



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS' MEETING AGENDA
FRIDAY, JUNE 17, 2016
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA**

CALL TO ORDER

9:00 a. m.

CHAIRMAN'S AGENDA

CERTIFICATION OF QUORUM

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2. Minutes of the Regular Meeting of May 20, 2016	3-12
3. Chairman's Report	
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STAFF AGENDA

ITEM NO.	
7. Residential Recycling Program	
8. Municipal Solid Waste (MSW) Program	
9. Consideration of Resolution 16-18 : Amending the e-Waste Recycling Contract	18-19



10. Operations and Program Statistics
11. Technical Advisory Committee Report
12. Public Information
13. Financial Reports for May 2016 20-26
14. Administrative

OLD/NEW BUSINESS

ADJOURNMENT

Upcoming Meetings:

Executive Committee Meeting – Tuesday, July 11, 2016 – 2:00pm
Board Meeting - Friday, July 15, 2016 – Canceled
Technical Advisory Committee Meeting – Thursday, August 4, 2016 – 9:00am
Executive Committee Meeting – Monday, August 8, 2016 – 2:00pm
Board Meeting – Friday, August 19, 2016 – 9:00am

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 MAY 20, 2016

The minutes of the regular Board of Directors meeting held May 20, 2016 are presented for your consideration and approval.

Recommended Action: Approval of minutes.

Attachments

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
MAY 20, 2016
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

Robert C. Key (M-Chesterfield), Chair
Bill Hamby, Jr. (M-Prince George), Vice-Chair
Mark Kukoski (M-Richmond), Treasurer
J. Allen Lane (M-Henrico), Secretary
David Lloyd (M-Goochland), Director
Robert L. Dunn (M-Chesterfield)
Marcia R. Phillips (M-Chesterfield)
Scott A. Wyatt (M-Hanover)
Marcia E. Kelley (M-Henrico)
Robert C. Whiteman (M-Henrico)
Patricia A. Paige (M-New Kent)
Daniel L. Harrison (M-Petersburg)
Johnny Melis (A-Powhatan)

Non-Voting:

Jeffrey T. Howard (A-Chesterfield)
Michael Flagg (A-Hanover)

Staff:

Kimberly A. Hynes, Executive Director
Terry Eckhout, Accounting and Financial Manager
Reginald D. Thompson, Operations Technician
Erica Long, Administrative Assistant
Stephanie Breaker, Customer Service Supervisor

MEMBERS/ALTERNATES NOT PRESENT

Stephen Chidsey, (M-Hanover), Past Chair
Lee Sloppy (M-Ashland)
Jennifer Schontag (A-Ashland)
Zach Trogon (M-Charles City)
Rachel Chieppa (A-Charles City)
Sheryl D. Bailey (A-Chesterfield)
Clay Bowles (A-Chesterfield)
Thomas Mattis (M-Colonial Heights)
William E. Henley (A-Colonial Heights)
Dwayne Jones (A-Goochland)
Randy Hardman (A-Hanover)
Jon Clary (A-Henrico)
William I. Mawyer, Jr. (A-Henrico)
Arthur D. Petrini (A-Henrico)
Edward Watson (M-Hopewell)
Monique Robertson (A-Hopewell)
James H. Burrell (A-New Kent)
William Riggelman (A-Petersburg)
Elliot Danburg (M-Powhatan)
Rod M. Compton (A-Prince George)
Dr. Emmanuel Adediran (M-Richmond)
Lana Agostini (M-Richmond)
Johnnie Allen (A-Richmond)

Guests:

With a quorum in attendance Chairman Robert C. Key (M-Chesterfield) called the meeting to order at 9:00 a.m.

CHAIRMAN'S AGENDA

Item No. 1: Public Comment Period

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

Item No. 2: Minutes of the Regular Meeting of April 15, 2016

Chairman Key opened the floor for a motion to accept the minutes of the regular meeting of April 15, 2016 as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. M. Kukoski (M-Richmond) and carried that the minutes of the April 15, 2016 Central Virginia Waste Management Authority (CVWMA) Board of Directors Meeting be approved as submitted.

Item No. 3: Chairman's Report

Chairman Key introduced Mr. Daniel Harrison (M-Petersburg) acting Public Works Director, as the newest member to Central Virginia Waste Management Authority Board of Directors.

Item No. 4: Nominating Committee Report

Mr. R. Whiteman (M-Henrico) presented the slate of officers for the 2016-2017 fiscal year. It is the consensus recommendation of the Nominating Committee that nominations are as follows: Chairman, Mr. Allen Lane (M-Henrico); Vice-Chairman Mrs. Marcia Phillips (M-Chesterfield); Treasurer, Mr. Mark Kukoski (M-Richmond); Secretary, Mr. David Lloyd (Goochland); and Director, Mr. Ed Watson (M-Hopewell). The elections will be held during the June 2016 Board meeting, at which time nominations can also be made from the floor.

Item No. 5: Strategic Planning Update

Mrs. K. Hynes, reported to the Board that the CVWMA is at the end of the strategic planning process, and introduced a draft copy of the plan. She thanked everyone for their invaluable input along the way. She stated that the document and initiatives are ready for implementation. Mrs. K. Hynes stated that the draft copy explains the process, timeline and effort. She added that there is also a one-page synopsis of the mission, vision, guiding principles, as well as the four identified goals, definitions of goals, and objectives, and initiatives. She added that there is an additional page for each goal which includes; performance measures, objectives and initiatives that CVWMA will be working on to implement. Mrs. K. Hynes stated that once the plan is adopted, Staff will provide a quarterly report to the Board, to explain the progress of each goal. She asked the Board to look over the draft as well as offer any suggestions or changes by the next Board meeting.

Mr. R. Whiteman (M-Henrico) asked if there will be any graphs wherever there are specific measures or metrics, to show progression each quarter. Mrs. K. Hynes stated that they will have such graphs if needed.

Mr. R. Dunn (M-Chesterfield) suggested that Staff should specify which committee or advocate would be responsible for each goal. Mrs. K. Hynes thanked him for his suggestion and would work with the Executive Committee on implementing.

