



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA
DECEMBER 15, 2017
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA**

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

CHAIRMAN’S AGENDA

CERTIFICATION OF QUORUM

ITEM NO.	Page(s)
1. Public Comment Period	
2. Minutes of the Regular Meeting of November 17, 2017	3-10
3. Chairman’s Report	
4. Proposed 2018 Board Meeting Dates	11
5. Customer Service Survey Results (Strategic Plan Initiative)	

STAFF AGENDA

ITEM NO.	
6. Consideration of Resolutions 18-04 through 18-10 : 2019 Operating Budget	12-18
7. Residential Recycling Program	
8. Municipal Solid Waste (MSW) Program	
9. Operations and Program Statistics eWaste Tech Systems Update	
10. Technical Advisory Committee (TAC) Report	
11. Public Information	
12. Financial Reports for November 2017	19-26
13. Administrative	
14. Recycling Education Magic and Juggling Show – featuring Jonathon Austin	

OLD/NEW BUSINESS

ADJOURNMENT

****HOLIDAY RECEPTION****

Upcoming Meetings:

Technical Advisory Committee – Thursday, January 4, 2018 – 9:00 a.m.

Executive Committee Meeting – Tuesday, January 9, 2018 – 2:00 p.m.

Board of Directors (Petersburg) – January 19, 2018 – 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 17, 2017

Minutes of the November 17, 2017 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 17, 2017
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

J. Allen Lane (M-Henrico), Chairman
Patricia Paige (M-New Kent), Secretary
Mark Kukoski (M-Richmond), Treasurer
Edward Watson (M-Hopewell), Director
Lee Slöppy (M-Ashland)
Robert L. Dunn (M-Chesterfield)
Al Pace (A-Chesterfield)
William E. Henley (A-Colonial Heights)
Leigh Dunn (M-Goochland)
Scott Wyatt (M-Hanover)
Stephen Chidsey (M-Hanover)
Marcia E. Kelley (M-Henrico)
Jon Clary (A-Henrico)
William Riggelman (A-Petersburg)
Johnny Melis (A-Powhatan)
Michael Purvis (M-Prince George)
David McNeel (M-Richmond)

Non-Voting:

Jeffrey T. Howard (A-Chesterfield)
Chip England (A-Henrico)

Staff:

Kimberly A. Hynes, Executive Director
Richard Nolan, Director of Operations
Teresa Eckhout, Accounting and Financial Manager
Reginald D. Thompson, Operations Technician
Stephanie Breaker, Customer Service Supervisor
James Snyder, CVWMA Legal Counsel
Mary Beth Mains, Part-time Administrative Assistant

MEMBERS/ALTERNATES NOT PRESENT

Marcia R. Phillips (M-Chesterfield), Vice-Chair
Jennifer Schontag (A-Ashland)
Zach Trogdon (A-Charles City)
Scott Zaremba (M-Chesterfield)
Clay Bowles (A-Chesterfield)
Doug Smith (M-Colonial Heights)
Dwayne Jones (A-Goochland)
Randy Hardman (A-Hanover)
Michael Flagg (A-Hanover)
Bentley Chan (A-Henrico)
Robert C. Whiteman (M-Henrico)
Monique Robertson (A-Hopewell)
James H. Burrell (A-New Kent)
Daniel Harrison (M-Petersburg)
Elliot Danburg (M-Powhatan)
Rod M. Compton (A-Prince George)

Guests:

With a quorum in attendance, Chairman J. Allen Lane (M-Henrico) called the meeting to order at 9:01 a.m.

CHAIRMAN'S AGENDA

Item No. 1: Public Comment Period

Chairman Lane opened the public comment period and stated that anyone from the public wishing to address the Board would have three (3) minutes to make their comments. Without any requests to address the Board, he closed the public comment period.

Item No. 2: Minutes of the Regular Meeting of October 20, 2017

Chairman Lane opened the floor for a motion to accept the minutes of the regular meeting of October 20, 2017 as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mrs. M. Kelley (M-Henrico), and carried that the minutes of the October 20, 2017 Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 3: Chairman's Report

Chairman Lane welcomed Michael Purvis, Director of General Services from Prince George to the Board of Directors.

STAFF AGENDA

Item No. 4: Consideration of Resolution 18-03 Awarding the Contracts for Yard Waste Processing Services

Mr. R. Nolan, CVWMA Director of Operations informed the Board that Staff issued a Request for Proposals (RFP) for Yard Waste Processing Services on July 31, 2017 and three proposals were received and opened on September 15, 2017. A selection committee comprised of CVWMA Staff and representatives from several participating localities reviewed the proposals and recommended awarding Contracts to Yard Works, LLC and E.J. Wade Construction, LLC. Mr. Nolan indicated the selection was made based on the proposers' ability to provide the services outlined in the RFP at fair and equitable prices. In addition, each selected Contractor demonstrated the ability to handle quarantines as mandated by the Virginia Department of Agriculture.

