

**Virginia Litter Control & Recycling Fund Advisory Board
Quarterly Meeting
April 22, 2003**

Board Members Present:

Dennis Gallagher, Chairman
Rosemary Byrne
Aimee Hadfield
Larry Denison

Interested Parties Present:

Janet Ellis, Prince William CC
Chuck Duval, VOICE

DEQ:

Mike Murphy
Alan Lassiter
Steve Coe
Bill Norris

Chairman Gallagher announced there was a quorum and called the meeting to order at 10:30 a.m.

Mr. Denison moved, and Ms. Hadfield seconded, approval of the April 22, 2003 meeting agenda. MOTION CARRIED UNANIMOUSLY.

Mr. Denison moved, and Ms. Hadfield seconded, approval of the December 16, 2002 meeting minutes. MOTION CARRIED UNANIMOUSLY.

Chairman Gallagher announced that Mr. Denison had decided not to pursue another term on the Board. Chairman Gallagher and Members of the Board expressed their appreciation to Larry Denison for his years of service on the Board.

Chairman Gallagher expressed the appreciation of the Board to Chuck Duval and members of the Business Council for their work on the "Hill" during the last session of the General Assembly to get the Litter Prevention and Recycling Non-Competitive Grant Funds restored. He also thanked Ms. Bryne and the members of the Virginia Council for Litter Prevention and Recycling for their assistance in getting this funding restored.

Rosemary Byrne reminded the Board that today was Earth Day.

Summary of Activity/Funding and Expenditure Report

Mike Murphy, Department of Environmental Quality (DEQ) provided the Board with the cash balance amounts from July 2002 through March 2003. He compared these figures with those for the same period last year and noted that the current fund balance is lower than it was at this time last year. He noted that the biggest collections for these funds usually occur in April, May and June, so we will not know the amount in the Fund until after those revenues have been posted. DEQ would then take their authorized 5% for administrative costs in FY 2003 out of the Fund before June 30. He informed the Board that it was DEQ's understanding that monies over and above the authorized expenditure of \$1,272,750 in FY 2004 might be utilized to meet other budget obligations. Therefore by the end of August, the Fund Balance may be at the lowest it has been since the

Fund was created and by statute it will go through the same process next year, with DEQ's expenditures for this program being capped at the same base amount.

Mike Murphy reviewed the status of the Competitive Grant Program for Fiscal Year 2002/2003. He noted that all of the approved project, except for the ongoing Litter Awareness Campaign (Phase II) had been completed or were missing only their final report (VA Department of Forestry). He noted that the Litter Awareness Campaign, Phase II was underway, but that no invoices had been submitted. He informed the Board that the unexpended funds (\$3,690) from the VA Council Project would be the first monies used for the Non-Competitive Grant Funding for this year. He also noted that based on the approved Budget language that there would not be a Competitive Grants Program for the coming year.

Chairman Gallagher requested that the staff provide to the Board at its next meeting, a report on the monies that have been transferred from the Litter Control and Recycling Program Fund to be used for General Fund purposes.

FY 2003 Non-Competitive Grants Discussion

Allan Lassiter informed the Board that this was a continuation of the discussions initiated by the Board at their December meeting regarding the Non-Competitive Grant Process for FY 2003. He noted that the current proposed revised schedule had been developed after discussions with members of the Board and the Virginia Council. **June 30, 2003** was set as the deadline date for localities to submit their application/contract page for this year's grants and **August 31, 2003** as the deadline for submittal of a locality's Performance and Accounting Report. He noted that only those submitting their application/contract by the June 30, 2003 deadline would be eligible for funding. He also noted that no grant funds would be issued to a locality until after receipt of both the application/contract and an approved Performance and Accounting Report.

Ms. Byrne raised the issue of the Board's Policy of limiting the allowable Carry-Forward to 25%. She proposed that for this year only that there should be no minimum or maximum set for the Carry-Forward amount.

Ms. Byrne moved, and Mr. Denison seconded, approval of suspending the 25% Carry-Forward Limitation for This Year's Non-Competitive Grant Program. MOTION CARRIED UNANIMOUSLY.

Mr. Denison moved, and Ms. Hadfield seconded, approval of the proposed accelerated schedule setting June 30, 2003 as the deadline for localities to submit their application/contract and August 31, 2003 as the deadline for submittal of a locality's Performance and Accounting Report for this year's Non-Competitive Grant Program. MOTION CARRIED UNANIMOUSLY.

The Board discussed options for getting localities to submit both the application/contract and their P&A Reports within the set schedule and policy options for dealing with localities that fail to make the August 31, 2003 P&A Report submittal deadline. DEQ Staff noted that electronic notices would be sent out several times during submittal period as reminders to all Virginia localities. Board members with the assistance of the Virginia Council for Litter Prevention and Recycling will also be contacting localities to encourage the timely submittal of their complete applications and P&A Reports.

