



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA
APRIL 11, 2014
CRATER PLANNING DISTRICT COMMISSION
PETERSBURG, VIRGINIA**

CALL TO ORDER **9:00 a. m.**

CHAIRMAN'S AGENDA

CERTIFICATION OF QUORUM

ITEM NO.	Page(s)
1. Public Comment Period	
2. Minutes of Regular Meeting of March 21, 2014	3 – 13
3. Chairman's Report Appointment of Nominating Committee	
4. Treasurer's Report Financial Reports for March 2014	14 – 21

STAFF AGENDA

- ITEM NO.**
5. 2013 Recycling Rate Report
 6. Consideration of **Resolution 14-17**: Awarding a Contract for Front End Load Municipal Solid Waste Collection and Disposal
 7. Curbside Recycling Program
 8. Municipal Solid Waste (MSW) Program
 9. Operations and Program Statistics
 10. Technical Advisory Committee Report
 11. Solid Waste Management Plan – 5 year update
 12. Earth Day Activities
 13. Public Information
 14. Administrative

OLD/NEW BUSINESS

ADJOURNMENT

Upcoming Meetings:

Technical Advisory Committee	Thursday, May 1, 2014 - 9:00am
Executive Committee	Monday, May 5, 2014 - 2:00pm
Board of Directors Meeting (Richmond)	Friday, May 16, 2014 - 9:00am

At any time during the meeting the Board may go into a closed session pursuant to Virginia Code Section 2.2-3712 for purposes of consulting with legal counsel regarding specific legal matters requiring the provision of legal advice, as authorized under Virginia Code Section 2.2-3711 (A) (7).

MINUTES OF THE REGULAR MEETING OF MARCH 21, 2014

The minutes of the regular Board of Directors meeting held March 21, 2014, are presented for your consideration and approval.

Recommended Action: Approval of minutes.

Attachments

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS' MEETING MINUTES
MARCH 21, 2014
2104 W LABURNUM AVENUE; LARGE CONFERENCE ROOM
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)
Charles E. Dane (A-Chesterfield)
William E. Henley (A-Colonial Heights)
Leigh Dunn (M-Goochland)
Wayne Hazzard (M-Hanover)
J. Allen Lane (M-Henrico)
William I. Mawyer, Jr. (A-Henrico)
Edward Watson (M-Hopewell)
Elliot Danburg (M-Powhatan)
Lana Agostini (M-Richmond)

Non-Voting:

Jon Clary (A-Henrico)

Staff:

Kimberly A. Hynes, Executive Director
Rich Nolan, Director of Operations
Marc René, Finance & Administrative Officer
Nancy W. Drumheller, Public Information Coordinator
Reginald Thompson, Operations Technician

MEMBERS/ALTERNATES NOT PRESENT

James A. Jackson (M-Richmond), Director
Jennifer Schontag (A-Ashland)
Zach Trogdon (M-Charles City)
Matthew Rowe (A-Charles City)
Robert L. Dunn (M-Chesterfield)
Marcia R. Phillips (M-Chesterfield)
Sheryl D. Bailey (A-Chesterfield)
Jeffrey T. Howard (A-Chesterfield)
Thomas Mattis (M-Colonial Heights)
David Lloyd (A-Goochland)
Michael Flagg (A-Hanover)
Marcia E. Kelley (M-Henrico)
Arthur D. Petrini (A-Henrico)
Monique Robertson (A-Hopewell)
James H. Burrell (M-New Kent)
David Bednarczyk (A-New Kent)
Steven Hicks (M-Petersburg)
William Riggelman (A-Petersburg)
Christopher Rapp (A-Powhatan)
Rod M. Compton (A-Prince George)
Johnnie Allen (A-Richmond)
Kevin A. White (A-Richmond)

Guests

Michael Benedetto, President TFC Recycling
Tad Phillips, General Manager, TFC Recycling

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 February 21, 2014

A motion was made by Mr. W. Hazzard (M-Hanover), seconded by Mr. W. Mawyer (A-Henrico) and carried that the minutes of the February 21, 2014 Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 3: Chairman's Report

Chairman Chidsey asked Mrs. Hynes to introduce CVWMA's newest staff member. Mrs. Hynes introduced Ms. Janelle Waldron as the new Part-Time Public Information Assistant. Ms. Waldron started on March 3 and has hit the ground running. She has a lot of energy and enthusiasm and Mrs. Hynes encouraged Board members to introduce themselves when they have a chance. Mr. Chidsey welcomed her to the Staff on behalf of the Board.

STAFF AGENDA

Item No. 4: Consideration of Resolution 14-15: Renewing and Extending the *Residential Recycling and Drop Off Processing Services Contract* with TFC Recycling

Mr. R. Nolan, CVWMA Director of Operations, directed the Board's attention to page 13-14 of the agenda package which displayed **Resolution 14-15**. He reminded the Board that the current Residential Recycling Service Contract with TFC Recycling expires June 30, 2016 and provides for a seven year renewal period beyond that date. Although there are more than 2 years left on the initial term, the Staff has felt that it's in all parties' best interest to work on an early renewal in the event terms could not be agreed upon and procurement was necessary. This is the CVWMA's largest contract and would warrant significant time should a procurement be necessary.

Mr. Nolan outlined the significant renewal terms agreed to by the CVWMA, Participating Jurisdictions and TFC Recycling. This renewal will become effective immediately and will expire June 30, 2023. The cost per household is lowered to \$1.80 from the current \$1.842, and the most significant piece is the revenue sharing offered by TFC. Under the new terms, CVWMA will receive a minimum of \$20/ton on each ton collected. There is no revenue share in the current contract terms. This will provide a significant savings to localities and an incentive to recycle more. Further, the CPI escalator will be frozen for two years; in the 3rd year will be capped at 1.5%; and will be capped at 2.5% for each year after that through the end of the contract. In addition, the renewal includes a pilot alley collection program for one year and if that works out, pricing would be determined. TFC has also agreed to extend the Recycling Perks rewards program to all households with a 96 gallon cart.

