



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

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

CHAIRMAN'S AGENDA

CERTIFICATION OF QUORUM

ITEM NO. **Page(s)**

1. Public Comment Period
2. Minutes of the Regular Meeting of November 18, 2016 **3-12**
3. Chairman's Report
4. 2017 Proposed Meeting Dates **13**

STAFF AGENDA

ITEM NO.

5. Follow-up on **Resolution 17-03**: Awarding the Contract for Colonial Heights MSW Collection Services
6. Consideration of **Resolution 17-04 through 17-09**: 2017-2018 Operating Budget **14-19**
7. Residential Recycling Program
8. Municipal Solid Waste (MSW) Program
9. Operations and Program Statistics
10. Technical Advisory Committee (TAC) Report
11. Public Information
12. Financial Reports for November 2016 **20-27**
13. Administrative



OLD/NEW BUSINESS

ADJOURNMENT

****HOLIDAY RECEPTION****

Upcoming Meetings:

Technical Advisory Committee – Thursday, January 5, 2017 – 9:00 a.m.

Executive Committee Meeting – Tuesday, January 10, 2017 – 2:00 p.m.

Board of Directors (Petersburg) – January 20, 2017 – 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 18, 2016

Minutes of the November 18, 2016 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 18, 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)
Robert L. Dunn (M-Chesterfield)
William E. Henley (A-Colonial Heights)
Dwayne Jones (A-Goochland)
Stephen Chidsey, (M-Hanover)
Marcia E. Kelley (M-Henrico)
Robert C. Whiteman (M-Henrico)
Patricia Paige (M-New Kent)
Johnny Melis (A-Powhatan)
George Poulson (M-Prince George)

Non-Voting:

Clay Bowles (A-Chesterfield)
Jeffrey T. Howard (A-Chesterfield)

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
Erica Long, Part-time Administrative Assistant
Stephanie Breaker, Customer Service Supervisor

MEMBERS/ALTERNATES NOT PRESENT

Robert C. Key (M-Chesterfield), Past Chair
Jennifer Schontag (A-Ashland)
Mike Mee (M-Charles City)
Zach Trogdon (A-Charles City)
Scott Wyatt (M-Hanover)
Michael Flagg (A-Hanover)
Randy Hardman (A-Hanover)
Arthur D. Petrini (A-Henrico)
Jon Clary (A-Henrico)
Monique Robertson (A-Hopewell)
James H. Burrell (A-New Kent)
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)

Guests:

David McNeel

With a quorum in attendance Chairman J. Allen Lane (M-Henrico) called the meeting to order at 9:02 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. R. Dunn (M-Chesterfield), seconded by Mr. R. Whiteman (M-Henrico), 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

Resolution of Appreciation for David Lloyd

Mrs. Kim Hynes, CVWMA Executive Director, stated that Mr. David Lloyd has resigned from the Board. Although, he was not present to accept the resolution of appreciation, she suggested to continue with approving the resolution. Chairman Lane asked Mrs. Teresa Eckhout, CVWMA Accounting and Financial Manager, to read the resolution. A motion was made by Mrs. M. Phillips (M-Chesterfield), seconded by Mr. R. Dunn (M-Chesterfield), and carried that the **Resolution of Appreciation** for Mr. David Lloyd be approved as presented.

STAFF AGENDA

Item No. 4: Consideration of Resolution 17-03: Awarding the Contract for Colonial Heights MSW Collection Services

Mr. Rich Nolan, CVWMA Director of Operations, reported that the initial term of the contract between CVWMA and Container First Services (CFS) for MSW Collection Services for the City of Colonial Heights expires on June 30, 2017. He added that the current Contract for Municipal Solid Waste Collection Services between CVWMA and CFS began on July 1, 2012. There was a renewal option available for this Contract but it was decided to issue a new procurement rather than renew the current Contract as the renewal option from Container First Services was 15% higher than the current rate.

Mr. R. Nolan reported that in accordance with the Virginia Public Procurement Act a Request for Proposals (RFP 17-01) was issued August 10, 2016 for Municipal Solid Waste Collection Services for the City of Colonial Heights to include providing residential MSW collection and some front-end load (FEL) container service for public buildings around the City. Three proposals were received from Republic Services, Container First Services, and Zans Refuse.

