



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS' MEETING AGENDA
FRIDAY, JUNE 19, 2015
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA**

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

CHAIRMAN'S AGENDA

CERTIFICATION OF QUORUM

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OLD/NEW BUSINESS

ADJOURNMENT

Upcoming Meetings:

Executive Committee Meeting – Tuesday, July 14, 2015

Board Meeting - Friday, July 17, 2015 – Canceled

Technical Advisory Committee Meeting – Thursday, August 6, 2015 – 9:00am

Executive Committee Meeting – Monday, August 10, 2015 – 2:00pm

Board Meeting – Friday, August 14, 2015 – 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 15, 2015

The minutes of the regular Board of Directors meeting held May 15, 2015 are presented for your consideration and approval.

Recommended Action: Approval of minutes.

Attachments

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
MAY 15, 2015
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

Robert C. Key (M-Chesterfield), Chair
Bill Hamby, Jr. (M-Prince George), Vice-Chair
J. Allen Lane (M-Henrico), Secretary
Stephen Chidsey, (M-Hanover), Past Chair
Lee Sloppy (M-Ashland)
Robert L. Dunn (M-Chesterfield)
Marcia R. Phillips (M-Chesterfield)
William E. Henley (A-Colonial Heights)
David Lloyd (M-Goochland)
Wayne Hazzard (M-Hanover)
Robert C. Whiteman (M-Henrico)
William I. Mawyer, Jr. (A-Henrico)
Monique Robertson (A-Hopewell)
Elliot Danburg (M-Powhatan)
Lana Agostini (M-Richmond)
Mark Kukoski (M-Richmond)

Non-Voting:

Jeffrey T. Howard (A-Chesterfield)
Jon Clary (A-Henrico)

Staff:

Kimberly A. Hynes, Executive Director
Richard Nolan, Director of Operations
Marc René, Finance & Administrative Officer
Reginald D. Thompson, Operations Technician
Erica Long, Administrative Assistant
Stephanie Breaker, Customer Service Supervisor

MEMBERS/ALTERNATES NOT PRESENT

James A. Jackson (M-Richmond), Treasurer
Steven Hicks (M-Petersburg), Director
Jennifer Schontag (A-Ashland)
Zach Trogdon (M-Charles City)
Matthew Rowe (A-Charles City)
Sheryl D. Bailey (A-Chesterfield)
Clay Bowles (A-Chesterfield)
Thomas Mattis (M-Colonial Heights)
Dwayne Jones (A-Goochland)
Michael Flagg (A-Hanover)
Randy Hardman (A-Hanover)
Marcia E. Kelley (M-Henrico)
Arthur D. Petrini (A-Henrico)
Edward Watson (M-Hopewell)
James H. Burrell (M-New Kent)
David Bednarczyk (A-New Kent)
William Riggleman (A-Petersburg)
Johnny Melis (A-Powhatan)
Rod M. Compton (A-Prince George)
Johnnie Allen (A-Richmond)

Guests:

With a quorum in attendance Chairman Robert C. Key (M-Chesterfield) called the meeting to order at 9:05 a.m.

CHAIRMAN'S AGENDA

Item No. 1: Public Comment Period

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

Item No. 2: Minutes of the Regular Meeting of April 17, 2015

Chairman Key opened the floor for a motion to accept the minutes of the regular meeting for April 2015 as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mrs. M. Phillips (M-Chesterfield) and carried that the minutes of the April 17, 2015 Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 3: Chairman's Report

Item No. 4: Nominating Committee Report

Mr. Steve Chidsey (M-Hanover), Past Chair, presented the slate of officers for the 2015-16 fiscal year. It is the consensus recommendation of the Nominating Committee that nominations are as follows: Chairman, Mr. Robert Key (M-Chesterfield); Vice-Chairman, Mr. William Hamby (M-Prince George); Treasurer, Mr. James Jackson (M-Richmond); Secretary, Mr. Allen Lane (M-Henrico); and Director, Mr. Steven Hicks (M-Petersburg). The elections will be held during the June 2015 Board Meeting, at which time nominations can be made from the floor.

STAFF AGENDA

Item No. 5: Consideration of Resolution 15-17: Amending the 2015 Operating Budget

Mrs. Kim Hynes, CVWMA Executive Director, reported that CVWMA staff has reviewed revenues and expenses by line item and made projections through the end of the fiscal year. Mrs. Hynes went on to report that each line item has been compared to budget and necessary transfers in excess of \$1,000 in the 2014-2015 Operating Budget have been identified. Staff is requesting two transfers; one in the General Fund and one in the Curbside Project Fund. Note that the requested transfers are between line items, and CVWMA will be within total budget at the end of the year. Mrs. Hynes stated that a transfer of \$16,000 is necessary from Regular Salaries and Wages (\$10,000) and Retirement (\$6,000) to Part-Time Salaries in the General Fund and \$20,000 from Part-Time Salaries to Regular Salaries in the Curbside Project Fund to account for the change in staff positions in March/April 2014. She added that the 2015 Operating Budget provided for eight fulltime and four part-time staff. In the Spring, of 2014 with the departure of one full-time staff, CVWMA restructured the Administrative Assistant/Customer Service Representative position from a full-time position; made a part-time Customer Service Representative full-time and hired the Administrative Assistant position part-time. In addition, the Board approved an addition 1.5% wage increase above the budgeted 1.5%. CVWMA VRS retirement contribution was reduced from 10.63% to 8.79% resulting in available funds in the Retirement line item.