Mrs. K. Hynes, CVWMA Executive Director, reported that staff and others have been discussing and working on negotiations for the better part of a year and are grateful to get to this point in final negotiations. She thanked everyone for their involvement and opened it up for questions.

Mr. Mawyer (A-Henrico) questioned the terms asking if it would end in 2019, to which Mrs. Hynes responded that the renewal period is seven years, thus the contract would end June 30, 2023. Mr. Mawyer (A-Henrico) verified that the contract was for an initial term of 7 years with a 7 year renewal period, to which Mrs. Hynes responded affirmatively. He asked if this was planned to go to 2023, and Mrs. Hynes responded that the 7 year renewal period is optional, but both the initial term and renewal period were stated in the original Request for Proposals. Mr. Mawyer (A-Henrico) commented that CVWMA is negotiating an early renewal at five years. Mrs. Hynes responded yes, it was the desire of the staff and members to begin the renewal negotiations early because of the size of the contract. In the event, all parties could not agree on renewal terms, the CVWMA would have enough time to procure. Mr. C. Dane (A-Chesterfield) commented that this early renewal also provides some significant savings to participating jurisdictions in the last two years of the initial term which is favorable.

Mr. Dane (A-Chesterfield) asked about the cart purchase schedule that was to be included in the renewal. Mrs. Hynes indicated that a cart purchase schedule is included in the renewal for localities that may want to implement a cart program (pricing will be determined based on when implemented). Mr. Dane asked to see the schedule. Mrs. Hynes also mentioned that there are some other negotiated terms that were not displayed that Staff is working on.

Mr. Dane (A-Chesterfield) asked about terms for revenue sharing above the stated \$20/ton floor. Mrs. Hynes responded that TFC has offered a minimum of \$20/ton and there will be ceiling of \$25/ton in the agreement. There will be some opportunities to receive revenue between \$20 and \$25 per ton based on a formula which will be based on an industry index for mixed paper. Mrs. Hynes also mentioned that Staff is working on the detail of the agreement and all will have an opportunity to see the addendum prior to implementing.

Mr. R. Whiteman (M-Henrico) asked for a clarification on the CPI-U in year three mentioned on the slide (1.5%) versus the Board agenda which states 1.25%. Mrs. Hynes responded that the Board agenda (1.25%) is the correct maximum CPI increase for that year.

Mr. M. Kukoski (M-Richmond) asked if there was a cost identified for alley collection in the City of Richmond. Mrs. Hynes responded that TFC has agreed to conduct a pilot in an identified area of the City for one year at no additional cost. If successful, the price going forward would be negotiated, not to exceed an addition \$.25 per household per month.

Mr. Dane (A-Chesterfield) asked, once this is approved, how soon will the Service Agreements be ready for review and approval in the jurisdictions. Mrs. Hynes responded that Staff has already begun drafting the renewal addendum with TFC and as soon as all parties are in agreement, Service Agreements will be issued to the localities. Mr. Dane stressed the significant savings and the desire to get the agreements signed as soon as possible. Mrs. Hynes agreed that the Staff is working toward that goal.

Chairman Chidsey opened the floor for a motion to approve **Resolution 14-15** A motion was made by Mr. C. Dane (A-Chesterfield), seconded by Mr. W. Mawyer (A-Henrico), and carried that **Resolution 14-15** be approved as submitted.

Mrs. Hynes introduced Michael Benedetto, President of TFC Recycling and Tad Phillips, General Manager of the Chester Material Recovery Facility. She thanked Mr. Benedetto for all of his efforts

in this process. It has been a long process, but TFC has come to the table with an extremely attractive proposal that benefits all participating localities. She mentioned that she looks forward to continuing working with Mr. Benedetto and TFC Recycling. She then turned the floor over to Mr. Benedetto.

Mr. Benedetto thanked the Board and reminded them about when TFC was in the same Board room in 1999 when TFC was first awarded the regional recycling contract. He sees many new faces around the table and it's good to see many that were here 15 years ago. He expressed how important this contract is to TFC, their employees that work here in Chesterfield County and their families. By negotiating this contract early, it allows TFC to make an investment in new technologies such as compressed natural gas (CNG), improvements to the Material Recovery Facility (MRF) and carts. He also mentioned they have an opportunity to expand the Recycling Perks program. At the end of the day, it's not about how many customers we serve, but how we serve our customers. He went on to point out that what the Board is seeing is the result of significant negotiation and he assured the Board TFC has a great team with Mr. Phillips as General Manager locally. TFC has greatly improved performance as a result of a great team and he expects that to continue. TFC will continue to take care of all customers. Finally, he thanked the Chairman and the members of the committee from the 'bottom of his heart,' he and the TFC team appreciate the CVWMA's business and partnership.

Chairman Chidsey thanked Mr. Benedetto and TFC Recycling for working with the committee and the CVWMA looks forward to continuing our relationship with TFC. Mr. C. Dane (A-Chesterfield) also thanked Mr. Benedetto and recognized that the demands the committee placed on TFC during the negotiation process. Further, times have been tough fiscally for local governments in recent years, the CVWMA nor participating jurisdictions have never questioned the good service provided by TFC and their commitment to recycling. He thanked TFC for their willingness to help with localities' budget constraints and provide a renewal package that make the program financial sustainable.

