RIVANNA

SOLID WASTE AUTHORITY

Board of Directors Meeting

September 24, 2024

2:00pm

RIVANNA SOLID WASTE AUTHORITY
695 Moores Creek Lane | Charlottesville, Virginia 22902-9016
434.977.2970
434.293.8858
www.rivanna.org

BOARD OF DIRECTORS

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

DATE: **September 24, 2024**

LOCATION: **Rivanna Administration Building (2nd Floor Conference Room), 695 Moores Creek Lane, Charlottesville, VA 22902**

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

AGENDA

1. ***CALL TO ORDER***

2. ***AGENDA APPROVAL***

3. ***MINUTES OF PREVIOUS BOARD MEETING ON JULY 23, 2024***

4. ***RECOGNITION***

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

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

7. ***RESPONSES TO PUBLIC COMMENTS***

8. ***CONSENT AGENDA***
   a. *Staff Report on Finance*

   b. *Staff Report on Ivy Material Solid Waste and Recycling Center/Recycling Operations Update*

   c. *Staff Report on Administration and Communications*

9. ***OTHER BUSINESS OTHER BUSINESS***

   a. *Presentation: RSWA Projects Update*
   Phil McKalips, Director of Solid Waste

(Motion and vote to Recess the RSWA Board Meeting)

(Motion and vote to Reconvene the RSWA in a Combined Session with the RWSA)

b. Presentation: Safety Program Update
George Cheape, Safety Manager

(Complete and close the RWSA meeting, then complete and close the RSWA meeting)

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

11. CLOSED MEETING

12. 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 Chairman 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, Matters Not Listed for Public Hearing on the Agenda." 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 comments 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 Chairman. 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 Chairman.
- 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 Chairman, 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/RSWA Administration office upon request or can be viewed on the Rivanna website.

Rev. September 7, 2022

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RSWA BOARD OF DIRECTORS
Minutes of Regular Meeting
July 23, 2024

A regular meeting of the Rivanna Solid Waste Authority (RSWA) Board of Directors was held on Tuesday, July 23, 2024, at 2:00 p.m. at the 2nd Floor Conference Room, Moores Creek Administration Building, 695 Moores Creek Lane, Charlottesville, VA, 22902.

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

Board Members Absent: Steven Hicks

Rivanna Staff Present: Bill Mawyer, Phil McKalips, Lonnie Wood, Betsy Nemeth, Deborah Anama, Jacob Woodson, Jerry Simmons, Leah Beard

Attorney(s) Present: Micah Schwartz (Williams Mullen)

1. CALL TO ORDER
Mr. Gaffney convened the July 23, 2024 regular meeting of the Board of Directors of the Rivanna Solid Waste Authority at 2:00 p.m.

2. AGENDA APPROVAL
Mr. Mawyer stated that Item 9(d) needed to be deferred since the item required all members to be present.

Mr. Andrews moved to approve the Agenda as amended. Mr. Pinkston seconded the motion, which passed unanimously (6-0). (Mr. Hicks was absent)

3. MINUTES OF PREVIOUS BOARD MEETING ON MAY 28, 2024
There were no amendments to the minutes.

Mr. Pinkston moved to approve the minutes from the meeting held on May 28, 2024. Mr. Stewart seconded the motion, which passed unanimously (6-0). (Mr. Hicks was absent.)

4. RECOGNITION
There were no recognitions.

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

   Mr. Mawyer stated that they had been transferring a lot of refuse at Ivy. He stated that the green line on the chart represented the 2024 calendar year, and it indicated that the volume exceeded that of 2023, except in June, where the volumes were approximately the same. He stated that the Spring Refuse Collection days included over 360 customers bringing e-waste in a single day. He stated that more than 800 customers brought household hazardous waste on Friday and Saturday in April.

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Mr. Mawyer stated that at the Saturday event, 23,000 pounds of furniture and mattresses, as well as 22,000 pounds of appliances, were received. He stated that 138,000 pounds of tires were collected. He stated that this amnesty program, which began around 1999 under County Executive Bob Tucker's leadership, continued to thrive 25 years later with the support of the County and the City through Rivanna. He stated that the fall Refuse Collection days had been scheduled, and they were advertised to inform people to prepare for the e-waste, hazardous waste, and bulky waste disposal.

Mr. Mawyer stated that in July 2022, the Board requested a succession management plan be developed for positions with eminent retirements. The plan was completed and reviewed with the Board in January 2023 and reviewed with the Board in April 2024. He stated that for RSWA, a new position was created, the Assistant Manager for Recycling, and that position had been filled by Jerry Simmons. He stated that Mr. Simmons has been with Rivanna for three years and was selected through a competitive process to be the new Assistant Manager in charge of recycling. He stated that this organizational change meant that refuse and recycling were now managed separately, each with its own assistant manager.

Mr. Mawyer stated they had nearly 23% turnover in RSWA in the past fiscal year. He stated their strategic plan goal was 10%, but they were updating this goal to 15% to recognize the limited number of positions in solid waste. He stated that losing three employees in a year statistically would exceed the 10% goal. He stated that a compensation classification study was initiated to evaluate the pay scale and ensure it was appropriate for RWSA and RSWA.

Mr. Gaffney asked if anyone left RSWA to work for RWSA.

Mr. Mawyer said no. He said they had some individuals who did not align well with the organization, and they had mutually decided to part ways. He stated that this accounted for the majority of the six employees who had departed over the past year.

Mr. Andrews asked how close they were to their daily tonnage limits.

Mr. Mawyer stated that the limit was 450 tons, so they were well under that on most days. He stated they sometimes had a lot of volume on Mondays. He stated that they even had to call some of the big haulers to ask if they could level their deliveries and switch to Tuesday or Wednesday, instead of bringing all of it on Monday. He stated that on average days, they received about 200 tons and were within the permitted daily limit.

5. ITEMS FROM THE PUBLIC

Matters Not Listed for Public Hearing on the Agenda

There were none.

6. *RESPONSES TO PUBLIC COMMENT*

There were none.

7. *CONSENT AGENDA*

a. Staff Report on Finance

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

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c. Staff Report on Administration and Communications

d. Approval of Work Authorization for FY 2025 Environmental Monitoring at the Ivy Material Utilization Center

e. Approval of Purchasing Manual Update

Mr. Sanders moved to approve the Consent Agenda. Mr. Andrews seconded the motion, which passed unanimously (6-0). (Mr. Hicks was absent)

8. OTHER BUSINESS

a. Presentation and Consider Vote to Approve: New Name for the Ivy Material Utilization Center

Betsy Nemeth, Director of Administration and Communications

Ms. Nemeth stated that she was there to discuss the renaming of the Ivy Material Utilization Center and provide some background on its origins. She stated that it was exciting to consider such a change. She stated that the Ivy landfill, which had opened in 1968, had served the City of Charlottesville, Albemarle County, and UVA. She stated that RSWA had been established in 1990 to manage the landfill, which was originally called the Ivy Sanitary Landfill.

Ms. Nemeth stated that in 1996, the Citizen Solid Waste Task Board had recommended a name change to reflect a higher focus on the three R's: reduction, reuse, and recycle. She stated that consequently, in 1998, the name had been changed to the Ivy Material Utilization Center. She stated that upon reviewing historical records, it was unclear whether a board action had been responsible for this change. She stated that a letter to the editor from the Daily Progress had suggested that the name change had been intended to align with the organization's evolving focus on recycling.

Ms. Nemeth stated that all landfilling operations had ceased in 1990. She stated that since 1998, the facility had been known as the Ivy Material Utilization Center. She stated that the reason for considering a name change now was related to the strategic plan, specifically within the communication collaboration team, which aimed to create a public-facing brand identity.

Ms. Nemeth stated that people did not understand what "material utilization center" meant, but they did know what "Ivy" meant. She stated that they wanted to name the facility something that reflected the services they were providing at the site. She stated that they had several different programs, including the Municipal Refuse and Construction Debris Transfer Program, the Recycling Convenience Center, and they recycled various materials like paper, glass and plastics. She stated that they also collected compostable food waste, and they accepted vegetative debris and made mulch which they gave away for free to the public.

Ms. Nemeth stated that their baling facility was set to open in the next two years, making it a consolidated location for many of their services. She stated that she had researched “material utilization”, a manufacturing term, to understand its meaning. She stated that it referred to the use of raw materials in manufacturing, which was not what they were doing. She stated that they explored different facility names, and "material utilization" was not a common name.

Ms. Nemeth stated that they were the only facility referred to as "material utilization", and the name did not reflect the services they offered. She stated that Mr. Mawyer had conducted a survey among employees to generate potential names, and they had narrowed it down to three: the Ivy Solid Waste

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Center, the Ivy Solid Waste and Recycling Center, and the Ivy Refuse and Recycling Center. She stated that the final decision was up to the Board.

Mr. Richardson asked if staff had a preference for any of the three choices.

Mr. Mawyer stated that the Solid Waste Center had received numerous votes, but it did not communicate recycling specifically.

Mr. Pinkston stated that recycling should be in the name.

Ms. Nemeth stated that they preferred "solid waste" in the name because they were the Rivanna Solid Waste Authority, which was an industry standard name for such entities. She stated that this name was commonly seen across the country. She stated that different centers used "transfer station" or "recycling center" names, but we provided both of those services at Ivy.

Mr. Gaffney stated that a member of the Solid Waste Authority staff had mentioned that simplicity was preferred, so the Ivy Solid Waste Center was the simplest option.

Mr. McKalips stated that he preferred the Ivy Solid Waste Center.

Mr. Andrews stated that the broader public were the people who would need to understand this best, and they would be interested in recycling. He stated that he appreciated that he was part of the Solid Waste Board, which is why it was such a tough decision.

Ms. Nemeth stated that when they conducted tours, the visitors were primarily interested in seeing the recycling process. She stated that they added the transfer station to the tour, but when people requested tours, they were mainly interested in recycling.

Mr. Pinkston asked if Ivy Solid Waste and Recycling Center was a good compromise.

Mr. Andrews stated that he was comfortable with any of the names, but Ivy Solid Waste and Recycling Center was the longest. He stated that none of the names lent themselves to a snappy acronym.

Mr. Sanders stated that he believed recycling represented a community value. He stated that it seemed there was a basis for including it in the title. He stated that although he was inclined towards the first (Ivy Solid Waste Center) and second options (Ivy Solid Waste and Recycling Center), he would likely choose the second one for that reason.

Mr. Gaffney stated that solid waste was definitely a better term to use in the name than refuse.

Mr. Sanders moved to rename the Ivy Materials Utilization Center to the Ivy Solid Waste and Recycling Center. Mr. Richardson seconded the motion, which passed unanimously (6-0). (Mr. Hicks was absent)

(Motion and vote to Recess the RSWA Board Meeting)

Mr. Andrews moved to recess the RSWA Board meeting. Mr. Sanders seconded the motion, which passed unanimously (6-0). (Mr. Hicks was absent)

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(Motion and vote to Reconvene the RSWA in a Joint Session with the RWSA)

Mr. Andrews moved to reconvene the RSWA Board meeting. Mr. Sanders seconded the motion, which passed unanimously (6-0). (Mr. Hicks was absent)

(Joint Session with the RSWA)

b. Presentation: Strategic Plan Update
Betsy Nemeth, Director of Administration and Communications

Betsy Nemeth, Director of Administration and Communications, stated that she would provide an update the strategic plan, which was the second update to the Board for the 2023 plan. She stated that their vision was to become a recognized leader in environmental stewardship by offering exceptional water and solid waste services. She stated that their mission was to serve the Charlottesville, Albemarle, and UVA community with high-quality water and wastewater treatment, refuse, and recycling services in a financially responsible and sustainable manner.

Ms. Nemeth stated that their values represented a change from their first strategic plan (2018 – 2023), because they are now better defined. She stated that their first priority was communication and collaboration. She stated that they had provided several tours at their facilities, including for Woodbrook Elementary first graders who visited the Ivy Convenience Center and Transfer Station, with 96 students participating. She stated that they were terrific, and staff received letters from the students afterward. She stated that the school had also been teaching them about recycling and solid waste.

Ms. Nemeth stated that they had signed a contract with WNRN, a nonprofit listener-supported independent radio network, to discuss their solid waste services. She stated that this initiative included special information on hazardous household waste (HHW). She stated that they were also redesigning the Rivanna website. She stated that they had chosen the firm “Red Orange Studio” from Charlottesville to complete the project, and they were currently in the middle of the process.

Ms. Nemeth stated that by the end of 2024, they would have a main site for Rivanna.org, as well as two subsites: RivannaWater.org and RivannaSolidWaste.org, which were specific to those authorities. She stated that she believed it would be a really neat improvement once they were completed. She stated that the UVA public health class had toured Moores Creek Treatment Plant. She stated that this class visited the plant every year. She stated that the Authorities were now on Facebook and Instagram, and she encouraged everyone to visit their pages.

Ms. Nemeth stated that their staff attended Riverfest this year, so they were pretty busy with public outreach. She stated that they were excited to add an outreach coordinator position this year, which would help them expand those efforts. She stated that regarding environmental stewardship, she observed that pollinators were arriving at the no-mow area of the Ivy site, which elevated the environmental education efforts. She stated that Jennifer Whitaker, along with Leah Beard and Dave Tungate, volunteered with the Rivanna Conservation Alliance, teaching children about the environment, stream health, and more.

Ms. Nemeth stated that the 10th-grade class from St. Anne's Belfield had also participated in

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cleaning up the Moores Creek wetlands, removing tubes from trees and exploring an interesting area of our property that was not often seen. She stated that regarding their clean fill area, Mr. McKalips calculated that it prevented 780 tons of CO2 from being discharged into the environment because it reduced the distance trucks had to travel to get clean fill.

Ms. Nemeth stated that regarding workforce development, Solid Waste Manager David Rhodes received his Bachelor's Degree in Environmental Science from Southern New Hampshire University. She stated that through Rivanna's tuition reimbursement program, he would begin his Master's program in January.

Ms. Nemeth stated that they were using Barrenridge Consulting for individual leadership coaching for all their new and current leaders. She stated that their consultant, Tim Smith, had developed a Rivanna-specific program, which spoke to their organization's values. She stated that they continued to update their existing job descriptions, for which they had a 20% per year goal. She stated that the creation of new job descriptions for new positions occurred as well.

