,602
Grindable Vegetative Material	2,100	2,008
Pallets	-	21
Tires, Whole	90	54
Tires/White Good (per item)		
<i>Subtotal</i>	8,690	7,685
IVY TRANSFER STATION		
Compost Services	430	269
MSW Transfer Station	23,000	15,419
<i>Subtotal</i>	23,000	15,419
MATERIAL SALES - IVY		
Encore		
Metals		
Wood Mulch & Chips		
Hauling Fees		
Other Materials		
<i>Subtotal</i>		
RECYCLING		
Material Sales		
Other Materials & Services		
Grants-Operating		
Hauling Fees		
<i>Subtotal</i>		
OTHER REVENUES		
Service Charge Fees		
Other Revenues		
REMEDICATION SUPPORT		
UVA Contribution		
County Contribution		
City Contribution		
<i>Subtotal</i>		
INTEREST, LATE FEES, OTHER		
Trust Fund Interest		
Finance Charges		
Capital Reserve Fund Interest		
Operating Investment Interest		
<i>Subtotal</i>		
Total	31,690	23,104

Revenue				
Budget FY 2020	Budget YTD	Actual YTD	Budget vs. Actual	Variance %
\$ 65,000	\$ 32,500	\$ 55,861	\$ 23,361	71.88%
100,800	50,400	97,903	47,503	94.25%
-	-	991	991	
17,100	8,550	10,237	1,687	19.73%
16,500	8,250	19,533	11,283	136.76%
\$ 199,400	\$ 99,700	\$ 184,525	\$ 84,825	85.08%
\$ 76,540	\$ 38,270	\$ 47,823	\$ 9,553	24.96%
1,214,000	607,000	824,273	217,273	35.79%
\$ 1,290,540	\$ 645,270	\$ 872,096	\$ 226,826	35.15%
\$ 20,000	\$ 10,000	\$ 9,513	\$ (487)	-4.87%
40,000	20,000	18,169	(1,831)	-9.16%
23,000	11,500	12,215	715	6.22%
40,000	20,000	8,800	(11,200)	-56.00%
500	250	-	(250)	-100.00%
\$ 123,500	\$ 61,750	\$ 48,697	\$ (13,053)	-21.14%
\$ 162,000	\$ 81,000	\$ 49,980	\$ (31,020)	-38.30%
6,300	3,150	4,204	1,054	33.46%
29,000	14,500	24,694	10,194	70.30%
3,600	1,800	-	(1,800)	-100.00%
\$ 200,900	\$ 100,450	\$ 78,877	\$ (21,573)	-21.48%
\$ 85,000	\$ 42,500	\$ 42,386	\$ (114)	-0.27%
8,000	4,000	14,711	10,711	267.78%
\$ 93,000	\$ 46,500	\$ 57,097	\$ 10,597	22.79%
\$ 79,982	\$ 39,991	\$ 79,982	\$ 39,991	100.00%
638,937	319,469	319,468	(1)	0.00%
351,663	175,832	263,748	87,917	50.00%
\$ 1,070,582	\$ 535,291	\$ 663,198	\$ 127,907	23.89%
\$ 2,000	\$ 1,000	\$ 1,381	\$ 381	38.10%
600	300	2,514	2,214	737.95%
15,000	7,500	11,631	4,131	55.09%
25,000	12,500	17,441	4,941	39.53%
\$ 42,600	\$ 21,300	\$ 32,968	\$ 11,668	54.78%
\$ 3,020,522	\$ 1,510,261	\$ 1,937,458	\$ 427,197	28.29%

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

Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020 (Jul-Dec)
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In U.S. Tons

