



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS' MEETING AGENDA
FRIDAY, AUGUST 19, 2016
2104 W. LABURNUM AVENUE
RICHMOND, 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 the Regular Meeting of June 17, 2016	3-12
3. Installation of Officers	
4. Chairman's Report	

STAFF AGENDA

ITEM NO.	
5. 2016 Education and Outreach and Program Statistics Presentation	
6. Residential Recycling	
7. Municipal Solid Waste (MSW) Program	
8. Operations and Program Statistics	
9. Technical Advisory Committee Report	
10. Public Information	
11. Financial Reports for July 2016	13-19
12. Administrative	



OLD/NEW BUSINESS

ADJOURNMENT

Upcoming Meetings:

Technical Advisory Committee (TAC) - Thursday, September 1, 2016 – 9:00am

Executive Committee - Tuesday, September 6, 2016 – 2:00pm

Board of Directors (Petersburg) - Friday, September 16, 2016 – 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 JUNE 17, 2016

The minutes of the regular Board of Directors meeting held June 17, 2016 are presented for your consideration and approval.

Recommended Action: Approval of minutes.

Attachments

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
JUNE 17, 2016
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

Robert C. Key (M-Chesterfield), Chair
Mark Kukoski (M-Richmond), Treasurer
J. Allen Lane (M-Henrico), Secretary
Marcia R. Phillips (M-Chesterfield)
Jeffrey T. Howard (A-Chesterfield)
William E. Henley (A-Colonial Heights)
Dwayne Jones (A-Goochland)
Scott A. Wyatt (M-Hanover)
Randy Hardman (A-Hanover)
Marcia E. Kelley (M-Henrico)
James H. Burrell (A-New Kent)
Daniel L. Harrison (M-Petersburg)
Johnny Melis (A-Powhatan)

Non-Voting:

Michael Flagg (A-Hanover)

Staff:

Kimberly A. Hynes, Executive Director
Terry Eckhout, Accounting and Financial Manager
Nancy W. Drumheller, Public Affairs Manager
Reginald D. Thompson, Operations Technician
Erica Long, Administrative Assistant
Stephanie Breaker, Customer Service Supervisor

MEMBERS/ALTERNATES NOT PRESENT

Bill Hamby, Jr. (M-Prince George), Vice-Chair
David Lloyd (M-Goochland), Director
Stephen Chidsey, (M-Hanover), Past Chair
Lee Sloppy (M-Ashland)
Jennifer Schontag (A-Ashland)
Zach Trogdon (M-Charles City)
Rachel Chieppa (A-Charles City)
Robert L. Dunn (M-Chesterfield)
Sheryl D. Bailey (A-Chesterfield)
Clay Bowles (A-Chesterfield)
Thomas Mattis (M-Colonial Heights)
Robert C. Whiteman (M-Henrico)
Jon Clary (A-Henrico)
William I. Mawyer, Jr. (A-Henrico)
Arthur D. Petrini (A-Henrico)
Edward Watson (M-Hopewell)
Monique Robertson (A-Hopewell)
Patricia A. Paige (M-New Kent)
William Riggelman (A-Petersburg)
Elliot Danburg (M-Powhatan)
Rod M. Compton (A-Prince George)
Dr. Emmanuel Adediran (M-Richmond)
Johnnie Allen (A-Richmond)

Guests:

With a quorum in attendance Chairman Robert C. Key (M-Chesterfield) called the meeting to order at 9:04 a.m.

CHAIRMAN’S AGENDA

Item No. 1: Public Comment Period

Chairman Key opened the floor for public comment. Without any requests to address the Board, the Chairman closed the public comment period.

Item No. 2: Minutes of the Regular Meeting of May 20, 2016

Chairman Key opened the floor for a motion to accept the minutes of the regular meeting of May 20, 2016 as submitted. A motion was made by Mr. M. Kukoski (M-Richmond), seconded by Mrs. M. Phillips (M-Chesterfield) and carried that the minutes of the May 20, 2016 Central Virginia Waste Management Authority (CVWMA) Board of Directors Meeting be approved as submitted.

Item No. 3: Chairman’s Report

Item No. 4: Nominating Committee Report

Election of Officers for Fiscal Year 2016-2017

Mrs. Kim Hynes, CVWMA Executive Director, presented the slate of officers for the ensuing fiscal year as recommended by the Nominating Committee in May. The recommended slate is as follows:

Chair Mr. J. Allen Lane (M-Henrico)
Vice-Chair Mrs. Marcia Phillips (M-Chesterfield)
TreasurerMr. Mark Kukoski (M-Richmond)
SecretaryMr. David Lloyd (M-Goochland)
Director Mr. Ed Watson (M-Hopewell)

With no further nominations from the floor, a motion was made by Mr. J. Burrell (A-New Kent) seconded by Mrs. M. Kelley (M-Henrico), and carried to close the nominations. A motion was made by Mrs. M. Kelley (M-Henrico), seconded by Mr. J. Burrell (A-New Kent) and carried to approve the slate as presented.

