

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
DECEMBER 12, 2014
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

Robert C. Key (M-Chesterfield), Chair
Bill Hamby, Jr. (M-Prince George), Vice-Chair
J. Allen Lane (M-Henrico), Secretary
Steven Hicks (M-Petersburg), Director
Stephen Chidsey, (M-Hanover), Past Chair
Lee Sloppy (M-Ashland)
Robert L. Dunn (M-Chesterfield)
Jeffrey T. Howard (A-Chesterfield)
William E. Henley (A-Colonial Heights)
David Lloyd (M-Goochland)
Wayne Hazzard (M-Hanover)
Marcia E. Kelley (M-Henrico)
Robert C. Whiteman (M-Henrico)
Monique Robertson (A-Hopewell)
James H. Burrell (M-New Kent)
Elliot Danburg (M-Powhatan)
Mark Kukoski (M-Richmond)

MEMBERS/ALTERNATES NOT PRESENT

James A. Jackson (M-Richmond), Treasurer
Jennifer Schontag (A-Ashland)
Zach Trogdon (M-Charles City)
Matthew Rowe (A-Charles City)
Sheryl D. Bailey (A-Chesterfield)
Marcia R. Phillips (M-Chesterfield)
Thomas Mattis (M-Colonial Heights)
Michael Flagg (A-Hanover)
Randy Hardman (A-Hanover)
Arthur D. Petrini (A-Henrico)
Edward Watson (M-Hopewell)
David Bednarczyk (A-New Kent)
Christopher Rapp (A-Powhatan)
Rod M. Compton (A-Prince George)
Lana Agostini (M-Richmond)
Johnnie Allen (A-Richmond)
Kevin A. White (A-Richmond)

Non-Voting:

Dwayne Jones (A-Goochland)
Jon Clary (A-Henrico)
William I. Mawyer, Jr. (A-Henrico)
William Riggleman (A-Petersburg)

Staff:

Kimberly A. Hynes, Executive Director
Richard Nolan, Director of Operations
Marc René, Finance & Administrative Officer
Nancy W. Drumheller, Public Information Coordinator
Reginald D. Thompson, Operations Technician
Erica N. Long, Administrative Assistant

Guests:

Tad Phillips, TFC
Tim Lee, TFC

With a quorum in attendance Chairman Robert C. Key (M-Chesterfield) called the meeting to order at 9:02 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 November 21, 2014

A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. J. Burrell (M-New Kent) and carried that the minutes of the November 21, 2014, Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 4: 2015 Proposed Meeting Dates

Mrs. Kim Hynes, CVWMA Executive Director, directed the Board's attention to page 13 of the agenda package, which displayed the proposed meeting dates for the CVWMA Board of Directors for the 2015 calendar year. Mrs. Hynes noted that all are on the third Friday of the month, except January and December, and the meeting scheduled for Friday, January 16 has been changed to Thursday, January 15 due to a state holiday. She also noted that the meeting will instead be held in Prince George, at the Prince George County Library. Mrs. Hynes added that the December meeting will be held one week earlier than normal and the July meeting is canceled.

Chairman Key then opened the floor for a motion to approve the proposed meeting schedule for 2015. A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. M. Kukoski (M-Richmond) and carried that the proposed meeting dates for the CVWMA Board of Directors for the calendar year 2015 be approved as submitted.

STAFF AGENDA

Item No. 5: Consideration of Resolution 15-09 through 15-15: 2015-2016 Operating Budget

Mrs. K. Hynes reminded the Board that the 2015-2016 Proposed Operating Budget was distributed at last month's meeting. Mrs. Hynes reported that next year is a milestone year, as CVWMA will celebrate 25 years. She mentioned that as the Authority reflects on their many accomplishments and the many strides that have been made in the region since inception in 1990, there is one common theme which is regional collaboration. Mrs. Hynes reported that the overall budget is balanced at \$13,531,650; an increase of 1.9% from the 2015 budget. Mrs. Hynes reported that the budget is balanced with continuing the overall goal and promise to provide valuable services in a cost efficient and effective manner to the Authority's members and to the public. She added that from a fiscal responsibility standpoint, Staff continually look for ways to reduce costs and generate revenue, for the Authority and for members. She reported that general operating assessments on the revenue side will remain the same at \$.48 cents per capita. She added that the population was based this year on the 2012 final estimates by the Weldon Cooper Center for Public Service, and the last 3 years Staff used the 2010 census data. Mrs. Hynes noted that because of the increase in population the Authority's operating assessment is increased by about \$15,000 next year.