Ms. Nemeth stated that they had two mechanics attend a Commercial Driver's License (CDL) class at PVCC and they received their Class A CDLs. She stated that they used PVCC because of a federal law that required the organization to use an accredited teacher. She stated that another goal for the workforce development team was to expand candidate-sourcing to increase diversity of candidates. She stated that their Paychex payroll system also served as a hiring and recruiting application system, so they automatically posted jobs on multiple job boards.

Ms. Nemeth stated that they posted some water and sewer jobs to the American Water Works Association website as well. She stated that regarding optimization and resiliency, at Moores Creek they optimized the caustic feed into the wastewater aeration basins, which saved about $173,000 annually. She stated that regarding safety, they conducted ARC Flash training for 38 employees and introduced an electrical safety chapter into their safety manual by collaborating with UVA.

Ms. Nemeth stated that these initiatives not only provided valuable resources but also demonstrated the benefits of partnership in the area. She stated that they were standardizing equipment across different plants, simplifying operator training. She stated that the implementation of a specialized alum feed system for South Rivanna was expected to save approximately $20,000 annually through determining the correct feed amount for treatment conditions at the plant.

Ms. Nemeth stated that regarding planning and infrastructure, one of their challenges was cost-efficient project planning. She stated that the image on the slide was a report from value engineering sessions for the Moores Creek Administrative building renovation project. She stated that while not every idea presented had resulted in cost savings, they provided a comprehensive view of possible areas for efficiency improvements. She stated that the sessions involved experts from various fields, not just their own team.

Ms. Nemeth stated that the maintenance team used the asset management system, CityWorks, for documenting preventive maintenance and maintaining equipment records. She stated that another image on the slide was of staff using iPads to input information into CityWorks, keeping their maintenance records up to date. She stated that DocLink, their document management system, had seen a 4.7% increase in 2024 so far, with a goal of achieving a 5% annual increase.

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Ms. Nemeth stated that this was important because it made their information much more accessible and easier to find; it was categorized, which helped them with quicker decisions. She stated that a significant change was regarding their turnover goal for the Solid Waste Authority. She stated that their turnover goal for the Solid Waste Authority was currently 10%, but this year they had seen a 22.6% turnover rate with six employees leaving between July 1, 2023, and June 30, 2024, out of 24 employees.

Ms. Nemeth stated that their new number of positions was 28. She stated that if they lost three this year, they would exceed their goal. She stated that they aimed to set realistic, transparent, and achievable goals, yet challenging ones. She stated that therefore, they were changing the Solid Waste turnover goal to 15%, to recognize that it was difficult to maintain unskilled labor positions while achieving such a challenging goal. She stated that they were not changing the Water and Sewer turnover goal of 10%.

Ms. Hildebrand asked if the turnover rate also included people who were retiring.

Ms. Nemeth stated yes.

Mr. Mawyer stated that they did not exclude any category from that turnover number. He stated that regardless of whether they retired or left in any other way, they were included in the turnover rate.

c. *Presentation: Human Resources Update*
   Leah Beard, Human Resources Manager

Leah Beard, Human Resources Manager, stated that she had been part of the organization since January and felt honored to share the work they do. She stated that staff wanted to emphasize the importance of helping employees understand their total rewards package, which includes benefits. She stated that she had been conducting one-on-one sessions with employees in the Solid Waste Department, because sometimes they only focused on the extra dollar offered in a new job, not realizing the full benefits package.

Ms. Beard stated that something she found extraordinary about Rivanna was that although Anthem costs had risen 30% during this renewal, the Board and Executive Director had decided that Rivanna would absorb that cost so that employees would not have to pay for those increases. She stated that employees may not immediately recognize the importance of insurance rates staying the same for the past seven years, so she wanted to ensure that employees were aware of all the benefits available.

Ms. Beard stated that they had started open enrollment in May, which took place online through Paychex. She stated that they had re-evaluated their dental and vision plans due to feedback from employees about the network quality. She stated that they switched to another company, hoping to improve those benefits for their employees. She stated that Alisa Cooper, the Payroll and Benefits Administrator, had been instrumental in making the process easy for everyone. She stated that she ensured the open enrollment process was streamlined and made easy for their employees.

Ms. Beard stated that she had hosted numerous in-person sessions aimed at educating employees about their benefits. She stated that she was initiating this process with her new hires, ensuring they understood the differences between high and low deductibles. She stated that staff also

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conducted retirement sessions, including early retirement through the state of Virginia, as the organization operated on the VRS system. She stated that their goal was to offer various opportunities for employees' growth and learning. She stated that for instance, she had recently held a session with AFLAC discussing supplemental health benefits for those considering retirement.

Ms. Beard stated that this was just one example of the different opportunities they provided. She stated that the managers and supervisors were actively engaging with employees to help them reach their career goals. She stated that since she had been there since January, they had seen 15 internal promotions, a testament to the team's dedication to employee development. She stated that they had also welcomed 14 new hires. She stated that they were beginning to establish a baseline for their diversity through review of those policies.

Ms. Beard stated that 18% of their current employees were composed of people of color (POC). She stated that 40% of their executive leadership team were women. She stated that they were establishing this baseline to improve their rates of diversity and inclusion. She stated that for recruiting, they had created an online job portal, which Ms. Nemeth had also spoken about. She stated that they were posting to eight different external sites to attract potential candidates. She stated that she had started conducting in-person interviews on site at the location where the candidate would be working if hired.

Ms. Beard stated that regarding workforce development, some of the information in her report was repeating Ms. Nemeth's discussion on the strategic plan, which emphasized organizational growth and development. She stated that this included their five-year staffing plan, addition of more positions, the offering of tuition reimbursement for employees, and the evaluation of turnover rates to retain employees. She stated that for employee growth and development, speaking to their internal processes, they should view their employees as an investment, not a liability on their budget sheets.

Ms. Beard stated that they had paid bonuses for individuals in the Maintenance department who earned certifications outside of the organization, and they developed specific training for wastewater and water employees, which had helped them with their continuing education. She stated that leadership training had been offered to recently promoted supervisors and managers. She stated that training was now available on phones and mobile devices through Paychex, allowing individuals who were not in front of a desktop to access it.

Ms. Beard stated that LinkedIn Learning was offered as a free opportunity for all their employees. She stated that staff had hosted sessions with local community partners, including Star Hill Pathways, which had collaborated with them over the last couple of years, and they gave them a tour of one of their water plants. She stated that they had also visited Beaver Creek to see both sides of the operation. She stated that they had conducted tours with local elementary, middle, and high schools. She stated that they were working with local Rivanna watershed organizations, such as the Rivanna Conservation Alliance and the Rivanna Stormwater Education Partnership.

Ms. Beard stated that their interns this summer were also contributing to these efforts. She stated that she had reached out to an individual who was new to the Career Center at UVA, serving as a liaison between the Career Center at UVA and the Virginia Talent and Opportunity Partnership (VTOP). She stated that their goal was to open more internships, job shadowing, and mentoring programs to the local community.

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d. Presentation and Consider Vote to Approve: Amended and Restated By-Laws
Lonnie Wood, Director of Finance and Information Technology

Item was deferred.

9. OTHER ITEMS FROM BOARD/STAFF NOT ON AGENDA

There were none.

11. CLOSED MEETING

(Motion, second and roll call vote to enter into a joint closed session to discuss confidential information related to cybersecurity and the security of the authorities' physical premises as permitted by the public safety exemptions at Section 2.2-3711-A(19) of the Code of Virginia and confidential performance evaluations, goals and objectives of specific personnel as permitted by the personnel exemption at Section 2.2-3711-A(1) of the Code of Virginia).

*Motion *:*
I move that the Rivanna Solid Waste Authority enter into a joint closed session with the Rivanna Water & Sewer Authority to discuss confidential information related to cybersecurity and the security of the authorities' physical premises as permitted by the public safety exemptions at Section 2.2-3711-A(19) of the Code of Virginia and confidential performance evaluations, goals and objectives of specific personnel as permitted by the personnel exemption at Section 2.2-3711-A(1) of the Code of Virginia.

(Motion, second and roll call vote to certify the closed session)

*Motion *:*
The Rivanna Solid Waste Authority hereby certifies by recorded vote that, to the best of each member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed meeting were heard, discussed or considered in the closed meeting to which this certification resolution applies.

** Closed meeting motion subject to change**

(Complete and close the RWSA meeting, then complete and close the RSWA meeting

Mr. Pinkston moved to enter into a closed session. Mr. Andrews seconded the motion, which passed unanimously (6-0) with roll call vote. (Mr. Hicks was absent)

Ms. Andrews moved to certify the closed session. Mr. Sanders seconded the motion, which passed unanimously (6-0) with roll call vote. (Mr. Hicks was absent)

Ms. Andrews moved to approve the 3% salary increase for the Executive Director effective July 1, 2024. Mr. Sanders seconded the motion, which passed unanimously (6-0). (Mr. Hicks was absent)

12. ADJOURNMENT

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At 4:08 p.m., Mr. Pinkston moved to adjourn the meeting of the Rivanna Solid Waste Authority. Mr. Andrews seconded the motion, which passed unanimously (6-0). (Mr. Hicks was absent)

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MEMORANDUM

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

FROM: **BILL MAWYER, EXECUTIVE DIRECTOR**

SUBJECT: **EXECUTIVE DIRECTOR'S REPORT**

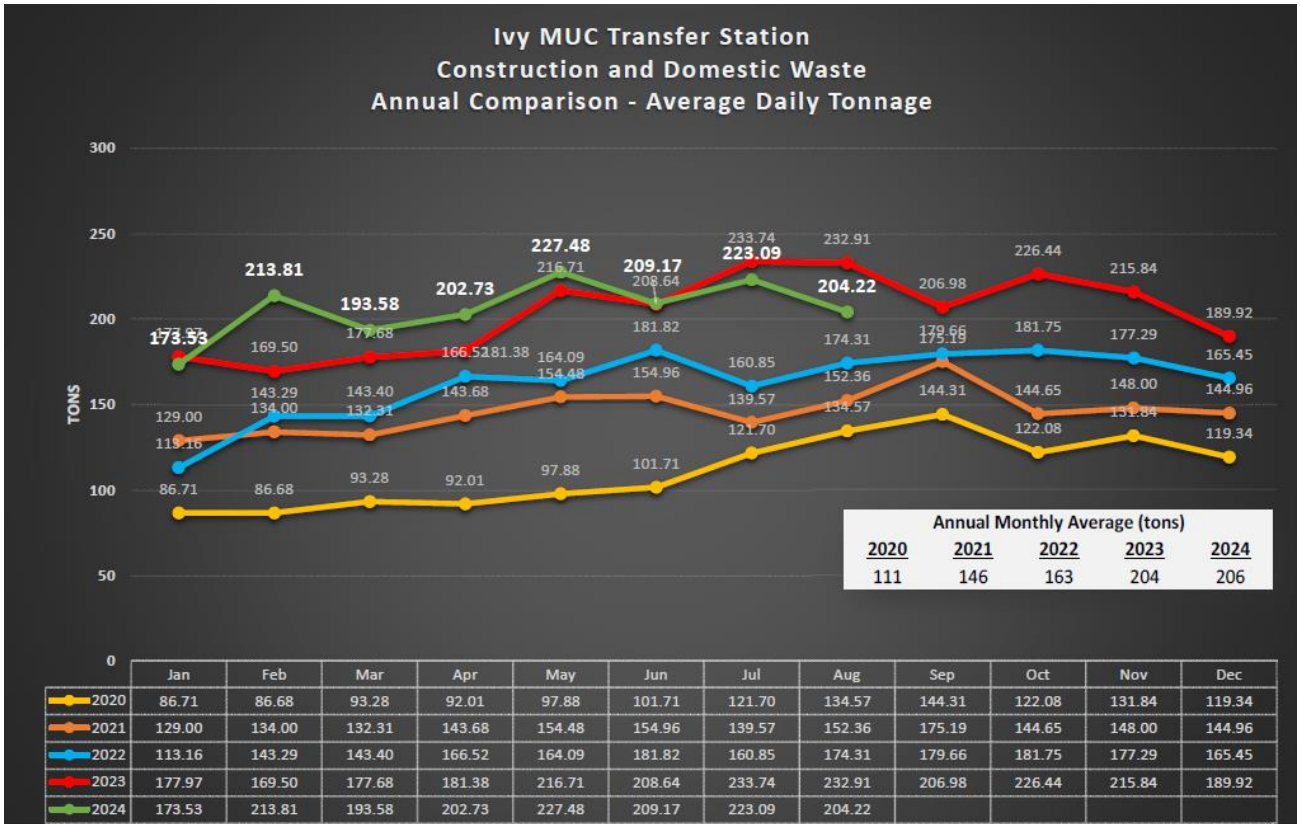
DATE: **SEPTEMBER 24, 2024**

STRATEGIC PLAN PRIORITY: OPTIMIZATION AND RESILIENCY

Transfers from the Ivy Solid Waste and Recycling Center:

Average daily refuse transfer volume has increased from 135 tons per day in August 2020 to 204 tons per day in August 2024, as shown below:

	Vehicles	Avg MSW & CDD Tons/Day
July 2024	**8,039**	**224**
August 2024	**8,064**	**204**



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	86.71	86.68	93.28	92.01	97.88	101.71	121.70	134.57	144.31	122.08	131.84	119.34
2021	129.00	134.00	132.31	143.68	154.48	154.96	139.57	152.36	175.19	144.65	148.00	144.96
2022	113.16	143.29	143.40	166.52	164.09	181.82	160.85	174.31	179.66	181.75	177.29	165.45
2023	177.97	169.50	177.68	181.38	216.71	208.64	233.74	232.91	206.98	226.44	215.84	189.92
2024	173.53	213.81	193.58	202.73	227.48	209.17	223.09	204.22				

STRATEGIC PLAN PRIORITY: WORKFORCE DEVELOPMENT

Emergency Training – National Preparedness Month

September is National Preparedness Month and serves as a reminder to individuals and businesses to be prepared for disasters or emergencies.

