



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA
DECEMBER 11, 2015
THE JEFFERSON HOTEL - FLEMISH ROOM
101 WEST FRANKLIN STREET
RICHMOND, VIRGINIA**

BREAKFAST **8:30 a. m.**

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

CHAIRMAN'S AGENDA

CERTIFICATION OF QUORUM

ITEM NO. **Page(s)**

1. Welcome & Introductions
2. Recognitions
3. Public Comment
4. Minutes of the Regular Meeting of November 20, 2015 **3 - 11**
5. 2016 Board Meeting Dates **12**

STAFF AGENDA

- ITEM NO.**
6. Consideration of **Resolution 16-06 through 16-12: 2016-2017 Operating Budget** **13 - 19**
 7. Operational Update
 8. Public Information Update
 9. Financial Reports for November 2015 **20 - 26**
 10. Administrative



OLD/NEW BUSINESS

ADJOURNMENT

PRESENTATIONS

Upcoming Meetings:

- Executive Committee Meeting – Monday, January 4, 2016 – 1:00 p.m.
- Technical Advisory Committee – Thursday, January 7, 2016 – 9:00 a.m.
- Board of Directors – Friday, January 14, 2016 – 9:00 a.m.

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 NOVEMBER 20, 2015

Minutes of the November 20, 2015 CVWMA Board of Directors meeting are attached for review and consideration.

Recommended Action: Approval of minutes

Attachment

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
NOVEMBER 20, 2015
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
Mark Kukoski (M-Richmond), Treasurer
Stephen Chidsey, (M-Hanover), Past Chair
Lee Slöppy (M-Ashland)
Robert L. Dunn (M-Chesterfield)
Marcia R. Phillips (M-Chesterfield)
William E. Henley (A-Colonial Heights)
Dwayne Jones (A-Goochland)
Wayne Hazzard (M-Hanover)
Marcia E. Kelley (M-Henrico)
Robert C. Whiteman (M-Henrico)
Edward Watson (M-Hopewell)
William Riggelman (A-Petersburg)
Johnny Melis (A-Powhatan)

Non-Voting:

Jon Clary (A-Henrico)

Staff:

Kimberly A. Hynes, Executive Director
Richard Nolan, Director of Operations
Teresa Eckhout, Accounting and Financial Manager
Reginald D. Thompson, Operations Technician
Erica Long, Administrative Assistant

MEMBERS/ALTERNATES NOT PRESENT

Jennifer Schontag (A-Ashland)
Zach Trogdon (M-Charles City)
Matthew Rowe (A-Charles City)
Sheryl D. Bailey (A-Chesterfield)
Jeffrey T. Howard (A-Chesterfield)
Clay Bowles (A-Chesterfield)
Thomas Mattis (M-Colonial Heights)
David Lloyd (M-Goochland)
Michael Flagg (A-Hanover)
Randy Hardman (A-Hanover)
Arthur D. Petrini (A-Henrico)
William I. Mawyer, Jr. (A-Henrico)
Monique Robertson (A-Hopewell)
James H. Burrell (M-New Kent)
David Bednarczyk (A-New Kent)
Elliot Danburg (M-Powhatan)
Rod M. Compton (A-Prince George)
Lana Agostini (M-Richmond)
Johnnie Allen (A-Richmond)

Guests:

Lou O'Boyle, Zelos LLC

With a quorum in attendance Chairman Robert C. Key (M-Chesterfield) called the meeting to order at 9:08 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, he closed the public comment period.

Item No. 2: Minutes of the Regular Meeting of November 20, 2015

Chairman Key opened the floor for a motion to accept the minutes of the regular meeting of November 20, 2015 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 20, 2015 Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 3: Chairman's Report

Introduction of Accounting and Financial Manager

Mrs. Hynes, introduced Mrs. Teresa Eckhout to the Board of Directors. Mrs. Hynes informed the Board that Mrs. Eckhout joined CVWMA staff as Accounting and Financial Manager on November 19, 2015. Mrs. Eckhout, a Certified Public Accountant, has a lot of experience in governmental accounting, she spent seven years in the City of Chesapeake in the accounting division of human services. Mrs. Hynes asked members of the Board to take a few moments after the meeting to introduce themselves and welcome Mrs. Eckhout to the Authority.

Item No. 4: Strategic Planning Process and Update

Mrs. Hynes gave the Board an update on the strategic planning process. She reported that the Executive Committee met on November 9, 2015 and are still in the first stages of the planning process. Mrs. Hynes mentioned that they worked on the mission's statement and the vision statement, which is defined as a picture of what the future will look like. She also stated that the Committee started working on guiding principles, which Lou will go over.