Chairman Gallagher requested that the staff provide to the Board periodic status reports on the Grant Application and Performance & Accounting Report submittals during the submittal periods.

Budget Discussions

The Board discussed options for informing the Governor, the General Assembly and DEQ regarding their budget concerns for next year's programs.

Chairman Gallagher stated that he would develop draft correspondence to address the Board's concerns regarding the use of the Litter Control and Recycling Program funds and would circulate it for review by the Board prior to submittal.

Competitive Grant Projects Reports

Mr. Coe presented an update on the status of the Competitive Grant Program. He noted that the VA Department of Forestry Project's Final Report was in route and that once it was received that the final payment of \$4,000 would be made. He noted that with the completion of that project all of the Competitive Grant Projects have been completed with the exception of the on-going Litter Awareness Campaign Phase II.

Mr. Coe presented a summary report on the various materials that had been developed as a result of the Competitive Grant Projects that had been approved and funded by the Board. He noted that he had compiled a status report for each of the projects. This summary report includes an identification of the services provided by the project, how the project had been utilized, current status of the effort, identification of available information or materials and current contact information. He also noted that this information would be provided on the DEQ Litter Prevention and Recycling Program Website.

Chairman Gallagher expressed the Board's appreciation for Mr. Coe's efforts in developing this useful set of information.

Mr. Coe noted that during his efforts to collect information on the Competitive Grants Projects that he had contacted BFI and found that the Mobile Recycling Trailer was still available, and that BFI was interested in getting rid of the trailer. The Board discussed options for the use and disposition of this equipment. Staff noted that this might be a

good "sponsorship" opportunity for some business that might be interested in restoring and utilizing the trailer for Litter Prevention and Recycling activities. It was also noted that it might provide a good resource for coordinators as an educational trailer.

Chairman Gallagher requested that the staff provide to the Board some digital pictures of the "Recycling Trailer" so that the ultimate disposition of the trailer can be discussed at a future meeting.

Litter Awareness Campaign Phase II Update

Mr. Mike Murphy informed the Board that he had a conflict of interest regarding this agenda item and would not be commenting or participating in the Board's discussions on this item. Chairman Gallagher acknowledged his position.

Mr. Coe provided an update on Phase II of the Litter Awareness Campaign. He informed the Board that two (2) program-training sessions have been tentatively scheduled. One would be on June 18th in Christiansburg and the other on June 24th in Richmond at the Henrico Training Center. He reported that the Pre-Order Responses for posters and stickers had resulted in fewer posters being requested and a greater number of stickers being requested than anticipated. The contractor, Siddall, has been requested to examine the possibility of going with a smaller sticker size, to determine how many additional stickers could be developed. He noted that he would be meeting with Siddall to get the latest pre-order status and to discuss poster "customization" requests. He noted that the distribution costs for these materials had been included in the contract with Siddall.

Recycling Rate Reports for CY 2002 Status

Mr. Coe reported that as of April 21, 2003 only **19** of the expected **101** Recycling Rate Reports had been submitted. He noted that the deadline for submittal of these reports was April 30, 2003.

Old Business

Mr. Lassiter noted that if the Board decided to contact business through a conference call that the staff's understanding of the current policy regarding appointed Boards requires that there has to be a quorum of members present at the meeting/call-in site to conduct official business. An informational meeting can be conducted if there are less than 3 members present.

New Business

Mr. Lassiter presented information on EARTH 911 to the Board and informed the Board that DEQ has agreed to work with EARTH 911 to promote updates to their recycling database for each locality or region in the Commonwealth. It was noted that this is a

free site that is endorsed by EPA and that localities are being encouraged to provide information and updates to this site.

Chairman Gallagher noted that DEQ staff had provided a list of those localities that had not submitted Non-Competitive Grant applications for one or both of the past two years. He noted that Ms. Bryne had agreed to coordinate the Board's effort to contact each of these localities to encourage them to apply for this year's grant funds. The Board reviewed the list and designated a number of assignments for contact. Chairman Gallagher agreed to contact the Towns of Fries and Independence, Ms. Hadfield agreed to contact the Counties of Middlesex and Surry and the Town of Surry. The Chairman stated that he would fax a copy of the list to Mr. Hunnicutt so that he could contact those localities in his area. In addition, Chuck Duval agreed to contact Delegate Pollard regarding contacting those localities in his district. Ms. Bryne requested that everyone contact her with those that they would be contacting as soon as possible so that she can make sure that everyone is contacted.

Mr. Denison expressed his appreciation to the Board for the years that he has served as a Board member. Chairman Gallagher and members of the Board thanked Mr. Denison for his years of service.

Next Meeting

The next meeting of the Board will be Wednesday, **August 13, 2003** in DEQ's 1st Floor Conference Room at 629 East Main Street, at 10:30 AM.

Larry Denison moved and Aimee Hadfield seconded, that the Board meeting be adjourned. MOTION CARRIED.

Submitted by: **William K. Norris**

Date: **April 23, 2003**