Mr. R. Nolan mentioned that a selection committee comprised of Chuck Henley (Colonial Heights), Jon Clary (Henrico), Ed Watson (Hopewell), Kimberly Hynes (CVWMA) and Rich Nolan (CVWMA) met with CFS, Zans Refuse, and Republic Services on October 4, 2016 to discuss their

respective proposals. He added that CFS scored the highest based on the weighted criteria used in the evaluation. A summary of key components from the CFS proposal that will be included in the Contract are: New Rate for 68-gallon cart weekly collection at \$7.35 per household per month, an increase of \$2.33 (46.4%); Collection continues to occur on Wednesdays as in the current contract; FEL rates will increase approximately 24% from current rates; Penalties for non-performance will be significantly increased in the new contract than in the current contract; Require commitment to purchase new collection vehicles for servicing the City; Increase emphasis on environmental clean-up and compliance with Federal, State and local regulations of the regarding spills and DOT requirements.

Mr. W. Henley (A-Colonial Heights) stated that although there was an increase, CFS had the better offer for Colonial Heights. He also stated that he appreciates CVWMA Staff for their hard work and diligence.

Mr. S. Chidsey (M-Hanover) asked Mr. R. Nolan to go over the penalties being considered for the service challenges with CFS. Mr. R. Nolan stated that the biggest issues in Colonial Heights have been environmental issues with spills not being reported and cleaned up properly. He stated that one of the new penalties is a requirement of notifying CVWMA and the City of Colonial Heights within one hour, and failure to do so will result in a \$500 fine for failure to report. He added that fines for other non-compliance issues will be doubled.

Mr. R. Dunn (M-Chesterfield) asked if CFS will be held accountable if they do not provide new vehicles once the Resolution is approved? Mrs. K. Hynes stated that if terms are not agreed upon, the bids can be rejected and another procurement prepared.

Mrs. M. Kelley (M-Chesterfield) asked if the board is ready to vote to approve or if new information is needed before approving the contract. Mrs. K. Hynes stated that the resolution is approving to move forward with negotiating the contract with the company, however, if the CVWMA is unable to negotiate to the terms that Staff and the City of Colonial Heights agreed upon, then it will be brought back to the Board.

Mrs. M. Kelley (M-Chesterfield) asked who is responsible for any personal property damaged by an environmental spill. Mr. R. Nolan stated that the contractor is responsible for any personal property damage. Mr. W. Henley (A-Colonial Heights) added that the City of Colonial Heights will issue a notice of violation to the contractor for any environmental spills that occur.

Mr. E. Watson (M-Hopewell) stated that he is uncomfortable making this selection with the performance issues in Hopewell. He indicated the need to hold the contractor accountable if they do not provide new equipment. Mr. M. Kukoski (M-Richmond) asked if the Board can approve the resolution with the addendum that they add four new vehicles. Mrs. K. Hynes stated that the resolution approves CVWMA to negotiate a contract with CFS for their services but does not refer to specific negotiations.

Mr. W. Henley (A-Colonial Heights) motioned to approve **Resolution 17-03**, with the provision that results of the negotiations of the terms of the contract be brought back to the Board at the next meeting. The motion was seconded by Mr. E. Watson (M-Hopewell), and carried that **Resolution 17-03** be approved as submitted.

Item No. 5: Residential Recycling Program Update

Mr. R. Nolan reported that the total tons collected year to date was flat. He added that there was one less collection day in Richmond, and two less collection days in Henrico year to date in fiscal year 2017 compared to last fiscal year. Mr. R. Nolan reported a total of 574 misses in October compared to 497 in October 2015. Mr. R. Nolan mentioned CVWMA has received \$230,000 in recycling rebate year to date.

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

Mr. Reggie Thompson, CVWMA Operations Technician, reported that the month of October was an average month for County Waste, with seven misses in Ashland and 23 misses recorded for the Chesterfield tax relief program. He mentioned that County Waste will be providing vacuum leaf collection service again this year in the weeks of December 5th – 10th and January 16th – 21st to those Chesterfield residents that qualify for the service.

Mr. R. Thompson reported that CFS misses were higher than average. In Colonial Heights, 66 misses were recorded, 185 misses in Hopewell and 152 in Petersburg. He added that despite the bad month in October, as of today with two collection days remaining in November, there are currently 12 misses in Colonial Heights, 24 in Hopewell, and 31 in Petersburg.

Item No. 7: Operations and Program Statistics

Mr. R. Nolan stated that the October program statistics were available for the Board. He reported that the Drop-Off program revenue is up by \$40,000 year to date from a year ago, which is money received for recycling materials in the various programs. He added that commodity pricing has risen for paper, and CVWMA is now getting paid by the ton for comingled containers. Mr. R. Nolan added that the painting of Roll-Offs and new decals is in process with seven confirmed and 45 left to repaint. He also mentioned the collection days for 4,400 homes in the residential recycling program are changing, effective January 1, 2017.

