

**Virginia Litter Control & Recycling Fund Advisory Board
and the Department of Environmental Quality
629 East Main Street, Richmond, VA 23219**

November 2, 2017

Meeting Minutes

Board Members Present:

Bo Wilson, Dr Pepper of Staunton
Clara Mills, Spotsylvania County
Larry "Buddy" Buckner, STI
Mike O'Connor, VPCGA

Board Member Present but not Active:

Nick Surace, AECOM

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
Leslie Beckwith, Director, Office of Financial Responsibility & Waste Programs

Visitors:

Chuck Duval, VOICE (Lindl Corporation)

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 10:39 a.m.
- The November 2, 2017 Meeting Agenda was approved by majority vote.
- The February 17, 2017 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 revenues and grant calculations. FY 2017 total revenue available for use in FY 2018 grant calculations was \$2,040,126. This was a 6.4% increase from FY 2016 revenues, the largest in 12 years, in spite of a decrease in soft drink tax revenue. After deductions, the amount to be disbursed for non-competitive grants was \$1,782,129 and that for competitive grants was \$98,937. The detailed non-competitive grant allocations for each locality were established by first week of October. The non-competitive grant funds were then disbursed in mid-October.

Mr. O'Connor questioned the decrease in soft drink tax and whether it could be due to a decrease in consumption. Mr. Duval stated that the reason could be the purchase of a high tier soft drink company. Mr. Duval asked if all numbers are driven by tax amnesty and Mr. Moore responded saying that DEQ gets the numbers from Taxation & ABC. However, he will check with them.

Mr. Moore mentioned that the General Assembly deducted \$50,000 from the litter fund for VRS contribution from the past (repayment of old deferred contributions). DEQ does not anticipate any future deductions.

Ms. Mills asked if the information on the deductions could be shared during the General Assembly. Mr. Moore stated that the General Assembly has the discretion to take the funds as needed. Ms. Beckwith stated that DEQ can check with Policy staff.

The total administrative funds are at \$256,142. The funds have been held back for the software development. Ms. Mills inquired about the status of the software development. Ms. Beckwith stated that the business requirements have been prepared and there has been backlog due to the migration of other databases to a new platform. Mr. Duval asked what it would take to move it along in priority. Ms. Beckwith stated that it can be brought up at the next leadership meeting.

MOTION by Mr. O'Connor was proposed that the DEQ staff will develop a plan of action for software development by the end of the 2018 fiscal year. Mr. Moore stated that it would take time till the project is prioritized, and paid for. Mr. Wilson stated that as long as we have a bid and an approximate number, we would be able to decrease the funds being held back with the potential of them being taken away; seconded by Mr. Buckner and passed.

The FY 2018 Fiscal update was accepted by majority vote.

2. DEQ FY 2017 Annual Performance & Accounting Report for Non-Competitive Grants:

Ms. Chudasama presented the Board with the FY2018 numbers for non-competitive grants. 190 grants were distributed in the total amount of \$1,782,129 to 309 localities. There were 12 late submitters and 15 localities not applying for the grant. The total unspent money from FY 2017 was \$53,498. She also presented the Board with DEQ's Annual Performance and Accounting Summary Report for FY 2017 which summarized the expenses and activities conducted by the localities using the DEQ grant fund as well as locality funds.

The FY 2017 Annual Performance and Accounting Report was accepted by majority vote.

3. DEQ FY 2018 Competitive Grants:

Mr. Thirunagari presented the Board with information regarding the competitive grants for FY 2018. The amount of funds available for the competitive grants is \$98,937. The application and guidelines were posted on October 3, 2017. The submission deadline was October 18, 2017. DEQ received 22 applications in a two week 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 13 localities.

MOTION to award the 13 localities with competitive grants; seconded and passed.

Old Business:

None.

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 date and time for the next Board meeting are to be determined later.

Adjournment:

Chairman Wilson adjourned the meeting at 12:34 p.m.