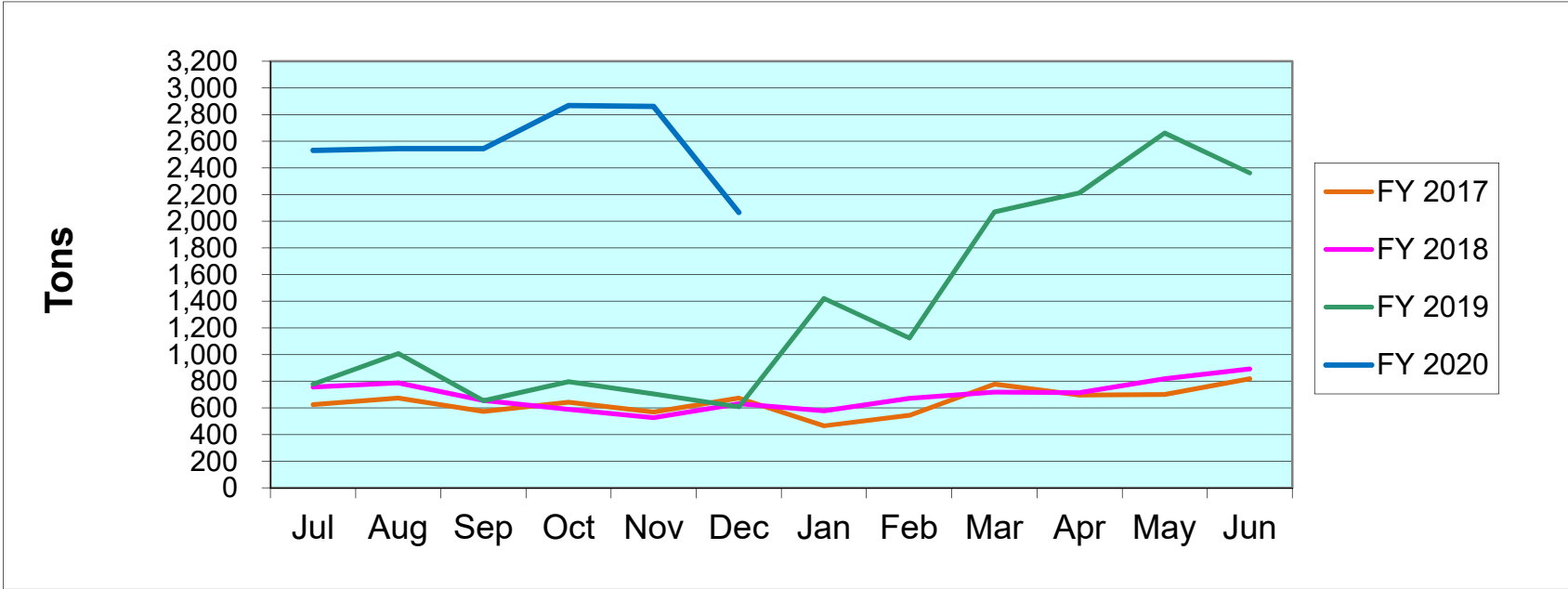
Fiber Products

Newspaper, magazines, catalogs	512	419	424	427	105
Cardboard (corrugated)	459	812	763	807	286
Mixed paper and phone books	214	156	187	265	375
File stock (office paper)	125	122	111	128	57
Total Fiber Products	1,310	1,509	1,485	1,627	823

Other Products

Glass	191	252	252	411	222
Metal Cans	32	31	41	58	21
Plastic	82	86	103	127	59
Total Other Products	305	369	396	596	302
Total	1,615	1,878	1,881	2,223	1,125

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



FINANCIAL REPORTING & BUDGET



Rivanna Solid Waste Authority | Board of Directors Meeting
January 28, 2020

OPERATION BUDGET

In 2002, the last Cell was officially closed at Ivy and the Authority has since operated in a deficit environment.

The budget and the formulation of the budget are affected by several cost reimbursement agreements from the local governments.

COST AGREEMENTS

The Rivanna Solid Waste Authority budget is highly influenced by cost reimbursement agreements.

MULTI-PARTY COST AGREEMENTS

- 2005 Environmental MOU Agreement (a.k.a. MOU Agreement)
- Local Recycling Agreement

ALBEMARLE COUNTY COST AGREEMENTS

- Ivy Operations & Ivy Transfer Station Agreement
- Ivy Convenience Center-Recycling Agreement

MULTI-PARTY COST AGREEMENTS

2005 ENVIRONMENTAL MOU AGREEMENT (a.k.a. MOU Agreement)

- Ends 2034
- UVA pays a fixed amount of \$79,982 annually
- City pays 35.5% of remaining budgeted costs
- County pays 64.5% of remaining budgeted costs
- Net costs includes 30% of Administrative costs
(determined in 1st amendment to “Recycling Agreement”)
- No true-up performed



MULTI-PARTY COST AGREEMENTS

LOCAL AGREEMENT ON “RECYCLING”

- City pays 30% of net budgeted deficit
- County pays 70% of net budgeted deficit
- Recycling funds 20% of Administrative costs
- True-up performed at end of year after audit



ALBEMARLE COUNTY COST AGREEMENTS

IVY OPERATIONS & IVY TRANSFER STATION AGREEMENT

- County Pays 100% of the net budgeted deficit
- Funds 50% of Administrative costs
- True-up performed at end of year after audit



ALBEMARLE COUNTY COST AGREEMENTS

IVY CONVENIENCE CENTER (RECYCLING) AGREEMENT

- County pays 100% of the net budget deficit
- Funds \$0.00 of Administrative costs
- True-up performed at the end of year after audit