Mr. R. Nolan reported that Henrico collected 27,000 pounds, and Hopewell collected 3,546 pounds of electronics at events in October. He added the following events are coming up: November 19th in Hanover at the Verdi Lane location, which also includes HHW and hard drive shredding; December 3rd at the Walmart on route 60 in Powhatan; January 7th in Richmond including tree collection and Goochland is holding a tire event at the fairgrounds.

Mr. R. Dunn (M-Chesterfield) asked when the residents will be alerted on when the dates will change. Mrs. K. Hynes stated that residents will receive a postcard with the date change in early December, followed up with the mailing of the calendar.

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

Mr. Nolan, reported that the TAC met and the committee discussed a new yard waste RFP. He mentioned that they discussed the status of the Roll-Off decals, and banners at convenience centers to promote the new commodities. The next TAC meeting is scheduled for December 1, 2016 with special guest Tad Phillips from TFC to talk about glass recycling.

Item No. 9: America Recycles Day – 2016

Mrs. Nancy Drumheller, CVWMA Public Affairs Manager, reported that Staff is busy with programs and events as part of America Recycles Day. At this time staff has received 37 requests for the month of November for programs, local events and several media stories. Staff did an official recap by sharing some excellent media opportunities they had this month by showcasing several video clips to the Board. She thanked the Board for the opportunity to share all of the different educational messages with them.

Mrs. N. Drumheller reported that the first clip “On the Job, Recycling in #RVA” ran on Friday, November 4, 2016 during several of the morning news segments, as well as on line. She mentioned that the video features WRIC TV8 anchor Morgan Dean and meteorologist Katie DuPree, changing jobs with TFC workers on the collection routes as well as sorting at the TFC Recycling Material Recovery Facility (MRF). In addition, information on plastics bags, food contaminated items and Styrofoam was highlighted. Mrs. N. Drumheller stated that CVWMA is most fortunate to have local media share their recycling experience and items that cannot be recycled. She mentioned that Staff counted this as one in their estimated numbers of people impacted.

Mrs. N. Drumheller reported that Staff commended Mr. Wayne Hazzard, Hanover Board of Supervisor and former CVWMA Board member, for his vision for this educational video created and produced by Hanover TV99 student interns from all of the high schools within Hanover County Public Schools. She stated that it has taken a year to bring this project to fruition due to student availability and other project assignments. Mrs. N. Drumheller mentioned that the recycling education message from the Hanover County video was launched right before America Recycles Day 2016. Mrs. Sue Dibble, Hanover County Public School Board Member, has stated that this video will be shared in all Hanover County Public Schools and will reach over 19,000 students in Pre K- Grade 12. Staff congratulated Hanover County for this wonderful educational resource, and stated that it would take CVWMA Public Information and Outreach staff a long time to coordinate programs in the schools to reach this many students and educators in any school system. She mentioned that Staff is hoping, other member localities will reach out to their school communication departments and create a similar student driven educational video.

Mrs. N. Drumheller reported that the annual America Recycles Day educational campaign and contest with local media started on September 15th and will end on November 15th. She mentioned that this year CVWMA worked with WTVR CBS 6 on a contest that resulted in 3,583 entries, and 2,295 of these entries opted to receive more information from CVWMA, as well as adding 522 new followers on Facebook. Mrs. N. Drumheller mentioned that Mrs. Kim Hynes did a live interview on CBS6 Virginia This Morning that aired November 8th and she shared that video with the Board.

Mrs. N. Drumheller thanked the Board for allowing her to share the videos, and stated that it is a great reflection on each of the members as well as partners in the community. She reiterated that it would take CVWMA Public Information and Outreach staff a long time to coordinate programs to reach these audiences, and it also helps reinforce messages when the local media say the same things as the Staff.

Item No. 10: Public Information

Journey to the MRF Video

Mrs. N. Drumheller reported that Staff has completed a project in collaboration with WTVR CBS 6, locality staff, Richmond Flying Squirrels and local juggler and magician, Jonathan Austin. She stated as the Board watched the video, what a great educational tool it is for staff doing outreach programs.

Mrs. N. Drumheller stated that Staff had copies of the DVD made for each locality and in addition, the CVWMA website has been updated and the link to the video shared on all of our social media platforms.

