

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS MEETING MINUTES  
DECEMBER 16, 2016  
2104 W. LABURNUM AVENUE  
RICHMOND, VIRGINIA**

**MEMBERS/ALTERNATES PRESENT**

**Voting:**

J. Allen Lane (M-Henrico), Chairman  
Marcia R. Phillips (M-Chesterfield), Vice-Chair  
Mark Kukoski (M-Richmond), Treasurer  
Edward Watson (M-Hopewell), Director  
Lee Slöppy (M-Ashland)  
Mike Mee (M-Charles City)  
Robert L. Dunn (M-Chesterfield)  
Scott Zaremba (M-Chesterfield)  
William E. Henley (A-Colonial Heights)  
Dwayne Jones (A-Goochland)  
Stephen Chidsey, (M-Hanover)  
Scott Wyatt (M-Hanover)  
Marcia E. Kelley (M-Henrico)  
Jon Clary (A-Henrico)  
Patricia Paige (M-New Kent)  
Johnny Melis (A-Powhatan)  
George Poulson (M-Prince George)

**MEMBERS/ALTERNATES NOT PRESENT**

Jennifer Schontag (A-Ashland)  
Zach Trogdon (A-Charles City)  
Leigh Dunn (M-Goochland)  
Michael Flagg (A-Hanover)  
Randy Hardman (A-Hanover)  
Robert C. Whiteman (M-Henrico)  
Arthur D. Petrini (A-Henrico)  
Monique Robertson (A-Hopewell)  
Daniel Harrison (M-Petersburg)  
William Riggelman (A-Petersburg)  
Elliot Danburg (M-Powhatan)  
Rod M. Compton (A-Prince George)  
Dr. Emmanuel Adediran (M-Richmond)  
Johnnie Allen (A-Richmond)

**Non-Voting:**

Clay Bowles (A-Chesterfield)  
Jeffrey T. Howard (A-Chesterfield)  
James H. Burrell (A-New Kent)

**Staff:**

Kimberly A. Hynes, Executive Director  
Richard Nolan, Director of Operations  
Teresa Eckhout, Accounting and Financial Manager  
Nancy W. Drumheller, Public Affairs Manager  
Reginald D. Thompson, Operations Technician  
Leticia Long, Part-time Administrative Assistant  
Stephanie Breaker, Customer Service Supervisor

**Guests:**

Tad Phillips, TFC Recycling  
Michael Benedetto, TFC Recycling  
Rob Clendenin, Waste Management  
David McNeel, City of Richmond

With a quorum in attendance Chairman J. Allen Lane (M-Henrico) called the meeting to order at 9:03 a.m.

## **CHAIRMAN'S AGENDA**

### **Item No. 1: Public Comment Period**

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

### **Item No. 2: Minutes of the Regular Meeting of November 18, 2016**

Chairman Lane opened the floor for a motion to accept the minutes of the regular meeting of November 18, 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 November 18, 2016 Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

### **Item No. 3: Chairman's Report**

Chairman Lane introduced a new Board member recently appointed, Mr. Scott Zaremba (M-Chesterfield County), who is Chesterfield County's Deputy County Administrator.

### **Item No. 4: 2017 Proposed Meeting Dates**

Mrs. Kim Hynes, CVWMA Executive Director, directed the Board's attention to the proposed meeting dates for the CVWMA Board of Directors for the 2017 calendar year. Mrs. Hynes noted that all are on the third Friday of the month. Mrs. Hynes informed the Board that the July meeting is canceled, and that the September and October Board meeting locations have been switched. She stated that the September meeting will be in Petersburg and the October meeting will be held in Richmond.

Chairman Lane opened the floor for a motion to approve the proposed Board Meeting Dates for 2017. A motion was made by Mr. M. Kukoski (M-Richmond), seconded by Mr. J. Clary (A-Henrico), and carried that the proposed Board Meeting Dates for 2017 be approved as submitted.

## **STAFF AGENDA**

### **Item No. 5: Follow-up on Resolution 17-03: Awarding the Contract for Colonial Heights MSW Collection Services**

Mr. Rich Nolan, CVWMA Director of Operations, provided the Board with the follow up discussions of the contract for Colonial Heights MSW Collection Services. He stated that CVWMA and Mr. William Henley (A-Colonial Heights), met with Container First Services (CFS) and agreed to the following: As a part of the contract, CFS will provide four factory new collection vehicles for servicing the City. He added that CFS is in agreement of the suggestions made by the Board and Staff.