She added that the program revenue is based on current and projected activity and contractual increases where applicable. Mrs. Hynes mentioned that the overall program revenue is reduced in the 2015 budget, predominantly due to the renegotiation of the curbside contract. She also mentioned that after one year under the new contract for the hauling and disposal from the nine convenience centers, the project fees realized are actually lower than anticipated in the 2015 budget.

Mrs. Hynes also reported that the public relations assessment, and the customer service assessment in the curbside fund are adjusted by the CPI as included in the service agreement. She mentioned that although recycling markets can be volatile, on average the revenue has been fairly consistent in the Drop off Fund. She added that Staff is still on track in this current fiscal year to exceed the revenue budgeted and have again budgeted conservatively in 2016.

Mrs. Hynes informed the Board that metal prices and oil markets have dipped recently, and oil prices have declined somewhat, as seen at the pumps, which is a good thing, however it also impacts revenue and even plastics recycling markets. She also added that with the renegotiation of the recycling contract, the Authority is now receiving a rebate for each ton of single stream recycling collected at the curb which is estimated at \$600,000 in revenue and expense in fiscal year 2016 based on current volumes. The revenue is passed on to participating jurisdictions 100%.

Mrs. Hynes mentioned that the Authority has included \$10,000 calendar sponsorship in the curbside program as a revenue, which was negotiated in the TFC contract to automatically be invoiced and to have their logo on the calendar. She also added that cart purchases in the curbside fund is estimated at about 100 per month which has reduced somewhat due to Richmond going to the large recycling carts in 2015, to which residents won't be required to purchase them.

Mrs. Hynes reported that investment income is budgeted at the same level as the previous year, however, the Authority added a purchasing card a few months ago under a new contract with BB&T. She added that this will allow the Authority to pay their large vendors by credit card and in turn will receive a rebate of 1% on total purchases. She mentioned that the Authority is currently paying some of their large vendors this way and have included anticipated revenue of about \$15,000 in the budget.

On the expense side, Mrs. Hynes mentioned that the budget provides for nine full-time and four part time positions which is an increase of .875 full-time equivalents (FTE) over the current budget. She also mentioned that with the resignation of our full-time Administrative Assistant/Customer Service Representative in February, the Authority made some changes to fill the gap in Customer Service and Administration. She noted that currently the call center is staffed with three full time including the supervisor receiving on average about 3500 calls per month not including peak times such as new programs, changing of contractors, or in times of inclement weather. With only three staff members, the Authority has found itself understaffed at times. Mrs. Hynes mentioned that Petersburg and Hopewell have added curbside recycling to their menu of services and Staff is gearing up for the implementation in Richmond that have and will generate more calls. She stated that the budget reflects the addition of a part time customer service representative to ensure there is coverage at all times.

She also mentioned that the budget also reflects a full time recycling education outreach specialist that will replace the part time position. The work load and expectation at CVWMA in the public information department have expanded significantly by adding two jurisdictions to curbside recycling in the last 18 months. Mrs. Hynes added that the upcoming implementation of the new program in Richmond and with the renegotiation of the Curbside Contract, there is an even bigger demand to increase recycling. She mentioned that the Authority struggled to keep up with the demands with only

1 ½ staff members and in addition retaining dedicated, hardworking staff in a part time position has become more challenging. She added that the Authority believes the full time position will attract a more qualified and vested team member. She also mentioned that the budget includes a competitive salary and benefits and is supported mostly by the additional public education assessment moneys and the elimination of the part time position.

She mentioned that the budget also includes a 1.5% salary increase for staff and in the last several years, the average increase is included in the budget numbers. Staff will be coming back to the Board in May before the start of the fiscal year to reaffirm the salary increase and will have a better idea of where localities are with their budgets.