Waste Reduction News

Mrs. N. Drumheller reported that the November 2016 Waste Reduction News electronic newsletter included: CVWMA Collections on Regular Schedule on Veterans Day Holiday, November Recycling Collection Events, November 15th is America Recycles Day, and Thanksgiving Holiday to Delay Collections. She stated that the e-newsletter was distributed to over 1,176 email subscribers. She stated that monthly statistics show that the open click rate of 27.9 % continues to be above industry standard of 21.1% and the top links clicked include: [/cvwma.com/events](http://cvwma.com/events) and [/cvwma.education/America-recycles-day](http://cvwma.education/America-recycles-day).

Promotion and Outreach

Mrs. N. Drumheller reported Staff responded to 28 requests for the month of October, and of these requests, 20 were for presentations and four were for educational materials. In addition, Staff received four requests for an educational booth or R3. Mrs. N. Drumheller added that Staff worked a CVWMA booth at four events, impacted over 1,993 people and distributed 7,231 educational materials.

Streamlining Data Entry: “General” Calls

Mrs. N. Drumheller reported that with the new fiscal year, Stephanie Breaker, CVWMA Call Center Supervisor, and her staff have been streamlining “general” call data per locality so that staff can tailor educational messages to have for events and programs. She added that this is another great value to educational messaging.

Website Statistics, Social Media, and Curbside Email Reminder

Mrs. N. Drumheller reported the website statistical data for the month of October: 14,001 unique visitors made 27,702 visits to over 135,573 pages. She mentioned that the top web pages viewed were: the Homepage, Curbside Recycling –What to Recycle page (3,667 views), 2016 CVWMA Recycling Schedule (pdf) (2,859 views), Electronics (2,239 views), Curbside Recycling Collection Schedule (1,865 views), and /Event Calendar 736 views. Newsfeed had 709 items viewed.

Mrs. N. Drumheller reported Facebook continues to add new “likes” each week with over 6,861 followers. Staff continues to post and tweet pictures and factoids on the new commodities, as well as locality specific information. In addition, Staff added 34 new pins to existing boards on the CVWMA Pinterest page during the month of October. She stated that CVWMA Pinterest page had 2,139 monthly viewers for the month of October. She added they had 3,689 impressions for the month with the top pin impressions including: Recycled Christmas (957), Free Printable (381), Educational Resources (313), Waste Factoids (296) Upcycled DIY crafts (178).

Mrs. N. Drumheller reported a total of 291 new subscribers signed up for the email reminder in the month of October, with total subscribers now at 26,062 as of October 31, 2016.

2017 CVWMA Recycling Collection Schedule and Collection Rerouting

Mrs. N. Drumheller reported that the calendar is at the printer and will be mailed out on December 26, 2016. She mentioned that the new collection schedule pdf has been posted to the CVWMA website and Mr. R. Nolan has shared the link with members of the TAC Committee. In addition, Mrs. N. Drumheller reported that TFC Recycling asked for route changes to 4,400 households to

enhance the collection service areas. Postcards announcing the collection day changes to these recyclers will be mailed out two weeks before the annual collection schedule bulk mail drop.

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 reported that bus ads started running October 1st and will run for three months. She mentioned that Staff is researching costs for feather style signage to place at locality convenience centers at this time. In conclusion, she mentioned that Staff has reached out to Chesterfield, Henrico and Richmond regarding interest in a utility bill insert for the Recycle More Campaign.

Item No. 11:Financial Reports for October 2016

Financial Reports for October 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 October 31, 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 October 31st by jurisdiction and the amounts that are over 60 days past due is included in the agenda package.

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 October 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 October 2016 be approved and filed as submitted.

Item No. 12:2017-2018 Proposed Operating Budget

Mrs. Hynes reported to the Board that Staff prepared the proposed budget, for Fiscal Year 2018 to be adopted by December 31st for their review. She will mail the proposed budget to Board members not present. She stated that the next fiscal year budget is balanced with \$15,284,805 in revenues and expenses, a 4.6% increase over the 2017 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 has been estimated conservatively and administrative expenses have increased an overall 2.1%. Staff prepared this budget with the ultimate goals of providing a high level of services to members in a cost effective and efficient manner, while implementing the newly adopted strategic plan.

The annual Operating Assessment remains at \$.48 per capita (unchanged) 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 with a slight increase and includes the purchasing card rebate.