Item No. 5: Consideration of Resolution 14-16: Renewing and Extending the Waste Tire Collection, Storage, Hauling and Processing Services Contract with Virginia Recycling Corp.

Mr. Nolan directed the Board attention to page 15-16 of the agenda package which displays **Resolution 14-16**, authorizing an amendment to renew the *Waste Tire Collection, Storage, Hauling and Processing Service Contract* and the *Special Project Service Agreements* with participating local jurisdictions. He informed the Board that the initial term of this contract expires June 30, 2014 and a renewal option for 5 years.

This program provides trailers for collecting tires at either permanent sites or for events. The current price is \$999.82 and with the renewal the price will be reduced to \$950, which includes hauling and proper disposal/recycling of waste tires. There will also be a \$9.00 per cubic yard price for localities that deliver tires to Virginia Recycling Corporation (VRC). He mentioned that there are not too many viable options for tires and that the service by VRC has been great.

Mr. Nolan mentioned that the Staff and members of the Technical Advisory Committee recommend renewal of this Contract.

Mr. M. Kukoski (M-Richmond) asked what happens to the tires after he picks them up. Mr. Nolan responded that they first remove any rims and recycle the metal. VRC shreds them and the tire chips are then used either for boiler fuel or as a beneficial use in the landfill. The State has a tire fund where the end-user benefits from a monetary offset to the cost. In the past, this has been passed on to

companies like VRC, however that is not currently the practice. Mr. C. Dane (A-Chesterfield) mentioned that the DEQ has stopped landfills from stockpiling tires forcing them to get rid of them. Chairman Chidsey reiterated the addition of a “per cubic yard” price for those that can deliver their own material. Delivering a 100 cubic yard trailer will yield more of a savings than VRC providing one.

Chairman Chidsey opened the floor for a motion to approve **Resolution 14-16**. A motion was made by Mr. C. Dane (A-Chesterfield) seconded by Mr. W. Hazzard (A-Hanover), and carried that **Resolution 14-16** be approved as submitted.

Item No. 6: 2014 Virginia General Assembly Update

Mr. K. Hynes, CVWMA Executive Director provided the Board with an update on relevant legislation proposed during the 2014 General Assembly session. She indicated that the Board agenda includes legislation that is still alive and not much has changed since the last Board meeting or since the agenda went out. She pointed out HJ28 which directs the Manufacturing Development Commission to examine the economic and environmental benefits of the use of recycled material in the manufacturing process. This could have an impact on economic development in Virginia depending on the outcome of the report.

She also mentioned one bill SB163 that appeared as if it would pass, but has ultimately failed. This legislation would have extended the term of the task force appointed by the former Governor to review state mandates on local governments from July 1, 2014 to July 1, 2016. The House suggested a substitute which the Senate rejected. The bill then went to conference committee and the differences could not be resolved.

The session adjourned March 8, however will be reconvening March 24 for special session on the budget and other matters.

Item No. 7: Curbside Recycling Program

Mr. R. Nolan referred to the slide and indicated that February volume was 2,480, down significantly from the previous year’s over 2,800 tons. Mr. Nolan attributed the majority of the decline to the inclement weather. He indicated that the volume is trailing by about 1,000 tons year to date from the previous year but fairly consistent with years before 2013. Set out rate was also down one percentage point from the previous February.

Mrs. Drumheller, CVWMA Public Information reported that the weather, not only had an impact on tonnage, but has had a significant impact on the Call Center. As we all know, the public is very passionate about their trash and recycling being picked up. On Thursday, Feb. 13, collections were canceled due to weather. Call Center representatives did see an increase in calls on that Friday, Feb. 14, but not the volume that we received at the beginning of this month.

Mrs. Drumheller continued and informed the Board that because of the snow and road conditions, curbside recycling collections were canceled on Monday, March 3. This led to a slide for week of March 3-8. Staff communicated with over 7,600 email subscribers on the RED WEEK collection days to update each of them regarding collection one day delays due to snow. As you can see from this slide over 4,500 calls were logged by CVWMA staff in that one week. The call volume in one week was more than the calls logged for the entire month of January 2014. Because of the hybrid nature of the curbside recycling and trash collection programs, staff has learned that using local TV networks to report on collection day delays is no longer applicable, unless all contactors slide.

Mrs. Drumheller also reported on the implementation of curbside recycling in Hopewell. She informed the Board that members of the Keep Hopewell Beautiful Committee have begun distributing guideline information on the upcoming curbside recycling program and new trash vendor changes. In addition, staff sent out a press release which was reported on by the Progress-Index. CVWMA Call Center staff are already getting calls from Hopewell residents.

Mrs. Hynes added that this winter has definitely been a challenge from the collection standpoint with all the inclement weather delays. She thanked the entire staff for their diligence and willingness to step in where needed, especially during the week when more than 4,600 calls were received. Whether answering calls, sending emails, and/or communicating with our contractors, everyone was involved and committed to providing accurate information and the best possible service.

Item No. 8: Municipal Solid Waste (MSW) Program

Mr. R. Thompson, CVWMA Operations Technician reported that Allied Waste finished the month with 50 misses and no penalties and CFS finished the month with 115 misses and no penalties. The end of the month of February marks the end of CFS' first year of service in the City of Petersburg. During Allied's last year in Petersburg, misses averaged 78 and bulk collections averaged 33 a month. After the first year with CFS as contractor, misses averaged 199 and bulk collections averaged 264 per month; however, during the last 6 months CFS has averaged 81 misses a month comparable to misses under the previous contract with Allied. The majority of the misses during this first year occurred during the first 6 months, which included the quick transition from Allied to CFS and the storm in the month of June that produced a lot of storm debris.