Chairman Key opened the floor to a motion to approve **Resolution 15-17**. A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mrs. M. Phillips (M-Chesterfield), and carried that **Resolution 15-17** be approved as submitted.

Mrs. Hynes reminded the Board that any other shortfalls that are less than \$1,000, she has the authority to move between line items, which are also reviewed at the end of the Fiscal Year, by The Audit Committee during the Audit process.

Item No. 6: Consideration of Resolution 15-18: Reaffirming the Pay and Classification Plan for Fiscal Year 2015-2016

Mrs. Hynes reminded the Board of its approval of the Authority's 2014-2015 Operating Budget presented by staff at the Board's regular meeting on December 13, 2013. **Resolution 14-09** adopting the Pay and Classification Plan for the fiscal year beginning July 1, 2014 and ending June 30, 2015 and the 2015 Operating Budget reflects a 1.5% salary increase for all employees effective July 1, 2014. This resolution calls for the Board to reaffirm the 1.5% salary increase at their regular meeting in May 2014. Staff has reviewed the upcoming budget and current and anticipated levels of activity. Revenue from the sale of paper in the Drop-off program are budgeted very conservatively and are expected to exceed budget. Therefore the 1.5% wage increase budgeted for fiscal year 2015-16 is deemed sustainable. Mrs. Hynes indicated that **Resolution 15-18**, attached for consideration, will reaffirm and adopt the 1.5% salary increase as presented and approved in December 2013.

Mr. W. Mawyer Jr. (A-Henrico) asked to explain #2 on **Resolution 15-18** about the 5% adjustment. Mrs. K. Hynes stated that included in the budget this year the Authority adjusted the ranges by 5%, due to the VRS legislation where employees are required to pay the 5% of the retirement which was adopted a couple of years ago. Mr. W. Mawyer Jr. (A-Henrico) asked when the 5% goes into effect. Mrs. K. Hynes explained that it is not a 5% increase for the staff, just the pay ranges. The employees received a 5% increase when the 5% employee share went into effect.

A motion was made by Mrs. M. Phillips (M-Chesterfield), seconded by Mr. R. Dunn (M-Chesterfield), and carried that **Resolution 15-18** be approved as submitted.

Item No. 7: Curbside Recycling Program Update

Mr. Richard Nolan, CVWMA Director of Operations, reported that April was a good month and slightly ahead of last year. He noted that the Authority continues to see improvement in Petersburg, which is ahead of last year by 63 tons. Mr. R. Nolan also noted that average set-out rate for April was approximately 38.5%, up from 36.4% from the previous year. He also mentioned that for the month the Authority realized approximately \$56,000 in rebates from TFC. Mr. W. Mawyer Jr. (A-Henrico) asked if the rebates are credited to the bill, Mr. R. Nolan replied that the rebates are credited to the bill.

Mr. W. Henley (A-Colonial Heights) mentioned that in a recent session of the Colonial Heights City Council, Council recognized CVWMA for their work in the area contract negotiation, which in turn has helped with their budget.

Mr. W. Hazzard (M-Hanover) asked why the Authority has to continue to add jurisdictions to keep up with the tonnage from 2013. Mr. R. Nolan stated that the changes in material makes the difference in a tonnage, however the Authority is seeing a lot more of a consistent amount of tonnage. Mr. W. Mawyer Jr. (A-Henrico) stated that there has been a reduction in drop off stations in Henrico, due to the expansion of fire stations, and for a couple years drop off was minimized, and curbside maximized during the expansions. Chairman Key stated that the drop offs are starting to pick back up and accordingly a drop in volume at the curb. Mr. R. Nolan stated that in Henrico there are a lot of drop offs along with curbside pick-up, and drop off tonnage is still high. Mr. J. Howard (A-Chesterfield) stated that private sector in Chesterfield, are going to different homes being extremely aggressive to homeowners offering pickup of trash and recycling.

Item No. 8: Municipal Solid Waste (MSW) Program

Mr. Reginald Thompson, CVWMA Operations Technician, reported that the misses remain normal in Ashland. Staff recorded 10 misses for County Waste in Ashland; 48 misses were recorded in Colonial Heights, and 56 in Hopewell under contracts with CFS. He mentioned that in the month of April Staff logged 305 bulk collections from the City of Petersburg, and despite the high number of bulk collections, CFS did a great job collecting a lot of bulk with only 67 misses recorded. In comparison, Mr. R. Thompson mentioned that Staff logged 205 bulk collections in March, 93 in February, and despite seeing an increase in bulk collections in the month of April, CFS has kept the misses under control in Petersburg.

Item No. 9: Operations and Program Statistics

Mr. R. Thompson mentioned that the 2014 Recycling Rate was submitted to the DEQ before the April 30, 2015 deadline and earlier in the week, the DEQ accepted the report. He reported the official 2014 Recycling Rate for the CVWMA region is 57.7%, which is slightly below the 2013 rate of 58.4% due to an increase in the amount of MSW generated in the region last year, however, the amount of Principal Recyclable materials recycled each year remains flat with 505,831 tons in 2013 compared to 504,200 tons in 2014.