Mr. M. Kukoski (M-Richmond) asked if there was a timeline given on the purchase of the new trucks. Mr. Nolan stated that proof of purchase needs to be given by March 2017, and the vehicles need to be available by July 1, 2017.

Mr. S. Chidsey (M-Hanover) asked to go over the penalties. Mr. R. Nolan stated that some of the penalties have increased. For instance, documented misses will go from \$25.00 to \$75.00 per day past the criteria. He stated that for spills not reported \$1,000 will be assessed, and those not reported to the City will be an additional \$1,000. Mr. S. Chidsey asked if the penalties were for any spill or a 25-gallon spill. Mr. R. Nolan stated that CVWMA accounts for any spill, and that all spills shall be reported within the hour.

Mr. W. Henley (A-Colonial Heights) asked if Staff was successful in getting the provisions for the spare vehicles. Mr. R. Nolan responded affirmatively, CFS stated that there are nine trucks that are used for nine routes, and two additional trucks will be available as spares under the contract.

Mr. W. Henley (A-Colonial Heights) stated that although the quality of service depends on the workforce, the increase contract terms should have a beneficial effect on other jurisdictions. Hopefully there will be sustainable service improvement.

#### **Item No. 6: Consideration of Resolution 17-04 through 17-09: 2017-2018 Operating Budget**

Mrs. Hynes reported that Staff highlighted the budget at the last Board meeting giving the Board time to review the proposed budget. Mr. R. Dunn asked if the budget will stay the same assuming that Petersburg continues to pay on time. Mrs. K. Hynes replied yes, and stated that there will be more discussion on this later in the agenda.

Chairman Lane opened the floor for a motion to accept **Resolution 17-04** through **17-09** as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mrs. M. Phillips (M-Chesterfield), and carried that **Resolutions 17-04** through **17-09** be approved as submitted.

#### **Item No. 7: Residential Recycling Program Update**

Mr. R. Nolan reported that the total tonnage collected year to date is 15,587, which is 10 tons less than last year. He mentioned that for the month of November 2016, 3,185 tons were collected, four more tons than last year. Mr. R. Nolan reported that both Petersburg and Hopewell are up in collections this month due to an extra collection day in November. He reported a total of 360 misses in November compared to 390 in November 2015. Mr. R. Nolan mentioned CVWMA has received \$290,000 in recycling rebate fiscal year to date.

Mr. J. Clary (A-Henrico) asked where the 4400 homes that are having a pickup day change are located. Mr. R. Nolan stated that the changes are in Henrico and Chesterfield, and that postcards were sent out to the homes that had a day change. Mr. J. Clary (A-Henrico) asked if there have been any calls about the change. Mrs. K. Hynes stated that there were a few calls received stating that they received the postcards and were interested in buying carts for recycling.

Mr. E. Watson (M-Hopewell) asked if streets under construction are included in the number of misses. Mr. R. Nolan stated that they are included if they are called in as misses. CVWMA will make adjustments to miss counts when requested by contractor.

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

Mr. Reggie Thompson, CVWMA Operations Technician, reported that the month of November was an average month for County Waste, with one miss in Ashland and 26 misses recorded for the Chesterfield tax relief program. He mentioned that County Waste has completed their first week of

vacuum leaf collection service for the Chesterfield Tax Relief residents that were eligible for the service. Mr. R. Thompson added that the second week of leaf vacuum service is scheduled for the week of January 16<sup>th</sup> – 21<sup>st</sup>.

Mr. R. Thompson reported that CFS misses were better than October. In Colonial Heights, 32 misses were recorded, 92 misses in Hopewell and 135 in Petersburg. Due to the Christmas and New Year's holidays falling on the weekend this year, there will be no change in this year's curbside trash collection schedule.

#### **Item No. 9: Operations and Program Statistics**

Mr. R. Nolan stated that the November program statistics were available for the Board and are at your seat. Updates to textiles and waste tires will be completed and posted to the website. He added that commodity pricing for plastic has fallen and steel has gone up.

Mr. R. Nolan reported that Hanover collected 14,000 pounds of electronics, and shredded 53 hard drives at an event in November. There were also events that were well attended in Powhatan and Chesterfield. He added the following events are coming up: January 7<sup>th</sup> in Richmond including Christmas Tree collection and January 21<sup>st</sup> in Chesterfield at Westchester Commons.

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

Mr. R. Nolan reported that the TAC met on December 1<sup>st</sup> and the committee had a special guest Tad Phillips from TFC Recycling who provided an update on the challenges with glass recycling. The next meeting is scheduled for January 5, 2017.

