

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING
DECEMBER 13, 2013
MINUTES
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

Steve Chidsey, (M-Hanover), Chair
Robert C. Key (M-Chesterfield), Vice-Chair
Robert C. Whiteman (M-Henrico), Treasurer
Bill Hamby, Jr. (M-Prince George), Secretary
Mark Kukoski (M-Richmond), Past Chair
Lee Sloppy (M-Ashland)
Marcia R. Phillips (M-Chesterfield)
William E. Henley (A-Colonial Heights)
Leigh Dunn (M-Goochland)
Wayne Hazzard (M-Hanover)
Marcia E. Kelley (M-Henrico)
J. Allen Lane (M-Henrico)
James H. Burrell (M-New Kent)
Steven Hicks (M-Petersburg)
Elliot Danburg (M-Powhatan)
Lana K. Agostini (M-Richmond)

Non-Voting:

Jon Clary (A-Henrico)
Christopher Rapp (A-Powhatan)

Staff:

Kimberly A. Hynes, Executive Director
Rich Nolan, Director of Operations
Marc René, Finance and Administrative Officer
Nancy W. Drumheller, Public Information Coordinator
Reginald D. Thompson, Operations Technician
Valerie Pegues-Johnson, Administrative Assistant

MEMBERS/ALTERNATES NOT PRESENT

James A. Jackson (M-Richmond), Director
Jennifer Schontag (A-Ashland)
Matthew Rowe (M-Charles City)
Robert L. Dunn (M-Chesterfield)
Charles E. Dane (A-Chesterfield)
Dr. Sheryl D. Bailey (A-Chesterfield)
Jeff Howard (A-Chesterfield)
Tom Mattis (M-Colonial Heights)
David Lloyd (A-Goochland)
Michael Flagg (A-Hanover)
William I. Mawyer, Jr. (A-Henrico)
Arthur D. Petrini (A-Henrico)
Ed Watson, Jr. (M-Hopewell)
David Fratarcangelo (A-Hopewell)
David Bednarczyk (A-New Kent)
William Rigglesman (A-Petersburg)
Rod M. Compton (A-Prince George)
Johnnie Allen (A-Richmond)
Kevin A. White (A-Richmond)

Guest

Michael Benedetto, President for
Tidewater Fibre Corp (TFC)
Tad Phillips, General Manager for
Tidewater Fibre Corp (TFC)

With a quorum in attendance, Chairman S. Chidsey (M-Hanover) called the meeting to order at 9:00 a.m.

CHAIRMAN'S AGENDA

Item No. 1: Public Comment Period

Chairman Chidsey opened the floor to receive public comment. With no requests from the public to address the Board, Chairman Chidsey closed the public comment period.

Item No. 2: Minutes of the Regular Meeting of November 15, 2013

By motion of Mr. M. Kukoski (M-Richmond), seconded by Mr. W. Hazzard (M-Hanover) and carried that the minutes of the November 15, 2013, Central Virginia Waste Management Authority (CVWMA) Board of Directors' meeting be approved as submitted.

Item No. 3: Chairman's Report

Chairman Chidsey acknowledged the presence of and welcomed Authority contractors and guests. Present during the meeting were Mr. Michael Benedetto, Owner and President of Tidewater Fibre Corporation, and Mr. Tad Phillips, General Manager for Tidewater Fibre Corporation.

Chairman Chidsey thanked them for attending inviting them to stay for the Authority's annual holiday reception immediately following the meeting.

Item No. 4: 2014 Proposed Meeting Dates

Mrs. K. Hynes, CVWMA Executive Director, directed the Board's attention to page 14 of the agenda package, which displayed the proposed meeting dates for the CVWMA Board of Directors for the 2014 calendar year. Mrs. Hynes noted that all are on the third Friday of the month, except January and December. The meeting is scheduled for Friday, January 24. She noted that the meeting will instead be held in Richmond rather than Petersburg. The December meeting will be held one week earlier than normal and the July meeting is canceled.