Item No. 9: Operations and Program Statistics

Recycling Rate Report

Mr. Thompson reminded the Board that staff is working on gathering data for and preparing the 2013 Recycling Rate Report due to the Virginia Department of Environmental Quality (DEQ) by April 30. He indicated CVWMA requested recycling information from 46 processors, which were due back on March 1. About 30 have responded and staff is in the process of following up with those that have not responded. The complete 2013 Recycling Rate Report will be presented at the April board meeting and submitted to the DEQ by their April 30th deadline.

Program Statistics

Mr. Nolan referred the Board to the Program Statistics placed at each seat. He indicated that most of the volumes are down as well, mainly because of the weather. Multiple e-cycling and household hazardous waste events are being held in member jurisdictions in March and April. All of the events and information are listed on the CVWMA website.

Item No. 10: Technical Advisory Committee (TAC) Report

Mr. Nolan reported that the TAC met on Thursday, March 6. He reported that Safety Kleen made a presentation to the group regarding a new approach to collecting and handling household hazardous waste at events. He reminded the Board that a Request for Proposals has been posted for collection of HHW at events. The CVWMA currently uses PSC for events, however they can only hold one event on a given day. Often, multiple jurisdictions would like to hold an event on the same day. This procurement will allow for multiple vendors as needed. The proposals are due back in April. Safety

Kleen also discussed a new way of handling the events by having residents sign up on a website and list the materials they have for disposal and then schedule an event with a better idea of what type of material to expect and the cost.

Mr. Nolan continued informing the Board that an RFP was issued the previous week for Front End Collection of MSW. Proposals are due back March 31. The next TAC meeting will be April 3 at which time the Committee will be discussing the 5 year update of the Central Virginia Solid Waste Management Plan (SWMP).

Item No. 11: Solid Waste Management Plan – 5 year update

Mr. Nolan reminded the Board that the 5 year update to the SWMP is due to the DEQ by August 10, 2014. The TAC will be discussing in great detail at the next meeting on April 3. He updated the Board on a conference call he had with DEQ regarding the update. The update should be for a rolling 20 year period from July 2014, so this Plan update will be for the period 2014 through 2034. Solid Waste Planning Units will need to update census data and generation rates. He also reported that DEQ mentioned that there is a lot of latitude in what can be included in the Plan, but whatever is put in the Plan needs to be followed. He also mentioned there was some clarification of what a minor amendment should be. In addition, he will be sending out a survey to member jurisdictions asking for their input on their individual needs and expectations in the next 20 year planning period.

Mr. W. Hazzard (M-Hanover) reiterated the challenge of putting a plan in place for 20 years when the rules continually change. Mr. C. Dane (A-Chesterfield) commented that this locality survey will be very important. Capacity plans need to be made based on current assumptions and current zoning. Plans can change along the way, but it's much easier if locality plans are identified up front, to the extent possible. Enough latitude needs to be included so that if conditions change the Plan can be amended.

Chairman Chidsey commented that every 5 years, we will go through another update. At that time, changes can be incorporated and the plan can be revised. Mr. Hazzard commented that since it is a rolling 20 year plan, we are almost just planning for the next 5 years. Mr. Dane commented that as technology changes, we may see a drastic change in the way waste is handled. Chairman Chidsey pointed out that as an example, there has been a significant shift in the handling and recycling of construction/demolition/debris material that didn't exist when first developing this Plan.

Chairman Chidsey pointed out that the survey letters will be addressed to the Chief Administrative Officer of each jurisdiction and it will be important to gain input from the administration and elected officials regarding the plan. He encouraged everyone who was interested to come to the April 3 TAC meeting to discuss further.

Item No. 12: Public Information

Mrs. Drumheller, CVWMA Public Information Coordinator reminded the Board that Ms. Janelle Waldron, is our new Recycling Outreach Educator and Public Information Assistant. As Mrs. Hyness mentioned, she has already hit the ground running with doing programs in member jurisdictions. She has already met with Hallie Boisseau (Henrico) and Pam Cooper (Chesterfield) to go over resources and to network. Ms. Waldron will be helping at a big community event that Darlene Mallory (Richmond) is spearheading with District 8 Councilwoman Reva Trammel on Sat., March 29. She thanked Mr. L. Sloppy (M-Ashland) for his assistance with two Ashland schools and one scout troop. In addition, Chairman Chidsey (M-Hanover) and Mr. J. Clary (A-Henrico) will be giving Ms. Waldron a tour of their operations in the near future.

Promotion and Outreach

Mrs. Drumheller referred to a slide where Ms. Waldron had taken a “selfie” at a program for employees at Maymont Nature Center on March 11. This type of messaging is popular among young people and has been posted to CVWMA social media sites and has been well received. Chairman Chidsey asked the definition of a “selfie” to which Mrs. Drumheller responded it is a picture taken of oneself to be posted on social media. In addition, Maymont staff is currently trying to teach a skunk to push recycling items as well as a mini green recycling bin. This will be a great educational opportunity to promote recycling in a truly unique manner to the public!

Chesterfield Curbside Insert

Mrs. Drumheller continued and reported that Chesterfield County has implemented its third insert in their utility billing system promoting the 96 gallon recycling cart. The billing cycle will run March 6-April 24 and so far of the 121 carts purchased, 88 have been purchased by Chesterfield residents. She thanked Mr. R. Key (M-Chesterfield) for this opportunity. Mr. J. Clary (A-Henrico) is looking into the possibility of doing a similar insert in Henrico County.