#### **Item No. 11: Public Information**

##### ***Waste Reduction News and Regional Waste Line***

Mrs. N. Drumheller reported that the December 2016 Waste Reduction News electronic newsletter included: Journey to the MRF, Think.Shop.Buy.Local; CVWMA 2017 Recycling Collection Schedule, and Christmas and New Year's Day: No Collection Delays. She stated that a lot of the jurisdictions already have the holiday schedule information on their websites and social media pages. Mrs. N. Drumheller added that the e-newsletter was distributed to 1,175 email subscribers. She stated that monthly statistics show that the open click rate of 28.7 % continues to be above industry standard of 21.1% and the top links clicked include: </cvwma.com/2017collectionschedule.pdf> (50) and </cvwma.education/Journey-to-the-mrf> (26).

Staff is working on the Regional Waste Line Winter 2017 bi-annual publication, which will be distributed to elected officials and locality leaders as well as CVWMA Board members and partners in the region the first week of January.

##### ***Promotion and Outreach***

Mrs. N. Drumheller reported that November was a good month for promoting America Recycles Day at programs and events. Staff responded to 38 requests for the month of November, and of these requests, 25 were for presentations and five were for educational materials. In addition, Staff received four requests for an educational booth or R3, three media stories and one request to serve as a judge on a panel. Mrs. N. Drumheller added that Staff worked a CVWMA booth at four events. Staff impacted over 1,799 people and distributed 5,864 educational materials.

### ***Website Statistics, Social Media, and Curbside Email Reminder***

Mrs. N. Drumheller reported a lot of activity on the CVWMA website as well as the different social media platforms for the month of November. She mentioned the website statistical data for the month of November: 18,835 unique visitors made 39,071 visits to 215,468 pages. Mrs. N. Drumheller added that the top web pages viewed were: The Homepage cvwma.com, 2016 CVWMA Recycling Schedule (pdf) (3,518 views), What to Recycle (3,502 views), Electronics (2,482 views), and Curbside Recycling Collection Schedule (1,987 views). Newsfeed had 441 items viewed.

Mrs. N. Drumheller reported that the CVWMA Facebook page continues to add new likes each week with over 6,900 followers as of November 30, 2016. Staff continues to make daily posts and tweets posting pictures and factoids on new commodities as well as locality specific information. In addition, she mentioned that Staff added 56 new pins to existing boards on the CVWMA Pinterest page during the month of November. She added there were 7,047 impressions for the month. Top "pins" visited include Recycled Christmas (3,034), Upcycled DIY crafts (766), Reuse for Plastic (751), Motivations (680), and Reuse for Glass (294).

Mrs. N. Drumheller reported a total of 274 new subscribers signed up for the email reminder in the month of November, with total subscribers now at 26,241 as of November 30, 2016.

Staff has created a Strategic Plan web page and Kim's dashboard and quarterly report to the Board has been posted to the website.

### ***Christmas Tree Recycling***

Mrs. N. Drumheller reported that Staff has compiled locality Christmas Tree Recycling information and updated the CVWMA website and prepared a Press Release that will be distributed to the media and locality public information staff on December 21<sup>st</sup>.

### ***Curbside Education Advisory Committee***

Mrs. N. Drumheller reported that the next meeting date for the Curbside Education Advisory Committee (CEAC) is scheduled for February 8, 2017 from 10 am- 2 pm. She added that the general meeting will be from 10 am-11:30 am, and The Education Work Group will meet from 12 noon-2 pm. Mrs. N. Drumheller added that anyone interested in being part of an Education Work Group to help staff identify/discuss barriers to recycling (Strategic Plan, Goal #3, Educational Resources, Initiative 3B), to please let staff know.

### ***New Commodity Education Update***

Mrs. N. Drumheller mentioned Staff continues to work on education and outreach regarding new items now accepted in both residential and drop-off programs. She thanked Chesterfield and Henrico Counties as Staff worked an education table in both jurisdictions in early December with locality litter and recycling educators. Mrs. N. Drumheller stated that it is rewarding to know that local administrators approved this type of education opportunity in the lobby of their general government administration buildings for the public. Staff handed out the new commodities information, signed up new recyclers, as well as 95-gallon cart purchase information. In addition, Recycle More ads ran in Boomer Magazine (December-January) and online with NBC 12. Finally, Mrs. K. Hynes has an interview scheduled for noon on January 13, 2017 on NBC12.

