

**Virginia Litter Control and Recycling Fund Advisory Board  
Quarterly Meeting  
Department of Environmental Quality  
629 East Main Street, Richmond**

**April 16, 2010**

**Minutes**

**Board Members Present:**

Dennis Gallagher, Chairman  
Aimee Hart  
Clara Mills  
George Peyton

**Board Member Absent:**

George Hunnicutt (Unable to attend due to a court deposition).

**Visitors:**

Jennifer Cole  
Chuck Duvall

**Department of Environmental Quality (DEQ) Staff Present:**

Sheila Barnett  
Mike Murphy  
Ann Regn

Chairman Gallagher determined a quorum was present and called the meeting to order at 10:30 a.m.

**Mr. Peyton moved and Ms. Hart seconded, for approval of the April 16, 2010 meeting agenda. MOTION CARRIED.**

**Ms. Mills moved and Ms. Hart seconded, for approval of the minutes for the November 13, 2009 Litter Control and Recycling Fund Advisory Board meeting. MOTION CARRIED.**

**Fund Status Report**

**Fiscal Year 2010 Update:**

Mike Murphy stated that March completed the third quarter of the 2010 fiscal year. He presented a spreadsheet that shows total receipts through March 2010 and the final close out spreadsheet from Fiscal Year 2009 so that the Board could see how this year

compares with last year. Sheila Barnett presented a new spreadsheet to compare fiscal quarters. The spreadsheet shows that the fund has a cumulative total that is up from last year by \$133,281.64. This is due to a one-time tax amnesty that was given to retailers and businesses and recognized in the third fiscal quarter of 2010. \$355,000 will be deducted from the total collected to help offset Virginia's budget deficit.

The City of Alexandria, Henry County, and Isle of Wight County received special contracts in 2009. All special contract funds will be expended by June 1. Each of the recipients will submit a final report.

Ms. Hart expressed appreciation for the work done by DEQ staff to execute these special contracts. Ms. Barnett was asked to continue to provide the new spreadsheet to the Fund Board.

**Mr. Peyton moved and Ms. Hart seconded to accept the financial reports. MOTION CARRIED.**

#### **Special Contracts Status:**

The City of Alexandria, Henry County, and Isle of Wight County submitted interim reports for the Board meeting. Mr. Gallagher requested that the attendees at the meeting follow up with the special contract recipients to determine the success of their programs and encourage the local governments to keep their programs going. Mr. Gallagher assigned follow-up questions to people present at the meeting. Mr. Gallagher will work with Ms. Barnett to ensure that concerned legislative members representing the three local governments receives a final summary for the project that they supported.

#### **New Business:**

##### **Review of Proposed Changes to Grant Guidelines and Policies**

Ms. Hart and Ms. Mills reviewed the proposed changes to the guidelines. The first item discussed was carry-forward. Ms. Mills reported that the litter program managers had been notified to spend all of their funds by June 30, 2010. Any money that is not spent will be deducted from the grant recipient and disbursed using a formula to disburse unspent funds evenly so that there is little to no remaining carry forward to report. **Mr. Peyton moved and Ms. Mills seconded the elimination of allowable carry-forward. MOTION CARRIED.**

The second proposed change to the guidelines is to require that Performance and Accounting reports be submitted by August 1 instead of August 31. The date change and all of the other changes were accepted by the Board. **Ms. Mills moved and Ms. Hart seconded to accept the date change and all of the other changes made to the Guidelines, Application and Performance and Accounting Report. MOTION CARRIED.**

Mr. Gallagher said that the subcommittee will continue to work together should other questions arise about these changes. Aimee Hart will communicate with any litter program manger that has concerns about the changes. Mr. Gallagher asked Ms. Hart to serve as the Chair for the subcommittee.

The Chairman recognized the good work done by the subcommittee.

Mr. Gallagher honored Mike Murphy by providing him with a plaque. The Chairman thanked Mr. Murphy for his years of council and advice.

**Public Comment:**

None

**Next Board Meeting:**

The Board will meet on August 24, 2010 at 10:30 a.m. at the Virginia Department of Environmental Quality, 629 East Main Street.

**Adjournment:**

Mr. Peyton moved and Ms. Hart seconded to adjourn the meeting. Chairman Gallagher adjourned the meeting at noon.

Submitted by:                      Sheila Barnett

Date:                                      April 27, 2010