City of Richmond

Mrs. Drumheller reported that the City of Richmond’s Department of Public Utilities has launched an excellent public education campaign “Wanna Hear a Dirty Word?” on local TV networks highlighting the importance of proper disposal of household hazardous waste, motor oil, pesticides and herbicides instead of disposing these items directly into the storm drain and ultimately the James River. The Richmond DPU is working closely with Darlene Mallory, City of Richmond Department of Public Works and the Richmond Clean City Commission on letting city residents know how they can dispose of these items properly at the East Richmond Road Public Use area.

In addition, Mrs. Drumheller mentioned that she has been working with Darlene Mallory and Reva M. Trammel, City of Richmond, District 8 Councilwoman, on a community event slated for Saturday, March 29 from 9-12. This event will focus on the Oakgrove-Bellmeade community and offer residents litter cleanups, storm drain cleanups and stenciling, document shredding, curbside recycling and a recycling survey. This community has a low curbside recycling participation rate and hope this community wide event will encourage more recycling. CVWMA staff will be part of this event along with TFC and she thanked TFC Recycling for all that it is contributing to the success of this upcoming event.

County of Henrico

Continuing, Mrs. Drumheller reported and thanked Mrs. Pat O’Bannon, Chair, Henrico County Board of Supervisors, for her personal request to Keep Henrico Beautiful staff that the CVWMA ***Journey through the MRF*** educational video be posted to the Henrico County website. This is a great way to provide education to the public at no cost. Staff hopes that other curbside recycling participating jurisdictions will add the link to this video on the Keep Henrico Beautiful website.

In addition, she mentioned that she had been contacted by Steven Boyd, Henrico County Public Relations and Media Services, regarding a new curbside and drop-off recycling segment he is creating. Mr. J. Clary (A-Henrico) will be the lead person for this media opportunity. Staff thanks TFC Recycling for providing the opportunity for media staff to obtain important video footage at the Chester MRF and route collection for this upcoming educational segment.

CVWMA Website

Lastly, Mrs. Drumheller reiterated that there are a lot of events taking place around the region this spring, in addition to annual earth Day events. CVWMA staff has posted all of the locality specialty

collection events on the CVWMA website and event calendar. The public continues to use the CVWMA website for monthly information. Visits over 15,000 for the month and 256 people signed up for the Curbside Email Reminder.

Mr. R. Whiteman (M-Henrico) asked if CVWMA is involved in recycling activities at the NASCAR race, to which Mrs. Drumheller responded no. It is believed that there is recycling at the race and it's done by a non-profit groups as a fundraiser.

Item No. 13: Financial Reports for February 2014

Mr. René, CVWMA Finance and Administrative Officer, directed the Board's attention to pages 20-27 of the agenda package, which displays the financial reports for February 2014. Mr. René reported that the financial reports reflect the results of operations in the General Operating Fund, Curbside, Drop-off, MSW, and Other Special Project Funds. The CVWMA has a combined net income of about \$188,000 year to date for administration, operations, and public information for the remainder of the fiscal year. Mr. René noted that the financial reports are consistent with previous months and that CVWMA is on target with both budget and previous years to break even.

A motion was made by Mr. M. Kukoski (M-Richmond), seconded by Mr. W. Hazzard (M-Hanover) and carried that the Financial Reports for February 2014 be approved, accepted, and filed as submitted.

Item No. 14: Administrative

Mrs. Hynes reported that the CVWMA's banking contract with BB&T expires June 30, 2014 with no renewals. Therefore, staff has issued an RFP and will enlist the Audit Committee's assistance in the selection process.

She mentioned that she has made some presentations recently. She visited Hopewell City Council to brief the Council on the new curbside recycling program coming in July and the new trash changes. In addition, she presented to the Chesterfield Planning Commission regarding the history of CVWMA and solid waste planning. She indicated plans to present a one year update to Petersburg City Council regarding their trash and recycling programs.

Mrs. Hynes mentioned a potential opportunity with the Southeast Recycling Development Council (SERDC) to increase recycling in Richmond. SERDC works with 11 states in the southeast on promoting and enhancing recycling. They are working with several large companies interested in investing in municipal recycling programs to increase recovery rates of the various commodities. They will be selecting a handful of cities and CVWMA has completed a survey and had some initial discussions regarding Richmond in particular.

Mrs. Hynes also mentioned staff changes. Three people retired last year. The Part-time Public Information Assistant resigned and CVWMA is fortunate to have Ms. Waldron, whom was introduced earlier. In addition, recently Mrs. V. Pegues-Johnson resigned her position as Administrative Assistant/Customer Service Representative. Since then, Mrs. Hynes extended an offer to Ms. Angela Burley as full-time Customer Service Representative and she accepted. Ms. Burley has been with CVWMA on a part time basis for a few years and is a natural fit for the position. CVWMA is seeking a part-time Administrative Assistant and the job has been posted.

Lastly, Mrs. Hynes mentioned upcoming meetings. She reiterated the importance of the April 3 TAC meeting in discussing the solid waste plan. She also reminded the Board that the April Board meeting has been changed to April 11 in Petersburg.

Old/New Business

Chairman Chidsey again thanked Mr. Benedetto and Mr. Phillips of TFC Recycling for joining the meeting and indicated he and the Board look forward to continuing to work with TFC on this contract.

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 9:52 a.m. The motion was made by Mr. M. Kukoski (M-Richmond), seconded by Ms. L. Agostini (M-Richmond) and carried that the March 21, 2014 Board of Directors' meeting be adjourned.



CERTIFICATE

I, Stephen E. Chidsey, Chairman of the CVWMA certify that the foregoing minutes is a true and correct copy of the minutes of the March 21, 2014, 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., April 11, 2014. Given under my hand and seal of the CVWMA this 11th day of April 2014.