Mrs. Hynes reported that the budget also includes reclassification of one position and some funds in an effort to reduce some of the compression issues. She mentioned that six years ago the Authority conducted a personnel study and the study revealed that many positions at the time were paid at the bottom end or below their range regardless of their years of service and at that time the Authority was not able to fix the compression issues. Mrs. Hynes mentioned that now the Authority has newer employees at a higher point in their range than employees who have dedicated six, ten, and fifteen years to the CVWMA.

Mrs. Hynes mentioned that the budget includes \$40,000 in Capital Outlay and funds are included to replace the existing mini-van that is currently 10 years old, which is the oldest of three vehicles, and has had some significant maintenance expenses recently. She noted that the van is used predominantly by the Public Information department for education and outreach efforts. She added that the Authority plans to utilize the State Contract for purchasing and would depreciate over seven years. In addition, Mrs. Hynes reported that funds are included for a multi-functional machine; (copier/printer/fax). The current machine is six years old, and a replacement cost of \$10,000, is included. She also mentioned the 25th anniversary activities in the budget, and looking forward to doing some planning after the beginning of the year. Mrs. Hynes mentioned that a small amount of Contingency is budgeted to cover any unanticipated shortfalls in other areas, and all other expenses remain fairly consistent with the previous year.

Mrs. Hynes showed the Board a graph of administrative expenses that have remained consistent over last 8 to 10 years, the revenue line has fluctuated significantly, however it has saved jurisdictions with procurements. Lastly, from a policy perspective, Mrs. Hynes reported that the Executive Director has had the authority to transfer funds between line items up to \$1,000 and everything else must come before the Board. This budget recommends increasing that level to \$2,500. In addition, she added that the Executive Committee suggested that transfers should be able to be made between line items within each of the categories without having to gain approval by the Board. The budget resolutions for consideration reflect these policy changes.

A motion was made by Mr. S. Hicks (M-Petersburg), seconded by Mr. M. Kukoski (M-Richmond), that **Resolutions 15-09 through 15-15** be approved as submitted.

Item No. 6: Curbside Recycling Program

Mr. Richard Nolan, CVWMA Director of Operations, reported that tonnage collected is 100 tons less than last year and the average set-out rate is 36%. He mentioned that TFC is seeing less volume in other programs as well. Mr. J. Burrell (M-New Kent) stated that the packaging is what attributes to the volume dropping in curbside and drop off recycling and Mr. Nolan agreed that the packaging being used is lighter, for instance plastic is being used instead of glass.

Mrs. Hynes informed the Board of a story in the Richmond Times Dispatch about Curbside Recycling in the alleys starting in Richmond and the approval of the grant money in process hopefully by the beginning of January 2015. She noted that the council only has to approve receipt of the grant.

Mrs. Hynes reported that the Hanover Board Supervisors approved to add Rutland Subdivision into the Curbside Recycling program starting in July 1, 2015.

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

Mr. Reggie D. Thompson, CVWMA Operations Technician, reported that in the month of November was a very good month for the MSW Program with call volume and misses were below normal. He added that CFS recorded 40 misses in Hopewell, 30 misses in Colonial Heights, and 53 misses in Petersburg and County Waste only recorded six misses in the Town of Ashland.

Item No. 8: Contract For Collecting, Transporting, and Processing Used Electronic Equipment

Mr. Nolan reported to the Board that at the TAC Meeting a proposal was made to continue a four month trial period with Scott Recycling, using their services for e-cycling. He noted the TAC will discuss the contract further at their meeting in January.

Mr. Nolan informed the Board that notice of claim for the CRS bond has been submitted and is awaiting further information.

Mr. W. Hazzard (M-Hanover) asked if they deny the bond, is there a right to appeal. Mr. Nolan responded that if they sent a denial letter stating the claim is invalid, then the Authority would contact their legal counsel. Mr. W. Hazzard (M-Hanover) asked if the bond value was too low and if any money was lost since then. Mr. Nolan replied that the Authority and TAC agreed with \$10,000 bond and that the Authority has not lost any money at this time. Mr. W. Hazzard (M-Hanover) stated that bond costs are not that expensive when supplying, he thought that maybe bumping the cost up some. Mr. Nolan replied that the Authority discussed increasing the bond to \$20,000, however, ultimately felt that a \$10,000 bond is sufficient based on the size of the contract.