Item No. 5: Audit Committee Report

Mrs. K. Hynes reported to the Board that the Audit Committee met with representatives of Brown & Edwards, CVWMA’s audit firm on May 23, 2016 to plan for the upcoming audit of the CVWMA’s financial statements. She added that the auditors discussed their approach, testing and timeline for the 2016 audit as well as new rules and risks that could impact the financial statements and audit. Mrs. K. Hynes stated that the audit fieldwork is scheduled to begin August 1, 2016, and once fieldwork is complete the auditors will meet with Staff and the Audit Committee to present any findings and discuss the overall audit and Comprehensive Annual Financial Report (CAFR). She mentioned that the 2016 CAFR will be presented to the Board at the September meeting for

consideration and approval before submitting to the Virginia Auditor of Public Accounts by the deadline of September 30.

In addition, Staff shared the disbursements with the Audit Committee for the period July 1, 2015 through March 31, 2016, discussed the schedule for procuring audit services and made the committee aware of past due payments owed to CVWMA.

Item No. 6: Consideration of Resolution 16-17: Adopting the Central Virginia Waste Management Authority Strategic Plan

Mrs. K. Hynes, reported revisions made on the mission statement, which changed the word “fosters” to “fostering.” She mentioned adding committee or group responsibilities for each of the goals. Goal 1, Protection of Environmental Resources as well as Goal 2, Customer Focus will be the Technical Advisory Committee; Goal 3, Educational Resources will be the Curbside Education Advisory Committee; and Goal 4, Financial Stewardship Through A Well Run Organization will be the Audit Committee.

Chairman Key stated that he felt great about the Strategic Plan and the process, with the Staff and Board member’s participation, staying engaged throughout the entire process. He added that it speaks volume to the commitment by the Board and Staff and he is excited to begin implementing.

Mrs. K. Hynes also mentioned that Staff will update the Board quarterly on the progress of the initiatives starting at the October Board meeting.

A motion was made by Mrs. M. Phillips (M-Chesterfield), seconded by Mr. M. Kukoski (M-Richmond), and carried that **Resolution 16-17** be approved as submitted.

STAFF AGENDA

Item No. 7: Residential Recycling Program

Mrs. K. Hynes, reported that year to date, 35,400 tons have been collected and is projected to reach about 39,000 tons by the end of the fiscal year. She added that 3,225 tons were collected in May, a very strong month. Mrs. K. Hynes reported that Chesterfield’s volume was flat, with one extra collection day compared to last year; Henrico and Goochland had one less collection day; and Richmond with an extra collection day ended the month with 440 additional tons compared to the same month last year.

Mr. J. Howard (A-Chesterfield) asked if the tonnage numbers were only from TFC Recycling. Mrs. K. Hynes replied affirmatively. Mr. J Howard (A-Chesterfield) stated that Chesterfield County received 105 tons from County Waste to be counted for the month of May, and will continue to provide such tonnage numbers to CVWMA accordingly.

Mrs. K. Hynes reported that Chesterfield County issued a letter to County Waste informing them of their subscription services, reminding them of the program policy and procedures in Chesterfield County. She added that TFC questioned CVWMA about the contract and the interference by another vendor and Staff has responded to them as well.

Mrs. K. Hynes mentioned to the Board that the Authority is adding about 200 homes in Hanover County to the curbside recycling program, and is excited about getting them started on July 1st.

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

Mr. Reginald Thompson, CVWMA Operations Technician, reported that May was a good month for County Waste with only 10 misses in the Town of Ashland, and 20 misses in Chesterfield County for the tax relief program which is the best month so far since the program started in August 2015. He mentioned 36 recorded misses in Colonial Heights, 67 in Hopewell, and 76 in Petersburg. Mr. Thompson stated that although the misses are average for the month, CFS continues to have issues with leaks and finishing routes on time in Hopewell.

Mrs. K. Hynes added that CVWMA issued CFS a letter of non-compliance in Colonial Heights due to spills and leaks, as well as continuously running behind routes. She stated that there will be another notice of non-compliance for the City of Hopewell. Mrs. K. Hynes mentioned that they have been running late at night, as well as continuing over to the following day. She stated that this has been habitual, causing issues with the city and residents as well.

Mrs. K. Hynes mentioned that CVWMA will be going out for procurement for the Colonial Heights trash collection contract, which ends June 30, 2017. She added that the Authority will add stronger language about leaks, spills, clean-up procedures, and financial assessments related to those as well.