Continuing Mrs. Hynes indicated that the 2018 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 2017. CVWMA's contribution to the Virginia Retirement System will remain the same 4.75% in fiscal year 2018 and the health insurance cap remains the same. This budget also includes capital outlay of \$12,500 to replace and upgrade computer hardware and customer service application enhancements. Mrs. K. Hynes mentioned that professional services category is increased in audit fees to include an OPEB (Other Post-Employment Benefits) actuarial evaluation. In addition, conference Staff Development has increased by \$1,500, and Office Lease is increase to accommodate the annual 3% escalator. She stated that the budget is balanced with some contingency of \$4,800.

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 2018 proposed budget will be on the December Board meeting agenda for consideration.

Item No. 13:Administrative

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

Mrs. K. Hynes added that the By-laws review committee will meet again on November 29th at 11:00 am and if anyone is interested in serving on the committee to contact her.

Mrs. K. Hynes went over the upcoming meetings; TAC meeting on Thursday, December 1st at 9:00 a.m., Executive Committee is meeting on Tuesday, December 6th at 2:00 p.m. and the Board of Directors meeting is going to be held in Richmond on Friday, December 16th at 9:00 a.m. Mrs. Hynes also mentioned that Staff will be have their annual holiday reception immediately after the December Board meeting.

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 10:19 a.m. The motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. R. Whiteman (M-Henrico) and carried that the November 18, 2016 Board of Directors' meeting be adjourned.

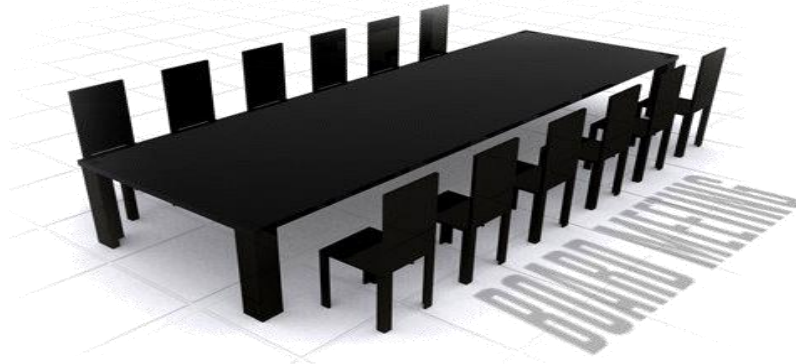


CERTIFICATE

I, J. Allen Lane, Chairman of the CVWMA, certify that the foregoing minutes are a true and correct copy of the minutes of the November 18, 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., December 16, 2016. Given under my hand and seal of the CVWMA this 16th day of December 2016.

J. Allen Lane, Chairman



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETINGS-2017**

DATE	LOCATION	TIME
JANUARY 20, 2017	PETERSBURG	9:00 a.m.
FEBRUARY 17, 2017	RICHMOND	9:00 a.m.
MARCH 17, 2017	RICHMOND	9:00 a.m.
APRIL 21, 2017	PETERSBURG	9:00 a.m.
MAY 19, 2017	RICHMOND	9:00 a.m.
JUNE 16, 2017	RICHMOND	9:00 a.m.
JULY 21, 2017 (CANCELLED)	PETERSBURG	CANCELLED
AUGUST 18, 2017	RICHMOND	9:00 a.m.
SEPTEMBER 15, 2017	**PETERSBURG**	9:00 a.m.
OCTOBER 20, 2017	**RICHMOND**	9:00 a.m.
NOVEMBER 17, 2017	RICHMOND	9:00 a.m.
DECEMBER 15, 2017	RICHMOND	9:00 a.m.

****Note: Location has switched****

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: _____

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: _____
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: _____

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: _____

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: _____
J. Allen Lane, Chairman