Mr. S. Chidsey (M-Hanover) asked if Mr. Nolan could elaborate more on the emergency contract trial. Mr. Nolan explained that the Authority is going to take everything event by event, and Scott Recycling is going to be one of the vendors used and we have the option to use other vendors under the emergency contract. Mr. S. Chidsey (M-Hanover) asked if the emergency vendor has accepted the trial. Mr. Nolan stated that the vendor would agree with one condition of raising the price of televisions starting in January. Mrs. Hynes replied that the money is small enough that the Authority can try out other vendors during this emergency period. Mr. S. Chidsey (M-Hanover) stated that it is unusual for a vendor to come back and change prices in the middle of an agreement and suggested everyone examine the situation a bit closer.

Item No 9: Operations and Program Statistics

Mr. Nolan mentioned to the Board that the program statistics are not complete at this time and will be available by next week through email or posted on the website. He added that the drop off recycling site at Fire Station 7 on Laburnum in Henrico is back up and running.

Item No 10: Technical Advisory Committee (TAC) Report

Mr. Nolan reported that the TAC met on December 4th and the majority of the discussion was about the e-cycling program previously discussed. The group also received an update on the Richmond roll out of recycling carts. The next meeting is scheduled for January 8, 2015.

Item No 11: Public Information

Mrs. Nancy Drumheller, CVWMA Public Information Coordinator, mentioned that the December electronic newsletter was sent out and included articles on: Think. Shop. Buy. Local; 2015 CVWMA Recycling Schedule; and Christmas Day and New Year's Day Holidays to Delay Collections. She added that the newsletter was distributed electronically to over 1,100 email subscribers.

Mrs. Drumheller added that Staff has conveyed holiday impacts to collections for November (Veterans Day and Thanksgiving) as well as the upcoming Christmas Day and New Year's Day holidays to the public in a variety of media venues.

Mrs. Drumheller thanked TFC Recycling for its corporate sponsorship of the 2015 Recycling Collection Schedule and that Tim Lee and Tad Phillips are in attendance today from TFC Recycling. She added that the bulk mail drop is scheduled for December 26, 2014.

Mrs. Drumheller reported that the CVWMA website statistics continue to show a good amount of traffic and analytic data reports that during the month of November, over 9,500 unique visitors viewed over 17,000 pages. She added that at the request of Chairman Rob Key (M-Chesterfield) Staff researched what a unique visitor is, which is measured according to the person's unique IP address and is only counted once no matter how many times they visit the site. Mrs. Drumheller noted that this explains why stats show that over 70% of the visits for the month are from new visitors, and top pages viewed include Curbside Schedule pdf, Electronics, Richmond location page and the Curbside page and in addition, the news feed feature had 5,259 views.

Mrs. Drumheller noted that Staff has posted Christmas Tree Recycling information for this holiday season for all but four of the member localities at this time. She also noted that a press release is scheduled to go out the week of December 22.

Mrs. Drumheller informed the Board that Staff responded to 26 requests for the month of November, and of these requests, 13 were for presentations and 10 were for educational materials. In addition, she added that Staff worked one event, and had to cancel two events as Staff could not be at both at the same time. She also mentioned that Staff estimated they impacted 3,777 people with the distribution of 10,063 educational materials. Mrs. Drumheller added that Staff attribute programs with Jonathan Austin for the big outreach numbers in November. In conclusion, Mrs. Drumheller introduced Jonathan Austin, who said a few words along with a short magic show.

Item No 12: Financial Reports for November 2014

Mr. Marc René, CVWMA Finance and Administrative Officer, reported that as of November 30, 2014, the Authority has a net income of about \$320,000 to date. He added that under the Special Projects Funds the Authority is showing an \$11,000 loss as the \$10,000 e-cycling bond is processed. Mr. René thanked TFC for the \$10,000 sponsorship check.

