

**Virginia Litter Control & Recycling Fund Advisory Board  
and the Department of Environmental Quality  
4949-A Cox Road, Glen Allen, VA**

**February 17, 2017 - Meeting Minutes**

**Board Members Present:**

Bo Wilson, Dr Pepper of Staunton  
Larry “Buddy” Buckner, STI  
Clara Mills, Spotsylvania County  
Mike O’Connor, VPCGA

**Board Member Absent:**

Michelle Cowling

**DEQ Staff:**

Prina Chudasama, Litter and Recycling Program Coordinator  
Sanjay Thirunagari, Program Manager, Division of Land Protection & Revitalization  
Chris Moore, Director, Office of Financial Management

**Visitors:**

Morgan Guthridge, VBA/VWWA

**Proceedings:**

- Chairman Wilson welcomed all parties to the meeting. After the Fund Board member introductions, all other attendees identified themselves and their affiliations.
- Chairman Wilson announced that there was a quorum present, and called the meeting to order at 10:40 a.m.
- The February 17, 2017 Meeting Agenda was approved by majority vote.
- The November 19, 2014 meeting minutes were approved by majority vote.

**New Business:**

**1. DEQ FY 2017 Fiscal Update:**

Mr. Chris Moore, DEQ, presented the DEQ Fiscal Report and stated that the Fund is in good financial condition. The Board and all attendees were presented with handouts indicating revenues and grant calculations. FY 2016 total revenue available for use in FY 2017 grant calculations was \$1,916,614. The detailed grant allocations for each locality were established by late September. The grant funds were then disbursed in October.

The administrative funds are currently under an evaluation phase with the grant management. There is consideration for these funds to be used to develop and implement on-line reporting software. The software would make it easier for localities to submit application, performance and accounting reports, and would increase efficiency in terms of time and resources. Ms. Mills stated that six years ago, development of a new system was suggested but never implemented. She suggested

using the remaining money in the administrative fund towards competitive grants. It was discussed that creating competitive grants would give small localities an opportunity to enhance current litter prevention programs. Localities would also be able to partner up or collaborate in order to get a better chance at receiving a competitive grant.

It was suggested that the administrative funds percentage allocation could be decreased from 5% to 3%. However, Mr. Moore stated that the percent allocation was set up through General Assembly in the statute and Mr. Buckner affirmed.

The opportunity for awarding competitive grants was discussed again during the presentation of the Annual Performance and Accounting report. Details to implement would be discussed further at the next Board meeting.

**MOTION was proposed to use 90% of the Litter Grant Fund towards non-competitive grants, 5% towards competitive grants, including any previous year unspent funds from localities and any remaining funds from 5% administrative expenditure (above the threshold for software development) as allowed by the law; seconded and passed.**

DEQ will hold internal meeting in 2nd week of March to discuss above item and to evaluate feasible options that are consistent with the statute and follow up with the Board (Chair).

The FY 2017 Fiscal update was accepted by majority vote.

## **2. DEQ FY 2016 Annual Performance & Accounting Report:**

Ms. Prina Chudasama presented the Board with DEQ's Annual Performance and Accounting Summary Report for FY 2016. She gave a summary of the overall report as well as reviewed the data tables.

During the FY 2017 grant period, a few key items were brought up by localities regarding the usage of grant funds. These items were reviewed by the Board. A summary of each item is listed below:

a. Mass Media/Public Communication:

A few of the localities requested use of the litter grant fund to buy media time. In the 2010 Board meeting, the Board reaffirmed that the grant funds could not be used to buy mass media. However, with the changing times and usage of social media, it was recommended capping the amount so that localities were able to spend \$500 on mass media or a percentage of their total grant award. The details will be discussed in the Fall meeting.

As the statute requires input from Litter Prevention Program Managers before making changes to guidelines, DEQ staff will evaluate the process and get back with the Board members.

b. Water Bottle Filling Stations:

One locality requested use of the litter grant fund to purchase water bottle filling stations. These would encourage patrons to refill their water bottles and therefore, decrease litter. The Board affirmed that this should not be an allowable expense because the litter and recycling grant rules follow federal guidelines. The guidelines state that the non-competitive litter and recycling grant funds are to be used only to support the educational activities of the litter and recycling programs in the localities.

DEQ staff indicated that they would like to standardize and put a date on the guidelines so that they were not amended each year to update dates and contact information. **MOTION to standardize and put a date on the guidelines; seconded and passed.**

Also, for the FY 2018 Litter Grant cycle, DEQ would like to make changes to the application and account report format. Also, there would be the addition of three fields to the performance report in regard to entering the past years' information for a built-in quality check. No new information would be required. Instructions will be developed for each grant document in order to ensure accurate reporting from localities. **MOTION to make changes to the grant application documents; seconded and passed.**

The FY 2016 Annual Performance and Accounting Report was accepted by majority vote.

**Old Business:**

- Clara – Program Managers are doing a good job.
- Clara – happy to sit on a sub-committee for competitive grant funds.
- KEEP VA Beautiful (KVB) – Clara/Guthridge – will communicate local PMs and report back to the Fund Board.

**Re-election of Board Members:**

- MOTION to re-elect Bo Wilson as Chair; seconded and passed.
- MOTION to elect Clara Mills as Vice Chair; seconded and passed.

**Public Comment:**

Mr. Guthridge thanked DEQ and the Board for having him at the meeting. He mentioned that the 1300% locality match to DEQ grant funding was great progress for the program. He hopes that the necessary IT updates are made in order to make reporting easier down the road. He also expressed that the competitive grant money for the smaller localities would be a great addition to the program.

**Next Board Meeting:**

The number of meetings of the Litter Control and Recycling Fund Advisory Board are determined by the needs of the Board. Typically the Board meets in the fall/early winter to review the annual grant program status, and other meetings are scheduled as required. The next Board meeting will take place in the fall of 2017 (end of October). The date and time are to be determined later.

**Adjournment:**

Chairman Wilson adjourned the meeting at 12:10 p.m.