STAFF AGENDA

Item No. 6: Consideration of Resolution 16-14: Amending the 2016 Operating Budget

Mrs. K. Hynes reported that the CVWMA staff has reviewed revenues and expenses by line item and made projections through the end of the fiscal year. She stated that each line item was compared to budget to identify any necessary transfers in excess of \$2,500 between categories in the 2016 budget. Staff is requesting the following transfers and appropriations:

General Operating Fund Transfers:

25th Anniversary Celebration – 2015 marked the CVWMA's 25th anniversary and several events and activities were planned throughout the year. The CVWMA received \$14,500 in sponsorships and awards from contractors and partners to celebrate the accomplishments of the CVWMA. In addition, the 2016 Operating Budget included \$3,000 for celebratory events. **Resolution 16-14** will appropriate the \$14,500 and will move the \$3,000 into the Miscellaneous line item where all of the expenses were recorded.

Strategic Plan Facilitation – in the fall of 2015, the CVWMA Board decided to embark on the strategic planning process as we plan for the next 25 years and beyond. The Executive Committee, with support and input from the Board, solicited a facilitator to assist in the process. Zelos Inc. was selected in the amount of \$10,000. **Resolution 16-14** will appropriate the \$10,000 from reserves.

General Fund and Curbside Project Fund Transfers:

Audit Fees and Computer Support – The CVWMA was required to implement GASB 68 in the 2015 annual financial report. GASB 68 increased required audit procedures and reporting of the VRS Retirement System information. This resulted in additional cost for required audit procedures and reporting requirements. In addition, the Accounting and Financial Manager position was vacant and the Board voted to request the audit firm Brown and Edwards prepare the 2015 Comprehensive Annual Financial Report (CAFR). GASB 68 implementation coupled with the external preparation of the CAFR resulted in additional costs that were not budgeted for in both the General and Curbside Project Funds.

Mrs. K. Hynes mentioned that in Fiscal Year 2016, increased costs for computer support (hardware, software and network (cloud) were incurred. In an effort to continue to provide excellent customer service and adequately document calls and emails, adjustments were needed to the web-based customer service application to accurately capture activity and keep a pulse on the various collection programs. This accounted for a shortfall in the Computer Support line item in the General and Curbside Project Funds. the CVWMA staff has reviewed revenues and expenses.

Mr. M. Kukoski (M-Richmond) asked if everything was in budget except for the \$10,000 for Zelos in regards to the Strategic Plan. Mrs. K. Hynes confirmed that all other transfers are within the total budget. Mr. R. Whiteman (M-Henrico) asked if Zelos has been totally paid off, to which Mrs. K. Hynes confirmed that they have been paid in full.

A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. D. Lloyd (M-Goochland), and carried that **Resolution 16-14** be approved as submitted.

Item No. 7: Consideration of Resolution 16-15: Reaffirming the Pay and Classification Plan for Fiscal Year 2016-2017

Mrs. K. Hynes reported that the CVWMA Board approved the 2016-2017 Operating Budget presented by staff at the regular meeting on December 11, 2015. **Resolution 16-11** adopting the Pay and Classification Plan for the fiscal year beginning July 1, 2016 and ending June 30, 2017 and the 2017 Operating Budget reflects a 2.5% salary increase for all employees effective July 1, 2016. This resolution calls for the Board to reaffirm the 2.5% salary increase at their regular meeting in May 2016. She mentioned that Staff has reviewed the upcoming budget and current and anticipated levels of activity. Revenue from the sale of paper in the drop off program is budgeted very conservatively and is not expected to return less than the budgeted amounts. In addition, CVWMA negotiated a renewal and amendment to the Residential Recycling and Drop-off Processing Services Contract, which will yield a higher rebate on mixed paper and establishes a rebate on the commingled materials collected in the roll-off containers. Therefore, the 2.5% wage increase budgeted for fiscal year 2016-17 is deemed sustainable. **Resolution 16-15**, attached for consideration, will reaffirm and adopt the 2.5% salary increase as presented and approved in December 2015.

Mr. R. Whiteman (M-Henrico) asked if the increase is tied to a performance review. Mrs. K. Hynes stated that the increase is subject to a performance review.

A motion was made by Mrs. M. Phillips (M-Chesterfield), seconded by Mr. R. Whiteman (M-Henrico), and carried that **Resolution 16-15** be approved as submitted.

Item No. 8: Consideration of Resolution 16-16: Appropriating Funds for Education and Outreach Plan to Introduce New Commodities into the Residential and Drop-off Recycling Programs

Mrs. K. Hynes reported to the board that CVWMA is excited to add new commodities to the suite of materials acceptable for recycling in our residential and drop-off recycling programs effective July 1, 2016. She mentioned that soon residents will be able to recycle all plastic containers and bottles with the #1-#7 label (currently, we can only recycle #1 PET and #2 HDPE narrow-neck bottles). In addition, we are adding cartons (milk, orange juice, juice boxes, soup, etc.) to the program, which traditionally have not been recyclable because of the wax coating.

Mrs. K. Hynes stated that in order to educate residents that they can now recycle more, Staff has been working on a campaign to promote the recycling of these additional materials. She mentioned that materials such as the drop-off decals, brochures, and publications that are used daily in boosting participation in recycling will need a face-lift to include the new recyclable items. CVWMA does not plan to discard all materials in stock, but would be printing when needed with new artwork and creative materials.

Mrs. K. Hynes added that a communication plan is expected to include direct communications to residents, away from home communication and online communication. She stated that the campaign will include soliciting the assistance of experts in the field of recycling, education and communication to design the creative, the artwork and develop a campaign addressing the new materials accepted. CVWMA will implement the campaign utilizing locality professionals and in-

house personnel and already established mediums of communication. In addition, CVWMA plans to re-paint and decal the Drop-Off recycling containers with the new information as well as develop some signage localities can use to inform residents of the “new” and “improved” program when they visit drop-off locations.

Mrs. K. Hynes mentioned other plans for implementation of a communication and education plan include press releases, new stories, utility bill stuffers, bus signs, brochures, extensive use of social media and other various giveaways and materials such as magnets. Going forward, the creative and the artwork would be utilized on our website, activity books, annual collection schedule, videos and various other items.

Mrs. K. Hynes stated that the \$50,000 costs would be appropriated from reserves in the Curbside and Drop-Off Project Funds in the 2017 Fiscal Year. Unrestricted Net Assets in the Curbside and Drop-Off Funds was \$263,736 and \$120,592 respectively and total Unrestricted Net Assets was \$588,655 as of June 30, 2015. Net Assets represents 4.7% of total revenues.