Chairman Key opened the floor for a motion to accept and file the Financial Reports for November 2014. A motion was made by Mr. J. Burrell (M-New Kent), seconded by Mr. R. Dunn (M-Chesterfield) and carried that the Financial Reports for November 2014 be approved, accepted and filed as submitted.

Item No 13: Administrative

Mrs. Hynes mentioned the holidays coming up that the Authority will be observing. Staff will be available to handle the phone calls. She mentioned the upcoming meetings in January 2015. Mrs. Hynes introduced Tim Lee and Tad Phillips from TFC to say a few words.

Mr. Tad Phillips (TFC) informed the Board that he will celebrate his 36th year in the recycling business in February. He reported that TFC just purchased their first two Compressed Natural Gas (CNG) trucks in Chester. He mentioned that they had to modify their shop and out of 6 federally certified CNG tank inspectors in Virginia, two of them work in the Chester plant. If anyone is interested in a tour of their plant please let Mrs. Drumheller know. Finally he thanked the Board for the Authority's business and support.

Mrs. Hynes thanked and introduced Mrs. Trish McCullagh, CVWMA former legal counsel. Mrs. McCullagh thanked Mrs. Hynes, the Board, and the Authority for the invitation and for their years of working together. Mrs. Hynes also introduced Mr. Rob Partin as the CVWMA's new representative with McCandlish Holton.

Mrs. Hynes thanked the Board for their support this year and wished everyone a happy and safe holiday.

Upcoming Meetings

Executive Committee	Tuesday, January 5, 2015 – 2:00 p.m.
Technical Advisory Committee	Thursday, January 8, 2015 – 9:00 a.m.
Board of Directors (Prince George)	Thursday, January 15, 2015– 9:00 a.m.

Old/New Business

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 9:57 a.m. The motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. J. Burrell (M-New Kent) and carried that the December 12, 2014 Board of Directors' meeting be adjourned.



CERTIFICATE

I, Robert C. Key, Chairman of the CVWMA, certify that the foregoing minutes are a true and correct copy of the minutes of the December 12, 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., January 15, 2015. Given under my hand and seal of the CVWMA this 15th day of January 2015.



Robert C. Key, Chairman

RESOLUTION 15-09

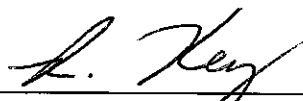
A resolution adopting the General Operating Fund Budget for the fiscal year beginning July 1, 2015, and ending June 30, 2016, and appropriating the estimated revenues for the year for the principal purposes stated.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the General Operating Fund Budget for the fiscal year beginning July 1, 2015, and ending June 30, 2016, which is attached as part of this resolution, is hereby adopted. The CVWMA Executive Director is hereby authorized to make disbursements in accordance with the 2015-2016 approved Budget.
2. That the General Operating Fund Budget includes anticipated revenues of \$562,345 and expenses of \$581,085. This budget anticipates a transfer from the Drop-Off Project Fund in the amount of \$18,740. The General Operating Fund Contribution Rate is to be forty-eight (48) cents per capita for each member locality.
3. That the General Operating Fund Budget reflects the acquisition of Capital Outlay in the amount of \$32,500, which will be reclassified as Capital Assets for Financial Statement purposes and depreciation will be recorded according to Generally Accepted Accounting Principles (GAAP).
4. That the Executive Director is authorized to execute budget transfers for any amount within General Operating Fund Budget categories (Personnel Services, Fringe Benefits, Professional Services, Repairs/Maintenance, Advertising/Promotions, Materials and Supplies, Other Services/Charges, Leases, Contractual Services, Depreciation and Contingencies); and
5. That the Executive Director is authorized to execute budget transfers between categories to cover unanticipated expenses, not to exceed \$2,500.
6. That this resolution shall be in full force and effect on and after the first day of July 2015, and shall constitute the General Operating Fund Budget for the fiscal year commencing on that date.