BUDGET SUMMARY by Program

RIVANNA SOLID WASTE AUTHORITY
BUDGET SUMMARY BY PROGRAM
FISCAL YEAR 2020

Operations Only	Operations Programs Only		IVY OPERATIONS		MSW-IVY TRANSFER		RECYCLE OPERATIONS		ADMINISTRATION SERVICES	
	Adopted Budget FY 2019	Adopted Budget FY 2020	Adopted Budget FY 2019	Adopted Budget FY 2020	Adopted Budget FY 2019	Adopted Budget FY 2020	Adopted Budget FY 2019	Adopted Budget FY 2020	Adopted Budget FY 2019	Adopted Budget FY 2020
REVENUES										
Ivy Tipping Fees	\$ 158,960	\$ 199,400	\$ 158,960	\$ 199,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ivy MSW Tipping	648,200	1,290,540	-	-	648,200	1,290,540	-	-	-	-
Material Sales-Ivy	121,500	123,500	121,500	123,500	-	-	-	-	-	-
Recycling Revenues	251,900	200,900	-	-	-	-	251,900	200,900	-	-
Other Revenues	77,200	93,000	-	-	77,200	93,000	-	-	-	-
Interest & Fees	44,500	42,600	-	-	-	-	-	-	44,500	42,600
Total Revenues	\$ 1,302,260	\$ 1,949,940	\$ 280,460	\$ 322,900	\$ 725,400	\$ 1,383,540	\$ 251,900	\$ 200,900	\$ 44,500	\$ 42,600
% Change		49.74%		15.13%		90.73%		-20.25%		-4.27%
EXPENSES										
Ivy Operations	\$ 324,245	\$ 345,846	\$ 324,245	\$ 345,846	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MSW Transfer-Ivy	1,186,282	1,772,102	-	-	1,186,282	1,772,102	-	-	-	-
Recycling Operations	452,490	531,656	-	-	-	-	452,490	531,656	-	-
Administration	694,924	726,629	-	-	-	-	-	-	694,924	726,629
Total Expenses	\$ 2,657,942	\$ 3,376,232	\$ 324,245	\$ 345,846	\$ 1,186,282	\$ 1,772,102	\$ 452,490	\$ 531,656	\$ 694,924	\$ 726,629
% Change		27.02%		6.66%		49.38%		17.50%		4.56%
Subtotal	\$ (1,355,682)	\$ (1,426,292)	\$ (43,785)	\$ (22,946)	\$ (460,882)	\$ (388,562)	\$ (200,590)	\$ (330,756)	\$ (650,424)	\$ (684,029)
Administrative allocations (Appendix 3)										
Administrative costs to Envir. MOU	\$ 195,127	\$ 205,209							\$ 195,127	\$ 205,209
Administrative costs to Operations		-	(162,606)	(171,007)	(162,605)	(171,007)	(130,085)	(136,806)	455,297	478,820
Net Operating Results	\$ (1,160,555)	\$ (1,221,084)	\$ (206,391)	\$ (193,953)	\$ (623,487)	\$ (559,569)	\$ (330,675)	\$ (467,562)	\$ (0)	\$ -
Other Funding Sources & Adjustments:										
Local Government Contributions - Operations	\$ 1,160,555	\$ 1,221,084								
County Contribution - Capital Grant	\$ -	\$ 350,000								
Transfer to Capital Fund-Ivy Recycling Center	-	(350,000)								
Surplus (Deficit) - Operations	\$ -	\$ -								

Environmental Programs	Adopted Budget FY 2019	Adopted Budget FY 2020
REVENUES		
MOU Support	\$ 383,741	\$ 1,070,582
Total Revenues	\$ 383,741	\$ 1,070,582
		178.99%
EXPENSES		
Ivy Environmental	\$ 578,614	\$ 865,373
Administrative allocation	195,127	205,209
	\$ 773,741	\$ 1,070,582
		49.56%
Cash Reserves Used		
	\$ 390,000	\$ -
Surplus (Deficit) - Environmental	\$ 0	\$ -

BUDGET EXPENSE detail by Dept.