Mrs. K. Hynes stated that Staff requests appropriating \$25,000 at this time to begin working on the creative, artwork and development of the plan and the higher priority items such as decals for the drop-off containers. Staff will work to develop partnerships in the local community, look for potential grants and in-kind support and other ways to defray some of the costs of communicating this program expansion and will continue to revise the cost estimates as costs are incurred.

Staff will come back to the Board for remaining appropriation when and if needed in FY 2017.

Mr. R. Dunn (M-Chesterfield) asked if any localities are doing any outreach on their own to supplement this effort or just CVWMA and are any localities planning on helping out financially. Mrs. K. Hynes responded the CVWMA will get the Public Relations professionals in our member localities together to ask for their help on disseminating the information.

Mrs. M. Kelley (M-Henrico) stated that this is a huge public education project. We have all of the customers in the curbside program, drop-off program, and all of the users that have been trying to get these materials added to the programs for years. Now, as of July 1, 2016 we can now tell customers that yes they can now recycle #3 through #7 plastics as well as wax paper cartons into the recycling streams. She stated that there is a very short time frame with a very large project. She mentioned that Staff has researched and estimated the potential cost that we might incur for doing an extensive public education program, up to \$50,000. She suggested that with it being the 3rd week of May, we need to hit the ground running with this information that could be new to people. We have the next 2 months as a priority to make sure that we get this program started so that it can be successful. She stated that Resolution 16-16 makes available half the amount that is projected as a potential to get the program started. She opened a discussion in regards to Resolution 16-16 to get this program started, we should allocate the funds needed up front.

Mr. M. Flagg (A-Hanover) mentioned that it is fair to assume that locally they will be working on signage at their own locations. He believes that there is a potential need for materials from CVWMA. He stated that the good news is that they are not trying to stop people from excluding items, we are trying to get them to add items and the momentum will increase with time and knowledge and it is fair to say that there will be some local involvement.

Mr. R. Whiteman (M-Henrico) asked what percentage of the total revenue is required to be in the reserve fund. Mrs. K. Hynes stated that we have an unrestricted net asset policy where there is a

target of 5% of total budget. Mr. R. Whiteman (M-Henrico) asked if \$50,000 was approved, would Staff have to use all of the \$50,000? Mrs. K. Hynes stated that the \$50,000 is an estimate based on initial research and the Staff would work to come in below that estimate. Mrs. M. Phillips (M-Chesterfield) stated that it would be best to have all of the funds available so that the signage could get done from the very beginning, rather than having to come back and ask for the rest of the funds.

Mrs. K. Hynes stated that in the drop-off program, Staff has negotiated with TFC a higher rebate on the mixed paper as well as a \$20.00 rebate on the co-mix material, along with the 3 through 7 as well to help continue to replenish funds. Mrs. M. Kelley (M-Henrico) reminded the Board that there is not a Board meeting in July, and if Staff finds an excellent opportunity with PR, there would not be another meeting until August, which would tie the hands of Staff members with this campaign and would be a disservice if we wait for more funding, than just providing it up front considering the funds are available now. Mr. R. Dunn (M-Chesterfield) asked Mrs. M. Kelley (M-Henrico) if she is requesting to change the amount on Resolution 16-16 from \$25,000 to \$50,000. Mrs. M. Kelley (M-Henrico) stated that she is requesting that change. Mr. A. Lane (M-Henrico) asked Mrs. K. Hynes if she would prefer the full \$50,000 to be allocated at this time and could Staff use the \$50,000. Mrs. K. Hynes stated that \$50,000 was originally presented, and that Staff will be frugal with how it will be spent. She added that having the assistance from partnership would help get the information out there quick enough. Mr. S. Wyatt (M-Hanover) asked if the Authority works alone or will the other localities help as well? Mrs. K. Hynes stated that the Authority helps the other jurisdictions with their public information, outreach and education, and it is a partnership to get information across to the residents of each community.

Chairman Key stated that some localities have more resources than others. Mr. R. Whiteman (M-Henrico) stated that if \$50,000 is allocated, the money that is not used will get transferred back into the account. Mrs. K. Hynes stated that is correct, unused monies will remain in reserves.

Chairman Key stated that the intent of the committee, was that there was more homework needed to be done by the Staff to maximize their resources. He would like for Staff to bring back reports to the Board.

Mrs. K. Hynes stated that Staff will continue to update the Board that on the progress of the Outreach and Education plan.

Mr. R. Dunn (M-Chesterfield) stated that they did not want to hamper Staff with getting it done, and with the summer schedule, they wanted Staff to have funds available if needed.

Mr. R. Dunn (M-Chesterfield) motioned that **Resolution 16-16** be adopted increasing the appropriation of funds from \$25,000 to \$50,000, and seconded by Mrs. M. Kelley (M-Henrico) and carried that **Resolution 16-16** be approved as amended.

Item No. 9: Residential Recycling Program

Mrs. K. Hynes, reported that fiscal year to date, the Authority is up 2,000 tons collected over the same time period. She reported that Chesterfield volume has been declining through the Authority program. She added that the competition in Chesterfield with County Waste has taken 2,500 homes out of the program. She added that County Waste made a business decision to give all subscription customers in certain neighborhoods recycling carts. CVWMA has been getting several calls about the confusion, and Staff has been working with Chesterfield County.

Mr. J. Howard (M-Chesterfield) stated that County Waste has communicated with Chesterfield County and agreed to report what subdivisions they are collecting recycling in and the volume collected. He indicated he will report that to Rich. He added that the main goal is to have the community to recycle and will keep the Board updated on this situation.

Mrs. M. Phillips (M-Chesterfield) stated that several of her neighbors have seen the carts randomly appear on their property and receiving a letter from County Waste in regards to the pick-up date and charge.

Mrs. K. Hynes stated that CVWMA had a meeting with County Waste, and indicated that it is their business model. The more they recycle the less cost for disposal.

Item No. 10: Municipal Solid Waste (MSW) Program

Mr. Reginald Thompson, CVWMA Operations Technician, reported that County Waste has been doing a great job with trash collections, and the amount of misses were normal for the month of April with only 44 misses in Chesterfield County for the tax relief program. He added that 4 misses were reported in the Town of Ashland. He mentioned that it was a normal month for CFS; the misses were up a little with 54 recorded misses in Colonial Heights, 66 in Hopewell, and 91 in Petersburg. Mr. Thompson stated that CFS has had truck issues and the main issue in Hopewell is that they are unable to finish routes on time. He added that they continue to have reports of leaks in Colonial Heights.

Mrs. K. Hynes stated that the Authority has written a letter to CFS about spills.