Item No. 9: Consideration of Resolution 16-18: Amending the e-Waste Recycling Contract

Mrs. K. Hynes reported to the Board that the current Contract pricing provided by E-Waste Technologies was predicated on the use of a large national recycling firm that accepted CRT TVs and monitors for recycling. She added that this firm recently filed for Chapter 7 bankruptcy protection and is no longer in business. This firm was vetted originally by the CVWMA and e-Waste Technologies before using them at the start of this Contract. Mrs. K. Hynes stated that no signs of financial problems or management issues existed at that time, and they also had all the appropriate recycling certifications including R2 certification.

Mrs. K. Hynes stated that E-waste Technologies has searched the market place for other vendors to handle the CRTs at the same price and has not been to find one; therefore, petitioned CVWMA for an increase in cost allowed under the contract. She mentioned that an increase in the price is justified to the satisfaction of the Technical Advisory Committee (TAC) with the condition of an annual review by the CVWMA. In addition, the current service levels by E-Waste Technologies at Collection Events and Pick-up Locations have been rated as exceeding expectations by all of the Participating Member Jurisdictions and CVWMA.

Mrs. K. Hynes mentioned that this request is primarily to cover the additional cost to deliver and process CRT TVs and Monitors at a different firm. She added that this will change the price per pound for CRT TVs and Monitors at Pick-up Locations and increase the cost to residents to drop large CRT TVs and monitors at Collection Events. She stated that this also included in this request will be the addition of a cost for hard drive shredding at Collection Events, a service now available by the contractor and the removal of the credit for computers at Collection Events clarifying the original contract terms.

Mrs. K. Hynes reported the pricing changes are as follows: (1) Increase in the price per pound from \$0.34 per pound to \$0.56 per pound; (2) the price to the resident for CRT TVs or Monitors over 27 inches is increased to \$20.00 per unit at Collection Events. Smaller units stay at the \$10 per unit; (3) Hard drive shredding will cost \$300 per event per day with a \$5.00 charge to the resident for each hard drive. This price was agreed to last year but not included in the Contract at that time; and

(4) Removal of the \$2.00 per computer credit at Collection events only. This was never intended or proposed by the vendor and helps keep the price to run the Collection Events low. She added that Best Buy has recently increased their cost to recycle TVs to \$25.00 per unit.

Mrs. K. Hynes stated that the Authority has agreed to do an assessment of the market, and research on the companies that are processing the material, and what their costs are. She mentioned that it is a short contract, 3-years, which will end in 2018.

Mrs. M. Kelley (M-Henrico) asked if the addendum is for the pricing changes or for the new company? Mrs. K. Hynes responded that the addendum is for the new pricing changes, and asked that E-waste provide the name of the company receiving the materials. Chairman Key asked if the Authority requires the company to have an R2 certification, and if that will change the contract? Mrs. K. Hynes stated that an R2 certification is not a requirement under the contract, but is a business model that the Authority feels is important.

Mrs. M. Kelley (M-Henrico) asked if there will be a check on the company that E-Waste selects, to ensure that no wrong doing is done with the materials. Mrs. K. Hynes stated that the Authority will use Chesterfield County to help vet the company and review the financials. Mr. J. Howard (A-Chesterfield) stated that Chesterfield County will use their consultants to look at the process and financials of the downstream vendors.

Mr. M. Kukoski (M-Richmond) asked if there are statistics on the trending of the last years in regards to the electronics tonnage collected, and are they expected to be reduced going forward? Mrs. K. Hynes stated that at some point the tonnage should be reduced, particularly of the old CRT monitors and TVs; however, the program has been in place for 14 years and there are still large televisions out there. Mr. J. Howard (A-Chesterfield) stated that the county will look over tonnage numbers considering the significant volume being received in Chesterfield.

A motion was made by Mr. M. Kukoski (M-Richmond), seconded by Mrs. M. Phillips (M-Chesterfield), and carried that **Resolution 16-18** be approved as submitted.

Item No. 9a: Consideration of Resolution 16-19: Amending the Contract for Drop-Off Recycling Hauling and Front Load Recycling Collection and Processing

Mrs. K. Hynes reported that the Contract between CVWMA and Container First Services (CFS) for Drop-Off Recycling Hauling and Front End Load Recycling Collection and Processing became effective July 1, 2014 and is a 5-year contract expiring on June 30, 2019. She added that this Contract also has a 5-year renewal option.

Mrs. K. Hynes added that CVWMA has negotiated the inclusion of all #1-#7 plastics and cartons in both the Residential Recycling and Drop-Off Processing programs. She stated that the Contract for hauling the 30-yard recycling roll-off containers and the front end load containers from various sites with CFS needs to be amended to expand the definition of co-mix material to include the addition of the #1through #7 plastics and cartons for recycling and that no other terms of the Contract will be amended. She added that they are gearing up to repaint and decal all of the containers as well. Mrs. K. Hynes mentioned that Staff does not expect the addition of new materials to significantly change their operation under this contract.