Chairman Lane asked if there were any questions and opened the floor for a vote. A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. S. Chidsey (M-Hanover) and carried to approved **Resolution 18-03**.

Item No. 5: Residential Recycling Program

Mr. R. Nolan reported that fiscal year to date through October 31, 2017, 12,227 tons were collected versus 12,402 for the same period last year, a difference of 175 tons. He reported 3,090 tons were collected in October vs. 2,999 in October 2016.

Continuing, Mr. Nolan reported that in recent months, the rebate received from the sale of recyclables has been above \$20/ton. However, after declines in market prices this month, the rebate will likely drop back to the floor of \$20/ton. The total rebate received year to date is \$241,290 versus

\$230,865 at this time last year in the Residential Recycling Program, an increase of \$10,425 which is good news even though the tonnage is slightly down.

Mr. Nolan reported there were 534 misses in October 2017 versus 854 last October. That was due to issues in Petersburg, which have since been resolved. Mr. R. Dunn (M-Chesterfield) asked if the commodity pricing will continue to drop and Mr. Nolan responded its possible. Commodity pricing in November 2017 was at \$35 per ton for mixed paper and \$115 per ton for Old Corrugated Containers (OCC) compared to September pricing of \$70 per ton for mixed paper and \$170 per ton OCC. China reduced the percentage of acceptable contaminates allowed imported from our markets. Mr. Nolan stated that most of the major players, like Waste Managements and Republic Services are not as worried about the Chinese markets as they have established other markets for the material.

Mr. S. Wyatt (M-Hanover) asked if this was expected long or short term. Mr. Nolan responded, from what he has read, it seems it will level out at the current prices and will likely remain that way for the next quarter. Mr. M. Kukoski (M-Richmond), Treasurer, asked Mr. Nolan for a graph of commodity prices over the last 10 years.

Item No. 6: Municipal Solid Waste (MSW) Program

Mr. Reginald Thompson, CVWMA Operations Technician, reported that in the month of October County Waste had 22 misses in Ashland and 40 misses recorded for the Chesterfield tax relief program. The majority of misses in Chesterfield were due to route changes made in mid-October. County Waste also provided their leaf vacuuming service for those tax relief customers that are eligible for the service. That service will be provided during the weeks of December 4th through 8th and January 8th through 12th.

Mr. Thompson continued informed the Board, after receiving \$3,700 in penalties for missed collections for the month of September, service improved in the month of October by CFS. He mentioned for CFS, the misses recorded were 43 in Colonial Heights, 83 in Hopewell and 102 in Petersburg. There were no penalties for the month of October, and staff will continue to monitor performance.

Item No. 7: Operations and Program Statistics

Mr. Nolan referred to the monthly program statistics distributed to each Board member. He informed the Board about two recycling events scheduled for Saturday November 18: Hanover Household Hazardous Waste collection and paper shredding at their Mechanicsville location and paper shredding, tire recycling and paint recycling in Goochland at their Fair Grounds location.

Mrs. K. Hynes, CVWMA Executive Director requested to defer the eWaste Tech Systems update discussion until the closed session, to which there were no objections.

Item No. 8: Technical Advisory Committee (TAC) Report

Mr. Nolan stated that the TAC met on November 2, 2017 and the group heard from Entsorga, an Italian company that has developed an alternative to landfilling municipal solid waste. They have a system that accepts MSW and turns it into a fuel that can be used in cement kilns. It has a higher BTU value than coal. Entsorga will be opening a new facility in June of 2018 in Berkeley County, West Virginia. He commented that central Virginia enjoys a significant amount of air space capacity but the costs could get expensive if a couple of landfills don't get their expansions. Therefore, new

alternatives could be valuable for planning in the future. The next TAC meeting is December 7, 2017.

Item No. 9: America Recycles Day – 2017

Mrs. Hynes indicated Mrs. N. Drumheller, Public Affairs Manager was participating in an America Recycles Day event with Keep Virginia Beautiful at the Retail Merchants Association along with Ms. Kate Carney, Recycling Education and Outreach Specialist. Staff has been busy with America Recycles Day activities. Jonathan Austin has provided his magic and juggling act in 14 schools in 8 jurisdictions promoting recycling and reaching over 3,400 students and adults. CVWMA has received great feedback including a testimonial from Walton Hill Principal Belinda W. Urquhart in Petersburg who wrote “*Thank you for coming to Walnut Hill. Our students truly enjoyed the presentation. They are excited about recycling.*” Mrs. Hynes informed the Board that Jonathan will be performing excerpts from his show at the December Board meeting.