Stephen E. Chidsey, Chairman

TREASURER'S REPORT

Financial Reports for March 2014

The financial activity is consistent with previous months and the Authority continues to remain within total budget in all funds as of March 31, 2014. The CVWMA has a combined net income of about \$153,000 year to date.

In addition, the CVWMA has issued a Request for Proposal for banking services and responses are due back April 11. The contract with BB&T will expire June 30, 2014 with no renewals.

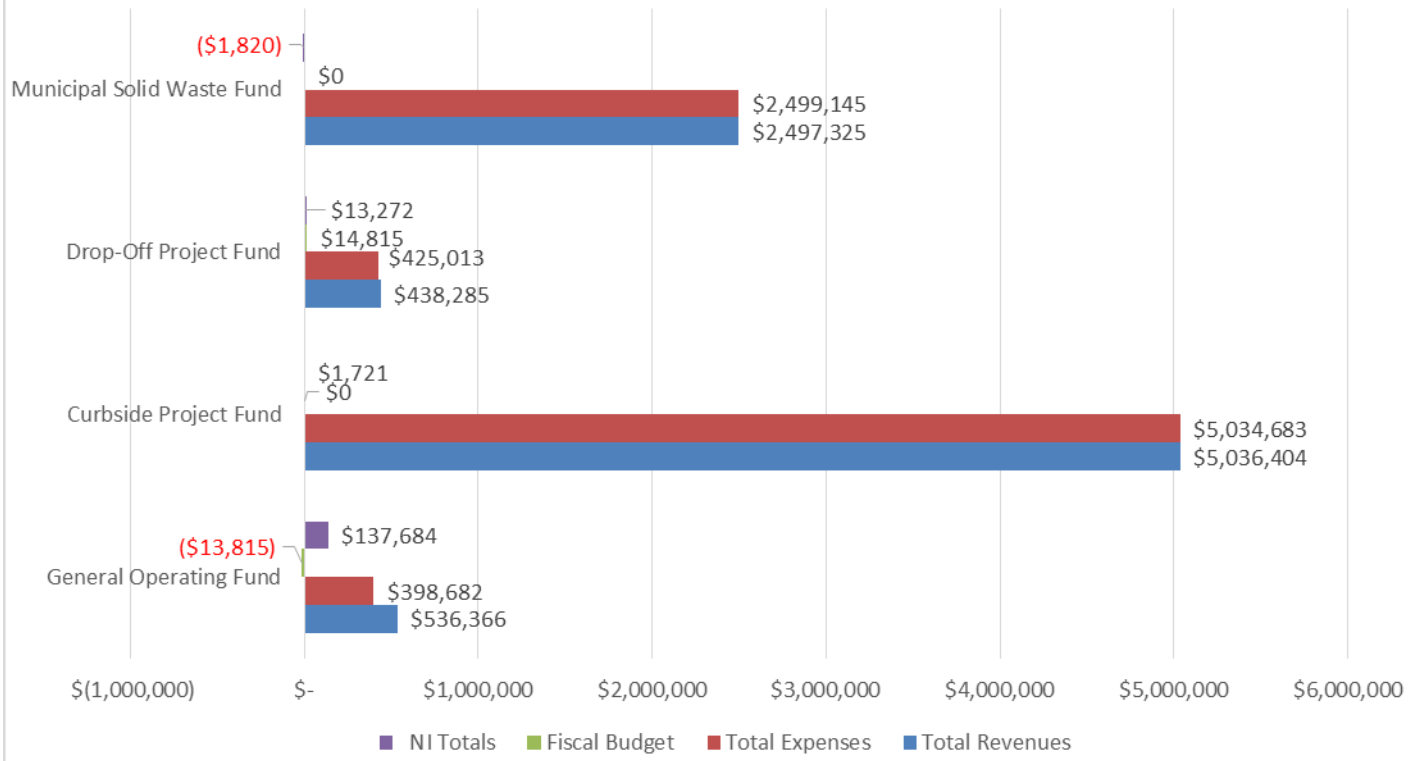
Recommended Action: Approval of the March 2014 Treasurer's Report