Mrs. Lou O'Boyle, Zelos LLC reminded the Board the list of 10 guiding principles, which determine how you behave and run a business. She stated that she first wanted to get some thoughts from the Board on any principles that are not reflected on the list of guiding principles provided. Mr. W. Henley (A-Colonial Heights) stated that there was no focus on Environmental Stewardship. Mrs. O'Boyle asked the Board if they would like to add it to the list, to which they all agreed. Mr. Dunn (M-Chesterfield) spoke about adding "Mutual Cooperation" to the list, which Mrs. O'Boyle stated that it was added to the list. Mrs. O'Boyle then explained an exercise whereby Board members pick their top three most important principles the CVWMA should live by. Mrs. M. Kelley (M-Henrico) asked why choose only three items. Mrs. O'Boyle stated that by picking three, the Committee will see the things that were most important and to get a collective prospective from the Board. She stated that sometimes having a long list of things, makes it a little more challenging to figure out what you do as an organization to truly reflect those principles. Mr. Hazzard (M-Hanover) stated that trusted partner, culture of sharing and mutual cooperation are the same thing and could possibly be combined.

Mr. Dunn (M-Chesterfield) stated with mutual cooperation he saw some differences. Mr. Hazzard (M-Hanover) suggested that mutual cooperation encompasses all three, however when it comes to strategic planning, there are three items that say the same thing.

Chairman Key stated that some are narrower concepts, some are broader concepts. For instance the word “integrity”, could also include financial stewardship and environmental stewardship. He added that there needs to be integrity over both of those principles, and questioned if one of the principles could be Mutual Cooperation/Partnership or is that more than just one principle.

Mrs. O’Boyle asked if there was an agreement that was Mutual Cooperation is the higher term that would incorporate trusted partner. The Board agreed to take “trusted partner” off the list and add to “Integrity”. After the vote, Mrs. O’Boyle stated that ‘Customer Focused’, ‘Integrity/Trusted Partner’, ‘Mutual Cooperation’, ‘Environmental Stewardship’, and ‘Financial Stewardship’ ranked highest. Now the Executive Committee will take this list and make sure that there is nothing missing. Sometimes there is a short descriptor that follows that and some of the other principles might be incorporated.

Mrs. K. Hynes thanked Mrs. O’Boyle and the Board for their input and stated that the Executive Committee will meet on November 30th at 2:00pm and again on January 4th to continue the planning process. At the next meeting the planning team will be finalizing the mission statement, working more on the vision, taking the current information just voted on and put them into a set of guiding principles. Chairman Key thanked everyone for their input.

STAFF AGENDA

Item No. 5: 2015 Comprehensive Annual Financial Report

Mrs. Hynes presented the 2015 Comprehensive Annual Financial Report (CAFR). The Authority’s audit firm is Brown & Edwards and she added that the Authority received an unmodified opinion from the auditors, the highest and best audit rating. There were no material weaknesses found and one finding with the investments has since been corrected. There also is a copy of their internal control report, a standard report of any findings provided to each Board member. The CAFR format has not changed, it is presented in four sections, Introductory, Financial, Statistical, and Compliance.

Mrs. Hynes reported that the Introductory Section contains a transmittal letter to the Board of Directors that provides information on economic conditions and major initiatives of the Authority. She noted that this section includes a copy of the *Certificate of Achievement for Excellence in Financial Reporting* from the Government Finance Officers Association (GFOA), for the 2014 CAFR, which CVWMA received for the 18th consecutive year. She mentioned that the report also includes a listing of Authority Board members and Administrative staff, as well as the Authority’s organizational chart.

Continuing, Mrs. Hynes reported that the Financial Section contains the auditors’ unmodified opinion and managements’ discussion and analysis summarizing financial activity for the year. This section also provides the financial statements for the Authority’s major funds, which include the General Fund, Curbside Fund, Drop-off Fund, Municipal Solid Waste (MSW) and Waste Transfer and Disposal Funds. There is a new section, Required Supplementary Information all related to the newly required retirement information.

She stated that the Net position decreased by \$28,617 from last fiscal year, mostly related to booking the retirement/ net pension obligation. There was a beginning Net Position of \$659,058, the prior

year restatement by implementing the GASB68 reduced the net position/reserves by \$108,660. She stated that the beginning net position with a reserves of \$550,398. The 2015 net income before GASB68 was \$53,801, and actually the retirement adjustment in the current year added income. Net reserves at June 30, 2015 is \$630,441 which is 4.7% of 2016 total budget and represents 58% of the administrative budget, which is a healthy reserve balance.