Continuing, Mrs. Hynes noted Staff has responded to 34 requests for the month of November for programs, local events and several media stories. The slide shows a brief recap of education and outreach efforts as well as media stories. The annual America Recycles Day educational campaign and contest with local media educational campaign started in late October and will end in mid-December. This year CVWMA worked with WTVR CBS 6. The carton recycling education contest has over 3,800 entries. Of these entrants, 2,451 have opted to receive more information from CVWMA at this time. CVWMA also has 407 new followers on Facebook. The first gift card winner randomly selected on November 8 is from Hopewell. The second drawing will be on Monday, November 20.

In addition, Mrs. Drumheller did a Stump the Host media segment with Jessica Noll, host of CBS6 Virginia This Morning that aired on Monday, November 6th and Mrs. Hynes did an interview on CBS6 Virginia This Morning that aired November 13.

Item No. 10: Public Information

November 2017 Waste Reduction News

Mrs. Hynes mentioned the November electronic newsletter informed recipients about: Collections on Regular Schedule for Veterans Day Holiday; What are YOU doing for America Recyclers Day?; CVWMA Customer Service Survey Ends Nov. 15; Thanksgiving Holiday to Delay Collections. There are 1,313 email subscribers.

Website Statistics, Social Media, and Curbside Email Reminder

Mrs. Hynes also noted that for the month of October statistics show 15,473 unique visitors made 32,871 visits to over 107,188 pages. The average visit time was 3 minutes for all pages and the top Web Pages viewed were Homepage cvwma.com, Curbside Recycling Collection Schedule, and Electronics. The news feed had 1,054 views and the event calendar 976 views.

Continuing, she mentioned 96 new subscribers signed up for the email reminder in the month of October, bringing total subscribers to 28,880.

CVWMA Customer Service Survey

Mrs. Hynes continued informing the Board that the Customer Service Survey which ran from September 15 through Wednesday, November 15 resulted in 477 surveys submitted. Responses were

received from all 13 member jurisdictions. Staff will report on the results at the December CVWMA Board of Directors meeting as well as on our website.

Veterans Day Holiday Messaging

Staff shared Veterans Day Holiday having no impact on residential recycling and trash collections in a multiple of formats on a daily basis and will be issuing a press release and sharing information regarding the Thanksgiving Holiday and delayed collections.

Item No. 11: Financial Reports for October 2017

Mrs. T. Eckhout, CVWMA Accounting and Financial Manager reported that the monthly financial reports included in the Board packet were consistent with previous months. She informed the Board the Authority continues to remain within total budget, in all funds as of October 31, 2017. The Authority has a combined net income of \$440,614 year to date and Mrs. Eckhout reminded the Board that net income decreases as expenses are incurred through the year.

The Accounts Receivable schedule for October was included in the package, showing an outstanding balances more than 60 days old for Petersburg and Chesterfield. Mrs. Eckhout stated that Petersburg is now current and that Chesterfield's outstanding balance was in process for payment by the schools. Chairman Lane (M-Henrico) opened the floor for a motion to accept and file the Financial report for October 2017 as submitted. A motion was made by Mr. S. Wyatt (M-Hanover), seconded by Mr. R. Dunn (M-Chesterfield), and carried that the Financial Reports for October 2017 be approved and filed as submitted.

Item No. 12: 2018-2019 Proposed Operating Budget

Mrs. K. Hynes presented the 2019 Proposed Operating Budget. She reminded the Board that the budget must be approved by December for the ensuing fiscal year, in accordance with the Bylaws. Mrs. Hynes stated she was presenting a balanced budget totaling \$15,902,160 which is increased by 4% over the 2018 operating budget. Program Revenues are based on current and projected activity and contractual increases were applicable. Revenue from sale of recyclables are conservative estimates. The recent and projected downturn in recycling markets as previously discussed has been factored into estimates of recycling revenue. This budget was prepared with the ultimate goal of continuing to provide the level of service our members have come to expect in a cost-effective manner, while implementing the strategic plan adopted in June 2016.

The annual operating assessment remains at \$.48 per capita (unchanged) since 1997. Contractual revenues and expenses are budgeted based on projected activity, such as projected volume increases in the Waste Transfer/Disposal and Yard Waste Funds and inflation where applicable. As the economy improves, waste disposal and recycling increases. About 93% of the CVWMA budget is passed onto to localities based on their participation in our programs. 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 with a slight increase and includes the purchasing card rebate.