**Rivanna Solid Waste Authority
Fiscal Year 2019-2020 Adopted Budget
Expense Detail by Department
IVY OPERATIONS**

Object Code	Line Item	Adopted Budget FY 2018-2019	Current Year Activity		Adopted Budget FY 2019-2020	FY 2019 vs. FY 2020 Variance \$	FY 2019 vs. FY 2020 Variance %
			Seven Months Actual 1/31/2019	Projected Yearend 6/30/19			
32300	Trailer Maint. & Repairs	-	-	-	-	-	-
	<i>Subtotal</i>	\$ 55,000	\$ 18,095	\$ 44,218	\$ 45,000	\$ (10,000)	-18%
33000	Supplies						
33100	Office Supplies	\$ 1,000	\$ 1,047	\$ 1,796	\$ 1,000	\$ -	0%
33150	Subscriptions/Reference Material	-	-	-	-	-	-
33350	Postage	-	2	3	2	2	0%
	<i>Subtotal</i>	\$ 1,000	\$ 1,049	\$ 1,799	\$ 1,002	\$ 2	0%
41000	Operation & Maintenance						
41100	Facility Maintenance	\$ 8,000	\$ 8,547	\$ 14,653	\$ 8,000	\$ -	0%
41400	Materials & Supplies	1,000	1,247	2,137	1,000	-	0%
41450	HHW Disposal	-	-	-	-	-	-
41500	Contracted Labor	-	-	-	-	-	-
41550	Material Purchases	-	-	-	-	-	-
41650	Wood Grinding	40,000	-	50,000	50,000	10,000	25%
41700	Building Rental	-	-	-	-	-	-
41750	Leach Treatment	-	-	-	-	-	-
41760	Tire Disposal	8,000	5,175	8,872	8,000	-	0%
	<i>Subtotal</i>	\$ 57,000	\$ 14,969	\$ 75,662	\$ 67,000	\$ 10,000	18%
43000	Disposal Contracts						
43100	MSW - Ivy Transfer	\$ -	\$ -	\$ -	\$ -	\$ -	-
	<i>Subtotal</i>	\$ -	\$ -	\$ -	\$ -	\$ -	-
51000	Ivy Remediation						
41350	Ground Water Systems Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	-
41360	Gas Systems Maintenance	-	-	-	-	-	-
51101	Settlement Agreement (Air & Groundwater)	-	-	-	-	-	-
51110	Compliance Ground Water Well Monitoring	-	-	-	-	-	-
51200	Surface Water Monitoring	-	-	-	-	-	-
51223	Cap Replacement and Repair	-	-	-	-	-	-
51224	O&M Cell 3 and P.Plant place holder	-	-	-	-	-	-
51300	Paint Pit Remed. - Gas & Vapor Extraction	-	-	-	-	-	-
51649	Full Scale EBR - Monitoring	-	-	-	-	-	-
51651	Full Scale EBR - Injection & Reporting	-	-	-	-	-	-
51660	Greenhouse Gas Monitoring & Reporting	-	-	-	-	-	-
51670	Cobalt MNA Monitoring	-	-	-	-	-	-
41900	Closure Costs	-	-	-	-	-	-
51800	Contingency	-	-	-	-	-	-
	<i>Subtotal</i>	\$ -	\$ -	\$ -	\$ -	\$ -	-
81000	Equipment						
81100	Small Equipment (under \$5000)	\$ 1,500	\$ 540	\$ 925	\$ 1,500	\$ -	0%
81200	Rental & Leases	-	-	-	-	-	-
81250	Heavy Equipment	-	-	-	-	-	-
	Depreciation	6,000	3,500	6,000	20,000	14,000	233%
	<i>Subtotal</i>	\$ 7,500	\$ 4,040	\$ 6,925	\$ 21,500	\$ 14,000	187%
	Total	\$ 324,245	\$ 158,999	\$ 329,541	\$ 345,846	\$ 21,601	7%

MULTI-PARTY & COUNTY COST AGREEMENTS

Budget Support Detail

Rivanna Solid Waste Authority Fiscal Year 2019-2020

Local & MOU Support

	<u>Annual FY 2020</u>	<u>Annual FY 2019</u>	<u>Change</u>
<u>County</u>			
Local Support - Ivy	\$ 753,522	\$ 829,879	\$ (76,357)
Local Support - Recycling	327,293	231,472	95,821
MOU - Environmental	638,937	195,925	443,012
	<u>\$ 1,719,752</u>	<u>\$ 1,257,276</u>	<u>\$ 462,476</u>
 <u>City</u>			
Local Support - Recycling	\$ 140,269	\$ 99,202	\$ 41,066
MOU - Environmental	351,663	107,835	243,828
	<u>\$ 491,932</u>	<u>\$ 207,037</u>	<u>\$ 284,894</u>



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: JANUARY 28, 2020

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

November 2019

- **4,471 vehicles crossed the scales**
- The IMUC transfer station operated 24 days and received a total of 2,861.94 tons of municipal solid waste (MSW), an average of 119.25 tons per day of operation. The monthly transfer station tonnage figures are attached to this report.
- 1,213.18 tons of non-MSW materials were received
- 4,075.12 tons were received as a combined total tonnage (MSW + non-MSW)

December 2019

- **3,941 vehicles crossed the scales**
- The IMUC transfer station operated 24 days and received a total of 2,067.11 tons of municipal solid waste (MSW), an average of 86.13 tons per day of operation. The monthly transfer station tonnage figures are attached to this report.
- 833.25 tons of non-MSW materials were received
- 2,900.36 tons were received as a combined total tonnage (MSW + non-MSW)





Paint Collection:

On December 6, 2020, the Ivy MUC shipped out the 27th 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).

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 5.58 tons of compostable materials residents in November. The McIntire Recycle Center received 6.81 tons of compostable materials residents in December.

McIntire Recycling Center Update:

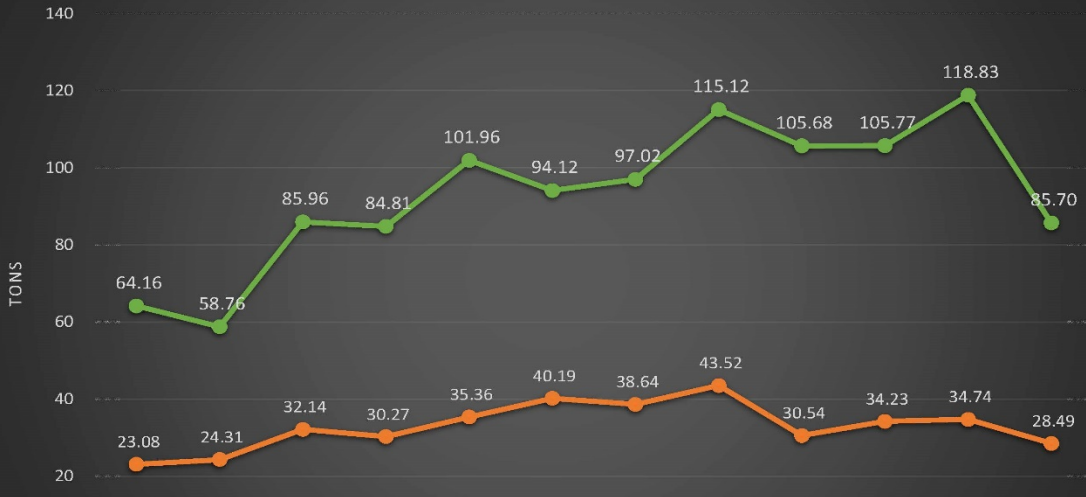
The McIntire Recycling Center (MRC) continues to see significant customer traffic. As of January 17, 2020, the MRC began a pilot program of collecting used pizza boxes for composting. These cardboard containers were not suitable for recycling because of the grease they contain, but are able to be incorporated into our compostable food waste that is collected by NOPE and shipped to McGill Composting. Because of the low weight of empty pizza boxes, we do not expect this to cause a significant increase in composting costs, but will help keep these out of our cardboard recycling.

By late February, we are expecting to begin a Used Oil Collection (UCO) pilot at MRC through the support of Five Star Septic, Inc. Free of charge, Five Star Septic will provide a 300-gallon steel UCO collection container and provide weekly service. This offering will allow the public to deposit used cooking oils and liquid grease and hopefully reduce the quantity of these materials that are introduced into the City and County sewer systems. UCO collected from this container will be reused to produce animal feeds or biofuels.

Transfer Station Update

As shown on the following figure, we continue to see strong numbers in the tonnages being processed at the Transfer Station. The reduction seen in the December average daily tonnage is a normal seasonal decline based on historical data. Monday operations began on March 18, 2019.

Ivy MUC Transfer Station
Construction and Domestic Waste
Annual Tonnage Comparison



2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	64.16	58.76	85.96	84.81	101.96	94.12	97.02	115.12	105.68	105.77	118.83	85.70

AVERAGE DAILY TONS

Ivy Material Utilization Center
Daily Scale Crossing Data



November 1-30, 2019

Days of
Operation: **24**

		MSW collected at Transfer Station (tons)						Non-MSW
		Vehicles	Count	Citizen-Can	Construction	Domestic	MSW Total	Total Tons
11/01/19	Friday	193	214	0.52	65.83	76.38	142.73	157.72
11/02/19	Saturday	235	285	0.73	28.48	31.10	60.31	46.42
11/03/19	Sunday	-	-	-	-	-	-	-
11/04/19	Monday	151	203	0.17	49.87	93.59	143.63	34.07
11/05/19	Tuesday	197	285	0.18	157.95	73.51	231.64	66.17
11/06/19	Wednesday	164	178	0.21	59.83	93.58	153.62	200.91
11/07/19	Thursday	163	175	0.25	73.01	79.05	152.31	81.43
11/08/19	Friday	209	242	0.10	71.35	63.95	135.40	107.14
11/09/19	Saturday	267	321	0.14	55.21	36.58	91.93	5.21
11/10/19	Sunday	-	-	-	-	-	-	-
11/11/19	Monday	119	137	0.13	45.96	90.27	136.36	14.25
11/12/19	Tuesday	173	214	0.06	57.73	65.37	123.16	20.82
11/13/19	Wednesday	163	153	0.30	32.07	67.03	99.40	37.66
11/14/19	Thursday	163	179	0.48	97.50	60.70	158.68	29.78
11/15/19	Friday	135	151	0.58	28.81	56.37	85.76	14.56
11/16/19	Saturday	245	296	0.58	13.37	29.11	43.06	6.18
11/17/19	Sunday	-	-	-	-	-	-	-
11/18/19	Monday	156	186	0.39	63.67	73.02	137.08	24.08
11/19/19	Tuesday	173	214	0.21	56.35	48.30	104.86	93.37
11/20/19	Wednesday	161	174	0.19	54.31	55.50	110.00	70.91
11/21/19	Thursday	174	200	0.27	43.62	67.15	111.04	64.03
11/22/19	Friday	182	239	0.38	30.86	89.93	121.17	67.17
11/23/19	Saturday	233	273	0.89	13.29	32.74	46.92	6.57
11/24/19	Sunday	-	-	-	-	-	-	-
11/25/19	Monday	163	196	0.30	47.58	103.76	151.64	23.78
11/26/19	Tuesday	214	253	0.59	62.70	51.26	114.55	22.91
11/27/19	Wednesday	201	271	0.64	59.71	85.18	145.53	11.38
11/28/19	Thursday	-	-	-	-	-	-	-
11/29/19	Friday	-	-	-	-	-	-	-
11/30/19	Saturday	237	419	0.76	17.25	43.15	61.16	6.66
Total		4,471	5,458	9.05	1,286.31	1,566.58	2,861.94	1,213.18
<i>Average</i>		186	227	0.38	53.60	65.27	119.25	50.55
<i>Median</i>		174	214	0.30	54.76	66.20	122.17	31.93
<i>Maximum</i>		267	419	0.89	157.95	103.76	231.64	200.91
<i>Minimum</i>		119	137	0.06	13.29	29.11	43.06	5.21