We held Emergency Operations Plan (EOP) training for our management staff on August 19th. This internal EOP training prepares staff to implement procedures to protect lives, property, and infrastructure, and to maintain and restore essential services for our community in response to a wide range of emergencies and operational disruptions.

National Information Technology Professionals Day

We appreciate the hard work of our dedicated IT professionals and recognize September 17th as National IT Professionals Day. The expertise and hard work of our IT team keeps our technology systems running smoothly and ensures the safety and security of our data.

STRATEGIC PLAN PRIORITY: COMMUNICATION AND COLLABORATION

Virginia Solid Waste Authorities

We were pleased to host a quarterly meeting of Virginia Solid Waste Authorities on September 11th. Attendees included staff from:

- Central Virginia Waste Management Authority
- Montgomery Regional Solid Waste Authority
- New River Source Authority
- Southeastern Public Service Authority
- Virginia Peninsulas Public Service Authority

Phil McKalips, Director of Solid Waste, shared a presentation with the group and discussed our history and current programs, followed by a tour of the Ivy Solid Waste and Recycling Center.

STRATEGIC PLAN PRIORITY: ENVIRONMENTAL STEWARDSHIP

eWaste Special Collection Event

Our semi-annual electronic waste disposal event was held on Saturday, September 14th at the Ivy Solid Waste and Recycling Center. We had 358 residents from the City and County participate in this free community event. Residents were able to drop off up to 10 electronic items during this 6-hour event. Our contractor, MXI, locates recycling vendors for these products.

The ISWRC will host the Fall 2024 Special Collection free recycling and disposal days on the following dates:

United Way Day of Caring 2024

We appreciate volunteers from Atlantic Union Bank who participated in the United Way Day of Caring on September 18th and their hard work in bagging oyster shells at Ivy SWRC, along with RSWA staff. The dried shells are bagged annually and delivered to Gwynn's Island, part of the VCU Rice Rivers Center located in Charles City, where the shells are seeded and taken into the Chesapeake Bay to grow and filter billions of gallons of water annually.

RIVANNA SOLID WASTE AUTHORITY
695 Moores Creek Lane | Charlottesville, Virginia 22902-9016
434.977.2970
434.293.8858
www.rivanna.org

MEMORANDUM

TO: RIVANNA SOLID WASTE AUTHORITY BOARD OF DIRECTORS

FROM: LONNIE WOOD, DIRECTOR OF FINANCE AND INFORMATION TECHNOLOGY

REVIEWED: BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: JULY 2024 FINANCIAL SUMMARY

DATE: SEPTEMBER 24, 2024

Total operating revenues for the first month of this fiscal year totaled $532,600, and total operating expenses were $811,900, which resulted in a $279,200 net operating loss for the month. Funding support for operations and remediation of $1,118,800 was received in July. The Authority processed 28,762 tons of waste and recycling products in July. A breakdown of net revenue or cost per ton, including overhead and administrative support costs, is shown below.

	Ivy Operations	Ivy Transfer	Recycling	Total
Tonnage	22,779	5,825	158	28,762
Net operating income (loss)	$ 42,024	$ (92,444)	$ (137,784)	$ (188,204)
Net operating income (loss) per ton	$ 1.84	$ (15.87)	$ (872.05)	$ (6.54)

Attachments

RIVANNA SOLID WASTE AUTHORITY
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MEMORANDUM

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

FROM: **LONNIE WOOD, DIRECTOR OF FINANCE AND INFORMATION TECHNOLOGY**

REVIEWED: **BILL MAWYER, EXECUTIVE DIRECTOR**

SUBJECT: **JUNE 2024 FINANCIAL SUMMARY**

DATE: **SEPTEMBER 24, 2024**

Operating revenues for FY 2024 total $5,314,200, and total operating expenses are $8,846,100, resulting in a $3,531,900 net operating loss. Funding support for operations and remediation of $3,571,700 has been received this year, as budgeted. The Authority processed 217,334 tons of waste and recyclable materials. A breakdown of net revenue or cost per ton, including overhead and administrative support costs, is shown below.

	Ivy Operations	Ivy Transfer	Recycling	Total
Tonnage	150,722	64,494	2,118	217,334
Net operating income (loss)	$ (226,617)	$ (1,156,544)	$ (1,374,918)	$ (2,758,079)
Net operating income (loss) per ton	$ (1.50)	$ (17.93)	$ (649.16)	$ (12.69)

Please note that the budget and these monthly budget vs. actual statements are prepared on a different basis than the annual comprehensive financial report (ACFR). Year-end adjustments are recorded every year to conform to the accounting principles required for the ACFR. These monthly statements were prepared prior to recording those year-end adjustments.

Attachments

Rivanna Solid Waste Authority
Revenue and Expense Summary Report
FY 2025

For July 2024

	Budget FY 2025	Budget YTD	Actual YTD	Variance $	Variance %
Revenues					
Ivy Operations Tipping Fees	$ 1,360,450	$ 113,371	$ 151,093	$ 37,723	33.27%
Ivy Environmental Revenues	-	-	-	-	
Ivy MSW Transfer Tipping Fees	3,804,850	317,071	355,861	38,790	12.23%
County Convenience Centers	60,000	5,000	4,209	(791)	-15.81%
Recycling Revenues	285,000	23,750	9,580	(14,170)	-59.66%
Other Revenues Administration	80,000	1,667	11,904	10,238	614.26%
Total Revenues	$ 5,590,300	$ 460,858	$ 532,648	$ 71,789	15.58%
Expenses					
Ivy Operations	$ 1,099,541	$ 91,628	$ 85,310	$ 6,318	6.90%
Ivy Environmental	1,105,926	92,161	62,494	29,666	32.19%
Ivy MSW Transfer	4,659,079	388,257	424,546	(36,289)	-9.35%
County Convenience Centers	828,216	69,018	65,802	3,216	4.66%
Recycling Operations	841,582	70,132	66,763	3,369	4.80%
Administration	1,291,034	107,586	106,940	646	0.60%
Total Expenses	$ 9,825,378	$ 818,781	$ 811,856	$ 6,926	0.85%
Net Operating Income (Loss)	**$ (4,235,078)**	**$ (357,923)**	**$ (279,208)**	**$ 78,715**	**21.99%**
Other Funding Sources					
Local Government Support	$ 2,765,841	$ 230,487	$ 691,461	$ 460,974	200.00%
Environmental Support	1,469,237	122,436	427,296	304,859	248.99%
Subtotal	**$ 4,235,078**	**$ 352,923**	**$ 1,118,756**	**$ 765,833**	**217.00%**
Net Income (Loss)	**$ -**	**$ (5,000)**	**$ 839,548**	**$ 834,548**	

Local Support Detail			Annualized Payments	True-up Est. Due to / (Due from)
County - Ivy Operations	$ 41,849	$ 4,737	$ 3,487	$ 45,512
County - Ivy Transfer	1,156,987	97,666	96,416	3,972
County - Convenience Centers	768,216	64,018	64,018	2,425
County - Recycling	559,152	47,296	46,596	(6,737)
County - Environmental MOU	896,069	74,672	224,017	-
	$ 3,422,274	$ 288,389	$ 434,534	$ 45,171
City - Recycling	$ 239,637	$ 20,270	$ 19,970	(2,887)
City - Environmental MOU	493,185	41,099	123,296	-
	$ 732,822	$ 61,369	$ 143,266	$ (2,887)
UVa - Environmental MOU	$ 79,982	$ 6,665	$ 79,982	$ 304,859
Total Local Support	**$ 4,235,078**	**$ 356,423**	**$ 657,782**	**$ 347,143**

Rivanna Solid Waste Authority
Fiscal Year 2025 - July 2024
Revenue and Expense Summary Report

	FY 2025				
	Budget FY 2025	Budget YTD	Actual YTD	***Variance $***	***Variance %***
Ivy Operations					
Revenues					
Clean fill material	$ 728,000	$ 60,667	$ 111,071	50,404	83.08%
Grindable material	486,000	40,500	30,173	(10,327)	-25.50%
Tires whole	50,350	4,196	771	(3,425)	-81.62%
Tires and white good per item	21,100	1,758	3,907	2,149	122.20%
Material Sales	75,000	6,250	5,171	(1,079)	-17.26%
Total Operations Revenues	**$ 1,360,450**	**$ 113,371**	**$ 151,093**	**$ 37,723**	**33.27%**
Expenses					
Personnel Cost	$ 377,941	$ 31,495	$ 37,734	$ (6,239)	-19.81%
Professional Services	-	-	-	-	
Other Services and Charges	29,700	2,475	6,392	(3,917)	-158.28%
Communications	18,900	1,575	1,581	(6)	-0.40%
Information Technology	25,000	2,083	852	1,231	59.10%
Vehicles and Equip. Maintenance	82,000	6,833	10,830	(3,996)	-58.48%
Supplies	4,000	333	21	312	93.63%
Operations and Maintenance	362,000	30,167	11,233	18,934	62.76%
Environmental Remediations	-	-	-	-	
Equipment Replacement	200,000	16,667	16,667	(0)	0.00%
Total Operations Expenses	$ 1,099,541	$ 91,628	$ 85,310	$ 6,318	6.90%
Allocation of Administration Costs	302,758	26,480	23,759	2,721	10.28%
Expenses With Admin Allocations	**$ 1,402,299**	**$ 118,108**	**$ 109,069**	**$ 9,039**	**7.65%**
Net Operating Income (Loss)	**$ (41,849)**	**$ (4,737)**	**$ 42,024**	46,762	-987.06%
				46,762	

Summary of Local Support				
County	$ 41,849	$ 4,737	$ 3,487	$ 1,250
	$ 41,849	**$ 4,737**	**$ 3,487**	**$ 1,250**

Estimated True-up $ 45,512

Rivanna Solid Waste Authority
Fiscal Year 2025 - July 2024
Revenue and Expense Summary Report

Ivy Environmental

	FY 2025				
	Budget FY 2025	Budget YTD	Actual YTD	***Variance $***	***Variance %***
Revenues					
Forestry Management Revenue	$ -	$ -	$ -	-	
Total Operations Revenues	**$ -**	**$ -**	**$ -**	**$ -**	
Expenses					
Personnel Cost	$ 230,426	$ 19,202	$ 22,593	$ (3,391)	-17.66%
Professional Services	40,000	3,333	76	3,258	97.73%
Other Services and Charges	8,200	683	444	240	35.06%
Communications	5,300	442	18	424	95.99%
Information Technology	-	-	371	(371)	
Vehicles and Equip. Maintenance	22,000	1,833	211	1,622	88.50%
Supplies	-	-	-	-	
Operations and Maintenance	220,000	18,333	12,816	5,517	30.10%
Environmental Remediations	270,000	22,500	133	22,367	99.41%
Equipment Replacement	310,000	25,833	25,833	0	0.00%
Total Operations Expenses	$ 1,105,926	$ 92,161	$ 62,494	$ 29,666	32.19%
Allocation of Administration Costs	363,310	31,776	28,511	3,265	10.28%
Expenses With Admin Allocations	**$ 1,469,237**	**$ 123,936**	**$ 91,005**	**$ 32,931**	**26.57%**
Net Operating Income (Loss)	**$ (1,469,237)**	**$ (123,936)**	**$ (91,005)**	32,931	-26.57%

Summary of Local Support				
County	$ 896,069	$ 74,672	$ 224,017	$ (149,345)
City	493,185	41,099	123,296	$ (82,197)
Uva	79,982	6,665	79,982	(73,317)
	$ 1,469,237	**$ 122,436**	**$ 427,296**	**$ (304,859)**

Rivanna Solid Waste Authority
Fiscal Year 2025 - July 2024
Revenue and Expense Summary Report

Ivy Transfer Station

	FY 2025				
	Budget FY 2025	Budget YTD	Actual YTD	***Variance $***	***Variance %***
Revenues					
MSW / Construction Debris	$ 3,701,850	$ 308,488	$ 342,453	$ 33,966	11.01%
Compostable Material	-	-	-	-	
Service Charges / other revenues	103,000	8,583	13,408	4,824	56.20%
Total Operations Revenues	**$ 3,804,850**	**$ 317,071**	**$ 355,861**	**$ 38,790**	**12.23%**
Expenses					
Personnel Cost	$ 712,652	$ 59,388	$ 69,923	$ (10,535)	-17.74%
Professional Services	-	-	-	-	
Other Services and Charges	52,000	4,333	3,233	1,100	25.39%
Communications	16,600	1,383	4,268	(2,884)	-208.50%
Information Technology	55,000	4,583	1,168	3,416	74.53%
Vehicles and Equip. Maintenance	110,000	9,167	1,563	7,604	82.95%
Supplies	10,000	833	64	770	92.35%
Operations and Maintenance	3,574,327	297,861	334,328	(36,467)	-12.24%
Environmental Remediations	3,500	292	-	292	100.00%
Equipment Replacement	125,000	10,417	10,000	417	4.00%
Total Operations Expenses	$ 4,659,079	$ 388,257	$ 424,546	$ (36,289)	-9.35%
Allocation of Administration Costs	302,758	26,480	23,759	2,721	10.28%
Expenses With Admin Allocations	**$ 4,961,837**	**$ 414,736**	**$ 448,304**	**$ (33,568)**	**-8.09%**
Net Operating Income (Loss)	**$ (1,156,987)**	**$ (97,666)**	**$ (92,444)**	5,222	-5.35%

Summary of Local Support				
County	$ 1,156,987	$ 97,666	$ 96,416	$ 1,250
City	-	-	-	-
	$ 1,156,987	**$ 97,666**	**$ 96,416**	**$ 1,250**

Estimated True-up $ 3,972

Rivanna Solid Waste Authority
Fiscal Year 2025 - July 2024
Revenue and Expense Summary Report