FINANCIAL REPORTS FOR NOVEMBER 2016

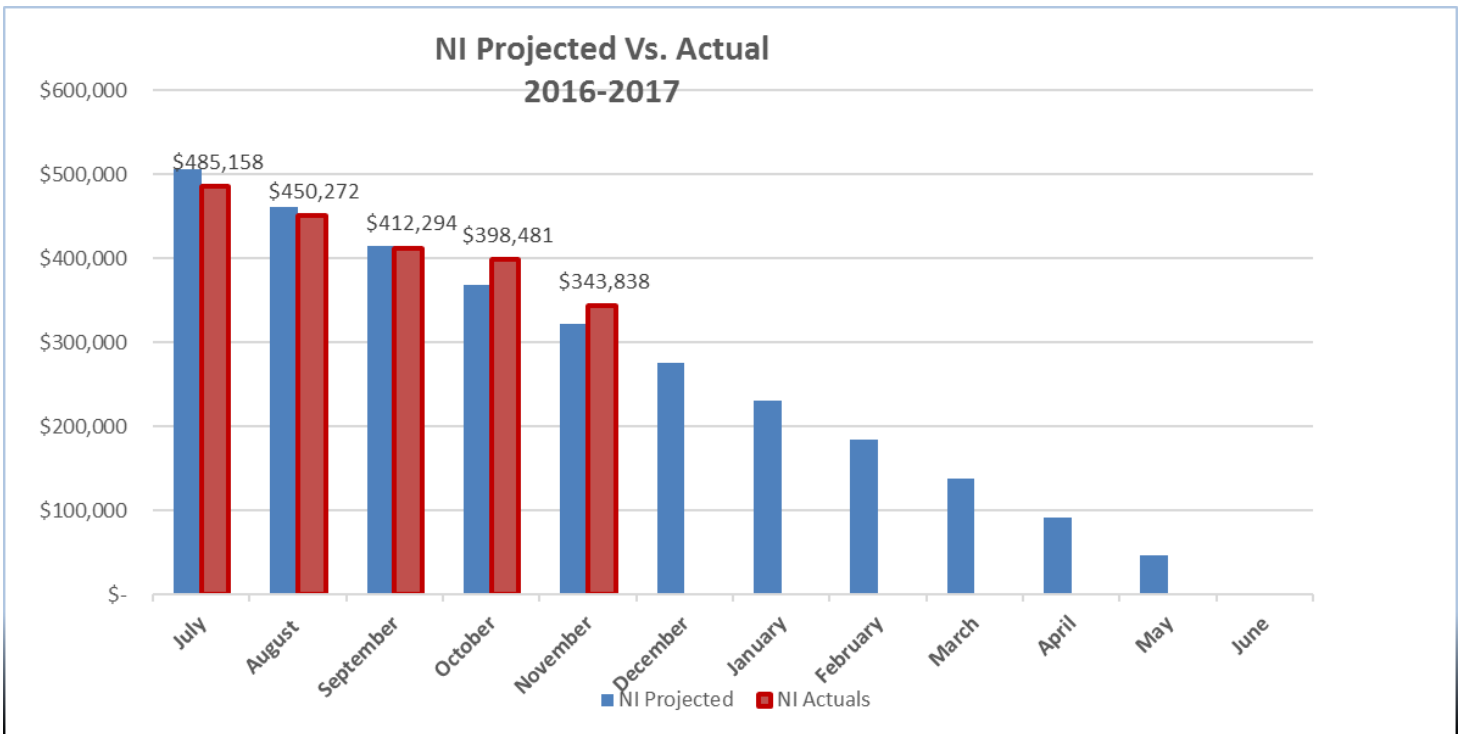
The financial activity for November is consistent with previous months and the Authority continues to remain within total budget in all funds as of November 30, 2016. The CVWMA has a combined Net Income of \$398,481 year to date. The accounts receivable schedule is included and reflects the details of the total amounts due to the Authority.

Recommended Action: Approval of November 2016 Financial Reports.

Attachments

Central Virginia Waste Management Authority
Summary Statement of Actual Revenues and Expenses by Fund
July 2016 – November 2016

Summary - All Funds			
	Total	Total	
	<u>Revenues</u>	<u>Expenses</u>	<u>NI Totals</u>
General Operating Fund	\$ 559,978	243,990	\$ 315,988
Curbside Project Fund	3,469,487	3,456,024	\$ 13,463
Drop-Off Project Fund	306,229	308,048	\$ (1,819)
Municipal Solid Waste Fund	1,240,682	1,224,479	\$ 16,203
CFC/HCFC	13,650	13,650	\$ -
Special Waste Collections	83,991	83,991	\$ -
Waste Tire Fund	13,428	13,428	\$ -
Appliance and Scrap Metal Hauling	122,009	122,009	\$ -
Yard Waste Projects	155,102	155,102	\$ -
Waste Transfer & Disposal	608,765	608,762	\$ 3
Totals	<u>\$ 6,573,321</u>	<u>\$ 6,229,483</u>	<u>\$ 343,838</u>



Central Virginia Waste Management Authority
Summary Statement of Actual Revenues and Expenses by Fund
July 2016 – November 2016