Mr. R. Nolan noted that the revenue from mixed paper and OCC as shown in the Program Statistics package have increased due to the addition of services provided by the CVWMA to member jurisdictions. He also mentioned two successful e-cycling events in Hanover and Henrico with e-Waste Technologies, with a lot of positive comments coming back about the vendor. The Authority has published the RFP for e-cycling with proposals due today at 2:00pm. He expects at least two proposals and will be discussing them with the TAC and Evaluation Committee.

Mr. R. Nolan mentioned two proposals received from County Waste and Republic Waste, for trash collection under the MSW Collection Services RFP for Chesterfield Tax Relief customers. Mr. R. Nolan also mentioned another RFP for Battery Collection which expires in September, and the CVWMA will not be renewing of the Cooking Oil Contract until further notice due to no interest.

Item No. 10: Consideration of Resolution 15-19: Extending the CFC/HCFC Collection and Processing Services Contract

Mr. R. Nolan reported that the CFC/HCFC Collection and Processing Services Contract between the Central Virginia Waste Management Authority (CVWMA) and Tri-City Appliance dated May 23, 2010 is for the period beginning July 1, 2010 and ending June 30, 2015. This addendum is to

extend this contract for five additional years, and the new expiration date will be June 30, 2020. Mr. R. Nolan stated that this Contract currently provides for the collection and recycling of CFCs (Chlorofluorocarbons), which are used as refrigerants in appliances such as refrigerators and freezers, and HCFCs (Hydrochloroflourocarbons), which are found in air-conditioners. He added that both are ozone-depleting materials, the release of which has been banned by the 1990 Clean Air Act Amendments that requires they be recycled. The CFC/HCFC Collection and Processing program has successfully collected and recycled a significant amount of these gases during the term of the Contract. Mr. R. Nolan added that Tri-City Appliance is a long time Contractor for CVWMA and has provided excellent service. They have agreed to maintain the current price of \$10.00 per unit. This is well below the price that other companies are charging for this service.

Chairman Key opened the floor for a motion to approve **Resolution 15-19**. A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. R. Whiteman (M-Henrico) and carried that **Resolution 15-19** be approved as submitted.

Item No. 11: Technical Advisory Committee (TAC) Report

Mr. R. Nolan, reported that CVWMA provided comment to the DEQ supporting a review of the planning regulations, an opportunity the DEQ presented for public comment. Mr. R. Dunn (M-Chesterfield) suggested that he recommend someone from the CVWMA Staff to be a part of the plan regulation review group. Mrs. K. Hynes added should the DEQ decide to go through with the review, Staff will request to be a part of the stakeholder group. Mr. R. Nolan mentioned that there are some editorial issues that needed to be clarified, one of them is what constitutes a major and a minor amendment. Mrs. K. Hynes added that another issue is if a plan amendment is denied by the Authority, it is not defined of the actions followed. Mr. R. Nolan mentioned that at the next TAC meeting on June 4, 2015, there will be a representative from Tetra-Tech to discuss disaster recovery, which is timely with the upcoming hurricane season.

Mr. W. Hazzard (M-Hanover) asked what the status of TEEL is at this time. Mr. R. Nolan stated that the judge had ruled in favor of TEEL, ordering DEQ to continue working on their permit expansion and the DEQ has appealed the decision by the judge. Mrs. K. Hynes explained that once the plan amendment was denied, the DEQ found their application for major permit modification to be incomplete.

Item No. 12: Public Information

EARTH DAY RECAP

Mrs. K. Hynes reported the public information reports for Mrs. Nancy Drumheller, CVWMA Public Information Coordinator. She reported that Public Information was very busy during April and the beginning of May, and that Staff responded to 39 requests for the month of April, and of these requests, 16 were for presentations and 15 were for educational material. In addition, Staff worked seven events and CVWMA had one media story. Staff estimates impacting 4,320 residents through presentations, events, and distributed about 10,000 educational materials.

PUBLIC INFORMATION

Waste Reduction News

Mrs. K. Hynes reported that the May electronic newsletter included articles CVWMA Kicking-Off 25 Years with the Richmond Kickers on May 2nd, Special Collection Recycling Events Planned for May and June, Memorial Day to delay CVWMA collections, Storm water and You. The e-newsletter was distributed to over 1,100 email subscribers, and monthly statistics show that the open click rate of 31.7% is still above the industry standard.

Call Center

Mrs. K. Hynes reported that Staff is in the process of finalizing some enhancements to the Application that will make things a lot easier for Staff and allowing contractors to enter information and communicate through the application. She added that the Call Center staff responded to 4,622 service requests, and of the call types processed, 2,172 were related to curbside recycling; 1,303 for MSW; and 1,147 were general requests. With MSW, Staff had 520 calls for bulk pickups, which were included in the total MSW calls for the month. In addition, Mrs. K. Hynes mentioned that Call Center staff responded to 258 emails for the month, with 77 from the public, 181 from the localities, mainly Colonial Heights and Petersburg, and processed 19 faxes from the City of Richmond for bin requests.