County Convenience Centers

	FY 2025				
	Budget FY 2025	Budget YTD	Actual YTD	***Variance $***	***Variance %***
Revenues					
Material Sales	$ 60,000	$ 5,000	$ 4,209	$ (791)	-15.81%
Total Operations Revenues	**$ 60,000**	**$ 5,000**	**$ 4,209**	**$ (791)**	**-15.81%**
Expenses					
Personnel Cost	$ 558,716	$ 46,560	$ 54,763	$ (8,204)	-17.62%
Professional Services	-	-	-	-	
Other Services and Charges	16,300	1,358	1,341	18	1.30%
Communications	18,200	1,517	46	1,471	96.99%
Information Technology	-	-	957	(957)	
Vehicles and Equip. Maintenance	155,000	12,917	1,608	11,308	87.55%
Supplies	-	-	-	-	
Operations and Maintenance	15,000	1,250	1,671	(421)	-33.66%
Environmental Remediations	-	-	-	-	
Equipment Replacement	65,000	5,417	5,417	(0)	0.00%
Total Operations Expenses	$ 828,216	$ 69,018	$ 65,802	$ 3,216	4.66%
Allocation of Administration Costs	-	-	-	-	
Expenses With Admin Allocations	**$ 828,216**	**$ 69,018**	**$ 65,802**	**$ 3,216**	**4.66%**
Net Operating Income (Loss)	**$ (768,216)**	**$ (64,018)**	**$ (61,593)**	2,425	-3.79%

Summary of Local Support				
County	$ 768,216	$ 64,018	$ 64,018	$ -
	$ 768,216	**$ 64,018**	**$ 64,018**	**$ -**

Estimated True-up $ 2,425

Rivanna Solid Waste Authority
Fiscal Year 2025 - July 2024
Revenue and Expense Summary Report

Recycling

McIntire & Paper Sort

	FY 2025				
	Budget FY 2025	Budget YTD	Actual YTD	***Variance $***	***Variance %***
Revenues					
Material Sales & other revenues	$ 250,000	$ 20,833	$ 9,580	$ (11,254)	-54.02%
Grants	35,000	2,917	-	(2,917)	-100.00%
Total Operations Revenues	**$ 285,000**	**$ 23,750**	**$ 9,580**	**$ (14,170)**	**-59.66%**
Expenses					
Personnel Cost	$ 457,432	$ 38,119	$ 45,249	$ (7,129)	-18.70%
Professional Services	-	-	-	-	
Other Services and Charges	57,100	4,758	3,410	1,348	28.33%
Communications	3,400	283	1,440	(1,156)	-408.06%
Information Technology	-	-	758	(758)	0.00%
Vehicles and Equip. Maintenance	129,600	10,800	2,734	8,066	74.69%
Supplies	1,050	88	-	88	100.00%
Operations and Maintenance	93,000	7,750	4,840	2,910	37.55%
Environmental Remediations	-	-	-	-	0.00%
Equipment Replacement	100,000	8,333	8,333	0	0.00%
Total Operations Expenses	$ 841,582	$ 70,132	$ 66,763	$ 3,369	4.80%
Allocation of Administration Costs	242,207	21,184	19,007	2,177	10.28%
Expenses With Admin Allocations	**$ 1,083,789**	**$ 91,316**	**$ 85,770**	**$ 5,545**	**6.07%**
Net Operating Income (Loss)	**$ (798,789)**	**$ (67,566)**	**$ (76,191)**	(8,625)	12.77%

Summary of Local Support				
County	$ 559,152	$ 47,296	$ 46,596	$ 700
City	239,637	20,270	19,970	$ 300
	$ 798,789	**$ 67,566**	**$ 66,566**	**$ 1,000**

Estimated True-up - County	$ (6,737)
Estimated True-up - City	$ (2,887)

Rivanna Solid Waste Authority
Fiscal Year 2025 - July 2024
Revenue and Expense Summary Report

	FY 2025				
	Budget FY 2025	Budget YTD	Actual YTD	***Variance $***	***Variance %***
Administration					
Revenues					
Interest revenues	$ 65,000	$ 417	$ 11,031	$ 10,614	2547.45%
Late Fees	15,000	1,250	873	(377)	-30.13%
Total Operations Revenues	**$ 80,000**	**$ 1,667**	**$ 11,904**	**$ 10,238**	**614.26%**
Expenses					
Personnel Cost	$ 196,634	$ 16,386	$ 17,812	$ (1,425)	-8.70%
Professional Services	105,000	8,750	1,449	7,301	83.44%
Other Services and Charges	974,700	81,225	83,037	(1,812)	-2.23%
Communications	5,700	475	335	140	29.57%
Information Technology	8,000	667	4,275	(3,608)	-541.25%
Vehicles and Equip. Maintenance	-	-	-	-	
Supplies	1,000	83	33	51	60.68%
Operations and Maintenance	-	-	-	-	
Environmental Remediations	-	-	-	-	
Equipment Replacement	-	-	-	-	
Subtotal Before Allocations	$ 1,291,034	$ 107,586	$ 106,940	$ 646	0.60%
Net Operating Income (Loss)	**$ (1,211,034)**	**$ (105,919)**	**$ (95,036)**	10,884	-10.28%

Allocation to Cost Centers (per agreement)						
	Allocation %					
Ivy Operations	25%	$ 302,758	$ 26,480	$ 23,759	$ 2,721	-92.15%
Ivy Environmental	30%	363,310	31,776	28,511	3,265	-92.15%
Ivy Transfer	25%	302,758	26,480	23,759	2,721	-92.15%
County Convenience Centers	0%	-	-	-	-	
Recycling	20%	242,207	21,184	19,007	2,177	-92.15%
Total Allocation to Cost Centers	100%	**$ 1,211,034**	**$ 105,919**	**$ 95,036**	**$ 10,884**	**-92.15%**

Rivanna Solid Waste Authority
Revenue and Expense Summary Report
FY 2024

	For June 2024				
	Budget FY 2024	**Budget YTD**	**Actual YTD**	**Variance $**	**Variance %**
Revenues					
Ivy Operations Tipping Fees	$ 1,358,000	$ 1,358,000	$ 1,253,136	$ (104,864)	-7.72%
Ivy Environmental Revenues	-	-	-	-	
Ivy MSW Transfer Tipping Fees	2,587,000	2,587,000	3,647,322	1,060,322	40.99%
County Convenience Centers	60,000	60,000	49,144	(10,856)	-18.09%
Recycling Revenues	285,000	285,000	196,937	(88,063)	-30.90%
Other Revenues Administration	80,000	80,000	167,709	87,709	109.64%
Total Revenues	$ 4,370,000	$ 4,370,000	$ 5,314,248	$ 944,248	21.61%
Expenses					
Ivy Operations	$ 865,140	$ 865,140	$ 890,088	$ (24,947)	-2.88%
Ivy Environmental	903,859	903,859	848,349	55,510	6.14%
Ivy MSW Transfer	3,597,923	3,597,923	4,569,713	(971,790)	-27.01%
County Convenience Centers	730,706	730,706	727,520	3,186	0.44%
Recycling Operations	699,125	699,125	706,157	(7,032)	-1.01%
Administration	1,144,972	1,144,972	1,104,324	40,648	3.55%
Total Expenses	$ 7,941,725	$ 7,941,725	$ 8,846,150	$ (904,425)	-11.39%
Net Operating Income (Loss)	**$ (3,571,725)**	**$ (3,571,725)**	**$ (3,531,901)**	**$ 39,824**	**1.11%**
Other Funding Sources					
Local Government Support	$ 2,348,374	$ 2,348,374	$ 2,348,376	$ 2	0.00%
Environmental Support	1,223,351	1,223,351	1,223,350	(1)	0.00%
Subtotal	**$ 3,571,725**	**$ 3,571,725**	**$ 3,571,726**	**$ 1**	**0.00%**
Net Income (Loss)	**$ 0**	**$ 0**	**$ 39,825**	**$ 39,825**	

Local Support Detail			**Annualized Payments**	**True-up Est.** Due to / (Due from)
County - Ivy Operations	$ (226,617)	$ (226,617)	$ (226,617)	$ (97,722)
County - Ivy Transfer	1,277,166	1,277,166	1,277,166	120,621
County - Convenience Centers	670,706	670,706	670,706	(7,669)
County - Recycling	438,983	438,983	438,983	(48,597)
County - Environmental MOU	737,473	737,473	737,472	-
	$ 2,897,711	$ 2,897,711	$ 2,897,710	$ (33,367)
City - Recycling	$ 188,136	$ 188,136	$ 188,136	(20,827)
City - Environmental MOU	405,896	405,896	405,896	-
	$ 594,032	$ 594,032	$ 594,032	$ (20,827)
UVa - Environmental MOU	$ 79,982	$ 79,982	$ 79,982	$ (1)
Total Local Support	**$ 3,571,725**	**$ 3,571,725**	**$ 3,571,724**	**$ (54,195)**

Rivanna Solid Waste Authority
Fiscal Year 2024 - June 2024
Revenue and Expense Summary Report

	FY 2024				
	Budget FY 2024	Budget YTD	Actual YTD	***Variance $***	***Variance %***
Ivy Operations					
Revenues					
Clean fill material	$ 875,000	$ 875,000	$ 679,538	(195,462)	-22.34%
Grindable material	350,000	350,000	437,568	87,568	25.02%
Tires whole	38,000	38,000	40,317	2,317	6.10%
Tires and white good per item	20,000	20,000	36,672	16,672	83.36%
Material Sales	75,000	75,000	59,041	(15,959)	-21.28%
Total Operations Revenues	**$ 1,358,000**	**$ 1,358,000**	**$ 1,253,136**	**$ (104,864)**	**-7.72%**
Expenses					
Personnel Cost	$ 301,640	$ 301,640	$ 292,681	$ 8,959	2.97%
Professional Services	-	-	2,008	(2,008)	
Other Services and Charges	27,700	27,700	30,975	(3,275)	-11.82%
Communications	1,800	1,800	15,795	(13,995)	-777.50%
Information Technology	25,000	25,000	5,070	19,930	79.72%
Vehicles and Equip. Maintenance	82,000	82,000	68,186	13,814	16.85%
Supplies	1,000	1,000	2,602	(1,602)	-160.19%
Operations and Maintenance	241,000	241,000	287,772	(46,772)	-19.41%
Environmental Remediations	-	-	-	-	
Equipment Replacement	185,000	185,000	185,000	(0)	0.00%
Total Operations Expenses	$ 865,140	$ 865,140	$ 890,088	$ (24,947)	-2.88%
Allocation of Administration Costs	266,243	266,243	234,154	32,089	12.05%
Expenses With Admin Allocations	**$ 1,131,383**	**$ 1,131,383**	**$ 1,124,241**	**$ 7,142**	**0.63%**
Net Operating Income (Loss)	**$ 226,617**	**$ 226,617**	**$ 128,895**	(97,722)	-43.12%
				(97,722)	

Summary of Local Support				
County	$ (226,617)	$ (226,617)	$ (226,617)	$ -
	$ (226,617)	**$ (226,617)**	**$ (226,617)**	**$ -**

Estimated True-up $ (97,722)

Rivanna Solid Waste Authority
Fiscal Year 2024 - June 2024
Revenue and Expense Summary Report

Ivy Environmental

	FY 2024				
	Budget FY 2024	Budget YTD	Actual YTD	***Variance $***	***Variance %***
Revenues					
Forestry Management Revenue	$ -	$ -	$ -	-	
Total Operations Revenues	**$ -**	**$ -**	**$ -**	**$ -**	
Expenses					
Personnel Cost	$ 211,359	$ 211,359	$ 212,009	$ (649)	-0.31%
Professional Services	40,000	40,000	13,782	26,218	65.54%
Other Services and Charges	8,200	8,200	10,958	(2,758)	-33.63%
Communications	300	300	360	(60)	-19.88%
Information Technology	-	-	-	-	
Vehicles and Equip. Maintenance	22,000	22,000	23,216	(1,216)	-5.53%
Supplies	-	-	-	-	
Operations and Maintenance	209,000	209,000	217,771	(8,771)	-4.20%
Environmental Remediations	208,000	208,000	165,253	42,747	20.55%
Equipment Replacement	205,000	205,000	205,000	0	0.00%
Total Operations Expenses	$ 903,859	$ 903,859	$ 848,349	$ 55,510	6.14%
Allocation of Administration Costs	319,492	319,492	280,985	38,507	12.05%
Expenses With Admin Allocations	**$ 1,223,351**	**$ 1,223,351**	**$ 1,129,334**	**$ 94,017**	**7.69%**
Net Operating Income (Loss)	**$ (1,223,351)**	**$ (1,223,351)**	**$(1,129,334)**	94,017	-7.69%

Summary of Local Support				
County	$ 737,473	$ 737,473	$ 737,472	$ 1
City	405,896	405,896	405,896	$ -
Uva	79,982	79,982	79,982	-
	$ 1,223,351	**$ 1,223,351**	**$ 1,223,350**	**$ 1**

Rivanna Solid Waste Authority
Fiscal Year 2024 - June 2024
Revenue and Expense Summary Report

Ivy Transfer Station

	FY 2024				
	Budget FY 2024	Budget YTD	Actual YTD	***Variance $***	***Variance %***
Revenues					
MSW / Construction Debris	$ 2,484,000	$ 2,484,000	$ 3,533,787	$ 1,049,787	42.26%
Compostable Material	-	-	-	-	
Service Charges / other revenues	103,000	103,000	113,535	10,535	10.23%
Total Operations Revenues	**$ 2,587,000**	**$ 2,587,000**	**$ 3,647,322**	**$ 1,060,322**	**40.99%**
Expenses					
Personnel Cost	$ 753,673	$ 753,673	$ 753,951	$ (278)	-0.04%
Professional Services	-	-	900	(900)	
Other Services and Charges	48,000	48,000	32,370	15,630	32.56%
Communications	1,600	1,600	19,733	(18,133)	-1133.32%
Information Technology	55,000	55,000	4,831	50,169	91.22%
Vehicles and Equip. Maintenance	110,000	110,000	138,302	(28,302)	-25.73%
Supplies	7,000	7,000	11,971	(4,971)	-71.01%
Operations and Maintenance	2,514,150	2,514,150	3,507,656	(993,506)	-39.52%
Environmental Remediations	3,500	3,500	-	3,500	100.00%
Equipment Replacement	105,000	105,000	100,000	5,000	4.76%
Total Operations Expenses	$ 3,597,923	$ 3,597,923	$ 4,569,713	$ (971,790)	-27.01%
Allocation of Administration Costs	266,243	266,243	234,154	32,089	12.05%
Expenses With Admin Allocations	**$ 3,864,166**	**$ 3,864,166**	**$ 4,803,867**	**$ (939,701)**	**-24.32%**
Net Operating Income (Loss)	**$ (1,277,166)**	**$ (1,277,166)**	**$ (1,156,544)**	120,621	-9.44%