Continuing Mrs. Hynes indicated that the 2019 Proposed Operating Budget provides for 9 full-time staff and 4 part-time staff with no new positions budgeted. The budget includes an average 3.0% salary increase for staff, which will be reaffirmed in May 2018. CVWMA's contribution to the Virginia Retirement System is estimated at the current 4.75% in fiscal year 2019, however that may

change. This budget proposes increasing the health insurance cap on monthly premiums from \$610 to \$650. In addition, this budget allows for a one time expense of \$10,000 to conduct a personnel study. She reminded the Board that a similar study was conducted in 2008, nearly 10 years ago and with the downturn in the economy and the significant changes since then, the benchmarks are outdated. CVWMA is a unique organization where positions do not necessarily correlate to positions in member localities or even in other authorities around the state. Mr. R. Dunn (M - Chesterfield) asked if we had someone in mind to do the study and Mrs. Hynes responded Springstead conducted the study in 2008 and provides similar services to localities around the state. She indicated that she would start with Springstead. Mrs. M. Kelley (M-Henrico) asked if we really need \$10,000 for that study, to which Mrs. Hynes responded the Authority spent \$7,500 last time the study was done 10 years ago and she hoped the cost would be similar.

Continuing Mrs. Hynes noted: the Promotion and Education line item is increased by \$2,100 to coincide with the increase in the PR Assessment; Professional Services is decreased by \$2,000 as no OPEB (Other Post Employment Benefits) evaluation is needed; an annual 3% escalator is included for the Office Lease; Telephone expense is reduced by \$2,500 due to savings realized in changing providers. This budget also includes capital outlay of \$12,500 to replace and upgrade computer and office equipment and enhance the customer service application. She stated that the budget is balanced with some contingency of \$2,135.

Mrs. Hynes reminded all that the budget is required to be adopted by December 31 per our Bylaws and 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 resolutions adopting the budget will be included on the December 15 Board agenda for consideration.

Item No. 13:Administrative

Mrs. K. Hynes informed the Board that Henrico County did not receive the DEQ Litter Prevention and Recycling competitive grant applied for on behalf of the region. She reminded the Board of upcoming meetings, dates and times and invited all to participate.

Old/New Business

Chairman Lane asked if there was any old or new business to come before the Board. There was none.

Closed Session

Mr. R. Dunn (M-Chesterfield) motioned and Mrs. M. Kelley (M-Henrico) seconded and it was carried to move into closed session pursuant to Virginia Code Section 2-2-3712 for the purpose of consulting with legal counsel regarding specific legal matters regarding the provisions of legal advice, as authorized under Virginia Code Section 2.2-3711(A)(7) and further the presence of Kim Hynes and Rich Nolan is required during the closed session as they are necessary to the discussion and will reasonably aid the Board in its consideration of the matters at issue. The doors were closed.

Mr. M. Kukoski (M-Richmond) motioned, Mr. R. Dunn (M-Chesterfield) seconded, and it was carried to exit the closed session re-opening of the meeting to the public. The doors were opened.

Pursuant to Virginia Code Section 2.2-3712D the following certified to the best of their knowledge that only those matters identified in the motion to move into closed session were in fact discussed

during the closed session, such matters being properly exempted from the open meeting requirement pursuant to Virginia Code Section 2.2-3711(A)(7) and 2.2-3712A:

J. Allen Lane (M-Henrico), Chairman
Patricia Paige (M-New Kent), Secretary
Mark Kukoski (M-Richmond), Treasurer
Edward Watson (M-Hopewell), Director
Lee Slöppy (M-Ashland)
Robert L. Dunn (M-Chesterfield)
Al Pace (A-Chesterfield)
William E. Henley (A-Colonial Heights)
Leigh Dunn (M-Goochland)
Scott Wyatt (M-Hanover)
Stephen Chidsey (M-Hanover)
Marcia E. Kelley (M-Henrico)
Jon Clary (A-Henrico)
William Riggelman (A-Petersburg)
Johnny Melis (A-Powhatan)
Michael Purvis (M-Prince George)
David McNeel (M-Richmond)

Mr. R. Dunn (M-Chesterfield) motioned and Mrs. M. Kelley (M-Henrico) seconded and the vote carried authorizing the Mr. Jim Snyder, CVWMA Legal Counsel to respond to the letter received from Dickinson Wright, attorneys for the AF Byrd Center.

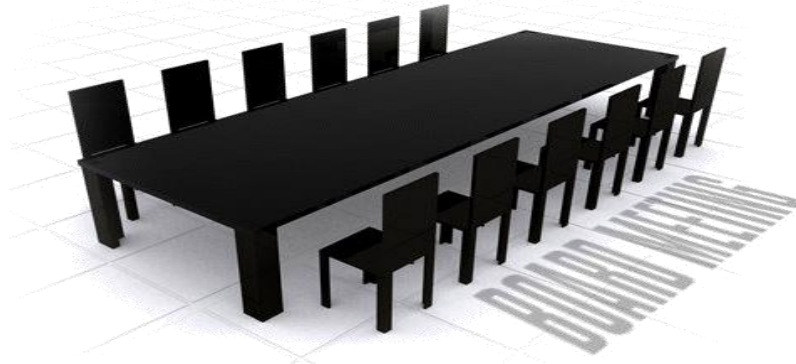
With no further business to come before the Board, Chairman Lane opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 10:15 a.m. The motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. J. Clary (A-Henrico) and carried that the November 17, 2017 Board of Directors' 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 November 17, 2017 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 15, 2017. Given under my hand and seal of the CVWMA this 15th day of December 2017.