Mrs. M. Kelley (M-Henrico) asked that with spills there are ordinances, however, with an area at a private home, what would be the protocol. Mrs. K. Hynes stated that mainly it has been the streets and storm drains with the problem and it is the contractor's responsibility to clean up the spills. The homeowner is not subject to the same ordinances as commercial vendors.

Item No. 11: Operations and Program Statistics

Mrs. K. Hynes referred the Board to the April program statistics. She mentioned that the commodity price for steel has gone up to \$155/ton vs \$125/ton in April. She mentioned that oil is flattening out and OCC pricing is still about \$80/ton and mixed paper pricing is up a little bit to \$55.00/ton. She added that there have been several e-cycling events. The City of Richmond is hosting a tire collection event on June 4th.

Item No. 12: Technical Advisory Committee (TAC) Report

Mrs. K. Hynes reported that TAC met on May 5th and discussed spill issues, and County Waste tipping CVWMA carts. She added that on June 3rd CVWMA and Henrico County will be hosting a half day regional Disaster Relief seminar in Henrico County. DRC, CVWMA's Debris Management Contractor, is sponsoring the event, including lunch. The event will include a scenario based debris management preparedness seminar. She mentioned that the last thing discussed was the contract addendum and service agreement to add the new plastics and cartons. The TAC also discussed the e-waste contract and the issue with handling CRTs in old TVs and monitors. The company handling this material for CVWMA's e-waste contractor is in bankruptcy. She added that the vendor is looking for a new company to work with at this time and has petitioned the Authority for a change in cost. TAC will meet May 27th at 9:00 a.m.

Item No. 13: Earth Day and Public Information

Earth Day/April 2016 Recap

Mrs. K. Hynes reported that Staff responded to 55 requests for the month, which included 37 presentations, nine were for educational materials. She added that Staff distributed over 28,157 educational materials at programs, events and requests surrounding Earth Day.

Virginia Recycling Association (VRA) Conference

Mrs. K. Hynes mentioned that herself and Mrs. Nancy Drumheller, CVWMA Public Affairs Manager, attended the VRA Conference, where Mrs. N. Drumheller did a session on litter prevention and recycling receiving a lot of positive feedback from educators and recyclers across the state.

Mrs. K. Hynes mentioned that the Waste Reduction Newsletter included items about the collection events, Earth Day events going on during the month, and the upcoming Memorial Day holiday. She added that the Did You Know was about household hazardous waste.

Website Statistics, Social Media, and Curbside Email Reminder

Mrs. K. Hynes reported website statistical data for the month of April, that showed 12,820 unique visitors, on 21,745 pages, and the top pages viewed after the homepage included: Electronics, Curbside Collection Schedule page, and 5,490 newsfeed views.

Mrs. K. Hynes mentioned that a total of 279 subscribers signed up for the email reminder in the month of April, with total subscribers now at 25,148 as of April 30, 2016.

Curbside Education Advisory Committee

Mrs. K. Hynes reminded the Board that the Curbside Education Advisory Committee/Education Workshop, will be held on Thursday, May 26, 2016 from 11 am- 3 pm. She added that copies of the agenda are available.

Item No. 14: Financial Reports for April 2016

Mrs. Terry Eckhout, CVWMA Accounting and Financial Manager, reported to the Board that the financial activity is consistent with previous months and the Authority continues to remain within total budget in all funds as of April 30, 2016. She added that CVWMA has a combined Net Income of about \$71,500 year to date. Mrs. T. Eckhout stated that the Audit Committee will meet with the audit firm, Brown and Edwards on Monday, May 23, 2016 at 9:00 a.m. She added that Brown and Edwards will also spend the day planning and beginning the audit of the 2016 financials.

Mr. M. Kukoski (M-Richmond) asked where Staff is projected at year end. Mrs. T. Eckhout stated that Staff has projected about a \$12,000 net income at year end before the VRS adjustment.

Mr. M. Kukoski (M-Richmond) asked how many years of sustained income would it take to get the reserves back to 5% of total revenues. Mrs. K. Hynes stated that Staff estimates with \$12,000 a year, about 5 years. Mrs. T. Eckhout stated that she estimates three to five years being considered with health costs being sustained.

Chairman Key asked if 5% is the target level. Mrs. K. Hynes responded affirmatively that the 5% of total revenues is a target level for reserves. Several years ago, the Authority had over \$900,000

in reserves and discussed options for utilizing a portion of reserves to foster the mission of the Authority and provide added value to member jurisdictions. Ultimately, the CVWMA provided \$150,000 of the reserves back to member localities based on activity. Then the Staff recommended and the Board approved the Unrestricted Net Assets Policy to establish a target reserves balance of 5% of total revenues. If reserves exceed the 5%, at that point we will have some discussions on potentially utilizing some of the reserves.

A motion was made by Mr. M. Kukoski (M-Richmond), seconded by Mr. R. Dunn (M-Chesterfield), and carried that Financial Reports for April 2016 be approved as submitted.

Item No. 15: Administrative

Mrs. K. Hynes mentioned that the Administrative offices will be closed on Monday, May 30th due to the Memorial Day holiday, and all of the programs will slide one day through the following Saturday. She reiterated the upcoming meetings that are scheduled. The Executive committee will meet on June 6, 2016 to finalize the Strategic Plan and she encouraged the Board to provide comments by that date. The Board will meet again on June 17th.

Mrs. K. Hynes congratulated Mr. Bill Hamby (M-Prince George) on his retirement from the Board, and Ms. Lana Agostini (M-Richmond), who recently resigned from the Board and Staff has wished them both well with their future endeavors.

Old/New Business

With no further business to come before the Board, Chairman Key opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 10:05 a.m. The motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. R. Whiteman (M-Henrico) and carried that the May 20, 2016 Board of Directors' meeting be adjourned.



CERTIFICATE

I, Robert C. Key, Chairman of the CVWMA, certify that the foregoing minutes are a true and correct copy of the minutes of the May 20, 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., June 17, 2016. Given under my hand and seal of the CVWMA this 17th day of June 2016.