Summary of Local Support				
County	$ 1,277,166	$ 1,277,166	$ 1,277,166	$ -
City	-	-	-	-
	$ 1,277,166	**$ 1,277,166**	**$ 1,277,166**	**$ -**

Estimated True-up $ 120,621

Rivanna Solid Waste Authority
Fiscal Year 2024 - June 2024
Revenue and Expense Summary Report

County Convenience Centers

	FY 2024				
	Budget FY 2024	Budget YTD	Actual YTD	***Variance $***	***Variance %***
Revenues					
Material Sales	$ 60,000	$ 60,000	$ 49,144	$ (10,856)	-18.09%
Total Operations Revenues	**$ 60,000**	**$ 60,000**	**$ 49,144**	**$ (10,856)**	**-18.09%**
Expenses					
Personnel Cost	$ 478,206	$ 478,206	$ 491,470	$ (13,264)	-2.77%
Professional Services	-	-	55,436	(55,436)	
Other Services and Charges	16,300	16,300	9,743	6,557	40.22%
Communications	6,200	6,200	4,446	1,754	28.29%
Information Technology	-	-	8,558	(8,558)	
Vehicles and Equip. Maintenance	155,000	155,000	56,807	98,193	63.35%
Supplies	-	-	-	-	
Operations and Maintenance	10,000	10,000	36,058	(26,058)	-260.58%
Environmental Remediations	-	-	-	-	
Equipment Replacement	65,000	65,000	65,000	(0)	0.00%
Total Operations Expenses	$ 730,706	$ 730,706	$ 727,520	$ 3,186	0.44%
Allocation of Administration Costs	-	-	-	-	
Expenses With Admin Allocations	**$ 730,706**	**$ 730,706**	**$ 727,520**	**$ 3,186**	**0.44%**
Net Operating Income (Loss)	**$ (670,706)**	**$ (670,706)**	**$ (678,375)**	(7,669)	1.14%

Summary of Local Support				
County	$ 670,706	$ 670,706	$ 670,706	$ -
	$ 670,706	**$ 670,706**	**$ 670,706**	**$ -**

Estimated True-up $ (7,669)

Rivanna Solid Waste Authority
Fiscal Year 2024 - June 2024
Revenue and Expense Summary Report

	FY 2024				
	Budget FY 2024	Budget YTD	Actual YTD	***Variance $***	***Variance %***
Recycling					
McIntire & Paper Sort					
Revenues					
Material Sales & other revenues	$ 250,000	$ 250,000	$ 127,672	$ (122,328)	-48.93%
Grants	35,000	35,000	69,265	34,265	97.90%
Total Operations Revenues	**$ 285,000**	**$ 285,000**	**$ 196,937**	**$ (88,063)**	**-30.90%**
Expenses					
Personnel Cost	$ 342,575	$ 342,575	$ 335,330	$ 7,244	2.11%
Professional Services	-	-	6,018	(6,018)	
Other Services and Charges	53,100	53,100	61,103	(8,003)	-15.07%
Communications	3,400	3,400	9,681	(6,281)	-184.74%
Information Technology	-	-	7,097	(7,097)	0.00%
Vehicles and Equip. Maintenance	106,000	106,000	105,571	429	0.40%
Supplies	1,050	1,050	895	155	14.76%
Operations and Maintenance	93,000	93,000	80,462	12,538	13.48%
Environmental Remediations	-	-	-	-	0.00%
Equipment Replacement	100,000	100,000	100,000	0	0.00%
Total Operations Expenses	$ 699,125	$ 699,125	$ 706,157	$ (7,032)	-1.01%
Allocation of Administration Costs	212,994	212,994	187,323	25,671	12.05%
Expenses With Admin Allocations	**$ 912,119**	**$ 912,119**	**$ 893,480**	**$ 18,639**	**2.04%**
Net Operating Income (Loss)	**$ (627,119)**	**$ (627,119)**	**$ (696,543)**	(69,424)	11.07%

Summary of Local Support				
County	$ 438,983	$ 438,983	$ 438,983	$ -
City	188,136	188,136	188,136	$ -
	$ 627,119	**$ 627,119**	**$ 627,119**	**$ -**

Estimated True-up - County	$ (48,597)
Estimated True-up - City	$ (20,827)

Rivanna Solid Waste Authority
Fiscal Year 2024 - June 2024
Revenue and Expense Summary Report

	FY 2024				
	Budget FY 2024	Budget YTD	Actual YTD	***Variance $***	***Variance %***
Administration					
Revenues					
Interest revenues	$ 65,000	$ 65,000	$ 147,276	$ 82,276	126.58%
Late Fees	15,000	15,000	20,433	5,433	36.22%
Total Operations Revenues	**$ 80,000**	**$ 80,000**	**$ 167,709**	**$ 87,709**	**109.64%**
Expenses					
Personnel Cost	$ 186,572	$ 186,572	$ 191,780	$ (5,208)	-2.79%
Professional Services	105,000	105,000	31,974	73,026	69.55%
Other Services and Charges	838,700	838,700	873,009	(34,309)	-4.09%
Communications	5,700	5,700	3,904	1,796	31.51%
Information Technology	8,000	8,000	1,215	6,785	84.81%
Vehicles and Equip. Maintenance	-	-	-	-	
Supplies	1,000	1,000	2,376	(1,376)	-137.59%
Operations and Maintenance	-	-	66	(66)	
Environmental Remediations	-	-	-	-	
Equipment Replacement	-	-	-	-	
Subtotal Before Allocations	$ 1,144,972	$ 1,144,972	$ 1,104,324	$ 40,648	3.55%
Net Operating Income (Loss)	**$ (1,064,972)**	**$ (1,064,972)**	**$ (936,615)**	128,357	-12.05%

Allocation to Cost Centers (per agreement)						
	Allocation %					
Ivy Operations	25%	$ 266,243	$ 266,243	$ 234,154	$ 32,089	-12.05%
Ivy Environmental	30%	319,492	319,492	280,985	38,507	-12.05%
Ivy Transfer	25%	266,243	266,243	234,154	32,089	-12.05%
County Convenience Centers	0%	-	-	-	-	
Recycling	20%	212,994	212,994	187,323	25,671	-12.05%
Total Allocation to Cost Centers	100%	**$ 1,064,972**	**$ 1,064,972**	**$ 936,615**	**$ 128,357**	**-12.05%**

Ivy Material Utilization Center
Daily Scale Crossing Data

August 1-31, 2024

Days of Operation: **27**

				MSW collected at Transfer Station (tons)				**Non-MSW**
		Vehicles	**Count**	**Citizen-Can**	**Construction**	**Domestic**	**MSW Total**	**Total Tons**
08/01/24	Thursday	347	383	1.50	177.28	139.33	**318.11**	**1,271.27**
08/02/24	Friday	369	454	0.42	100.42	84.53	**185.37**	**1,798.42**
08/03/24	Saturday	273	370	0.98	24.08	43.01	**68.07**	**20.64**
08/04/24	Sunday						**-**	
08/05/24	Monday	372	425	1.82	94.26	181.32	**277.40**	**1,500.31**
08/06/24	Tuesday	334	376	0.44	84.37	122.67	**207.48**	**1,154.86**
08/07/24	Wednesday	318	469	0.54	78.78	124.81	**204.13**	**1,000.55**
08/08/24	Thursday	218	235	0.98	86.70	142.28	**229.96**	**478.81**
08/09/24	Friday	124	147	0.72	22.52	93.61	**116.85**	**3.89**
08/10/24	Saturday	268	314	0.95	9.28	74.39	**84.62**	**9.37**
08/11/24	Sunday						**-**	
08/12/24	Monday	302	341	1.80	55.88	211.63	**269.31**	**454.23**
08/13/24	Tuesday	307	336	0.59	78.53	131.64	**210.76**	**534.84**
08/14/24	Wednesday	281	329	0.46	73.62	92.48	**166.56**	**805.42**
08/15/24	Thursday	299	304	1.15	142.14	171.95	**315.24**	**654.78**
08/16/24	Friday	369	453	0.77	209.51	98.42	**308.70**	**1,170.83**
08/17/24	Saturday	289	432	0.74	31.13	52.17	**84.04**	**31.46**
08/18/24	Sunday						**-**	
08/19/24	Monday	320	382	1.92	82.29	254.75	**338.96**	**729.74**
08/20/24	Tuesday	264	334	0.62	71.65	98.40	**170.67**	**434.53**
08/21/24	Wednesday	390	427	0.20	60.04	154.49	**214.73**	**1,885.91**
08/22/24	Thursday	380	406	0.99	81.73	154.29	**237.01**	**1,828.30**
08/23/24	Friday	319	379	0.71	73.41	108.31	**182.43**	**1,069.22**
08/24/24	Saturday	292	309	0.79	15.10	63.70	**79.59**	**8.07**
08/25/24	Sunday						**-**	
08/26/24	Monday	399	513	1.49	52.89	236.08	**290.46**	**1,578.03**
08/27/24	Tuesday	247	267	0.53	80.83	169.03	**250.39**	**440.92**
08/28/24	Wednesday	240	249	0.35	95.79	129.18	**225.32**	**369.17**
08/29/24	Thursday	239	270	0.93	56.27	156.62	**213.82**	**388.09**
08/30/24	Friday	239	259	0.62	67.02	144.51	**212.15**	**144.77**
08/31/24	Saturday	265	467	0.88	29.62	45.07	**75.57**	**25.97**
	Total	**8,064**	**9,630**	**23.89**	**2,035.14**	**3,478.67**	**5,537.70**	**19,792.40**
	Average	*299*	*357*	*0.88*	*75.38*	*128.84*	*205.10*	*733.05*
	Median	*299*	*370*	*0.77*	*73.62*	*129.18*	*212.15*	*534.84*
	Maximum	*399*	*513*	*1.92*	*209.51*	*254.75*	*338.96*	*1,885.91*
	Minimum	*124*	*147*	*0.20*	*9.28*	*43.01*	*68.07*	*3.89*

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

July 1-31, 2024

Days of Operation: **26**

				MSW collected at Transfer Station (tons)				
		Vehicles	**Count**	**Citizen-Can**	**Construction**	**Domestic**	**MSW Total**	**Non-MSW Total Tons**
07/01/24	Monday	367	439	1.96	101.46	273.64	**377.06**	**677.98**
07/02/24	Tuesday	303	374	0.60	90.87	165.24	**256.71**	**487.90**
07/03/24	Wednesday	424	439	-	119.74	173.46	**293.20**	**1,839.23**
07/04/24	Thursday						**-**	
07/05/24	Friday	239	302	3.89	42.48	144.06	**190.43**	**15.34**
07/06/24	Saturday	264	306	0.78	9.73	54.61	**65.12**	**6.45**
07/07/24	Sunday						**-**	
07/08/24	Monday	380	432	1.68	92.18	214.69	**308.55**	**1,568.48**
07/09/24	Tuesday	337	374	0.52	81.20	129.91	**211.63**	**1,208.11**
07/10/24	Wednesday	357	368	0.40	115.07	183.61	**299.08**	**1,393.39**
07/11/24	Thursday	323	382	1.29	217.47	139.69	**358.45**	**822.34**
07/12/24	Friday	209	227	0.63	97.93	113.45	**212.01**	**145.91**
07/13/24	Saturday	239	305	0.73	18.46	40.37	**59.56**	**20.94**
07/14/24	Sunday						**-**	
07/15/24	Monday	333	427	1.64	132.55	197.89	**332.08**	**822.86**
07/16/24	Tuesday	301	340	0.36	116.78	150.56	**267.70**	**834.67**
07/17/24	Wednesday	301	329	0.55	102.07	136.04	**238.66**	**1,102.06**
07/18/24	Thursday	247	282	1.11	88.29	138.25	**227.65**	**545.86**
07/19/24	Friday	311	423	0.75	86.03	145.82	**232.60**	**959.77**
07/20/24	Saturday	252	292	0.80	19.87	37.80	**58.47**	**9.46**
07/21/24	Sunday						**-**	
07/22/24	Monday	210	291	1.60	75.05	165.44	**242.09**	**132.42**
07/23/24	Tuesday	268	290	0.31	104.93	115.41	**220.65**	**857.83**
07/24/24	Wednesday	295	362	0.57	99.74	94.25	**194.56**	**944.53**
07/25/24	Thursday	308	338	1.33	109.87	114.10	**225.30**	**1,377.67**
07/26/24	Friday	326	372	0.60	72.77	153.66	**227.03**	**1,243.79**
07/27/24	Saturday	297	382	0.63	26.54	45.69	**72.86**	**17.31**
07/28/24	Sunday						**-**	
07/29/24	Monday	355	370	1.27	60.88	184.89	**247.04**	**1,099.55**
07/30/24	Tuesday	384	423	0.49	78.57	116.09	**195.15**	**2,120.38**
07/31/24	Wednesday	409	476	0.59	82.62	128.45	**211.66**	**2,521.00**
	Total	**8,039**	**9,345**	**25.08**	**2,243.15**	**3,557.07**	**5,825.30**	**22,775.23**
	Average	*309*	*359*	*0.96*	*86.28*	*136.81*	*224.05*	*875.97*
	Median	*306*	*369*	*0.73*	*89.58*	*138.97*	*227.34*	*846.25*
	Maximum	*424*	*476*	*3.89*	*217.47*	*273.64*	*377.06*	*2,521.00*
	Minimum	*209*	*227*	*0.31*	*9.73*	*37.80*	*58.47*	*6.45*

