

**Virginia Litter Control and Recycling Fund Advisory Board  
Quarterly Meeting  
Department of Environmental Quality  
629 East Main Street, Richmond  
7<sup>th</sup> Floor Conference Room**

**April 15, 2011**

**Minutes**

**Board Members Present:**

Dennis Gallagher, Chairman  
Aimee Hart (Via teleconference)  
Clara Mills  
George Peyton

**Member Absent:**

George Hunnicutt

**Department of Environmental Quality (DEQ) Staff Present:**

Sheila Barnett  
Ann Regn  
Chris Moore, DEQ Fiscal Division

Chairman Gallagher determined a quorum was present and called the meeting to order at 10:35 a.m.

**Ms. Hart moved and Ms. Mills seconded, for approval of the April 15, 2011 meeting agenda. MOTION CARRIED.**

**Ms. Mills moved and Ms. Hart seconded, for approval of the minutes for the September 10, 2010 Litter Control and Recycling Fund Advisory Board meeting. MOTION CARRIED.**

**Fund Status Report**

Mr. Moore, Director of Finance, presented the DEQ Fiscal Report. The beginning balance as of July 1, 2010 was \$2,104,603 which was higher than normal because of the one-time tax amnesty. At the end of the third fiscal quarter, there is a balance of \$1,382,236. Approximately half of the yearly revenue comes in during the last quarter. Mr. Moore predicts that the Fund will have a balance of \$1,500,000 to \$1,700,000 on June 30 which marks the end of the 2010 fiscal year.

Mr. Moore will request half of the appropriated amount for the litter grants in June and the remaining balance in August so that the grants can be processed out more quickly this year. Mr. Gallagher appointed a subcommittee of Mr. George Peyton and Mr. Chuck Duvall to assist Mr. Moore in getting the grants processed in the fall.

To step toward e-commerce this year, Ms. Regn stated that the Fiscal Division will calculate the allocations this year. Ms. Barnett and Ms. Regn will review the grants before they are paid.

The General Assembly will continue to take \$255,000 from the litter taxes. There was an unbudgeted \$16,708 that was taken to reimburse the Treasury for their expenses. Mr. Gallagher stated that the industry will work to emphasize to the General Assembly that the litter program managers need these funds. His industry will appeal to the General Assembly to request that the General Assembly stop taking these funds.

The Virginia Department of Environmental Quality is entitled to five percent of the litter fund for administration of the grants. Discussion ensued about how DEQ uses those funds and what happens to the remaining funds at the end of the fiscal year. Ms. Mills stated that the Board should have a report on how the funds are being spent. The Board was pleased with the response rate of new applicants and encouraged staff to use the same notification process this year. Mr. Gallagher noted that the surplus in administrative funds could pay for additional help to get the grants processed quickly.

**Mr. Peyton moved and Ms. Mills seconded, for approval of the fiscal report.**  
**MOTION CARRIED.**

### **Old Business:**

#### **Special Contracts:**

Ms. Regn reported that the special projects had been completed. Ms. Barnett shared a story that the Gateway Streetscape Foundation published in their newsletter about their household hazardous waste day collection that was supported by the Fund Board. Ms. Regn said that there is also a special collection of unused medicines in Virginia on April 30. Mr. Gallagher asked Ann to send him a copy of the flier. This flier should also be shared with other litter program managers. Ms. Regn and Ms. Barnett will contact Jeff Steers of DEQ to find out what information is available about HHW collections in Virginia and will send the findings to Mr. Gallagher.

Mr. Gallagher expressed an interest in knowing if the plastic bag projects that the Board supported for Isle of Wight and Alexandria are still operating. Mr. Peyton will check on the status of Alexandria and Ms. Hart will check on the Isle of Wight. Mr. Peyton and Ms. Hart will report on their findings to the Board via email.

#### **Comments on Annual Report:**

Mr. Gallagher expressed his gratitude to Ms. Barnett and Ms. Regn for compiling an impressive annual report. Mr. Gallagher used the information in the report to create a

handsome brochure in favor of keeping the Litter Control and Recycling Fund Advisory Board. Mr. Gallagher will send Ms. Barnett a copy of the brochure for her records. Ms. Regn commented that she thought that the Fund Board is an effective working Board bringing together the tax payers and the users of the Fund.

**New Business:**

**Election of Officers:**

Ms. Hart nominated Mr. Gallagher to continue to serve as the Chairman and for Ms. Mills to continue to serve as the Vice-Chair of the Litter Control and Recycling Fund Advisory Board. **Ms. Hart moved and Mr. Peyton seconded, for acceptance of these appointments. MOTION CARRIED.**

**Proposal from Virginia Beach:**

Linda Minner of Virginia Beach sent a proposal for the Fund Board's consideration. Virginia Beach wants to allocate \$10,000 of their litter grant for scholarship awards for high school students to create a video on how they support litter and recycling efforts in their community. Ms. Hart will chair a sub-committee with Ms. Mills who will make a decision about whether this should be an allowed expense and if so how it should be reported on the accounting report.

**Upcoming Local Litter and Recycling Grant Cycle and Trainings:**

Ms. Barnett will conduct litter grant training for new litter and recycling program managers, two litter grant reviews and updates for litter program manager sessions, and four sessions on how to electronically enter the performance report data. She will re-email the litter program managers as a reminder of the upcoming classes. In addition, she will send every grant administrator and every locality in Virginia that has not applied for the grant a cover letter outlining the deadlines for the grant documents and an application and accounting report that require original signatures. Ms. Barnett will post the grant information on the litter grant website by May 1, 2011.

**Public Comment:**

None

**Next Board Meeting:**

The next Fund Board meeting will be on September 8, 2011 at the Virginia Beer Wholesalers Association at 17 East Cary Street, Richmond, Virginia. The meeting is scheduled from 10:30 a.m. – Noon.

**Adjournment:**

Chairman Gallagher adjourned the meeting at noon.

Submitted by: Sheila Barnett

Date: April 20, 2011