A motion was made by Mrs. M. Phillips (M-Chesterfield), seconded by Mr. M. Kukoski (M-Richmond), and carried that **Resolution 16-19** be approved as submitted.

Item No. 10: Operations and Program Statistics

Mrs. K. Hynes reported that CVWMA has contracts for residential recycling in Hopewell and Petersburg with County Waste and Container First Services. Those contracts already have provisions in them to add or alter materials and Staff is getting the documentation for the files. She stated that the program statistics will be posted on the website, as Staff is still waiting for information. She mentioned that the commodity price for steel has gone up to \$155/ton, oil remains flat, OCC pricing is still about \$80/ton; and mixed paper pricing is up a little bit to \$55.00/ton.

Item No. 11: Technical Advisory Committee (TAC) Report

Mrs. K. Hynes reported that the TAC met on May 27th and discussed the e-waste contract, County Waste and Chesterfield County and the new commodities coming on board. She mentioned that at the SWANA conference they met a representative of YUCK Old Paint, who will come to the August 4th meeting to discuss their programs. She also mentioned that on June 3rd CVWMA and Henrico County hosted a half day regional Disaster Relief seminar in Henrico County with 65 people in attendance. She added that the event had a phenomenal turnout with 11 of our member jurisdictions represented. Mrs. K. Hynes stated that Mr. Bryan Fike, DRC, talked about the contracts currently in place, clean-up after in the event of a storm, along with various scenarios in debris management preparedness. She mentioned that the contracts with DRC, Omni Pinnacle, and Tetra Tech are up in May 2017 with no renewals in place.

Mr. W. Henley (A-Colonial Heights) asked if Tetra Tech was still in business? Mrs. K. Hynes stated that they are still in business. They have changed names a couple of times, and one of their representatives, Anna Cabrera was in attendance and spoke at the seminar as well.

Mr. J. Howard (A-Chesterfield) stated that during FEMA events the paperwork is a lot to keep up with, and Tetra Tech has moved to digital and GPS documents, which are date stamped and electronically filed and has worked out a partnership with DRC.

Item No. 12: Public Information

Waste Reduction News

Mrs. Nancy Drumheller, CVWMA Public Affairs Manager, reported the June electronic newsletter included articles on CVWMA's Electronics Recycling Program. She added that Staff wanted to showcase different programs in this electronic publication, as well as Buy Fresh. Buy Local, Surf Your Watershed. Mrs. N. Drumheller mentioned that since storm water and water issues are hot topics right now, and What Have You "Pinned" Lately? Promoting our social media sites. She added that the e-newsletter was distributed to over 1,100 email subscribers. Mrs. N. Drumheller mentioned monthly statistics show that the open click rate of 29 % is still above industry standards of 21.2%, with the top link clicked included: electronics and watershed information.

Promotion and Outreach

Mrs. N. Drumheller reported that Staff responded to 36 requests for the month of May, and of these requests, 28 were for presentations and 6 were for educational materials. In addition, she mentioned that Staff received two requests for an educational booth or R3, as well as worked a CVWMA booth at two events. She stated that CVWMA estimates impacting over 1,780 people and distributing 6,442 educational materials.

Mrs. N. Drumheller stated that Staff is working on mailing “Welcome Letter” packets to the almost 200 new homes being added in Hanover Subdivisions (Ashland Park and Providence) along with additional homes in Rutland starting July 1st and the letter will inform the homeowner of accepted items including the new materials being added July 1, container options, and collection day information. She mentioned that Mrs. P. Paige (M-New Kent) has asked Staff to provide a “Train the Trainer” Workshop for members of the New Kent Clean County Committee as well as partnering with this same committee at an education booth at the New Kent County Fair on Saturday, August 13. In addition, Staff will be part of a Henrico County Teacher Workshop on August 15 and a Chesterfield County Public Schools Professional Development Workshop on August 31. Mrs. N. Drumheller stated that Staff can quantify to the Board that an invitation extended to Mrs. Denise Ritchie, CVWMA Recycling Education and Outreach Specialist, to present two sessions at a Chesterfield County Public School Professional Development Workshop to be held on August 31 as a direct result from Chesterfield County teacher recommendations based on her outreach programs in their classrooms. Mrs. D. Ritchie is to be commended for her programs as she has been trying to get included in a teacher workshop in this locality for years. If any Board member has any knowledge of a similar training for teachers in their specific locality, please let Staff know.

Website Statistics, Social Media, and Curbside Email Reminder

Mrs. N. Drumheller reported the statistical data for month of May showed 12,319 unique visitors visited 21,326 pages, and the top pages viewed after the homepage include: Electronics, Curbside Recycling Collection page, and 5,596 newsfeed views.