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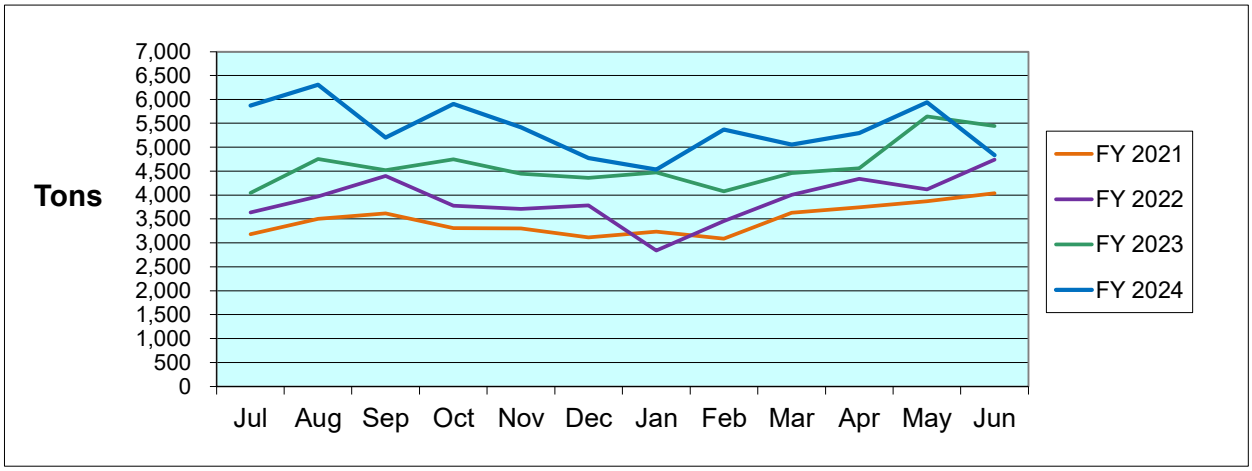
Vehicle: *Transactions or vehicles processed in a day*

Rivanna Solid Waste Authority
Ivy MSW Transfer Tonnages
FY 2021 - 2024



RIVANNA SOLID WASTE AUTHORITY
695 Moores Creek Lane | Charlottesville, Virginia 22902-9016
434.977.2970
434.293.8858
www.rivanna.org

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 SOLID WASTE AND RECYCLING CENTER REPORT/
RECYCLING OPERATIONS UPDATE

DATE: SEPTEMBER 24, 2024

Ivy Solid Waste And Recycling Center (ISWRC) : DEQ Permit 132: 450 tons/day MSW limit

July 2024

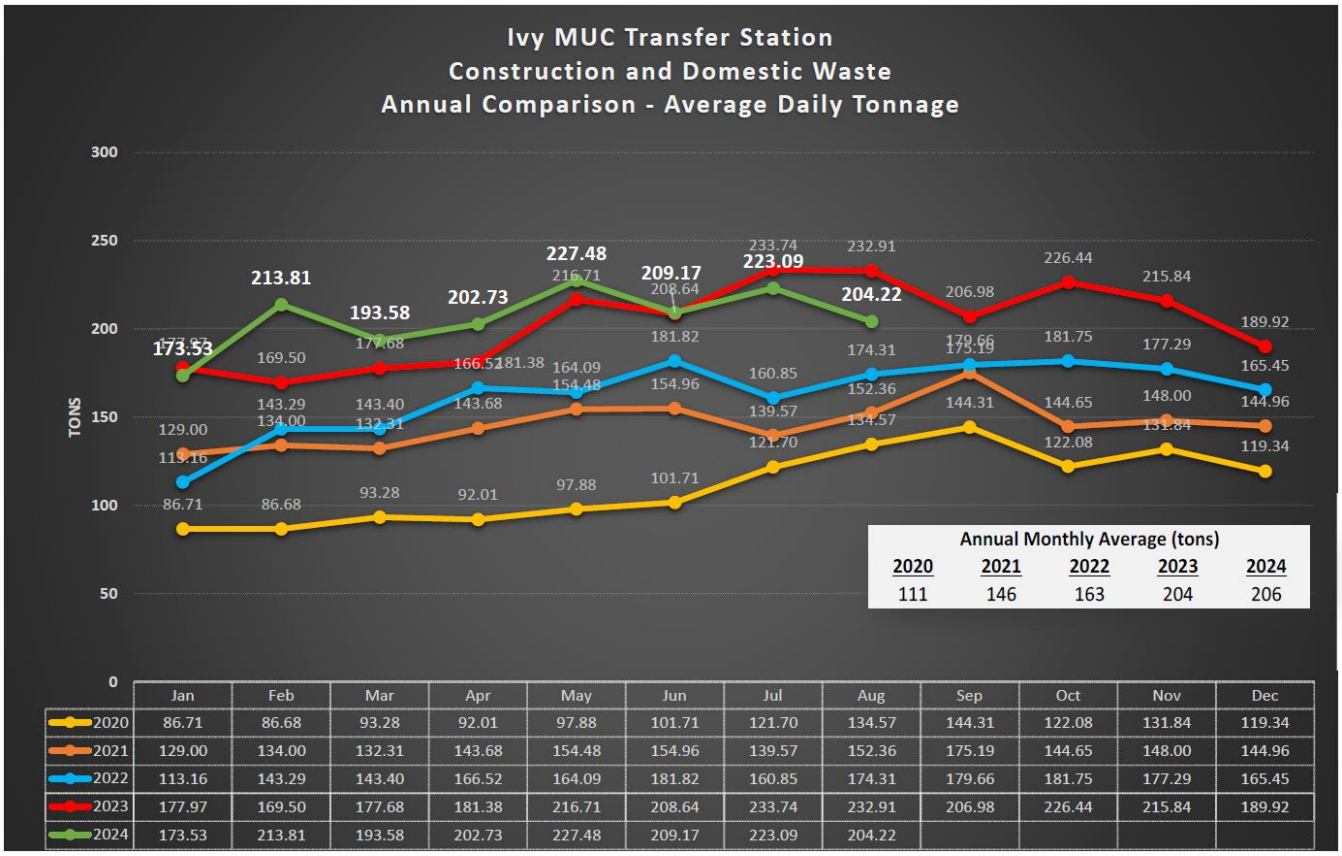
- **8,039 vehicles crossed the scales**
- The IMUC transfer station operated for 26 days and received a total of 5,825.30 tons of municipal solid waste (MSW), an average of 224.05 tons per day of operation. The monthly transfer station tonnage figures are attached to this report.
- 22,775.23 tons of non-MSW materials were received
- 28,600.53 tons were received as a combined total tonnage (MSW + non-MSW)

August 2024

- **8,064 vehicles crossed the scales**
- The IMUC transfer station operated for 27 days and received a total of 5,537.70 tons of municipal solid waste (MSW), an average of 205.10 tons per day of operation. The monthly transfer station tonnage figures are attached to this report.
- 19,792.40 tons of non-MSW materials were received
- 25,330.10 tons were received as a combined total tonnage (MSW + non-MSW)

Transfer Station Update

Our average daily tonnages are generally following seasonal trends, as shown in the following figure.



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	86.71	86.68	93.28	92.01	97.88	101.71	121.70	134.57	144.31	122.08	131.84	119.34
2021	129.00	134.00	132.31	143.68	154.48	154.96	139.57	152.36	175.19	144.65	148.00	144.96
2022	113.16	143.29	143.40	166.52	164.09	181.82	160.85	174.31	179.66	181.75	177.29	165.45
2023	177.97	169.50	177.68	181.38	216.71	208.64	233.74	232.91	206.98	226.44	215.84	189.92
2024	173.53	213.81	193.58	202.73	227.48	209.17	223.09	204.22				

RIVANNA SOLID WASTE AUTHORITY
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MEMORANDUM

TO: RIVANNA SOLID WASTE AUTHORITY BOARD OF DIRECTORS

FROM: BETSY NEMETH, DIRECTOR OF ADMINISTRATION AND COMMUNICATIONS

REVIEWED BY: BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: ADMINISTRATION AND COMMUNICATIONS REPORT

DATE: SEPTEMBER 24, 2024

Human Resources

Annual turnover for the Rivanna Solid Waste Authority, through September 4, 2024, is 3.6%.

We are pleased to announce the promotion of Raashon Azia from Maintenance Worker to the Operator/Attendant position at the Ivy SWRC transfer station.

We have chosen PRM Consulting to conduct our Compensation and Classification Study. They have vast experience doing this type of work with local governments and public utilities, particularly water and sewer utilities. We are excited to work with them.

Safety

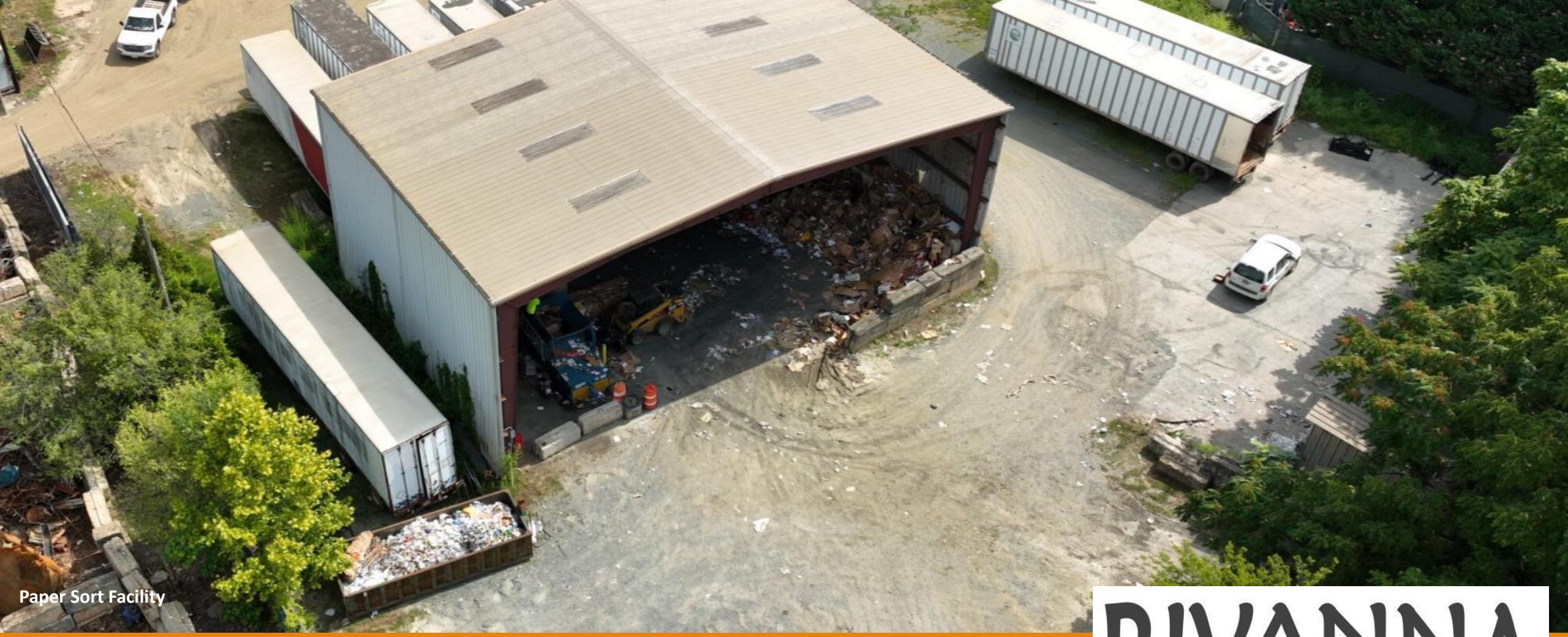
We were pleased to receive a risk management grant of $2000 from the Virginia Risk Sharing Association. This grant award will be used for the fabrication and installation of a safety gate at the Ivy Transfer Station. The safety gate will protect our employees from vehicles when they are cleaning the floor of the transfer station.

We are currently testing a new safety incident reporting system in our Paychex payroll system. This new system will eliminate our paper incident reports. We will train our managers on the system in October, and beginning in January 2025, we will report all of our incidents using the new system.

Community Outreach

We are excited to hire a new Communications & Outreach Coordinator, Tia Waters, who began working with us on September 23, 2024.

For the 2024 United Way Day of Caring, we had volunteers come out to the Ivy Solid Waste & Recycling Center to bag the oyster shells that we have collected throughout the past year. These shells were collected at the McIntire Recycling Center, and once they are bagged, they will be transported to Gwynn's Island, where as a part of the Virginia Oyster Shell Recycling and Restoration Program, they will be seeded with spat (baby oysters) and returned to the Chesapeake Bay.