Promotion and Outreach

Mrs. K. Hynes mentioned that in addition to the Earth Day programs and requests, Staff continues to work with localities on individual projects, award submittals, as well as the final logistics for the May 2nd event with the Richmond Kickers. She mentioned that the Authority did a lot of promotion for the Richmond Kickers event, the Authority was recognized on the field, worked with Channel 6 on promoting the event, giveaways before the event, tickets for the game, gift cards, and 1500 people sign up for the contest.

Mrs. K. Hynes mentioned highlights for the month; Mrs. Denise Ritchie, CVWMA Recycling Education and Outreach Specialist, received great thank you cards from Evergreen Elementary School, provided several short articles on recycling for Madison Springs HOA (Hanover) newsletter editor to disseminate to homeowners, two award nominations submittals won awards for CVWMA, Powhatan Anti-Litter Council posted information on its website about the Reduce, Reuse, Recycle Special Scout Patch, and Staff is working with Mr. Hazzard on an educational video.

Chairman Key mentioned how great the CVWMA Kickoff Event Celebrating their 25th Anniversary was. He added how the crowd gave a warm welcome and response during the half time recognition event, and Mrs. K. Hynes received the game ball with the players' signatures on it.

Item No. 13: Financial Reports for April 2015

Financial Reports for April 2015

Mr. M. René, Finance and Administrative Officer, reported that as of April 30, 2015, the Authority has a combined net income of about \$112,000 year to date. CVWMA has recorded over \$10,979,000 in revenues and \$10,867,000 in expenses. He noted 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. The CVWMA is on target to break even at the end of the fiscal year.

Chairman Key then opened the floor for a motion to accept and file the Financial Report for April 2015 as submitted. A motion was made by Mr. R. Whiteman (M-Henrico), seconded by Mrs. M.

Phillips (M-Chesterfield), and carried that the Financial Reports for April 2015 be approved, accepted, and filed as submitted.

Item No. 14: CVWMA Celebrates 25 Years!

Mrs. K. Hynes reported that the Authority is celebrating their 25th anniversary. She mentioned that CVWMA Kicked –Off with the Richmond Kickers game on May 2, 2015 which was a great success. Mrs. K. Hynes also mentioned the CVWMA was presented, the James River Advisory Council Steward of the River Award for Community Partnership. Mr. R. Dunn (M-Chesterfield) and Mr. B. Hamby Jr. (M-Prince George), accepted the award along with Mrs. K. Hynes on behalf of CVWMA. Last week the Authority also accepted the Outstanding Service Provider Award from the Virginia Recycling Association in Virginia Beach, Virginia. In addition, Mrs. K. Hynes mentioned that the Authority is planning a formal event on Thursday, September 3, 2015 in the courtyard, inviting all county and city leaders, elected officials, county administrators, managers, partners, and contractors. Mrs. K. Hynes has been meeting with city, county, and town leaders thanking them for their support of CVWMA and inviting them to participate in the 25th anniversary activities. She mentioned that the Petersburg City Council recognized CVWMA with a Proclamation Resolution on April 21st, and she will be meeting with the Hanover Board of Supervisors on June 10th.

Item No. 15: Strategic Planning

Mrs. K. Hynes reported that the Executive Committee has discussed a process for developing a strategic plan for the CVWMA. She mentioned that it is important to reflect on the services and value that we continue to provide member jurisdictions, determine what has worked well, and where there might be room for improvement to ensure the Authority provides the greatest value possible for the region and their member localities going forward. Mrs. K. Hynes added that it is a good time to embark on a plan for the future as the Authority celebrates and reflects on the past 25 years.

Mrs. K. Hynes stated that the anticipated timeline to go through the process was provided for each member, and at various stages, consensus of the Board will be necessary and vital to the process. She noted that the Executive Committee has discussed procuring the expertise of a strategic planning facilitator for assistance in shepherding the Authority through the process efficiently and would like to discuss this in hopes of gaining a broad level of support for the process.

Chairman Key stated that CVWMA is a very unique organization made-up of 13 different localities with 13 strategic plans and as he looks back at where CVWMA has come and where they are going, there is a lot of potential. Hiring a facilitator to engage the board efficiently to get the input of where the Authority is going is needed. Mr. E. Danburg (M-Powhatan) asked what the Committee is looking for exactly. Chairman Key replied that they are looking for recommendations and ideas from the Board. Mr. E. Danburg (M-Powhatan) suggested someone that could possibly be available to in regards to finding a facilitator. Mrs. K. Hynes stated that providing contact information would be helpful. She reminded the Board that this is not budgeted, and this is not a resolution at this point, however the small purchase policy requires proposals for procurement over \$15,000 and the Committee doesn't anticipate spending that much. Mr. S. Chidsey (M-Hanover) suggested that the person have a solid waste planning background. Mr. M. Kukoski (M-Richmond) asked if the proposals would start at the next Board meeting. Chairman Key stated that it would be a couple months before any proposals would start. Mrs. K. Hynes added that the plan is to go through an informal process and by the next Executive committee meeting there would be some information

to share with them. Mrs. M. Phillips (M-Chesterfield) stated that she has some colleagues with a strategic planning background that she can suggest as well.

Item No. 16: Administrative

Mrs. K. Hynes reported to the Board that CVWMA received the acceptance to the five year update of the Central Virginia Solid Waste Management Plan (SWMP) via email. She added that the DEQ did not have any revisions, however, mentioned that even though the Authority had planned for the closing of the Springfield Road Landfill in the SWMP, they will require that the Authority go through the major amendment process. After a public hearing, the amendment goes to the Board for a vote and if it does pass then it goes to the planning district commissions. Now that the plan is approved it will be added onto the website.