In addition, Mrs. N. Drumheller mentioned that Staff added 20 new “pins” (resources) to existing “boards” on the CVWMA Pinterest page during the month of May and created a Litter Prevention Board. She noted the Pinterest analytics report 1,687 monthly viewers for the month of May, Top “pins” “visited include Upcycled-DIY-crafts (580), Waste Factoids (418), Reuse for Plastic (418), and Educational Resources (372). 3,558 impressions for the month.

Mrs. N. Drumheller reported a total of 308 new subscribers signed up for the email reminder in the month of May, with total subscribers now at 25,456 as of May 31, 2016.

Media Story

Mrs. N. Drumheller informed the Board that Amy Lacey, News Anchor, WRIV TV 8 did a feature segment on CVWMA and what the Authority has accomplished since receiving a Richmond History Maker award for Fostering Regional Cooperation in 2009. Mrs. K. Hynes was interviewed at TFC Recycling’s Material Recovery Facility and there was not enough interview time for Mrs. Hynes to enumerate all that has been accomplished since 2009. She added that everyone is to be commended for their programs and the impact these programs made in the region on waste reduction and recycling. The story aired on Wednesday, June 8 during the 5:30 evening news and Staff will provide link to the media story.

Curbside Education Advisory Committee Update

Mrs. N. Drumheller reported that members of the Curbside Education Advisory Committee met on Thursday, May 26, 2016. The agenda items discussed included CVWMA’s Strategic Plan, Richmond Recycling Program Update, Litter Prevention and Storm Water Education Resources and our Communication Plan for adding Additional Plastics #1 through #7 and Cartons to our existing residential recycling and drop-off recycling programs.

Mrs. N. Drumheller mentioned that the slides show the same Communication Plan information that was shared with members of the CVWMA Executive Committee. She explained that these In-

Home, Away-From-Home and Online Communications are samplings of ways that Staff can reach the 1.1 million people in the CVWMA service area with these exciting changes. She mentioned that the additional recyclables are items that the public has been asking to recycle for years now and Staff have looked for ways to get the educational messages out to them.

Mrs. N. Drumheller mentioned that Staff is hosting a Media PR Kickoff Planning Meeting on Tuesday, June 21st at 9:30 am with members of locality Public Affairs/Public Information/Media Relations Staff as well as the Account Representatives with local media and publications such as Chesterfield Observer, Henrico Citizen, Hopewell News, etc. She stated that the information has already been “leaked” out on social media by several localities and the public reaction to the “leaks” has been very positive.

Mrs. N. Drumheller stated Staff has been asked to research and compile a list of Civic Groups in all of the member jurisdictions that would help the Authority to disseminate this information to their members. She added that if anyone is affiliated with such a group, please let her know. In addition, Hanover County Public Works Staff has asked that Staff research costs for the 2017 CVWMA Recycling Collection Schedule 6 x 11 postcard to include a removable decal of accepted items on the other side of the educational piece where the current IML label of accepted/not accepted and mailing information is shown. If anyone has other suggestions that you would like for Staff to research please let Kim or Mrs. N. Drumheller know.

Mrs. N. Drumheller reported how the additional plastics and cartons will impact both the residential recycling and the drop-off recycling programs – two of CVWMA signature programs, how can we educate everyone? This will be a work in progress and Staff has divided the Communication Plan into three initial phases, realizing it will take longer than that. She added that Staff is ready to go as soon as they can get all of the service agreements signed by member localities.

Chairman Key stated that how exciting the initial push is going to be with changing habits. He added that it is going to take a repeated reinforced message over a period of time, and it is going to take education considering not everyone is in tune with recycling. Chairman Key also added that the Communication Plan is going to be needed one to two years from now. Mrs. K. Hynes agreed and stated that the community still has residents that are not knowledgeable on the importance of recycling.

Item No. 13: Financial Reports for May 2016

Mrs. Terry Eckhout, CVWMA Accounting and Financial Manager, reported to the Board that the financial activity is consistent with previous months and the Authority continues to remain within total budget in all funds as of May 31, 2016. She added that CVWMA has a combined Net Income of \$31,424 year to date, and the approved budget transfers from the May meeting have been incorporated in the financial reports.

A motion was made by Mr. M. Kukoski (M-Richmond), seconded by Mrs. M. Phillips (M-Chesterfield), and carried that the Financial Reports for May 2016 be approved as submitted.

Item No. 14: Administrative

Mrs. K. Hynes mentioned that the July Board meeting is canceled, and the Board will meet again on August 19, 2016. She stated that Staff is looking forward to working with the new officers of the Executive Committee and they will meet on July 11th. The TAC will meet on August 4th with a

representative from Yuck Old Paint, and she reminded the Board that there will be cancellation letter sent out for the July meeting.