Robert C. Key, Chairman

NOMINATING COMMITTEE REPORT

Election of Officers for Fiscal Year 2016-2017

The Nominating Committee presented the slate of officers at the Friday, May 20, 2016, Board meeting for the ensuing fiscal year. The following members have been nominated to serve as officers of the Central Virginia Waste Management Authority for fiscal year 2016-2017 by recommendation of Mr. Steve Chidsey (M-Hanover), Past Chair, Mr. Lee Sloppy (M-Ashland), and Mr. Robert Whiteman (M-Henrico):

Chair Mr. Allen Lane (M-Henrico)

Vice-Chair Mrs. Marcia Phillips (M-Chesterfield)

Treasurer Mr. Mark Kukoski (M-Richmond)

SecretaryMr. David Lloyd (M-Goochland)

Director Mr. Ed Watson (M-Hopewell)

The elections will be held at the Friday June 17, 2016, Board of Directors’ meeting, at which time, any Board member may make additional nominations.

The terms of the elected officers will begin July 1, 2016, with the installation process scheduled for the first regular meeting in the new fiscal year.

AUDIT COMMITTEE REPORT

The Audit Committee met with representatives of Brown & Edwards, CVWMA's audit firm on May 23, 2016 to plan for the upcoming audit of the CVWMA's financial statements. The auditors discussed their approach, testing and timeline for the 2016 audit as well as new rules and risks that could impact the financial statements and audit. Audit fieldwork is scheduled to begin August 1, 2016. Once fieldwork is complete the auditors will meet with staff and the Audit Committee to present any findings and discuss the overall audit and Comprehensive Annual Financial Report (CAFR). The 2016 CAFR will be presented to the Board at the September meeting for consideration and approval before submitting to the Virginia Auditor of Public Accounts by the deadline of September 30.

In addition, staff shared the disbursements with the Audit Committee for the period July 1, 2015 through March 31, 2016, discussed the schedule for procuring audit services and made the committee aware of past due payments owed to CVWMA.

Audit Committee Members:

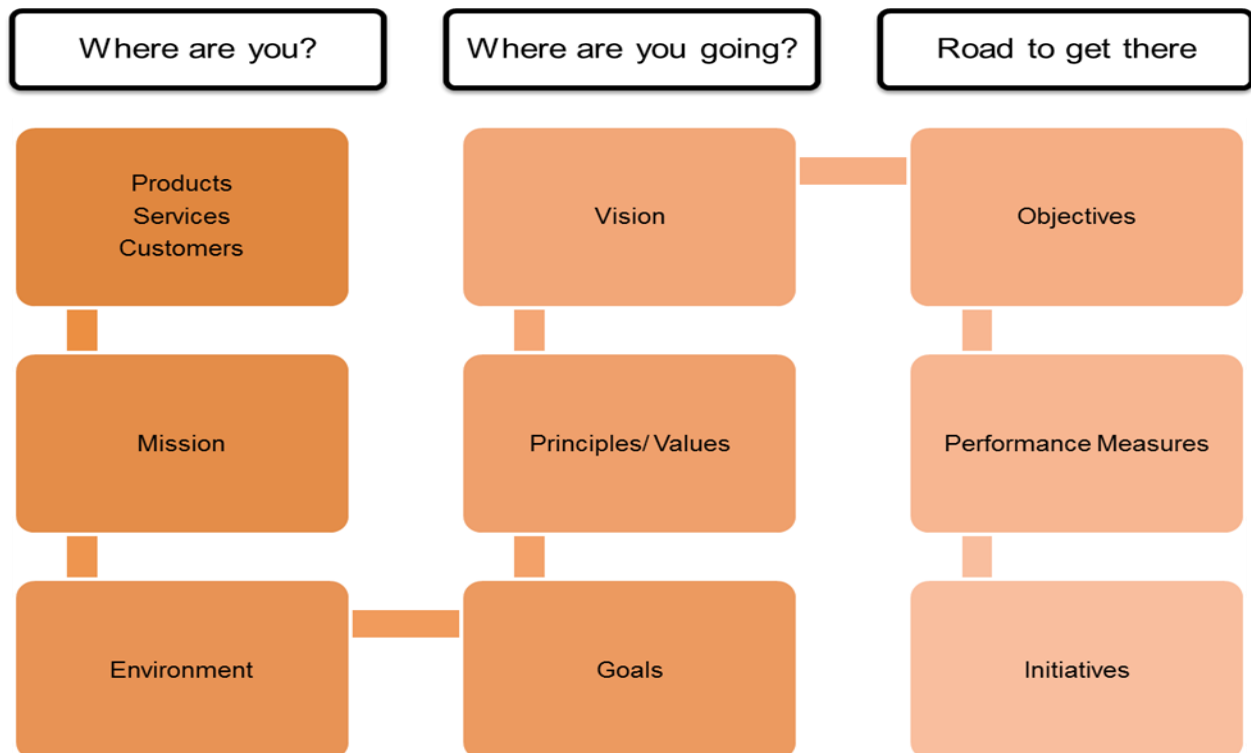
Mark Kukoski (M-Richmond), Treasurer and Chair

Bob Dunn (M-Chesterfield)

Clay Bowles (A-Chesterfield)

CONSIDERATION OF RESOLUTION 16-17 ADOPTING THE FY2017-FY2020 STRATEGIC PLAN

CVWMA Board and Staff have worked over the last year to develop a strategic plan to outline direction and priorities of the CVWMA over the next four years. Zelos LLC was hired to facilitate the strategic planning process with the CVWMA Board of Directors. A small planning team was created which consisted of the CVWMA Executive Committee, Staff and other Board members. A step-by-step methodology for the development of the CVWMA's strategic plan was used including input and buy-in at various stages by the Board of Directors.



The strategic plan developed with input from CVWMA Board of Directors and Staff establishes the following:

MISSION: Fostering regional collaboration to provide planning, resources and education in order to reduce, reuse, recycle and manage solid waste for our 13 jurisdictions.

VISION: To being the recognized leader in regionally sustainable waste management practices that protect the environment.

GUIDING PRINCIPLES: Environmental Stewardship * Customer Focus * Integrity * Mutual Cooperation * Financial Stewardship * Innovation

GOAL 1: Protection of Environmental Resources - Increase awareness, knowledge and access to information and services that result in a positive environmental impact.

- 1.1 Provide services that are convenient and accessible
- 1.2 Keep stakeholders informed about the environmental impact of the industry trends and changes
- 1.3 Change or influence behaviors
- 1.4 Establish clear and concise expectations with contractors

GOAL 2: Customer Focus - Engage with our member jurisdictions and the community to deliver timely, accurate, cost effective services.