Mrs. Hynes reported that Net revenue from sale of mixed paper in the drop-off fund exceeded budget by \$10,000. She mentioned interest earned on investments, \$15,000 more than budgeted. Due to Purchasing card implemented in the current fiscal year. By paying vendors with that card, CVWMA earned a 1% rebate back. There were some turnover in positions which affected the administrative expenses, which were lower than anticipated. Mrs. Hynes directed the Board's attention to page 10, to three line items that are new, one asset and two liabilities. First the deferred outflows represents the contributions the Authority made in 2015, and she correlated to prepaid assets and has not yet been factored in to the actuarial evaluation. The second line item, the net pension obligation is the difference between the projected value of the assets and projected liability based on all of the actuarial assumptions. Net pension obligation at the end of June is \$38, 965. The other liability account is the net difference between the projected and the actual investment earnings and could swing year to year, but hopefully will smooth out over a period of time. There are increased disclosures as well. The new VRS disclosures added another 10 pages to the financial report. Mr. Hazzard (M-Hanover) asked if the Authority's liability went up due to picking up 100% of the liability. Mrs. Hynes stated that there is only employer and employee investments. The State does not contribute to the CVWMA's retirement. Chairman Key stated that as they see the adjustments over a number of years, everyone will eventually understand it much better.

Mrs. Hynes highlighted the financial activity. Revenues were flat. There were some significant reductions in the refuse program, saving the localities significant money with some recent procurements most significantly in Hopewell and in Ashland earning rebates. More participation in drop-off programs with delivered paper, and bailed OCC that has increased revenue in the material sales rebate and drop-off fund. Total expenses were flat with some decreases.

Mr. R. Whiteman (M-Henrico) asked if copies will go to all of the jurisdictions and if they will be on the website as well. Mrs. Hynes stated that copies are sent to Chief Administrative Officers of each jurisdiction, as well as online.

A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. M. Kukoski (M-Richmond), and carried that the 2015 CAFR be approved and submitted to the Virginia Auditor of Public Accounts.

Item No. 6: Residential Recycling Program Update

Mr. Rich Nolan, CVWMA Director of Operations, reported that in October 2015, 770 more tons were collected compared to October 2014, which is due to the City of Richmond cart program. He stated that the set out rate in Richmond increased to 46% from 28% pushing an overall regional set-out rate to 40%. He mentioned that there were 214 misses in Richmond, which is still somewhat high. Staff is working on education and issues with alley collection.

Mr. M. Kukoski (M-Richmond) asked if the entire city has carts, then why is the set-out rate closer to 100%? Mr. Nolan stated that the set-out rate is only calculated on the carts that are full. Mrs. Hynes stated that the set-out rate is an average of those that put out recycling compared to total

eligible households. It doesn't take into account vacant homes or those that recycle less frequently. Mr. Nolan stated that in the future they are looking to have an automatic counter on the truck for every pickup to help get the set-out rate a lot more accurate. Mr. J. Clary (A-Henrico) asked if October is the first full month of collection. Mr. Nolan stated that this is the second full month of collection with the carts. Mrs. M. Phillips (M-Chesterfield) stated that by giving out free carts, inherently participation will go up. Mr. J. Clary (A-Henrico) asked if Mr. Nolan could give the general residual rate or contamination number. Mr. Nolan stated that he would find out that information. Mr. M. Kukoski (M-Richmond) asked what the previous set-out rate was prior to the roll out of the new program. Mr. Nolan stated that the previous average set-out rate was 28%.

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

Mr. Reginald Thompson, CVWMA Operations Technician, reported that County Waste had another good month. Only ten misses reported in Ashland in October. County Waste continued to show improvement in Chesterfield with the tax relief trash collection program. Mr. Thompson mentioned that in the last three months, the misses have gone from 307 in August to now 55 misses for the month of October. In addition to the trash collection, he mentioned that County Waste provides two weeks of leaf vacuum service to 28 tax relief customers; one in November which started this week and service is going well. He added that over half the resident's eligible for leaf vacuum service are participating in it. CFS' service is getting back to normal with 46 misses recorded in Colonial Heights, 70 in Hopewell, and 86 in Petersburg. He added that CFS received their shipment of trash carts and they are now current with cart deliveries.

Item No. 8: Operations and Program Statistics

Mr. Nolan directed the Board's attention to the program statistics. He mentioned that there has been an increase in the safe garage program, and commodity pricing is down except mixed paper and OCC. He mentioned that steel pricing is \$60 a ton, and \$200 a year ago. Mr. Nolan added that on October 17 there was an e-cycling event held in Richmond that collected 16,000 pounds of e-waste. Henrico had an event October 24 which was well attended with 9,302 pounds collected. Chesterfield held an e-cycling pick up that collected 26,719 pounds. Hanover had an event where 40 hard drives were shredded.

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

Mr. Nolan reported that there was a DEQ listening session for Solid Waste Planning Regulations, which was well attended with the Richmond PDC in attendance as well. He stated that he took a lot of notes and shared CVWMA suggestions. Mr. Nolan mentioned that at the November 5th TAC meeting there was a presentation on Bio Diesel. He mentioned that the next meeting is on December 3, 2015 and expects TFC to present a proposal on renewing the processing portion of the drop-off contract.

