

**Virginia Litter Control & Recycling Fund Advisory Board
and the Department of Environmental Quality
1111 East Main Street, Suite 1400, Richmond, VA 23219**

April 9, 2018

Meeting Minutes

Board Members Present:

Bo Wilson, Dr Pepper of Staunton
Clara Mills, Spotsylvania County
Mike O'Connor, VPCGA

Board Member Present on Phone:

Nick Surace, AECOM

DEQ Staff:

Prina Chudasama, Litter and Recycling Program Coordinator
Sanjay Thirunagari, Program Manager, Division of Land Protection & Revitalization
Leslie Beckwith, Director, Office of Financial Responsibility & Waste Programs
Cindy Berndt, Director, Regulatory Affairs

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 10:41 a.m.

- The April 9, 2018 meeting agenda was approved by majority vote.

New Business:

1. Introduction:

On behalf of Mr. Justin Williams, Ms. Leslie Beckwith introduced Ms. Cindy Berndt to the Board members and all attendees. Ms. Berndt would be going over the Board responsibilities, FOIA, and conflict of interest.

2. Board Responsibilities, Conflict and FOIA:

a. FOIA:

Ms. Berndt stated that public body meetings are to be conducted publicly with a quorum present in a single location, meeting minutes are to be recorded and posted on Virginia Town Hall as required by FOIA. For any electronic communication, a quorum has to be present in a single location and any call-in locations have to be accessible by the public.

b. Conflict of Interest:

Due to the re-introduction of competitive grants, any person with direct personal interest of above \$5000 should recuse themselves or talk to the Attorney General. Any person with an indirect interest should state for the record that they are in the business and can act in an equitable manner for the Commonwealth. Also, no gifts over \$100 are to be accepted by Board members.

3. Litter Grant Non-Competitive and Competitive Guidelines:

The non-competitive and competitive grant guidelines have been combined into a single document due to the reference of DEQ-LPR-2 in the regulations. As approved in the previous meeting minutes, the purchase of mass media not exceeding \$500 has been included in the non-competitive grant portion of the guidelines. In the competitive grants section, evaluation criteria has been included to accurately assess the grant applications.

The draft guidelines were posted on the Virginia Town Hall and sent via email to litter program managers for comment. City of Manassas, City of Newport News, and City of Hampton sent comments via email to Ms. Prina Chudasama. The comments were heard at the meeting and DEQ will send a response to the comments via email.

Mr. Thirunagari brought Henry County's competitive grant project matter to the Board's attention. The locality was unable to use their grant due to lack of participation from the schools. The Board members confirmed that the locality should work out an agreement with the schools in order to resolve the matter.

MOTION by Mr. Mike O'Connor to accept the DEQ Guidelines (DEQ-LPR-2); seconded by Ms. Mills and passed.

4. Update on Litter Grant Online-Tool Status:

At the previous meeting, DEQ stated that we would have an idea on the status of the online application by April 2018. The project proposal has been submitted, approved, and is on the priority list. DEQ will be providing updated business requirements to IT and will keep the Board posted on the status.

5. Election of Officers:

MOTION by Mr. O'Connor to extend existing officers term by one year; seconded by Ms. Mills and passed.

Old Business:

1. Mass Media Update to Non-Competitive Grant Guidelines

As previously stated, the purchase of mass media not exceeding \$500 has been included in the DEQ Guidelines. The language will be moved under "Authorized Uses of Funds" for non-competitive grants.

2. Senate Bill 193

In the current General Assembly, Senate Bill 193 for banning plastic bags was carried over for next year. The motion was to refer it to the Litter Fund Board for review. DEQ

has not received anything from the General Assembly regarding this bill. DEQ will reach out to the Board members if any information is received regarding SB193.

Public Comment:

Mr. Chuck Duval asked if there was any financial information available and if there was any update on the collection of taxes. Mr. Thirunagari stated that any available information will be sent to Mr. Duval.

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 September or October 2018. The date and time are to be determined later.

Adjournment:

Chairman Wilson adjourned the meeting at 11:21 a.m.