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

Ivy Material Utilization Center
Daily Scale Crossing Data



December 1-31, 2019

Days of
Operation: 24

		MSW collected at Transfer Station (tons)						Non-MSW
		Vehicles	Count	Citizen-Can	Construction	Domestic	MSW Total	Total Tons
12/01/19	Sunday	-	-	-	-	-	-	-
12/02/19	Monday	128	147	0.41	33.02	89.34	122.77	50.45
12/03/19	Tuesday	191	221	0.39	68.62	51.23	120.24	295.31
12/04/19	Wednesday	162	221	0.31	48.96	30.25	79.52	31.12
12/05/19	Thursday	150	165	0.38	55.03	54.75	110.16	25.92
12/06/19	Friday	200	241	0.23	64.30	51.58	116.11	39.82
12/07/19	Saturday	236	256	0.57	16.76	24.48	41.81	12.24
12/08/19	Sunday	-	-	-	-	-	-	-
12/09/19	Monday	110	131	0.13	33.36	44.67	78.16	2.60
12/10/19	Tuesday	120	144	0.52	31.47	32.17	64.16	72.98
12/11/19	Wednesday	139	187	0.34	41.77	34.68	76.79	44.18
12/12/19	Thursday	145	252	0.18	53.79	49.30	103.27	9.37
12/13/19	Friday	92	93	0.15	33.89	47.66	81.70	15.52
12/14/19	Saturday	143	204	0.79	9.78	16.43	27.00	0.38
12/15/19	Sunday	-	-	-	-	-	-	-
12/16/19	Monday	119	136	0.18	45.05	53.13	98.36	31.56
12/17/19	Tuesday	133	138	0.39	34.64	38.82	73.85	56.87
12/18/19	Wednesday	135	161	0.46	39.97	86.41	126.84	17.40
12/19/19	Thursday	154	167	0.27	52.48	49.17	101.92	26.57
12/20/19	Friday	191	224	0.44	73.56	53.62	127.62	34.72
12/21/19	Saturday	205	250	0.99	20.58	23.67	45.24	5.00
12/22/19	Sunday	-	-	-	-	-	-	-
12/23/19	Monday	183	241	0.39	39.23	57.74	97.36	15.83
12/24/19	Tuesday	-	-	-	-	-	-	-
12/25/19	Wednesday	-	-	-	-	-	-	-
12/26/19	Thursday	190	238	0.77	30.59	53.09	84.45	7.36
12/27/19	Friday	200	242	0.59	29.52	48.55	78.66	2.87
12/28/19	Saturday	252	336	0.72	11.54	40.54	52.80	4.25
12/29/19	Sunday	-	-	-	-	-	-	-
12/30/19	Monday	165	183	0.35	21.31	55.27	76.93	13.16
12/31/19	Tuesday	198	239	0.32	26.40	54.67	81.39	17.77
Total		3,941	4,817	10.27	915.62	1,141.22	2,067.11	833.25
<i>Average</i>		164	201	0.43	38.15	47.55	86.13	34.72
<i>Median</i>		158	213	0.39	34.27	49.24	81.55	17.59
<i>Maximum</i>		252	336	0.99	73.56	89.34	127.62	295.31
<i>Minimum</i>		92	93	0.13	9.78	16.43	27.00	0.38

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)

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MEMORANDUM

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

**FROM: MICHELLE SIMPSON, SENIOR CIVIL ENGINEER
PHIL McKALIPS, ENVIRONMENTAL AND SAFETY MANAGER**

REVIEWED BY: BILL MAWYER, EXECUTIVE DIRECTOR

**SUBJECT: AWARD OF CONSTRUCTION CONTRACT - CONVENIENCE
CENTER IMPROVEMENTS, IVY MUC- FAULCONER
CONSTRUCTION CO.**

DATE: JANUARY 28, 2020

A Master Plan for programs at the Ivy Material Utilization Center (MUC) was completed by our consultant, Arcadis, and presented at the February 2019 RSWA Board meeting. The plan provided two alternatives for a general layout of a new convenience/recycling center at Ivy MUC, and the Board selected the alternative that was located at the loading dock area (adjacent to the barn). The County and RSWA finalized a funding, construction, and operation Agreement in August 2019.

Arcadis completed the design of the Ivy Convenience Center Improvements and the project was advertised for bids (RFB No. 363) on December 20, 2019. Construction bids for the project were opened on January 16, 2020, and two competitive bids were received ranging from \$150,270.00 to \$154,608.18. The apparent low bidder was Faulconer Construction Company from Charlottesville, VA. Both bids were above the engineer's estimate of probable construction cost, however, very competitive with each other and still within the overall project budget. After reviewing the bid documents, Arcadis recommended award of the contract to Faulconer Construction Company.