Mr. R. Whiteman (M-Henrico) asked Mr. J. Clary (A-Henrico) if the closing of the landfill would bring any complications to his department. Chairman Key stated that it is a lot of process in closing a landfill and suggested the regulations in that matter be fixed. Mrs. K. Hynes added that typically it is known far enough in advance when they anticipate a landfill to close and since there is a lot of landfill space in this region, planning for that capacity wasn't a challenging one compared to other communities around the state. She stated that it is important for the plan to reflect where the waste is going to go.

Mrs. K. Hynes mentioned that Container First services at Tri City regional Landfill had a minor slide while working on the slope. The DEQ has been involved and they are fixing it.

Mrs. K. Hynes added that she will be attending the Virginia Government Finance Officers Association conference with Mr. M. René, and she will be presenting with Dr. Sheryl D. Bailey (A-Chesterfield) on the fiscal impacts of regional organizations and how they are helpful in times of fiscal crisis. She added that the Audit Committee will meet on Monday to start the audit process for the year with Brown & Edwards. She also mentioned the TAC meeting on June 4, 2015 with Tetra Tech, the Executive Committee is on June 8th, and the election of officers on June 19th. The July meeting is canceled.

Old/New Business

Mr. R. Dunn (M-Chesterfield) recognized the first chairman of the Board that attended the Kickers Event Game, Mr. Wayland Rennie.

Mr. R. Whiteman (M-Henrico) asked if there were any plans regarding the International Bike race coming to Richmond. Mrs. K. Hynes stated that there is a race committee that have been working with city officials with not just recycling, but sustainability overall. She also added that TFC plans to be involved as well.

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 15, 2015 Board of Directors' meeting be adjourned.



CERTIFICATE

I, Robert C. Key, Chairman of the CVWMA, certify that the foregoing minutes are a true and correct copy of the minutes of the May 15, 2015 regular meeting of the Central Virginia Waste Management Authority (CVWMA) Board of Directors. These minutes were adopted at a CVWMA Board meeting held at 9:00 a.m., June 19, 2015. Given under my hand and seal of the CVWMA this 19th day of June 2015.

Robert C. Key, Chairman

NOMINATING COMMITTEE REPORT

Election of Officers for Fiscal Year 2015-2016

The Nominating Committee presented the slate of officers at the Friday, May 15, 2015, 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 2015-2016 by recommendation of Mr. Steve Chidsey (M-Hanover), Past Chair, Mr. Lee Sloppy (M-Ashland), and Mr. Robert Whiteman (M-Henrico):

- Chair Mr. Robert Key (M-Chesterfield)
- Vice-Chair Mr. William Hamby (M-Prince George)
- Treasurer Mr. James A. Jackson (M-Richmond)
- Secretary Mr. Allen Lane (M-Henrico)
- Director Mr. Steven Hicks (M-Petersburg)

The elections will be held at the Friday June 19, 2015, Board of Directors' meeting, at which time, any Board member may make additional nominations.

The terms of the elected officers will begin July 1, 2015, with the installation process scheduled for the first regular meeting in the new fiscal year.

AUDIT COMMITTEE REPORT

Mr. R. Dunn (M-Chesterfield), member of the Audit Committee met with representatives of Brown & Edwards, CVWMA's Audit Firm on May 18, 2015. The auditors discussed upcoming planning of the audit, new accounting rules and pronouncements that will impact CVWMA and other pertinent information relative to the accounting process for local governments.

Audit field work is scheduled to begin the week of August 3, 2015. Once field work is complete the auditors will meet with the staff and Audit Committee to present any findings and discuss the overall report. The 2015 Annual Comprehensive Financial Report (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.

Staff shared quarterly disbursements with the Audit Committee for the period January 1, 2015 through March 31, 2015.

STAFF AGENDA
ITEM NO. 8

CONSIDERATION OF RESOLUTION 15-20: AWARDING THE CONTRACT FOR CHESTERFIELD MUNICIPAL SOLID WASTE (MSW) COLLECTION SERVICES

A Request for Proposals (RFP 15-02) was issued on March 17, 2015 for Municipal Solid Waste (MSW) Collection Services for the County of Chesterfield to include providing residential MSW collection service and leaf vacuuming services in the County of Chesterfield. Proposals were received from County Waste, LLC and Republic Waste Services.

A selection committee comprised of Mr. Jeff Howard (A-Chesterfield), Janice Herron (Chesterfield), and Rich Nolan met with County Waste on April 1, 2015 to discuss their proposal.

The current Contract for Municipal Solid Waste Collection Services in Chesterfield County (approximately 2,554 units) is performed by Republic Waste Services (formerly BFI/Allied Waste). This Contract is between Chesterfield County and Republic Waste Services and expires on July 30, 2015.

The recommendation of the selection committee is the execution of an agreement with County Waste, LLC to provide MSW collection service. The term of the contract will be for an initial period of ten (10) years beginning on or about August 1, 2015 and ending July 30, 2025. The proposed contract will also include a two-year and a three-year renewal option.