- 2.1 Provide easy access to accurate information
- 2.2 Provide with timely response, resolution and follow-up
- 2.3 Be proactive in operational planning
- 2.4 Provide opportunities to customize services for our member jurisdictions within a regional framework
- 2.5 Provide services and programs that create value now and for the future

GOAL 3: Educational Resources - Maximize our influence by equipping members and customers with information and tools needed to impact a positive environment

- 3.1 Maximize the use of technology while balancing the need for fact-to-face communication
- 3.2 Provide educational tools and resources that meet the needs of a diverse audience
- 3.3 Identify and use subject matter experts to further CVWMA goals
- 3.4 Have a significant impact with limited resources

GOAL 4: Financial Stewardship Through A Well-Run-Organization - Deliver exceptional service with an engaged workforce that effectively manages regional assets

- 4.1 Add value to members
- 4.2 Deliver high quality services in a low bid contracting environment
- 4.3 Demonstrate sound financial practices
- 4.4 Ensure compliance in an environment with growing complexities
- 4.5 Increase participation in a competitive environment
- 4.6 Attract and retain an exceptional workforce

Resolution 16-17 is included herein and will formally adopt the Central Virginia Waste Management Authority Strategic Plan covering the period of fiscal year 2017 through fiscal year 2020.

Recommended Action: Approval of **Resolution 16-17**
Attachment.

RESOLUTION 16-17

A resolution adopting the Central Virginia Waste Management Authority (CVWMA) Strategic Plan covering the next four years beginning July 1, 2016.

THE CENTRAL VIRGINIA WASTE MANAEGMENT AUTHORITY RESOLVES:

WHEREAS, the CVWMA Board of Directors committed to the strategic planning process to outline the CVWMA's direction and priorities; and

WHEREAS, the CVWMA worked collaboratively to develop a four-year Strategic Plan beginning July 1, 2016; and

WHEREAS, the Strategic Plan developed by the CVWMA Board of Directors and Staff over the last year establishes the mission, vision, values, goals, objectives and initiatives for the next four years; and

WHEREAS, the CVWMA is committed to the mission of fostering regional collaboration to provide planning, resources and education in order to reduce, reuse, recycle and manage solid waste for our 13 jurisdictions; and

WHEREAS, the CVWMA is committed to the vision of being the recognized leader in regionally sustainable waste management practices that protect the environment; and

WHEREAS, the CVWMA is committed to carrying out the guiding principles of: environmental stewardship, customer focus, integrity, mutual cooperation, financial stewardship and innovation; and

WHEREAS, the CVWMA will work toward achieving the four goals identified as Protection of Environmental Resources, Customer Focus, Educational Resources and Financial Stewardship Through a Well-Run Organization; and

WHEREAS, the CVWMA staff will develop a means to keep the CVWMA Board of Directors apprised of the progress of the Plan's implementation based on the performance measures established in the Plan on a quarterly basis; and

THEREFORE, BE IT RESOLVED, that the Central Virginia Waste Management Authority Board of Directors adopts the new Strategic Plan for fiscal years 2017 through 2020; and

THEREFORE, BE IT RESOLVED, that this resolution shall be in full force and effect upon its passage.

Adopted this 17th day of June, 2016

Attest: _____
Robert C. Key, Chair

CONSIDERATION OF RESOLUTION 16-18: AMENDING THE CONTRACT FOR COLLECTING, TRANSPORTING, AND PROCESSING USED ELECTRONIC EQUIPMENT

A Request for Proposals (RFP 15-03) was issued on April 15, 2015 for Collecting, Transporting, and Processing Used Electronic Equipment. With the recommendation of the selection committee and approval of the Board of Directors the execution of a Contract with E-Waste Technologies to provide Used Electronic Equipment Collection, Transporting, and Processing Services was completed. The term of this Contract is for an initial period of three (3) years beginning on or about July 1, 2015 and ending June 30, 2018. The proposed contract will also include one (1) three (3) year renewal option.

The current Contract pricing provided by E-Waste Technologies was predicated on the use of a large national recycling firm that accepted CRT TVs and monitors for recycling. This firm recently filed for Chapter 7 bankruptcy protection and is no longer in business. This firm was vetted by the CVWMA and e-Waste Technologies before using them at the start of this Contract. No signs of financial problems or management issues existed at that time. They also had all the appropriate recycling certifications including R2 certification.

E-waste Technologies has searched the market place for other vendors to handle the CRTs at the same price and has not been to find one; therefore petitioned CVWMA for an increase in cost allowed under the contract. An increase in the price is justified to the satisfaction of the TAC with the condition of an annual review by the TAC. In addition, the current service levels by E-Waste Technologies at Collection Events and Pick-up Locations have been rated as exceeding expectations by all of the Participating Member Jurisdictions and CVWMA.

This request is primarily to cover the additional cost to deliver and process CRT TVs and Monitors at a different firm. This will change the price per pound for CRT TVs and Monitors at Pick-up Locations and increase the cost to residents to drop large CRT TVs and monitors at Collection Events. Also included in this request will be the addition of a cost for hard drive shredding at Collection Events, a service now available by the contractor and the removal of the credit for computers at Collection Events only to clarify contract terms.

Pricing changes are as follows: (1) Increase in the price per pound from \$0.34 per pound to \$0.56 per pound; (2) the price to the resident for CRT TVs or Monitors over 27 inches is increased to \$20.00 per unit at Collection Events. Smaller units stay at the \$10 per unit; (3) Hard drive shredding will cost \$300 per event per day with a \$5.00 charge to the resident for each hard drive. This price was agreed to last year but not included in the Contract at that time; and (4) Removal of the \$2.00 per computer credit at Collection events only. This was never intended or proposed by the vendor and helps keep the price to run the Collection Events low.

Resolution 16-18 is presented for consideration and would authorize the Executive Director to execute an addendum for Collecting, Transporting, and Processing Used Electronic Equipment. A Special Project Service Agreement Amendment will be developed between CVWMA and Participating Member Jurisdictions for these services.