### ***Financial Reports for November 2016***

Mrs. Teresa Eckhout, CVWMA Accounting and Financial Manager, reported the financial activity is consistent with previous months and the Authority continues to remain within total budget in all funds as of November 30, 2016. She stated that the Authority has a combined Net Income of \$398,481. She added that the accounts receivable schedule which details the total amounts due to the Authority as of November 30<sup>th</sup> by jurisdiction and the amounts that are over 60 days past due is included in the agenda package.

Mrs. K. Hynes reported that the City of Petersburg missed their November payment, and has caught up with a payment in the amount of \$245,000 in December. Mrs. K. Hynes added that Chairman Lane, Jim Snyder, CVWMA Legal Counsel, and herself met with the Interim City Manager and Interim Finance Director from the Robert Bob Group as well as the City Attorney to discuss their financing plans. She mentioned that the current past due balance is about \$415,000 and they indicated that the Authority will be paid in full by December 31, 2016; going forward March 31, 2017 at the very latest. She stated that the City of Petersburg is working on processes, procedures, and training their staff on coding payments correctly as well as paying vendors on time.

Mr. W. Henley (A-Colonial Heights) asked about adding language to future service agreements to address issues of non-payment, and suggested having drastic provisions with member localities along with consequences. Mrs. K. Hynes stated that she will discuss it with CVWMA legal counsel and locality attorney offices. Mr. S. Chidsey (M-Hanover) suggested having leverage on essential services.

Chairman Lane asked if there were any more questions on the financial reports and opened the floor for a motion to accept and file the Financial Reports for November 2016 as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by, Mrs. M. Phillips (M-Chesterfield) and carried that the Financial Reports for November 2016 be approved and filed as submitted.

Chairman Lane added that Staff came away from the meeting with the City of Petersburg with a positive and sincere feeling that they are going to do everything they can to fulfil their commitment to the CVWMA.

### **Item No. 13: Administrative**

Mrs. K. Hynes added that the By-laws review committee met on November 29<sup>th</sup> and stated that they are still working on potential revisions, however, at this point they have decided not to revise the bylaws and articles of incorporation. She mentioned that they would like to discuss with the localities and get their thoughts on the current Bylaws and Articles of Incorporation.

Mrs. K. Hynes mentioned to the Board that Staff is still looking to fill the Executive Committee position of Secretary and to contact Chairman Lane and or Mrs. Hynes if interested.

Mrs. K. Hynes reminded the Board that the Christmas and New Year's holidays do not impact the collections this year due to all falling on a weekend. She mentioned that the administrative offices will observe the holidays on the Friday before and Monday after, however, the customer service staff and supervisory staff will work on the collection days to handle any calls.

***Old/New Business***

With no further business to come before the Board, Chairman Lane opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 9:44 a.m. The motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. M. Kukoski (M-Richmond) and carried that the December 16, 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 December 16, 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., January 20, 2017. Given under my hand and seal of the CVWMA this 20<sup>th</sup> day of January 2017.

  
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**J. Allen Lane, Chairman**





## RESOLUTION 17-04

A resolution adopting the General Operating Fund Budget for the fiscal year beginning July 1, 2017, and ending June 30, 2018, 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, 2017, and ending June 30, 2018, 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 2017-2018 approved Budget, and
2. That the General Operating Fund Budget includes anticipated revenues of \$571,120 and expenses of \$600,305. This budget anticipates a transfer from the Drop-Off Project Fund in the amount of \$29,185. The General Operating Fund Contribution Rate is to be forty-eight (48) cents per capita for each member locality, and
3. That the General Operating 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), and
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, and
6. That the Executive Director shall provide to the Board of Directors monthly financial reports comparing actual revenues and expenses compared to the approved budget and a schedule by member locality of receivables due the Authority, including those that are 60 days or more past due, and
7. That this resolution shall be in full force and effect on and after the first day of July 2017, and shall constitute the General Operating Fund Budget for the fiscal year commencing on that date.