Paper Sort Facility

RSWA Facilities Update

Presented to the Rivanna Solid Waste Authority Board of Directors
by Phil McKalips, Director of Solid Waste

September 24, 2024

RIVANNA
SOLID WASTE AUTHORITY

Facilities Update

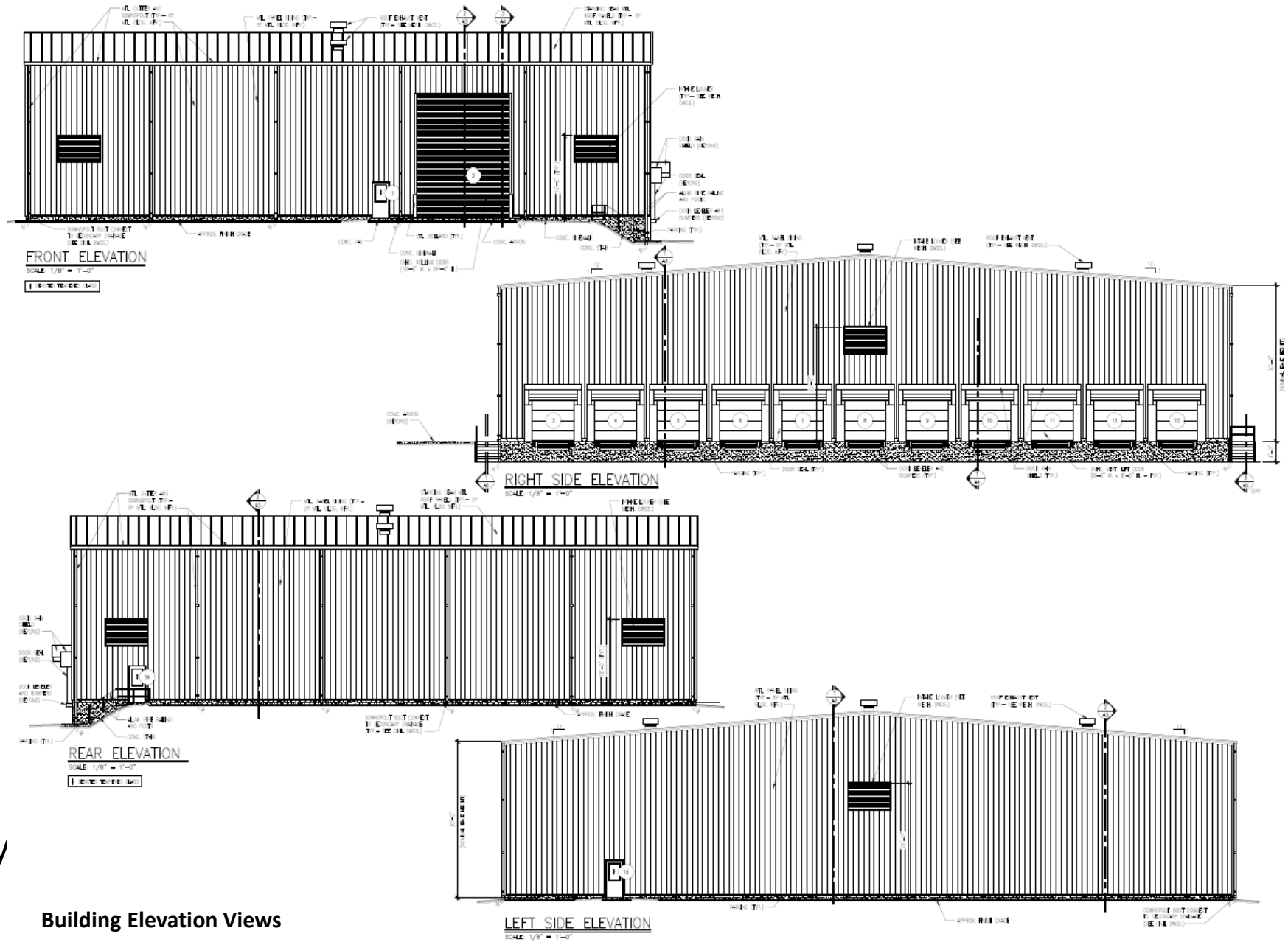
- Baling Facility – will replace the Paper Sort Facility located on Meade Avenue and expand our capacity to process recycling materials (paper; plastics). To be located at the Ivy Solid Waste and Recycling Center (ISWRC).

- Northern Convenience Center – will provide accessible recycling and bagged refuse disposal for residents of northern Albemarle County. To be located at intersection of Rio Mills Road and Berkmar Drive.

- Ivy Office Upfit – will provide adequate office space for existing staff and a multipurpose space for staff meetings, public tours, and training. To be located inside former heavy equipment workshop at the ISWRC.

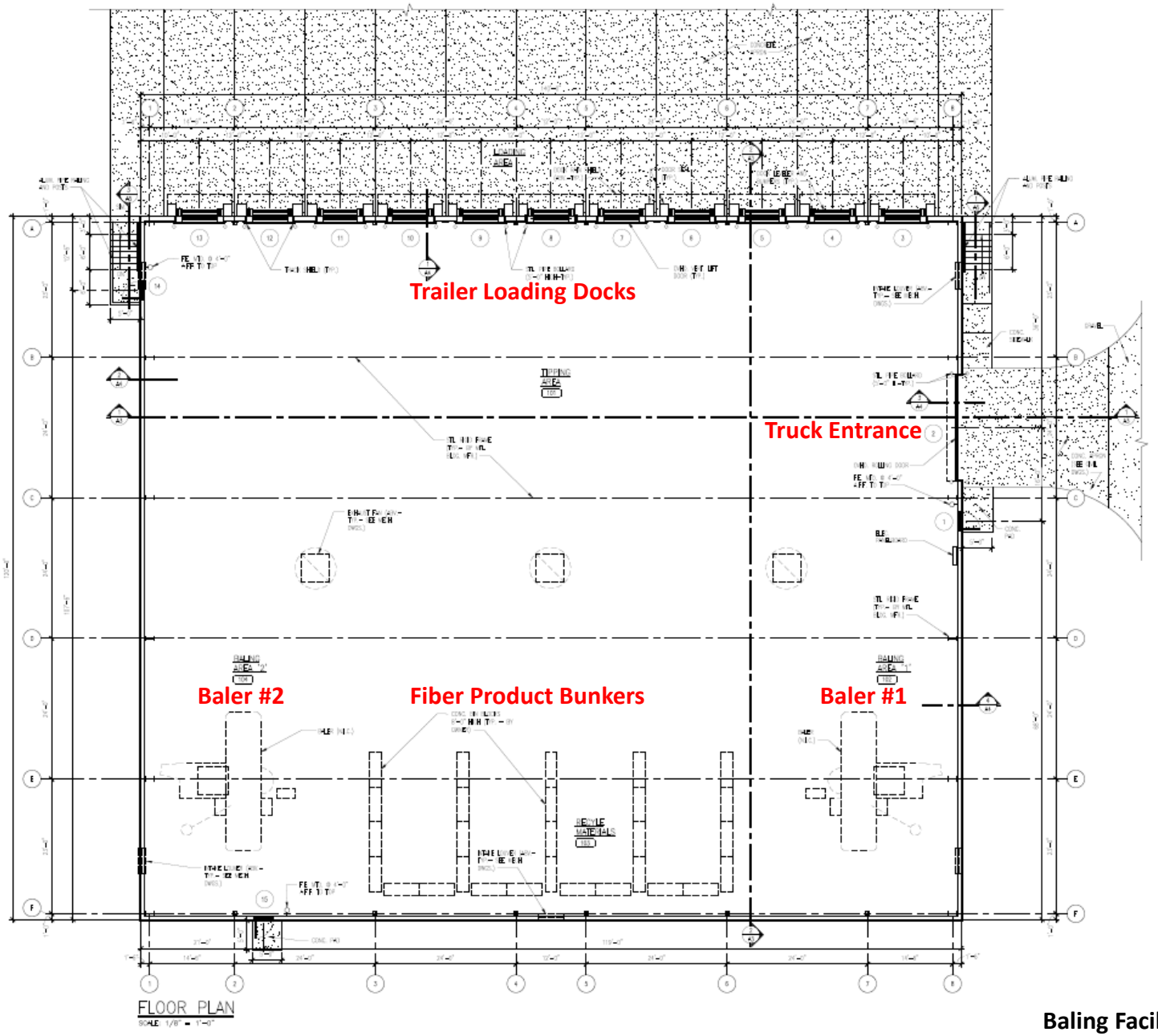
Baling Facility

- 16,800 SF
- 120’x140’x30’
- Fully enclosed, metal
- 11 trailer bays
  (*6 at the Paper Sort)*
- Two baling machines
- Construction
  April 2025 – July 2026
- $6.4 M; 70% Co /30% City



Building Elevation Views

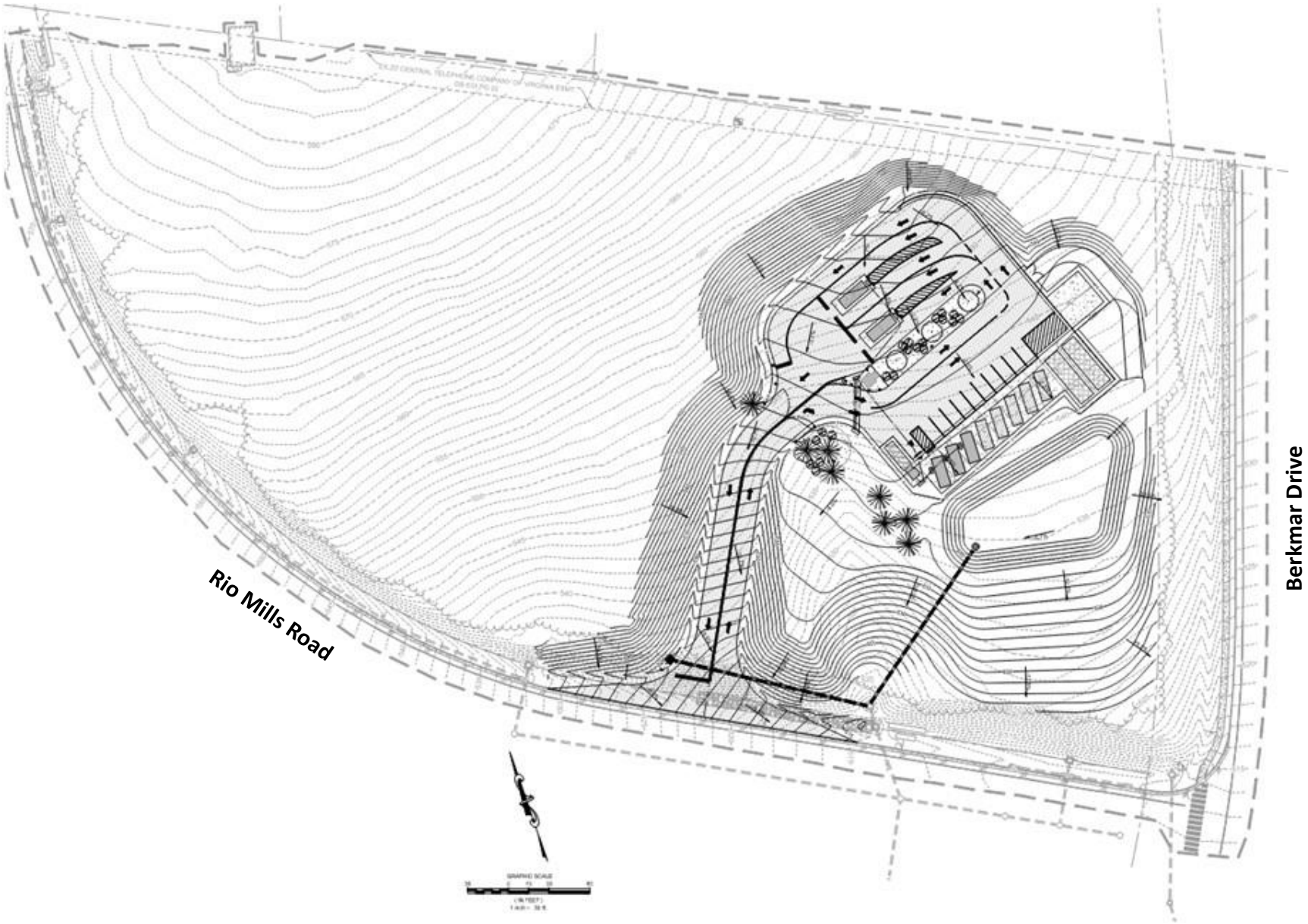
Baling Facility Floor Plan



Baling Facility Floor Plan

Northern Convenience Center

- Modeled after the Southern Albemarle Convenience Center
- Will accept bagged trash and recyclables



NCC Site Plan

Northern Convenience Center

- Planning Commission
  Nov 2024

- Construction
  July 2026 – June 2027

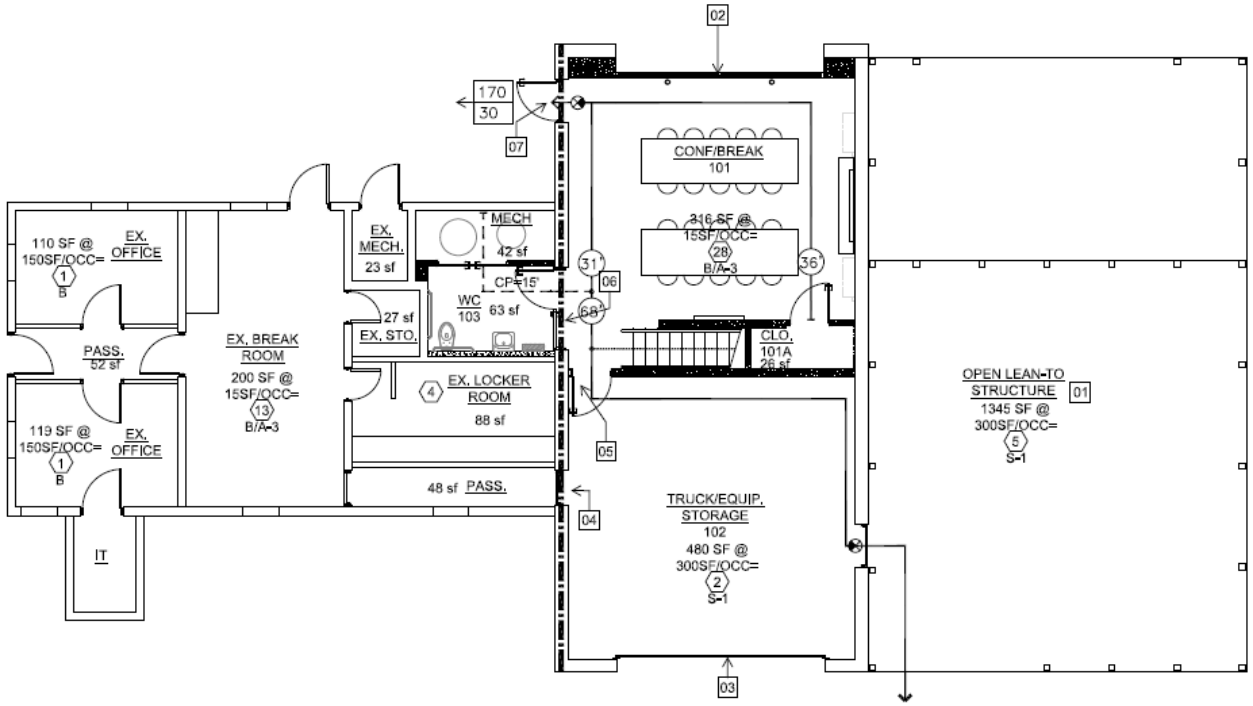
- $1.8 M: 100% County

Rendering of Aerial View

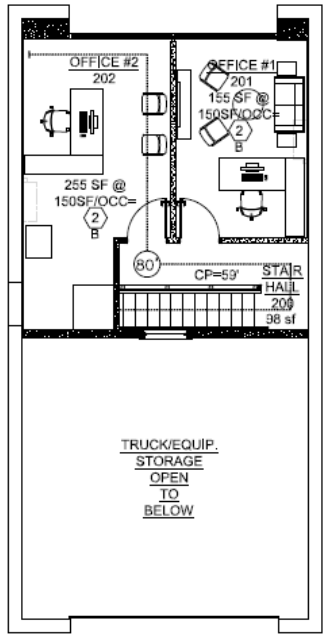
Northern Convenience Center

ISWRC Upfit

- 316 SF
- conf./training room (1st Floor)
- 2 offices on 2nd floor
- ADA-compliant restroom
- $150K budget
- 90% Co, 10% City



11 Ground Floor Plan



14 Second Floor Plan

ISWRC Office Upfit Floor Plans

ISWRC Office Upfit

- Reuses portion of heavy equipment shop
- Maximizes use of existing infrastructure
- Construction: Spring – Fall 2025

ISWRC Heavy Equipment Shop

ISWRC Heavy Equipment Shop

Questions?

