

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

December 10, 2013

Draft Meeting Minutes

Board Members Present:

Bo Wilson
Larry "Buddy" Buckner
George Peyton
Ruby Arredondo

Board Member Absent:

Michelle Cowling

DEQ Staff:

Steve Coe, Litter and Recycling Program Coordinator
Sanjay Thirunagari, Program Manager, Office of Land Protection & Revitalization
Chris Moore, Director of Financial Management
Cindy Berndt, Policy Manager

Visitors:

Tim Lee, Virginia Recycling Association and Tidewater Fibers
Chuck Duval, VOICE
Reggie Owens, Greenville County Recycling
Joe Topham, King William County Recycling

Steve Coe of DEQ welcomed all parties to the meeting, and introduced the new and current members of the Fund Board. Ms. Cowling, also a new member, had notified DEQ that she would be unable to attend this meeting.

After the Fund Board member introductions, all other attendees identified themselves and their affiliations.

Steve Coe announced that there was a quorum present, and called the meeting to order at 10:30 a.m.

Board members selected Bo Wilson to serve as this year's Board Chair. The Vice-Chair position will be filled at a later meeting of the full Board.

Meeting Agenda approved by majority vote.

September 27, 2012 meeting minutes approved by majority vote.

New Business:

Cindy Berndt provided information to the Fund Board members on the Conflict of Interest and Financial Interest filings required of Governor appointed board members, and of the Freedom of Information Act (FOIA) requirements for actions/meetings of the Fund Board.

Mr. Chris Moore, DEQ, presented the DEQ Fiscal Report. FY 2013 total resources available for use in FY 2014 grant calculations was \$1,990,596. All funds available for non-competitive grants totaled \$1,894,675. Board was presented with various spreadsheets indicating revenues and grant calculations. There was a discussion on unspent grant funds reported by jurisdictions, as well as how the allocated funds were determined. DEQ's goal is to award all available funding as soon as practical each year.

Fiscal update accepted by majority vote.

Steve Coe presented information on the FY 2014 processing. For FY 2014, 190 grants were awarded, providing funds to 308 jurisdictions. DEQ staff reported that all grant funds had been awarded and payments processed by September 16th.

Ruby Arredondo had a question on whether anything could be done to expedite the grant awards based upon a discussion at the 2012 meeting of the Board. One suggestion was to provide supplemental grants to the eligible jurisdictions from any unallocated grant funding which had been done in the past. DEQ provided information on the logistics of funding allocations, and explained that under the current processing practices there are no unallocated grant funds. Ineligible jurisdictions are identified prior to the grant calculations, so no funds are left over for later allocations. The new grants for localities reporting unspent grant funds from the previous year are reduced by the unspent amount during the calculation, again resulting in no unallocated grant funding.

DEQ reported that the Annual Performance and Accounting Summary Report was in the Board packet, and Steve Coe reviewed portions of the report. The Board was asked to review the full report and to contact Steve Coe with any questions. The report will be posted on the DEQ website soon.

Grants report accepted by majority vote.

Steve Coe presented a brief introduction to a report from Keep Prince William County Beautiful that was sent to DEQ and which highlighted the County's litter prevention and recycling programs. The cover letter from KPWB thanked DEQ for its support for the litter and recycling programs, deemed to be both financial (grants) and technical.

Old Business:

None.

Public Comment:

George Peyton spoke on previous grant funding that was used to promote special projects such as the plastic bag initiatives in Isle of Wight County and the City of Alexandria, and the importance of the special grants used that year to support the projects. This type of funding is no longer available as all unspent grant funds are returned to the annual grant allocation process, and DEQ's unused administrative funds are also returned to the annual grant allocation process.

Joe Topham inquired of the deadlines for the grant applications, specifically the Performance and Accounting Report. Application deadline is June 30th, while the Accounting and Performance reports are due by August 1. Mr. Topham is the new recycling coordinator for King William County.

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 meeting date will be determined later.

Tim Lee offered an invitation to the Board to have a meeting at the VRA conference in May in Roanoke. The VRA conference attendees include a number of locality litter prevention and recycling coordinators whose programs benefit from the annual litter prevention and recycling grants. The Board thanked him for the invitation.

Adjournment:

Chairman Wilson adjourned the meeting at 11:45 a.m.