This new Contract will be for \$8.11 per household per month. Leaf Vacuuming Service will be included at no additional charge. The current rate for these services not including leaf vacuuming services is \$9.20 per household.

Resolution 15-20 is presented for your consideration. It would authorize the Executive Director to execute a contract for Municipal Solid Waste Collection Services in Chesterfield County with County Waste, LLC. A Special Project Service Agreement will be developed between CVWMA and Chesterfield County for these services.

Recommended Action: Approval of **Resolution 15-20**

Attachment

RESOLUTION 15-20

A resolution awarding a contract for Municipal Solid Waste Collection Services between the Central Virginia Waste Management Authority and County Waste, LLC and authorizing the Special Project Service Agreements with Chesterfield County for a ten (10) year period commencing on or about August 1, 2015.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

Whereas, the report included as Staff Agenda Item No. 8 of the June 2015 Board Agenda outlined the proposed Municipal Solid Waste Collection Services between the Central Virginia Waste Management Authority and County Waste, LLC; and

Whereas, the Executive Director is authorized, subject to General Counsel's review and approval, to execute a Contract for Municipal Solid Waste Collection Services for Chesterfield County between the Central Virginia Waste Management Authority and County Waste, LLC; and

Whereas, the Executive Director is authorized, subject to General Counsel's review and approval, to execute Special Project Service Agreements between the Central Virginia Waste Management Authority and the County of Chesterfield; and

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

Adopted this 19th of June, 2015

ATTEST: _____
Robert Key, Chairman

FINANCIAL REPORTS FOR MAY 2015

The financial activity is consistent with previous months and the Authority continues to remain within total budget in all funds as of May 31, 2015. The CVWMA has a combined net income of nearly \$83,000 year to date. Transfers authorized at the May 15, 2015 Board of Directors meeting have been made and are incorporated in the Financial Reports, herein.

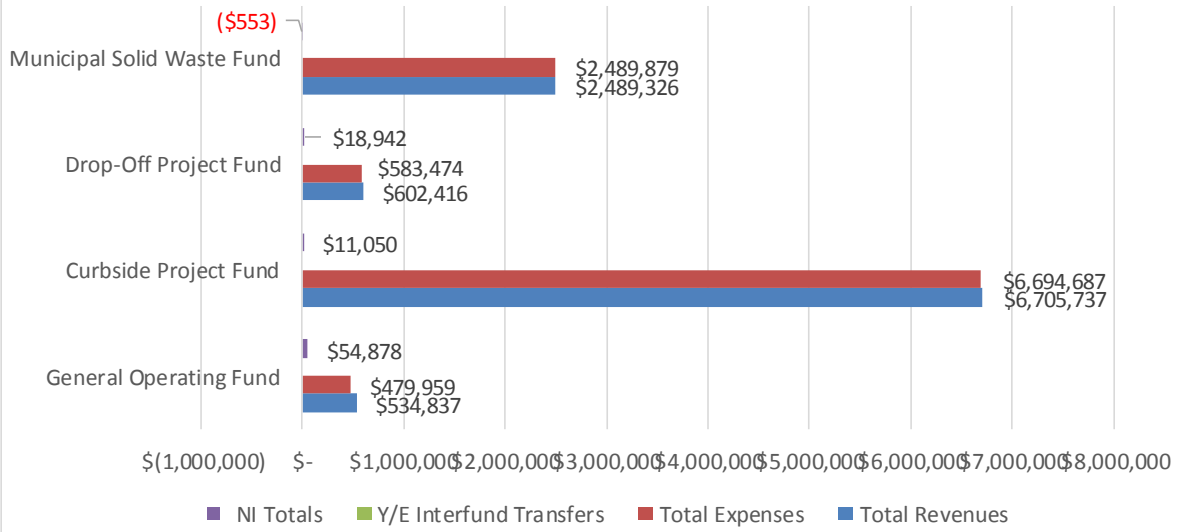
Recommended Action: Approval of the May 2015 Financial Report

Attachments.

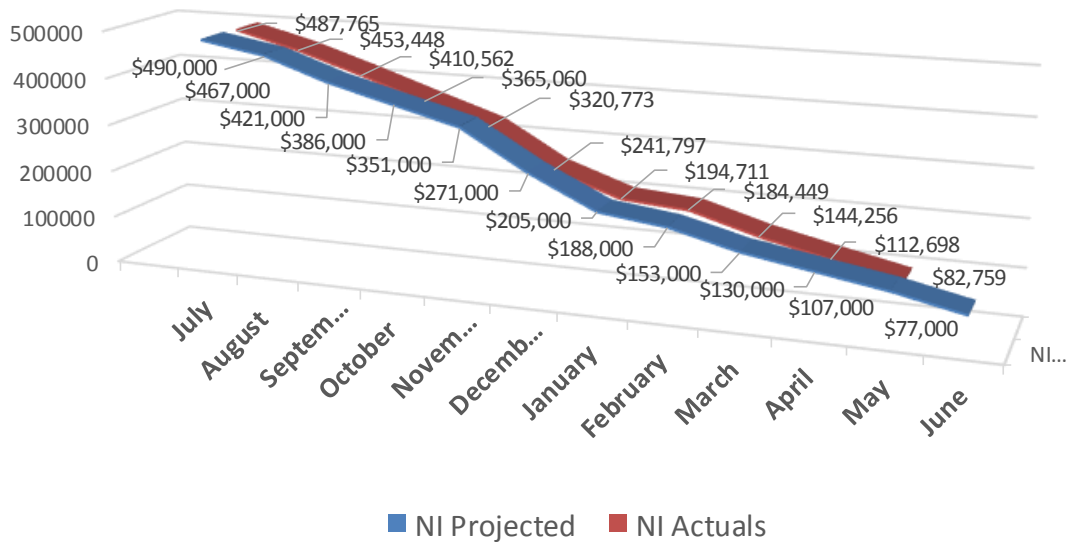
**Central Virginia Waste Management Authority
Statement of Revenues and Expenses - Summary
July - May 2015**