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	-	\$ 552,522	\$ 552,520	\$ 2	0.0%
Miscellaneous/Other	-	-	-	-	0.0%
Interest on Investments	(1,795)	7,456	15,240	(7,784)	-51.1%
Sponsorships and Grants	-	-	-	-	0.0%
Total Revenues	<u>(1,795)</u>	<u>559,978</u>	<u>567,760</u>	<u>(7,782)</u>	<u>-1.4%</u>
Expenses:					
Personnel services	30,616	161,791	389,290	227,499	58.4%
Fringe benefits	7,819	35,820	82,415	46,595	56.5%
Professional services	1,778	17,826	31,700	13,874	43.8%
Repairs and maintenance	140	447	2,925	2,478	84.7%
Advertising and promotions	-	1,056	1,250	194	15.5%
Materials and supplies	245	1,679	5,500	3,821	69.5%
Other services and charges	497	4,655	21,260	16,605	78.1%
Leases	5,242	18,226	43,970	25,744	58.5%
Depreciation	499	2,490	7,500	5,010	66.8%
Contingencies & Reserves	-	-	-	-	0.0%
Total Expenses	<u>46,836</u>	<u>243,990</u>	<u>585,810</u>	<u>341,820</u>	<u>58.3%</u>
Net Income	<u>\$ (48,631)</u>	<u>\$ 315,988</u>	<u>\$ (18,050)</u>	<u>\$ 334,038</u>	

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

Curbside Project Fund					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Project Service Fees	\$ 586,961	\$ 2,926,930	\$ 6,947,080	\$ 4,020,150	57.9%
Public Relations Assessment	17,463	88,288	214,000	125,712	58.7%
Customer Service Assessment	18,555	93,806	230,000	136,194	59.2%
96-gal Cart Revenue	9,127	59,577	96,480	36,903	38.2%
Sponsorship and Grants	-	10,000	10,000	-	0.0%
Material Sales Rebate	55,945	287,550	700,000	412,450	58.9%
Interest on Investments	-	3,336	6,820	3,484	51.1%
Total Revenues	<u>688,051</u>	<u>3,469,487</u>	<u>8,204,380</u>	<u>4,734,893</u>	<u>57.7%</u>
Expenses:					
Personnel services	14,555	76,123	193,645	117,522	60.7%
Fringe benefits	3,467	21,780	55,260	33,480	60.6%
Professional services	1,723	15,148	27,540	12,392	45.0%
Repairs and maintenance	118	1,309	2,830	1,521	53.7%
Advertising and promotions	25,023	38,858	106,650	67,792	63.6%
Materials and supplies	200	1,182	3,950	2,768	70.1%
Other services and charges	1,967	11,044	66,635	55,591	83.4%
Leases	2,185	12,966	30,345	17,379	57.3%
Depreciation	550	2,750	8,600	5,850	68.0%
Contractual services	586,961	2,926,930	6,947,080	4,020,150	57.9%
96-gal Cart Expense	10,770	60,384	91,845	31,461	34.3%
Material Sales Rebate	55,945	287,550	700,000	412,450	58.9%
Total Expenses	<u>703,464</u>	<u>3,456,024</u>	<u>8,234,380</u>	<u>4,778,356</u>	<u>58.0%</u>
Net Income	<u>\$ (15,413)</u>	<u>\$ 13,463</u>	<u>\$ (30,000)</u>	<u>\$ 43,463</u>	

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

Drop Off Project Fund					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Project Service Fees	\$ 44,959	\$ 179,614	\$ 530,000	\$ 350,386	66.1%
Contract Admin Costs	\$ -	\$ -	\$ -	\$ -	0.0%
Materials Sales Rebate	34,533	126,615	135,000	8,385	6.2%
Interest on Investments	-	-	-	-	0.0%
Total Revenues	<u>79,492</u>	<u>306,229</u>	<u>665,000</u>	<u>358,771</u>	54.0%
Expenses:					
Personnel services	387	1,993	5,110	3,117	61.0%
Fringe benefits	131	652	1,515	863	57.0%
Professional services	28	506	1,460	954	65.3%
Repairs and maintenance	2	11	180	169	93.9%
Advertising and promotions	3,000	18,229	25,000	6,771	27.1%
Materials and supplies	6	84	170	86	50.6%
Other services and charges	38	191	480	289	60.2%
Leases	60	299	785	486	61.9%
Contractual services	44,959	179,614	530,000	350,386	66.1%
Materials sales rebate	<u>30,730</u>	<u>106,469</u>	<u>101,250</u>	<u>(5,219)</u>	<u>-5.2%</u>
Total Expenses	<u>79,341</u>	<u>308,048</u>	<u>665,950</u>	<u>357,902</u>	53.7%
Net Income	<u>\$ 151</u>	<u>\$ (1,819)</u>	<u>\$ (950)</u>	<u>\$ (869)</u>	