Item No. 10: America Recycles Day (ARD) – November 15

Mrs. Hynes, reported that Staff is working with two local networks on digital messaging as well as an annual contest to promote ARD and the importance of recycling. She stated that the focus of campaigns is collection day, accepted items and rewards program (where applicable). Two media interviews are scheduled: Virginia This Morning (WTVR CBS 6) to air November 13 and the noon News on WWBT NBC 12 on November 11. Mrs. Hynes mentioned that ads, social media, Curbside Email Reminder e-blast website will all promote recycling. Staff posted the ARD toolkit and

resources on the website and are promoting this information as well as locality events to the public on a regular basis.

Item No. 11: Public Information

Waste Reduction News

Mrs. Hynes reported the October electronic newsletter included articles on CVWMA Recycling & Trash Collections on Regular Schedule for Columbus Day, Fall Electronic Recycling Collections, November 15 is America Recycles Day, and CVWMA's Recycling Wizard. The newsletter was distributed electronically to 1,145 email subscribers.

Promotion and Outreach

Mrs. Hynes reported that Staff responded to 32 requests for the month of September, and of these requests, 15 were for presentations and 14 were for educational materials. In addition, she noted that Staff participated in two events, and had one media story. Staff impacted an estimated 501 people and distributed 9,933 educational materials.

Website Statistics, Social Media, and Curbside Email Reminder

Mrs. Hynes informed the Board that the CVWMA website continues to be a good resource. She reported that for the month of September, data shows 13,310 unique visitors visited 27,112 pages. Top pages viewed after the Homepage include the collection schedule, electronics and curbside program pages. She mentioned that 116 email subscribers signed up for the Curbside Email Reminder during the month of August, bringing the total to 23,332 subscribers as of September 30, 2015.

Item No. 12: Financial Reports for October 2015

Financial Reports for October 2015

Mrs. Hynes reported that as of October 31, 2015, the Authority has a combined net income of about \$405,000 year to date. She noted that the financial activity is consistent with previous months and the Authority continues to remain within total budget in all funds as of October 31.

Chairman Key asked if there were any questions on the financial reports and opened the floor for a motion to accept and file the Financial Reports for October 2015 as submitted. A motion was made by Mrs. M. Phillips (M-Chesterfield), seconded by, Mr. R. Dunn (M-Chesterfield) and carried that the Financial Reports for October 2015 be approved and filed as submitted. She added that Mrs. Terry Eckhout, Accounting and Financial Manager, will be presenting the financial report for November 2015.

Item No. 13: 2016 – 2017 Proposed Operating Budget

Mrs. Hynes reported to the Board that Staff prepared the proposed budget, for Fiscal Year 2017 to be adopted by December 31st for their review. She will mail the proposed budget to Board members not present. She mentioned that there are some changes in the format of the report, but essentially is similar to previous years. She stated that the next fiscal year budget is balanced with \$14,608,965 in revenues and expenses, an 8% increase over the 2016 operating budget. Program revenues and corresponding expenses are estimated based on current and projected activity and contractual increases where applicable. Revenue from the sale of recyclables have been estimated conservatively and administrative expenses have increased an overall .7%. Staff prepared this budget

with the ultimate goals of providing a high level of services to members in a cost effective and efficient manner.

The annual Operating Assessment remains at \$.48 per capita since 1997. Contractual revenues and expenses are budgeted based on projected activity and inflation where applicable. The Customer Service and Public Relations Assessments are increased by inflation and the budgeted increase is \$.001 per household per month. The sponsorship of the calendar in the Residential Recycling Program is included at \$10,000. Modest revenue and expenses for cart purchases are also included based on current sale activity. Interest income is budgeted similarly to the current fiscal year and includes the purchasing card rebate.

Continuing Mrs. Hynes indicated that the 2017 Proposed Operating Budget provides for 9 full-time staff and 4 part-time staff with no new positions budgeted. The budget includes an average 2.5% salary increase for staff, which will be reaffirmed in May 2016. CVWMA's contribution to the Virginia Retirement System will be reduced from 8.69% to 4.75% in fiscal years 2017 and 2018. This budget also includes capital outlay of \$35,000 to replace an aging well-used vehicle and to enhance and upgrade the customer service web based application and database. In addition, \$5,000 is included in the Drop-Off Recycling Fund for container decaling as deemed necessary. The budget is balance with an \$8,000 contingency.

She reminded the Board that the budget must be adopted by December 31 in accordance with the Bylaws and a two-thirds affirmative vote is required to pass the budget. She encouraged the Board to review the draft budget over the next few weeks and contact her with any questions. The 2017 proposed budget will be on the December Board meeting agenda for consideration.

Item No. 14:Administrative

Mrs. Hynes mentioned the 25th anniversary Board meeting, on December 11th will be at the Jefferson Hotel, and reminded members to RSVP. Chairman Key recognized Mrs. Stephanie Breaker, CVWMA Customer Service Supervisor, and her team for providing call center resources to a population of over 1.1 million customers. Their hard work and dedication is much appreciated by the Board.