Chairman Chidsey then opened the floor for a motion to approve the proposed meeting schedule for 2014. A motion was made by Mrs. M. E. Kelley (M-Henrico), seconded by Mr. J. H. Burrell (M-New Kent) and carried that the proposed meeting dates for the CVWMA Board of Directors for the calendar year 2014 be approved as submitted.

STAFF AGENDA

Item No. 5: Consideration of Resolution 14-04 through 14-11: 2014-2015 Operating Budget

Mrs. Hynes reminded the Board that the *2014-2015 Proposed Operating Budget* was presented and distributed at the November 15, 2013 Board meeting. Board members unable to attend should have received a copy by email. She then highlighted the *2014-2015 Proposed Operating Budget* for the Board and asked if there were any questions or comments.

Mr. S. Hicks (M-Petersburg) expressed concern regarding the 1.5% increase in salaries for staff and feels the Board should consider a 3% increase for Staff across the Board. In addition, he commented that the training and staff development included in the budget seemed low and believes it would be beneficial for CVWMA to join the American Public Works Association. He commented that the City of Petersburg is planning to give employees a 3%-5% increase. Further, he praised the good work of staff and indicated he didn't want to fall behind the market for salaries.

Much discussion ensued regarding salary adjustments including: Mr. E. Danburg (M-Powhatan) expressed concern over approving a 3% wage increase prior to determining what Powhatan and the other member jurisdictions will be able to do.

Mrs. M. Phillips (M-Chesterfield) commented that the Authority has been falling behind localities in respect to salary increases which could result in a move backwards.

Mr. R. Key (M-Chesterfield) commented that the service provided by the Authority is extremely valuable to the jurisdictions and recommended instead to include a wage increase of "up to" 3%, with the final determination to be considered by the Board at their May 2014 meeting.

Mr. W. Hazzard (M-Hanover) commented that the motion should allow the Board the flexibility to review before the start of the fiscal year and make any adjustments at that time when there is more information available from member localities and also to ensure that the budget will allow an additional 1.5% increase. He asked what the impact would be on the budget for the proposed 3% increase. Mrs. Hynes responded that the proposed budget includes funds for a 1.5% increase and an additional 1.5% increase would result in approximately \$9,400 more in expense. He also commented that the Board may also take into consideration increase in benefits costs once that information becomes available.

Mrs. Hynes commented that it is challenging for CVWMA to prepare and approve a budget nine months in advance of the beginning of the fiscal year. There are many uncertainties including what many localities will decide for the upcoming year. She also added that it is difficult to evaluate what each jurisdiction is doing in any one year. Salary increases should be evaluated over multiple years.

Mr. J. Burrell (M-New Kent) indicated that he would like to see CVWMA provide a more even increase of dollars across employees versus the same percentage increase for everyone. In other words, take the total increase in dollars and divide it amongst all employees evenly. This would result in a higher wage increase for lower paid employees.

Mr. Burrell then motioned that the salary increase be divided amongst staff on an hourly wage basis, resulting in the same dollar amount of increase for all employees. There was no second, therefore the motion did not carry.

Discussion ensued regarding whether any additional salary increase above the 1.5% should be performance based. Mrs. Patricia McCullagh, CVWMA General Counsel, suggested that the Board could motion to increase salaries up to the 3% and then have a second motion asking for evaluation of a performance based increase in the 2015-2016 Budget to address the performance concerns.

Mr. S. Hicks (M-Petersburg) motioned that the budget be amended to include an additional 1.5% merit increase based on individual performance, to be approved by the CVWMA Board of Directors at their regular meeting in May 2014. The motion was seconded by Mrs. M. Phillips (M-Chesterfield), and carried with one abstention by Mr. E. Danburg (M-Powhatan).

Item No. 6: Curbside Recycling Program

Mr. R. Nolan, CVWMA Director of Operations, reported that November was a good month relative to missed collections with 89 misses for the month; misses for TFC totaled 74 and CFS had a total of 15. The set-out numbers were up to nearly 38 percent from 36.5 percent in November 2012. He commented that fiber volumes have declined due to a decrease in newspaper usage. Concluding, Mr. Nolan asserted that CVWMA staff will be doing more investigation into the composition of the curbside material.