J. Allen Lane, Chairman



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETINGS-2018**

DATE	LOCATION	TIME
JANUARY 19, 2018	PETERSBURG	9:00 a.m.
FEBRUARY 16, 2018	RICHMOND	9:00 a.m.
MARCH 16, 2018	RICHMOND	9:00 a.m.
APRIL 20, 2018	PETERSBURG	9:00 a.m.
MAY 18, 2018	RICHMOND	9:00 a.m.
JUNE 15, 2018	RICHMOND	9:00 a.m.
JULY 20, 2018 (CANCELLED)	CANCELLED	CANCELLED
AUGUST 17, 2018	TBD	9:00 a.m.
SEPTEMBER 21, 2018	RICHMOND	9:00 a.m.
OCTOBER 19, 2018	PETERSBURG	9:00 a.m.
NOVEMBER 16, 2018	RICHMOND	9:00 a.m.
DECEMBER 14, 2018 *	RICHMOND	9:00 a.m.

*** NOTE: December meeting one week earlier than normal**

RESOLUTION 18-04

A resolution adopting the General Operating Fund Budget for the fiscal year beginning July 1, 2018, and ending June 30, 2019, 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, 2018, and ending June 30, 2019, 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 2018-2019 approved Budget, and
2. That the General Operating Fund Budget includes anticipated revenues of \$584,215 and expenses of \$619,545. This budget anticipates a transfer from the Drop-Off Project Fund in the amount of \$35,330. 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 2018, and shall constitute the General Operating Fund Budget for the fiscal year commencing on that date.

Adopted this 15th day of December, 2017

Attest: _____
J. Allen Lane
Chairman

RESOLUTION 18-05

A resolution adopting the Residential Recycling Project Fund Budget for the fiscal year beginning July 1, 2018, and ending June 30, 2019, 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, 2018, and ending June 30, 2019, 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 2018-2019 approved Budget, and
2. That the Residential Recycling Project Fund Budget includes anticipated revenues and expenses of \$8,583,095, and
3. That the Residential Recycling 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), 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 2018, and shall constitute the Residential Recycling Project Fund Budget for the fiscal year commencing on that date.

Adopted this 15th day of December, 2017

Attest: _____
J. Allen Lane
Chairman

RESOLUTION 18-06

A resolution adopting the Drop-Off Project Fund Budget for the fiscal year beginning July 1, 2018, and ending June 30, 2019, 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, 2018, and ending June 30, 2019, 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 2018-2019 approved Budget, and
2. That the Drop-Off Project Fund Budget includes anticipated revenues of \$847,000 and expenses of \$810,670. This budget anticipates a transfer \$36,330 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 2018, and shall constitute the Drop-Off Project Fund Budget for the fiscal year commencing on that date.

Adopted this 15th day of December, 2017

Attest: _____
J. Allen Lane
Chairman

RESOLUTION 18-07

A resolution adopting the Municipal Solid Waste Project Fund Budget for the fiscal year beginning July 1, 2018, and ending June 30, 2019, 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, 2018, and ending June 30, 2019, 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 2018-2019 approved Budget, and
2. That the Municipal Solid Waste Project Fund Budget includes anticipated revenues and expenses of \$3,021,850, and
3. That the Municipal Solid Waste Project Fund Budget reflects the acquisition of Capital Outlay in the amount of \$2,500, 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 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
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 2018, and shall constitute the Municipal Solid Waste Project Fund Budget for the fiscal year commencing on that date.

Adopted this 15th day of December, 2017

Attest: _____
J. Allen Lane
Chairman

RESOLUTION 18-08

A resolution adopting the Special Project Funds Budget for the fiscal year beginning July 1, 2018, and ending June 30, 2019, 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, 2018, and ending June 30, 2019, 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 2018-2019 approved Budget, and
2. That the Special Project Funds Budget includes anticipated revenues \$2,866,000 and expenses of \$2,867,000. 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 2018, and shall constitute the Special Project Funds Budget for the fiscal year commencing on that date.

Adopted this 15th day of December, 2017

Attest: _____
J. Allen Lane
Chairman

RESOLUTION 18-09

A resolution adopting the Pay and Classification Plan for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Pay and Classification Plan for the fiscal year beginning July 1, 2018, and ending June 30, 2019, 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 2018-2019 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 2018, 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 2018-2019, and
5. That this resolution shall be in full force and effect on and after the first day of July 2018, and shall constitute the Pay and Classification Plan for the fiscal year commencing on that date.