Adopted this 12th day of December, 2014

ATTEST:


Robert C. Key, Chair

RESOLUTION 15-10

A resolution adopting the Curbside Project Fund Budget for the fiscal year beginning July 1, 2015, and ending June 30, 2016, and appropriating the estimated revenues for the year for the principal purposes stated.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Curbside Project Fund Budget for the fiscal year beginning July 1, 2015, and ending June 30, 2016, which is attached as part of this resolution, is hereby adopted. The CVWMA Executive Director is hereby authorized to make disbursements in accordance with the 2015-2016 approved Budget.
2. That the Curbside Project Fund Budget includes anticipated revenues and expenses of \$7,449,155.
3. That the Curbside Project Fund Budget reflects the acquisition of Capital Outlay in the amount of \$5,000, which will be reclassified as Capital Assets for Financial Statement purposes and depreciation will be recorded according to Generally Accepted Accounting Principles (GAAP).
4. That the Executive Director is authorized to execute budget transfers for any amount within General Operating Fund Budget categories (Personnel Services, Fringe Benefits, Professional Services, Repairs/Maintenance, Advertising/Promotions, Materials and Supplies, Other Services/Charges, Leases, Contractual Services, Depreciation and Contingencies); and
5. That the Executive Director is authorized to execute budget transfers between categories to cover unanticipated expenses, not to exceed \$2,500.
6. That this resolution shall be in full force and effect on and after the first day of July 2015, and shall constitute the General Operating Fund Budget for the fiscal year commencing on that date.

Adopted this 12th day of December, 2014

ATTEST:


Robert C. Key, Chair

RESOLUTION 15-11

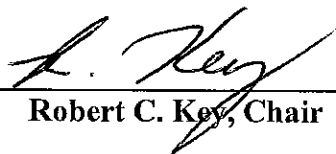
A resolution adopting the Drop-Off Project Fund Budget for the fiscal year beginning July 1, 2015, and ending June 30, 2016, and appropriating the estimated revenues for the year for the principal purposes stated.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Drop-Off Project Fund Budget for the fiscal year beginning July 1, 2015, and ending June 30, 2016, which is attached as part of this resolution, is hereby adopted. The CVWMA Executive Director is hereby authorized to make disbursements in accordance with the 2015-2016 approved Budget.
2. That the Drop-Off Project Fund Budget includes anticipated revenues of \$660,000 and expenses of \$640,260. This budget anticipates a transfer \$19,740 to the General Operating, Municipal Solid Waste and Other Special Project Funds.
3. That the Executive Director is authorized to execute budget transfers for any amount within General Operating Fund Budget categories (Personnel Services, Fringe Benefits, Professional Services, Repairs/Maintenance, Advertising/Promotions, Materials and Supplies, Other Services/Charges, Leases, Contractual Services, Depreciation and Contingencies); and
4. That the Executive Director is authorized to execute budget transfers between categories to cover unanticipated expenses, not to exceed \$2,500.
5. That this resolution shall be in full force and effect on and after the first day of July 2015, and shall constitute the General Operating Fund Budget for the fiscal year commencing on that date.

Adopted this 12th day of December, 2014

ATTEST:


Robert C. Key, Chair

RESOLUTION 15-12


A resolution adopting the Municipal Solid Waste Project Fund Budget for the fiscal year beginning July 1, 2015, and ending June 30, 2016, and appropriating the estimated revenues for the year for the principal purposes stated.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Municipal Solid Waste Project Fund Budget for the fiscal year beginning July 1, 2015, and ending June 30, 2016, which is attached as part of this resolution, is hereby adopted. The CVWMA Executive Director is hereby authorized to make disbursements in accordance with the 2015-2016 approved Budget.
1. That the Municipal Solid Waste Project Fund Budget includes anticipated revenues and expenses of \$2,648,160.
3. That the Executive Director is authorized to execute budget transfers for any amount within General Operating Fund Budget categories (Personnel Services, Fringe Benefits, Professional Services, Repairs/Maintenance, Advertising/Promotions, Materials and Supplies, Other Services/Charges, Leases, Contractual Services, Depreciation and Contingencies); and
4. That the Executive Director is authorized to execute budget transfers between categories to cover unanticipated expenses, not to exceed \$2,500.
5. That this resolution shall be in full force and effect on and after the first day of July 2015, and shall constitute the General Operating Fund Budget for the fiscal year commencing on that date.

