

Eastern Shore of Virginia **GreenWorks** Committee

AGENDA

Wednesday February 13th, 2019 2:00 PM
Eastern Shore Chamber of Commerce
19056 Pkwy Road
Melfa, VA 23410

- I. Call to Order
- II. [Minutes](#) of July 11th, 2018 Meeting Page 1
- III. [Financial Report](#) Page 4
- IV. [Staff Memo](#) Page 6
 - a. Unfinished Business
 - b. New Business
- V. Public Participation
- VI. Adjournment



Eastern Shore of Virginia **GreenWorks** Committee

Minutes of the GreenWorks Committee

Minutes of July 11, 2018 Meeting

The GreenWorks Committee met at 2:03 p.m. on July 11th, 2018 in Eastern Shore Chamber of Commerce Building in Melfa, Virginia.

Members Present:

Marilyn Ailes, Waste Watchers - Chairman

Alan Silverman, Waste Watcher

Wayne Brown, Waste Watchers

Shannon Alexander, A-NPDC - Secretary

1. Call to Order

Chairman Ailes called the meeting to order at 2:03 p.m.

2. Minutes

The minutes of the February 14th, 2018 meeting were presented.

Mr. Silverman moved to approve the minutes of the February 14, 2018 meeting as presented. Chairman Ailes seconded the motion. The motion carried unanimously.

3. Financial Report

Secretary Alexander presented on the current Financial Report.

Mr. Silverman made a motion to approve the FY 2018 Financial Report as presented. The motion, seconded by President Ailes, carried unanimously.

4. Staff Memo

a. Unfinished Business

- i. Sponsor-A-Highway Pilot Program – As discussed during the Waste Watchers meeting that preceded, the contract is being amended and reviewed.
- ii. Review and Updates – FY2017/2018 Work plans (SOW) – Staff presented previous SOW for review in analyzing progress and developing the FY 2019 SOW.

b. New Business

- i. FY2019 Work plan (SOW) – Staff presented a draft SOW, which was amended and adopted as follows:

ANPDC

A-NPDC is to collect litter data information from Waste Watchers, prepare reports, and help secure funding to establish a long-term strategy to measure success in litter reduction. A-NPDC's duties are to:

- Collect information and litter data from Waste Watchers;
- Prepare reports and help apply for grants to support efforts to reduce litter, promote recycling, and assure proper disposal of waste;
- Process budget requests, reimbursements to manage county funds allocated to specific tasks;

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- Help with contract administration and support Waste Watchers' Sponsor A Highway program.

Waste Watchers

Waste Watchers is to coordinate volunteer clean-up collections and conduct educational events to help control and prevent litter, and promote recycling. Waste Watchers' responsibilities are:

- Coordinate volunteer litter cleanup collections with the Virginia Department of Transportation (VDOT) in Accomack County;
- and Coordinate with the Public Works Department to provide volunteers for special cleanups and help to promote recycling;
- Waste Watchers will conduct at least 2 clean-up collections, and at least one educational and/or recycling event.
- Conduct litter surveying and Sponsor-a-Highway monitoring litter surveys.

Mr. Brown made a motion to approve the FY 2019 SOW as presented. The motion, seconded by Mr. Silverman, carried unanimously.

ii. FY2019 Budget

Members discussed and approved the following budget.

FY2019 Budget

GreenWorks' three main budget components are:

• Keep America Beautiful (KAB)	\$ 0.00*
• A-NPDC Staff Support and Technical Assistance	\$3,667
• <u>Direct Collection Costs</u>	<u>\$2,000</u>
Total	\$5,667

**FY 2019 dues prepaid in FY 2018*

The Direct Collection Costs were broken out for the following purchases or expenditures:

• OOCR Program & Materials (Gloves \$130, Northern)	\$ 200
• Intern/Staff program	\$ 1,200
• Litter survey & essay contest	\$ 300
• Website Maintenance	\$ 300

Chairman Ailes made a motion to approve the FY 2019 Budget as presented. The motion, seconded by Mr. Silverman, carried unanimously.

iii. Nomination of Committee Chair and Membership

All Committee Members agreed to have Marilyn Ailes continue as Committee Chair.