Attachments

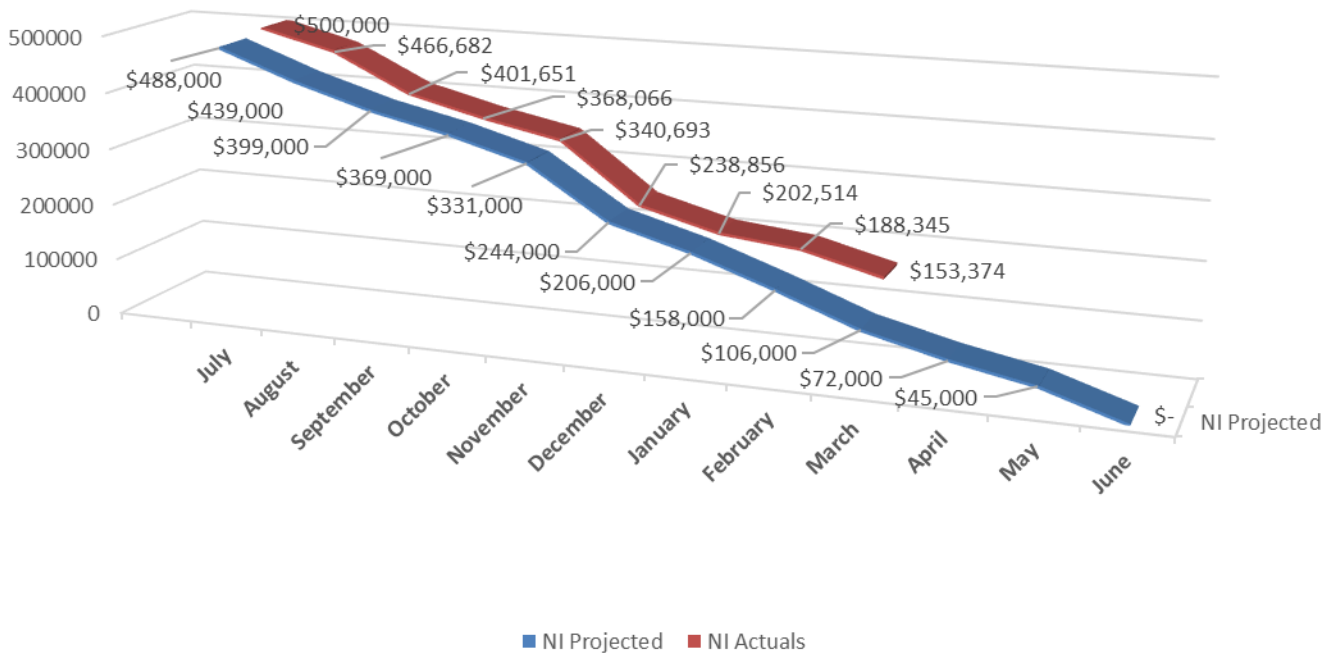
Central Virginia Waste Management Authority
Summary Statement of Actual Revenues and Expenses By Fund
July 2013 – March 2014

Summary - All Funds				
	Total	Total	Fiscal	
	<u>Revenues</u>	<u>Expenses</u>	<u>Budget</u>	<u>NI Totals</u>
General Operating Fund	\$ 536,366	398,682	\$ (13,815)	\$ 137,684
Curbside Project Fund	5,036,404	5,034,683	-	\$ 1,721
Drop-Off Project Fund	438,285	425,013	14,815	\$ 13,272
Municipal Solid Waste Fund	2,497,325	2,499,145	-	(1,820)
CFC/HCFC	12,150	12,155	-	(5)
Special Waste Collections	162,030	161,410	(1,000)	620
Waste Tire Fund	43,992	44,003	-	(11)
Appliance and Scrap Metal Hauling	84,941	82,205	-	2,736
Yard Waste Projects	371,395	371,571	-	(176)
Waste Transfer & Disposal	836,206	836,853	-	(647)
Totals	<u>\$ 10,019,096</u>	<u>\$ 9,865,721</u>	<u>\$ -</u>	<u>\$ 153,374</u>
Capital Outlay:	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u>	<u>Variance</u>
Computer equipment	\$ -	\$ -	\$ 5,000	\$ 5,000
Office equipment	-	-	-	\$ -
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>

Revenue Against Expenses 2013-2014 Major Fund



NI Projected Vs. Actual 2013-2014



Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2013 – March 2014

General Operating Fund					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Annual Gov't Assessments	\$ -	\$ 533,205	\$ 533,205	\$ -	0.0%
Miscellaneous/Other	-	-	-	-	0.0%
Interest on Investments	3,152	3,161	2,500	661	26.4%
Sponsorships and Grants	-	-	-	-	0.0%
Total Revenues	<u>3,152</u>	<u>536,366</u>	<u>535,705</u>	<u>661</u>	<u>0.1%</u>
Expenses:					
Personnel services	28,442	268,220	359,410	91,190	25.4%
Fringe benefits	5,898	64,464	89,675	25,211	28.1%
Professional services	518	19,609	30,050	10,441	34.7%
Repairs and maintenance	75	1,223	2,760	1,537	55.7%
Advertising and promotions	64	1,227	1,250	23	1.8%
Materials and supplies	203	4,934	5,250	316	6.0%
Other services and charges	638	9,364	15,695	6,331	40.3%
Leases	3,185	27,800	41,430	13,630	32.9%
Depreciation	183	1,841	4,000	2,159	54.0%
Total Expenses	<u>39,206</u>	<u>398,682</u>	<u>549,520</u>	<u>150,838</u>	<u>27.4%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (36,054)</u>	<u>\$ 137,684</u>	<u>\$ (13,815)</u>	<u>\$ 151,499</u>	
Capital Outlay:					
	Month to Date	Year to Date	Budget	Variance	
Computer equipment	\$ -	\$ -	\$ 5,000	\$ 5,000	
Office equipment	-	-	-	\$ -	
Vehicular equipment	-	-	-	\$ -	
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>100.0%</u>