Adopted this 16th day of December, 2016

Attest:

  
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J. Allen Lane, Chairman

## RESOLUTION 17-05

A resolution adopting the Residential Recycling Project Fund Budget for the fiscal year beginning July 1, 2017, and ending June 30, 2018, and appropriating the estimated revenues for the year for the principal purposes stated.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Residential Recycling Project Fund Budget for the fiscal year beginning July 1, 2017, and ending June 30, 2018, 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 2017-2018 approved Budget, and
2. That the Residential Recycling Project Fund Budget includes anticipated revenues and expenses of \$8,344,240, and
3. That the Residential Recycling Project Fund Budget reflects the acquisition of Capital Outlay in the amount of \$7,500, which will be reclassified as Capital Assets for Financial Statement purposes and depreciation will be recorded according to Generally Accepted Accounting Principles (GAAP), and
4. That the Executive Director is authorized to execute budget transfers for any amount within Residential Recycling Project 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, and
6. That the Executive Director shall provide to the Board of Directors monthly financial reports comparing actual revenues and expenses compared to the approved budget and a schedule by member locality of receivables due the Authority, including those that are 60 days or more past due, and
7. That this resolution shall be in full force and effect on and after the first day of July 2017, and shall constitute the Residential Recycling Project Fund Budget for the fiscal year commencing on that date.

Adopted this 16th day of December, 2016

Attest:

  
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J. Allen Lane, Chairman

## RESOLUTION 17-06

A resolution adopting the Drop-Off Project Fund Budget for the fiscal year beginning July 1, 2017, and ending June 30, 2018, 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, 2017, and ending June 30, 2018, 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 2017-2018 approved Budget, and
2. That the Drop-Off Project Fund Budget includes anticipated revenues of \$780,000 and expenses of \$749,815. This budget anticipates a transfer \$30,185 to the General Operating and Other Special Project Funds, and
3. That the Executive Director is authorized to execute budget transfers for any amount within Drop-Off Project 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, and
5. That the Executive Director shall provide to the Board of Directors monthly financial reports comparing actual revenues and expenses compared to the approved budget and a schedule by member locality of receivables due the Authority, including those that are 60 days or more past due, and
6. That this resolution shall be in full force and effect on and after the first day of July 2016, and shall constitute the Drop-Off Project Fund Budget for the fiscal year commencing on that date.

Adopted this 16th day of December, 2016

Attest:   
J. Allen Lane, Chairman

## RESOLUTION 17-07

A resolution adopting the Municipal Solid Waste Project Fund Budget for the fiscal year beginning July 1, 2017, and ending June 30, 2018, 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, 2017, and ending June 30, 2018, 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 2017-2018 approved Budget, and
2. That the Municipal Solid Waste Project Fund Budget includes anticipated revenues and expenses of \$3,084,000, and
3. That the Executive Director is authorized to execute budget transfers for any amount within Municipal Solid Waste Project 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, and
5. That the Executive Director shall provide to the Board of Directors monthly financial reports comparing actual revenues and expenses compared to the approved budget and a schedule by member locality of receivables due the Authority, including those that are 60 days or more past due, and
6. That this resolution shall be in full force and effect on and after the first day of July 2017, and shall constitute the Municipal Solid Waste Project Fund Budget for the fiscal year commencing on that date.

Adopted this 16th day of December, 2016

Attest:

  
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J. Allen Lane, Chairman

## RESOLUTION 17-08

A resolution adopting the Special Project Funds Budget for the fiscal year beginning July 1, 2017, and ending June 30, 2018, 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, 2017, and ending June 30, 2018, 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 2017-2018 approved Budget, and
2. That the Special Project Funds Budget includes anticipated revenues \$2,505,000 and expenses of \$2,506,000. This budget includes a transfer from the Drop Off Project Fund in the amount of \$1,000, and
3. That the Executive Director is authorized to execute budget transfers for any amount within Special Project Funds 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, and
5. That the Executive Director shall provide to the Board of Directors monthly financial reports comparing actual revenues and expenses compared to the approved budget and a schedule by member locality of receivables due the Authority, including those that are 60 days or more past due, and
6. That this resolution shall be in full force and effect on and after the first day of July 2017, and shall constitute the Special Project Funds Budget for the fiscal year commencing on that date.

Adopted this 16th day of December, 2016

Attest:

  
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J. Allen Lane, Chairman

## RESOLUTION 17-09

A resolution adopting the Pay and Classification Plan for the fiscal year beginning July 1, 2017, and ending June 30, 2018.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Pay and Classification Plan for the fiscal year beginning July 1, 2017, and ending June 30, 2018, 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 2017-2018 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
3. That the Pay and Classification Plan reflects a 3.0% merit based salary increase for employees, to be reaffirmed by the Board of Directors at their regular meeting in May 2017, 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 2017-2018, and
5. That this resolution shall be in full force and effect on and after the first day of July 2017, and shall constitute the Pay and Classification Plan for the fiscal year commencing on that date.

Adopted this 16th day of December, 2016

Attest:

  
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J. Allen Lane, Chairman