Summary - All Funds				
	Total	Total	Y/E Interfund	
	<u>Revenues</u>	<u>Expenses</u>	<u>Transfers</u>	<u>NI Totals</u>
General Operating Fund	\$ 534,837	479,959	\$ -	\$ 54,878
Curbside Project Fund	6,705,737	6,694,687	-	11,050
Drop-Off Project Fund	602,416	583,474	-	18,942
Municipal Solid Waste Fund	2,489,326	2,489,879	-	(553)
CFC/HCFC	14,090	14,090	-	-
Special Waste Collections	140,539	142,098	-	(1,558)
Waste Tire Fund	43,484	43,484	-	-
Appliance and Scrap Metal Hauling	282,834	282,834	-	-
Yard Waste Projects	273,644	273,644	-	-
Waste Transfer & Disposal	<u>997,535</u>	<u>997,535</u>	<u>-</u>	<u>-</u>
<i>Totals</i>	<u>\$ 12,084,441</u>	<u>\$ 12,001,683</u>	<u>\$ -</u>	<u>\$ 82,759</u>
<i>Capital Outlay:</i>	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u>	<u>Variance</u>
Computer equipment	\$ -	\$ 45,000	\$ 45,000	\$ -
Office equipment	-	-	-	-
<i>Total Capital Outlay</i>	<u>\$ -</u>	<u>\$ 45,000</u>	<u>\$ 45,000</u>	<u>\$ -</u>

Revenue Against Expenses 2014-2015 Major Fund



NI Projected Vs. Actual 2014-2015



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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	\$ -	\$ 533,205	\$ 533,205	\$ 0	0.0%
Miscellaneous/Other	-	-	-	-	0.0%
Interest on Investments	73	1,632	4,000	(2,368)	-59.2%
Sponsorships and Grants	-	-	-	-	0.0%
Total Revenues	<u>73</u>	<u>534,837</u>	<u>537,205</u>	<u>(2,368)</u>	<u>-0.4%</u>
Expenses:					
Personnel services	29,953	321,765	344,550	22,785	6.6%
Fringe benefits	6,636	72,029	96,850	24,821	25.6%
Professional services	2,158	28,352	27,775	(577)	-2.1%
Repairs and maintenance	13	1,056	2,925	1,869	63.9%
Advertising and promotions	254	1,227	2,250	1,023	45.5%
Materials and supplies	114	4,085	5,100	1,015	19.9%
Other services and charges	1,540	12,488	22,010	9,522	43.3%
Leases	3,279	35,915	41,315	5,400	13.1%
Depreciation	284	3,042	5,200	2,158	41.5%
Total Expenses	<u>44,231</u>	<u>479,959</u>	<u>547,975</u>	<u>68,016</u>	<u>12.4%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (44,158)</u>	<u>\$ 54,878</u>	<u>\$ (10,770)</u>	<u>\$ 65,648</u>	
Capital Outlay:					
	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>	
Computer equipment	\$ -	\$ 10,000	\$ 10,000	\$ -	
Office equipment	-	-	-	\$ -	
Vehicular equipment	-	-	-	\$ -	
Total Capital Outlay	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>0.0%</u>

Central Virginia Waste Management Authority
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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	508,318	5,631,185	6,510,000	\$ 878,815	13.5%
Public Relations Assessment	17,325	191,437	209,000	17,563	8.4%
Customer Service Assessment	18,425	203,302	224,000	20,698	9.2%
96-gal Cart Revenue	11,077	110,678	100,380	(10,298)	-10.3%
Materials Sales Rebate	56,750	559,135	-	(559,135)	-
Contract Admin Costs	-	-	-	-	0.0%
Sponsorships and Grants	-	10,000	10,000	-	0.0%
Interest on Investments	-	-	1,500	1,500	100.0%
Total Revenues	<u>611,895</u>	<u>6,705,737</u>	<u>7,054,880</u>	<u>349,143</u>	<u>4.9%</u>
Expenses:					
Personnel services	15,615	160,500	180,075	19,575	10.9%
Fringe benefits	5,379	52,981	52,600	(381)	-0.7%
Professional services	1,407	29,683	29,260	(423)	-1.4%
Repairs and maintenance	217	4,386	3,190	(1,196)	-37.5%
Advertising and promotions	1,052	53,157	75,285	22,128	29.4%
Materials and supplies	215	3,009	4,560	1,551	34.0%
Other services and charges	758	66,769	69,410	2,641	3.8%
Leases	2,262	24,243	26,500	2,257	8.5%
Depreciation	710	7,266	8,000	734	9.2%
Contractual services	508,266	5,630,717	6,510,000	879,283	13.5%
Materials Sales Rebate	56,750	559,135	-	(559,135)	-
96-gal Cart Expense	8,398	102,841	96,000	(6,841)	-7.1%
Total Expenses	<u>601,029</u>	<u>6,694,687</u>	<u>7,054,880</u>	<u>360,193</u>	<u>5.1%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 10,866</u>	<u>\$ 11,050</u>	<u>\$ -</u>	<u>\$ (11,050)</u>	
Capital Outlay:					
	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>	
Computer equipment	\$ -	\$ 30,000	\$ 30,000	\$ -	
Office equipment	-	-	-	\$ -	
Total Capital Outlay	<u>\$ -</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>	<u>\$ -</u>	