Adopted this 15th day of December, 2017

Attest: _____
J. Allen Lane
Chairman

RESOLUTION 18-10

A resolution revising section 4.06 of the *Personnel Policies, Benefits and Procedures Manual* whereby this revision has been presented to the Board for consideration as part of the 2018-2019 Proposed Operating Budget. The revision to the Central Virginia Waste Management Authority Personnel Policies, Benefits and Procedures Manual shall be effective July 1, 2018.

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 4.06 be revised to provide for a maximum payment of \$650 per month toward individual premiums for Health Insurance, replacing the previous \$610 maximum payment, and
4. That Section 4.06 of *Personnel Policies, Benefits and Procedures Manual* defined as part of the 2018-2019 Operating Budget are updated effective July 1, 2018 and shall replace previous policies, benefits and procedures previously adopted by the CVWMA.

Adopted this 15th day of December, 2017

Attest: _____
J. Allen Lane
Chairman

FINANCIAL REPORTS FOR NOVEMBER 2017

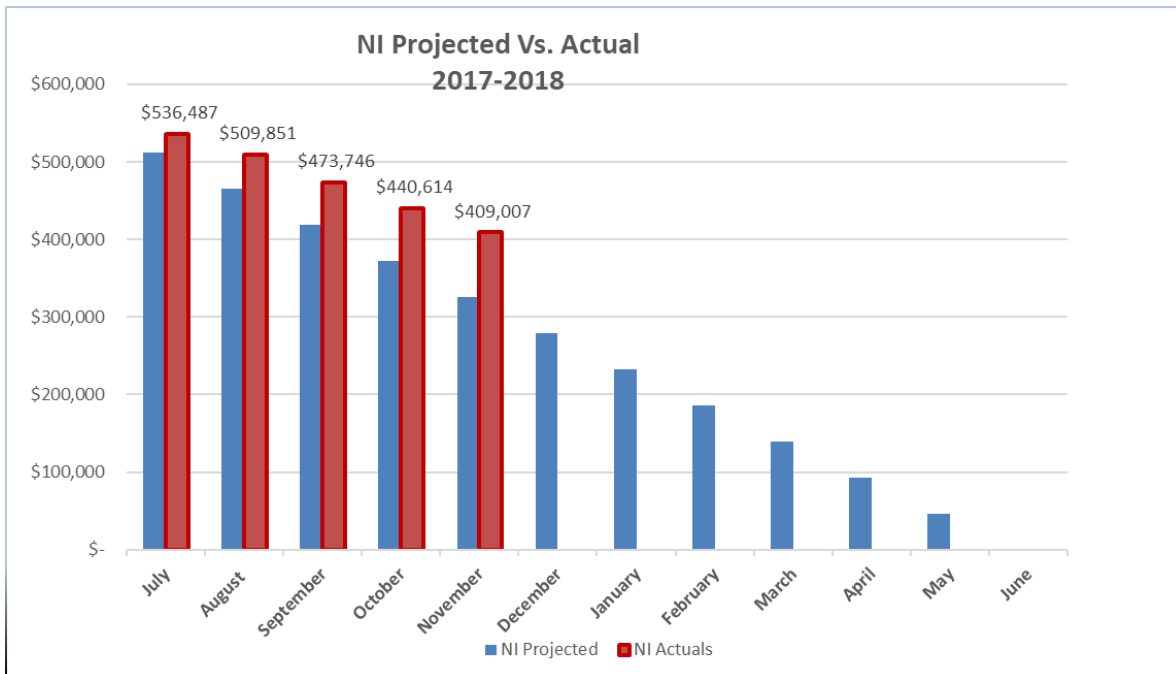
The financial activity for November is consistent with previous months and the Authority continues to remain within total budget in all funds as of November 30, 2017. The CVWMA has a combined Net Income of \$409,007 year to date. The accounts receivable schedule is included and reflects the details of the total amounts due to the Authority as of November 30.

Recommended Action: Approval of November 2017 Financial Reports.

Attachments

Central Virginia Waste Management Authority
Summary Statement of Actual Revenues and Expenses by Fund
July 2017 – November 2017

Summary - All Funds			
	Total	Total	
	<u>Revenues</u>	<u>Expenses</u>	<u>NI Totals</u>
General Operating Fund	\$ 567,248	234,513	\$ 332,735
Curbside Project Fund	3,557,230	3,499,370	\$ 57,860
Drop-Off Project Fund	317,910	301,854	\$ 16,056
Municipal Solid Waste Fund	1,291,706	1,289,453	\$ 2,253
CFC/HCFC	25,000	25,000	\$ -
Special Waste Collections	88,603	88,600	\$ 3
Waste Tire Fund	30,020	30,020	\$ -
Appliance and Scrap Metal Hauling	251,616	251,616	\$ -
Yard Waste Projects	112,851	112,851	\$ -
Waste Transfer & Disposal	699,612	699,512	\$ 100
Totals	\$ 6,941,796	\$ 6,532,789	\$ 409,007
	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u>
Capital Outlay	\$ -	\$ 5,146	\$ 12,500