Recommended Action: Approval of **Resolution 16-18**

RESOLUTION 16-18

A resolution authorizing approval of an Addendum to the Contract for Collecting, Transporting, and Processing Used Electronic Equipment between the Central Virginia Waste Management Authority and E-Waste Technologies and authorizing the amendment of the Special Project Service Agreements with Participating Member Jurisdictions.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

WHEREAS, the report included as Staff Agenda Item No. 9 of the June 2016 Board Agenda outlined the proposed Addendum to Collecting, Transporting, and Processing Used Electronic Equipment Contract between the Central Virginia Waste Management Authority and E-Waste Technologies; and

WHEREAS, the Executive Director is authorized, subject to General Counsel's review and approval, to execute an Addendum to the Collecting, Transporting, and Processing Used Electronic Equipment Contract for Participating Member Jurisdictions between the Central Virginia Waste Management Authority and E-Waste Technologies; and

WHEREAS, the Executive Director is authorized, subject to General Counsel's review and approval, to execute and amend Special Project Service Agreements between the Central Virginia Waste Management Authority and Participating Member Jurisdictions; and

THEREFORE, BE IT RESOLVED, that this resolution shall be in full force and effect upon its passage.

Adopted this 17th of June, 2016

ATTEST: _____
Robert C. Key, Chair

FINANCIAL REPORTS FOR MAY 2016

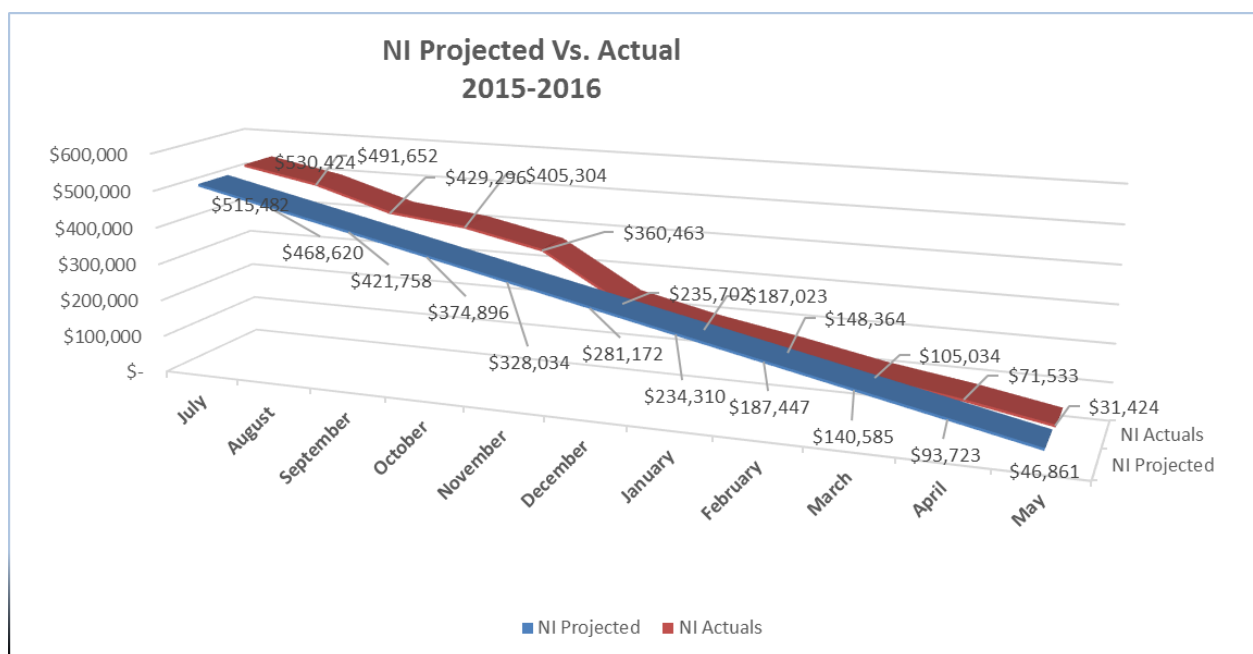
The financial activity is consistent with previous months and the Authority continues to remain within total budget in all funds as of May 31, 2016. The CVWMA has a combined Net Income of about \$31,424 year to date. Approved budget transfers from the May meeting have been incorporated in the financial reports.

Recommended Action: Approval of the May 2016 Financial Report

Attachments.

Central Virginia Waste Management Authority
Statement of Revenues and Expenses - Summary
July - May 2016

Summary - All Funds				
	<u>Total</u>	<u>Total</u>	<u>Fiscal</u>	
	<u>Revenues</u>	<u>Expenses</u>	<u>Budget</u>	<u>NI Totals</u>
General Operating Fund	\$ 579,821	545,383	\$ (18,740)	\$ 34,438
Curbside Project Fund	7,410,936	7,436,188	-	(25,252)
Drop-Off Project Fund	662,336	642,281	19,740	20,055
Municipal Solid Waste Fund	2,688,814	2,687,155	-	1,659
CFC/HCFC	20,660	20,660	-	-
Special Waste Collections	222,367	222,948	(1,000)	(581)
Waste Tire Fund	47,445	47,445	-	-
Appliance and Scrap Metal Hauling	219,746	219,746	-	-
Yard Waste Projects	236,604	236,604	-	-
Waste Transfer & Disposal	<u>1,107,637</u>	<u>1,106,532</u>	<u>-</u>	<u>1,105</u>
Totals	<u>\$ 13,196,366</u>	<u>\$ 13,164,942</u>	<u>\$ -</u>	<u>\$ 31,424</u>
	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u>	<u>Variance</u>
Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>



Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July - May 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	-	\$ 548,282	\$ 548,280	\$ 2	0.0%
Miscellaneous/Other	-	-	-	-	0.0%
Interest on Investments	2,064	17,039	14,065	2,974	21.1%
Sponsorships and Grants	-	14,500	14,500	-	0.0%
Total Revenues	2,064	579,821	576,845	2,976	0.5%
Expenses:					
Personnel services	35,321	349,290	383,750	34,460	9.0%
Fringe benefits	12,310	81,112	94,125	13,013	13.8%
Professional services	1,490	41,124	43,625	2,501	5.7%
Repairs and maintenance	1,866	2,581	3,125	544	17.4%
Advertising and promotions	(547)	1,365	750	(615)	-82.0%
Materials and supplies	253	3,931	5,750	1,819	31.6%
Other services and charges	1,430	28,397	31,200	2,803	9.0%
Leases	3,279	34,929	37,810	2,881	7.6%
Depreciation	167	2,654	5,450	2,796	51.3%
Contingencies & Reserves	-	-	-	-	0.0%
Total Expenses	55,569	545,383	605,585	60,202	9.9%
Transfers In (Out)	-	-	-	-	
Totals	\$ (53,505)	\$ 34,438	\$ (28,740)	\$ 63,178	
Capital Outlay	\$ -	\$ -	\$ 32,500	\$ -	0.0%