Mrs. N. W. Drumheller, CVWMA Public Information Coordinator, reported that postcards notifying Chesterfield recyclers of route changes from Blue Friday to Blue Thursday have been mailed out. The new collection day for these customers will start on Thursday, January 16, 2014.

Closing, Mrs. Drumheller thanked Mr. Michael Benedetto, President of TFC Recycling for the Recycling Perks sponsorship of the 2014 Curbside Recycling Collection Schedule in the amount of \$10,000. She informed the Board that the drop date for the mailing of the annual collection schedule is Thursday, December 26, 2013.

Item No. 7: Municipal Solid Waste (MSW) Program

Mr. R. Thompson, CVWMA Operations Technician, reported that the month of November was another good month for the MSW program. Mr. Thompson went on to report that Allied Waste had a total of 31 misses and CFS finished the month with 88 misses. He included that the month of November was a good month for CFS with trash collection in the City of Petersburg with only 62 misses.

Concluding, Mr. Thompson reported that it is leaf collection season and that CFS and Allied Waste will collect up to 30 bags of leaves in Colonial Heights, Hopewell, and Ashland. He added that under the Petersburg contract, up to about 60 bags of leaves will be collected, included in the 10 cubic yards' limit of bulky waste.

Item No. 8: Operations and Program Statistics

Mr. Nolan directed the Board's attention to a copy of the November 2013 Program Statistical Report. He highlighted the drop-off recycling program, reporting a decrease in the drop-off volume for mixed paper. He added that the convenience centers located in New Kent, Powhatan, Chesterfield, and Goochland have shown a year-over-year savings of \$300,000 due to the new pricing structure for MSW disposal in the latest contracts for these localities. Mr. Nolan went on to report that program revenue is down due to commodity pricing and the decrease in volume for mixed paper.

Item No. 9: Technical Advisory Committee (TAC) Report

Mr. Nolan reported that the TAC met in the CVWMA conference room on Thursday, December 5, 2013 where discussions included CVWMA staff's draft letter to Tidewater Fibre Corporation regarding the proposed renewal of its contract with CVWMA. He noted that January 31, 2014 is the deadline for a response. Moreover, he reported that a Request for Proposals (RFP) for front end loader drop-off

recycling service is in legal review. He added that the Authority will solicit proposals for household hazardous waste events next year.

Concluding, Mr. Nolan asserted that the next TAC meeting is tentatively scheduled for Wednesday, January 8, 2014.

Item No. 10: Public Information

Mrs. N. W. Drumheller, Public Information Coordinator, reported that a variety of program topics were distributed through the Authority's December 2013 Waste Reduction News e-Newsletter; Press Releases, and on CVWMA's website and social media sites. She asserted that articles included upcoming holiday schedules, and information on upcoming electronic recycling events.

Education and Outreach

Mrs. Drumheller directed the Board's attention to a PowerPoint presentation and provided a summary on public education and outreach efforts. Mrs. Drumheller asserted that Authority staff responded to 42 requests for the month of November. She added that of the 42 requests, CVWMA staff worked 6 events and provided 14 presentations impacting an estimated 5,236 people. In addition, 12,149 educational materials were distributed.

Mrs. Drumheller directing the Board's attention to a PowerPoint presentation that included a picture from Crafty Wednesdays at Lewis Ginter Botanical Garden. She reported that CVWMA is partnering with the Garden and Keep Henrico Beautiful on three consecutive Wednesday evenings this month, and one evening in January. Children and adults are encouraged to make a craft and to visit the CVWMA/Keep Henrico Beautiful educational display. She highlighted that many of the lights featured in the Garden Fest of Lights this year were made from recycled plastic bottles. She added that this recycling feature led to the partnership and recycling education efforts during the Wednesday craft nights. Moreover, CVWMA has been mentioned in a blog posted by Garden staff on a regular basis. Mrs. Drumheller commented that this is excellent promotion for the Authority and the value is priceless.

