

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

October 11, 2018

Meeting Minutes

Board Members Present:

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

Board Member Present but not Active:

Nick Surace, AECOM

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)

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 10:11 a.m.
- The October 11, 2018 Meeting Agenda was approved by majority vote.
- The April 9, 2018 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 is in good financial condition. The Board and all attendees were presented with revenues and grant calculations. FY2018 total revenue available for use in FY2019 grant calculations was \$2,119,168. This was a 4.5% increase from FY2017 revenues. After deductions, the amount to be disbursed for non-competitive grants was \$1,907,252 and that for competitive grants was \$105,958. 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.

The total administrative funds are at \$315,226. The funds have been held back for the software development. Mr. Thirunagari stated that DEQ has completed the business requirements and that a contractor will be hired to develop the software.

The FY2018 Fiscal update was accepted by majority vote.

2. DEQ FY2018 Annual Performance & Accounting Report for Non-Competitive and Competitive Grants:

Ms. Chudasama presented the Board with the FY2019 numbers for non-competitive grants. 190 grants were distributed in the total amount of \$1,907,251 to 309 localities. There were 2 new localities applying for the grant (Town of Vienna and Town of Saltville) and 2 localities did not re-apply. There was a total of 15 localities that did not apply for the grant. The total unspent money from the non-competitive grants for FY2018 was \$46,117. She also presented the Board with DEQ's Annual Performance and Accounting Summary Report for FY2018 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 \$3,941.

The FY2018 Annual Performance and Accounting Report was accepted by majority vote.

3. DEQ FY2019 Competitive Grants:

Mr. Thirunagari presented the Board with information regarding the competitive grants for FY2019. The amount of funds available for the competitive grants is \$105,958. The application and guidelines were posted on April 1, 2018. The submission deadline was July 15, 2018. DEQ received 22 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 15 localities.

MOTION to award the 15 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 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 11:52 p.m.