Old/New Business

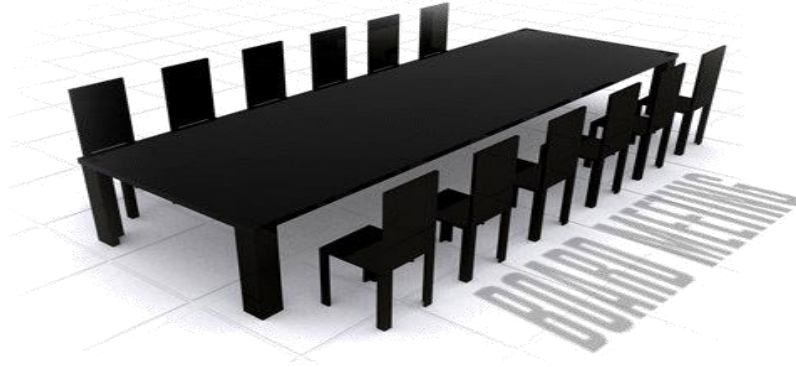
With no further business to come before the Board, Chairman Key opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 10:21 a.m. The motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. R. Whiteman (M-Henrico) and carried that the November 20, 2015 Board of Directors' 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 November 20, 2015 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., December 11, 2015. Given under my hand and seal of the CVWMA this 11th day of December 2015.

Robert C. Key, Chairman



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETINGS-2016**

DATE	LOCATION	TIME
JANUARY 14, 2016	PETERSBURG	2:00 p.m.
FEBRUARY 19, 2016	RICHMOND	2:00 p.m.
MARCH 18, 2016	RICHMOND	2:00 p.m.
APRIL 15, 2016	PETERSBURG	2:00 p.m.
MAY 20, 2016	RICHMOND	2:00 p.m.
JUNE 17, 2016	RICHMOND	2:00 p.m.
JULY 15, 2016 (CANCELLED)	PETERSBURG	CANCELLED
AUGUST 19, 2016	RICHMOND	2:00 p.m.
SEPTEMBER 16, 2016	RICHMOND	2:00 p.m.
OCTOBER 21, 2016	PETERSBURG	2:00 p.m.
NOVEMBER 18, 2016	RICHMOND	2:00 p.m.
DECEMBER 16, 2016	RICHMOND	2:00 p.m.

*Note: This is a Thursday *

RESOLUTION 16-06

A resolution adopting the General Operating Fund Budget for the fiscal year beginning July 1, 2016, and ending June 30, 2017, 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, 2016, and ending June 30, 2017, 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 2016-2017 approved Budget.
2. That the General Operating Fund Budget includes anticipated revenues of \$567,760 and expenses of \$585,810. This budget anticipates a transfer from the Drop-Off Project Fund in the amount of \$18,050. 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 \$25,000, 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 2016, and shall constitute the General Operating Fund Budget for the fiscal year commencing on that date.

Adopted this 11th day of December, 2015

Attest: _____
Robert C. Key, Chairman

RESOLUTION 16-07

A resolution adopting the Curbside Project Fund Budget for the fiscal year beginning July 1, 2016, and ending June 30, 2017, 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, 2016, and ending June 30, 2017, 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 2016-2017 approved Budget.
2. That the Curbside Project Fund Budget includes anticipated revenues and expenses of \$8,204,380.
3. That the Curbside Project Fund Budget reflects the acquisition of Capital Outlay in the amount of \$10,000, 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 2016, and shall constitute the General Operating Fund Budget for the fiscal year commencing on that date.

Adopted this 11th day of December, 2015

Attest: _____
Robert C. Key, Chairman

RESOLUTION 16-08

A resolution adopting the Drop-Off Project Fund Budget for the fiscal year beginning July 1, 2016, and ending June 30, 2017, 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, 2016, and ending June 30, 2017, 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 2016-2017 approved Budget.
2. That the Drop-Off Project Fund Budget includes anticipated revenues of \$665,000 and expenses of \$645,950. This budget anticipates a transfer \$19,050 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 2016, and shall constitute the General Operating Fund Budget for the fiscal year commencing on that date.

Adopted this 11th day of December, 2015

Attest: _____
Robert C. Key, Chairman

RESOLUTION 16-09

A resolution adopting the Municipal Solid Waste Project Fund Budget for the fiscal year beginning July 1, 2016, and ending June 30, 2017, 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, 2016, and ending June 30, 2017, 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 2016-2017 approved Budget.
2. That the Municipal Solid Waste Project Fund Budget includes anticipated revenues and expenses of \$2,897,825.
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 2016, and shall constitute the General Operating Fund Budget for the fiscal year commencing on that date.