Old/New Business

Mr. M. Flagg (A-Hanover) reported that Mr. S. Chidsey (M-Hanover) was participating in a workshop related to the Zika virus. He stated that mosquitos can transmit the virus through containers, so the litter and recycling programs could have a big impact. He asked if CVWMA can consider having Public Information work alongside the Health Department to get this important information to the community.

Mr. M. Kukoski (M-Richmond) asked if there is a statement that can be given to Staff. Mr. M. Flagg (A-Hanover) stated that the Health Department Task Force has a lot of information to give out, and will have them contact Mrs. N. Drumheller and Staff to share information to get the word out.

Mrs. K. Hynes asked if the meeting Mr. S. Chidsey (M-Hanover) attended is with the State Health Department. Mr. M. Flagg (A-Hanover) stated that it was a Task Force held by the Health Department, involving the Department of Agriculture to see if the County can administer some of the herbicides. He mentioned that a few years ago the County was involved with an effort to get a special exemption for category 2 pesticides at their facilities, and recommended consideration of treatment with a safe pesticide without a special license.

Mrs. N. Drumheller stated that she is a member of the Middle James Roundtable and experts on storm water, rain barrels, mosquitoes and water issues/health issues from standing waste are on the committee. She mentioned that the next committee is meeting on Tuesday, July 12, 2016 and she will report back on information shared regarding standing water and mosquito education information as well as information from the VA Department of Health.

With no further business to come before the Board, Chairman Key opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 10:05 a.m. The motion was made by Mr. M. Kukoski (M-Richmond), seconded by Mr. J. Burrell (A-New Kent) and carried that the June 17, 2016 Board of Directors' meeting be adjourned.



CERTIFICATE

I, J. Allen Lane, Chairman of the CVWMA, certify that the foregoing minutes are a true and correct copy of the minutes of the June 17, 2016 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., August 19, 2016. Given under my hand and seal of the CVWMA this 19th day of August 2016.

J. Allen Lane, Chairman

FINANCIAL REPORTS FOR JULY 2016

July is the first month of the new fiscal year and financial activity is consistent. The Authority has a combined Net Income of about \$494,100. The annual operating assessment is billed annually at the beginning of the year, therefore you will see net income decrease monthly as operating expenses are incurred.

2016 Annual Audit

CVWMA audit firm Brown and Edwards conducted their fieldwork the week of August 1. Staff is working on completing the 2016 Comprehensive Annual Financial Report (CAFR) and will be discussing the results of the audit and draft CAFR with the Audit Committee on August 26. The CAFR is to be presented at the September Board of Directors meeting for approval.

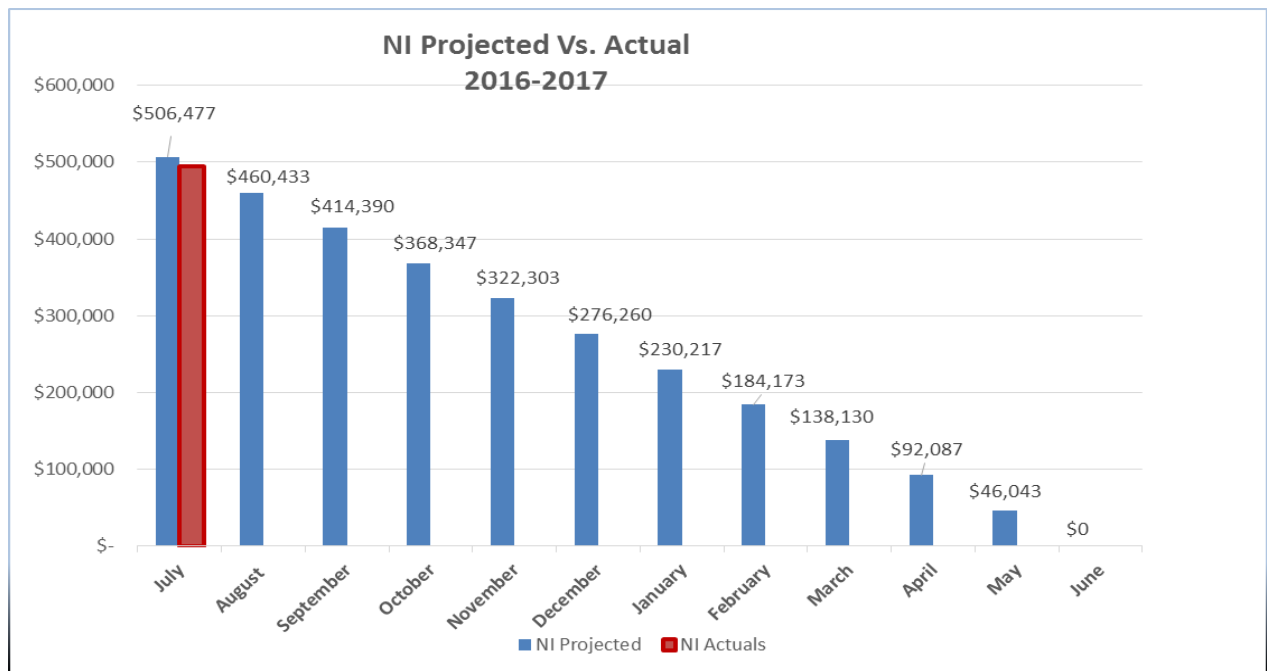
Past Due Payments

The CVWMA will plan to discuss payments owed to the CVWMA that are significantly in arrears.

