

**NORTHERN VIRGINIA WASTE MANAGEMENT BOARD**  
**Summary Minutes**  
June 1, 2007  
10:00 am

**Members Present:**

Jane Tatum, Loudoun County  
Thomas Smith, Prince William County  
Christine McCoy, City of Alexandria  
Pat Sanborn, Loudoun County  
David Kochendarfer, Town of Herndon  
Tom Mason, Town of Leesburg  
Pamela Gratton, Fairfax County  
Jeff Smithberger, Fairfax County  
Scott MacDonald, Arlington County  
John Snarr, MWCOG

Mike Giuranna, EPA, Region III

**Staff Present:**

Doug Pickford  
Marshall Popkin  
Debbie Spiliotopoulos

**Guests Present:**

Mark Polhemus, CB Richard Ellis

**CALL TO ORDER** Chairman Jane Tatum called the meeting to order at 10:06 am.

**INTRODUCTIONS** NVRC Meeting participants introduced themselves.

**APPROVAL OF MINUTES** Jeff Smithberger (Fairfax County) moved to approve last meeting's minutes. Christine McCoy (City of Alexandria) seconded the motion. The Board unanimously approved the March 2007 minutes.

**COMMERCIAL PROPERTY MANAGER PRESENTATION** Mark Polhemus (CB Richard Ellis) spoke on the issue of recycling in commercial buildings from the perspective of a property manager. CB Richard Ellis constitutes the largest real estate management firm in the world, with over 600 million square feet of office space in the U.S., and 47 million square feet in the Washington, D.C., area alone.

CB Richard Ellis has initiated Sensible Sustainability and Greenergy programs, both of which attempt to maximize properties' strategic resources. These programs place a high level of importance on the procurement of environmentally friendly materials, and, ultimately, on changing the composition of the waste stream. The company is constructing new buildings with LEEDS certified materials, such as low Volatile Organic Carbon (VOC) paints, low flow plumbing, environmentally friendly ice melt, and the use of vegetable-based lubricants to operate elevators. Additionally, a number of collaborative efforts with local waste management consultants are underway; one such effort involves the creation of an electronic record-keeping program that tracks the reduction of mercury and other harmful chemicals. Mr. Polhemus noted CB Richard Ellis goal to create partnerships with the EPA and local municipalities.

The company's overall goal is to be carbon neutral by 2010. Toward that end, CB Richard Ellis is working to reduce carbon dioxide through technological efforts and through planting trees. Mr. Polhemus distributed two handouts: "Resource Conservation Challenge: Paper Recycling" and "Waste Minimization Cost Benefit Analysis: Fluorescent Lamp Recycling Program."

Ms. Tatum asked for additional information on the recently formed regional group of commercial property managers. Mr. Polhemus responded that the group, comprised of 40 regional property managers, meets quarterly. The last two meetings have focused on environmental initiatives. Gary LeFrancois (Transwestern) has been integral in environmental advocacy efforts in the property management industry. This group's next meeting will take place in July at the Metropolitan Washington Council of Governments (MWCOG).

Pamela Gratton (Fairfax County) asked about the extent to which CB Richard Ellis monitors the waste haulers. Mr. Polhemus expressed concern about the potential for paying the haulers to carry air and emphasized the importance of working for efficiency

gain through enhanced recycling. Mr. Smithberger followed up asking if commercial property managers would ever consider doing their own recycling. Mr. Polhemus responded that the company is considering this option as a national initiative.

Mr. Polhemus emphasized the need to change the manner in which the haulers operate. Property managers may be able to influence the haulers by switching to providers that are more efficient. Mr. Smithberger pointed out that companies could hire Fairfax County haulers as waste collectors to stimulate private haulers to improve efficiency. Ms. McCoy expressed appreciation for the fact that building managers have started to see the value of better waste management.

Ms. Gratton asked whether the property managers know that they need to abide by the national regulations. Mark responded "yes and no." The National Initiative is intended to help train property managers; the localities could assist in training efforts. The localities would be welcomed at the July COG meeting as part of this effort.

Ms. Tatum remarked that retrofitting existing buildings constitutes an important part of improving the waste management process. Mr. Polhemus noted that the practices in existing buildings often change as the tenants change within those buildings. Mr. Polhemus suggested that the use of space outside of buildings could provide the opportunity for improving waste management. Legislation could be helpful as well. Ms. Tatum stated that the VA Legislature has not provided any effective incentives for improving waste management at existing buildings.

Pat Sanborn (Loudoun County) asked for additional information on the following topics: the ratio of generated paper to cardboard, the process of getting people to divert their paper, and the process of training janitors. Mr. Polhemus responded that his company has seen mixed results with getting people to separate trash from recycling at their desks. Improved janitorial training has proven to be difficult due to frequent language barriers. Ms. McCoy asked if language clauses are included in the contracts with janitors. Mr. Polhemus replied that such clauses are becoming more common.

Mr. Polhemus pointed out that the flattened real estate market has led property managers to invest in their properties in order to increase property values.

Mike Giuranna (EPA) asked if incentives had ever been offered to haulers. Mr. Polhemus responded his company is studying how incentives affect haulers with the company's consultants.