Adopted this 11th day of December, 2015

Attest: _____
Robert C. Key, Chairman

RESOLUTION 16-10

A resolution adopting the Special Project Funds Budget for the fiscal year beginning July 1, 2016, and ending June 30, 2017, 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, 2016, and ending June 30, 2017, 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 2016-2017 approved Budget.
2. That the Special Project Funds Budget includes anticipated revenues \$2,274,000 and expenses of \$2,275,000. 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 2016, and shall constitute the General Operating Fund Budget for the fiscal year commencing on that date.

Adopted this 11th day of December, 2015

Attest: _____
Robert C. Key, Chairman

RESOLUTION 16-11

A resolution adopting the Pay and Classification Plan for the fiscal year beginning July 1, 2016, and ending June 30, 2017.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Pay and Classification Plan for the fiscal year beginning July 1, 2016, and ending June 30, 2017, 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 2016-2017 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, 2016 and ending June 30, 2017, and
3. That the Pay and Classification Plan reflects a 2.5% salary increase for all employees, to be reaffirmed by the Board of Directors at their regular meeting in May 2016, 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 2016-2017, and
5. That this resolution shall be in full force and effect on and after the first day of July 2016, and shall constitute the Pay and Classification Plan for the fiscal year commencing on that date.

Adopted this 11th day of December, 2015

Attest: _____
Robert C. Key, Chairman

RESOLUTION 16-12

A resolution revising the Central Virginia Waste Management Authority's *Investment Policy*.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the *Investment Policy* defines and describes CVWMA policies for transactions involving the financial assets and related activity for all funds, and
2. That this policy guides CVWMA staff in implementing the overall objective of the CVWMA to assure fiduciary responsibility regarding public funds and preservation of capital, and
3. That the policy designates authorized investments for public funds as stipulated in the Code of Virginia applicable to State and Local Governments and Political Subdivisions of the Commonwealth of Virginia, and
4. That the report included as Staff Agenda Item No. 12 of the November 2014 Board Agenda identified the need to revise and update the CVWMA's *Investment Policy* and included the revised *Investment Policy*, and
5. That the *Investment Policy*, presented herein is hereby revised and shall replace any previous investment policies and shall be effective upon its passage.

Adopted this 11th day of December, 2015

Attest: _____
Robert C. Key, Chairman

FINANCIAL REPORTS FOR NOVEMBER 2015

Financial Reports for November 2015

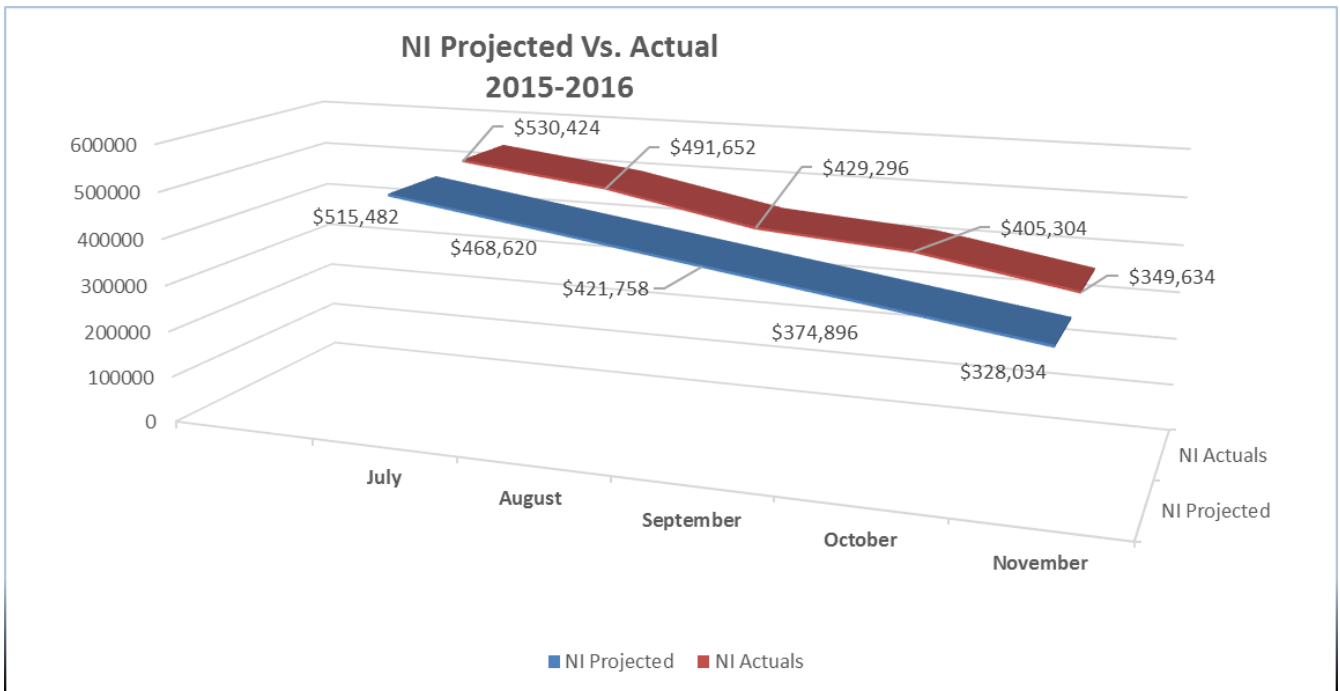
The financial activity is consistent with previous months and the Authority continues to remain within total budget in all funds as of November 30, 2015. The CVWMA has a combined Net Income of over \$360,000 year to date. Net Income will continue to decrease, as we incur expenses throughout the fiscal year.