Recommended Action: Approval of the Financial Reports for July 2016

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses - Summary
July 2016**

Summary - All Funds				
	Total	Total	Fiscal	
	<u>Revenues</u>	<u>Expenses</u>	<u>Budget</u>	<u>NI Totals</u>
General Operating Fund	\$ 552,522	53,212	\$ 18,050	\$ 499,310
Curbside Project Fund	288,562	298,827	-	(10,265)
Drop-Off Project Fund	3,788	(1,402)	(19,050)	5,190
Municipal Solid Waste Fund	232,800	232,936	-	(136)
CFC/HCFC	-	-	-	-
Special Waste Collections	3,440	3,440	1,000	-
Waste Tire Fund	-	-	-	-
Appliance and Scrap Metal Hauling	34,260	34,260	-	-
Yard Waste Projects	8,293	8,293	-	-
Waste Transfer & Disposal	<u>103,824</u>	<u>103,824</u>	<u>-</u>	<u>-</u>
Totals	<u>\$ 1,227,489</u>	<u>\$ 733,390</u>	<u>\$ -</u>	<u>\$ 494,099</u>
	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u>	<u>Variance</u>
Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 35,000</u>	<u>\$ 35,000</u>



Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2016

General Operating Fund					
	Month to Date	Year to Date	Total		% Budget
	Actual	Actual	Budget	Variance	Remaining
Revenues:					
Annual Gov't Assessments	552,522	\$ 552,522	\$ 552,520	\$ 2	0.0%
Miscellaneous/Other	-	-	-	-	0.0%
Interest on Investments	-	-	15,240	(15,240)	-100.0%
Sponsorships and Grants	-	-	-	-	0.0%
Total Revenues	552,522	552,522	567,760	(15,238)	-2.7%
Expenses:					
Personnel services	36,143	36,143	389,290	353,147	90.7%
Fringe benefits	7,473	7,473	82,415	74,942	90.9%
Professional services	1,225	1,225	31,700	30,475	96.1%
Repairs and maintenance	108	108	2,925	2,817	96.3%
Advertising and promotions	64	64	1,250	1,186	94.9%
Materials and supplies	77	77	5,500	5,423	98.6%
Other services and charges	1,131	1,131	21,260	20,129	94.7%
Leases	6,492	6,492	43,970	37,478	85.2%
Depreciation	499	499	7,500	7,001	93.3%
Contingencies & Reserves	-	-	-	-	#DIV/0!
Total Expenses	53,212	53,212	585,810	532,598	90.9%
Transfers In (Out)	-	-	18,050	(18,050)	
Totals	\$ 499,310	\$ 499,310	\$ -	\$ 499,310	
Capital Outlay	\$ -	\$ -	\$ 25,000	\$ -	0.0%

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2016

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	\$ 245,663	\$ 245,663	\$ 6,947,080	\$ 6,701,417	96.5%
Public Relations Assessment	6,338	6,338	214,000	207,662	97.0%
Customer Service Assessment	6,722	6,722	230,000	223,278	97.1%
96-gal Cart Revenue	15,823	15,823	96,480	80,657	83.6%
Sponsorship and Grants	-	-	10,000	10,000	0.0%
Material Sales Rebate	14,016	14,016	700,000	685,984	98.0%
Interest on Investments	-	-	6,820	6,820	100.0%
Total Revenues	<u>288,562</u>	<u>288,562</u>	<u>8,204,380</u>	<u>7,915,818</u>	<u>96.5%</u>
Expenses:					
Personnel services	17,534	17,534	193,645	176,111	90.9%
Fringe benefits	4,978	4,978	55,260	50,282	91.0%
Professional services	1,778	1,778	27,540	25,762	93.5%
Repairs and maintenance	91	91	2,830	2,739	96.8%
Advertising and promotions	6,059	6,059	106,650	100,591	94.3%
Materials and supplies	53	53	3,950	3,897	98.7%
Other services and charges	2,908	2,908	66,635	63,727	95.6%
Leases	4,875	4,875	30,345	25,470	83.9%
Depreciation	549	549	8,600	8,051	93.6%
Contractual services	245,663	245,663	6,947,080	6,701,417	96.5%
96-gal Cart Expense	323	323	91,845	91,522	99.6%
Material Sales Rebate	<u>14,016</u>	<u>14,016</u>	<u>700,000</u>	<u>685,984</u>	98.0%
Total Expenses	<u>298,827</u>	<u>298,827</u>	<u>8,234,380</u>	<u>7,935,553</u>	<u>96.4%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (10,265)</u>	<u>\$ (10,265)</u>	<u>\$ (30,000)</u>	<u>\$ (19,735)</u>	
Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>0.0%</u>