Board Action Requested:

Staff requests the Board of Directors to authorize the Executive Director to execute a construction contract for the Ivy MUC Convenience Center Improvements project with Faulconer Construction Company in the amount of \$150,270, and any change orders necessary for completion of the project up to 20% of the original contract amount.

Ivy MUC Convenience Center Improvements



Presented to the RSWA Board of Directors

BY: PHILLIP MCKALIPS, DIRECTOR OF SOLID WASTE

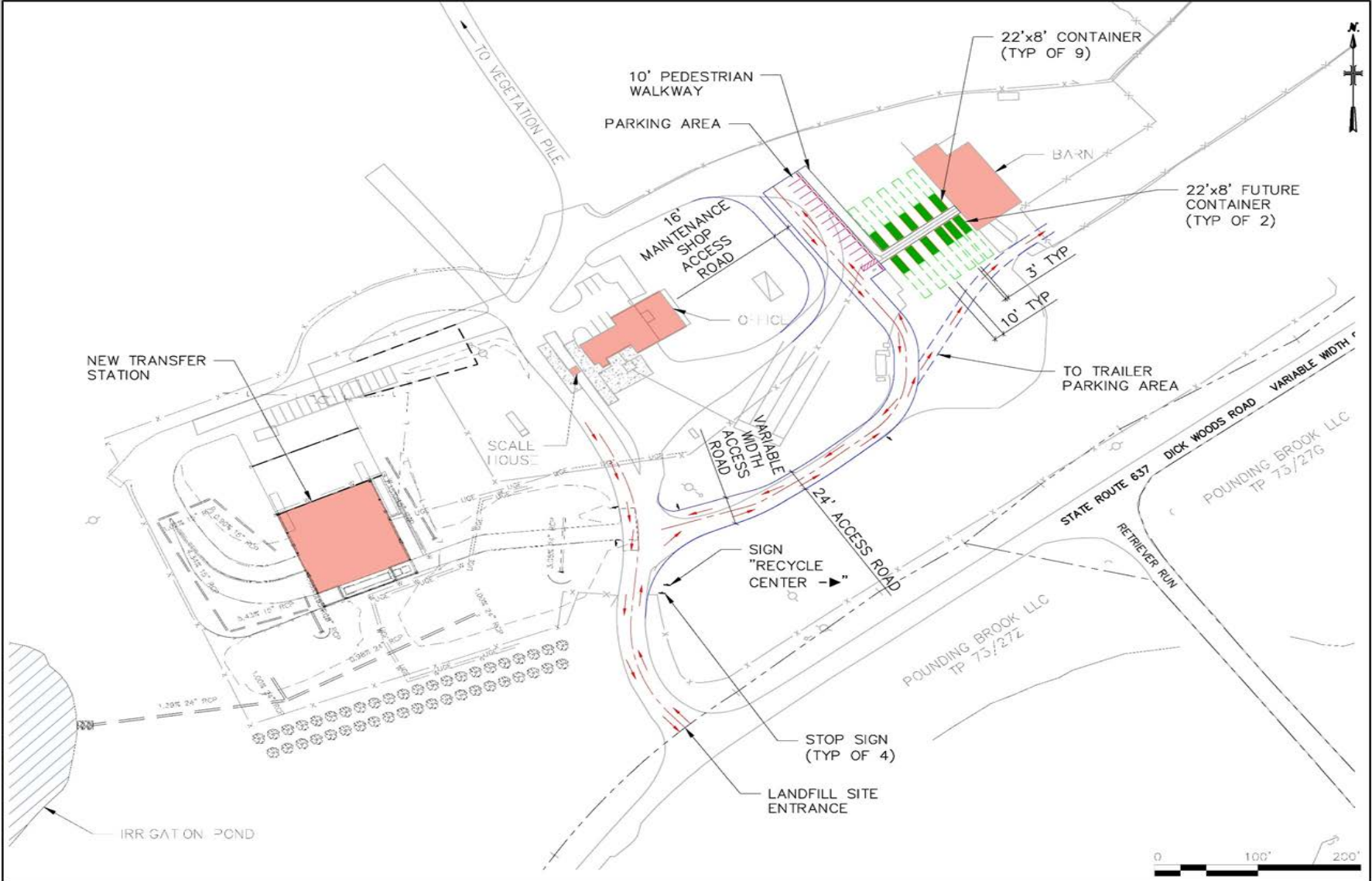
JANUARY 28, 2020



Recycling Master Plan

- In January 2019, Arcadis-US, Inc. submitted the final Recycling Master Plan report for the Ivy MUC
- The plan provided an analysis of the recycling services provided by the RSWA compared to a set of Reference Counties
- The plan provided this Board with two alternatives for the design of a recycling center at the Ivy MUC
- The report analyzed our current recycling practices and how they fit into the regional and international recycling environment