5. Unfinished Business

None

6. New Business

None

7. Public Participation

None

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8. Adjournment

There was no further business brought before the Committee. The next meeting was scheduled for January 9, 2019. The meeting was adjourned at 2:57 p.m.

Marilyn Ailes Chairman	Date
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Shannon Alexander Secretary	Date
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Eastern Shore of Virginia **GreenWorks** Committee

MEMORANDUM

TO: GreenWorks Committee

FROM: Shannon Alexander
Coastal Resources Program Manager
Accomack-Northampton Planning District Commission

DATE: February 13, 2019

SUBJECT: FY2019 Budget & Financial Status Report

FY2019 Budget

GreenWorks' three main budget components are:

• Keep America Beautiful (KAB)	\$ 200
• A-NPDC Staff Support and Technical Assistance	\$3,467
• Direct Collection Costs	\$2,000
Total	\$5,667

Financial Status Report

Bills Paid: February 8, 2019

DUE TO	DESCRIPTION	DATE	AMOUNT
A-NPDC	Staff Support, 7/1/18-12/31/18	8-Feb-2018	\$1,151.01

Total Bills Paid **\$1,151.01**

Staff requests the Committee review and approve the FY2019 Financial Status Report.

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Waste Watchers/Green Works Committee

Financial Statement--July 1, 2018 - December 31, 2018

Fiscal Year 2019

REVENUES:	<u>Annual Budget</u>	<u>Current Period Activity</u>	<u>YTD Activity</u>	<u>Balance</u>	<u>% of Budget</u>
Accomack County	\$ 5,667.00	\$ 2,833.50	\$ 2,833.50	\$ 2,833.50	50.00%
Other Local Revenues	0.00	0.00	0.00	0.00	
Miscellaneous Revenues	0.00	0.00	0.00	0.00	
Total Revenues	\$ 5,667.00	\$ 2,833.50	\$ 2,833.50	\$ 2,833.50	50.00%
EXPENDITURES:					
Keep America Beautiful (Dues prepaid in FY11)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	100.00%
A-NPDC Staff Support	3,667.00	1,151.01	1,151.01	2,515.99	31.39%
Direct Collection Costs	2,000.00	0.00	0.00	2,000.00	0.00%
Total Expenditures	\$ 5,667.00	\$ 1,151.01	\$ 1,151.01	\$ 4,515.99	20.31%
NET SURPLUS OR (DEFICIT) OF REVENUES LESS EXPENDITURES	\$ 0.00	\$ 1,682.49	\$ 1,682.49		

* Deposits for the period include:

As Summarized \$ 2,833.50

\$ 2,833.50

** Expenditures for the period include:

As Summarized \$ 1,151.01

Total Expenditures

\$ 1,151.01

BILLS PAID DETAIL:

February 8, 2019

<u>PAID TO</u>	<u>DESCRIPTION</u>	<u>DATE</u>	<u>AMOUNT</u>
A-NPDC	Staff Support, 7/1/18-12/31/18	February 8, 2019	\$1,151.01

TOTAL BILLS PAID

\$ 1,151.01

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MEMORANDUM

TO: GreenWorks Committee

FROM: Shannon Alexander
Coastal Resources Program Manager
Accomack-Northampton Planning District Commission

DATE: February 13, 2019

SUBJECT: Staff Report

Committee Attendance Record
[Attached](#)

Unfinished Business
Sponsor-A-Highway Pilot Program
Contract discussion.

New Business
Additional items that were not discussed during the meeting of Waste Watchers.

VDH Wellhead Protection Implementation Household Hazardous Waste – Proper Disposal of
Waste Education and Outreach Project

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Meeting Attendance

Month	Aug 2015	Feb 2016	April 2016	July 2016	Jan 2017	July 2017	Feb 2018	July 2018	Feb 2019	July 2019
<u><i>Voting Members</i></u>										
Marilyn Ailes	X	X	X	X	X	X	X	X		
Alan Silverman	X	X	X	X	X	X	X	X		
Wayne Brown			X	X	X	X		X		
<u><i>Non-Voting Ex-Officio Members</i></u>										
Curtis Smith	X	X	X	X						
Shannon Alexander	NA	X	X	X	X	X	X	X		
<u><i>Public</i></u>										
Elaine Meil	X									
Paul Muhly					X	X		X		
Shelly Vallone						X				