Central Virginia Waste Management Authority
Summary Statement of Actual Revenues and Expenses by Fund
July 2017 – November 2017

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	\$ -	\$ 558,825	\$ 558,825	\$ -	0.0%
Interest on Investments	<u>1,598</u>	<u>8,423</u>	<u>12,295</u>	<u>(3,872)</u>	<u>-31.5%</u>
Total Revenues	<u>1,598</u>	<u>567,248</u>	<u>571,120</u>	<u>(3,872)</u>	<u>-0.7%</u>
Expenses:					
Personnel services	31,128	146,143	399,150	253,007	63.4%
Fringe benefits	6,455	35,201	82,645	47,444	57.4%
Professional services	1,156	20,891	32,800	11,909	36.3%
Repairs and maintenance	358	2,497	3,625	1,128	31.1%
Advertising and promotions	-	127	1,250	1,123	89.8%
Materials and supplies	223	1,519	4,700	3,181	67.7%
Other services and charges	1,390	6,710	19,865	13,155	66.2%
Leases	3,459	17,692	45,270	27,578	60.9%
Depreciation	<u>747</u>	<u>3,733</u>	<u>11,000</u>	<u>7,267</u>	<u>66.1%</u>
Total Expenses	<u>44,916</u>	<u>234,513</u>	<u>600,305</u>	<u>365,792</u>	<u>60.9%</u>
Net Income	<u>\$ (43,318)</u>	<u>\$ 332,735</u>	<u>\$ (29,185)</u>	<u>\$ 361,920</u>	
Capital Outlay	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>0.0%</u>

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2017 – November 2017

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	\$ 592,797	\$ 2,971,452	\$ 7,080,500	\$ 4,109,048	58.0%
Public Relations Assessment	17,735	89,716	215,000	125,284	58.3%
Customer Service Assessment	18,852	95,340	228,000	132,660	58.2%
96-gal Cart Revenue	10,860	68,484	96,480	27,996	29.0%
Sponsorship and Grants	-	15,000	15,000	-	0.0%
Material Sales Rebate	57,866	306,973	700,000	393,027	56.1%
Interest on Investments	2,059	10,265	14,260	3,995	28.0%
Total Revenues	<u>700,169</u>	<u>3,557,230</u>	<u>8,349,240</u>	<u>4,792,010</u>	<u>57.4%</u>
Expenses:					
Personnel services	16,797	74,743	193,700	118,957	61.4%
Fringe benefits	4,249	23,776	54,580	30,804	56.4%
Professional services	1,003	15,903	28,850	12,947	44.9%
Repairs and maintenance	266	1,723	3,030	1,307	43.1%
Advertising and promotions	421	12,285	84,650	72,365	85.5%
Materials and supplies	325	1,427	4,175	2,748	65.8%
Other services and charges	2,794	9,773	66,410	56,637	85.3%
Leases	2,469	12,654	31,400	18,746	59.7%
Depreciation	808	4,043	10,100	6,057	60.0%
Contractual services	592,797	2,971,452	7,080,500	4,109,048	58.0%
96-gal Cart Expense	8,723	64,618	91,845	27,227	29.6%
Material Sales Rebate	57,867	306,973	700,000	393,027	56.1%
Total Expenses	<u>688,519</u>	<u>3,499,370</u>	<u>8,349,240</u>	<u>4,849,870</u>	<u>58.1%</u>
Net Income	<u>\$ 11,650</u>	<u>\$ 57,860</u>	<u>\$ -</u>	<u>\$ 57,860</u>	
Capital Outlay	<u>\$ -</u>	<u>\$ 146</u>	<u>\$ 7,500</u>	<u>\$ 7,354</u>	<u>98.1%</u>

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2017 – November 2017

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	\$ 43,777	\$ 180,713	\$ 550,000	\$ 369,287	67.1%
Contract Admin Costs	-	1,500	-	(1,500)	0.0%
Materials Sales Rebate	<u>19,817</u>	<u>135,697</u>	<u>230,000</u>	<u>94,303</u>	<u>41.0%</u>
Total Revenues	<u>63,594</u>	<u>317,910</u>	<u>780,000</u>	<u>462,090</u>	<u>59.2%</u>
Expenses:					
Personnel services	443	2,064	8,230	6,166	74.9%
Fringe benefits	170	877	1,835	958	52.2%
Professional services	54	1,029	1,550	521	33.6%
Repairs and maintenance	21	149	215	66	30.7%
Advertising and promotions	-	-	2,500	2,500	100.0%
Materials and supplies	10	71	190	119	62.6%
Other services and charges	37	192	480	288	60.0%
Leases	58	301	815	514	63.1%
Contractual services	43,777	180,713	550,000	369,287	67.1%
Materials sales rebate	<u>19,351</u>	<u>116,458</u>	<u>184,000</u>	<u>67,542</u>	<u>36.7%</u>
Total Expenses	<u>63,921</u>	<u>301,854</u>	<u>749,815</u>	<u>447,961</u>	<u>59.7%</u>
Net Income	<u>\$ (327)</u>	<u>\$ 16,056</u>	<u>\$ 30,185</u>	<u>\$ (14,129)</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2017 – November 2017