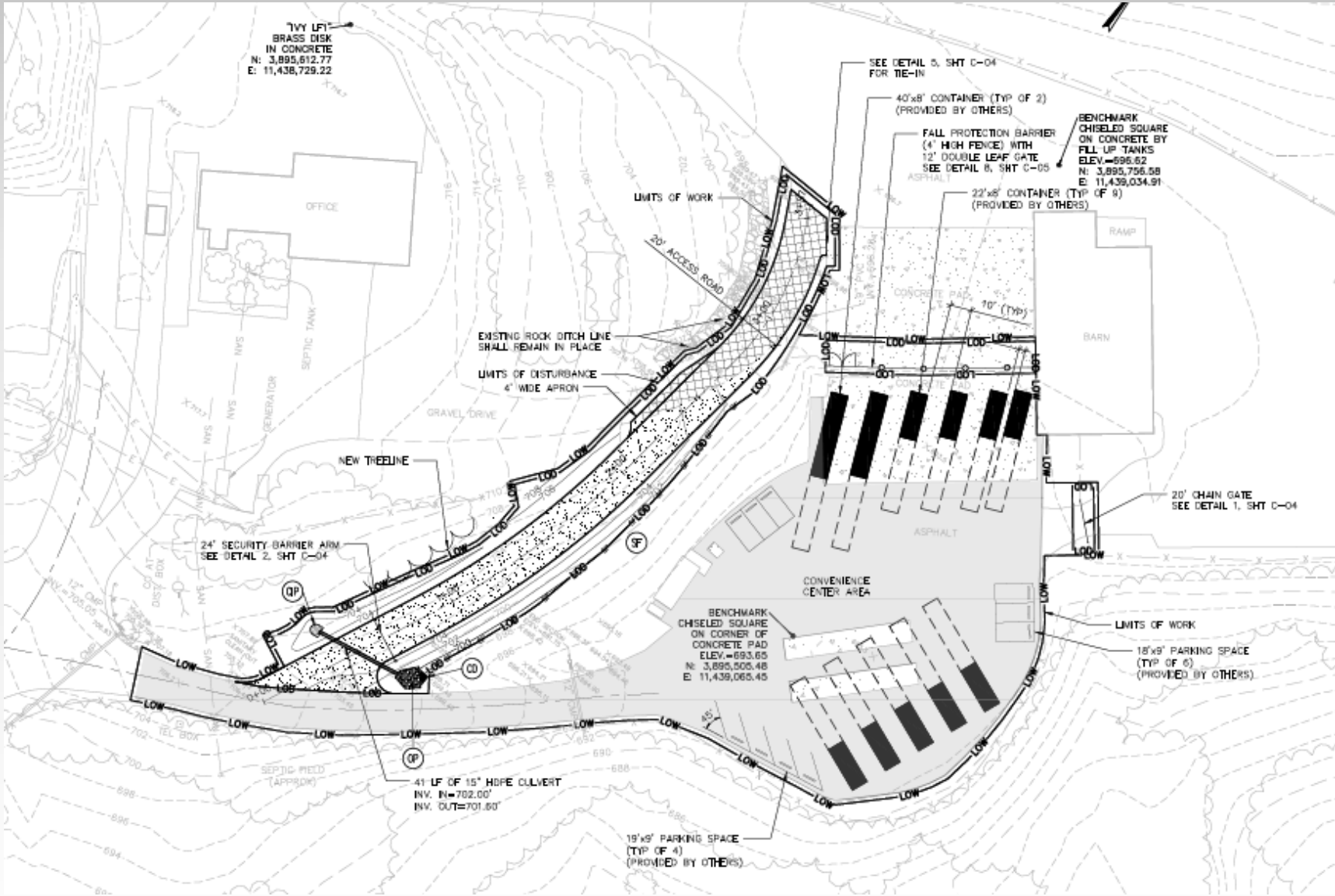
Selected Recycling Center Design



Ivy Convenience Center

- Original cost estimate of \$443,000 for design, permitting and construction of Alternative 1 Convenience Center
- County included \$350,000 in CIP budget for this project. Staff value engineered the design to meet the budget
- An Agreement with the County for construction and operation was finalized in August 2019
- The new convenience center will include containers for collection of Aluminum Cans, Mixed Metals, Mixed Paper, Office Paper, Newsprint, Cardboard, Glass, Plastic Films, and #1 and #2 Plastic Containers.

Final Recycling Center Design





Project Bid

- On January 16, 2020, RSWA received 2 construction bids ranging from \$150,270 to \$154,608.18
- Faulconer Construction Company, Inc. was determined to be the lowest, responsible bidder
- RSWA will solicit separate quotes this spring for additional containers, a compactor, and new signage
- Total Project Budget (including engineering, design, construction inspection and testing, new containers, compactor and signage) is \$350,000

Board Action Requested:

Staff respectfully requests the Board authorize the Executive Director to:

1. Award a construction contract to Faulconer Construction Company, Inc. in the amount of \$150,270 for the Ivy MUC Convenience Center Improvements project, and;
2. Execute any change orders up to 20% of the original construction contract amount.