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July - May 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	\$ 567,769	\$ 6,235,101	\$ 6,300,000	\$ 64,899	1.0%
Public Relations Assessment	17,222	190,272	217,000	26,728	12.3%
Customer Service Assessment	18,315	202,527	234,000	31,473	13.5%
96-gal Cart Revenue	8,023	114,605	84,780	(29,825)	-35.2%
Sponsorship and Grants	-	10,000	10,000	-	0.0%
Material Sales Rebate	56,431	658,431	600,000	(58,431)	-9.7%
Interest on Investments	<u>-</u>	<u>-</u>	<u>3,375</u>	<u>3,375</u>	<u>100.0%</u>
Total Revenues	<u>667,760</u>	<u>7,410,936</u>	<u>7,449,155</u>	<u>38,219</u>	<u>0.5%</u>
Expenses:					
Personnel services	10,938	178,136	191,350	13,214	6.9%
Fringe benefits	773	53,529	58,250	4,721	8.1%
Professional services	1,501	28,373	31,500	3,127	9.9%
Repairs and maintenance	(1,261)	4,009	2,550	(1,459)	-57.2%
Advertising and promotions	3,235	63,193	75,280	12,087	16.1%
Materials and supplies	318	3,375	3,775	400	10.6%
Other services and charges	3,599	64,182	65,200	1,018	1.6%
Leases	2,840	30,093	32,700	2,607	8.0%
Depreciation	710	7,816	7,800	(16)	-0.2%
Contractual services	567,769	6,235,115	6,300,000	64,885	1.0%
96-gal Cart Expense	9,195	109,936	80,750	(29,186)	-36.1%
Material Sales Rebate	<u>56,431</u>	<u>658,431</u>	<u>600,000</u>	<u>(58,431)</u>	<u>-9.7%</u>
Total Expenses	<u>656,048</u>	<u>7,436,188</u>	<u>7,449,155</u>	<u>12,967</u>	<u>0.2%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 11,712</u>	<u>\$ (25,252)</u>	<u>\$ -</u>	<u>\$ 25,252</u>	
Capital Outlay	<u>\$ -</u>	<u>\$ -</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 - May 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	\$ 44,428	\$ 459,815	\$ 540,000	\$ 80,185	14.8%
Materials Sales Rebate	36,621	202,521	120,000	(82,521)	-68.8%
Interest on Investments	-	-	-	-	0.0%
Total Revenues	81,049	662,336	660,000	(2,336)	-0.4%
Expenses:					
Personnel services	411	4,703	4,975	272	5.5%
Fringe benefits	88	1,315	1,690	375	22.2%
Professional services	31	848	1,040	192	18.5%
Repairs and maintenance	88	157	165	8	4.8%
Advertising and promotions	-	-	1,000	1,000	100.0%
Materials and supplies	37	263	155	(108)	-69.7%
Other services and charges	54	382	480	98	20.4%
Leases	59	629	755	126	16.7%
Contractual services	44,428	459,815	540,000	80,185	14.8%
Materials sales rebate	38,210	174,169	90,000	(84,169)	-93.5%
Total Expenses	83,406	642,281	640,260	(2,021)	-0.3%
Transfers In (Out)	-	-	-	-	
Totals	<u>\$ (2,357)</u>	<u>\$ 20,055</u>	<u>\$ 19,740</u>	<u>\$ (315)</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July - May 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	\$ 254,061	\$ 2,655,320	\$ 2,614,000	\$ (41,320)	-1.6%
Customer Service Assessment	7,592	29,394	30,600	\$ 1,206	3.9%
Contract Admin Costs	-	4,100	-	\$ (4,100)	0.0%
Interest on Investments	<u>-</u>	<u>-</u>	<u>3,560</u>	<u>\$ 3,560</u>	<u>100.0%</u>
Total Revenues	<u>261,653</u>	<u>2,688,814</u>	<u>2,648,160</u>	<u>(40,654)</u>	<u>-1.5%</u>
Expenses:					
Personnel services	2,314	15,075	14,770	(305)	-2.1%
Fringe benefits	29	4,442	5,015	573	11.4%
Professional services	230	5,922	5,900	(22)	-0.4%
Repairs and maintenance	46	1,231	1,210	(21)	-1.7%
Advertising and promotions	-	-	1,000	1,000	99.0%
Materials and supplies	72	796	1,020	224	22.0%
Other services and charges	228	1,558	1,955	397	20.3%
Leases	178	1,884	2,290	406	17.7%
Depreciation	84	917	1,000	83	8.3%
Contractual Services	<u>254,062</u>	<u>2,655,330</u>	<u>2,614,000</u>	<u>(41,330)</u>	<u>-1.6%</u>
Total Expenses	<u>257,243</u>	<u>2,687,155</u>	<u>2,648,160</u>	<u>(38,995)</u>	<u>-1.5%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 4,410</u>	<u>\$ 1,659</u>	<u>\$ -</u>	<u>\$ (1,659)</u>	
Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,500</u>	<u>\$ -</u>	<u>0.0%</u>

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July - May 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	\$ 205,343	\$ 1,558,412	\$ 1,987,000	\$ 428,588	21.6%
Contract Admin Costs	-	\$ 1,100	\$ -	(1,100)	0.0%
Materials Sales Rebate	50,781	294,947	225,000	(69,947)	-31.1%
Interest on Investments	-	-	-	-	0.0%
Total Revenues	<u>256,124</u>	<u>1,854,459</u>	<u>2,212,000</u>	<u>357,541</u>	<u>16.2%</u>
Expenses:					
Personnel services	-	-	-	-	98.0%
Fringe benefits	-	-	-	-	98.0%
Professional services	-	-	-	-	100.0%
Repairs and maintenance	-	-	-	-	100.0%
Advertising and Promotions	-	225	1,000	775	0.0%
Materials and supplies	-	-	-	-	59.0%
Other services and charges	-	-	-	-	84.0%
Contractual services	205,362	1,558,763	1,987,000	428,237	90.0%
Materials sales rebate	<u>51,132</u>	<u>294,948</u>	<u>225,000</u>	<u>(69,948)</u>	<u>-31.1%</u>
Total Expenses	<u>256,494</u>	<u>1,853,936</u>	<u>2,213,000</u>	<u>359,064</u>	<u>16.2%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (370)</u>	<u>\$ 523</u>	<u>\$ (1,000)</u>	<u>\$ (1,523)</u>	