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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	\$ 44,983	\$ 434,707	\$ 530,000	\$ 95,293	18.0%
Materials Sales Rebate	13,074	167,709	100,000	\$ (67,709)	-67.7%
Interest on Investments	-	-	-	-	0.0%
Total Revenues	<u>58,057</u>	<u>602,416</u>	<u>630,000</u>	<u>27,584</u>	<u>4.4%</u>
Expenses:					
Personnel services	376	4,012	5,630	1,618	28.7%
Fringe benefits	228	1,781	2,040	259	12.7%
Professional services	24	411	450	39	8.7%
Repairs and maintenance	4	59	60	1	1.7%
Advertising and promotions	-	-	1,000	1,000	100.0%
Materials and supplies	-	29	40	11	27.5%
Other services and charges	24	270	360	90	25.0%
Leases	55	918	1,100	182	16.5%
Contractual services	44,281	431,608	530,000	98,392	18.6%
Materials sales rebate	<u>11,144</u>	<u>144,386</u>	<u>75,000</u>	<u>(69,386)</u>	<u>-92.5%</u>
Total Expenses	<u>56,136</u>	<u>583,474</u>	<u>615,680</u>	<u>32,206</u>	<u>5.2%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 1,921</u>	<u>\$ 18,942</u>	<u>\$ 14,320</u>	<u>\$ (4,622)</u>	

Central Virginia Waste Management Authority
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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	\$ 230,200	\$ 2,461,861	\$ 2,587,280	\$ 125,419	4.8%
Customer Service Assessment	2,446	26,765	29,400	\$ 2,635	9.0%
Contract Admin Costs	-	700	-	\$ (700)	0.0%
Interest on Investments	-	-	500	\$ 500	100.0%
Total Revenues	<u>232,646</u>	<u>2,489,326</u>	<u>2,617,180</u>	<u>127,854</u>	<u>4.9%</u>
Expenses:					
Personnel services	1,149	12,373	14,365	1,992	13.9%
Fringe benefits	486	5,364	5,030	(334)	-6.6%
Professional services	187	3,484	3,815	331	8.7%
Repairs and maintenance	15	727	760	33	4.3%
Advertising and promotions	-	189	2,000	1,811	99.0%
Materials and supplies	108	572	1,250	678	54.2%
Other services and charges	101	1,132	1,530	398	26.0%
Leases	276	2,676	2,700	24	0.9%
Depreciation	83	833	1,000	167	16.7%
Contractual Services	<u>230,201</u>	<u>2,462,529</u>	<u>2,587,280</u>	<u>124,751</u>	<u>4.8%</u>
Total Expenses	<u>232,606</u>	<u>2,489,879</u>	<u>2,619,730</u>	<u>129,851</u>	<u>5.0%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 40</u>	<u>\$ (553)</u>	<u>\$ (2,550)</u>	<u>\$ 1,997</u>	
Capital Outlay:					
	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>	
Computer equipment	\$ -	\$ 5,000	\$ 5,000	\$ -	
Office equipment	\$ -	\$ -	\$ -	\$ -	
Total Capital Outlay	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ -</u>	

Central Virginia Waste Management Authority
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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	\$ 187,162	\$ 1,408,007	\$ 2,185,000	\$ 776,993	35.6%
Materials Sales Rebate	14,825	343,969	250,000	\$ (93,969)	-37.6%
Contract Admin Cost	-	150	-	\$ (150)	0.0%
Interest on Investments	-	-	-	\$ -	0.0%
Total Revenues	<u>201,987</u>	<u>1,752,126</u>	<u>2,435,000</u>	<u>682,874</u>	<u>28.0%</u>
Expenses:					
Personnel services	-	-	-	-	
Fringe benefits	-	-	-	-	0.0%
Professional services	-	-	-	-	0.0%
Repairs and maintenance	-	-	-	-	0.0%
Advertising and Promotions	119	294	1,000	706	0.0%
Materials and supplies	-	-	-	-	0.0%
Other services and charges	-	-	-	-	0.0%
Contractual services	186,609	1,409,977	2,185,000	775,023	90.0%
Materials sales rebate	<u>15,360</u>	<u>343,413</u>	<u>250,000</u>	<u>(93,413)</u>	<u>-37.4%</u>
Total Expenses	<u>202,088</u>	<u>1,753,684</u>	<u>2,436,000</u>	<u>682,316</u>	<u>28.0%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (101)</u>	<u>\$ (1,558)</u>	<u>\$ (1,000)</u>	<u>\$ (558)</u>	