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

Municipal Solid Waste Fund					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Project Service Fees	\$ 253,022	\$ 1,209,394	\$ 2,862,000	\$ 1,652,606	57.7%
Customer Service Assessment	2,647	13,206	33,000	\$ 19,794	60.0%
Contract Admin Costs	2,900	16,700	-	\$ (16,700)	0.0%
Interest on Investments	<u>1,382</u>	<u>1,382</u>	<u>2,825</u>	<u>\$ 1,443</u>	<u>51.1%</u>
Total Revenues	<u>259,951</u>	<u>1,240,682</u>	<u>2,897,825</u>	<u>1,657,143</u>	<u>57.2%</u>
Expenses:					
Personnel services	1,223	6,324	16,310	9,986	61.2%
Fringe benefits	425	2,426	4,920	2,494	50.7%
Professional services	230	3,478	6,150	2,672	43.4%
Repairs and maintenance	20	159	1,165	1,006	86.4%
Advertising and promotions	-	127	1,000	873	99.0%
Materials and supplies	41	334	880	546	62.0%
Other services and charges	137	686	1,720	1,034	60.1%
Leases	(1,144)	1,131	2,680	1,549	57.8%
Depreciation	84	417	1,000	583	58.3%
Contractual Services	<u>253,022</u>	<u>1,209,397</u>	<u>2,862,000</u>	<u>1,652,603</u>	<u>57.7%</u>
Total Expenses	<u>254,038</u>	<u>1,224,479</u>	<u>2,897,825</u>	<u>1,673,346</u>	<u>57.7%</u>
Net Income	<u>\$ 5,913</u>	<u>\$ 16,203</u>	<u>\$ -</u>	<u>\$ 16,203</u>	

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

Other Special Projects					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Project Service Fees	\$ 201,854	\$ 847,786	\$ 1,884,000	\$ 1,036,214	55.0%
Contract Admin Costs	-	\$ -	\$ -	-	0.0%
Materials Sales Rebate	14,833	149,160	390,000	240,840	61.8%
Interest on Investments	-	-	-	-	0.0%
Total Revenues	<u>216,687</u>	<u>996,946</u>	<u>2,274,000</u>	<u>1,277,054</u>	<u>56.2%</u>
Expenses:					
Personnel services	-	-	-	-	98.0%
Fringe benefits	-	-	-	-	98.0%
Professional services	-	-	-	-	100.0%
Repairs and maintenance	-	-	-	-	100.0%
Advertising and Promotions	-	-	1,000	1,000	0.0%
Materials and supplies	-	-	-	-	59.0%
Other services and charges	-	-	-	-	84.0%
Contractual services	201,854	847,783	1,884,000	1,036,217	90.0%
Materials sales rebate	14,833	149,160	390,000	240,840	61.8%
Total Expenses	<u>216,687</u>	<u>996,943</u>	<u>2,275,000</u>	<u>1,278,057</u>	<u>56.2%</u>
Net Income	<u>\$ -</u>	<u>\$ 3</u>	<u>\$ (1,000)</u>	<u>\$ 1,003</u>	

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

Receivables 11/30/16	Total	Over 60 days	Current w/in 60 days
Ashland	\$ -		\$ -
Charles City	\$ -		
Chesterfield	\$ 300,990.41	\$ 1,392.16	\$ 299,598.25
Colonial Heights	\$ 55,412.68		\$ 55,412.68
Goochland	\$ 27,873.13		\$ 27,873.13
Hanover	\$ 5,660.58		\$ 5,660.58
Henrico	\$ 190,844.96		\$ 190,844.96
Hopewell	\$ 99,042.64		\$ 99,042.64
New Kent	\$ 25,391.18		\$ 25,391.18
Petersburg	\$ 658,578.95	\$ 289,676.28	\$ 368,902.67
Powhatan	\$ -		\$ -
Prince George	\$ -		
Richmond	\$ 178,634.34	\$ -	\$ 178,634.34
Totals	\$ 1,542,428.87	\$ 291,068.44	\$ 1,251,360.43



*The Central Virginia
Waste Management Authority
cordially invites you to attend our*

Annual Holiday Reception!

Friday, December 16, 2016 @ 9:45 a.m.
(Immediately following the adjournment of the
CVWMA Board of Directors' Meeting)

Large Conference Room
2104 W. Laburnum Avenue
Richmond, Virginia 23227