



July 14, 2016

Board of Directors  
Central Virginia Waste Management Authority  
Richmond, Virginia 23227

Members of the Board:

**The Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting normally scheduled for Friday, July 15, 2016, is canceled.** The next meeting of the Board will be in Richmond on Friday, **August 19, 2016**, at 9:00 a.m., in the large conference room at 2104 W. Laburnum Avenue. Please note: this is a change from the regular third Friday meeting schedule.

As we wrap up one fiscal year and begin a new one, the staff and I thank each of you for your commitment and service to the CVWMA and the region. Congratulations to our new Executive Committee: Allen Lane, Chair; Marcia Phillips, Vice-Chair; David Lloyd, Secretary; Mark Kukoski, Treasurer; Ed Watson, Director and Rob Key, Immediate Past Chair. We look forward to working together in implementing the newly developed strategic plan as we move the Authority and the region forward. We are grateful for a committed Board – our future is so bright!

Below is a summary of operations, public information and financial activity since the last board meeting.

### **Operations**

#### ***Residential Recycling***

For FY2016, TFC Recycling, County Waste, and CFS collected 38,746 tons of recyclable material. This is approximately 2,900 more tons than FY 2015. The volume of recycling collected in the City of Richmond increased by 3,416 tons, 50% due to the roll out of the 96 gallon carts city wide.

Effective July 1, 2016, the additional plastics and cartons were added to the Residential and Drop-Off Recycling programs. Staff have been hard at work implementing and coordinating a variety of Away- From- Home and Online Communications listed in the first phase of Communication Plan shared with board members at the June Board Meeting. A comprehensive list of completed tasks as well as others still in the process was shared with members of the Executive Committee on July 11. The work will be ongoing for this massive education campaign in the region.

## **Municipal Solid Waste**

CVWMA recorded 17 misses in Ashland, 31 in Chesterfield for County Waste and 109 misses in Hopewell, 70 in Colonial Heights and 129 in Petersburg for CFS. Call volume has been higher in Hopewell as routes are not being completed timely by the vendor. CVWMA is working with our vendor to resolve the issues.

A Request for Proposals (RFP) for the collection and disposal of Municipal Solid Waste in the City of Colonial Heights is being developed for release in early Fall. The initial term of this Contract expires June 30, 2017.

## **Public Information**

### ***Waste Reduction News***

The July 2016 Waste Reduction News electronic newsletter included articles on Additional Plastics, Cartons Added to CVWMA's Residential Recycling & Drop-off Recycling Programs, Hanover County Expands Residential Recycling Program, Fourth of July Holiday to Delay Collections and CVWMA's Regional Recycling Rate of 58.8%. The e-newsletter was distributed to over 1,150 email subscribers and continues to be above the industry standards for views. Top link clicked [/curbside-recycling/what-to-recycle/](#)

### ***Outreach and Education***

Staff continue to work on regular outreach and education efforts. In addition, staff will provide Fiscal Year 2016 Education and Outreach Highlights Report during the August 19 Board of Directors Meeting.

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

Staff reports that the public continues to use the CVWMA website and social media as an ongoing resource especially once the announcement of additional items accepted in CVWMA's signature programs- residential recycling and drop-off recycling in the region was sent out in later June. Over 21,289 unique visitors viewed over 30,800 pages during the month of June. In addition, our "CVWMA Announces Changes to its Residential Recycling and Drop-off Recycling Programs" webpage had over 10,347 visits once it was posted June 27, 2016. This one page had more visits than the CVWMA Homepage had for entire month of June.

Staff added 8 new Pins to existing board on our Pinterest page and monthly analytics reports over 2,010 average monthly views/ visits to this resource for the month. Top "pins" include Recycled Classroom, Recycled Summer Camps, and Surfing Your Watershed. CVWMA has 25,966 email subscribers for the bi-weekly email reminder including an additional 419 that signed up in June.

### ***Zika Virus Education Update***

Following up on discussion at the June Board of Directors Meeting, Staff attended Henrico Zika Task Force meeting on July 7 to learn more to assist with any educational opportunities in the region. A member of this task force helped write the state response plan, and Henrico's Task Force is being used to test out table top exercises created by Virginia Department of Health (VDH). The task force has also established the Incident Command System for Zika, and this structure has been a model for other localities across the Commonwealth. Both staff with Richmond City Health District and

Chickahominy Health District (Hanover) have attended one of the task force community meetings. In addition, staff attended a Middle James Roundtable Steering Committee meeting on July 12. Members of this group are area educators on water quality and water issues as well as storm water education. There was a lot of discussion regarding abandoned tires and tire piles as breeding opportunities' for the Asian Tiger mosquito at this meeting. Ultimately, what we learned was that there is a 17 day incubation period for the mosquito that carries the Zika virus and that they can breed in as little as one teaspoon of water. One of our educational messages is to encourage residents to put their trash and recycling out every collection day so their bin/cart is emptied before the mosquitos have time to breed.