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2013 – March 2014**

Curbside Project Fund					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Project Service Fees	512,912	4,618,360	5,875,000	\$ 1,256,640	21.4%
Public Relations Assessment	16,761	151,611	195,840	\$ 44,229	22.6%
Customer Service Assessment	17,559	159,007	205,000	\$ 45,993	22.4%
96-gal Cart Revenue	18,586	97,426	81,840	\$ (15,586)	-19.0%
Contract Admin Costs	-	-	-	\$ -	0.0%
Sponsorships and Grants	-	10,000	10,000	\$ -	0.0%
Interest on Investments	-	-	1,630	\$ 1,630	100.0%
Total Revenues	<u>565,818</u>	<u>5,036,404</u>	<u>6,369,310</u>	<u>1,332,906</u>	<u>20.9%</u>
Expenses:					
Personnel services	13,849	115,361	165,145	49,784	30.1%
Fringe benefits	4,774	44,413	49,720	5,307	10.7%
Professional services	842	22,270	30,995	8,725	28.1%
Repairs and maintenance	184	3,987	2,940	(1,047)	-35.6%
Advertising and promotions	7,507	62,384	66,750	4,366	6.5%
Materials and supplies	266	3,672	4,310	638	14.8%
Other services and charges	1,316	52,645	67,165	14,520	21.6%
Leases	2,212	19,680	26,685	7,005	26.3%
Depreciation	160	2,050	2,600	550	21.2%
Contractual services	513,568	4,618,360	5,875,000	1,256,640	21.4%
96-gal Cart Expense	<u>18,683</u>	<u>89,861</u>	<u>78,000</u>	<u>(11,861)</u>	<u>-15.2%</u>
Total Expenses	<u>563,361</u>	<u>5,034,683</u>	<u>6,369,310</u>	<u>1,334,627</u>	<u>21.0%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 2,457</u>	<u>\$ 1,721</u>	<u>\$ -</u>	<u>\$ (1,721)</u>	
Capital Outlay:					
	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>	
Computer equipment	\$ -	\$ -	\$ -	\$ -	
Office equipment	-	-	-	\$ -	
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2013 – March 2014**

Drop Off Project Fund					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Project Service Fees	\$ 39,265	\$ 358,755	\$ 580,000	\$ 221,245	38.1%
Materials Sales Rebate	8,204	79,530	100,000	\$ 20,470	20.5%
Interest on Investments	-	-	-	-	0.0%
Total Revenues	<u>47,469</u>	<u>438,285</u>	<u>680,000</u>	<u>241,715</u>	<u>35.5%</u>
Expenses:					
Personnel services	480	4,224	5,705	1,481	26.0%
Fringe benefits	140	1,279	1,680	401	23.9%
Professional services	2	2,017	435	(1,582)	-363.7%
Repairs and maintenance	4	164	60	(104)	-173.3%
Advertising and promotions	-	163	1,000	837	83.7%
Materials and supplies	40	468	40	(428)	-1070.0%
Other services and charges	35	352	370	18	4.9%
Leases	54	477	895	418	46.7%
Contractual services	39,507	360,033	580,000	219,967	37.9%
Materials sales rebate	<u>5,625</u>	<u>55,836</u>	<u>75,000</u>	<u>19,164</u>	<u>25.6%</u>
Total Expenses	<u>56,226</u>	<u>425,013</u>	<u>665,185</u>	<u>240,172</u>	<u>36.1%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (8,757)</u>	<u>\$ 13,272</u>	<u>\$ 14,815</u>	<u>\$ 1,543</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2013 – March 2014

Municipal Solid Waste Fund					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Project Service Fees	\$ 272,313	\$ 2,476,110	\$ 3,784,500	\$ 1,308,390	34.6%
Customer Service Assessment	2,365	21,216	29,000	\$ 7,784	26.8%
Contract Admin Costs	-	-	-	\$ -	0.0%
Interest on Investments	-	-	1,860	\$ 1,860	100.0%
Total Revenues	<u>274,678</u>	<u>2,497,326</u>	<u>3,815,360</u>	<u>1,318,034</u>	<u>34.5%</u>
Expenses:					
Personnel services	1,322	11,319	14,855	3,536	23.8%
Fringe benefits	465	4,417	4,845	428	8.8%
Professional services	73	2,689	3,720	1,031	27.7%
Repairs and maintenance	16	226	760	534	70.3%
Advertising and promotions	-	-	750	750	99.0%
Materials and supplies	2	411	1,150	739	64.3%
Other services and charges	154	1,529	1,560	31	2.0%
Leases	270	2,211	2,690	479	17.8%
Depreciation	-	363	530	167	31.5%
Contractual Services	<u>272,313</u>	<u>2,475,981</u>	<u>3,784,500</u>	<u>1,308,519</u>	<u>34.6%</u>
Total Expenses	<u>274,869</u>	<u>2,499,146</u>	<u>3,815,360</u>	<u>1,316,214</u>	<u>34.5%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (191)</u>	<u>\$ (1,820)</u>	<u>\$ -</u>	<u>\$ 1,820</u>	
Capital Outlay:					
	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>	
Computer equipment	\$ -	\$ -	\$ -	\$ -	
Office equipment	\$ -	\$ -	\$ -	\$ -	
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2013 – March 2014

Other Special Projects					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Project Service Fees	\$ 95,118	\$ 1,340,038	\$ 2,355,000	\$ 1,014,962	43.1%
Materials Sales Rebate	14,004	170,677	375,000	\$ 204,323	54.5%
Interest on Investments	-	-	-	\$ -	0.0%
Total Revenues	<u>109,122</u>	<u>1,510,715</u>	<u>2,730,000</u>	<u>1,219,285</u>	<u>44.7%</u>
Expenses:					
Personnel services	-	39	-	(39)	98.0%
Fringe benefits	-	3	-	(3)	98.0%
Professional services	-	-	-	-	100.0%
Repairs and maintenance	-	-	-	-	100.0%
Advertising and Promotions	-	88	1,000	1,000	0.0%
Materials and supplies	-	196	-	(196)	59.0%
Other services and charges	64	640	-	(640)	84.0%
Contractual services	94,778	1,340,070	2,355,000	1,014,930	90.0%
Materials sales rebate	<u>14,145</u>	<u>167,162</u>	<u>375,000</u>	<u>207,838</u>	<u>55.4%</u>
Total Expenses	<u>108,987</u>	<u>1,508,198</u>	<u>2,731,000</u>	<u>1,222,890</u>	<u>44.8%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 135</u>	<u>\$ 2,517</u>	<u>\$ (1,000)</u>	<u>\$ (3,605)</u>	