Hopewell

Mrs. Drumheller informed the Board that Authority staff will meet with the Director of the Intergovernmental and Public Affairs Office, in early January 2014, to discuss promotion and education for the curbside recycling program, coming to city residents July 1, 2014. She added that Authority staff met with several teachers and representatives, from the Student Council Association (SCA) and Environmental Club at Hopewell High School, and the Chairman of the Keep Hopewell Beautiful Committee. She commented that representatives are very excited about the curbside recycling program, and offered their assistance in providing educational and promotional outreach.

CVWMA Website

Mrs. Drumheller directing the Board's attention to a PowerPoint presentation asserted that the Authority's website continues to see an increase in monthly visits. She included that peak periods, according to Goggle Analytics, include November 11, 27 and 29. Mrs. Drumheller added that these dates are around November holidays and the collection day information was the area most often visited.

She reported that CVWMA staff continues to communicate program specific information through press releases, the Authority's website, Facebook, and Twitter media sources.

Call Center

Mrs. Drumheller reported that call volume to the Authority's Call Center was down and that the decrease in missed pickups for the curbside recycling and trash programs were contributing factors. Mrs. Drumheller outlined that this was a record low month for reported missed collections. She added that CVWMA staff is gearing up for the calendar mailing and its impact to call volume.

Christmas Tree Recycling

Proceeding, Mrs. Drumheller reported that CVWMA staff collected tree recycling information from all but two of the Authority's member jurisdictions. She added that information is posted to the CVWMA website and a Press Release will go out on Friday, December 20, 2013.

Curbside Education Advisory Committee

Mrs. Drumheller reported that the Curbside Education Advisory Committee will hold its next meeting on Tuesday, February 11, 2014 at 9 a.m. She asserted that CVWMA staff updates will include Curbside Recycling contract and Education Timeline for City of Hopewell. Mrs. Drumheller invited members of the Board to attend.

Item No. 11: Financial Reports for November 2013

Mr. M. René, CVWMA Finance and Administrative Officer, reported that the financial activity is consistent with previous months and the Authority continues to remain within total budget in all funds as of November 30, 2013. He added that the Authority received \$10,000 in sponsorship from TFC for the 2014 Calendar mailing.

Concluding, Mr. René directed the Board's attention to a PowerPoint presentation outlining revenues against expenses, as well as net income projected versus actual year to date for the 2013-2014 fiscal year. The CVWMA has a combined net income of about \$340,000 year-to-date.

A motion was made by Mr. J. H. Burrell (M-New Kent), seconded by Mr. W. Hazzard (M-Hanover), and carried that the Financial Reports for November 2013 be approved, accepted, and filed as submitted.

Item No. 12: Administrative

Christmas Holiday

Mrs. Hynes noted that in observance of the Christmas Holiday, the Central Virginia Waste Management Authority administrative offices would be closed all day December 24 and 25, as well as January 1. She noted that CVWMA collection services will be delayed one day, and service will occur on Saturday, December 28 and January 4 for Curbside Recycling, and MSW collections.

Keeping with tradition, Mrs. Hynes invited the Board, alternates and guests to attend the annual CVWMA holiday reception immediately following the meeting.

Old Business

Chairman Chidsey then asked if there was any further old/new business to come before the CVWMA Board of Directors. With no further business to come before the Board, Chairman Chidsey opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 10:15 a.m. The motion was made by Mr. M. Kukoski (M-Richmond), seconded by Mr. J. H. Burrell (M-New Kent), and carried that the December 13, 2013 Board of Directors' meeting be adjourned.



CERTIFICATE

I, Stephen E. Chidsey, Chairman of the CVWMA certify that the foregoing minutes are a true and correct copy of the minutes of the December 13, 2013, regular meeting of the Central Virginia Waste Management Authority (CVWMA) Board of Directors. These minutes were adopted at a CVWMA Board meeting held at 9:00 a.m., January 24, 2014. Given under my hand and seal of the CVWMA this 24th day of January 2014.

A handwritten signature in cursive script that reads "Stephen E. Chidsey". The signature is written above a solid horizontal line.

Stephen E. Chidsey, Chairman