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	\$ 261,560	\$ 1,271,783	\$ 3,048,000	\$ 1,776,217	58.3%
Customer Service Assessment	2,697	13,493	33,000	19,507	59.1%
Contract Admin Costs	-	3,950	-	(3,950)	0.0%
Interest on Investments	<u>498</u>	<u>2,480</u>	<u>3,445</u>	<u>965</u>	<u>28.0%</u>
Total Revenues	<u>264,755</u>	<u>1,291,706</u>	<u>3,084,445</u>	<u>1,792,739</u>	<u>58.1%</u>
Expenses:					
Personnel services	1,436	6,686	16,670	9,984	59.9%
Fringe benefits	518	2,974	4,955	1,981	40.0%
Professional services	251	4,687	6,400	1,713	26.8%
Repairs and maintenance	92	646	880	234	26.6%
Advertising and promotions	-	-	1,000	1,000	99.0%
Materials and supplies	47	329	935	606	64.8%
Other services and charges	145	747	1,845	1,098	59.5%
Leases	232	1,184	2,760	1,576	57.1%
Depreciation	85	417	1,000	583	58.3%
Contractual Services	<u>261,560</u>	<u>1,271,783</u>	<u>3,048,000</u>	<u>1,776,217</u>	<u>58.3%</u>
Total Expenses	<u>264,366</u>	<u>1,289,453</u>	<u>3,084,445</u>	<u>1,794,992</u>	<u>58.2%</u>
Net Income	<u>\$ 389</u>	<u>\$ 2,253</u>	<u>\$ -</u>	<u>\$ 2,253</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2017 – November 2017

Other Special Projects				
	Month to Date	Year to Date	Total	
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<i>Revenues:</i>				
Project Service Fees	\$ 217,183	\$ 926,638	\$ 2,105,000	\$ 1,178,362
Contract Admin Costs	-	100	-	(100)
Materials Sales Rebate	<u>52,408</u>	<u>280,966</u>	<u>400,000</u>	<u>119,034</u>
<i>Total Revenues</i>	<u>269,591</u>	<u>1,207,704</u>	<u>2,505,000</u>	<u>1,297,296</u>
<i>Expenses:</i>				
Advertising and Promotions	-	-	1,000	1,000
Contractual services	217,184	926,638	2,105,000	1,178,362
Materials sales rebate	<u>52,407</u>	<u>280,962</u>	<u>400,000</u>	<u>119,038</u>
<i>Total Expenses</i>	<u>269,591</u>	<u>1,207,600</u>	<u>2,506,000</u>	<u>1,298,400</u>
<i>Net Income</i>	<u>\$ -</u>	<u>\$ 104</u>	<u>\$ (1,000)</u>	<u>\$ 1,104</u>

Central Virginia Waste Management Authority
Accounts Receivable
November 30, 2017

	Total	Over 60 days	Current w/in 60 days	
Department of General Services	\$ 1,701.35	\$ -	\$ 1,701.35	
Ashland	0.00	-	0.00	
Charles City	0.00	-	0.00	
Chesterfield **	302,774.97	1,511.09	301,263.88	**
Colonial Heights	69,128.97	-	69,128.97	
Goochland	33,174.15	-	33,174.15	
Hanover	31,582.65	-	31,582.65	
Henrico	191,922.61	-	191,922.61	
Hopewell	89,095.49	-	89,095.49	
New Kent	3,839.31	-	3,839.31	
Petersburg	121,389.61	-	121,389.61	
Powhatan	7,366.36	-	7,366.36	
Prince George	0.00	-	0.00	
Richmond	176,688.90	-	176,688.90	
Totals	\$1,028,664.37	\$ 1,511.09	\$1,027,153.28	

** NOTE: The \$1,511.09 past due from Chesterfield County Schools was received on December 6, 2017.



**CENTRAL VIRGINIA WASTE MANAGEMENT
AUTHORITY**

Cordially Invites You to Our

**ANNUAL
HOLIDAY
RECEPTION**

December 15, 2017

**9:45 a.m. (Immediately following the adjournment of
the CVWMA Board of Directors Meeting)**

**2100 West Laburnum Avenue
Large Conference Room
Richmond, Virginia
23227**