David Kochendarfer (Town of Herndon) asked if building and fire codes had been helpful. Mr. Polhemus replied 'yes,' inasmuch as they have kept contractors honest, but 'no,' inasmuch as the localities could offer incentives and credits to property managers. Building and fire codes have not been an encumbrance on commercial properties. Mr. Polhemus has pushed his building managers to participate in the sprinkler recall before it expires.

Ms. Sanborn asked Mr. Polhemus discuss successful examples of paper recycling. In addition, Ms. Sanborn asked if property managers had any opportunities to require their tenants to recycle. Mr. Polhemus responded that he encourages his tenants to recycle, but that recycling is not mandated. Mr. Polhemus noted that it is very difficult to quantify recycling statistics on a per building basis.

Ms. Tatum noted that she has heard numerous complaints from employees regarding the lack of recycling in commercial buildings. Ms. Tatum emphasized the need for more responsibility at the company level. Ms. McCoy discussed a phone call from an Alexandria citizen, in which that person complained that his / her company had banned recycling.

Ms. McCoy emphasized the importance of better understanding the economic benefits of recycling.

Ms. Tatum asked if Mr. Polhemus had any properties at which white paper and cardboard compactors were separated. Mr. Polhemus responded "no."

Mr. Smithberger noted that the Fairfax County Government Center produces approximately

325 tons of trash and at least 600 tons of paper/cardboard per year. The Fairfax County Government Center separates paper and cardboard and has a third unit for trash. *Mr. Smithberger will e-mail information on Fairfax County's practices to Mr. Polhemus.*

Mr. Polhemus described the differences in trash types based on the varying occupations of building occupants (i.e. Lawyers and public school personnel recycle at different rates.).

LEGISLATIVE  
UPDATE

Doug Pickford (NVRC) noted that the Waste Board should have a plan in place by September 2007. Mr. Pickford asked whether the group should put together a legislative subcommittee.

Ms. McCoy asked about last year's top legislative goals. Mr. Pickford noted FY 2007 goals focused on the market study, litter, and JLARC.

Mr. Pickford pointed out that Governor Kaine has asked the VA Department of Environmental Quality (DEQ) to come up with a statewide energy policy. NVRC is following this matter closely. Ms. Tatum noted that the governor might be interested in initiatives related to waste to energy. *NVRC will organize a July meeting (on a date other than July 19 at the request of Ms. McCoy) in an effort to discuss waste energy initiatives.*

Ms. Gratton pointed out that a JCOTS meeting is taking place next week. She will share the meeting minutes with the Waste Board.

Tom Smith (Prince William County) mentioned that TVs with rabbit ears would need to possess converters by early 2009.

REVIEW OF  
DRAFT SOLID  
WASTE SURVEY  
AND EXECUTIVE  
REPORT

Debbie Spiliotopoulos (NVRC) noted that the adjusted tables had been included in the handouts. NVRC will accept final comments on these documents until June 6, 2007. A vote to finalize these documents will occur at a time to be determined later.

Ms. Spiliotopoulos presented a number of recommendations for the 2008 Solid Waste Survey. Ms. Gratton was not in favor of adding the WARM model to the Executive Summary. John Snarr (COG) mentioned that COG will be working on the WARM initiative.

Mr. Smithberger suggested pushing the survey back to May.

Ms. Tatum reminded the group that any edits to the survey report are due by June 6. NVRC will publish the survey thereafter on the NVRC website. Ms. Tatum asked the group to consider approving the survey report, save for any last minute technical edits. Mr. Smith motioned to approve the report. Ms. McCoy seconded this motion. The survey was unanimously approved.

KNOW TOXICS  
UPDATE, NEXT  
STEPS

The Know Toxics Subcommittee met twice last quarter. The Know Toxics website had 438 new visitors since March 2007. The subcommittee identified the following case studies for the Know Toxics website: Ikea, Capital Lights, City of Falls Church, Fairfax County, and perhaps CB Richard Ellis. Possible next steps include the following: advertising, local outreach, working to understand the true life cycle of materials, and adding a mercury savings calculator to the website.

APPOINTMENT  
OF A NEW CHAIR

Mr. Smith has volunteered to be the next chair of the Waste Board. His term will begin next meeting.

DISCUSSION OF  
THE 2008 WORK  
PROGRAM

Mr. Pickford pointed out that Ms. Spiliotopoulos has distributed information on the Know Toxics Campaign. NVRC distributed the FY 2008 work program and approved budget. NVRC spent more time on the campaign this year than expected for FY 2008. The work program and budget for next year do not require a vote for approval.

Mr. Pickford asked to confirm Know Toxics as the appropriate outreach mechanism for the coming year. He also reported that a new committee on energy and environmental issues has formed at NVRC.

Ms. McCoy mentioned that a partnership with retailers could be helpful and that Construction and Demolition is becoming a hot topic.

NVRC will wait until next year's report to discuss recycling percentages by jurisdiction.

NVRC is working on a proposal for source reduction assistance grants. NVRC will only apply if the localities push for it. Jane suggested that the group apply for the grants on behalf of Know Toxics.

Doug Pickford (NVRC) noted that Gerald Connolly (Fairfax County) will soon take over as the chair of NVRC for a two year term.

**LOCAL UPDATES** During this segment of the meeting, no minutes are kept of information exchanged among the board members.

**ADJOURNMENT** The meeting adjourned at 12:18 p.m.