

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

**November 6, 2019**

**Meeting Minutes**

**Board Members Present:**

Bo Wilson, Dr Pepper of Staunton  
Clara Mills, Spotsylvania County  
Larry “Buddy” Buckner, SDI – Present via electronic means  
Mike O’Connor, VPCGA – Present via electronic means  
Nick Surace, AECOM

**Board Member Present but not Active:**

N/A

**DEQ Staff:**

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

**Visitors:**

Chuck Duval, VOICE (Lindl Corporation)  
Margaret Eldridge, Virginia Recycling Association (VRA)

**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 12:44 p.m.
- The November 6, 2019 meeting agenda was approved by majority vote.
- The April 18, 2019 meeting minutes were approved by majority vote.

**New Business:**

**1. DEQ FY2019 Fiscal Update:**

Mr. Chris Moore, DEQ, presented the DEQ Fiscal Report and stated that the Fund did decrease from the previous year. The Board and all attendees were presented with revenues and grant calculations. FY2019 total revenue available for use in FY2020 grant calculations was \$1,607,537.

Last 10 years the revenues have been high except for tax amnesty. The FY2019 revenue has been the weakest in a while. The beer and soft drink tax was stable, however, the

litter tax was relatively low. Mr. Moore presented an email from the Department of Taxation in response to the difference in revenue. The main reason for the difference is that nearly \$250,000 was collected in FY2018 through the Amnesty Program. Also, the number of payments had decreased significantly. Mr. Moore stated that the Department is expecting higher revenues for FY2020.

After deductions and adding any remaining balances from previous years, the amount to be disbursed for non-competitive grants was \$1,523,060, and that for competitive grants was \$84,477. The detailed non-competitive grant allocations for each locality were established by mid-October. The non-competitive grant funds were then disbursed in end of October.

The total administrative funds are at \$339,531. The funds have been held back for the software development. Mr. Thirunagari stated that the Litter Grant Application project has begun with a contractor and are in the process of developing the internal framework as well as gathering requirements for the grant calculations and allocations.

The FY2019 Fiscal update was accepted by majority vote.

**2. DEQ FY2019 Annual Performance & Accounting Report for Non-Competitive and Competitive Grants:**

Ms. Chudasama presented the Board with the FY2020 numbers for non-competitive grants. 190 grants were distributed in the total amount of \$1,523,060 to 311 localities. There was a total of 13 localities that did not apply for the grant. The total unspent money from the non-competitive grants for FY2019 was \$37,444. She also presented the Board with DEQ's Annual Performance and Accounting Summary Report for FY2019 which summarized the expenses and activities conducted by the localities using the DEQ grant fund as well as locality funds. A summary of accounting and performance reports for the competitive grants were also presented to the Board. The total amount of unspent funds from the competitive grants was approximately \$4.

The FY2019 Annual Performance and Accounting Report was accepted by majority vote.

**3. DEQ FY2020 Competitive Grants:**

Mr. Thirunagari presented the Board with information regarding the competitive grants for FY2020. The amount of funds available for the competitive grants is \$84,477. The application and guidelines were posted on April 1, 2019. The submission deadline was July 15, 2019. DEQ received 14 applications in that timeframe. A summary of the competitive grant applications was presented to the Board. The Board reviewed the summary as well as the complete grant applications and decided to award funds to all 14 localities.

MOTION to award the 14 localities with competitive grants; seconded and passed.

**Old Business:**

**1. Recycling Evaluation – Senate Bill 218:**

DEQ was to provide an evaluation of recycling rates and recommendations for improving the reliability of the supply of recycled materials during the next 10 years in order to provide for beneficial use by industry. DEQ sent the draft report to the Secretary of Natural Resources. The report is currently under administrative review by the Secretary and Governor's office.

**2. Online Application:**

Mr. Thirunagari stated that the online application for litter grants is in the process of being built. The application will allow for better data quality, access to previous applications and reports, as well as built in quality assurance fields in order to have more accurate and concise data. The estimated date of completion is April 2020.

**Public Comment:**

None.

**Next Board Meeting:**

The number of meetings of the Litter Control and Recycling Fund Advisory Board are determined by the needs of the Board. The next Board meeting will take place in March or April 2019. The date and time are to be determined later.

**Adjournment:**

Chairman Wilson adjourned the meeting at 2:01 p.m.