Adopted this 12th day of December, 2014

ATTEST:



Robert C. Key, Chair

RESOLUTION 15-13

A resolution adopting the Special Project Funds Budget for the fiscal year beginning July 1, 2015, and ending June 30, 2016, and appropriating the estimated revenues for the year for the principal purposes stated.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Special Project Funds Budget for the fiscal year beginning July 1, 2015, and ending June 30, 2016, which is attached as part of this resolution, is hereby adopted. The CVWMA Executive Director is hereby authorized to make disbursements in accordance with the 2015-2016 approved Budget.
2. That the Special Project Funds Budget includes anticipated revenues \$2,212,000 and expenses of \$2,213,000. This budget includes a transfer from the Drop Off Project Fund in the amount of \$1,000.
3. That the Executive Director is authorized to execute budget transfers for any amount within General Operating Fund Budget categories (Personnel Services, Fringe Benefits, Professional Services, Repairs/Maintenance, Advertising/Promotions, Materials and Supplies, Other Services/Charges, Leases, Contractual Services, Depreciation and Contingencies); and
4. That the Executive Director is authorized to execute budget transfers between categories to cover unanticipated expenses, not to exceed \$2,500.
5. That this resolution shall be in full force and effect on and after the first day of July 2015, and shall constitute the General Operating Fund Budget for the fiscal year commencing on that date.

Adopted this 12th day of December, 2014

ATTEST:


Robert C. Key, Chair

RESOLUTION 15-14

A resolution adopting the Pay and Classification Plan for the fiscal year beginning July 1, 2015, and ending June 30, 2016.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Pay and Classification Plan for the fiscal year beginning July 1, 2015, and ending June 30, 2016, which is attached as part of this budget document, is hereby adopted by the CVWMA Board of Directors. The CVWMA Executive Director is hereby authorized to make disbursements in accordance with the 2015-2016 approved Pay and Classification Plan, and
2. That the Pay and Classification Plan includes an open range pay scale consisting of thirty two grades, and those ranges are adjusted by 5% for fiscal year beginning July 1, 2015 and ending June 30, 2016, and
3. That the Pay and Classification Plan reflects a 1.5% salary increase for all employees, to be reaffirmed by the Board of Directors at their regular meeting in May 2015, and
4. That Section 10; Appendix A of the Authority's *Personnel Policies, Benefits and Procedures Manual* includes the pay scale and grading system for 2015-2016, and
5. That this resolution shall be in full force and effect on and after the first day of July 2015, and shall constitute the Pay and Classification Plan for the fiscal year commencing on that date.

Adopted this 12th day of December, 2014

ATTEST:


Robert C. Key, Chair

RESOLUTION 15-15

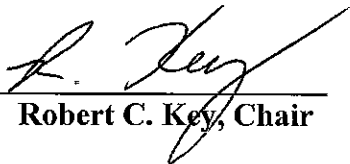
A resolution revising section 4.09 of the *Personnel Policies, Benefits and Procedures Manual* whereby this revision has been presented to the Board for consideration as part of the 2015-2016 Proposed Operating Budget. The revision to the Central Virginia Waste Management Authority Personnel Policies, Benefits and Procedures Manual shall be effective July 1, 2015.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the *Personnel Policies, Benefits and Procedure Manual* is to define and describe CVWMA personnel policies, benefits and procedures, and
2. That these policies, benefits and procedures will assist CVWMA staff in implementing the overall objectives of the CVWMA and promote the orderly development of regional recycling and solid waste management programs, and
3. That Section 4.09 be revised to continue the suspension of the cash match portion of the deferred compensation program, and
4. That Section 4.09 of *Personnel Policies, Benefits and Procedures Manual* defined as part of the 2015-2016 Operating Budget are updated effective July 1, 2015 and shall replace previous policies, benefits and procedures previously adopted by the CVWMA.

Adopted this 12th day of December, 2014

ATTEST:



Robert C. Key, Chair