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2016

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	\$ -	\$ -	\$ 530,000	\$ 530,000	100.0%
Contract Admin Costs	\$ -	\$ -	\$ -	\$ -	0.0%
Materials Sales Rebate	3,788	3,788	135,000	131,212	97.2%
Interest on Investments	-	-	-	-	0.0%
Total Revenues	<u>3,788</u>	<u>3,788</u>	<u>665,000</u>	<u>661,212</u>	<u>99.4%</u>
Expenses:					
Personnel services	436	436	5,110	4,674	91.5%
Fringe benefits	132	132	1,515	1,383	91.3%
Professional services	2	2	1,460	1,458	99.9%
Repairs and maintenance	2	2	180	178	98.9%
Advertising and promotions	3,000	3,000	25,000	22,000	88.0%
Materials and supplies	5	5	170	165	97.1%
Other services and charges	41	41	480	439	91.5%
Leases	116	116	785	669	85.2%
Contractual services	-	-	530,000	530,000	100.0%
Materials sales rebate	<u>3,805</u>	<u>3,805</u>	<u>101,250</u>	<u>97,445</u>	<u>96.2%</u>
Total Expenses	<u>7,539</u>	<u>7,539</u>	<u>665,950</u>	<u>658,411</u>	<u>98.9%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>(19,050)</u>	<u>19,050</u>	
Totals	<u>\$ (3,751)</u>	<u>\$ (3,751)</u>	<u>\$ (20,000)</u>	<u>\$ 21,851</u>	

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2016**

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	\$ 230,181	\$ 230,181	\$ 2,862,000	\$ 2,631,819	92.0%
Customer Service Assessment	2,619	2,619	33,000	\$ 30,381	92.1%
Contract Admin Costs	-	-	-	\$ -	0.0%
Interest on Investments	<u>-</u>	<u>-</u>	<u>2,825</u>	<u>\$ 2,825</u>	<u>100.0%</u>
Total Revenues	<u>232,800</u>	<u>232,800</u>	<u>2,897,825</u>	<u>2,665,025</u>	<u>92.0%</u>
Expenses:					
Personnel services	1,419	1,419	16,310	14,891	91.3%
Fringe benefits	499	499	4,920	4,421	89.9%
Professional services	107	107	6,150	6,043	98.3%
Repairs and maintenance	15	15	1,165	1,150	98.7%
Advertising and promotions	-	-	1,000	1,000	99.0%
Materials and supplies	20	20	880	860	97.7%
Other services and charges	148	148	1,720	1,572	91.4%
Leases	464	464	2,680	2,216	82.7%
Depreciation	83	83	1,000	917	91.7%
Contractual Services	<u>230,181</u>	<u>230,181</u>	<u>2,862,000</u>	<u>2,631,819</u>	<u>92.0%</u>
Total Expenses	<u>232,936</u>	<u>232,936</u>	<u>2,897,825</u>	<u>2,664,889</u>	<u>92.0%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (136)</u>	<u>\$ (136)</u>	<u>\$ -</u>	<u>\$ 136</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2016

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	\$ 115,706	\$ 115,706	\$ 1,884,000	\$ 1,768,294	93.9%
Contract Admin Costs	-	-	-	-	0.0%
Materials Sales Rebate	34,812	34,812	390,000	355,188	91.1%
Interest on Investments	-	-	-	-	0.0%
Total Revenues	<u>150,518</u>	<u>150,518</u>	<u>2,274,000</u>	<u>2,123,482</u>	<u>93.4%</u>
Expenses:					
Personnel services	-	-	-	-	98.0%
Fringe benefits	-	-	-	-	98.0%
Professional services	-	-	-	-	100.0%
Repairs and maintenance	-	-	-	-	100.0%
Advertising and Promotions	-	-	1,000	1,000	0.0%
Materials and supplies	-	-	-	-	59.0%
Other services and charges	-	-	-	-	84.0%
Contractual services	115,006	115,006	1,884,000	1,768,994	90.0%
Materials sales rebate	<u>34,812</u>	<u>34,812</u>	<u>390,000</u>	<u>355,188</u>	<u>91.1%</u>
Total Expenses	<u>149,818</u>	<u>149,818</u>	<u>2,275,000</u>	<u>2,125,182</u>	<u>93.4%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>1,000</u>	<u>(1,000)</u>	
Totals	<u>\$ 700</u>	<u>\$ 700</u>	<u>\$ -</u>	<u>\$ (2,700)</u>	