SAFETY PROGRAM

RSWA & RWSA BOARD OF DIRECTORS

SEPTEMBER 24, 2024

GEORGE CHEAPE, SAFETY MANAGER

RIVANNA AUTHORITIES

BACKGROUND AND EXPERIENCE

- 35 years construction experience
- +29 years experience in Water/Wastewater Treatment and Maintenance
- EMS/Fire Experience
  - Former Volunteer Firefighter
  - Former EVOC certified Rescue Squad Driver
- License Held
  - Class 2 Water and Class 2 Wastewater Operator License
  - Master Electrician and Master Plumber License
  - Class A CDL License
  - Previous OSHA 10-hour & 30-hour Instructor
  - Former Adjunct Professor with PVCC
  - Experience Contracting and Consulting

WHY AND HOW ARE WE DOING THIS?

- **Culture of Safety**
  - We Want All Rivanna Personnel and Contractors Thinking and Practicing Safety at All Times
- **Hands on, Helpful approach**
  - Be Present!
    - In Departments and on Jobsites
  - Build Relationships
  - Effective Communication
    - Regular conversations with Contractors and Staff on what they need and how we can help them accomplish their work in an efficient and safe manner
- **Enforcement of Safety Standards**
- **Ultimate Goal is Zero Accidents!**

SAFETY:

A CONTINUOUS IMPROVEMENT PROCESS THAT PROTECTS STAFF AND REDUCES THE NUMBER OF WORKPLACE DEATHS, INJURIES, AND ILLNESSES.

PART OF OUR STRATEGIC PLAN GOAL OF OPERATIONAL OPTIMIZATION INCLUDES SAFETY.

"TO EFFICIENTLY, RELIABLY, AND SAFELY PROVIDE HIGH QUALITY SERVICES, ASSURING THE BEST VALUE FOR OUR CUSTOMERS."

Safety Goal Strategies

Enhance our culture of safety

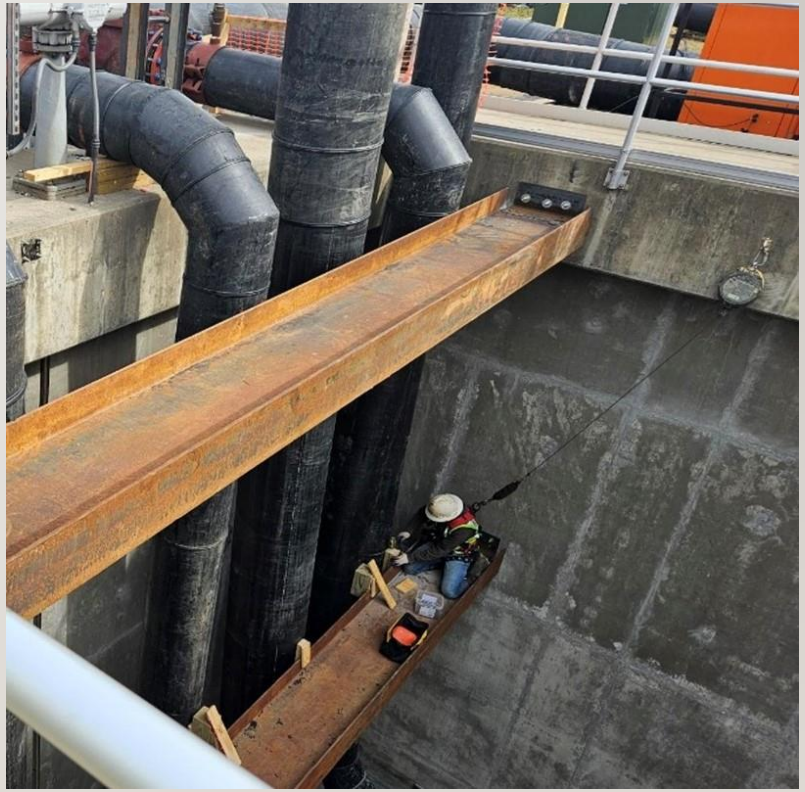
Protect our workforce and the public through continually growing a culture of safety

FIELDWORK – DRIVING A WORK SAFETY CULTURE

- **Site visits with RSWA/RWSA Maintenance and Operations in the field**
  - Communication to improve safety while still maintaining efficiency within tasks and projects.
- **Rivanna Pump Station**
  - Ongoing safety coordination for rehabilitation of the pump station.
- **Primary Clarifiers 1 & 2**
  - Coordination meetings for safety of RWSA Maintenance and contracted personnel when entering and working inside the clarifiers.
- **Site safety inspections and meetings - Airport Rd Pump Station**
  - SRWTP & OBWTP
  - 5KV Project

RIVANNA PUMP STATION

- Dual role as Engineering Inspector and Safety Manager for the Installation of the 36-inch Emergency Bypass.
- Worked with RWSA Staff along with Consulting Engineers and Contractors to facilitate the safe installation of more pumps and piping including collaboration on appropriate and effective fall protection as seen in this picture.
- Ensured the drywell areas were safe for entrants to perform the initial root cause analysis inspections.
- Coordinated with contractors to have the drywell, mezzanine, and stairwell areas of the pump station cleaned and disinfected once inspections were completed.



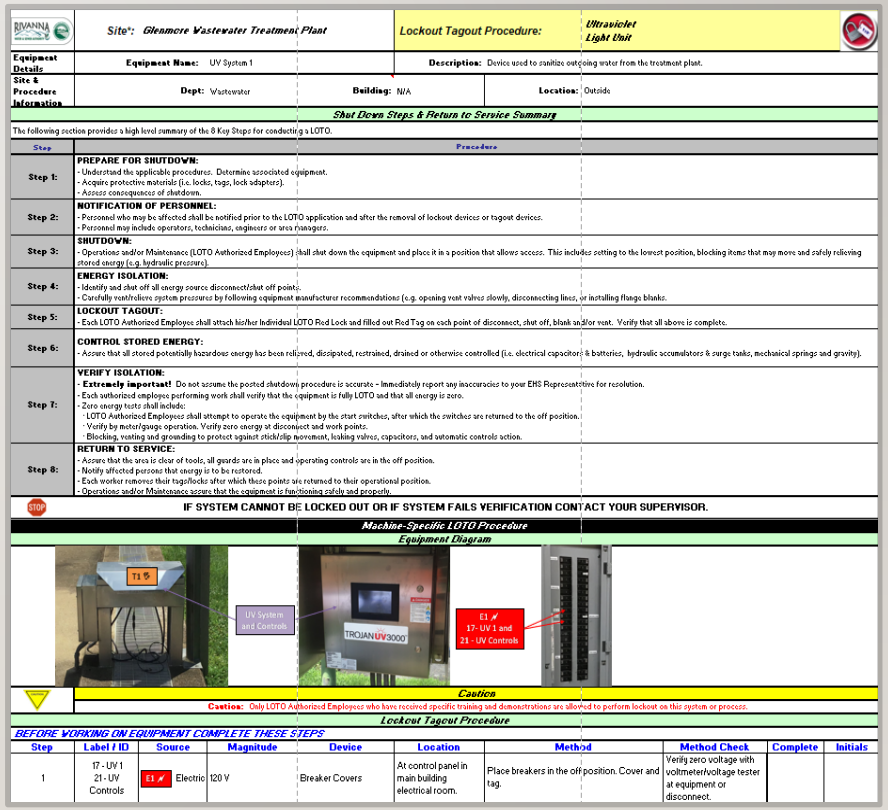
SAFETY ADMINISTRATION

- **2024 VRSA Safety Grants**
  - RWSA $4,000
    - 43 ANSI Class 3 Hi Vis Safety Vests (Company Wide)
    - 3 New 4 gas monitors (Maintenance)
    - 6 Chemical rain suits (Wastewater)
  - RSWA $2,000
    - $2,000 applied to the fabrication and installation of a gate to close the Ivy Transfer Station tipping floor to vehicular traffic during cleaning.
- **Created New Electrical Safety Chapter for the Safety Manual**
  - Collaborated with UVA Facilities Management
- **Attended meetings with counterparts and other officials with Albemarle County, the City of Charlottesville, UVA, and CUA 911**
  - Sugar Hollow Dam
  - CUA911

Safety Manual (25 Chapters)
1.0 Safety Program Overview
2.0 Post-Incident Procedures
3.0 Safety Incentives
4.0 Blood-borne Pathogens
5.0 Confined Spaces
6.0 Hazard Communications
7.0 Chemical Hygiene
8.0 Hearing Conservation
9.0 LOTO
10.0 Respiratory Protection
11.0 Outdoor Safety
12.0 Back Safety
13.0 Personal Protective Equip.
14.0 Radio Safety
15.0 Vehicle Safety
16.0 Welding Safety
17.0 Spill Response
18.0 Fall Protection
19.0 Emergency Action Plan
20.0 Fire Prevention
21.0 Trenching
22.0 Asbestos
23.0 Crane Safety
24.0 COVID
25.0 Electrical Safety

WHAT'S NEXT?

- **New Incident Reporting System**
  - Utilizing the current Paychex system
  - More efficient and data collection
- **LOTO (Lock Out Tag Out)**
  - Working with staff on streamlined forms and system for review and approval
  - This will be integrated into the CityWorks Asset Management System to make documents readily available in the field
- **Several Major Construction Projects**
  - Pre-Construction Meetings
  - On Site Safety Inspections



Site*: Glenmore Wastewater Treatment Plant			Lockout Tagout Procedure:	Ultraviolet Light Unit
Equipment Details	Equipment Name: UV System 1		Description: Device used to sanitize outgoing water from the treatment plant.	
Site & Procedure Information	Dept: Wastewater	Building: N/A	Location: Outside	

Shut Down Steps & Return to Service Summary

The following section provides a high level summary of the 8 Key Steps for conducting a LOTO.

Step	Procedure
Step 1:	**PREPARE FOR SHUTDOWN:** - Understand the applicable procedures. Determine associated equipment. - Acquire protective materials (i.e. locks, tags, lock adapters). - Assess consequences of shutdown.
Step 2:	**NOTIFICATION OF PERSONNEL:** - Personnel who may be affected shall be notified prior to the LOTO application and after the removal of lockout devices or tagout devices. - Personnel may include operators, technicians, engineers or area managers.
Step 3:	**SHUTDOWN:** - Operations and/or Maintenance (LOTO Authorized Employees) shall shut down the equipment and place it in a position that allows access. This includes setting to the lowest position, blocking items that may move and safely relieving stored energy (e.g. hydraulic pressure).
Step 4:	**ENERGY ISOLATION:** - Identify and shut off all energy source disconnect/shut off points. - Carefully vent/relieve system pressures by following equipment manufacturer recommendations (e.g. opening vent valves slowly, disconnecting lines, or installing flange blanks.
Step 5:	**LOCKOUT TAGOUT:** - Each LOTO Authorized Employee shall attach his/her Individual LOTO Red Lock and filled out Red Tag on each point of disconnect, shut off, blank and/or vent. Verify that all above is complete.
Step 6:	**CONTROL STORED ENERGY:** - Assure that all stored potentially hazardous energy has been released, dissipated, restrained, drained or otherwise controlled (i.e. electrical capacitors & batteries, hydraulic accumulators & surge tanks, mechanical springs and gravity).
Step 7:	**VERIFY ISOLATION:** - **Extremely important!** Do not assume the posted shutdown procedure is accurate - immediately report any inaccuracies to your EHS Representative for resolution. - Each authorized employee performing work shall verify that the equipment is fully LOTO and that all energy is zero. - Zero energy tests shall include: LOTO Authorized Employees shall attempt to operate the equipment by the start switches, after which the switches are returned to the off position. Verify by meter/gauge operation. Verify zero energy at disconnect and work points. Blocking, venting and grounding to protect against stick/slip movement, leaking valves, capacitors, and automatic controls action.
Step 8:	**RETURN TO SERVICE:** - Assure that the area is clear of tools, all guards are in place and operating controls are in the off position. - Notify affected persons that energy is to be restored. - Each worker removes their tags/locks after which these points are returned to their operational position. - Operations and/or Maintenance assure that the equipment is functioning safely and properly.

STOP **IF SYSTEM CANNOT BE LOCKED OUT OR IF SYSTEM FAILS VERIFICATION CONTACT YOUR SUPERVISOR.**

Machine-Specific LOTO Procedure

Equipment Diagram

Caution

Caution: Only LOTO Authorized Employees who have received specific training and demonstrations are allowed to perform lockout on this system or process.

Lockout Tagout Procedure

BEFORE WORKING ON EQUIPMENT COMPLETE THESE STEPS

Step	Label / ID	Source	Magnitude	Device	Location	Method	Method Check	Complete	Initials
1	17 - UV 1 21 - UV Controls	E1 Electric	120 V	Breaker Covers	At control panel in main building electrical room.	Place breakers in the off position. Cover and tag.	Verify zero voltage with voltmeter/voltage tester at equipment or disconnect.		

QUESTIONS?