**Finance**

The CVWMA has received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the nineteenth consecutive year. Brown and Edwards, CVWMA Audit Firm will begin field work on Monday, August 1, 2016. The Comprehensive Annual Financial Report (CAFR) will be presented at the September 16th meeting, upon completion of the auditor's assessment. The CAFR is due to the Virginia Auditor of Public Accounts by September 30, 2016. A preliminary financial report as of June 30, 2016 is attached, however some outstanding invoices and revenues have not yet been accrued.

**Upcoming Meetings**

Staff will provide a comprehensive summary and recap of operations and education and outreach efforts in FY2016 during the August 19 Board meeting.

Technical Advisory Committee Meeting	August 4, 2016	9:00 a.m.
Executive Committee Meeting	August 9, 2016	2:00 p.m.
Board of Directors Meeting (Richmond)	August 19, 2016	9:00 a.m.

Please feel free to contact me, or any staff member at (804) 359-8413 with questions or comments that you may have. See you in August!

Sincerely,



Kimberly A. Hynes  
Executive Director

cc: CVWMA Board Alternates  
CVWMA Staff

**Central Virginia Waste Management Authority  
 Statement of Revenues and Expenses  
 July 1, 2015 through June 30, 2016 (Preliminary)**

	General Operating Fund	Curbside Project Fund	Drop Off Project Fund	Municipal Solid Waste Fund	Other Special Projects	Total
<b>Revenues:</b>						
Local Government Assessments	548,282	-	-	-	-	548,282
Charges for Services	-	6,804,723	504,639	2,903,906	1,752,777	11,966,045
Public Relations Assessment	-	207,485	-	-	-	207,485
Customer Service Assessment	-	221,583	-	30,299	-	251,882
96-gal Cart Revenue	-	125,256	-	-	-	125,256
Grants and Sponsorship	14,500	10,000	-	-	-	24,500
Contract Administration Costs	-	-	500	4,100	1,100	5,700
Materials Sales Rebate	-	719,324	220,093	-	337,054	1,276,471
Interest on Investments	17,753	-	-	-	-	17,753
Other/Miscellaneous	-	-	-	-	-	-
<b>Total Revenues</b>	<b>580,535</b>	<b>8,088,371</b>	<b>725,232</b>	<b>2,938,305</b>	<b>2,090,931</b>	<b>14,423,374</b>
<b>Expenses:</b>						
Personnel Services	366,361	186,077	4,914	15,749	-	573,101
Fringe Benefits	87,539	57,625	1,418	4,774	-	151,356
Professional Services	42,403	29,576	875	6,136	-	78,990
Repairs and Maintenance	3,971	3,739	183	1,747	-	9,640
Advertising and Promotions	1,469	67,005	-	-	225	68,699
Materials and Supplies	4,038	3,595	283	806	-	8,722
Other Services and Charges	30,595	63,853	387	1,576	-	96,411
Leases	38,395	33,196	694	2,081	-	74,366
Depreciation	2,820	8,366	-	999	-	12,185
Contractual Services	-	6,804,737	504,639	2,903,916	1,753,128	11,966,420
96-gal Cart Expense	-	120,379	-	-	-	120,379
Materials Sales Rebate	-	719,324	188,136	-	337,054	1,244,514
<b>Total Expenses</b>	<b>577,591</b>	<b>8,097,472</b>	<b>701,529</b>	<b>2,937,784</b>	<b>2,090,407</b>	<b>14,404,783</b>
<b>Totals</b>	<b>\$ 2,944</b>	<b>\$ (9,101)</b>	<b>\$ 23,703</b>	<b>\$ 521</b>	<b>\$ 524</b>	<b>\$ 18,591</b>
<b>Transfers In/Out</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Totals</b>	<b>\$ 2,944</b>	<b>\$ (9,101)</b>	<b>\$ 23,703</b>	<b>\$ 521</b>	<b>\$ 524</b>	<b>\$ 18,591</b>
<b>Capital Outlay</b>						
Computer equipment	-	-	-	-	-	-
Vehicle - 2006 Jeep Sport	19,780	-	-	-	-	19,780
Leasehold Improvements	-	-	-	-	-	-
<b>Total Capital Outlay</b>	<b>\$ 19,780</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,780</b>