Recommended Action: Approval of November 2015 Financial Reports.

Attachments

Central Virginia Waste Management Authority
Summary Statement of Actual Revenues and Expenses by Fund
July 2015 – November 2015

Summary - All Funds				
	<u>Total</u>	<u>Total</u>	<u>Fiscal</u>	<u>NI Totals</u>
	<u>Revenues</u>	<u>Expenses</u>	<u>Budget</u>	
General Operating Fund	\$ 567,036	234,321	\$ (18,740)	\$ 332,715
Curbside Project Fund	3,321,025	3,301,123	-	19,902
Drop-Off Project Fund	278,537	270,614	19,740	7,923
Municipal Solid Waste Fund	1,154,901	1,154,928	-	(27)
CFC/HCFC	9,600	9,600	-	-
Special Waste Collections	92,455	92,503	(1,000)	(48)
Waste Tire Fund	18,692	18,692	-	-
Appliance and Scrap Metal Hauling	110,934	110,934	-	-
Yard Waste Projects	93,579	93,583	-	(4)
Waste Transfer & Disposal	<u>494,741</u>	<u>494,739</u>	<u>-</u>	<u>2</u>
Totals	<u>\$ 6,141,500</u>	<u>\$ 5,781,037</u>	<u>\$ -</u>	<u>\$ 360,463</u>



Central Virginia Waste Management Authority
Summary Statement of Actual Revenues and Expenses by Fund
July 2015 – November 2015

General Operating Fund					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Annual Gov't Assessments	-	\$ 548,282	\$ 548,280	\$ 2	0.0%
Miscellaneous/Other	-	-	-	-	0.0%
Interest on Investments	418	4,254	14,065	(9,811)	-69.8%
Sponsorships and Grants	-	<u>14,500</u>	-	<u>14,500</u>	<u>0.0%</u>
Total Revenues	<u>418</u>	<u>567,036</u>	<u>562,345</u>	<u>4,691</u>	<u>0.8%</u>
Expenses:					
Personnel services	25,739	139,396	383,750	244,354	63.7%
Fringe benefits	8,089	28,516	94,125	65,609	69.7%
Professional services	5,966	25,916	28,525	2,609	9.1%
Repairs and maintenance	332	857	3,125	2,268	72.6%
Advertising and promotions	172	983	3,750	2,767	73.8%
Materials and supplies	352	1,669	5,750	4,081	71.0%
Other services and charges	2,459	20,544	13,700	(6,844)	-50.0%
Leases	3,009	15,021	37,810	22,789	60.3%
Depreciation	283	1,419	6,725	5,306	78.9%
Contingencies & Reserves	-	-	<u>3,825</u>	<u>3,825</u>	<u>100.0%</u>
Total Expenses	<u>46,401</u>	<u>234,321</u>	<u>581,085</u>	<u>346,764</u>	<u>59.7%</u>
Transfers In (Out)	-	-	-	-	
Totals	<u>\$ (45,983)</u>	<u>\$ 332,715</u>	<u>\$ (18,740)</u>	<u>\$ 351,455</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2015 – November 2015

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	\$ 570,553	\$ 2,790,294	\$ 6,300,000	\$ 3,509,706	55.7%
Public Relations Assessment	17,271	86,873	217,000	130,127	60.0%
Customer Service Assessment	18,368	92,563	234,000	141,437	60.4%
96-gal Cart Revenue	7,537	51,350	84,780	33,430	39.4%
Sponsorship and Grants	12,000	12,000	10,000	(2,000)	0.0%
Material Sales Rebate	60,125	287,945	600,000	312,055	52.0%
Interest on Investments	-	-	3,375	3,375	100.0%
Total Revenues	<u>685,854</u>	<u>3,321,025</u>	<u>7,449,155</u>	<u>4,128,130</u>	<u>55.4%</u>
Expenses:					
Personnel services	16,383	80,851	191,350	110,499	57.7%
Fringe benefits	6,426	27,580	62,850	35,270	56.1%
Professional services	3,993	17,496	25,700	8,204	31.9%
Repairs and maintenance	1,397	4,290	2,550	(1,740)	-68.2%
Advertising and promotions	4,189	9,188	75,280	66,092	87.8%
Materials and supplies	2,368	3,695	3,775	80	2.1%
Other services and charges	-	9,890	66,400	56,510	85.1%
Leases	3,526	14,103	32,700	18,597	56.9%
Depreciation	711	3,553	7,800	4,247	54.4%
Contractual services	570,553	2,790,308	6,300,000	3,509,692	55.7%
96-gal Cart Expense	16,336	52,224	80,750	28,526	35.3%
Material Sales Rebate	60,125	287,945	600,000	312,055	52.0%
Total Expenses	<u>686,007</u>	<u>3,301,123</u>	<u>7,449,155</u>	<u>4,148,032</u>	<u>55.7%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (153)</u>	<u>\$ 19,902</u>	<u>\$ -</u>	<u>\$ (19,902)</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2015 – November 2015

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	\$ 48,205	\$ 189,221	\$ 540,000	\$ 350,779	65.0%
Materials Sales Rebate	13,924	89,316	120,000	30,684	25.6%
Interest on Investments	-	-	-	-	0.0%
Total Revenues	<u>62,129</u>	<u>278,537</u>	<u>660,000</u>	<u>381,463</u>	<u>57.8%</u>
Expenses:					
Personnel services	409	2,069	4,975	2,906	58.4%
Fringe benefits	163	653	1,690	1,037	61.4%
Professional services	136	703	1,040	337	32.4%
Repairs and maintenance	45	86	165	79	47.9%
Advertising and promotions	-	-	1,000	1,000	100.0%
Materials and supplies	9	77	155	78	50.3%
Other services and charges	51	170	480	310	64.6%
Leases	55	278	755	477	63.2%
Contractual services	46,153	188,050	540,000	351,950	65.2%
Materials sales rebate	<u>13,094</u>	<u>78,528</u>	<u>90,000</u>	<u>11,472</u>	<u>12.7%</u>
Total Expenses	<u>60,115</u>	<u>270,614</u>	<u>640,260</u>	<u>369,646</u>	<u>57.7%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 2,014</u>	<u>\$ 7,923</u>	<u>\$ 19,740</u>	<u>\$ 11,817</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2015 – November 2015

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	\$ 235,307	\$ 1,138,858	\$ 2,614,000	\$ 1,475,142	56.4%
Customer Service Assessment	2,627	13,523	30,600	\$ 17,077	55.8%
Contract Admin Costs	-	2,520	-	\$ (2,520)	0.0%
Interest on Investments	-	-	3,560	\$ 3,560	100.0%
Total Revenues	<u>237,934</u>	<u>1,154,901</u>	<u>2,648,160</u>	<u>1,493,259</u>	<u>56.4%</u>
Expenses:					
Personnel services	1,230	6,208	14,770	8,562	58.0%
Fringe benefits	551	2,259	5,015	2,756	55.0%
Professional services	966	4,559	5,900	1,341	22.7%
Repairs and maintenance	36	664	1,210	546	45.1%
Advertising and promotions	-	-	1,000	1,000	99.0%
Materials and supplies	160	402	1,020	618	60.6%
Other services and charges	248	721	1,955	1,234	63.1%
Leases	166	830	2,290	1,460	63.8%
Depreciation	83	416	1,000	584	58.4%
Contractual Services	<u>235,308</u>	<u>1,138,869</u>	<u>2,614,000</u>	<u>1,475,131</u>	<u>56.4%</u>
Total Expenses	<u>238,748</u>	<u>1,154,928</u>	<u>2,648,160</u>	<u>1,493,232</u>	<u>56.4%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (814)</u>	<u>\$ (27)</u>	<u>\$ -</u>	<u>\$ 27</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2015 – November 2015

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	\$ 143,103	\$ 664,562	\$ 1,987,000	\$ 1,322,438	66.6%
Materials Sales Rebate	20,168	155,438	225,000	69,562	30.9%
Interest on Investments	-	-	-	-	0.0%
Total Revenues	<u>163,271</u>	<u>820,000</u>	<u>2,212,000</u>	<u>1,392,000</u>	<u>62.9%</u>
Expenses:					
Personnel services	-	-	-	-	98.0%
Fringe benefits	-	-	-	-	98.0%
Professional services	-	-	-	-	100.0%
Repairs and maintenance	-	-	-	-	100.0%
Advertising and Promotions	-	145	1,000	1,000	0.0%
Materials and supplies	-	-	-	-	59.0%
Other services and charges	-	-	-	-	84.0%
Contractual services	143,091	664,550	1,987,000	1,322,450	90.0%
Materials sales rebate	<u>20,085</u>	<u>155,355</u>	<u>225,000</u>	<u>69,645</u>	<u>31.0%</u>
Total Expenses	<u>163,176</u>	<u>820,050</u>	<u>2,213,000</u>	<u>1,393,095</u>	<u>63.0%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 95</u>	<u>\$ (50)</u>	<u>\$ (1,000)</u>	<u>\$ (1,095)</u>	